



CESAR VALLEJO COLLEGE
Florida, USA

CATALOG

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HISTORY

Dr. Cesar Acuña Peralta founded Universidad Cesar Vallejo in Peru in 1986 and Cesar Vallejo College in Miami, Florida in 2017.

On March 26, 1999, the university is successfully finalized and creates its governing bodies per the laws and regulations in effect at the time.

In compliance with the institutional regulations and university law, Dr. Cesar Acuña Peralta was elected unanimously as first Chancellor of Universidad Cesar Vallejo on April 19, 1999.

Currently, the University is comprised of 11 branches in the Peruvian cities of Trujillo, Tarapoto, Chiclayo, Piura, Chimbote, Huaraz, and Moyobamba, of which four are in Lima. Its most recent endeavor, Cesar Vallejo College, is located in the United States in the city of Miami, Florida.

Within the framework of internationalization efforts developed by the university in 2015, the creation of a higher education institution in the State of Florida, USA, was considered. The goal is to improve the overall quality of services provided and offer new opportunities for learning in diverse settings.

MISSION STATEMENT

The mission of Cesar Vallejo College is to train proficient, productive, competitive, and creative professionals, who act with great humanist and scientific sense. Our students are committed to sustained development to become innovative role models who protect and preserve our environment.

PHILOSOPHY

The process of hominization is developed by the incorporation of values; therefore, every educational action requires an axiological foundation whose sets of values respond to the formation of an individual.

Comprehensive training starts at home and is consolidated in the process of socialization. Education at all levels strengthens home education, continuing this process through college level.

Cesar Vallejo College considers the integration of all value dimensions so that their forging to the educational model enables the achievement of comprehensive training.

The college conceives a set of values that are part of its axiological frame as follows:

- Truth is the moment in which an intention or purpose finds verification, for instance, the aim of the college is to be coherent between what it proposes and what it implements. It's one of the main principles on which the moral conscience of the community of Cesar Vallejo lays.
- Justice is the recognition of the rights and the distribution with a criterion of fairness; it's the guiding axis that seeks to overcome barriers that impede the access to quality education to the strata of society that has fewer opportunities.
- Freedom is the autonomy of conscience to attain a coherent and balanced life, disseminate our ideas, and promote open discussion, to associate with individuals that share the same ideals.
- Honesty is the human quality determined by the consistency between what you think and your behavior towards your fellowmen. Along with justice, it demands to concede individuals what is fair. It also aims at maintaining coherence between educational goals and the performance of the college.
- Respect implies understanding and accepting individuals' conditions as human beings with rights and duties in a continuing process of spiritual and material improvement.
- Loyalty is the implicit compromise of solidary action for the search of common objectives. This implies the need to safeguard a favorable internal and external image of the institution and to make observations and suggestions to improve the quality of education provided.

- Tolerance is the process of acceptance of equality of human rights, respecting the differences to maintain good personal relationships and to improve the process of institutional development.
- Solidarity is the feeling of unity based on ideals and shared objectives; it is what drives social work and extension activities of the college.
- Social responsibility is the awareness of the fact that we live in a society and we have obligations towards it. It is the participative engagement of the college community to improve living conditions in vulnerable sectors.
- Innovation is the renewal of everything that becomes outdated to achieve excellence in accordance with the trends of a globalized world.
- Competitiveness is the efficient generation of natural resources, of our cultural diversity, and human potential to achieve excellence at a personal and social level.
- Productivity is the creation of natural resources in an efficient way so that the college obtains an added value in its processes and it may compete under optimum conditions in the regional, domestic and international markets.
- Democracy is the way of living based on the respect of human dignity, freedom, all people's rights, and each member of the community.
- Peace is the individual state of peace and welfare. It is the capacity of handling conflicts and overcoming them with non-violent means such as dialogue and negotiation; it is the fruit of harmonious co-existence among the members of the organization at Cesar Vallejo College.

STATEMENT OF PURPOSE

The goals of Cesar Vallejo College are:

- To keep, improve and transmit a universal culture with critic and creative sense fostering national identity in a plural and diverse cultural context.
- To foster, direct, and do research on humanities, science and technology, and encourage intellectual and artistic creation.

- To train professionals with solid humanistic, scientific, technical foundations and high academic standards so they become responsible citizens in accordance with the current and future necessities of our society. Likewise, to provide qualifications according to modern times and to develop ethical, civic attitudes of responsibility and social solidarity. To train professionals within a new concept of a teaching-learning process that responds to the necessities for domestic development, in the context of modernization and globalization of our society. Furthermore, to train the individual, professional and specialist, providing a quality education. In the same manner, to train the individual in his condition of free and creative human, with moral principles, supportive of his fellowmen, lifelong learner of his reality and his resources to transform these resources with the latest knowledge, skills, abilities, responsibilities, efficiency, and effectiveness so he can adapt to important changes in the world and to his local and national identity.
- To extend the actions and services to the community, fostering a comprehensive development of society with social responsibility. Likewise, to be an open space for a college education that promotes continuing learning, providing opportunities for personal realization and social mobility to educate citizens that actively participate in society and are open to the world to promote human rights, sustainable development, democracy, and peace.
- To promote, generate, and disseminate knowledge through investigation as part of services that will be offered to the community. Furthermore, to provide appropriate technical competencies to contribute to the cultural, social, and economic development of society.
- To contribute to the development and improvement of education at all levels, especially through the training of professors.
- To contribute to the awareness of regional and national reality.
- To implement work of prevision, alert, and prevention through a constant analysis of new social-economical tendencies, cultural and political, contributing to the definition and dealing of problems that affect the social welfare of communities, regions, and our country and world society.

- To promote college social programs among the college community so that it becomes an institution of local actions that supports activities for its development, integrating both its actions and resources.
- To comply with other functions under the constitution and law.

Ownership or Governance

Universidad Cesar Vallejo LLC d/b/a Cesar Vallejo College is a Florida limited liability company wholly owned by Universidad Cesar Vallejo S.A.C., a foreign corporation.

Board of Directors

The Board of Directors of Cesar Vallejo College is comprised of the following members:

- Juan Manuel Pacheco Zeballos, President
- Cesar Acuna Peralta, Secretary & Treasurer

Americans with Disabilities Act

Cesar Vallejo College complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person be excluded, due to a disability, from enrolling in a course of instruction. Students should disclose special needs to the Admissions Director at the time of enrollment if they wish to avail themselves of special accommodations at any time that special needs are required.

For physically challenged students, Cesar Vallejo College has appropriate elevator service with ramps and parking to facilitate entrance to the building. Restrooms are equipped with wide doorway and bars to accommodate wheelchair accessibility.

Student Complaint Process

Any student who feels they have not been treated fairly under Cesar Vallejo College policies has the right to file a written complaint. A complaint must be submitted to the Director of Academic Affairs. Complaints must be dated and sent by certified mail. Within 10 business days after receipt of complaint, the Director of Academic Affairs will inform the student regarding the institutional response to their complaint. Students have the right to file a Grievance with Cesar Vallejo College if students believe the College has not followed its policies. See the Grievance Procedures in this catalog.

Equal Opportunity Statement

Cesar Vallejo College will not deny admission or discriminate against students enrolled at the institution on basis of race, creed, color, sex, age, disability or national origin.

Description of Facilities and Equipment

The main campus is located at 11410 NW 20th Street, Suite 100. Sweetwater, FL 33172. Cesar Vallejo College encompasses over 2383 sq. ft. of classroom and offices. Cesar Vallejo College students can access a virtual library, student lounge, meeting room and computer laboratories. Cesar Vallejo College is close to major public transportation. Equipment used at Cesar Vallejo College is comparable to industry standards and meets all programs' objectives.

