



**CATALOG**  
**VOLUME 10 | NO. 2 | 2017-2018**

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## Mission Statement

*It is the mission of the University to develop new generations of college-level professionals through a contemporary and competitive education in an extensive range of academic and practical subjects. The University seeks to instill its students with the abilities of critical thought and expression and the capabilities for lifelong learning. The graduates of the University will be skilled professionals with extensive knowledge of new information and communication technologies. These skills can be applied to increase productivity and efficiency as well as the social and economic profitability of both public and private organizations. The University also seeks to train its students for success in their individual entrepreneurial enterprises.*

*The general education offerings of the University are designed to produce graduates with a wide breadth and depth of knowledge, competence and the aptitude to become successful and responsible leaders in local and global business communities. This component of the student's education sharpens and develops the crucial skills of reading critically, communicating effectively both verbally and in writing, quantitative reasoning and meaningful problem solving.*

*The University, through its educational offerings, diverse learning environment, and attentiveness to its students, is committed to elevating the quality of each student's professional, personal and family life, by uncovering each learner's capabilities and assisting in the development of the attributes and base of knowledge graduates need to face the challenges of economic, technological and organizational growth in regional and global business communities.*

## History

Located in Doral, Florida, Millennia Atlantic University was founded by members of a family with the vision and purpose of providing a first-rate education and job training for its students. The University was established in dedication to the foresight, determination and perseverance of the founders' patriarch. Although he passed away in 1982, he was a grandfather who would change the course of his family's life and legacy through his sacrifices and wisdom. Being raised a farm worker in small village that had no elementary school, he knew the only way out from the cycle of hardship and poverty faced throughout his life was in sending his son, only eleven years old at the time, away to gain an education. This son grew to be quite successful, and his children in turn were brought up with the work ethic and opportunities that allowed them all to advance their education through graduate school and beyond. They in turn established this University in continuation of their grandfather's dream. The founders of MAU sought to create an institution that would

provide their students with the benefits of a quality education and career potential, as they themselves had benefited. With the guidance and the values instilled in them by their father, they began the school with the vision of sharing the opportunities they were given, and fulfilling the hope and quests of others who seek to obtain careers and a quality education as they enhance their lives and the lives of their families.

From its inception in 2005 as a single campus family owned school, Millennia Atlantic University (“MAU” or the “University”) sought to create a vibrant learning environment, focused on the needs and vocational callings of its students. The convenient location in the newly formed municipality of Doral was chosen to further the goal of MAU becoming a vital contributor to a growing community. The University received authorization to offer educational training programs at the bachelor’s and master’s levels in 2006 from the state licensing commission, and subsequently added associate’s level programs. The University then was awarded its initial grant of accreditation from ACICS in August 2010, which was renewed in 2013.

MAU originally opened with a brand new campus housing four classrooms, three large capacity and one smaller, tucked back within a popular plaza. After reaching capacity at this location, the University moved in 2012 to a much larger, approximately 11,500 square foot stand-alone campus building. This modern campus became the first structure in Doral to be designated as LEED certified (Leadership in Energy and Environmental Design) for the interior modifications and remodeling. The campus houses a fully functioning library with extensive print and online academic and research services, and computer terminals available for student use. The building has been equipped with modern décor and amenities, with smart boards in the classrooms, a student lounge and terrace, and Wi-Fi provided throughout the campus for the students.

MAU’s owners have invested significant resources into the creation and development of the University so that students will have the best opportunity to achieve academic success, obtain employment upon graduation, discover their potential, and discover the world!

## **Definition of Units of Credit**

The University awards credit on a semester credit hour system. A semester credit hour is equivalent to approximately not less than 15 class hours of lecture or direct faculty instruction with appropriate out-of-class study and preparation; 30 hours of laboratory with appropriate out-of-class study; or a minimum of 45 hours of practicum. A class hour of instruction is equal to 50 minutes of instruction in addition to a 10-minute break. Appropriate out-of-class study and preparation is generally defined as a minimum of two hours of out of class student work for each hour of lecture or direct faculty instruction, and one hour of out-of-class study and preparation for each hour of laboratory work, each week for approximately fifteen weeks.

## **Transferability of Credits**

Students who attend Millennial Atlantic University and plan to transfer credits earned at MAU to another school should contact the institution to which the student seeks transfer before enrolling in order to determine if credits will be accepted. The granting of transfer credit is within the sole discretion of the receiving institution.

It is the policy of this institution to accept transfer credits for up to 50% of the requirements for graduation from any program. To obtain a degree, however, there are a certain number of final credit hours that must be completed at Millennial Atlantic University depending on the degree sought. Please see the program information for the specific level of degree offering for further detail on this requirement. Students must submit official transcripts for work completed at another institution in order for the credit to be considered for transfer. The receipt of credit for courses is reserved for those students who have successfully completed courses at another institution that are comparable in content, quality and scope to those offered at the University. Undergraduate students seeking to transfer credits from an associate's degree awarded at another institution towards one of the University's bachelor degree programs must have completed a minimum of fifteen (15) semester credit hours or the equivalent in general education, with a minimum 2.00 CGPA. The University may, in its discretion, require that transfer credit be validated by testing demonstrating the skills and knowledge possessed by the student.

## **Credit for Prior Learning**

The University reserves the right to grant credit for prior learning. Credit for Prior Learning is credit for learning and extensive professional experience acquired outside of the University, that has resulted in a level of knowledge and skills appropriate and comparable to the level and content of the program or credential offered at the University. The maximum amount of credit allowed for Credit for Prior Learning will not exceed 25% of the credits required for the program in which the student is enrolled. The University may require that the Credit for Prior Learning be validated by testing or presentation of a portfolio demonstrating the skills possessed by the student prior to accepting such credit. The University charges a Portfolio Fee for the assessment of a student's portfolio or for the validation of the requested credit through testing as part of this process. Please refer to the Tuition and Fees section of this catalog for the required fees.

## **Veteran's Credit for Previous Education or Training**

VA students must report all previous education and training. MAU will evaluate and grant credit, if appropriate. If credit for previous education or training is granted, the



VA student's training time or period of enrollment at the University may be shortened, the tuition reduced appropriately, and notification to the VA student will be provided.

## Grading System and Progress Reports

Final grades are reported at the completion of each grading period. The University's calendar follows a standard term semester system in which each regular semester is 15-16 weeks in duration, with condensed summer term(s) also available. Additionally, a mid term start with eight-weeks to the end of the semester is available depending on demand. Only newly admitted students may utilize a mid term semester start. At the conclusion of each semester the University reports final grades to each student.

The following grading system is used, and final grades are calculated from the percentages earned in each course in accordance with the chart provided below.

<b>Grade</b>	<b>Evaluation</b>	<b>Percentage</b>	<b>Grade Point Average</b>
A	Outstanding	93-100%	4.00 GPA
A-	Excellent	90-92%	3.77 GPA
B+	Superior	87-89%	3.50 GPA
B	Very Good	83-86%	3.00 GPA
B-	Good	80-82%	2.70 GPA
C+	Above Average	76-79%	2.50 GPA
C	Average	73-75%	2.00 GPA
C-	Satisfactory	70-72%	1.70 GPA
D+	Below Average	65-69%	1.50 GPA
D	Needs Work	60-64%	1.00 GPA
D-	Deficient	58-59%	0.80 GPA
F	Failure	0-57%	0.00 GPA
AU	Audit		Not Calculated
CL	CLEP		Not Calculated
CPL	Credit for Prior Learning		Not Calculated
FAIL	Fail (non credit course)		Not Calculated
I	Incomplete		Not Calculated
MI	Military Credit		Not Calculated
PASS	Pass (non credit course)		Not Calculated
TR	Credits Accepted in Transfer		Not Calculated
W	Withdrawal		Not Calculated

Remedial courses are offered on only a pass/fail basis, and the pass/fail is not calculated into a student's GPA.

In order to compute the required cumulative grade point average (CGPA) referred to for maintaining satisfactory academic progress and conferral of a degree, the total number of earned quality points (grade points times course semester hours) is divided by the total number of semester credit hours which are completed and letter grades are received. Provisions within the catalog or other University publications that refer to a specific grade average should be interpreted to mean the numerical average GPA point scale associated with the specific letter grade. In other words, a “C average or better” is interpreted as “2.00 average or better,” and a “B average or better” is interpreted as “3.00 average or better.”

## **Academic Year**

As a standard term credit hour school, Millennia Atlantic University’s Academic Year is defined as a minimum of 30 weeks of instructional time. For purposes of this definition, a “week” is considered a consecutive seven-day period, and a “week of instructional time” is any week in which at least one day of regularly scheduled instruction or examinations occur. Instructional time does not include vacation periods, homework, or period of orientation or counseling. A minimum of twenty-four (24) semester credit hours is also considered the minimum standard for coursework for full time undergraduate students for an Academic Year.

## **Standards of Satisfactory Academic Progress**

Students are required to earn a cumulative grade point average of 2.00 in order to graduate from a MAU undergraduate program and be awarded a degree. In order to graduate from a MAU master’s level program and be awarded a degree, students are required to earn a cumulative grade point average of 3.00. In order to ensure that students are making satisfactory progress towards this goal the following policies and procedures have been implemented.

## **Satisfactory Academic Progress Policy**

Standards of academic progress are measured by the University against three important and independently assessed criteria, which address both qualitative and quantitative standards, namely: program length, academic achievement (i.e. grade point average) and rate of course completion (i.e. maximum time frame for completion). Students must meet the following minimum standards of academic achievement and maintain a successful rate of course completion while enrolled at MAU. The standards of satisfactory progress are equally applied to full time students, part time students and students concurrently enrolled in more than one degree program. Satisfactory Academic Progress is also referred to within this catalog as “SAP.”

## **Maximum Program Length and Time Frame for Completion**

Students must complete their entire program within one and one half times the standard academic program length, which is defined by the University as the total number of credit hours in the program. The maximum time for completion of an academic program at the University is therefore equal to completion of 1.5 times the number of credits attempted required for completion, and varies depending on a student's specific program of study. For example, students enrolled in an Associate's Degree Program must complete their degree requirements within ninety (90) credit hours attempted. Students enrolled in a Bachelor's Degree Program must complete their program of study within one hundred eighty (180) credit hours attempted, and students enrolled in a Master's Degree Program must complete their degree requirements within fifty-four (54) credit hours attempted.

Students concurrently enrolled in more than one degree program must complete the requirements of both degrees within one and one half times the total credit hours attempted for the predetermined total required hours of the concurrent programs. The total number of hours for the combined programs is dependent upon which two programs are being combined, and upon which level of degree programs the student is concurrently enrolled. The total number of hours for the combined programs, which takes into account courses for which credit may be applied to both programs, as well as the maximum program length and maximum time frame for completion, is identified within a student's Curriculum Plan for concurrent enrollment, as discussed in more detail below.

## **Evaluation Points, Cumulative GPA Requirements, and Rates of Completion**

The University evaluates its students' satisfactory academic progress at the conclusion of each semester, which generally coincides with the end of the payment period for students receiving Title IV assistance. Regular fall and spring semesters are 15 to 16 weeks in duration, with condensed summer semesters and mid term start for new students, contingent on sufficient enrollment, offered as well. The two regular fall and spring semesters make up the University's Academic Year, as further defined above. The condensed summer semester, or the Summer "C" Semester which is 12-14 weeks in length, may also be split into "A" "B" terms. Each semester's end creates a new evaluation point to ensure satisfactory academic progress is being maintained for a student as he or she progresses through a degree program.

At the end of each semester (or evaluation point), each student is evaluated on three components to determine if he or she is maintaining satisfactory academic progress as defined above. The three components are:

1. Cumulative grade point average (CGPA),

2. Successful course completion rate, and
3. Credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program).

The following criteria describes the **minimum standards** that must be met at each evaluation point, broken down in accordance with each level of degree programs offered at the University:

Associate Degree Seeking Students, which includes both academic associate degrees and associate of applied science degrees:

1. Cumulative grade point average minimum: First two semesters - CGPA of 1.50; Remaining semesters all evaluation points through graduation – CGPA 2.00.
2. Maximum Time Frame/Completion Rate: 67% of credits attempted

Bachelor Degree Seeking Students:

1. Cumulative grade point average minimum: First two semesters – CGPA of 1.50; Third semester\* – CGPA of 1.75; Fourth semester through all evaluation points up to graduation – CGPA of 2.00 \*[Note that for any programs longer than two academic years, **all** students must have a “C” or 2.00 average by the end of the second year to meet SAP requirements]
2. Maximum Time Frame/Completion Rate: 67% of credits attempted

Masters Degree Seeking Students:

1. Cumulative grade point average minimum: First semester – CGPA of 1.75; Second semester through all evaluation points up to graduation – CGPA of 3.00.
2. Maximum Time Frame/Completion Rate: 67% of credits attempted

## **Standards of Satisfactory Academic Progress – VA Students**

Students receiving Veteran's Administration benefits must follow special Satisfactory Academic Progress requirements supplementary to MAU standard policies found herein as follows:

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 1.50 for the first two semesters, and a CGPA of 2.00 for the remaining semesters through graduation in any associate degree program; a minimum CGPA of 1.5 for the first two semesters, a 1.75 for the third semester, and a 2.00 for the fourth semester and through graduation for any bachelor degree program; and a minimum CGPA of 1.75 for the first semester and 3.00 for the second semester through graduation in any graduate program.

A VA student whose CGPA falls below the required minimum CGPA of their program at the end of any semester will be placed on academic probation for a maximum of two consecutive semesters of enrollment. If the VA student's CGPA is still below the required minimum at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after reaching the minimum CGPA listed above.

### **Academic Warning, Financial Aid Warning and Probation**

At the end of each semester, after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether the students are meeting the satisfactory progress requirements as described above. If a student is not meeting the above requirements, he or she will be placed on "Academic Warning" status, and if this student is a Title IV aid recipient he or she will be placed on "Academic and Financial Aid Warning" status, the first semester in which the student's CGPA or completion rate falls below the values specified in the minimum evaluation point standards stated above.

Students placed on any Warning status will be required to meet with the Director of Academic Programs to develop an Academic Success Plan (ideally prior to registering but at the latest prior to the last day to drop/add for the next semester) that details a specific plan for academic progress recovery. This plan may include actions such as mandatory tutoring, scheduled periodic advising as well as scheduling a reduced number of course enrollments until the CGPA and/or completion rate reaches the minimum to be removed from the Warning status. At the end of the semester in which a student is on a "Warning" status (including Financial Aid Warning), the student may be placed on a status of "Probation" for the following semester if he or she continues to fall below the specified values only after a successful appeal.

Students under any status of "Probation" will continue on an Academic Success Plan and will be evaluated at the end of their first semester of monitoring. Students who raise their CGPA's and completion rates at or above the minimums will be removed from probation and returned to regular status. If an undergraduate student does not

meet the minimum CGPA or completion rate requirements at the time of the evaluation after being placed on Probation status, the student may remain on Probation status and still qualify for financial aid, if applicable, as long as he or she is meeting the goals of the required plan. A full time graduate student, however, who does not meet the minimums after one semester on the status of Probation must be dismissed from the program, but may subsequently re-enroll after a period of time and under the conditions as outlined below under the section entitled Appeal of Academic Decisions and Academic Dismissal.

During the period in which an undergraduate student is under an additional semester of Probation the student will be required to meet with the Director of Academic Programs (or his or her designee) three times during the semester to evaluate the student's satisfactory progress. If the student does not earn the requisite grade point average or meet the minimum completion rates during the consecutive semester on Probation, or meet the requirements of the Academic Success Plan, the student will be dismissed from the University. If a student under any of these classifications (Warning or Probation) earns the minimum semester or evaluation point grade point standard, but is unable to raise the cumulative grade point average to what is required, the probationary classification (Warning or Probation) will be continued through the next semester.

Additionally, if at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements to graduate, the student will be dismissed from the University. The University reserves the right to place a student on, or remove them from, academic monitoring based on their academic performance, notwithstanding these published standards. Millennia Atlantic University's policy is to inform students in writing of the results of an SAP evaluation and its impact on Title IV eligibility.

## **Appeal of Grades**

Grades issued which are either part of a course or issued at the close of a semester, may be appealed in writing to the Campus Director, who will form an Academic Committee, which consists of two members of MAU administration and two faculty members. An appeal must be directed in writing to the Campus Director within thirty (30) days of the decision to be appealed. Any grade entered will remain in effect during the process of the appeal, and SAP status imposed during the appeal process will also remain in effect until the conclusion of the appeal. The Academic Committee will meet with the student and make a recommendation to the University President regarding the appeal. The decision of the President of the University will be final.

## **Appeal of Academic Decisions and Academic Dismissal**

A student who cannot meet the minimum requirements for standards of academic progress and has therefore been placed on a warning status may appeal if special or mitigating circumstances exist. Extenuating circumstances are considered to be events such as a serious illness, death of a family member, a family emergency or other similarly grave situation. The appeal must include the reason that the student did not meet the SAP requirements and what the student's plan is to ensure his or her academic success in the future. The appeal must be submitted in writing to the Campus Director who will forward the appeal prior to the start of the next semester to an Academic Review Committee, which consists of two members of MAU administration and two faculty members. The student must explain the circumstances precipitating his or her academic difficulties, and how upcoming circumstances will be changing to permit the student to meet the SAP requirements. The Academic Review Committee will meet with the student and make a recommendation to the University President regarding the appeal. The decision of the President of the University will be final.

If the student's appeal of the SAP status is successful, he or she may again be eligible for Title IV financial aid. If a student has been dismissed due to academics, after the expiration of one year past the date of dismissal from the University, the student may re-enroll under the status in which he or she withdrew. Current fees and tuition will be charged. If the student is not successful in raising his or her grade point average to the minimum standard in accordance with the requirements and time frames listed above in the Academic Warning and Probation section, the student will again be dismissed from the University, and will not be permitted to re-enroll.

A student who is academically dismissed who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, and will not be required to wait one year to re-enroll. The student will be charged tuition and fees in accordance with his or her original signed Enrollment Agreement for the subsequent duration of the academic program. The student returning after a successful appeal will be placed on probationary status for the first semester of his or her return, with conditions as recommended by the Academic Review Committee.

## **Reestablishment as a Regular Student and Extended Enrollment Status**

Students who have been dismissed due to the failure to maintain the qualitative and quantitative minimums outlined above may apply to continue their studies at the University in an extended enrollment status. During this time, the student must attempt to improve deficient areas that led to the dismissal by retaking courses from which the student withdrew or which he or she failed. The student will be responsible for all costs incurred while on extended enrollment status and must make acceptable financial arrangements in order to continue, and will not be eligible for federal aid

programs. Students on extended enrollment status remain in probationary status and will have their progress evaluated at the completion of each semester by the Campus Director or designee. All credits attempted will count towards the 150% of the normal program length while the student is on extended enrollment status. Students on extended enrollment who do not make sufficient improvements as determined by the Director of Academic Programs or designated Department Chair may be dismissed from the University. A student on extended enrollment who reestablishes satisfactory progress may return to a regular student status. Reinstated students will be placed on a status of Probation for one semester after reestablishing satisfactory progress. At the discretion of the President, with a recommendation from the Academic Review Committee, a student who successfully appeals an academic decision but who has exceeded the one and one-half the maximum time frame for completion, either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided the student has no additional financial obligations towards the University, and has otherwise successfully completed the requirements of his or her educational program.

### **Course Repetitions, Incompletes, and Withdrawals**

Grades earned, as a regular student or during the continuation period as a non-regular student, for courses originally failed, will be substituted for the previous course failures in the calculation of the student's GPA. Credit is given for the last grade earned for repeating the course. Repeated courses will appear on the student's transcript. The first attempt will also be shown, but the student's Cumulative Grade Point Average will be recomputed to count the last attempt only. Students are charged tuition at the same rate as the other courses in their current program for repeated courses. A student may remain eligible for Title IV assistance for this first attempt at retaking the course. The first attempt at taking the course will count towards credits attempted in evaluating SAP for the Maximum Time Frame/Completion Rate.

Incompletes or "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" (Incomplete) if the student successfully completes the unfinished work prior to: (1) the end of the sixth week after the start of the semester following the receipt of the incomplete grade, or (2) the last possible submission date within the following semester set by the faculty member teaching the course. Students are not eligible for Title IV funds for the course while completing this work in the following semester (unless the student instead chooses to retake the entire course – see Course Repetitions above). Permission must be obtained from the President for any incomplete grade to be extended past the end of the sixth week after the start of the semester following the receipt of the incomplete grade. Failure to complete the work required for a course in the period stated above will result in the student receiving a letter grade of "F" for the course in question. Withdrawal ("W") grades are included in the "credits



attempted” category for the maximum time frame of satisfactory academic progress but the grades are not calculated within a student’s GPA.

## **Transfer, Audit and Non-Credit Courses Effect on SAP**

Transfer credits, including those accepted by the University as Credit for Prior Learning, Military Credit, or CLEP (College Level Examination Program) have no effect on the grade point average SAP requirements, as the grades are not calculated into a student’s GPA. Transfer credits as listed here, however, are considered when computing the maximum time frame and completion rate for completion of a program, which is part of SAP. Transfer hours will be added to the calculation of the attempted and earned hours when the maximum time frame for completion is being calculated for SAP purposes. Audited courses, however, will appear on a student’s transcript as “AU” but will not be issued a grade or counted towards the maximum program length for SAP purposes. Non-credit courses, which do not count towards the completion of a student’s degree program (such as Remedial English or RENG courses) are issued Pass/Fail grades, but are not calculated into the student’s GPA or taken into account in determining the SAP maximum time frame for completion.

## **Program Changes**

A student must contact and obtain the approval from the Director of Academic Programs to initiate a change in program of study. The Campus Director will then notify the student of the coursework completed that may transfer into the new program of study, as applicable. Credits earned at the University in the student’s original program of study will be used when computing grade point average, rate of completion and maximum time frame for completion for SAP purposes.

When the student ceases enrollment in the original program, the 150% maximum time frame ends for that program. When the student begins the new program of study, he or she begins a new required 150% time frame for completion. When credits are transferred from the University into the new subsequent program, the transferred hours will be subtracted from the new 150% time frame for completion and the student will have the remaining difference to finish all the other requirements of his or her new program of study.

## **Concurrent Enrollment in Two Degree Programs**

A student who elects to do so may enroll in more than one degree program at the University and work to fulfill the requirements of both concurrently. The two degrees may be awarded when course requirements for both degrees have been completed as evidenced by the completion of the appropriate academic credits, or may be

awarded consecutively if the requirements of one degree are completed before the second.

All SAP policies, including the maximum time frame for completion of the combined programs must be met. Care must be taken in the scheduling of the courses for completion of both degrees, and all prerequisite requirements must be met. Students must meet with the Director of Academic Programs or designee to outline a Curriculum Plan for completion of both programs. The Curriculum Plan identifies all courses common to both degree programs, the specific courses that must be completed including a schedule to timely complete required prerequisites, the total number credits that must be completed for the obtainment of both degrees, as well as the maximum program length and maximum time for completion based on the University's SAP policies.

### **Leave of Absence (LOA)**

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave school for an extended period of time without withdrawing from school or affecting the student's satisfactory progress calculations. The Campus Director or Director of Academic Programs may authorize a leave of absence under the following circumstances:

1. The student must provide a signed written request for the leave of absence containing an explanation of the reason for the requested leave. The last date of attendance and return date must be clearly identified on the written request.
2. The LOA cannot be extended beyond 180 days. Multiple leaves of absences may be granted during any 12-month period beginning with the start of the most recent LOA, as long as the total days do not exceed 180.
3. The student will not incur any additional tuition charges during an approved leave of absence.
4. The reasons for granting a leave of absence may include, but are not limited to documented: serious student medical problems, pregnancy, call to military duty, and death of an immediate family member.
5. If a student does not resume classes on or before the approved return date from the LOA, the student will be withdrawn from the program, and any applicable refund calculations will be applied in accordance with the University's published policies. The student's withdrawal date will be considered the date the student began the LOA.

Students on a leave of absence are not eligible for Title IV financial assistance.

## **Enrollment Agreement**

Students enrolling in any degree program will receive and execute an Enrollment Agreement stating the total tuition, fees, and the estimated cost of books and supplies for the semester. Students who have departed and are re-entering the University will also receive an Enrollment Agreement with the tuition and fees based on the prevailing tuition and fee schedule at the time of re-entry.

## **Withdrawal**

Students are encouraged to remain enrolled in their classes until the end of the semester and academic program if at all possible. Sometimes, however, circumstances make it necessary for a student to withdraw his or her enrollment in the University. Students are required to notify the Director of Academic Programs in order to officially withdraw. Withdrawing students must also meet with a representative from student services and notify the registrar's office, prior to leaving. This is considered an Official Withdrawal. The Withdrawal Date (last date of attendance) is the date the student provides official notification to the Student Services Department of the intent to withdraw; or, if the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw the withdrawal date will be the last date of attendance, further explained below.

If the University determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the University may determine the appropriate withdrawal date. This is considered an Unofficial Withdrawal. In these instances, the University may use as the student's withdrawal date a student's last day of attendance at an academically related activity, such as; attendance in class, taking an exam, attending a tutorial, engaging in computer-assisted instruction, or turning in a class assignment.

## **Cancellation of Courses and Programs**

The University reserves the right to cancel courses if enrollment for the course is not sufficient to support the resources allocated to the offering of the particular course. In this event, the student will be refunded all tuition and refundable fees paid for enrollment in the individual course. The University will not cancel a program while students are still enrolled.

## **Class Schedules**

Classes are scheduled at various times throughout the week and include daytime, night and weekend schedules. The master schedule is created to permit full-time students the opportunity to complete their program in a timely manner; however, the actual length of time required to complete a program may vary from student to student because of individual circumstances and course load in any given semester. Transfer credits, changes to part-time status, academic difficulty, changes in major, dropping a class or taking a leave of absence are examples of situations that may affect the amount of time needed to complete a program.

## **Course Loads**

Undergraduate full-time students should maintain a course load of between 12 and 15 semester credits per term, and complete a minimum of 24 semester credit hours in one academic year, to ensure proper scheduling for the timely completion of their program. Graduate students may be considered full-time with a course load of 9 hours per semester.

## **Maximum Period of Eligibility and Time Frame for Completion**

Under applicable federal financial aid rules, Direct Subsidized Loans are subject to a "Maximum Period of Eligibility." After a student has received Direct Subsidized Loans for the Maximum Eligibility Period, the student may no longer be eligible for additional aid under this type of loan, and furthermore, accruing interest may no longer be paid by the government. Although progression through a degree program and precise time for completion is dependent on the number of credit hours in which a student may be enrolled each semester, the regulations require the University to publish a "normal" time frame for completion, as follows:

In order for the University to award a degree for an associate's degree program, the student must successfully complete (or obtain credit through the combination of courses completed at the University and credits transferred) a total of 60 semester credit hours. Most full time students enroll in no more than twelve (12) semester credit hours per semester, and take classes during only the spring and fall semesters. With this schedule, the normal time frame for completion of an associate's degree program is five (5) semesters over a two and one half (2.5) year period.

In order for the University to award a degree for one of its bachelor's degree programs, the student must successfully complete (or obtain credit through the combination of courses completed at the University and credits transferred) 120 semester credit hours. Most full time students enroll in no more than twelve (12) semester credit hours per semester, and take classes only during the spring and fall.

With this schedule, the normal time frame for completion of a bachelor's degree program is ten (10) semesters over a five (5) year period.

In order for the University to award a degree for one of its master's degree programs, the student must successfully complete (or obtain credit through the combination of courses completed and the University and credits transferred) 36 semester credit hours. Most full time graduate students enroll in no more than nine (9) semester credit hours per semester, and take classes only during the spring and fall. With this schedule, a master's degree program can be completed within the "normal" time frame of four (4) semesters over a two (2) year period.

This published "normal" time frame is separate and distinct from the time frames related to Satisfactory Academic Progress published elsewhere in this catalog. For additional information regarding the limits on Direct Subsidized Loans, please see the University's Financial Aid Manager.

## **Attendance Policy**

Class attendance is an integral part of successful completion of the University's degree programs. Students are expected to be present for all class meetings of the course(s) in which they are enrolled. Attendance is tracked by faculty members. The student is responsible for notifying his or her faculty member in writing regarding an impending absence with as much advance notice as possible. Students may be considered justifiably absent due to religious observances, illness documented by a physician or other appropriate health care professional, documented personal or family emergencies, or other documented extenuating circumstances as determined from review of the situation by MAU administration. When a student cannot attend a class, it is the student's responsibility to contact his or her instructor and make arrangements to complete any missed assignments or other work. Students with excessive non-justifiable absences must meet with the Director of Academic Programs and may be placed on academic probation. If a student's absences (other than justifiable absences with make-up work completed as provided above) continue and reach over 25% of the total scheduled classes the student will be dropped from the course.

### **Attendance Policy – VA Students**

Students receiving Veteran's Administration benefits must follow special attendance requirements supplementary to MAU standard policies as follows:

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 0.25 of an absence. Students with absences exceeding 20% of the total scheduled classes in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after

being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SM audit purposes.

## **Auditing of Courses**

Students wishing to audit a class may do so on a “space available basis” and only with the permission of the Director of Academic Programs and the President. Tuition is charged at the full amount and a grade of AU is posted to the student’s transcript at the end of the semester. Audited classes are “non-credit” and are not calculated into the standards of satisfactory academic progress in the student’s cumulative grade point average. Students who are approved to audit a class are expected to be diligent with their attendance but are exempt from any homework, examination or other term project requirements.

## **Academic Records**

The University’s Registrar maintains a permanent academic record for all students enrolled at the University. The academic record contains, among other things, transcripts, degree audits, scheduling information and application for admission. Students will be provided one copy of their transcript upon request after graduation free of charge. Students needing additional copies of an official transcript of their coursework must submit a transcript request form to the Registrar with a nominal fee. The University does not release transcripts or information concerning a student’s academic record if the student has any outstanding financial obligations to the University.

## **Dean’s List**

Students, who successfully complete a minimum of 9 credit hours in a given semester, achieve a 3.5 or better grade point average and also have cumulative grade point average of not less than 3.0, will be placed on the Dean’s List. The Dean’s List notation will appear on the student’s final academic transcript, and a letter will be sent to the student acknowledging his or her achievement.

## **President’s List**

Students who achieve a grade of 4.0 in an individual course, who exceed the requirements and performance expectations in completing a course, and have shown exceptional academic effort, support and inspiration to the other students enrolled in the course may be considered for a Presidential Recognition Award at the conclusion of a semester. The nominations for this award will be provided by

the faculty member teaching the course. The required information is in turn assembled by the Director of Academic Programs and reviewed by the President of the University. The President makes a final determination of the student or students to be recognized and a letter confirming inclusion on the list is provided to the student and made part of the student's academic records.

## **Admission Information**

### **Admissions – Undergraduate Programs**

Students requesting admission into one of the University's undergraduate programs must provide: a standard high school diploma or recognized equivalent, a completed application form, and the required non-refundable application fee.

Prospective students who have not reached the age of eighteen (18) prior to enrolling must have one of his or her parents or legal guardian sign the enrollment agreement. Admission information for the University's graduate programs may be found within the Graduate Programs section of this catalog.

### **Admissions – International Applicants – Undergraduate**

Millennia Atlantic University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the undergraduate programs as provided above. In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for a secondary or postsecondary level program from an educational institution that lies outside the United States of America must submit original or certified sealed copies of his or her certificate of graduation, transcript, or other documentation which attests to the student's successful completion of the secondary or postsecondary educational program equivalent to that awarded in the United States. The credential evaluation must be prepared by a service which is a member of the Association of International Credentials Evaluators (AICE), or a member of the National Association of Credential Evaluations Services (NACES) and submitted directly to the University from the service provider. All such evidence must be accompanied by a certified translation into English if the documents were originally created in a language other than English.

### **Admissions - English Language Proficiency – Undergraduate**

In addition to the required documentation for admission provided above, an applicant to an undergraduate program who is a non-native speaker of English is required to submit evidence of a score of 61 on the TOEFL® internet based test, 173 on the computer based test, or 500 on the paper based test. The applicant may also submit evidence of a minimum band score of 6.0 on the official International English Language Testing System (IELTS) as a substitute for the TOEFL ® examination score.

The University may alternatively accept evidence of successful completion of an intensive ESL (English as a Second Language) program. In order for completion of an ESL program to be considered as meeting the minimum English language proficiency for admission to the University, the program 1) must have been completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education; and 2) the resulting test or grading score from the ESL program must be equivalent to the official TOEFL® or IELTS ® score provided herein as the minimum for admittance.

An applicant, however, whose native language is a language other than English but who possesses a strong command of English communication skills (both writing and speaking) as determined by the Campus Director and Director of Academic Programs in conjunction with the President, may be exempted from submitting TOEFL® or IELTS® score results, or the alternative intensive English program completion listed above, if the applicant provides: an official transcript showing completion of a U.S. high school program completed in English or G.E.D. awarded for an examination completed in English for entry into the bachelor's degree program or associate's degree program; or an official transcript showing the successful completion of 24 semester credit hours (or the equivalent 36 quarter hours), excluding remedial English courses, from a postsecondary school within the United States or other country where English is the primary and official language; or successful completion at the 112 level of an ESL ® intensive language program completed at an institution accredited by an accrediting body with current recognition from the U.S. Department of Education.

## **Conditional Undergraduate Admission for Spanish Speaking Applicants**

Undergraduate Spanish speaking international applicants who have not yet taken a TOEFL® test, or whose TOEFL® score lies between 45-60 on the TOEFL® internet-based test, 133-172 on the computer based test, 450-499 on the paper based test, or whose IELTS® overall band score is 5.0 to 5.5, will be permitted to enroll only on a conditional status. Thereafter, the student may be permitted to gain status as a regular student upon the student raising his or her TOEFL® score to the minimum of 61 on the internet-based test, 173 on the computer-based test, or 500 on the paper-based test, or his or her IELTS® overall band score to 6.0 required for regular admission within completion of one year (or three semesters) at the University. During this first year, in order to assist the student in gaining the requisite language



skills for completion of a degree program at the University, the student accepted on this conditional status will be required to successfully complete, as part of his or her regular course load, two remedial English language course per academic year.

These required remedial language courses will be offered at the University campus. The University currently offers four distinct remedial English courses (identified as RENG in the course listings), permitting the student to concentrate on the particular areas which may require improvement in his or her English language skills (i.e. reading and writing, speaking and listening, or grammar, etc.). An intensive overview course is also offered.

At the conclusion of the student's year long conditional status period, the student must submit his or her new TOEFL® score(s), IELTS® band score, or alternatively complete English Composition I and II with a minimum grade point average in each of these courses of 3.00 in order to gain status as a regular degree seeking student.

**If the student at this juncture does not meet the conditions to show English language proficiency, either by submitting adequate TOEFL® scores, IELTS® scores, or through the successful completion of course work in English Composition at the University as described above, the student will be dismissed from enrollment in his or her degree program.** Although the student will not be eligible to take regular courses toward his or her degree program, he or she may be permitted to continue remedial English courses. The student will not be permitted to re-enroll as a regular degree seeking student until such time as the student is able to present the required minimum TOEFL® or IELTS® scores to the University's Admissions Department.

**NOTE THAT REMEDIAL ENGLISH COURSES CANNOT BE COUNTED AS CREDIT TOWARDS COMPLETION OF A DEGREE PROGRAM AT THIS UNIVERSITY.**

Additionally, an undergraduate Spanish speaking applicant has the option of taking four of his or her first year courses in Spanish. The courses are offered in this manner in order to permit an additional period of assimilation into a full English curriculum. These first year courses, which will be offered in Spanish (as well as English for regular students) are limited to the courses listed below. These courses are not considered remedial courses. The successful completion of these courses may be used towards the completion of a degree program at Millennia Atlantic University.

The following courses are the first year courses offered in Spanish:

<b>Course No.</b>	<b>Course Title</b>	<b>Semester Hours</b>
MAT 101	College Mathematics I	3
MAT 102	College Mathematics II	3

ECN 131	Macroeconomics	3
MGT 103	Ethics and Social Responsibility	3

**PLEASE NOTE THAT COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED. ADDITIONALLY, AS STATED ABOVE, THE ACCEPTANCE OF CREDITS FROM THIS UNIVERSITY IS WITHIN THE SOLE DISCRETION OF THE RECEIVING INSTITUTION. MILLENNIA ATLANTIC UNIVERSITY FURTHER MAKES NO REPRESENTATIONS AS TO THE TRANSFERABILITY OF ANY COURSES TAKEN IN SPANISH.**

## **Application Procedure**

In order to apply to the University, prospective students should complete an application form, and send or bring the form along with all required documentation and attachments as listed in the application to:

**Admissions Department  
Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue, Suite 100  
Doral, Florida 33178**

A nonrefundable application fee of \$50.00 should accompany the application form. Applicants may also submit the application fee through an online payment process via credit card and email the completed application form to the University, Attention: Admissions Department, at [admissions@maufl.edu](mailto:admissions@maufl.edu). A hard copy of official documents, however, is required for admission to the University reflecting completion of required prior education or educational credits, and these should be mailed directly to the University at the address above to the attention of the registrar.

Prior to submitting the application for enrollment in an on campus program, prospective students are encouraged to visit the campus and meet with a University representative for a tour of the facility and to gather specific information on the programs of study and schedule. Candidates should call the Admissions Department at 786-331-1000 to schedule an appointment. In addition to a campus tour, appointments with faculty members or class visits may be arranged.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, national origin, sexual orientation or veterans' status. The University also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

## Academic Calendar

Indications of “school closed” in the calendar references days in which the campus is closed. Indications of “no classes” in the calendar references days in which the campus may remain open but no classes are being conducted.

### SUMMER TERM “C” 2017

Activation of Registration for Returning Students And New Student Registration	<b>April 10 – May 8</b>
Orientation	<b>May 5</b>
Classes Begin	<b>May 8</b>
Schedule Changes (Drop/Add Period)	<b>May 8 – May 18</b>
Final Day to Drop a Course without Financial Penalty	<b>May 19</b>
Memorial Day (School Closed)	<b>May 29</b>
Independence Day (School closed)	<b>July 4</b>
Last Day of Summer “C” Semester	<b>August 8</b>

**NOTE:** The availability of each of the summer terms is dependent on sufficient enrollment.

### FALL TERM 2017

Activation of Registration for Returning Students and New Student Registration	<b>July 24 – August 28</b>
Orientation	<b>August 25</b>
Classes Begin	<b>August 28</b>
Labor Day (School closed)	<b>September 4</b>

Schedule Changes (Drop/Add Period)	<b>August 28 – September 12</b>
Final Day to Drop a Course without Financial Penalty	<b>September 13</b>
Fall Mid-Term Start	<b>October 16</b>
Fall Mid-Term (Drop/Add Period)	<b>October 16 - 23</b>
Final Day to Drop a Mid-Term Start course without Financial Penalty	<b>October 24</b>
Veteran's Day Holiday (School closed)	<b>November 10</b>
Thanksgiving Holiday (No Classes)	<b>November 23 – November 25</b>
Last Day of Fall Semester	<b>December 16</b>
Winter Break (No Classes)	<b>December 18, 2017 – January 8, 2018</b>

**NOTE:** Mid-Term start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

### **SPRING TERM 2018**

Activation of Registration for Returning Students and New Student Registration	<b>December 4, 2017 – January 8, 2018</b>
Orientation	<b>January 5</b>
Classes Begin	<b>January 8</b>
Schedule Changes (Drop/Add Period)	<b>January 8 – January 23</b>

Martin Luther King, Jr. Day (School closed)	<b>January 15</b>
Final Day to Drop a Course without Financial Penalty	<b>January 24</b>
President's Day (No Classes)	<b>February 19</b>
Spring Mid-Term Start	<b>March 5</b>
Spring Mid-Term Start Drop/Add Period	<b>March 5 – March 12</b>
Final Day to Drop a Mid-Term Start Course without Financial Penalty	<b>March 13</b>
Spring Break (No Classes)	<b>March 26 – March 31</b>
Last Day of Spring Semester	<b>May 1</b>

**NOTE:** Mid-Term start availability is dependent on a sufficient number of students enrolling each semester for each mid-term start listed and available only to newly admitted students.