HOURS OF OPERATION

CLASSES

Monday through Friday 9:00 am – 1:00 pm

OFFICE HOURS

Monday through Friday 9:00 am – 1:00 pm

LIBRARY/RESOURCE CENTER

Monday through Friday

9:00 am – 1:00 pm

ACADEMIC CALENDAR

Winter Semester

January 8, 2018 - April 20, 2018

Summer Semester

May 2, 2018 - August 17, 2018

Fall Semester (optional)

September 4, 2018 - December 4, 2018

HOLIDAYS

Cesar Vallejo College observes the following holidays:

New Year's Day	January 1, 2018 (Mon)
Martin Luther King Jr.	January 15, 2018 (Mon)
Holy Thursday	March 29, 2018 (Thur)
Good Friday	March 30, 2018 (Fri)
Holy Saturday	March 31, 2018 (Sat)
Memorial Day	May 28, 2018 (Mon)
Independence Day	July 4, 2018 (Wed)
Labor Day	September 3, 2018 (Mon)
Thanksgiving Day	November 2, 2018 (Thu)
Christmas Day	December 25, 2018 (Tue)

NOTE: *Classes are not in session on the holidays listed above.*

Privacy of Student Records

Cesar Vallejo College is committed to the protection of Student's rights and privacy of information. In Accordance with Public Law 93-380, Family Education Rights and Privacy Act of 1974, 1002.22, the College allows students to access their educational records, challenge records they believe to be inaccurate, incomplete or misleading, and limit the release of such information. Records will not be released without the written consent of the student. The student will be notified if a court subpoenas the records.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-5432, as amended by the Higher Education Technical amendments of 1991, Public Law 102-26, Cesar Vallejo College will provide statistics and procedures for reporting and deterring criminal activity. Students unable to access this information are advised to obtain a printed copy.

ADMISSIONS

Admission Policy

Cesar Vallejo College offers educational opportunities to anyone who has the interest, desire and ability to pursue advanced study. A disability will not be used to deny admission to Cesar Vallejo College. Courses of study are offered at the

Bachelor of Science Degree level. Applicants at a minimum must have a high school diploma or completion of GED. If student is under the age of 18, they must secure Parent/Guardian signature.

Cesar Vallejo College reserves the right to deny admission or re-admission to any student if, the College authorities believe his/her admission is not in the best interest of the student or College.

General Information

For students enrolling at Cesar Vallejo College with courses taken at another institution, credits will be accepted if these courses are comparable to courses offered at Cesar Vallejo College and are subject to approval by the Director of Admissions.

Students transferring to another institution: is the student's responsibility to confirm if credits will be accepted by the institution of the student's choice.

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

Note: Students transferring from Universidad Cesar Vallejo-Peru will be allowed to transfer up to 75% of the program's total number of credits.

DEADLINES AND REQUIREMENTS

Requirements

Contact Cesar Vallejo College to obtain a complete Admissions Application via the college's website.

Submit proof of eligibility for admission:

- Complete Admissions application form
- Pay Admissions Fee
- Pay tuition and fees by deadline indicated in the Enrollment Agreement
- High School Diploma or GED
- High School Transcripts
- Official SAT/ACT test scores
- Proof of Social Security
- If student is under the age of 18, they must secure Parent/Guardian signature
- Admissions recommendation letter

Re-Admission

Former students that wish to apply for re-admission must complete a new enrollment agreement and will be charged tuition and fees per the rates at the time of re-admission. Students must be in compliance with the College's Satisfactory Academic Progress policy. Students who desire to be readmitted must interview with the Admissions Office. The Director's approval is required for re-Admissions within a year from the student's withdrawal date. Requests are evaluated on a case by case basis. Upon re-admission to the College, students are required to pay a \$100.00 fee as listed on the Enrollment Agreement.

Transfer Students

Students wishing to transfer from another college must:

1. Complete all the steps of the Admissions Process, including payment of non-refundable application fee.
2. Request that Admissions/Registrars of previously attended colleges send official sealed transcripts directly to Cesar Vallejo College (not issued to student).
3. Upon request, provide course syllabi or a college catalog to the Admissions Office for use in evaluating courses completed at another institution.
4. Achieve a grade of 2.0 or better.
5. Pay a non-refundable \$50.00 fee for Admission and \$100.00 fee for Registration.

Course Transfer

Students transferring courses from a previously attended institution must maintain a 2.0 or above, on a 4.0 scale and must have received a minimum of "C" or its equivalent for acceptance. No credit is given for internship/co-op courses, or for academic courses with pass/fail or satisfactory/unsatisfactory grades. Student must obtain a minimum of 15 required general education credit hours at Cesar Vallejo College. Transfer of credits to Cesar Vallejo College may not exceed 75% of the program's total number of credits.

These courses will be evaluated on course equivalency to determine relevancy and fulfillment of curriculum objective within Cesar Vallejo College. The institution from which the student is requesting the transfer must be accredited by the United States Department of Education.

If applicant attended or is a graduate of a foreign institution, all course work from the foreign institution must be evaluated for U.S. institutional equivalency. The official evaluation must be sent directly from the evaluation service. For evaluation, please contact one of the following:

World Education Services, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-074
(212) 966-6311 www.wes.org

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102nd Avenue
Miami, FL 33173
(305) 273-1616 www.jsilny.com

The process to transfer credits must be completed and approved prior to the first day of class. Transfer of credit may not exceed 75% of any program's total number of credits.

Conversion of Clock Hours for Credit Transfer

Courses in clock hours are evaluated using the following formulas:

- 15 lecture clock hours = 1 credit hour
- 30 laboratory clock hours = 1 credit hour
- 45 externship clock hours = 1 credit hour

STUDENT SERVICES

Counseling

Counseling is available to all students regarding their academic progress, placement opportunities and other related matters. Students must make an appointment with the Director of Career Planning and Placement.

The College maintains relationships with the Chamber of Commerce, and State and Federal Agencies to help meet our students' professional needs.

Finance Department

Cesar Vallejo College provides a Finance Department to accept payments of tuition and fees as well as to answer any basic questions about students account. Hours of operation are posted outside the Finance Department.

Career Services

Cesar Vallejo College helps graduates find employment in their field of study. The College assists students on career preparatory activities such as resume development, participation in career fairs and professional networking. An online career center is open 24 hours. All programs are designed to prepare graduates for entry-level positions. Resources are readily available to students; job placement assistance is accessible to all graduates through Career Services. Cesar Vallejo College cannot guarantee employment. However, Career Services will make every

effort to assist their students in their job search. The College is committed to make sure that students succeed.

Students requesting career service assistance must provide a signed authorization allowing Cesar Vallejo College to send their resume to potential employers as part of a graduate's job search, since Cesar Vallejo College complies with the Family Educational Rights and Privacy Act (FERPA).

Housing

Cesar Vallejo College provides information to students about reliable realtors and rental opportunities near campus. The College is located along major traffic arteries to allow easy commuting for students.

Parking

Parking and traffic regulations must be maintained for the protection of all. Private parking facilities are available in the surrounding areas of the College.

Campus Safety

Cesar Vallejo College maintains well-lit buildings with appropriate well-lit parking areas. Any incidents or suspicious persons are to be reported promptly to the College administration

In case of fire, students should take note of exit signs in each building. In the event of an emergency, students should:

- Exit the building in an orderly fashion using the nearest exit.
- Not use elevators
- Stand at a safe distance from the building
- Not re-enter the building until directed by the College administration

Student Lounge

Cesar Vallejo College has an area designated for students to enjoy refreshments/snacks.

Personal Property

Cesar Vallejo College is not responsible for any kind of loss, theft, destruction or casualty to personal property of any kind owned by students, visitors or others.

Graduation

Cesar Vallejo College commencements ceremonies are held twice a year. To graduate, students are required to fulfill all financial obligations. Students must make an appointment with the Director of Admissions/Registration to complete a graduation application. Students will be awarded a Bachelor in Business Administration with majors in Management or International Business after having satisfactorily completed all academics requirements with a minimum cumulative GPA of 2.0. After review of the student's records, the Registrar will determine if the student may participate in the ceremony and shall notify the student in writing.

FINANCIAL SERVICES

General Information

The Finance Department at Cesar Vallejo College provides institutional assistance to students who need financial aid to pay their tuition expenses. The Finance Department has established procedures which assure fair and consistent treatment of all applicants.

Cesar Vallejo College believes the primary responsibility for the educational cost lays with the student and his/her family. Institutional financial assistance is available to meet the student's institutional fees.

A student's financial need is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If the student does not receive institutional financial assistance while in the College, the student is responsible for all tuition and fees due to Cesar Vallejo College. Students should make an appointment with the Finance Department to ensure they understand the institutional financial assistance available to them.

How to Apply

Cesar Vallejo College will gather:

- Financial assistance application

- Collect financial information to determine a student's financial need. The information provided by the student or his/her family is confidential and its sole purpose is for assessing the student's financial need.
- Assistance a student receives at Cesar Vallejo College is based on tuition and fees, student contribution, and enrollment status within an academic year.
- Student must re-apply for institutional financial assistance on an academic year basis.
- Criteria-
 - A student must demonstrate a financial need equivalent to 80% or more of their tuition and fees, to be eligible to participate in an institution monthly payment plan.