### **SUMMER TERM "A" 2018**

Activation of Registration for Returning Students and New Student Registration	<b>April 9 - May 7</b>
Orientation	<b>May 4</b>
Classes Begin	<b>May 7</b>
Schedule Changes (Drop/Add Period)	<b>May 7 – May 14</b>
Final Day to Drop a Course without Financial Penalty	<b>May 15</b>
Memorial Day (School Closed)	<b>May 28</b>
Last Day of Summer "A" Semester	<b>June 25</b>

### **SUMMER TERM "B" 2018**

Activation of Registration for Returning Students and New Student Registration	<b>June 4 - July 3</b>
Orientation	<b>June 29</b>
Classes Begin	<b>July 2</b>
Independence Day Observance (School Closed)	<b>July 4</b>
Schedule Changes (Drop/Add Period)	<b>July 2 – July 10</b>
Final Day to Drop a Course without Financial Penalty	<b>July 11</b>
Last Day of Summer “B” Semester	<b>August 20</b>

**SUMMER TERM “C” 2018**

Activation of Registration for Returning Students and New Student Registration	<b>April 9 – May 7</b>
Orientation	<b>May 4</b>
Classes Begin	<b>May 7</b>
Schedule Changes (Drop/Add Period)	<b>May 7 – May 17</b>
Final Day to Drop a Course without Financial Penalty	<b>May 18</b>
Memorial Day (School Closed)	<b>May 28</b>
Independence Day Observance (School closed)	<b>July 4</b>
Last Day of Summer “C” Semester	<b>August 7</b>

**NOTE:** The availability of each of the summer terms is dependent on sufficient enrollment.

**Course Numbering System**

All courses are assigned a course code. The prefix identifies the area of study and the course number identifies the difficulty level of the course. The first number of

the three digit course number indicates the level at which the students normally take the course.

- No. (1)** As the first digit normally taken during the first year of study.
- No. (2)** As the first digit normally taken during the second year of study.
- No. (3)** As the first digit normally taken during the third year of study.
- No. (4)** As the first digit normally taken during the fourth year of study.
- No. (5)** As the first digit normally represents courses offered at the graduate level.

### **Course Prefixes**

<b>ACC</b>	Accounting
<b>BUL</b>	Business Law
<b>BUS</b>	Business
<b>CIS</b>	Computer Information Systems
<b>CRT</b>	Critical Thinking
<b>ECN</b>	Economics
<b>ENG</b>	English
<b>FIN</b>	Finance
<b>HIS</b>	History
<b>HIM</b>	Health Information Management
<b>HIT</b>	Health Information Technology
<b>HM</b>	Healthcare Management
<b>HR</b>	Human Resources
<b>MAT</b>	Mathematics
<b>MGT</b>	Management

<b>MKG</b>	Marketing
<b>POL</b>	Politics
<b>PSY</b>	Psychology
<b>SOC</b>	Sociology
<b>RENG</b>	Remedial English



## **MAU UNDERGRADUATE SCHOOL**

### **UNDERGRADUATE DEGREE**

#### **ACADEMIC INFORMATION**

##### **The Associate of Science Degree Program**

To become eligible for an Associate of Science Degree from Millennia Atlantic University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete a minimum of 60 semester credit hours, with an average grade of “C” (Grade Point Average of 2.00) or higher for all work taken at the University. If transfer credits are accepted toward the completion of the degree, the final 15 credit hours of coursework must be completed at Millennia Atlantic University.
2. Complete the prescribed general education semester hours. Courses used to fulfill the general education requirements of a degree program must be taken for a letter grade, not on an audit basis.
3. Meet any other specified graduation requirements.
4. Abide by all University rules and regulations, including: satisfactory academic progress, attendance and conduct policies, and satisfy all required financial obligations due to the University prior to graduation.

##### **The Bachelor of Science Degree Program**

To become eligible for the Bachelor of Science Degree from Millennia Atlantic University, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete a minimum of 120 semester credit hours, with an average grade of “C” (Grade Point Average of 2.00) or higher for all work taken at the University. If transfer credits are accepted toward the completion of the degree, the final 30 credit hours of coursework must be completed at Millennia Atlantic University.
2. Complete the prescribed 36 semester credit hours of general education. Courses used to fulfill the general education requirements of a degree program must be taken for a letter grade, not on an audit basis.

3. Meet any other specified graduation requirements.
4. Abide by all University rules and regulations, including: satisfactory academic progress, attendance and conduct policies, and satisfy all required financial obligations due to the University prior to graduation.

## **UNDERGRADUATE PROGRAMS OUTLINES**

### **Associate of Science in Accounting**

#### ***Program Objective***

The general mission of the accounting associate degree program is to provide training and skills needed for entry-level accounting or bookkeeping positions in various types of business environments or with qualified accounting service providers. The objectives of the accounting program are to provide the student with the opportunity to acquire a combination of knowledge and skills in accounting, business, and applicable computer technology so that the graduate can be effective in several types of organizations, including public and private concerns or governmental agencies. The graduate will be able to enter, compute, classify, record and reconcile data necessary for keeping accurate financial records. The skill level will range from training in gathering and inputting data to basic bookkeeping and analyzing and implementing accounting programs and software applications for an organization.

#### ***Program Description***

The Associate of Science in Accounting degree program is built upon core accounting and bookkeeping courses that provide the essential competencies needed for graduates to be successful in entry level accounting jobs. Accounting practices have become increasingly complex, with changes in standards and improved technology. The changes have contributed to a growing need for individuals with entry-level skills in the accounting profession. The courses within this program specific to accounting include in depth general accounting courses, and also those covering principles of finance and income tax preparation. In addition to core accounting courses a specific course on QuickBooks® accounting software used by both small and large businesses is included to increase the student's proficiency in basic accounting technology. Furthermore, the students in this program also complete general education courses that serve to increase the student's knowledge and broad based skills in the areas of mathematics, economics, verbal and written communication, psychology, and critical thinking.

The Associate of Science in Accounting degree program consists of 20 courses with a total of 60 semester credit hours for completion. The program includes a general

education component, accounting business core component and an accounting major component, with a culminating capstone course to be completed during the student's final semester.

The graduate may seek entry-level employment opportunities in administrative offices of various types of businesses, financial institutions, medical offices, accounting firms, tax preparation firms, government agencies or non-profit organizations. Graduates with an associate degree in accounting may expect to work as bookkeepers, tax preparers, payroll clerks, accountant or auditor assistants, and accounts receivable or accounts payable clerks.

Some of the courses in the Associate of Science degree may be transferred into MAU's Bachelor of Science Degree in Accounting.

***General Education Component (21 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
CRT 101	Critical Thinking	3
MAT 101**	College Mathematics I	3
MAT 102**	College Mathematics II	3
PSY 131	General Psychology	3
HIS 201	Art History	3

***Total of General Education Component = 21 semester hours***

\*\* The courses listed with the "\*\*\*" symbol are those courses which will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on "Conditional Undergraduate Admission for Spanish Speaking Applicants" above for criteria) will be offered enrollment in these courses in Spanish.

***Accounting Business Core Component (15 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
BUL 201	Business Law I	3
BUS 102	Principles of Management	3
CIS 102	Computer Concepts	3
ECN 131	Macroeconomics	3
ECN 132	Microeconomics	3

***Total Accounting Business Core Component – Lower Level = 15 hours***

***Accounting Major Component for Associate of Science (24 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ACC 210	Accounting I	3
FIN 200	Fundamentals of Finance	3
ACC 220	Accounting II	3
ACC 230	Intermediate Accounting I	3
ACC 235	Intermediate Accounting II	3
ACC 243	Income Tax	3
ACC 245	Computer Accounting with QuickBooks®	3
ACC 249	Accounting Capstone	3

***Total ASACC Major Component = 24 semester hours***

***TOTAL PROGRAM HOURS (three components): 60 semester hours***

**Associate of Science in Business Administration**

***Program Objective***

The objective of the Associate of Science Degree Program in Business Administration is to provide students with a base knowledge in business and management skills that will prepare them to gain employment and progress professionally from an entry level position to a supervisory position in a wide variety of organizations and businesses. In order to accomplish this objective the program provides basic organizational theory with practical courses that emphasize managing offices and staff. Courses also include activities oriented towards developing leadership, communication and business-oriented thinking skills.

***Program Description***

The Associate of Science Business Administration degree program is 60 semester hours in duration. The program is made up of two components. The first consists of 24 semester credit hours of general education. All of the courses are required. The coursework in the general education component is designed to be broad based and consists of coursework in areas such as the social sciences, mathematics, economics, English, and psychology. The second component is made up of 36 semester credit hours that provide a core of business management courses that are required for all students within the program. This business core component provides a strong emphasis in management, business law, ethics, human resources, marketing, advertising and accounting among other business related areas of study. The program trains the student for employment upon successful completion in

positions such as an office manager, operations manager, sales representative, administrative assistant, small business owner, advertising sales agent, retail manager, transportation manager, marketing associate, associate manager, business clerk, and human resource assistant.

***General Education Component (24 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 101**	College Mathematics I	3
MAT 102**	College Mathematics II	3
PSY 131	General Psychology	3
SOC 101	Sociology	3
ECN 131**	Macroeconomics	3
ECN 132	Microeconomics	3

***Total General Education Component = 24 semester hours***

\*\* The courses listed with the “\*\*” symbol are those courses which will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in these courses in Spanish.

***Business Core Component (36 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
BUS 101	Introduction to Business	3
BUS 102	Principles of Management	3
CIS 102	Computer Concepts	3
MGT 103**	Ethics and Social Responsibility	3
BUL 201	Business Law I	3
BUL 202	Business Law II	3
MKG 101	Principles of Marketing	3
MKG 106	Advertising	3
ACC 210	Accounting I	3
ACC 220	Accounting II	3
MGT 230	Small Business Management	3
MGT 203	Human Relations in Business	3

***Total Business Core Component = 36 semester hours***

\*\* The course listed with the “\*\*” symbol will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on “Spanish

Speaking Applicants” above for criteria) will be offered enrollment in this course in Spanish.

**TOTAL ASBA PROGRAM HOURS (Two Components): 60 semester hours**

## **Bachelor of Science in Accounting**

### ***Program Objective***

The general objective of the Bachelor of Science in Accounting degree program is to provide training and skills needed for mid-level and managerial positions in accounting and finance.

Specific objectives for the Bachelor of Science in Accounting Degree Program include:

- Providing students with the knowledge and tools needed to obtain gainful employment and have successful careers.
- Developing graduates who are professional, ethical, and have an expanded awareness of social responsibility.
- Preparing students with the skills to use accounting principles in any organization.
- Providing students with a general knowledge of business, management, economics and project management with a focus on accounting.
- Enabling students to improve their analytical skills not only in accounting but also in finance, auditing, research, and statistics.
- Enabling students to organize, prepare, analyze, and interpret financial data and statements.
- Training students to identify, use and interpret cost accounting information and generally accepted accounting principles.
- Improving students' oral and written communication skills and human relations.
- Enhancing students' computer technological skills, with an emphasis in accounting systems.
- Preparing students for graduate school.

### ***Program Description***

The Bachelor of Science in Accounting degree program is built upon core accounting courses as found in the Associate of Science in Accounting degree program to upper level courses in cost and managerial accounting, financial accounting, taxation, accounting information systems, and auditing. Courses are also provided to increase the student's proficiency in technology with an emphasis on accounting software used by both small and large businesses. In addition to the courses specific to accounting, and income tax preparation, the students also

receive knowledge in business organizations, management, ethics, and social responsibility. Furthermore, the students in this program also complete general education courses that increase competency in areas of verbal and written communication, psychology, economics, and critical thinking.

The Bachelor of Science in Accounting degree program consists of 40 courses with a total of 120 semester credit hours required for completion. The courses include lower and upper level business courses and upper and lower level courses specific to the accounting occupational field and credentialing requirements. The general education core consists of 12 courses in areas of composition, math, psychology, economics, social science, and critical thinking.

Accounting continues to be a field with a high demand for graduates. Graduates of accounting programs are prepared for a large variety of opportunities. Individuals with accounting degrees, skills, and experience are prepared for managerial positions. The graduate may seek employment opportunities in administrative offices, small or large business organizations, financial institutions, accounting firms, tax preparation firms, and governmental entities. The types of positions for successful graduates of this program include mid-level jobs as billing and accounting managers, auditors, budget analysts, credit analysts, cost estimators, cost accountants, financial examiners, tax examiners, tax collectors and revenue agents, loan officers, and assistant controllers.

***General Education Component (36 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
CRT 101	Critical Thinking	3
MAT 101**	College Mathematics I	3
MAT 102	College Mathematics II	3
SOC 101	Sociology	3
PSY 131	General Psychology	3
ECN 131	Macroeconomics	3
ECN 132	Microeconomics	3
HIS 201	Art History	3
HIS 203	American History	3
PSY 210	Behavioral Psychology	3

***Total of General Education Component = 36 semester hours***

\*\* The course listed with the \*\* symbol are offered in Spanish as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in this course in Spanish.

***Business Core Component – Lower Level (33 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ACC 210	Accounting I	3
ACC 220	Accounting II	3
BUL 201	Business Law I	3
BUL 202	Business Law II	3
BUS 101	Introduction to Business	3
BUS 102	Principles of Management	3
ACC 230	Intermediate Accounting I	3
CIS 102	Computer Concepts	3
MAT 310	Elementary Statistics	3
FIN 200	Fundamentals of Finance	3
ACC 235	Intermediate Accounting II	3

***Total Business Core Component – Lower Level = 33 hours***

***Business Core Component – Upper Level Core Component (21 hours)***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ACC 330	Advanced Accounting I	3
ACC 335	Advanced Accounting II	3
ECN 303	Money and Banking	3
FIN 420	Public Finance	3
MGT 305	International Business	3
MGT 350	Business Systems Analysis	3
BUL 401	Business Law for Accountants	3

***Total Business Upper Level Core = 21 semester hours)***

***Accounting Major Upper Level Component for Bachelor of Science (30 hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ACC 300	Accounting Information Systems	3
ACC 301	Financial Accounting	3
ACC 310	Managerial Accounting	3
ACC 320	Federal Tax Accounting I	3
ACC 360	Cost Accounting	3
ACC 411	Auditing I	3
ACC 412	Auditing II	3
ACC 420	Federal Tax Accounting II	3
ACC 430	International Accounting	3



**Total BSACC Major Component = 30 semester hours**

**TOTAL BSACC PROGRAM HOURS (four components): 120 semester hours**

## **Bachelor of Science in Business Administration**

### ***Program Objective***

The objective of the Bachelor of Science in Business Administration program is to provide students with a broad view of today's changing business organizations, as well as the basic tools to develop creative strategies and leadership in order to attain success in the business world through innovation and productivity, whether a student chooses to join an existing business or start a new one. In order to accomplish this objective the program's job training combines theory with courses that have an emphasis in how to turn knowledge into discernable results, and includes activities oriented towards developing leadership, communication and strategic thinking skills, which are all essential for employment in the business world.

### ***Program Description***

The Bachelor of Science Degree with a major in Business Administration is 120 semester hours in duration. The program is made up of three components. The first consists of 36 semester credit hours of general education. All of the courses are required. The coursework in general education is designed to be broad based and consists of coursework in areas such as the social sciences, mathematics, history, English, economics, and psychology.

The second component is made up of 54 semester credit hours provides a business core to all students enrolled in a bachelor's degree program related to business. This component provides a strong emphasis in management, business law, marketing, and accounting, among other business related areas of study. There are no electives available in this component of the program.

The third component is related to the more narrowly defined area of Business Administration. This component consists of 30 semester credit hours and includes, among other areas of focus, coursework in finance, management, marketing, and organizational behavior. It also includes a capstone course bringing together many of the essential business administration course elements for the student. All courses are required. Successful completion of the program prepares graduates for employment in positions such as general an operations managers, administrative service managers, industrial production managers, purchasing managers, supply chain managers, management analysts, first-line supervisors of retail, production or operations workers; business managers, logistics analysts, community service managers, distribution managers, executive level

administrative assistants, project managers, purchasing agents, market research analysts, and sales representatives.

**General Education Component (36 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ECN 131**	Macroeconomics	3
ECN 132	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS 201	Art History	3
HIS 203	American History	3
MAT 101**	College Mathematics I	3
MAT 102**	College Mathematics II	3
POL 210	Political Science	3
PSY 131	General Psychology	3
PSY 210	Behavioral Psychology	3
SOC101	Sociology	3

**Total of General Education Component = 36 semester hours**

\*\* The courses listed with the “\*\*” symbol are those courses which will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in these courses in Spanish.

**Business Core Component (54 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
BUS 101	Introduction to Business	3
BUS 102	Principles of Management	3
ECN 303	Money and Banking	3
CIS 102	Computer Concepts	3
MGT 103**	Ethics and Social Responsibility	3
BUL 201	Business Law I	3
BUL 202	Business Law II	3
MGT 305	International Business	3
MKG 304	Consumer Behavior	3
MKG 101	Principles of Marketing	3
MKG 106	Advertising	3
ACC 210	Accounting I	3
ACC 220	Accounting II	3
ACC 360	Cost Accounting	3

MAT 310	Elementary Statistics	3
MGT 230	Small Business Management	3
MGT 350	Business Systems Analysis	3
MGT 203	Human Relations in Business	3

**Total Business Core Component = 54 semester hours**

\*\* The course listed with the “\*\*\*” symbol will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in this course in Spanish.

***Major Component for Bachelor’s in Business Administration  
(30 Hours):***

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
CIS 220	Global Information Technology Management	3
FIN 420	Public Finance	3
FIN 430	Investments	3
MKG 345	Marketing Policies and Strategies	3
MGT 330	Organizational Behavior	3
MGT 340	Personal Financial Management	3
MGT 375	Quantitative Methods	3
MGT 440	E-Commerce Management	3
BUL 410	Risk and Insurance	3
MGT 450	Capstone Course	3

**Total BSBA Major Component = 30 semester hours**

**TOTAL BSBA PROGRAM HOURS (three components): 120 semester hours**

**Bachelor of Science in Health Information Management**

***Program Objective***

The goal for the Health Information Management program is to provide students the didactic and hands-on knowledge and skills needed for employment in the health information management or informatics. Health information management incorporates the subjects of management, information technology, medicine and medical records, and finance. Given the broad areas the program covers, graduates can choose from a variety of different types of employment settings within the healthcare business or IT environments. Program

objectives are to train students in the following learning health information management outcomes:

- health data structure, content and standards
- healthcare information requirements and standards
- clinical classification systems
- reimbursement methodologies
- healthcare statistics and research
- quality management and performance improvement
- healthcare delivery systems
- healthcare privacy, confidentiality, legal and ethical issues
- information and communication technologies
- data, information, and file structures
- data storage and retrieval
- data security
- healthcare information systems
- organization and management
- human resources management
- financial and resource management
- strategic planning and organizational development
- project and operations management

### ***Program Description***

The Health Information Management (HIM) program focuses on the management of healthcare data and information resources. Health Information Management provides an important link between the patient, payers such as insurance companies, and the healthcare providers. Graduates will be able to use technology to collect, store, analyze, and retrieve healthcare data. HIM professionals provide information to other members of the healthcare team for purposes of planning, analyzing, financing, and evaluating healthcare services. The program is an excellent career choice for those who wish to work in the healthcare industry, but prefer the technology aspect rather than working directly with patients. Job opportunities for the HIM professional exist in multiple settings throughout the healthcare industry: hospitals, clinics, research facilities, and physician practices. Successful graduates may gain entry-level employment in areas such as health information specialist or technician, patient information coordinator, coding supervisor, clinical data analyst or specialist, research support analyst, or clinical data analyst.

### **General Education Component (36 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ENG 101	English Composition I	3
ENG 102	English Composition II	3
CRT 101	Critical Thinking	3
ECN 131	Macroeconomics	3

HIS 201	Art History	3
HIS 203	American History	3
MAT 101**	College Mathematics I	3
MAT 102	College Mathematics II	3
PSY 131	General Psychology	3
PSY 210	Behavioral Psychology	3
POL 210	Political Science	3
SOC 101	Sociology	3

**Total of General Education Component = 36 semester hours**

\*\* The course listed with the “\*\*\*” symbol are offered in Spanish as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in this course in Spanish.

**Business/Health Information Management Core Component (24 hours):**

Course Number	Course Title	Semester Hours
CIS 102	Computer Concepts	3
CIS 220	Global Information Technology Management	3
HM 101	Principles of Healthcare Management	3
HM 102	Medical/Pharmaceutical Terminology	3
HM 201	Anatomy and Physiology	3
HM 210	Healthcare Law and Risk Management	3
HM 240	Healthcare Accounting and Finance	3
MAT 310	Elementary Statistics	3

**Total Business/Health Information Management Component = 24 hours**

**Health Information Management Specialty Lower Level Core Component (24 hours)**

Course Number	Course Title	Semester Hours
HM 108	Anatomy & Physiology for Medical Billing/Coding	3
HM 110	Pharmacology for Health Occupations	3
HM 112	Healthcare Information Systems	3
HM 114	Healthcare Record and Data Management	3
HM 202	Pathophysiology	3

HIT 101	Office Billing and Coding	3
HIT 102	Hospital Billing and Coding	3
HIT 103	Surgical Billing and Coding	3

**Total HIM Specialty Lower Level Core = 24 hours**

**Health Information Management Major Upper Level Component for Bachelor of Science (36 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
BUL 410	Risk and Insurance	3
HM 301	Healthcare Human Resources Management	3
HM 303	Electronic Health Records	3
HM 305	Healthcare Statistics and Research	3
HM 309	Healthcare Informatics	3
HM 311	Healthcare Compliance	3
HM 401	Healthcare Database Management	3
HM 403	Healthcare Information Quality Control	3
HM 405	Healthcare Data Analysis	3
HM 407	Advanced Healthcare Accounting and Finance	3
HM 409	Health Information Management Capstone	3
HM 410	Health Information Seminar	3

**Total BSHIM Major Component = 36 semester hours**

**TOTAL BSHIM PROGRAM HOURS (four components): 120 semester hours**

## **Bachelor of Science in Human Resource Management**

### ***Program Objective***

The Bachelor of Science in Human Resource Management program prepares individuals to manage the development of human capital in both public and private organizations, and to provide related services to individuals and groups. The knowledge and skills acquired creates a strong foundation for students desiring to pursue a career as a human resource professional.

The general objective of this program is to teach distinct professional skills and practical applications in human resource management to allow the working graduate to contribute to ensuring that an organization's most important asset is available, capable and effective in the rapidly changing business environment. As a human resource professional, graduates may be responsible for one or more key organizational components, including compensation, benefits, training and development, staffing, human resource management or other human resource functions.

### ***Program Description***

The Bachelor of Science Degree Program with a major in Human Resource Management is 120 semester hours in duration. The program is made up of three components. The first consists of 36 semester credit hours of general education. All of the courses are required. The coursework in general education is designed with a broad base of subjects and consists of coursework in the social sciences, mathematics, history, English and psychology.

The second component is made up of 54 semester credit hours provides a business core to all students enrolled in a bachelor's degree related to business. This second component provides a strong emphasis in management, business law, marketing, and accounting, among other business related areas of study. There are no electives available in this section of the program.

The third component is related to the more narrowly defined area of Human Resource Management with a strong emphasis in personnel development. This component consists of 30 semester credit hours and includes, among other areas of focus, coursework in labor relations, supervision, motivation, recruiting, negotiation, and training. All courses are required.

The professional profile in human resources that companies, organizations and institutions demand includes group managing skills, understanding of social and individual psychology and the interpretation of organizational behavior. Other key skills include training and development of employees, recruiting and staffing, compensation and benefits, and employment law. This program assists in preparing students with these skills, and also helps them develop creative leadership abilities in human resource management in order to add value to the overall success of a business enterprise. Successful graduates are prepared for positions such as human resource administrators, managers-in-training, compensation and benefits managers, training and development specialists, recruiters, employment relations managers, and staffing specialists.

### **General Education Component (36 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ECN 131**	Macroeconomics	3
ECN 132	Microeconomics	3
ENG 101	English Composition I	3

ENG 102	English Composition II	3
HIS 201	Art History	3
HIS 203	American History	3
MAT 101**	College Mathematics I	3
MAT 102**	College Mathematics II	3
POL 210	Political Science	3
PSY 131	General Psychology	3
PSY 210	Behavioral Psychology	3
SOC101	Sociology	3

**Total General Education Component = 36 hours**

\*\* The courses listed with the “\*\*\*” symbol will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in these courses in Spanish.

**Business Core Component (54 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
BUS 101	Introduction to Business	3
BUS 102	Principles of Management	3
ECN 303	Money and Banking	3
CIS 102	Computer Concepts	3
MGT 103**	Ethics and Social Responsibility	3
BUL 201	Business Law I	3
BUL 202	Business Law II	3
MGT 305	International Business	3
MKG 304	Consumer Behavior	3
MKG 101	Principles of Marketing	3
MKG 106	Advertising	3
ACC 210	Accounting I	3
ACC 220	Accounting II	3
ACC 360	Cost Accounting	3
MAT 310	Elementary Statistics	3
MGT 230	Small Business Management	3
MGT 350	Business Systems Analysis	3
MGT 203	Human Relations in Business	3

Total Business Core Total Business Core = 54

\*\* The course listed with the “\*\*\*” symbol is the course which will be offered in Spanish (as well as English). Those students admitted on a conditional status (see section on “Conditional Undergraduate Admission for Spanish Speaking Applicants” above for criteria) will be offered enrollment in this course in Spanish.



**Major Component for Bachelor of Science in Human Resource Management (30 hours):**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
HR 110	Introduction to Human Resources Management	3
HR 210	Supervision and Human Relations	3
HR 220	Recruitment and Training	3
HR 330	Motivation and Productivity	3
HR 340	Health and Safety in the Workplace	3
BUL 410	Risk and Insurance	3
HR 410	Employee and Labor Relations	3
HR 420	Organizational Training and Development	3
HR 440	Human Resources Information Systems	3
HR 460	Negotiation and Conflict Resolution	3

**Total BSHRM Major Component = 30 semester hours**

**TOTAL BSHRM PROGRAM HOURS (three components) : 120 semester hours**

## **UNDERGRADUATE SCHOOL COURSE DESCRIPTIONS**

### **100 Level**

**BUS 101 Introduction to Business 3 Semester Hours**

An introduction to the functions and operations of business in a free enterprise system; Topics include how and why a business operates, the development of a business plan, business ownership, organization, and marketing.

**BUS 102 Principles of Management 3 Semester Hours**

A survey of management theories and applications, the impact of management on individuals, managerial strategies, management of international business, and the evolution of management as a science.

**CIS 102 Computer Concepts 3 Semester Hours**

The impact of computers on society and business. Emphasis is placed on the evolution of the computer, evolving technology, software and hardware, programming languages, and decision making in a computerized environment.

**CRT 101      Critical Thinking**

**3 Semester Hours**

Becoming a Critical Thinker addresses a need expressed by many employers: the need for employees who can think. In order to meet this need, cognitive skills are stressed through fundamentals, approaches to thinking, logic, investigating skills, becoming an individual, recognizing errors in thinking, persuading others, and applying thinking skills.

**ECN 131      Macroeconomics**

**3 Semester Hours**

A study of the economic system and the development of free competition in the capitalism; Included in the course are discussions about the evolution of money, the banking system, the law of supply and demand, and price determination. (Offered in Spanish as well for those students admitted on probationary status. See Admissions section of catalog under "Conditional Undergraduate Admission for Spanish Speaking Applicants" for details).

**ECN 132      Microeconomics**

**3 Semester Hours**

A detailed study of the market system, economic analysis, and theories of production and distribution.

**ENG 101      English Composition I**

**3 Semester Hours**

A course which investigates the process of composition of prose; Subject matter will include the differences between explaining and persuading, research tools and the organization of subject matter. Compositions include narrative, comparative, analytical, persuasive essays, and a research paper; Students will write a minimum of 6,000 words during the course.

**ENG 102      English Composition II**

**3 Semester Hours**

A continuation of ENG 101, which is prerequisite; Emphasis is placed on the resources available to a writer, both documented and imaginative and the use of these resources in the development of prose; Compositions will include narrative, descriptive, and creative content; Students will be assigned a research project; Students will be required to write 9,000 words during the course (Prerequisite: ENG 101).

**HIT 101      Office Billing and Coding      3 Semester Hours**

The course provides a comprehensive presentation of inpatient and outpatient coding and billing including ICD-9-CM and ICD-10-CM/PCS, HCPCS, and CPT. An emphasis is placed on the coding skills needed for a physician's office. Since many of the resources are devoted to hospital coding, this course is vital to learning not only the differences but on how to handle the same diagnosis referenced in various codes. Real-world exercises prepare the students for the next courses in hospital and surgical coding.

**HIT 102      Hospital Billing and Coding      3 Semester Hours**

The course provides a comprehensive presentation of inpatient and outpatient coding and billing in a hospital setting. All aspects of patient coding and billing are covered from the time the patient enters the hospital until the patient is discharged from the hospital (Prerequisites: HIT 101, HM 108, and HM 110).

**HIT 103      Surgical Billing and Coding      3 Semester Hours**

Surgical Billing and Coding allows the student to go beyond the basic education obtained in an entry-level coding course. With a focus on surgery, this course serves to build a bridge between a novice coder and an experienced coder. Surgical coding spans all body systems, and is considered the most challenging area of coding. The course combines surgical procedures, knowledge of anatomy, and official coding guidelines (Prerequisites: HIT 101, HM 108, and HM 110).

**HM 101      Principles of Healthcare Management      3 Semester Hours**

This course provides a survey of the healthcare industry and the organizational structure of medical organizations. Key topics covered are systems, staffing, planning, organizing, and leading in a healthcare environment.

**HM 102      Medical and Pharmaceutical Terminology      3 Semester Hours**

This course introduces key medical vocabulary including standard abbreviations and symbols, prefixes, suffixes, and common root words. There will also be an overview of various types of drugs and diagnoses for which they are commonly prescribed.

**HM 108 Anatomy & Physiology for Medical Billing/Coding      3 Semester Hours**

Students learn medical terminology along with insurance and coding principles. Each body system is presented along with a review of the structure and functions and identified diseases and procedures. Real-world documents and illustrations of the human anatomy are used to reinforce insurance and coding principles.

**HM 110      Pharmacology for Health Occupations      3 Semester Hours**

Students obtain an extensive framework of knowledge for providing the necessary information to patients regarding the safe administration of medications, side effects, and interactions. In addition, patient education is presented with each major topic.

**HM 112      Healthcare Information Systems      3 Semester Hours**

This course provides students with the opportunity to meet the challenges inherent in today's health information arena that are outside of acute care facilities. The recent history of health care in the United States is provided, as well as, a review of HIPAA. The student is then provided with a template that is applicable to different healthcare sites and the role of the HIM professional (Prerequisite: HM 101).

**HM 114      Healthcare Record and Data Management      3 Semester Hours**

A study of recordkeeping practices in the hospital and physician's office. Emphasis is placed on hospital and medical staff organization, patient record content, procedures in filing, numbering and retention of patient records, quantitative analysis, release of patient information, forms control and design, indexes and registers, reimbursement, regulatory and accrediting agencies, and alternate health care delivery systems. (Prerequisites: Health Information Core Courses Component)

**HR 110      Introduction to Human Resources  
Management      3 Semester Hours**

A basic survey of human resource administration and development. Topics include recruitment and placement, training and development, compensation, labor relations and employee security.

**MAT 101      College Mathematics I      3 Semester Hours**

A course which introduces mathematical concepts at the college level and use of mathematics in actual settings; Emphasis is placed on critical thinking, sets, logic, functions graphing, number theory, real number system; Introduction to logarithmic functions, theory of equations, statistic and algebraic theory. (Offered in Spanish as well as English for those

students admitted on conditional status. See Admissions section of catalog under “Conditional Undergraduate Admission for Spanish Speaking Applicants” for details)

**MAT 102 College Mathematics II 3 Semester Hours**

A continuation of MAT 101, which is prerequisite; Emphasis is placed on more advanced topics including linear equations, statistics and probability, differential equations, and theory of proofs (Prerequisite: MAT 101). (Offered in Spanish as well for those students admitted on conditional status. See Admissions section of catalog under “Conditional Undergraduate Admission for Spanish Speaking Applicants” for details)

**MGT 103 Ethics and Social Responsibility 3 Semester Hours**

A study of the application of ethical theories applied to business. Students discuss the making of decisions and their impact on society. (Offered in Spanish as well as English for those students admitted on conditional status. See Admissions section of catalog under “Conditional Undergraduate Admission for Spanish Speaking Applicants” for details)

**MKG 101 Principles of Marketing 3 Semester Hours**

A survey course which focuses on marketing theories, building and managing profitable customer relationships, building and managing strong brands to create brand equity, and marketing in a socially responsible way around the globe. Topics include the marketing environment, managing information, consumer and business buyer behavior, branding strategies, distribution channels, advertising and sales promotion, and direct marketing.

**MKG 106 Advertising 3 Semester Hours**

A survey of advertising foundations, environment, background, planning, and strategy, advertising media, creating advertising and marketing communication elements.

**PSY 131 General Psychology 3 Semester Hours**

A basic study of human behavior including an emphasis on learning theory, human development, and psychological research.

**SOC 101 Sociology 3 Semester Hours**

An introduction to social relations and the scientific study of human society, culture, social interactions and organization of societies. Topics reviewed include socialization, research



This course introduces the students to individual income tax preparation through the use of a hands-on workbook format. The students will use actual tax forms and situations to strengthen their knowledge in this subject (Prerequisite: ACC 235).

**ACC 245 Computer Accounting with QuickBooks 3 Semester Hours**

The students learn how to use QuickBooks ® software (QB Pro) which is a financial management program created for businesses with five or fewer users. Sales and purchase order processing, banking, inventory management, and payroll are typical topics covered in this course. The students also learn how the QuickBooks ® software interfaces with Word, Excel, and Outlook (Prerequisites: CIS 102).

**ACC 249 Accounting Capstone 3 Semester Hours**

This course provides the students with an opportunity to engage in a review of accounting topics related to changes in the work environment and ethics. The student will work independently to set up a computerized set of books for a company. Assistance in job search strategies will be presented. This course is designed to be taken during the final semester of the student's degree program.

**BUL 201 Business Law I 3 Semester Hours**

Contents include legal environment of business, contracts, domestic and international sales and lease contracts, negotiable instruments, creditor's rights and bankruptcy, business organizations, labor and employment relations, and government regulations.

**BUL 202 Business Law II 3 Semester Hours**

A continuation of BUL 201, which is prerequisite, including in depth discussion of business contracts, personal and real property, basics of insurance law, secured transactions and business regulation (Prerequisite: BUL 201).

**CIS 220 Global Information Technology Management 3 Semester Hours**

This course introduces the student to the strategy and practice of managing computer-based data that meets the needs of domestic and international business organizations. There is an emphasis the expanding role digital networks in business management, and the integration of information technology issues in an international context. Students will be introduced to information technology concepts, terminology, and current trends in global business practices (Prerequisite: CIS 102).

**FIN 200      Fundamentals of Finance      3 Semester Hours**

This course introduces students to fundamental concepts in corporate finance and provides an understanding of important financial calculations. This course also aims to provide a basis for further studies related to financial managerial responsibilities and financial markets. The areas of study include taxes, capital structure, the time value of money, the trade-off between risk and return, and capital budgeting (Prerequisites: ECN 131, MAT 101).

**HIS 201      Art History      3 Semester Hours**

A survey of major artistic styles and introduction to the history of Western art from prehistoric beginnings to the Renaissance era and forward to Modern times. The course combines visual aids within the historic context, and introduces the student to the techniques, forms and expressive content in painting, graphics, sculpture and architecture within the cultural environment in which the art was created.

**HIS 203      American History      3 Semester Hours**

A survey of American History with emphasis placed on events and movements occurring since the American civil war.

**HM 201      Anatomy and Physiology      3 Semester Hours**

This course is an overview of the structure and function of the human body. Areas covered will include the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

**HM 210      Healthcare Law and Risk Management      3 Semester Hours**

Students will learn medical guidelines and laws pertaining to medical liability, patient/client confidentiality, health records, rights, abuse, and safety procedures. Licensing and certification requirements will also be covered in addition to, risk identification, legal implications and evaluation.

**HM 240      Healthcare Accounting and Finance      3 Semester Hours**

This course engages the student in analyzing the financing and accounting systems used in healthcare. The course reviews in detail various reimbursement mechanisms,



government based and private based. Students will also be engaged in revenue and expense analyses used in various healthcare organizations, and methods for operational and capital budgeting. The course will also examine operating and finance strategies used by organizations in the healthcare market, along with the basic accounting systems employed by these various healthcare entities.

**HM 202 Pathophysiology 3 Semester Hours**

The student receives an introduction to important concepts of human disease. The associated common diseases and disorders of each body system are presented along with a review of the anatomy and physiology (Prerequisites: All 100 level HM courses and HM 201)

**HR 210 Supervision and Human Relations 3 Semester Hours**

A course designed to provide the skills and knowledge base needed to become supervisors in today's changing work environment. The course focuses on practical skills in examining the functions of management and how they are applied to both individuals and teams (Prerequisite: HR 110 for BHRM program).

**HR 220 Recruitment and Training 3 Semester Hours**

A course presenting techniques for attracting employees and making them more successful by building and using an effective training program (Prerequisite: HR 110).

**MGT 203 Human Relations in Business 3 Semester Hours**

A study of the fundamentals of motivating, communicating, and cooperating with management, co-workers, and the public for business professionals.

**MGT 230 Small Business Management 3 Semester Hours**

A study of the activities that are necessary for the successful management of a small business. Topics include marketing, inventory control, planning, and the creation of a business plan (Prerequisite: BUS 101).

**POL 210 Political Science 3 Semester Hours**

A survey of political attitudes and movements including political ideologies and cultures; Emphasis is placed on contemporary political science.

**PSY 210 Behavioral Psychology 3 Semester Hours**

The application of psychological theory to behavior; Focus is placed on interaction between individuals and groups (Prerequisite: PSY 131).

**300 Level**

**ACC 300 Accounting Information Systems 3 Semester Hours**

This course covers the accounting information systems and related technologies with an emphasis on computer systems and internal controls, especially within internet and e-commerce. Transaction cycles, ethics, fraud, and the modern manufacturing environment are included. Other topics include the Sarbanes-Oxley law as it affect internal controls, components of contemporary accounting information systems, data flow diagrams, and relational databases (Prerequisite: ACC 220).

**ACC 301 Financial Accounting 3 Semester Hours**

This course presents the basic concepts behind financial statements, terminology, and the methods necessary to interpret, analyze, and evaluate such statements. The course integrates the International Financial Reporting Standards (IFRS), Fair Value Accounting, and the Codification of US GAAP (Prerequisite: ACC 335).