Monthly Payment Plan

Student is responsible to pay the remaining balance on a monthly payment plan, financed at 0% for a term of up to four years, not to exceed 48 payments. Monthly payments will begin immediately upon commencement of classes and will be due the 1st day of each month.

Scholarships

Cesar Vallejo College offers a scholarship for tuition to those students whose income is below \$20,000.00 a year and maintains a GPA above 3.0 in their studies.

Student Rights

All Cesar Vallejo students have the right to:

- A copy of the documents describing the school's licensing credentials.
- Information about Cesar Vallejo College programs, its instructional programs, physical facilities and its faculty.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information on how the school determines whether a student is making satisfactory progress and if not, understand the nature of the process.
- Information concerning special facilities and services available under the American with Disabilities Act.
- Information of financial assistance availability.
- Information concerning the school's academic and administrative policies.
- Fair, equal and non-discriminatory treatment from all school personnel.

- Access to their student records.
- Freedom of academic expression.

Students Responsibilities

It is the responsibility of each Cesar Vallejo College student to:

- Abide by the Cesar Vallejo College Student Code of Conduct.
- Read, understand, and keep copies of all forms received.
- Review enrollment guidelines.
- Know and meet all deadlines for applying or reapplying for aid.
- Provide all documentation, corrections, and/or new information to the Finance Department.
- Notify the school of any change in information since their initial application for financial assistance.
- Repay all loans.
- Understand the school refund policy which is stated under the Cancellation and Refund Policy section of this catalog.
- Read the contents of the Application for Admission carefully.
- Purchase or otherwise acquire books and supplies.
- Maintain school property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any assessed fines.
- Obtain required educational and financial clearance prior to graduation.

TUITION, FEES AND OTHER COSTS

Costs

The tuition fee schedule for all undergraduate's courses at Cesar Vallejo College have been calculated on a semester basis and are subject to annual review and modification.

Non-Tuition Fees

Admission Fee **	\$ 50.00
Re-Admission Fee*	\$100.00
Registration Fee **	\$100.00
Late Registration Fee (<i>addition to registration fee</i>)	\$ 75.00
Entrance Exam Fee	\$ 75.00
Validation of Credit Transfer	\$ 65.00
Withdrawal Fee	\$100.00 (per course)
ID Badge	\$100.00
Transcript Fee	\$ 30.00
Library Fee	\$ 20.00
Graduation Fee	\$ 30.00
Books	\$150.00 (per semester)

*Must complete new Enrollment Agreement and will be charged Tuition and Fees per the rate at time of re-admission.

**One-time fee.

Tuition Fees

- Management (Bachelor in Science)
- International Business (Bachelor in Science)

Full Time	(per course)	\$ 650.00
Semester	(18 credits)	\$ 3,900.00
Total Tuition	(120 credits)	\$26,000.00

Cesar Vallejo College reserves the right to make any changes in tuition, fees, curriculum or any phase of its program where it is the opinion of the administration

that the students of Cesar Vallejo College will be benefited. Financial changes will only apply to incoming new students. Students will be informed of all changes.

Test, Supplies and Special Fees

Students are required to furnish their own personal supplies such as pencils, pens, erasers, notebook, calculators, dictionaries as well as tape recorders if permitted. Workshops and seminars may be held throughout the year from various interest groups. If fees are to be charged, they will be published in advanced and are non-refundable.

Late Payment

If a student fails to make the tuition payment for the enrolled semester and is in default for more than 30 days, a 5% late fee will be assessed to the tuition portion of the semester.

Cancellation and Refund Policy

The amount of tuition is computed based on the assumption that the student remains in class throughout the semester. A place in class has been reserved for each student. Tuition is refunded in accordance to the College's Cancellation/Withdrawal and Refund Policy. A student withdrawing from the College must submit a written notice to the Program Director.

A 100% refund will be given for cancellation at any time from the date of a student's registration to the day before the first scheduled day of the semester or if the student cancels his/her executed enrollment agreement within three (3) business days of signing agreement. Cancellation following the 3rd business day, but before the first class, will result in a refund of all monies paid, except for the \$50.00 for admissions fee and \$100.00 for registration fee.

Any monies paid for supplies, books or equipment which are returned to Cesar Vallejo College and approved as acceptable, are refunded to a student who withdrawals prior to the start of a semester, providing the students items can be resold. Cesar Vallejo College reserves the right to determine if above mentioned items are returnable.

Refunds will be made available within thirty (30) days from the date of the determination of a student's withdrawal or receipt of Cancellation Notice from the student.

Add/Drop Policy

A student must submit a formal request to the Program Director of his/her intention to add/drop a course. The drop date will be determined by the date on the formal request. Failure to submit a formal request to the Program Director of a change to the schedule, will result in the student being fully charged and not eligible for any refund.

If the student attends 1-7 days he/she will receive 100% refund, 8-14 days he/she will receive 50% refund, 15-31 days he/she will receive 25%, over 32 days, no refund.

Termination or Cancellation by Institution

The College maintains the right to terminate a student's enrollment in a course for a variety of reasons including, but not limited to:

- Course schedule changes
- Course cancellation due to low enrollment
- Student's non-fulfillment of course pre-requisites; or academic suspension
- Suspension for violation of the Code of Conduct

In the event of a course cancellation the student has an option of taking another course.

Withdrawal

A student choosing to withdraw from the school after the commencement is to provide a written notice to the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student.

Students who withdraw from a course after the refund period will receive a grade of "W" (Withdrawal). Students that do not follow the Withdrawal Procedures will receive a "WF" (Withdrawal with Failing). A student may take a course a maximum of three times. Additionally, upon the third attempt the student will not be permitted to withdrawal and will receive a grade for this course.

For a student to be eligible to apply for a leave of absence, a student must have completed a full semester at Cesar Vallejo College. Student must have approval prior to the start of the leave of absence. An exception could be granted for a medical emergency.

Consequences

Withdrawing from a course will maintain your GPA; excessive withdrawals, “W” (more than 2), may affect your academic standing, and thus place you in one of the Satisfactory Academic Progress categories. To remain in good Satisfactory Academic Progress Standing, the student must earn 67% of the credits in which he/she has registered; otherwise the student will experience academic penalties.

Withdrawing from a course after the refund period indicated on the schedule always has financial consequences. Money will not be reimbursed to the student.

RULES AND REGULATIONS

Conduct

Students are expected to maintain complete honesty and integrity throughout his enrollment at Cesar Vallejo College. Students must conduct themselves in a courteous, and well professional mannered that will enable the College to recommend them to employers.

Students under the influence of alcohol or unlawful possession of drugs or narcotics of any kind are ground from immediate dismissal. Students will be responsible for all College property damaged or destroyed with or without intent. Students are required to keep their work areas clean and orderly and return all equipment and supplies to their proper place before they leave the classroom or laboratory for the day.

Cell Phone

Cell phones must be off during classes.

Drug Policy

Cesar Vallejo College follows Federal Government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in

possession, use or distribution of any illegal substance or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Harassment

Cesar Vallejo College supports a policy against harassment. Students, faculty, and administrative staff must work together in an atmosphere free of all forms of harassment, exploitation or intimidation.

Falsifying Records and Official Documents

Falsifying information or forging signatures on official academic documents such as drop/add forms, incomplete forms, petitions letter, or any other official College documents, will result in disciplinary actions.

College Transcripts

A request for a transcript must be in writing, signed by the student and requested with a minimum of one week. The full address of the person/place to which the transcript is to be sent must be included. An official transcript of the College will be forwarded directly to other College, prospective employers, or to other agencies at the request of a student.

Privacy of Student Records

Cesar Vallejo College adheres to the Family Educational rights and Privacy Act of 1974 (Public Law 93-380). Students records are maintained by Admissions/Registrar's Office (academic records), Finance Department (financial records and accounts receivable records). The records are maintained in permanent digital files, and in fire proof cabinets

All authorized College personnel have access to student records for official purposes. A student is given access to his/her record within a reasonable time after submitting a written request to the custodian of that record (Admissions/Registrars, Finance Department).

If the content of any record is believed to be in error or inaccurate, the student has the right to a due process that allows for a hearing. The student must request the due process via a written request.

Student information is released to persons, agencies or legal authorities as required by legal process or by consent of a student. Information is released on a consent basis when the student has specified the information to be released and name(s) of persons to whom the information is to be released.