**ACC 310 Managerial Accounting 3 Semester Hours**

This course identifies the three functions managers must perform in an organization: planning operations, controlling activities, and making decisions and the accounting information that is needed for these functions to be accomplished successfully (Prerequisite: ACC 335).

**ACC 320 Federal Tax Accounting I 3 Semester Hours**

This course assists the student in understanding the details of tax concepts and legislation. The process is built around an understanding of the 1040 form and Tax Formula for Individuals. Internet exercises are provided for each chapter from research cases to hands-on experience in calculating and solving tax issues. H&R Block at Home tax preparation software is covered in the course (Prerequisite: ACC 335).

**ACC 330 Advanced Accounting I 3 Semester Hours**



theory and hands-on application. Special emphasis is placed on EHR migration path, planning, selection, and implementation. (Prerequisites: All lower level courses).

**HM 305      Healthcare Statistics and Research      3 Semester Hours**

The purpose of this course is to provide students with knowledge of how to research, collect, and report useful statistical information to healthcare facilities. Upon successful completion of this course, students will have achieved the goal of being able to effectively identify, understand, and utilize statistical information as required in the field of healthcare.

**HM 309      Healthcare Informatics      3 Semester Hours**

Healthcare Informatics introduces the role of the healthcare professional, health statistics, biomedical research, and quality management. Further, the student is introduced to the health services organization and of how healthcare is delivered in the United States. For students who have completed an associate degree in HIT, this course serves as a review of several areas at that level plus the advancement to the next level of HIM. This should be the first course taken at the 300 level.

**HM 311      Healthcare Compliance      3 Semester Hours**

This course introduces students to the importance of compliance in healthcare from both a legal and practical standpoint. Students will be provided with the opportunity to understand the federal and state legal structure that they will encounter as a HIM. Interwoven throughout the course will be the ethical considerations involved in compliance. Students will also explore compliance areas such as the role of the compliance officer, the components of a compliance program, compliance documentation and reporting, creating compliance policies and procedures, internal and external audits, and enforcement.

**HR 330      Motivation and Productivity      3 Semester Hours**

A course which presents strategies for transforming companies into organizations that inspire employees to increase productivity, teach employees to tap their creativity and lead employees to a passionate concern about the success of their employer.

**HR 340      Health and Safety in the Workplace      3 Semester Hours**

An analysis of existing state and federal laws that have an impact upon health and safety in the workplace. Emphasis is placed on OSHA (the Occupational Safety and Health Act).

**MAT 310      Elementary Statistics      3 Semester Hours**



This course introduces students to the tools necessary in building a personal financial plan. Topics covered include protection planning, retirement planning, estate planning, and investment planning (Prerequisite: BUS 102).

**MGT 375     Quantitative Methods**

**3 Semester Hours**

A course that develops strategies for effective decision making as well as a discussion of strategies that commonly lead to errors (Prerequisite: BUS 102 and MAT 310).

**400 Level**

**ACC 411     Auditing I**

**3 Semester Hours**

Auditing I and II provide insight into how the auditing environment continues to change and of why a high standard of responsibility is required to be successful in this important arena of accounting. The courses explain the importance of understanding business risk, internal controls, and professional judgment procedures and processes. Topics in Auditing I and II include the Sarbanes-Oxley Act, integrated auditing, and fraud cases, and more specifically in Auditing I the following areas are covered: how auditing is integral to the economy; corporate governance and auditing standards; ethical decision making frameworks and associated professional standards; audit risks and business risks; internal control over financial reporting; performing an integrated audit; and the framework and tools for gathering audit evidence. The course is beneficial for students seeking training to conduct external, internal or governmental audits. Students planning to become financial analysts, financial managers, or tax professionals will also find this course beneficial as learning the role of external auditors in the financial reporting process is key to understanding how management compiles financial statements that regulators and creditors will accept (Prerequisite: ACC 320).

**ACC 412     Auditing II**

**3 Semester Hours**

Auditing I and II provide an insight into how the auditing environment continues to change and why a high standard of responsibility is required to be successful in this important area of accounting. The courses explain the importance of understanding business risk, internal controls, and professional judgment procedures and processes. Topics in Auditing I and II include the Sarbanes-Oxley Act, integrated auditing, and fraud cases, and specific topics in Auditing II covered are: auditing for fraud, revenue and related accounts; audit of acquisition cycle and inventory; audit of cash and other liquid assets; audit of long-lived assets and related expenses; audit of acquisitions, related entity transactions, long-term liabilities, and equity; completing the audit; communicating audit and attestation results; professional liability; and advanced topics concerning complex audit judgments. Information is provided to students wishing to become external auditors, or to conduct internal or governmental



This course is a study of the basic principles of sound risk management including risk identification, legal implications and evaluation. Insurance as a risk management tool, its nature, applicable laws, and analysis of coverage is included (Prerequisites: BUS 101 and BUS 102 for business programs; HM 210 for health information management program).

**FIN 420      Public Finance      3 Semester Hours**

A course which discusses public finance, describing in detail institutional and legal settings relevant to economic analysis (Prerequisite: BUS 101).

**FIN 430      Investments      3 Semester Hours**

A study of securities and markets; analysis of several categories of corporate securities, public securities, and other investments; types of risks and taxes that effect investment policy, timing, selection, and investment values (Prerequisite: BUS 101).

**HM 401      Healthcare Database Management      3 Semester Hours**

This course focuses on health informatics data manipulation and presentation. The student learns what to do with the recorded data, how to retrieve and store the data, techniques for improving the data, using computer software to present the data, and quality improvement of the data.

**HM 403      Healthcare Information Quality Control      3 Semester Hours**

Healthcare Information Quality Control presents an introduction to the practice, management, and theory of performance and quality improvement procedures in a healthcare organization. The case study approach and real-life situations in the healthcare industry are provided with an emphasis on theory and practical approaches for improvement strategies and quality control. Students will be given hands-on projects and case studies that require designing improvement strategies, establishing quality monitoring, and managing improvement among personnel and programs within the healthcare field.

**HM 405      Healthcare Data Analysis      3 Semester Hours**

Health information management professionals are becoming more involved in data analysis since merely gathering data is no longer the only competency required. Health information management professionals are becoming more involved in data analysis since merely gathering data is no longer the only competency required. This course provides the student with an understanding of how the data analyst gathers, manipulates, manages, analyzes, and reports on the data (Prerequisites: HM 303, 305, 401, 403, MAT 310).



**HM 407    Advanced Healthcare Accounting and Finance                    3 Semester Hours**

Building on principles of accounting and finance, this course takes the student to the next level regarding the role of economics in the healthcare industry. An understanding of the basics of supply and demand, as well as contemporary developments, is presented through exercises that are relevant to today's healthcare organizations (Prerequisites: All HM courses except 409, 410).

**HM 409            Health Information Management Capstone                    3 Semester Hours**

This is the capstone course for students in the B.S. in Health Information Management program. It is de-signed to permit students to engage in a hands-on opportunity, allowing them to work closely with a healthcare client as a consultant. The student is to utilize project management procedures to research and identify a problem, develop a detailed project proposal, conduct the plan, develop a project report, and defend the project to an assembled committee of professors and healthcare managers. It will also be determined during the course that the student has mastered the competencies for Health Information Management by taking an exam developed by MAU that is parallel to the RHIA or RHIT national exam. This is the final course in the HIM curriculum with the exception of HM 410, Health Information Seminar, which may be taken simultaneously or after this course.

**HM 410            Health Information Seminar    3 Semester Hours**

This independent seminar is an exploration of current issues related to health information management that may included any of the following areas: ethical issues in healthcare; healthcare data delivery systems; policy analysis and development; current and pending legislation regarding healthcare; HR resources; other areas approved by the seminar advisor. The independent seminar involves working on a research project, completing a literature review, selection of appropriate research design and methodologies, and analysis of findings. Students in this course will present their findings during the last week of the term. This is the final course in the HIM curriculum with the exception of HM 409, Health Information Management Capstone, which may be taken simultaneously or after this course.

**HR 410            Employee and Labor Relations                                        3 Semester Hours**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and job security (Prerequisite: HR 110).

**HR 420      Organizational Training and Development      3 Semester Hours**

A course which presents material related to many aspects of training and development in an economy characterized by changing conditions, job functions and technology. Topics include reassignment strategies, career management, performance management and coaching, and diversity (Prerequisite: HR 110).

**HR 440      Human Resources Information Systems      3 Semester Hours**

A study of software systems that can help to increase the efficiency and effectiveness of the Human Resource Office (Prerequisite: HR 110).

**HR 460      Negotiation and Conflict Resolution      3 Semester Hours**

A study of techniques and tools that can be used to make it possible to channel conflict into productive behavior. This course utilizes a case study method (Prerequisite: MGT 203).

**MGT 450      Capstone Course      3 Semester Hours**

This course is designed as an opportunity for students during their last semester of study to apply principles of marketing, management, financing, growth, ethics, money market management, law, and accounting that they have become proficient at during their Bachelor's studies. Students will work as a team to analyze an existing or hypothetical business and create a strategic plan for improving existing policy, procedure, and practice. Students will present an executive summary of their plan to a panel representing the local business community (Prerequisites: Business Core courses).

**MGT 440      E-Commerce Management      3 Semester Hours**

A course that examines the impact of E-Commerce on individual businesses and on the economy as a whole; Factors discussed will include technology issues, promotional strategies, cost implications, and procedures for integrating E-Commerce into the conventional business practices (Prerequisite: BUS 102).

**REMEDIAL ENGLISH COURSES – CERTIFICATE ONLY  
(NOT COUNTED TOWARDS COMPLETION OF DEGREE PROGRAM)**

**RENG 001 – Intensive General Course in English                      3 Hours**

Extensive practice and overview in listening, reading, speaking and writing skills for English is provided with a broad based spectrum approach. Includes a complete grammar review; Course assists students in acquiring the skills needed for college-level reading and writing, note-taking and efficient study techniques. Students should note that this is a very demanding course requiring strong individual commitment and dedication, and students should not assume that merely attending the class will be sufficient to establish English proficiency.

**RENG 002 - Grammar and Vocabulary Development                      3 Hours**

This course is designed to give non-native English speaking students the opportunity to round out their English vocabulary in preparation for successful academic study. A topical approach to vocabulary and a process of personal discovery of vocabulary needs is used. The course also provides a review of English grammar. Content includes a review of compound sentence structures; complex sentence structures based on noun clauses, adjective clauses, and adverb clauses; and use of gerunds and infinitives.

**RENG 003 – Speaking, Listening and Conversation                      3 Hours**

This course provides the non-native English student with instruction on the correct pronunciation of English sounds and practice in basic listening and English pronunciation skills. Students will study and practice correct pronunciation of English vowel and consonant sounds and study and practice conversational English. Students will participate in guided conversation practice and will study and practice English vocabulary words. They will also participate in free-form conversations on assigned topics and study and practice in order to participate in class conversations and read assigned reading selections out-loud.

**RENG 004 – Reading and Writing    3 Hours**

The skills taught and practiced in this course include reading to perceive general overall meaning, using context clues, skimming and scanning, identifying topic sentences, and identifying main ideas. The goal of the course is to develop students' writing skills with emphasis on proper phrase, sentence structure and paragraph development. The students' basic reading skills will be developed using increasingly sophisticated materials to review. Skills practiced include inference, critical analysis, and evaluation. The second part of the course emphasizes development of students' writing skills with practice on paragraph and essay development, and also emphasizes preparation for the TOEFL® examination. Practice tests will be taken with results being reviewed in order to permit the student to focus on strengthening areas needing improvement.

**MAU GRADUATE SCHOOL**

## **GRADUATE DEGREE**

### **ACADEMIC INFORMATION**

#### **The Master's Degree Program**

To become eligible for a Master's Degree, students are required to accomplish the following, in addition to the courses outlined in the specific major of study:

1. Complete a minimum of 36 semester credit hours with an average grade of "B" (Grade Point Average of 3.00) or higher for all work taken at the University. No more than 18 semester credits may be accepted from another institution towards the completion of a master's degree, and the final 9 semester credit hours must be completed at the University.
2. Meet any other specified graduation requirements.
3. Abide by all University rules and regulations including satisfactory progress, attendance and conduct policies, and satisfy all financial obligations due to the University prior to graduation.

### **ADMISSIONS INFORMATION**

#### **Admissions – Graduate Programs**

Applicants to the graduate programs must provide proof of successful completion of a bachelor's degree program or equivalent in a field related to the graduate program to which the student is applying. For example, applicants to the MBA program should possess an undergraduate degree in an area such as business, economics, marketing or accounting. Applicants whose bachelor's degree is not in a related field may be admitted on a conditional basis, and must demonstrate by either transfer of credit, Credit for Prior Learning, or by enrollment at the University, the successful completion of the certain prerequisite foundation courses to ensure preparedness for the rigor of the graduate level program in the chosen field of study. Additionally, graduate applicants must provide two letters of recommendation from a former professor, instructor or employer, along with a completed application form and the required non-refundable application fee.

#### **Admissions – International Applicants – Graduate Programs**

Millennia Atlantic University is authorized under Federal law to enroll nonimmigrant alien students. International applicants to the University must meet the same requirements and admissions standards as other students entering the graduate programs as provided above.

In order to enroll, in addition to the completed and signed application, international applicants who have earned recognition for postsecondary level program for which they are relying on to qualify for admission from an educational institution that lies outside the United States of America must submit original or certified sealed copies of his or her certificate of graduation, transcript, or other documentation which attests to the student's successful completion of the bachelor's level or postsecondary educational program equivalent to that awarded in the United States. Applicants for the University's graduate programs must also provide an official credential evaluation by a recognized evaluation service. The credential evaluation must be prepared by a service which is a member of the Association of International Credentials Evaluators (AICE), or a member of the National Association of Credential Evaluations Services (NACES) and submitted directly to the University from the service provider. All such evidence must be accompanied by a certified translation into English if the documents were originally created in a language other than English

## **Admissions - English Language Proficiency – Graduate Programs**

In addition to the required documentation for admission provided above, an applicant to a graduate program who is a non-native speaker of English is required to submit evidence of a score of 62 on the TOEFL® internet based test, 177 on the computer based test, or 503 on the paper based test. The applicant may also submit evidence of a minimum band score of 6.0 on the official International English Language Testing System (IELTS®) as a substitute for the TOEFL® examination score.

The University will alternatively accept evidence of successful completion of an intensive ESL (English as a Second Language) program. In order for completion of an ESL program to be considered as meeting the minimum English language proficiency for admission to the University; 1) the program must have been completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education; and 2) the resulting test or grading score from the ESL program must be equivalent to the official TOEFL® or IELTS® score provided herein as the minimum for admittance.

An applicant, however, whose native language is a language other than English but who possesses a strong command of English communication skills (both writing and speaking) as determined by the Campus Director and the Director of Academic Programs in conjunction with the President, may be exempted from submitting TOEFL® score results, IELTS® band score results, or the alternative intensive English program completion listed above if the applicant provides: evidence of successful completion of a bachelor's or higher degree from a United States postsecondary school or from a country in which English is the primary and official language; or an official transcript showing the successful completion of 24 semester credit hours (or the equivalent 36 quarter hours), excluding remedial English courses, from a postsecondary school within the United States or other country where English is the primary and official language; or successful completion at the 112 masters level of an ESL® intensive language program completed at an institution holding accreditation from an accrediting body with current recognition from the U.S. Department of Education.

## **Conditional Graduate Admission for Spanish Speaking Applicants**

Spanish speaking international graduate program applicants who have not yet taken the TOEFL® test or IELTS® test, or whose TOEFL® score lies between 47-61 on the TOEFL® internet based test, 137-176 on the computer based test, 457-502 on the paper based test, or 5.5 band score on the IELTS® test, will be permitted to enroll only on a conditional status. Thereafter, the student may be permitted to gain status as a regular graduate student upon the student raising his or her TOEFL® or IELTS® score to the minimum required score for regular admission within completion of two semesters of courses at the University, or alternatively, completes a minimum of two graduate-level courses taught in English during the first two semesters at the University, achieves a grade in each of these courses of at least a 3.50 and successfully completes two remedial English classes during these two semesters.

**NOTE THAT REMEDIAL ENGLISH COURSES CANNOT BE COUNTED AS CREDIT TOWARDS COMPLETION OF A DEGREE PROGRAM AT THIS UNIVERSITY.**

As an alternative, conditionally admitted graduate students may gain status as regular students with approval from the University's administration based on an assessment of evidence of the students' English language abilities, both written and verbal, to establish readiness for completion of a graduate level academic program. In order to qualify for this evaluation, the applicant or conditionally admitted graduate student must provide: 1) documentation proving that he or she has worked in the U.S. or other country where English is the official language for a minimum of three years prior to admittance; 2) a letter from the employer or employers, verifying the student's English proficiency in the work and/or business arena; and 3) completion of a proctored two to three page essay written at the campus, free from grammar or syntax errors in an assigned format and completion of an interview, in English, before an assigned University committee.

**If the graduate student does not meet the conditions to show English language proficiency under the criteria and time frames described above, the student will be dismissed from enrollment in the program.** Although the student will not be eligible to take regular courses toward his or her degree program, he or she may be permitted to continue remedial English courses. The student will not be permitted to re-enroll as a regular degree seeking graduate student until such time as the student is able to present the required minimum TOEFL® or IELTS® band score to the University's Admissions Department.

### **Application Procedure**

In order to apply to the University for entry into one of its graduate degree programs, prospective students should complete an application form, and send or bring the form along with all required documentation and attachments as listed in the application to:

**Admissions Department  
Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue, Suite 100  
Doral, Florida 33178**

A nonrefundable application fee of \$50.00 should accompany the application form. Applicants applying for entrance may also submit the application fee through an online payment process via credit card and email the completed application form to the University, Attention: Admissions Department, at [admissions@maufl.edu](mailto:admissions@maufl.edu). A hard copy of official documents, however, is required for admission to the University reflecting completion of required prior education or educational credits, and these should be mailed directly to the University at the address above to the attention of the registrar.

Prior to submitting the application for enrollment in an on campus program, prospective students are encouraged to visit the campus and meet with a University representative for a tour of the facility and to gather specific information on the programs of study and schedule. Candidates should call the Admissions Department at 786-331-1000 to schedule an appointment. In addition to a campus tour, appointments with faculty members or class visits may be arranged.

All applications for admission are reviewed without regard to race, gender, age, religious affiliation, national origin, sexual orientation or veterans' status. The University also complies with anti-discrimination policies of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

## **GRADUATE PROGRAMS OUTLINES**

### **Master of Business Administration**

**Program Objective**

The objective of the Master of Business Administration Degree Program is to provide advanced training in the field of Business Administration. Students graduating from this graduate level program will have received instruction in significant areas of business operations and be equipped to participate in high level decision making in the areas of Management, Marketing, Human Resources, and Managerial Finance. The perspective of this program is practical rather than theoretical, though a strong theoretical underpinning will bolster the practical considerations presented. The emphasis on real-world skills and business concepts trains students for the demands placed on management professionals in the marketplace. The program provides a comprehensive education in business, enabling the student to develop management expertise with tools and techniques applicable to a wide variety of business environments.

**Program Description**

The Masters of Business Administration Degree Program is 36 semester hours in duration. The main courses include coursework in general business and management, finance, accounting and financial policy, operations, marketing, and strategic decision-making. The courses are designed to give the student the opportunity to master specific skills vital to the business management process and to gain the essential knowledge required to successfully manage an organization. The program also includes a required capstone course that serves to integrate the conceptual and practical aspects of the program by using all the tools, concepts, analysis and theoretical applications presented within the courses already completed, and providing the student the opportunity to apply the knowledge and skills obtained throughout the duration of the program. Successful graduates may apply their skills in a variety of positions, such as general and operations managers, management analysts, quality control systems managers, purchasing managers, chief executives, marketing and sales managers, management consultants, logisticians, or product managers.