Dress Code

Proper professional dress and appearance create the first impression upon which an employer evaluates a candidate; therefore, professional dress and appearance are expected at the College.

- Identification badges – the college picture ID should be worn always on College premises.
- Fingernails must be clean.
- Students are required to bathe daily and apply deodorant.
- Facial hair must be clean shaved and beards must be neatly trimmed.
- Proper oral hygiene.
- Heavy perfume and colognes are not permitted.
- Chewing gum is prohibited.

Academic and Administrative Dismissal Policy

A student may be dismissed from Cesar Vallejo College for disregarding administrative and academic policies. Causes for dismissal include, but are not limited to the following:

Professional Behavior

- Failure to adhere to College policies and procedures as outlined in the College Catalog.
- Willful destruction of College or student property.
- Theft of student or College property.
- Improper or illegal conduct such as hazing and/or sexual harassment.
- Use, possession and/or distribution of alcoholic beverages or illegal drugs.
- Cheating or plagiarism.
- Use of abusive language, including verbalization or gestures of an obscene nature.
- Threatening or causing physical harm to students, faculty, staff or others on campus while students are engaged in off-site learning experiences.

Academic and Administrative

Failure to meet minimum student's educational responsibilities and standards established by the program such as:

- Meeting deadlines for academic work and tuition payments.
- Provision of documentation, corrections and/or new information.
- Notification of any information that has changed since the initial application.
- Purchase or otherwise furnish required supplies.
- Maintenance of College property.
- Return of library books in a timely manner and payment of fines.
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services provided by the College.
- Failure to comply with policies and procedures listed in the College Catalog.

Grievance Procedures

Cesar Vallejo College believes that every student has a right to procedural due process in which a student has notice and opportunity to be heard. If the administration must take disciplinary measure against a student, the student may appeal the decision to the Grievance Committee within 3 working days.

Students are encouraged to resolve the problems through administrative channels. A petition for a grievance hearing must be made in writing and submitted to the Director of Student Affairs. The Director of Student Affairs is the facilitator/moderator of the grievance hearing and non-voting member. The Committee will hear evidence, ask questions review policies and will render advisory ruling upon the approval of the President, will become binding upon the administration as well as the student who filed the grievance. The Grievance Committee must respond to the student within 7 working days.

ACADEMIC POLICIES

Credit Hours

Credit for Cesar Vallejo College courses is calculated on a semester credit hour basis:

15 lecture clock hours = 1 semester credit hour

30 laboratory clock hours = 1 semester credit hour

45 externship clock hours = 1 semester credit hour

College Hours

The College is in session throughout the year, except for holidays and vacations. Please refer to the Hours of Operation section of this catalog. Classes are held Monday through Friday from 9:00 AM to 1:00 PM.

Academic Advisement

All students are assigned an academic advisor. Cesar Vallejo College faculty and administration attend to each student's academic needs in a professional and caring manner.

Digital Library

Cesar Vallejo College Digital Library includes databases such as Ebsco and ProQuest that store more than 5 million documents regarding different knowledge areas, particularly, the information required for the implementation of the academic programs being offered. Students can contact the LIRN Consortium Librarian via email for any level of research assistance.

General Education Courses

General Education is a component of Cesar Vallejo College Bachelor Degree. Cesar Vallejo general education curriculum is designed to emphasize the ability to think, read, and write effectively and to understand quantitative data. These courses focus on the skills, techniques and procedures specific to a Bachelor Degree. They are intended to train students in inquiry and analytical skills. General Education courses afford the students the opportunity to gain a college level of literacy in humanities, social behavior sciences, and mathematics.

Guest Lectures

Cesar Vallejo College enhances the student's education by inviting speakers on a regular basis from the business and professional field. Guest lectures will address students on a variety of subject matters.

Attendance

Regular class attendance is essential to academic progress and is expected. Absences more than 20% of class hour, for any subject, may cause a student to be ineligible to take the final examination in the course. A student could be reinstated to class following a faculty evaluation of his/her abilities and performance. These determinations are made on an individual, case-by-case basis. Excessive absences may also result in the following administrative actions: attendance warning, probation, suspension, or dismissal. Students must be in admittance by the first day of class they are not permitted to begin a course. In an emergency, if a student needs to be absent, it is the student's responsibility to arrange with the instructor to complete missed work. It is up to the discretion of the faculty if a student will be allowed to make up missed work or, in the case of excessive absences, be referred to the Administration.

College Interruption

If the operation of the College is suspended at any time due to any "Act of God", strike, riot, or any other reason beyond the control of the College, refunds will be made per the refund policy, or students have the option of resuming their course work at a later date. Cesar Vallejo College may acquire an alternate geographic area to continue to provide course work.

Excused Absences

There shall be no grade penalty for a student who is absent from academic activities because of religious holiday observations in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities.

Unexcused Absences

Faculty member may impose a grade penalty for unexcused absences as described in the syllabus. A student accumulating ten (10) or more unexcused absences in an annual course or five (5) or more unexcused classes may have final grades withheld.

Leave of Absences

To be eligible to apply for a leave of absence, a student must have completed a full semester at Cesar Vallejo College. The student must submit in writing a request for the leave (with appropriate documentation) to the Registrar and Academic Affairs. Students must have approval prior to the start of a leave of absence. An exception could be granted for a medical emergency.

A leave of absence may be granted for a period not to exceed one hundred and twenty (120) days. Students are limited to two (2) leaves of absences in their career. Acceptable leaves of absences are: jury duty, military duty or circumstances covered under the Family Medical and Leave Act of 1993 (FMLA). There circumstances are birth of a child, adoption, and care for spouse, and/or serious health conditions.

A leave of absence is granted when there is a reasonable expectation a student will return to the college at the end of the leave of absence. Students must be evaluated/tested to determine the level of competency. Students taking an approved leave of absence will not incur any additional charges for the period of the approved leave. If student fails to return to the school at the end of the approved leave of absence, then the student is withdrawn from Cesar Vallejo College and will be charged a re-entry fee when he/she re-enrolls.

If a student does not return to the school at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's last day of attendance.

School Withdrawal

When a student withdraws from Cesar Vallejo College, the student must submit a written notice to the Admissions Director. The notice must contain the reason for the withdrawal.

Academic Re-Admittance Policy

A student must apply for re-admission to the College after a voluntary withdrawal before being withdrawn. This policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal. The re-admission policy is as follow:

1. Student must obtain permission from the Admissions Director to re-enroll.
2. Student must obtain the Finance Director's signature on the re-entry documents indicating all financial obligations to the college have been met. If a student has been out of the college for more than thirty (30) days, a re-admission fee of \$100.00 must be paid.
3. If a student has been out of the school for more than one (1) year, the student may no longer have the necessary skills for his/her respective program. The decision for re-admission is made by the Registrars/Admissions Director. If a student has been out of school for more than thirty (30) days, the Admissions Director may grant approval.
4. Students are re-admitted on the current tuition charges.
5. After obtaining required signatures on re-admission documentation, a re-admitted student must return the documentation to the Registrars/Admissions Director to be scheduled for classes.

Disciplinary Re-Admission Policy

A student must apply for a re-admission to the college after being withdrawn for disciplinary reasons. The re-admission policy is as follows:

1. Students re-entering are placed on a disciplinary probation until graduation.
2. If there are no violations of the Student Rules and Regulations at the conclusion of enrollment at Cesar Vallejo College, the student's records within the probationary period will be cleared.

Academic Load

To be considered full-time, a student must carry a load of fifteen (15) or more credit hours per semester (up to 18) which is a normal academic load.

Testing

Classroom testing is necessary for each course. Cesar Vallejo College policy requires that each student completes and passes the required examinations per

the instructor's schedule to receive a passing grade. All examinations are announced in advance so students may be prepared. Any examinations not completed by the deadline set by the instructor may result in an automatic failure for that examination, unless specific arrangements are made with the instructor. Final examinations are normally scheduled during regular classroom hours on the day of the last class scheduled.

Grade Level

Year	Grade Level	Semester Credits
Freshman	1	0-30
Sophomore	2	31-61
Junior	3	62-90
Senior	4	91-120

Grading

Students are awarded letter grades for work undertaken at Cesar Vallejo College. Academic work is evaluated and grades are assigned at the end of each term to indicate a student's level performance. Criteria upon which a student's performance is valued is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work as shown by written tests, lab assignments, class projects and homework and other assignments. The value of a grade is as follows and is based on a 4.0 scale:

Grading Scale

A	Excellent	90-100%	4.0
B	Good	80-89.99%	3.0
C	Average	70-79.99%	2.0
D	Poor	65-69.99%	1.0
F	Failing	Up to 64.99%	0.0
I	Incomplete	Not computed*	
W	Withdrawal/Prior to 50% completion	Not computed	
WF	Withdrawal/After 50% completion		0.0
WNA	Withdrawal/Non-Attendance	Not computed	

*Converts to grade "F" if no grade is entered by the end of two (2) weeks.

A failing grade is used in computation of both qualitative and quantitative progress. Grades are reports of a student's progress via on-line at the end of each term. Students receiving an incomplete in any subject must meet their instructor to discuss satisfactory arrangements to fulfill course requirements. Course assignments for an Incomplete must be completed within (2) weeks of the beginning of the next term. Failure to complete the work within this two-week time period without administrative approval results in a failing grade.

Repeating Courses

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher final grade is used in computation of cumulative grade point average at Cesar Vallejo College. No course may be repeated more than two (2) times and a tutorial course will be required. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Admissions Office for recalculation of their cumulative GPA. A course in which a satisfactory letter grade ("A", "B" or "C") has been earned may not be repeated for grade average purposes. All credits attempted are considered when calculating quantitative satisfactory Academic Progress status.

Satisfactory Academic Progress

Students at Cesar Vallejo College are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade average of 2.0 after completing his/her first semester at Cesar Vallejo College. All students must achieve a minimum grade of 2.0 for the second semester and must maintain a cumulative grade average of at least 2.0 to graduate from Cesar Vallejo College.

A student whose cumulative grade falls below 2.0 is placed on academic probation for the next semester. A student on academic probation who brings his/her grade average to 2.0 in a given semester, without attaining a cumulative 2.0 while on academic probation, is allowed to remain in school. As long as he/she meets the minimum standards each semester, a student is allowed to remain in school.

A student who is re-admitted after dismissal for failure to meet this qualitative standard is readmitted on academic probation.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. The normal timeframe is measure in credits hours attempted (rather than semesters) to accommodate a full-time schedule.

To ensure completion of a program within the maximum timeframe, Cesar Vallejo College required students to successfully complete 67% of credits hours attempted the first academic year and each semester thereafter. Academic year is four semesters. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory progress. All students must have completed a minimum of 67% of credit hours attempted to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of the first academic year or any subsequent semester is placed on an academic probation for the next semester.

A student who completes 67% of credit hours attempted in a semester while on academic probation is allowed to remain in school. A student may continue on academic probation even though his/her cumulative completion rate is below 67% if he/she meets the minimum standards for each semester. A student on academic probation who brings his/her completion rate to 67% is removed from academic probation. A student on probation who does not complete 67% of the credits attempted by the end of the semester is dismissed from Cesar Vallejo College.

A student who has been dismissed may reapply to Cesar Vallejo College after remaining out of school for one full semester. At that time, the student's academic records are evaluated to determine if it is possible for a 2.0 cumulative grade point average to be achieved and if the program can be completed within the maximum 150% timeframe.

A student who is re-admitted after dismissal for failure to meet the quantitative standards is readmitted on academic probation.

Academic Suspension

A student will be suspended for not meeting the academic standards outlined above after their semester of probation. Students may not reenter the school for a period of one full semester.

PROGRAMS OFFERED

- Management (Bachelor in Science)
- International Business (Bachelor in Science)

Courses must be taken in sequence order; certain courses require a pre-requisite course.

Management (Bachelor in Science)

PROGRAM OBJECTIVE:

To train leaders and entrepreneurs, with ethical and human sense, oriented to an executive management, with strategic and prospective vision, able to consolidate their organizations with a competitive environment and committed to a sustainable development.

PROGRAM DESCRIPTION:

The program has been structured including the following components: (i) General Education (36 credit hours); (ii) business core (24 credit hours); major courses (60 credit hours). It aims at achieving an exit profile with general and specific competencies so that students become competent professionals to perform accordingly in a professional world and apply, produce, and develop scientific and technological knowledge contributing to the development from a global perspective. Likewise, it seeks to produce graduates with entrepreneurial spirit, who engage in transactions of goods and services in different cultural contexts, looking for a quality of the products offered and the return on investments. The program is comprised of 40 courses and a total of 120 credits.

Course Number	Course Title	Credit Hours	Pre-Requisites
	GENERAL EDUCATION		
GPBB101	FOUNDATION QUANTITATIVE REASONING	3	
GPBB102	ENGLISH COMPOSITION I	3	
AEBB101	CRITICAL THINKING	3	
GPBB203	ENGLISH COMPOSITION II	3	GPBB102
GPBB304	PERSONAL DEVELOPMENT	3	
IPBB401	STATISTICS	3	
AEBB405	PRINCIPLES OF MACROECONOMICS	3	AEBB303
GPBB505	PHILOSOPHY	3	
GPBB606	HUMAN RIGHTS	3	
GPBB707	INTRODUCTION TO ENVIRONMENTAL SCIENCE	3	
IPBB802	TECHNOLOGY HUMANS AND SOCIETY	3	IPBB401
AEBB202	COLLEGE ALGEBRA	3	GPBB101
	BUSINESS CORE		
AEBF101	FINANCIAL ACCOUNTING	3	
AEBE101	FOUNDATIONS OF ADMINISTRATION	3	
AEBB304	FINANCIAL MATH	3	AEBB202
AEBE403	MARKETING	3	AEBF202
AEBF406	BUSINESS LAW	3	
AEBE505	CORPORATE FINANCE	3	AEBE404
AEBF812	BUSINESS LAB	3	AEBE708

AEBB303	MICROECONOMICS	3	AEBB202
	MAJOR COURSES		
AEBF202	SOCIOLOGY OF BUSINESS	3	AEBB101
AEBF203	COSTS ADMINISTRATION	3	AEBF101
AEBE202	ORGANIZATIONAL DESIGN	3	AEBE101
AEBF304	BUDGETARY ADMINISTRATION	3	AEBF203
AEBF305	ORGANIZATIONAL BEHAVIOR	3	AEBE202
AEBE404	FINANCIAL ADMINISTRATION	3	AEBB304 - AEBF304
AEBE506	ADMINISTRATION OF HUMAN TALENT	3	AEBF305
AEBB506	STATISTICS APPLIED TO BUSINESS	3	IPBB401
AEBF507	LOGISTIC ADMINISTRATION	3	AEBB405
AEBF608	MARKET INTELLIGENCE	3	AEBB506
AEBF609	INTERNATIONAL FINANCE	3	AEBE505
AEBF610	DECISION MAKING	3	IPBB401 - AEBF507
AEBF711	ADMINISTRATION OF OPERATIONS	3	AEBF507 - AEBF610
AEBE707	MANAGEMENT AND STRATEGIC PLANNING	3	AEBF609
AEBE708	STRATEGIC MARKETING	3	AEBE403 - AEBF608
AEBE809	MANAGEMENT OF INVESTMENT PROJECTS	3	AEBF711
AEBE810	MANAGEMENT BY RESULTS	3	AEBE707
NEBF306	INTERNATIONAL COMMERCE	3	
NEBE401	CUSTOMS ADMINISTRATION	3	
NEBE705	STRATEGIC INTERNATIONAL MANAGEMENT	3	
TOTAL:		120	

COURSE DESCRIPTION

COURSE TITLE: FOUNDATION QUANTITATIVE REASONING

CODE: GPBB101

The curricular experience of Foundation Quantitative Reasoning pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. It aims at organizing and developing logical thinking using strategies to apply principles, rules, and procedures from deductive-hypothetical thought, identifying, discriminating, systematizing, modeling, abstracting, and presenting information of the surrounding environment with initiative, criticism, and responsibility. It develops aspects related to inductive and deductive logic, proportionality, and actual functions.

COURSE TITLE: ENGLISH COMPOSITION I

CODE: GPBB102

The curricular experience of English Composition I pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. It is designed to develop skills and competence in writing prose compositions, reading, and listening. The student will learn to compose essays and other works using various methods of development.

COURSE TITLE: CRITICAL THINKING

CODE: AEBB101

The curricular experience of Critical Thinking pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. Its goal is that students make valued and critical judgments on the process of development of society, and its diverse aspects: geographic, social, economic, and political. It comprises the following areas: process of society; morphology of society: population, economic sectors, production, health, education, housing and poverty, the main social, economic, and political issues and issues of debate in the 21st century.