**MBA Courses (36 hours)**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
MGT 510	Strategic Management of Organizational Behavior	3
FIN 510	Finance	3
BUS 510	Business Communications Management	2
FIN 530	Portfolio Management	3
MAT 560	Business Statistics	3
ACC 521	Managerial Accounting	3
ECN 512	Managerial Economics	3
MGT 520	Organizations and Leadership	3



MKG 521	Marketing Management	3
MGT 530	Operations Management	3
BUS 532	Business Strategies and Policy	
	Decision Making	3
MGT 550	Master's Capstone Course	4

**Total MBA Core Component and Capstone Course = 36 semester hours**

**TOTAL MBA PROGRAM HOURS: 36 semester hours**

## **Master of Business Administration with an Accounting Concentration**

### ***Program Objective***

The MBA with an Accounting Concentration offered by Millennia Atlantic University builds upon the associate and bachelor level accounting degree programs also offered by the University. The program provides preparation for a career in accounting and is designed for individuals with an undergraduate specialization in accounting or finance seeking to advance in the field. The MBA with an Accounting Concentration includes the following specific objectives:

- Provide students with the knowledge and tools needed to obtain gainful employment and attain successful careers in accounting.
- Equip students for management level careers.
- Ensure students have a broad knowledge of management, economics, and finance with a focus on accounting.
- Prepare students to apply current accounting theory and practice in a wide range of occupations.
- Further develop students' analytical skills, not only in accounting but also in finance, auditing, research, statistics, and information systems.
- Provide students with the skills and tools to analyze and conduct accounting research into technical, tax and audit issues.
- Refine students' oral and written communication skills.
- Provide students with the opportunity to improve teamwork and leadership skills.
- Expand graduates' awareness of professional, ethical, and social responsibility in the accounting field.

### ***Program Description***

The Master of Business Administration with an Accounting Concentration is the culminating degree offered at Millennia Atlantic University providing the final step in obtaining advanced skills in accounting. Accounting professionals are found in a variety of managerial positions in numerous enterprises. An accounting background affords the individual an opportunity to advance through the ranks of an organization. The curriculum at Millennia Atlantic University not only concentrates on the knowledge required in accounting and finance but

also the managerial and leadership skills needed for upward mobility. The program emphasizes the professional accounting skills needed in today's global world economy. The curriculum combines standard theoretical aspects, practical accounting skills, and quantitative methods to ensure that students learn how the material relates to actual and current work scenarios within the accounting profession, and to ensure training is received to meet the demands necessary for success in a variety of business settings.

The MBA with an Accounting Concentration consists of 12 courses with a total of 36 semester credits. The MBA Core is 8 courses covering managerial accounting and economics, finance, portfolio management, business statistics, strategic management, organizations and leadership, and operations management. The Accounting Concentration Core consists of advanced courses in managerial accounting, accounting information systems, and advanced auditing. The program concludes with a capstone course that includes contemporary issues surrounding accounting theory and research.

Graduates of the MBA with an Accounting Concentration are prepared to seek employment as professional accountants, auditors, cost accountants, management accountants, tax examiners, financial managers, budget directors, credit analysts, and internal auditors. Various public, private, and governmental organizations seek employees with accounting skills.

### **MBA Core Courses (24 semester hours)**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ACC 521	Managerial Accounting	3
ECN 512	Managerial Economics	3
FIN 510	Finance	3
FIN 530	Portfolio Management	3
MAT 560	Business Statistics	3
MGT 510	Strategic Management of Organizational Behavior	3
MGT 520	Organizations and Leadership	3
MGT 530	Operations Management	3

**Total MBA Core Courses = 24 semester hours**

### **Accounting Concentration Courses (12 semester hours)**

<b>Course Number</b>	<b>Course Title</b>	<b>Semester Hours</b>
ACC 550	Advanced Managerial Accounting	3
ACC 560	Advanced Accounting Information Systems	3
ACC 570	Advanced Auditing	3

**Concentration Component – 12 semester hours****TOTAL PROGRAM HOURS (two components):****36 semester hours****Master of Science in Health Information Management*****Program Objective***

The objective of the Master of Science Health Information Management Degree is to provide advanced training in the field of Health Information Technology and Informatics. A career in healthcare information management combines interests and skills in the areas of management, medicine, information technology, and electronic health record systems. Advances in healthcare delivery and information technology, and government initiatives for electronic health records, and the essential needs for data management and data integrity within healthcare systems, have expanded the demand for these skills. Students graduating from this graduate level program will have received instruction in significant areas of health information technology, information systems, and informatics.

***Program Description***

The Health Information Management Master Degree program focuses on the management of healthcare information resources and technology. The curriculum is designed for the practicing health information management professional who wishes to further his or her training in this area. It is also available for those who have completed the Bachelor of Science degree in Health Information Management. The program develops a blend of technical and managerial skills. The training may be used in a current position and to advance to a higher level position, and is designed to prepare professionals to thrive in a technology dependent and information driven health care environment. This advanced program prepared graduates for responsibilities in areas such as healthcare data resources administration, health care data security oversight, and strategic and operational information resource planning. The health information professional must adhere to the Code of Ethics of the American Health Information Management Association (AHIMA). Graduates will be prepared to seek employment within the healthcare industry in hospitals, clinics, healthcare IT companies, and research facilities, with prospects of positions such as project managers, directors of healthcare information management, data quality managers, health data analysts, and electronic health records system implementation specialists.

***Master in Health Information Management Courses (36 hours):*****Course Number****Course Title****Semester Hours**

HIM 501	Overview of Healthcare Technology and Systems	3
HIM 502	Development of Healthcare Information Systems	3
HIM 503	Healthcare Informatics	3
HIM 504	Measuring Healthcare Information Quality	3
HIM 505	Healthcare Project Management	3
HIM 506	Healthcare Information Security Systems	3
HIM 507	Health Information Leadership	3
HIM 508	Financial Management of Healthcare Organizations	3
HIM 509	Implementation of Electronic Health Records	3
HIM 510	Healthcare Information Analysis and Evaluation	3
HIM 511	Healthcare Information Law	3
HIM 512	Health Information Thesis or Non-Thesis Research Project/Capstone	3

***TOTAL MSHIM PROGRAM HOURS: 36 semester hours***

## **Master of Arts in Human Resource Management**

### ***Program Objective***

The objective of the Master of Arts Program in Human Resource Management is to provide advanced training in the field of Human Resources supported with the material related to management, economics, and leadership. A career in human resource management involves planning for, recruiting, and hiring staff for an organization, as well as maintaining and improving staff productivity, training, and administrative functions. Human resource professionals may also advise on organizational policies, handle disputes, and consult on regulatory compliance, employee security, benefits and more. The program prepares students to be tactical contributors to business organizations by teaching concepts and skills needed to acquire, develop and retain qualified human capital. Students will gain the foundation for strategic human resource management, workforce planning and employee engagement. This program will make it possible for the mid- or upper-level manager to direct human resources functions in a small business large corporation, or other business environment.

### ***Program Description***

The Master of Arts Degree Program in Human Resource Management is 36 semester hours in duration. There are no electives and a thesis is not required for completion. The coursework is divided between management courses that are related to Human Resources



possible business decisions may be made. The course is designed to make accounting engaging, relevant, and contemporary. Real company data is used in each module in order for the potential accounting manager to realize the impact of decision making and analysis. Further, the economic ramifications of accounting transactions are studied. The level of skill required in using financial statements includes forecasting, benchmarking, valuation, and ratio analysis. An important aspect of advanced accounting is that the level of understanding goes beyond basic financial statements but also to applying nonfinancial statement disclosures such as footnotes and supplementary reports (Prerequisite: ACC 521).

**ACC 560      Advanced Accounting Information Systems      3 Semester Hours**

This course provides an advanced study of accounting transaction processing, cycle processes, and internal controls. Advanced information systems must follow fundamentals of accounting and auditing with emphases on professional and legal considerations. Information, communication, and networking technology used in business processes, transaction cycles, and internal control structure are stressed.

**ACC 570      Advanced Auditing      3 Semester Hours**

In this course, the student learns to identify, detect, investigate, and prevent financial fraud through using proper auditing techniques. Business examples and actual fraud cases are provided to ensure an understanding of auditing and fraud concepts. Areas of tax fraud, consumer, e-business fraud, and forensic analysis are included. The role played by technology in creating fraud and detecting fraud is also covered.

In addition to the in depth look at fraud, auditing issues and cases are introduced using real-world examples within the work environment of auditors. Cases included are New Century Financial Corporation, Madoff Securities, and American International Group (AIG). International cases are also included from India, Japan, Russia, South Africa, China, and Australia. Recently adopted risk assessment standards are integrated into this course (Prerequisite: ACC 521).

**ACC 580      Contemporary Accounting Theory  
and Research/Capstone      3 Semester Hours**

This course provides the students with an opportunity to review accounting cases and to conduct research. The course serves two purposes for the accounting student: 1) research will be conducted on current issues in accounting by using the Accounting Standards Codifications database and 2) completion of a review for the CPA exam that includes a sample complete CPA exam. The textbooks used in this course include all current AICPA content requirements in financial accounting and reporting, and most current text available to prepare for the CPA exam, including multiple-choice questions and solutions to be used as practice. The casebook will assist the student to build strong critical thinking skills and a

sound theoretical background. A strong emphasis is placed on evaluating accounting practices in the global world economy. A unique and timely collection of cases and readings cover all areas of accounting and shows how the latest accounting standards influence decision making. New FASB codification cases provide up-to-date information. Cases for debate in each chapter, as well as updated disclosure examples, also engage the student to learn how the material relates to the chosen accounting profession. This course is designed to be taken during the final semester of the program.

**BUS 510 Business Communications Management 2 Semester Hours**

This course focuses on the essential techniques and skills needed to be an effective supervisor, discussions on how to make the transition to management, achieve productivity through people, build an effective team, and conduct essential supervisory tasks such as staffing, delegating, motivating and appraising employees. It offers a unique approach that fosters supervisory skills through the use of case studies and helps readers gain confidence in their new leadership and supervisory roles.

**BUS 532 Business Strategies and Policy Decision Making 3 Semester Hours**

A study of strategy, how to put together a strategic business plan, how to marshal resources for the execution of the plan, how to evaluate the success of a strategy, and learning from strategic errors.

**ECN 512 Managerial Economics 3 Semester Hours**

A course which presents economic analysis tools that can be used by managers to make increasingly difficult and complex business decisions. Case studies are used to reinforce principles discussed in class. Also presented are game theory, international topics and e-commerce issues.

**FIN 510 Finance 3 Semester Hours**

A managerial perspective on the field of finance, including asset valuation, risk management and optimization.

**FIN 530 Portfolio Management 3 Semester Hours**

A study of securities and markets; analysis of several categories of corporate securities, public securities, and other investments; types of risks and taxes that effect investment policy, timing, selection, and investment values from an Organizational and Planning perspective.

**HIM 501      Overview of Healthcare Technology & Systems      3 Semester Hours**

IT is critical to the success of any healthcare organization. Students learn how HIM plays a role in strategic initiatives to manage cost and improve the quality of care. Emphasis is placed on improving the ability of the healthcare organization to invest in IT and to link organization strategies to IT strategies.

**HIM 502      Development of Healthcare Systems      3 Semester Hours**

The course provides an overview of information systems and of how important they are to the health care industry as well as an overview of the health care IT industry. Topics include: primary clinical and managerial applications of information and the management of information and information systems (Prerequisite or co-requisite: HIM 501).

**HIM 503      Healthcare Informatics      3 Semester Hours**

A basic understanding of the healthcare informatics is developed with a review of the resources, devices, and methods required to enhance the acquisition, storage, retrieval, and use of information in health and medicine. Tools used include not only computers but also medical terminologies, information systems and software, clinical guidelines, strategies, and policies. Barriers to technology adoption are presented along with the void that exists regarding analytics. Analytics in other industries are more advanced than in the healthcare industry. Although a great deal of IT data is acquired and stored, it has not been analyzed and used to improve healthcare. An understanding of why this is happening and what steps can be taken to improve the use of informatics is presented in this course (Prerequisites: HIM 501, 502).

**HIM 504      Measuring Healthcare Information Quality      3 Semester Hours**

Health Information Managers need to understand the value of data in order to deliver quality care and to assist the healthcare organization to achieve financial success. Understanding data and how to use the results to make informed decisions is presented in this course. Included are the basic views of quality management.

**HIM 505      Healthcare Project Management      3 Semester Hours**

Healthcare Project Management includes integrating project, information technology, and change managements methods. Project management knowledge areas included: time, quality, cost, human resource, risk, procurement, integration, and scope. IT management is explored as a true management discipline in such areas as support management, user requirements, testing, infrastructure, interface, conversion, security, configuration, and



work-flow. Change management areas of realization, optimization, transformation, sponsorship, and training are included. At the end of this course, students should be able to develop, execute, and control a basic project plan capable of supporting organizational objectives linked to measures of success for a single project (Prerequisites: HIM 501, HIM 502, HIM 503, HIM 504).

**HIM 506      Healthcare Information Security Systems      3 Semester Hours**

One of the methods used to contain costs is to adopt Information and Communication Technologies (ICT) in a healthcare organization. This is done in order to maximize quality and efficiency. This course reviews not only the adoption of ICT but also the effect on patient privacy and confidentiality (Prerequisite: HIM 502).

**HIM 507      Health Information Leadership      3 Semester Hours**

The course provides a systemic approach to principles and practices of healthcare management with an emphasis on application. Aspects of leadership are presented that include the necessity to have the skills to design and manage healthcare organizations while adapting to changes.

**HIM 508      Financial Management of  
Healthcare Organizations      3 Semester Hours**

This course is an introduction to the tools and techniques used in the financial management of a healthcare organization. The material in the class introduces examples from a variety of healthcare organizations. Students are taught management of working capital, financial accounting, and the interpretation of financial statements.

**HIM 509      Implementation of Electronic Health Records      3 Semester Hours**

This course covers a real-world implementation of an EHR in a care delivery organization (CDO). Included are research-based principles and best practices. The pros and cons of approaches to developing and installing the EHR are presented.

**HIM 510      Healthcare Information Analysis & Evaluation      3 Semester Hours**

The student is provided with an opportunity to conduct real-world statistical analysis by understanding the assumptions behind the statistics. The focus is on healthcare rather than in the context of public entities. Being able to go beyond the mere data and statistics is emphasized so that a healthcare manager may make informed decisions. A correlation is drawn between good and bad statistics and of how to recognize the data that should be relied upon for decision-making.

**HIM 511      Healthcare Information Law****3 Semester Hours**

The use of health information technology demands protecting the confidentiality, privacy, and security of patient information. The job of the healthcare information manager is of extreme importance as the move is being made toward EHR. This move will mean that the traditional approach to protecting patient information will no longer rest solely with the HIM department. The health information manager is critically involved with creating broader processes and policies that encompass all departments within a healthcare organization. This course examines the broader range of responsibilities and the continually developing legal issues (Prerequisites: HIM 501, 506).

**HIM 512      Health Information Thesis or Non-Thesis Research Project/  
Capstone****3 Semester Hours**

The student will work with an assigned thesis or non-thesis research advisor to complete one of the following: 1) Original research in health information management, health informatics, or health information systems. 2) Research current issues and trends related to health information management that may include any of the following areas: ethical issues in healthcare; healthcare data delivery systems; policy analysis and development; current and pending legislation regarding healthcare; HR resources; current events; and other areas approved by the seminar advisor. (Students who graduated in the Health Information Management BS program offered at MAU may not use any research, projects, or reports from the BS program to fulfill the requirements of this course.)

As a capstone, a formal written and oral presentation of the findings will be made during the last two weeks of the term. A panel of professors will also conduct a question-and-answer session of the competencies required of health information management. This is the final course in the Health Information Management curriculum.

**HR 510      Staff Development and Training****3 Semester Hours**

A management oriented study of the creation of staff development strategies; Topics discussed include fragmented efforts, comprehensive staff development plans, the identification of training needs and training strategies.

**HR 520      Employment Law****3 Semester Hours**

A study of employment law focusing on legal principles with an emphasis on discrimination and employment regulation. Individual cases and case law will be discussed and analyzed.

**HR 530 Compensation and Benefits 3 Semester Hours**

A study of compensation practices, the context of compensation practice, and the criteria used to compensate employees, compensation system design issues, and employee benefits as incentives and as retention tools.

**MGT 510 Strategic Management of Organizational Behavior 3 Semester Hours**

An advanced examination of Organizational Behavior with an emphasis placed on employee training and retention issues. A case study approach is used as part of this study of advanced management techniques.

**MAT 560 Business Statistics 3 Semester Hours**

A course which discusses basic descriptive and inferential statistics used to solve complex problems in business and management.

**MGT 520 Organizations and Leadership 3 Semester Hours**

A course which examines the concepts, issues, and practices that comprise the core of organizational leadership from a global and interpretive perspective.

**MGT 530 Operations Management 3 Semester Hours**

A study of the field of operations in the service industry and in manufacturing. Topics discussed also include product design and manufacturing, service design, and capacity and location decision making.

**MGT 540 Human Resource Policy 3 Semester Hours**

A study of organizational policies and procedures, nondiscrimination/affirmative action, recruitment, hiring, termination, compensation, supervision, employment conditions, and other policy concerns at the managerial level.

**MGT 550 Master's Capstone Course 4 Semester Hours**

Taken during the final semester of studies, the Capstone provides an opportunity for students to integrate knowledge gained throughout their Master's program through a project. Master's students work to formulate, research, and develop a written business and

strategic development plan for a start-up venture. The plan includes sections on strategic planning, management, marketing, operations, human resource development, and financing, including financial projections for the new business. The product of the course is a major report in good scholarly form with sound technical analysis, references, and bibliography, and will be taken during the student's final semester (Prerequisites: Standing as master's student in final semester of program).

**MKG 521 Marketing Management**

**3 Semester Hours**

A graduate course which utilizes a managerial approach to investigate, among other topics, market analysis, relationships, strategy formulation, the technology adoption life cycle, and internet strategies.

**TUITION AND FEES**

<b>Fee Description</b>	<b>Undergraduate Programs</b>	<b>Graduate Programs</b>
Application Fee (Nonrefundable)	\$50.00	\$50.00
Registration Fee*	\$50.00	\$50.00
Tuition*	\$441.00/Sem Hr	\$493.00/Sem Hr
Graduation Fee	\$200.00	\$200.00
Re-entry Fee	\$55.00	\$55.00
ID Card Fee (Nonrefundable)	\$15.00	\$15.00
ID Card Replacement Fee (Nonrefundable)	\$35.00	\$35.00
Technology Fee*	\$80.00	\$80.00
Lab Fee*	\$20.00	\$20.00

The calculation of the estimated total undergraduate tuition amount is based on fifteen (15) hours per semester (an average course load), and will therefore vary depending on total hours taken per semester. At the stated per semester tuition rate, for a fifteen (15) hour course load, an undergraduate student would be charged tuition, exclusive of fees and other costs, of \$6,615 per semester.

The calculation of the estimated total graduate tuition amount is based on a student taking twelve (12) hours per semester, but will vary depending on the actual total course load per semester. At the stated tuition rate for a twelve (12) hour per semester course load, a graduate student would be charged, exclusive of fees and other costs, of \$5,916.00 in tuition per semester.

The tuition and fees provided here are applicable to courses taken up to and including the final summer 2016 semester.

The fees listed with an asterisk (“\*”) are those fees that must be paid each semester. The Technology Fee of \$80.00 is designed to defray some of the costs of the University’s wireless network system and library computers made available to all enrolled students. The Lab Fee is applied each semester only to those courses which contain a lab component.

A Graduation Fee of \$200.00, as listed in the chart provided above, is to be paid by all graduating students when the student is within 15 semester hours of completing his or her degree program.