COURSE TITLE: ENGLISH COMPOSITION II

CODE: GPBB203

The curricular experience of English Composition II pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. Students will learn the conventions of standard edited American English. Students will compose informative and persuasive essays, write responses to a variety of literary genres, and/ or non-fiction, and produce a documented paper based on research.

COURSE TITLE: PERSONAL DEVELOPMENT

CODE: GPBB304

The curricular experience of Personal Development pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at developing, among students, intrapersonal, interpersonal, and attitudes and skills linked to self-esteem, leadership, emotional management, social responsibility, innovation, creativity, investigation and entrepreneurship so that they coexist better in a diverse world. It comprises aspects related to values, self-esteem, leadership, and entrepreneurship.

COURSE TITLE: STATISTICS

CODE: IPBB401

The curricular experience of Statistics pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at training students in the capacity of approaching and solving problems of investigations, and making decisions that contribute to the comprehensive development of the individual and the community using statistical techniques and tools to collect, process, and analyze data. The course comprises the following contents: investigation foundations and descriptive statistics; techniques applied to the scientific investigation and the testing of hypothesis and report of investigation.

COURSE TITLE: PRINCIPLES OF MACROECONOMICS

CODE: AEBB405

The curricular experience of Principles of Macroeconomics belongs to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It comprises the following contents: Added supply and demand; Monetary market; Exchange market; Economic policy; Global economy.

COURSE TITLE: PHILOSOPHY

CODE: GPBB505

The curricular experience of Philosophy pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at developing reflective, argumentative, and critical skills towards investigation. It comprises contents related to ontology, gnosiology, philosophical anthropology, axiology, and ethics.

COURSE TITLE: HUMAN RIGHTS

CODE: GPBB606

The curricular experience of Human Rights pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at raising awareness and exercising human rights, strengthening human dignity, social responsibility, democratic, and investigate attitude, individual and human rights, evolution of human rights, rule of law, rights of the first, second, and third generations.

COURSE TITLE: INTRODUCTION TO ENVIRONMENTAL SCIENCE

CODE: GPBB707

The curricular experience of Introduction to Environmental Science pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at developing cognitive skills, attitudes and environmental awareness that enable the students to have an active role as responsible citizens,

undertaking actions using environmental management tools. It comprises aspects related to environmental impact of human activities, and education for sustainability.

COURSE TITLE: TECHNOLOGY HUMANS AND SOCIETY

CODE: IPBB802

The curricular experience of Technology Humans and Society pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It explores the interaction between technology, culture and quality of human life. Emphasis is placed on the impact of technologies on society and the challenges and opportunities offered.

COURSE TITLE: COLLEGE ALGEBRA

CODE: AABB202

The curricular experience of College Algebra belongs to the area of General Education; its nature is theoretical and practical and it is a mandatory course. It comprises the following contents with applications in the business world: functions, graphs, limits, exponential and logarithmic functions, differentiation, integration, inequalities and linear programming.

COURSE TITLE: FINANCIAL ACCOUNTING

CODE: AEBF101

The curricular experience of Financial Accounting pertains to the area of Business Core; its nature is theoretical and practical and it is a mandatory course. It aims at identifying, interpreting, and valuing accounting and financial information to make decisions at a managerial level. It comprises the following: accounting concepts and principles: accounting for business operations, financial statements and its relations, records of business operations, the accounting cycle, systems of accounting information and accounting of assets and liabilities.

COURSE TITLE: FOUNDATIONS OF ADMINISTRATION

CODE: AEBE101

The curricular experience of Foundations of Administration pertains to the area of Business Core; its nature is theoretical and practical and it is a mandatory course. It aims at delving into diverse schools of administrative thought, the epistemological foundations of administration and the evolution of The General Theory of Administration.

COURSE TITLE: FINANCIAL MATH

CODE: AEBB304

The curricular experience of Financial Math pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing concepts, formulas, proceedings, tools and fundamental methods of financial math in business, optimizing the financial management of business resources over time. It is comprised of the following content: simple and compound interest, discount, annuities and amortizations, and gradients and depreciations.

COURSE TITLE: MARKETING

CODE: AEBE403

The curricular experience of Marketing pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing the fundamentals and tools of modern Marketing to maximize the economic benefits of the organization in the global and competitive market. It is comprised of the following content: the market, positioning, marketing mix: product, price, distribution, promotion, publicity, staff, process, and perception.

COURSE TITLE: BUSINESS LAW

CODE: AEBF406

The curricular experience of Business Law pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at directing the knowledge and own procedures of business law in the organizational development.

It is comprised of the following content: trading companies, securities, asset crisis, labor legislation of the private sector, and system of tax administration.

COURSE TITLE: CORPORATE FINANCE

CODE: AEBE505

The curricular experience of Corporate Finance pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing an understanding of the tools used for financial analysis and the making of investment and financing decisions. It is comprised of the following content: planning and financial administration at short and long term, administration of credits and inventories, evaluation of the company, internal and external sources of financing, policy of indebtedness, and policy of dividends.

COURSE TITLE: BUSINESS LAB

CODE: AEBF812

The curricular experience of Business Lab pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. Students run a simulation of the business environment focused on decisions, which will implement the concepts, techniques and processes of decision making, identification, evaluation of opportunities and risks, plan and design strategies learned throughout his time at the college.

COURSE TITLE: MICROECONOMICS

CODE: AEBC303

The curricular experience of Microeconomics belongs to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at analyzing the microeconomic approaches of the consumer's theory and business, showing compromise for the country's economic development.

It comprises the following contents: Economy foundations; Supply and demand; Theory of elasticity; Costs and production; Market structure and allocation of resources.

COURSE TITLE: SOCIOLOGY OF BUSINESS**CODE: AEBF202**

The curricular experience of Sociology of Business pertains to the area of Management; its nature is theoretical and practical and it is a mandatory course. It aims at analyzing the main factors in social processes of change and transformation of human development. Likewise, it aims at to critically valuing the challenges of development policies and state management in a worldwide context.

This curricular experience comprises the following contents: nature and culture, individual and society, the family, social strata, cultural diversity, globalization, means of mass communication, immigration, human development, postmodernity, and sociology of organization.

COURSE TITLE: COSTS ADMINISTRATION**CODE: AEBF203**

The curricular experience of Costs Administration pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at analyzing and evaluating the models of strategic management for an appropriate decision making at management level. It is comprised of the following content: approaches and models of strategic management of costs, cost systems and model of costing based on activities.

COURSE TITLE: ORGANIZATIONAL DESIGN**CODE: AEBF202**

The curricular experience of Organizational Design pertains to the area of Management; its nature is theoretical and practical and it is mandatory. The goal is for the students to design and redesign the instruments of organization suitable for the accomplishment of objectives and goals. The course is comprised of the following: theory of organizational design, culture deconcentration and decentralization, power and authority; analysis of functions, assignment of activities and design of jobs, departmentalization, elaboration of manuals or organization and processes, design of organizational charts and flow charts, rationalization, re-engineering process and organizational change.

COURSE TITLE: BUDGETARY ADMINISTRATION

CODE: AEBF304

The curricular experience of Budgetary Administration pertains to the area of Management; its nature is theoretical and practical and it is mandatory. One of its objectives is for students to analyze and evaluate the various types of budgets for appropriate decision making within an organization.

It is comprised of the following content: approaches and management models; types of budgets, management based on activities, balanced scorecard, budget of capital, and management models of evaluation of performance.

COURSE TITLE: ORGANIZATIONAL BEHAVIOR

CODE: AEBF305

The curricular experience of Organizational Behavior pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at analyzing the factors of organizational behavior in three dimensions: individual, group and structure of organizational behavior. It is comprised of the following content: individual, group, and organization, and culture and coaching.

COURSE TITLE: FINANCIAL ADMINISTRATION

CODE: AEBE404

The curricular experience of Financial Administration pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at developing understanding, tools, techniques and methods for financial assessment in the organizations to maximize the value of the capital of shareholders or partners. It is comprised of the following content: financial administration: tools, techniques and methods for the financial analysis and planning, valuation, investment in capital assets, cost of capital, and long-term financing.

COURSE TITLE: ADMINISTRATION OF HUMAN TALENT

CODE: AEBE506

The curricular experience of Administration of Human Talent pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims

at developing an understanding of the knowledge and procedures of administration of the human capital of the organization. It is comprised of the following content: administration of human capital, training, and development.