A fee of \$50, payable in advance, will be charged at the discretion of the University for each Final Examination taken at a date other than the originally scheduled date. The University does not charge a fee for scheduled tests or final examinations. Students who are unable to take a test when scheduled must consult with the instructor for that course’s make-up policy. Students who are unable to take the final examination when scheduled must take it within two weeks following the start of the next semester, and must meet with their academic advisor for make-up testing arrangements.

Portfolio Assessment Fee: Students applying for Credit for Prior Learning will be charged a \$50 Portfolio Fee at the time their portfolio is submitted or validation test is taken, if applicable. Any subsequent request for an assessment for additional credit will result in another \$50 portfolio fee. If credit is awarded, an Academic Credit Fee of \$75 per credit hour will be charged for each course for which academic credit is awarded in this manner.

Students who withdraw or are dismissed from the University during any semester must submit a re-entry fee of \$55.00 upon a request for re-enrollment.

Graduating students will receive one official transcript free of charge. Students requesting an additional copy of official transcripts from MAU will be charged a nominal \$10.00 fee. Subsequent requests cost \$15.00 per copy, and rush requests, meaning a request for receipt of an official transcript to be provided within less than three (3) days cost \$20.00 per copy. This fee includes charges associated with the delivery of the official transcript from MAU to another school or other requesting entity within the continental U.S. Students requesting that official transcripts be

delivered outside the continental U.S. must pay the actual fees charged by the carrier in full in advance.

Payments made through credit or debit cards will be assessed a convenience fee of 3.5% which is added to the total amount of the transaction. This convenience fee is not refundable.

Students are responsible for the purchase of all books and supplies and charges in addition to tuition costs. Books and supply costs are estimated at \$600.00 per semester; however, this cost can vary based on the course load or specific course requirements.

## **Payment**

Tuition charges and fees are billed per semester. New students entering the University are responsible for remitting payment, which must be paid and cleared by the Bursar, or make financial arrangements for full payment for the semester on or before the first day of classes. Returning students will be billed for subsequent semesters prior to the start of each new semester. Checks or money orders for all charges should be made payable to Millennia Atlantic University. MasterCard VISA, and American Express cards are also accepted.

## **Past Due Accounts**

All student accounts are due and payable prior to the commencement of the semester in which the student is enrolled unless the circumstances of the student require other financial arrangements, as approved by the University President or official designee. University regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent.

Students who have not cleared all financial obligations with the University will not be considered in good standing. They will not be cleared for registration or graduation and will not receive grade reports, diplomas, or transcripts at the end of the semester.

## **Financial Assistance**

The University is an institution approved to participate in federal student financial aid programs as an eligible institution under the Higher Education Act of 1965, as amended (HEA). Participation in these financial aid programs to assist with tuition and costs associated with select degree programs is available for those students who qualify. The University also participates in certain state financial assistance

programs. The University has scholarship programs available for qualified applicants, as outlined below. For more detailed information on available financial assistance and how to apply, students may reference the student manual, and should contact the University's Financial Aid Manager.

## Scholarships

On a semester basis and on a first come first serve basis, Millennia Atlantic University offers limited merit and/or need based partial scholarships to students who qualify and complete an interview and application process. The scholarships currently available are as follows:

**Puro Maza Academic Scholarship:** The Puro Maza Academic Scholarship is available for qualifying bachelor and master level students, and is a partial scholarship based on merit and need. This scholarship provides an award of twenty-five percent (25%) of tuition charges incurred by a qualifying bachelor level or master level students for the semester. The percentage calculation is made on the tuition balance remaining after accounting for any other aid, if applicable.

In order to qualify the student must be a full-time student during the fall and spring semesters, maintaining a course load of 12 to 15 semester credit hours at the bachelor's level or 9 to 12 semester credit hours at the master's level with a current minimum CGPA of 3.0. Applicants for this scholarship must also have already successfully completed at least one semester at MAU, with a minimum of 12 semester credit hours completed over a spring or fall semester, or 9 semester credit hours over a summer term at the undergraduate level; or at the graduate level have completed 9 semester credit hours over a spring or fall semester, or 6 credits over a summer semester to qualify.

To apply, a qualifying student must provide two letters of recommendation from a combination of former high school or other postsecondary institution faculty members, advisors or employers. The student must also provide documentation supporting the need for financial assistance through the completion of certain forms providing income and expense data available from Student Services, and also provide backup documentation of financial need as outlined specifically within the application forms. Lastly, the student must prepare and submit an autobiographical essay which details previous education and employment experience, his or her home situation, transportation issues, employment status and career goals.

In order to maintain the scholarship, a student must: continue his or her enrollment as a full-time student during the spring and fall semesters; maintain a 3.2 CGPA at the undergraduate level or a CGPA of 3.3 at the graduate level; meet SAP standards; remain in good financial standing with any fees and tuition costs not covered by the scholarship; and strictly adhere to all campus rules and policies. An

exception to the full-time requirement may be made if a student is enrolled in his or her final semester, and the semester hours required to complete the degree program fall below the full time minimum course load.

**Millennial Scholarship for Master's Level Latin American and Caribbean Students:** On a semester basis, Millennia Atlantic University offers limited merit based partial scholarships to qualified master's level students who are residents of Latin America or a Caribbean country. This scholarship provides an award of fifty percent (50%) of the cost of tuition towards a qualifying student's total tuition charges for the semester. The percentage calculation is made on the tuition balance remaining after accounting for any other aid, if applicable. In order to qualify, the applicant must be an international student holding a current F-1 Visa with MAU.

To apply, a student must provide proof of residency from his or her country of origin within Latin America or the Caribbean through presentation of an official and current passport from the appropriate authorities of the issuing country. Additionally, the student must establish that he or she has completed a bachelor's degree or the equivalent with a CGPA minimum of 3.1 from a postsecondary institution. This can be proved through the delivery of an original or certified sealed copy of his or her transcript, and an official credential evaluation completed and submitted to the University by a recognized evaluation service. All such evidence must be accompanied by a certified translation into English if the documents were originally created in a language other than English.

The student must also submit two (2) letters of recommendation. One letter should be from a postsecondary institution faculty member or advisor, and the second letter should be from an employer, supervisor or business associate. Lastly, the student must submit an autobiographical essay which details previous education, employment experience, and future professional goals; or, one that discusses the student's definition of a successful career, what matters most in his or her educational program and which describes with detail plans for the graduate degree from the University.

In order to maintain the scholarship if awarded, during the spring and fall semesters, the student must remain enrolled as a full-time student, maintaining a course load of 9 to 12 semester credit hours at the master's level with a minimum CGPA of 3.5, meet SAP standards of the University, remain in good financial standing with regard to any fees and tuition costs not covered by the scholarship, and strictly adhere to all other rules and policies of the University.

**Emilia Tirado Scholarship for Starting Undergraduate Students:** The Emilia Tirado Scholarship is a partial merit based scholarship for first-time MAU undergraduate students. This scholarship provides an award of forty percent (40%) of the cost of tuition towards a qualifying student's total tuition charges for the semester. The percentage calculation is made using the tuition balance remaining after accounting for any other aid, if applicable.



To apply, the student must establish that he or she has completed high school or an associate degree or the equivalent with a minimum CGPA of 2.9. This can be proved through the delivery of an original or certified sealed copy of his or her transcript. If the degree is from an institution outside the U.S., the transcripts should be accompanied by a completed official credential evaluation submitted to the University by a recognized evaluation service. All such evidence must be supplemented with a certified translation into English if the documents were originally created in a language other than English.

The student must also submit two (2) letters of recommendation from faculty members, former teachers, advisors or employers. Lastly, the student must submit an essay which explains why MAU should grant the scholarship to the applicant.

In order to maintain the scholarship if awarded, the student must remain enrolled as a full-time student during the spring and fall semesters with a course load of 12 to 15 semester credit hours, maintain a minimum CGPA of 3.1, meet SAP standards of the University, remain in good financial standing with regard to any fees and tuition costs not covered by the scholarship, and strictly adhere to all other rules and policies of the University.

**Millennia Atlantic Masters Scholarship:** The Millennia Atlantic Masters Scholarship is a partial scholarship based on merit for first-time MAU graduate students. This scholarship provides an award of thirty percent (30%) of the cost of tuition towards a qualifying student's total tuition charges for the semester. The percentage calculation is made using the tuition balance remaining after accounting for any other aid, if applicable.

To apply, the student must establish that he or she has completed bachelor's degree or the equivalent with a minimum CGPA of 2.9. This can be proved through the delivery of an original or certified sealed copy of his or her transcript. If the degree was obtained from an institution outside of the U.S., the transcript should be accompanied by an official credential evaluation completed and submitted to the University by a recognized evaluation service. All such evidence must be supplemented with a certified translation into English if the documents were originally created in a language other than English.

The student must also submit two (2) letters of recommendation. One must be from a previous faculty member, former teacher or advisor. The second letter must be from a previous employer, supervisor or business associate. Lastly, the student must submit an essay which details previous education, future goals and why MAU should grant a scholarship to the applicant.

In order to maintain the scholarship if awarded, the student must remain enrolled as a full-time student during the spring and fall semesters maintaining a course load of 9 to 12 semester credit hours at the master's level, maintain a minimum CGPA of

3.2, meet SAP standards of the University, remain in good financial standing with regard to any fees and tuition costs not covered by the scholarship, and strictly adhere to all other rules and policies of the University.

All scholarship applications are subject to a formal review, evaluation and decision by an assigned committee of Board members. Decisions rendered and communicated to students are final. Recipients may only be awarded one of these scholarships per semester. For more information and application materials, students should contact the Director of Admissions, an Admissions Representative, or the Student Services and Placement Manager.

## **Student Affairs**

### **Student Code of Conduct and Responsibility**

Students must comply with the following obligations:

- a. Attend class regularly in accordance with the published attendance policy
- b. Prepare the work assigned to them as part of their courses
- c. Maintain a spirit of discipline and cooperation with the University staff, faculty and administration so all activities may be carried out in a regular and orderly manner inside the University facilities, and treat the University staff and the student's colleagues with respect
- d. Look after the University's material assets, be the guardians and defenders of the propriety and dignity that must prevail as a rule in any institution of higher learning
- e. Comply with the University's rules and policies

Academic misconduct includes (a) cheating (using unauthorized materials, information or study aides in any academic exercise, plagiarism, falsification or records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement); (b) assisting others in any such act; or (c) attempts to engage in such act.

Misconduct warranting disciplinary action includes any significant departures from generally accepted standards of integrity and appropriate behavior. Students who do not comply with the University's obligations established in the preceding will be penalized, in accordance with the severity of their offense, with a reprimand, a temporary suspension, failing grade in a course or courses or expulsion from the

University. Students who violate local, state, or federal laws while enrolled in the University may be subject to immediate dismissal.

## **Procedure for Appealing Disciplinary Actions**

All disciplinary decisions may be appealed in writing to the Campus Director, who will form a review committee, which will consist of two members of the MAU administration and two faculty members. The review committee will specifically exclude any faculty member or administrative staff member who may have been involved or originally reported the student's behavior leading to the disciplinary action. Any appeal must be directed in writing to the Campus Director or Director of Academic Programs within thirty (30) days of the decision to be appealed. Any sanction imposed as a result of misconduct by the University will remain in effect during the process of the appeal. The review committee will meet with the student and make a recommendation to the University President regarding the appeal. The decision of the President of the University will be final.

## **Grievance Policy**

It is important to the operation of the school and to the success of the students attending the University that students concerns or complaints (unrelated to appealing an academic decisions addressed elsewhere in the catalog or disciplinary action as provided for directly above) be resolved quickly and fairly. The student should make an appointment with the Director of Academic Programs or with the Student Services and Placement Manager, who will seek to provide the guidance necessary to resolve the issue. If necessary, the Director of Academic Programs will contact the department head of the office in which the concern or complaint is related. If a satisfactory solution is not reached in this manner, the student may put the complaint in a written form and request that his or her concern be reviewed by the Campus Director. The Campus Director will then confer with the appropriate personnel and render a decision on a resolution of the matter, with the approval of the President of the University or official designee. Either the Campus Director or the Director of Academic Programs will communicate the resolution to the student.

Students who feel that a grievance remains unresolved after availing themselves of the process outlined above may refer their grievance to: Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll free 888-224-6684; or the Accrediting Council for Independent Colleges and Schools, Suite 980, 750 First Street, NE, Washington, DC 20002-4223, telephone number (202) 336-6780.

## **Campus Security Policy**

Providing a safe campus environment for students and employees is of utmost importance to the University. This is accomplished with the cooperation of the local authorities, administration, faculty, and student body.

Administration, faculty and students are required to adhere to all local and state laws and ordinances, applicable federal laws and University policy. Students and staff members must carry University issued identification cards and all visitors to the campus must check in and sign in at the front desk. Security cameras are used and placed in strategic areas. The University cooperates with law enforcement agencies to enforce all laws and University personnel will contact the appropriate law enforcement agencies as necessary. The University maintains an annual security report that contains information relating to campus security, crimes and emergencies, and statistics concerning the occurrence of specified types of crimes on and in certain areas around the campus. Campus crime statistics and a crime log are kept on file within the Financial Aid Department and will be made available for review upon request. Further information on the University's emergency response and notification procedures, and other campus security information may also be found within in the MAU Student Manual.

## **Anti-Hazing Policy**

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of this University. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, and branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical or mental health or safety of the students. The University's students and individuals representing the University who work with students are prohibited from engaging in hazing activities. Individuals found guilty of violating this hazing policy will be subject to suspension or dismissal from the University.

## **No Smoking Policy**

It is the policy of Millennia Atlantic University to provide a smoke and tobacco free environment consistent with the University's efforts to promote a campus setting conducive to learning and studying. As such, smoking is prohibited in and around the campus and campus building, aside from the designated smoking area located outside. It is the responsibility of all members of the University staff and student body to observe this smoke free policy and to politely remind others of their equal responsibility with regard to this health, courtesy and fire safety issue.

## **Weapons Policy**

The University has adopted the following weapons policy: A student who brings a weapon on campus is in violation of the University's policy. The student will be immediately withdrawn from the University.

## **Non-Discrimination Policy**

Millennia Atlantic University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name: Orianna Maza Moss  
Address: Millennia Atlantic University  
3801 NW 97<sup>th</sup> Avenue  
Suite 100  
Doral, Florida 33178  
Phone No.: (786) 331-1000  
Toll Free No.: 1-866-789-4628

## **Sexual Harassment Policy**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

The University does not tolerate sexual harassment of its students from any member of the University's community including faculty, staff, and other students.

A student who feels he or she has been sexually harassed should immediately notify the Director of Academic Programs. The Director of Academic Programs will work with the Campus Director and the President of the University to investigate the grievance and bring it to resolution using established reporting procedures.

## **Refund Policy**

The University charges tuition by the semester. The University has established a drop/add period, that begins with the first day of scheduled classes and extends through two weeks thereafter, through the fourteenth day of the semester. The

drop/add period for a condensed summer term or a mid-term start is one week in duration. If the student withdraws before the end of the drop/add period the student will be refunded all tuition and fees (excluding the nonrefundable application fee and nonrefundable ID card fee), as well as any funds paid for supplies or equipment which can be and are returned to the institution. If the student withdraws after the drop/add period no refund will be issued.

The University permits its students to purchase text books directly from the publisher with the commensurate discount. The decision, therefore, as to whether a student can obtain a refund for books is dependent on arrangements made at the time of purchase between the student and publisher or book vendor. Tuition refunds will be made within thirty (30) days from the date that the University determines that the student has withdrawn. A student will receive a total refund of tuition and fees, less nonrefundable fees, if the student cancels his or her enrollment before beginning the semester, or cancels his or her executed Enrollment Agreement within three (3) business days of signing the agreement.

Furthermore, tuition and fees will also be refunded in full, for the current term, under the following circumstances:

- ❑ Courses or programs are cancelled by the University;
- ❑ The student is called to military duty;
- ❑ The documented death of the student or member of his or her immediate family; parent, spouse, child or sibling;
- ❑ Illness of the student of such severity or duration, as approved by the University and confirmed in writing by a physician, where completion of the period of enrollment for which the student has been charged is precluded.
- ❑ Exceptional circumstances with approval of the President of the University or official designee.

## **Return of Title IV Funds Policy**

When a student receiving federal Title IV financial assistance withdraws from the University, a determination of the amount of assistance earned and what may have to be returned must be made. The law specifies how MAU must determine the amount of Title IV program assistance that a student can earn if he or she withdraws from school. The Title IV programs that are covered by this include such programs as: Federal Pell Grants, Iraq and Afghanistan Service Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during a payment period the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that a student has earned is determined on a prorata basis. For example, if a student completed 30% of a payment period, the student earns 30% of the assistance he or she was originally scheduled to receive. Once the student has completed more than 60% of the payment period, he or she earns all the assistance that he or she was scheduled to receive for that period.

If a student did not receive all of the funds earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the University must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that the student does not incur additional debt. The University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, and fees. The University needs permission to use the post-withdrawal grant disbursement for any other school charges or outstanding balances, and obtains this permission in a signed document when the student applies for aid through the University. This allows the University to keep the funds to pay off balances and helps to reduce your debt at the school.

There are some Title IV funds that a student may be scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and does not completed the first 30 days of the educational program before withdrawing, the student will not receive any FFEL or Direct Loan funds that the student would have received had he or she remained enrolled past the 30th day.

If the student receives (or the University or parent receives on the student's behalf) excess Title IV program funds that must be returned, the University will return a portion of the excess equal to the lesser of:

1. institutional charges multiplied by the unearned percentage of the funds; or
2. the entire amount of excess funds.

The University will return this amount even if it didn't keep this amount of a student's Title IV program funds.

If the University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student must return, must be

repaid in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to be received. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. Students must make arrangements with the University or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from the University's refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. The University may also charge a student for any Title IV program funds that the University was required to return. The University's separate refund policy and procedures for officially withdrawing is published within this catalog.

If a student has questions about Title IV program funds, information is available through the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **Drug and Alcohol Abuse Prevention Policy Statement**

It is the policy of the University that the unlawful possession, use, or distribution of illicit drugs by students on campus property, or in conjunction with any University, or University-related activities, is prohibited.

Students who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved. In the event a student is suspended or is arrested for a drug related offense, he or she will not be allowed back into school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the University. Only at this point will reinstatement of the student's enrollment status be reconsidered.

It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. The University prohibits the unlawful manufacture, possession, use, sale, or distribution of controlled substances on its campus and at any school activity. Any person violating the provisions of federal law, Florida Law and ordinances of Miami-Dade County in this regard may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in Florida law or municipal codes. This punishment can include imprisonment, fines, and forfeiture of property. It should also be noted that under Florida's sentencing guidelines, punishment may become



successively more severe for second and third violations. Students may also be referred to help centers. If such a referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program. Additional information on the University's drug-free awareness policies and drug and alcohol abuse prevention program can be found in the Student Manual or obtained from the Student Services Manager.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Millennium Atlantic University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the correct University official to whom the request should be addressed.
2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the University staff person responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school

officials with legitimate educational interests. A school official is a person employed by MAU in an administrative, supervisory, academic, research, or support staff position; a person serving on the board; or a student serving on an official committee. A school official also may include a volunteer or contractor outside of MAU who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MAU. Upon request, MAU may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. The University's Student Manual contains additional detailed information on disclosures that can be made without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll, and will forward these records upon request.

The University may also disclose directory information without prior consent, unless specifically requested otherwise. The University will designate the following information as directory information: student's name, major field of study, dates of attendance (referring to the period of time a student is enrolled as opposed to specific daily records of attendance), and degrees and awards received. The University may disclose any of these items without prior written consent, unless notified in writing to the contrary by the end of a student's first month in school.

**Limitation on Rights of Access:** This University reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents, (2) records connected with an application to attend this University if that application was denied, (3) those records which are excluded from the FERPA definition of educational records.

**Refusal to provide copies:** The University also reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of

the following situations: (1) student has an unpaid financial obligation to the University, (2) there is an unresolved disciplinary action against the student, (3) the education record requested is an exam, (an exam that is not directly related to the student is not an education record subject to FERPA's access provisions).

## **Intellectual Property Policy**

A central mission of Millennial Atlantic University is to create, preserve, and disseminate knowledge through teaching and research. The creation and dissemination of knowledge is a collective enterprise at MAU.

When Millennial Atlantic University support makes an enterprise possible or when it provides extra or special support, either with money, facilities, equipment or staff, for the development of ideas or the production of works, it is reasonable for the University to participate in the fruits of the enterprise and/or to be reimbursed for the University's extra or special costs, if such ideas or works are introduced commercially. With respect to works in which the University has ownership or any form of control, the person(s) who created the intellectual property shall be consulted in the determination of how it is to be made public, developed, modified and/or commercialized.

The University will assemble a Committee on Intellectual Property, appointed by the President that has the responsibility for interpreting these policies, resolving disputes concerning the interpretation and application of these policies, and recommending changes to the President from time to time as experience suggests the desirability of such changes. Inventors or creators may submit appeals to the President regarding the University's handling of any inventions, patentable ideas, patents or copyrights assigned to the University under this policy.

## **Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to

\$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).

## **Graduation Requirements**

In order to earn a degree from the University, students must have earned a minimum of a 2.00 cumulative grade point average in the undergraduate program, or 3.00 cumulative grade point average in a graduate program, for courses they have completed at the University and maintain satisfactory academic progress, and as further explained within the SAP section of this catalog. Students must complete all credit to be earned through examination and transfer prior to the beginning of the student's last semester in school. All incomplete grades earned in the final semester of study must be cleared by the end of the sixth week of the following semester. Failure to complete all requirements for graduation may postpone a student's graduation date to the end of the next semester. All graduates must fulfill all financial obligations, including payment of all tuition charges, graduation fees and other expenses, before the Millennium Atlantic University degree can be awarded.

## **Graduation with Honors**

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Averages are eligible for the appropriate following honors: 3.50 – 3.69, cum laude; 3.70 – 3.89, magna cum laude; 3.90-4.00, summa cum laude. The faculty along with approval of the President renders the decision on conferring this distinction of Cum Laude (with honors) to a graduating student. The student must meet the required grade point average listed above and receive the endorsement of the major department.

## **Graduation Ceremony**

Graduation Ceremonies are held once each year. All students completing their coursework since the last graduation ceremony are included in the graduating class of that year.

## **Recognition, Licensure and Accreditation**

Millennia Atlantic University (MAU) is licensed by the Commission for Independent Education, Florida Department of Education, License No. 3384. Additional information regarding this institution may be obtained by contacting the Commission at:

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Toll free telephone number: (888) 224-6684.

Millennia Atlantic University is a senior college accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees, bachelor degrees, and master degrees. The Accrediting Council for Independent Colleges and Schools is no longer recognized by the U.S. Department of education, however, this accrediting body is recognized by the Council for Higher Education Accreditation.

The address and phone number of the Accrediting Council for Independent Colleges and Schools (or ACICS) is:

ACICS  
750 First Street NE, Suite 980  
Washington, DC 20002-4223  
Telephone: (202) 336-6780

Documentation verifying and describing the above licensure and the University's accredited status can be found in the front reception area of the campus and will also be made available for review through submission of a request made to the Vice President of Administrative and Financial Affairs.

## **Statement of Legal Control**

Millennia Atlantic University is owned by Mariscal Ayacucho University, LLC. The mailing address of this limited liability corporation is 3801 NW 97<sup>th</sup> Avenue, Suite 100, Doral, Florida 33178. The managers of the LLC are: Octavio Maza Duerto, Luis E. Martinez Hidalgo, Aristides Maza Duerto, and Orianna Maza Moss.

## **Student Services**

### **Career Placement Assistance**

The University maintains a placement department within the Student Services Department. Graduates are urged to keep in touch with the Student Services Department in order to take advantage of tracked job openings that are available. Graduates are entitled to placement assistance throughout their careers at no charge. The University's placement staff uses extensive resource materials to guide students through self-assessment, career exploration, assistance with networking within the student's chosen profession, and the job search process.

Assistance with the job search process includes help in developing interviewing skills, resume building, and guiding students on how to best highlight their training and talents. Also included in these services are regular communications regarding job openings, career fairs, industry days on campus, workshops on relevant job search and hiring topics, hosting guest speakers in various career fields, setting up interviews with recruiters, and help with research on job leads in targeted industries.

Although career placement assistance is provided by the University, the University in no way guarantees employment upon graduation. The placement of graduates as a percentage of total graduates and retention rates are available in the Student Services Department of the University and may be examined by applicants, students and parents upon request.

All graduates must complete an exit interview with the placement office before a degree is conferred. Students must schedule this interview during their final semester.

## **Academic Advising Support Services**

Academic Advisors are available to meet with students regarding their academic progress, available tutoring, arrangements for referral to faculty for additional assistance, and for attendance counseling and registration for classes.

The Director of Academic Program's office and the Campus Director's office are open by appointment for meetings for academic support.

## **Tutoring Services**

Faculty members are available during scheduled office hours and through scheduled appointments for assisting students with questions with regard to their studies. Faculty chosen peer tutors are also available to assist students understand and improve their learning in specific courses. These peer tutors are chosen based on their availability and their success and thorough understanding of particular subjects. The sessions may be individualized or provided in a group setting and are free of charge. Students who are experiencing difficulty in a certain area of study are encouraged to contact the appropriate faculty member who will in turn seek

information on the available peer tutors.

## **Familiarity with University's Regulations**

Before enrolling, each student is given a current Millennia Atlantic University catalog or access to the current catalog via the internet and various brochures and other publications that set forth the policies and regulations under which this University operates. The student's Enrollment Agreement with the University acknowledges the student's responsibility to become familiar with the contents of the University catalog. The student is responsible for becoming familiar with these policies and regulations and compliance with the published policies, and for knowing and meeting all degree requirements and academic regulations listed in the catalog. Ignorance or lack of familiarity with the information provided within the University's publications does not serve as an excuse for non-compliance for infractions.

## **Facilities, Library and Equipment**

Millennia Atlantic University seeks to create and maintain a physical environment conducive to the learning process. The well maintained and quality facilities, located in Doral, Florida, are vital to University's mission and help to enrich the experience of the student and faculty members.

The campus is generally open and in operation Monday through Friday from 9:00 a.m. to 9:30 p.m. on class days, and 9:00 a.m. through 7:00 p.m. on days when no classes are in session. During terms when weekend courses are being offered, the campus is open on Saturdays as well.

The Millennia Atlantic University (MAU) campus is based in Doral, Florida. Doral is a suburb in northwest Miami, convenient for commuters within and around the Miami-Dade County area. The building and its facilities are handicapped accessible. The campus can be found two miles north of the Dolphin Expressway (836), one mile east of the Florida Turnpike and three miles west of the Palmetto Expressway (826). Doral is known as a leading municipality in the United States for small business development. This fact makes MAU's location ideal for pursuing a business-related degree. The campus is conveniently located in close proximity to the Miami International Airport, and close to major expressways and the Florida Turnpike. It occupies the first three floors (approximately 11,500 square feet) of a single building with convenient onsite and street parking. This is the first structure in Doral designated as LEED certified (Leadership in Energy and Environmental Design) for the University's recent interior modifications and remodeling.

There are twelve classrooms with capacity for 210 hundred students per class period. Two of these classrooms can be combined into a larger enclosure for presentations, events, or conferences that can accommodate seating of up to 39

people. In a typical class setting, however, students enjoy personalized attention, with an average of 11 to 18 students per faculty member, and generally no more than 23 students in classroom at a time. There is a sizable, modern, comfortably furnished reception area on the first floor, and a student lounge with vending machines, and tables and chairs for comfortable dining. LCD flat screen wall-mounted televisions can be found at the entrance, second floor, third floor and in the student lounge. The facility also boasts an outdoor terrace beside the student lounge for the student to enjoy the fresh air. The student lounge contains large windows which provide abundant natural light to enjoy the modern furniture and appealing artwork as well as a clear look at the terrace and the golf campus near by. The University also offers a wireless network system in the three floors, and each of the 12 spacious classrooms is equipped with Smart Boards, speakers and wireless technology.

Students will find a close-knit, comfortable learning environment including a spacious library and built-in seating along the corridors with convenient charging stations for laptops and cell phones. The glass façade of the building provides ample natural light throughout. A shopping plaza less than a half mile away boasts a Starbucks, Panera Bread Company, Planet Smoothie, a Publix Supermarket, and more. The Dolphin Mall and movie theatre and other shopping malls are within the Doral vicinity.

The University also provides extensive offerings within its library through a subscription with Gale Cengage Learning. This company is a worldwide leader in providing information access and management solutions through print and electronic journal subscription services, maintaining more than 600 databases that can be accessed online, in print, and in microfilm. This company provides a database for academic research in a broad spectrum of disciplines, from business to human resources and health care. It combines indexing, abstracts, full text and images, and contains millions of articles from national and international magazines, newspapers, and scholarly journals. The service also provides access to general reference works and multimedia.

The University is also a member of the Library and Information Resources Network, better known as LIRN. LIRN provides a core library collection to support the University's academic programs with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video files. Gale/InfoTrac with Informe, Proquest, eLibrary, Credo, RCL Web and Books in Print are part of LIRN's core collection. LIRN also provides group purchasing and centralized management of electronic information resources for the school, and operates a validation server which is a single login gateway to vendor services.



## **Administrative Staff**

<b>President</b>	Aristides Maza Duerto, PhD
<b>Chancellor</b>	Luis E. Martinez, MBA
<b>Vice President of Administrative &amp; Financial Affairs/CEO</b>	Orianna Maza Moss, MBA
<b>Campus Director</b>	Aristides Maza Duerto, PhD
<b>Director of Academic Programs</b>	Teresa Fitzgerald, MSc
<b>Student Services and Placement Manager</b>	Jakelin Miranda
<b>Director of Marketing &amp; Public Relations</b>	Sergio Cubillos
<b>Financial Aid Manager</b>	Maria Velar
<b>Accountant</b>	Maria Cruz, MBA
<b>Librarian</b>	Otis Alexander, PhD, MS
<b>Director of Admissions</b>	Juan Carlos Rodriguez, MS
<b>Registrar</b>	Natasha Aleong
<b>Admissions Representative</b>	Alex Salmon
<b>Admissions Representative</b>	Adriana Rupcich
<b>Bursar</b>	Jenice Maza Duerto
<b>Administrative Assistant</b>	Rebeca Di Pierro

## **Faculty**

### **Gonzalo Aguerrevere**

MS Mathematics Education, Nova Southeastern University, Florida  
BSEE Engineering, Universidad Central De Venezuela, Caracas, Venezuela  
*Primary areas of instruction: Mathematics*

### **Nancy Arcelay**

D. Ed, Argosy University, Florida  
M.Ed. American Intercontinental University, Florida  
MS Public Sciences, University of Puerto Rico, Puerto Rico  
BS Health Sciences, University of Puerto Rico, Puerto Rico  
*Primary areas of instruction: Healthcare Technology, Healthcare Management*

### **Carlos Campos**

MS Electrical Engineering, University of Kansas, Kansas  
BS Electrical Engineering, University of Kansas, Kansas  
*Primary areas of instruction: Statistics, Mathematics*

### **Jesus Campos-Rausseo**

Doctor in Medicine, Universidad Central de Venezuela  
MS Ed. Nova Southeastern University, Florida  
Post-Graduate Hematology, Universidad Central de Venezuela  
*Primary areas of instruction: Anatomy and Physiology, Billing and Coding, Healthcare Management*

### **Gonzalo Capriles**

MIBA, Nova Southeastern University, Florida  
MS Engineering, University of California, California  
BSME, Universidad Simon Bolivar, Caracas, Venezuela  
*Primary areas of instruction: Statistics, Mathematics*

### **Graciela Cerra**

MS Education Nova Southeastern University, Florida  
BS Education, Barry University, Florida  
*Primary areas of instruction: Business Communications.*

### **Pedro Chacin**

MBA, Texas A&M University, Texas  
BSEE Engineering, University of Michigan, Michigan  
*Primary areas of instruction: Economics, Financial Management*

### **Joseph Chavez**

DPA, Nova Southeastern University, Florida  
MS Urban Affairs, Boston University, Massachusetts  
BS Accounting, University of Massachusetts, Massachusetts

*Primary areas of instruction: Business Administration, Macroeconomics, Leadership*

**Anthony F. D'Ascoli**

MA Curriculum and Instruction/Education, American Intercontinental University, Florida

BA History, Union College, Ohio

*Primary areas of instruction: Art History, Sociology, Ethics*

**Eduardo Del Rio**

MBA, Nova Southeastern University, Florida

BS Journalism and Mass Communications, Florida International University, Florida

*Primary areas of instruction: Money and Banking, Marketing and Advertising*

**Maria Eijo**

MS General Psychology, Carlos Albizu University, Florida

MS Mental Health Counseling, Nova Southeastern University, Florida

BS Psychology, Barry University, Florida

*Primary areas of instruction: Psychology, Sociology, Ethics*

**Pilar Espina**

MBA, University of Miami, Florida

BS Accounting, Universidad Yacambu, Barquisimeto, Venezuela

*Primary areas of instruction: Accounting, Cost Accounting*

**Alberto Gonzalez**

MBA, Thunderbird School of Global Management, Glendale, Arizona

BACC, Universidad, Miami, Florida

*Primary areas of instruction: Accounting*

**Andrew Gottlieb**

Ph.D. Arts & Sciences, Union Institute and University, Florida

MA International Studies, Florida International University, Florida

BA Literature and Latin-American Studies, New College of Florida, Florida

*Primary areas of instruction: American History, Sociology, Political Science*

**Ulises Guigou**

MS, Mechanical Engineering, Odessa National Maritime University, Odessa, Ukraine

BS, Mechanical Engineering, Odessa National Maritime University, Odessa, Ukraine

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**Alexander Hernandez**

Juris Doctor, Nova Southeastern University, Florida

MS Criminal Justice, Florida International University, Florida

BS Criminal Justice, Florida International University, Florida  
*Primary areas of instruction: Business Law*

**Melissa Hew**

MBA, Florida International University, Florida  
BBA, Marketing, Florida International University, Florida  
*Primary areas of instruction: Marketing, Global Information Technology  
Management*

**Idania Irastorza**

D. Health Services Administration, University Central of Ashdod, Illinois  
M Ed, Universidad Fermin Toro, Barquisimeto, Venezuela  
*Primary areas of instruction: Healthcare Information Management,  
Pathophysiology*

**Donna L. Kolman**

MSc. Human Resource Management, Nova Southeastern University, Florida  
BS Strategic Human Resource Management, Barry University, Florida  
*Primary areas of instruction: Human Resources*

**Francisco Lopez**

MBA, New York Institute of Technology, New York  
BS Business Administration, New York Institute of Technology, New York  
*Primary areas of instruction: Investments, Economics, Finance*

**Gustavo Losa**

Juris Doctor, Saint Thomas University, Florida  
BA Political Science, Florida International University, Florida  
*Primary areas of instruction: Risk and Insurance, Business Law*

**Vasilica Margarit**

D. Ed, Nova Southeastern University, Florida  
MS Ed, Nova Southeastern University, Florida  
MA Sociology, University of Central Florida, Florida  
BA Sociology, University of Central Florida, Florida  
*Primary areas of instruction: Organization and Leadership, Sociology*

**Edgar Martinez**

MBA International Management, Thunderbird School of Management, Arizona  
BS Systems and Organizational Management, Polytechnic University of Puerto  
Rico  
*Primary areas of instruction: Business, Information Systems, Computer Concepts,  
Management*

**Raul Martinez**

MBA, University of Phoenix, Guaynabo, Puerto Rico

BBA, University of Phoenix, Guaynabo, Puerto Rico  
*Primary areas of instruction: Compensation and Benefits, Human Resources*

**Hector Mirabile**

Ph.D. Organization and Management, Capella University, Minneapolis  
MBA, Barry University, Florida  
MS Strategic Studies, U.S. Army War College, Pennsylvania  
BS Accounting, Saint Thomas University, Florida  
*Primary areas of instruction: Strategic Management, Organizations and Leadership*

**Aracelys Mosquera**

MS Social Work, Florida International University, Miami, Florida  
BS Social Work, Florida International University, Miami, Florida  
*Primary areas of instruction: Psychology, Sociology, Organizational Behavior*

**Hiram Abi Paz**

Juris Doctor, Florida International University, Florida  
BA Political Science & Philosophy, Florida International University, Florida  
*Primary areas of instruction: Business Law, Healthcare Information Law, Healthcare Law and Risk Management*

**Hiram Paz**

PhD. Cardiovascular Physiology, People Friendship University, Moscow, Russia  
MS Medical Physiology, University of Tashkent, Russia  
MS Physiology and Pathology, Universidad Central de Las Villas, Santa Clara, Cuba  
MD, Universidad Central de Las Villas, Santa Clara, Cuba  
*Primary areas of instruction: Health Care Electronic Records, Anatomy and Physiology, Pathophysiology*

**Berta Petrillo**

MA Curriculum and Instruction/Education, Kean University, New Jersey  
BA Liberal Arts, Montclair State University, Montclair, New Jersey  
*Primary areas of instruction: English Composition, Remedial English courses*

**Juan Ramirez**

D. Ed, Nova Southeastern University, Florida  
MS Leadership, Nova Southeastern University, Florida  
MIBA, Nova Southeastern University, Florida  
*Primary areas of instruction: Organization and Leadership, Business Administration, International Business*

**Ivan Ramos**

MBA Instituto de Estudios Superiores de Administracion IESA, Venezuela  
BS Economics, Saint Louis University, Missouri

*Primary areas of instruction: Introduction to Business, Small Business Management*

**Nancy Ratner**

MBA Human Resource Management, Nova Southeastern University, Florida

BS Business Administration, Nova Southeastern University, Florida

*Primary areas of instruction: Human Resources, Staff Development and Training.*

**Alberto Rodriguez**

D. Ed, Nova Southeastern University, Florida

MS Accounting, Florida International University, Florida

MS Finance, Florida International University, Florida

BBA Finance, Florida International University, Florida

*Primary areas of instruction: Auditing, Accounting, Finance*

**Gonzalo Rodriguez**

Juris Doctor, Valparaiso University, Indiana

BA Criminal Justice, Carthage College, Wisconsin

*Primary areas of instruction: Business Law, Employment Law*

**Manuel Sicre**

MBA, St. Thomas University, Florida

BBA, Florida International University, Florida

*Primary areas of instruction: Managerial Accounting, Cost Accounting, Accounting Information Systems*

**Kwesi Tarradath**

MS Public Administration, Florida International University, Florida

BS Communication, Florida International University, Florida

*Primary areas of instruction: Consumer Behavior, Public Finance*

**Melanie Torres**

MBA, Keiser University, Ft Lauderdale, Florida

BS Health Sciences, Keiser University, Ft Lauderdale, Florida

*Primary areas of instruction: Healthcare Information*

**Julian Tunon**

MS Computer Science, Pennsylvania State University, Pennsylvania

BS Mathematics, University of Puerto Rico, Puerto Rico

*Primary areas of instruction: Marketing Management, Computer Concepts, Business*

**Harrychand Kalicharan**

DBA, Argosy University, Florida

MBA, Nova Southeastern University, Florida

BBA, Nova Southeastern University, Florida

*Primary areas of instruction: Operations Management, Compensations and Benefits, Marketing*

**Jorge Blanco**

D.Ed., Nova Southeastern University, Florida

MS, Accounting, Nova Southeastern University, Florida

*Primary areas of instruction: Accounting Information Systems, Managerial Accounting*