COURSE TITLE: STATISTICS APPLIED TO BUSINESS

CODE: AEBS506

The curricular experience of Statistics Applied to Business pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing an understanding of the methods, tools and statistical procedures per the type of investigation to be fulfilled, proposing innovative solutions for decision making. It is comprised of the following content: introduction to inferential statistics, sampling and tests of parametric hypothesis, and non-parametric analysis.

COURSE TITLE: LOGISTIC ADMINISTRATION

CODE: AEBF507

The curricular experience of Logistic Administration pertains to the area of Management; its nature is theoretical and practical and it is mandatory. Its goal is to develop an understanding of the tools and skills to administer the flow of goods (materials and equipment), services and information of all the supply chain of an organization to satisfy the internal needs and those of the end consumer. It is comprised of the following content: fundamentals of the administration of logistics, inventory management and process of requirements, supply management, warehouse administration and distribution, integrated logistic system and logistics of the public sector.

COURSE TITLE: MARKET INTELLIGENCE

CODE: AEBF608

The curricular experience of Market Intelligence pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at developing knowledge and procedures of market investigation as an important discipline for business management that enables to connect with the market and

satisfy the necessities of individuals and organizations. It is comprised of the following content: marketing information systems, investigation plans, sources of investigation, sampling, analysis and provision of data, applications, and new products.

COURSE TITLE: INTERNATIONAL FINANCE

CODE: AEBF609

The curricular experience of International Finance pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at exploring the international markets in the context of globalization, including the processes of determination of prices, adjustments, and balances; likewise, the student will relate and acquire the fundamentals of international economy that will enable them to know, analyze, and interpret the international finances and their relationship with the behavior of the world economy. It is comprised of the following content: international financial system, foreign exchange markets, international credit, bond and equity market, product finance markets, operations and international financing, and capital markets.

COURSE TITLE: DECISION MAKING

CODE: AEBF610

The curricular experience of Decision Making pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at developing knowledge, techniques, and procedures of quantitative analysis for business decisions. It is comprised of the following: probability and decision making, linear programming, and project programming.

COURSE TITLE: ADMINISTRATION OF OPERATIONS

CODE: AEBF711

The curricular experience of Administration of Operations pertains to the area of Management; its nature is theoretical and practical and it is mandatory. The student will acquire necessary knowledge and abilities for the domain of the strategies of administration of the processes of transformation of good and

services, the management of a chain of supplies and the planning and control of it, as well as to lead competitive quality business in a local, domestic, and world context. It is comprised of the following content: production systems, localization and plant distribution, production planning, quality management, management of supply chains, and activity of projection to the community.

COURSE TITLE: MANAGEMENT AND STRATEGIC PLANNING

CODE: AEBE707

The curricular experience of Management and Strategic Planning pertains to the area of Management; its nature is theoretical and practical and it is mandatory. It aims at managing the strategic tools and plans to make decisions in the competitive development of an organization. It is comprised of the following content: strategic direction, strategic planning and analysis, action strategies, selection of Strategies, implementation, evaluation and strategic control.

COURSE TITLE: STRATEGIC MARKETING

CODE: AEBE708

The curricular experience of Management and Strategic Marketing pertains to the area of Management; its nature is theoretical and practical and it is mandatory. Its goal is to design marketing strategies of the organization that enable to connect with the market and satisfy the necessities of individuals and organizations. It is comprised of the following content: product management, price decisions, distribution channels, retail, integrated communications, sale promotions, public relations and direct marketing, sales management, and marketing plan.

COURSE TITLE: MANAGEMENT OF INVESTMENT PROJECTS

CODE: AEBE809

The curricular experience of Management of Investment Projects pertains to the area of Management. Its nature is theoretical and practical and it is mandatory. The student will develop a level of entrepreneurship and competitiveness through the design, preparation and evaluation of a business plan and projects of investment,

from the identification of an initiative of investment up to the adoption of a decision for its execution. It is comprised of the following content: entrepreneurship, business plans, investment projects both in public and private sectors, economic growth and development, money and time value, project design, and project evaluation.

COURSE TITLE: MANAGEMENT BY RESULTS

CODE: AEBE810

The curricular experience of Management by Results pertains to the area of Management. It is theoretical and practical in nature and it is mandatory. This subject aims at applying knowledge procedures and tools of Management by Results. It covers various aspects such as: conceptual and methodological aspects of management by results, monitoring and assessment of management by results, identification and elaboration of performance indicators, and tools to generate evidence of effectiveness for decision making and policy formation.

COURSE TITLE: INTERNATIONAL COMMERCE

CODE: NEBF306

The curricular experience of International Commerce pertains to the area of Management. It is theoretical and practical in nature and it is mandatory. The course provides the learner with the tools, principles, and fundamentals of international commerce facilitated by the World Trade Organization through the techniques and procedures for customs and commercial operations. Likewise, the course aims at involving the student with the appropriate identification and application of Incoterms.

COURSE TITLE: CUSTOMS ADMINISTRATION

CODE: NEBE401

The curricular experience of Customs Administration pertains to the area of Management; its nature is theoretical and practical and it is mandatory. The course provides the student with the technical tools of operability, costs, and taxes within the customs context as factors that contribute to the external commercial relations

through the implementation of procedures, tariff classification, and customs regimes regulated by the General Customs Act and their general regulation on the business activity.

COURSE TITLE: STRATEGIC INTERNATIONAL MANAGEMENT

CODE: NEBE705

The curricular experience of Strategic International Management pertains to the area of Management. It is theoretical and practical in nature and it is mandatory.

The course aims at providing an understanding on the business goals, international environment and internal analysis, competitive advantage, structure according to strategy and executive management and strategic decisions.

International Business (Bachelor in Science)

PROGRAM OBJECTIVE:

To train professionals capable of managing the exchange of services, and capital investment through international transactions within a context of global competence, training international entrepreneurs compromised with the socio-economic development of the country.

PROGRAM DESCRIPTION:

The program has been structured including the following components: (i) General Education (36 credit hours); (ii) business core (24 credit hours); major courses (60 credit hours). It aims at achieving an exit profile with general and specific competencies so that students become competent professionals to perform accordingly in a professional world and apply, produce, and develop scientific and technological knowledge contributing to the development from a global perspective. Likewise, it seeks to train professionals with entrepreneurial attitude, involved in a society through the rendering of services and the development of activities of service to the communities. The program is comprised of 40 courses and a total of 120 credits.

Course Number	Course Title	Credit Hours	Pre-Requisites
	GENERAL EDUCATION		
GPBB101	FOUNDATION QUANTITATIVE REASONING	3	
GPBB102	ENGLISH COMPOSITION I	3	
NEBB101	CRITICAL THINKING	3	
GPBB203	ENGLISH COMPOSITION II	3	GPBB102
GPBB304	PERSONAL DEVELOPMENT	3	GPBB203
IPBB401	STATISTICS	3	GPBB304
NEBB406	PRINCIPLES OF MACROECONOMICS	3	NEBB305
GPBB505	PHILOSOPHY	3	IPBB401
GPBB606	HUMAN RIGHTS	3	GPBB505
GPBB707	INTRODUCTION TO ENVIRONMENTAL SCIENCE	3	GPBB606
IPBB802	TECHNOLOGY HUMANS AND SOCIETY	3	IPBB401 - GPBB707
NEBB203	COLLEGE ALGEBRA	3	GPBB101
	BUSINESS CORE		
NEBF304	FINANCIAL ACCOUNTING	3	NEBB202
NEBF101	FOUNDATIONS OF ADMINISTRATION	3	
NEBF407	FINANCIAL MATH	3	NEBF304
NEBF309	MARKETING	3	NEBB202
NEBF203	BUSINESS LAW	3	NEBB101
NEBF509	CORPORATE FINANCE	3	NEBF407 - NEBF408
NEBE810	BUSINESS LAB	3	NEBE705 - NEBE707

NEBB305	MICROECONOMICS	3	NEBB203
	MAJOR COURSES		
NEFF102	INTRODUCTION TO INTERNATIONAL BUSINESS	3	
NEBB202	ENTREPRENEURSHIP	3	NEBF101
NEBB204	GLOBAL BUSINESS CULTURES	3	NEFF102
NEBF306	INTRODUCTION TO INTERNATIONAL TRADE	3	NEBB204
NEBF408	COSTS AND BUDGET	3	NEBF304
NEBE401	CUSTOMS ADMINISTRATION	3	NEBF306
NEBE502	ECONOMIC INTEGRATION AND COOPERATION AGREEMENTS	3	NEBB406 - NEBE401
NEBF510	INTERNATIONAL TRADE LAW	3	NEBE401
NEBE503	INTERNATIONAL TRADE PROCEDURES	3	NEBE401
NEBF611	INTERNATIONAL FINANCE	3	NEBF509
NEBF612	LOGISTIC	3	NEBE503
NEBF604	INTERNATIONAL BUSINESS INTELLIGENCE	3	NEBE502 - NEBE503
NEBE705	INTERNATIONAL STRATEGIC MANAGEMENT	3	NEBF611
NEBF706	INTERNATIONAL NEGOTIATIONS	3	NEBF604
NEBE707	INTERNATIONAL COMPETITIVE STRATEGIES	3	NEBF611 - NEBF612
NEBE808	INTERNATIONAL MARKETING	3	NEBE707
NEBE809	INVESTMENT PROJECTS	3	NEBF706
NEBEX11	INTERNATIONAL TRADE OPERATIONS	3	
NEBEX12	EXPORT AND IMPORT REGULATION	3	
NEBEX13	INTERNATIONAL LOGISTICAL MANAGEMENT	3	
TOTAL:		120	

COURSE DESCRIPTION

COURSE TITLE: FOUNDATION QUANTITATIVE REASONING

CODE: GPBB101

The curricular experience of Foundation Quantitative Reasoning pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. It aims at organizing and developing the logical thought using strategies to apply principles, rules, and procedures from deductive-hypothetical thought, identifying, discriminating, systematizing, modeling, abstracting, and presenting information of the surrounding environment with initiative, criticism, and responsibility. It develops aspects related to inductive and deductive logic, proportionality, and actual functions.

COURSE TITLE: ENGLISH COMPOSITION I

CODE: GPBB102

The curricular experience of English Composition I pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. It is designed to develop skills and competence in writing prose compositions, reading, and listening. The student will learn to compose essays and other works using various methods of development.

COURSE TITLE: CRITICAL THINKING

CODE: NEBB101

The curricular experience of Critical Thinking pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. Its goal is that students make valued and critical judgments on the process of development of society, and its diverse aspects: geographic, social, economic, and political. It comprises the following aspects: process of society, morphology of society; population, economic sectors, production, health, education, housing and poverty, the main social, economic, and political issues, Issues of debate in the 21st century.

COURSE TITLE: ENGLISH COMPOSITION II

CODE: GPBB203

The curricular experience of English Composition II pertains to the area of General Education; its nature is theoretical and practical and it is a mandatory course. Students will learn the conventions of standard edited American English. Students will compose informative and persuasive essays, write responses to a variety of literary genres, and/ or non-fiction, and produce a documented paper based on research.

COURSE TITLE: PERSONAL DEVELOPMENT

CODE: GPBB304

The curricular experience of Personal Development pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at developing, among students, intrapersonal, interpersonal, and attitudes and skills linked to self-esteem, leadership, emotional management, social responsibility, innovation, creativity, investigation and entrepreneurship so that they coexist better in a diverse world. It comprises aspects related to values, self-esteem, leadership, and entrepreneurship.

COURSE TITLE: STATISTICS

CODE: IPBB401

The curricular experience of Statistics pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at training students in the capacity of approaching and solving problems of investigations, and making decisions that contribute to the comprehensive development of the individual and the community using statistical techniques and tools to collect, process, and analyze data. The course is comprised of the following content: investigation foundations and descriptive statistics; techniques applied to scientific investigation and the testing of hypothesis and investigation report.

COURSE TITLE: PRINCIPLES OF MACROECONOMICS**CODE: NEBB406**

The curricular experience of Principles of Macroeconomics belongs to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It comprises the following contents: Added supply and demand; Monetary market; Exchange market; Economic policy; Global economy.

COURSE TITLE: PHILOSOPHY**CODE: GPBB505**

The curricular experience of Philosophy pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at developing reflective, argumentative, and critical skills towards investigation. It comprises contents related to ontology, gnosiology, philosophical anthropology, axiology, and ethics.

COURSE TITLE: HUMAN RIGHTS**CODE: GPBB606**

The curricular experience of Human Rights pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at raising awareness and exercising of the human rights, strengthening human dignity, social responsibility, democratic, and investigate attitude: Individual and human rights, evolution of human rights, rule of law, rights of the first, second, and third generation.

COURSE TITLE: INTRODUCTION TO ENVIRONMENTAL SCIENCE**CODE: GPBB707**

The curricular experience of Introduction to Environmental Science pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It aims at developing cognitive skills, attitudes and environmental awareness that enable the students to have an active role as responsible citizens, undertaking actions using environmental management tools. It comprises aspects

related to environmental impact of human activities, and education for sustainability.

COURSE TITLE: TECHNOLOGY, HUMANS AND SOCIETY

CODE: IPBB802

The curricular experience of Technology, Humans and Society pertains to the area of General Education; its nature is theoretical and practical and it is mandatory. It explores the interaction between technology, culture and quality of human life. Emphasis will be placed on the impact of technologies to society and the challenges and opportunities offered.

COURSE TITLE: COLLEGE ALGEBRA

CODE: NEBB203

The curricular experience of College Algebra belongs to the area of General Education; its nature is theoretical and practical and it is a mandatory course. It comprises the following contents with applications in the business world: functions, graphs, limits, exponential and logarithmic functions, differentiation, integration, inequalities and linear programming.

COURSE TITLE: FINANCIAL ACCOUNTING

CODE: NEBF304

The curricular experience of Financial Accounting pertains to the area of Business Core; its nature is theoretical and practical and it is a mandatory course. It aims at identifying, interpreting, and valuing accounting and financial information to make decisions at a managerial level. It is comprised of the following content: accounting concepts and principles; accounting for business operations, financial statements and its relations, records of business operations, the accounting cycle, accounting information systems, and accounting of assets and liabilities.

COURSE TITLE: FOUNDATIONS OF ADMINISTRATION

CODE: NEBF101

The curricular experience of Foundations of Administration pertains to the area of Business Core; its nature is theoretical and practical and it is a mandatory course. It aims at delving into diverse schools of administrative thought, the

epistemological foundations of administration and the evolution of the General Theory of Administration.

COURSE TITLE: FINANCIAL MATH

CODE: NEBF407

The curricular experience of Financial Math pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing concepts, formulas, proceedings, tools and fundamental methods of financial math in business, optimizing the financial management of business resources over the time. It is comprised of the following content: simple and compound interest, discount, annuities and amortizations, and gradients and depreciations.

COURSE TITLE: MARKETING

CODE: NEBF309

The curricular experience of Marketing pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing the fundamentals and tools of modern Marketing to maximize the economic benefits of the organization in the global and competitive market. It is comprised of the following content: the market, positioning, marketing mix: product, price, distribution, promotion, publicity, staff, process, and perception.

COURSE TITLE: BUSINESS LAW

CODE: NEBF203

The curricular experience of Business Law pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at directing the knowledge and own procedures of business law in the organizational development. It is comprised of the following content: trading companies, securities, asset crisis, labor legislation of the private sector, and tax administration systems.

COURSE TITLE: CORPORATE FINANCE

CODE: NEBF509

The curricular experience of Corporate Finance pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at developing an understanding and tools for the financial analysis and the making of

decisions of investment and financing. It is comprised of the following content: short and long-term planning and financial administration, administration of credits and inventories, company evaluation, internal and external sources of financing, indebtedness policy, and dividends policy.

COURSE TITLE: BUSINESS LAB

CODE: NEBE810

The curricular experience of Business Lab pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. This course explores the use of simulators as a support tool in the learning process, as they offer a virtual business environment for students to participate, through a set of decisions, in the process of management of a company or a specific area of it.

COURSE TITLE: MICROECONOMICS

CODE: NEBB305

The curricular experience of Microeconomics pertains to the area of Business Core; its nature is theoretical and practical and it is mandatory. It aims at the use of the fundamentals the macroeconomic theory in the understanding of the main economic problems that affect organizations. It is comprised of the following content: added supply and demand, monetary market, exchange market, economic policy, and global economy.

COURSE TITLE: INTRODUCTION TO INTERNATIONAL BUSINESS

CODE: NEFF102

The curricular experience of Introduction to International Business pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. Its goal is for students to understand the main theories of international commerce and get involved in a commercial and economics setting; thus, enabling them to identify the appropriate tools for the preliminary detection of international business opportunities among businesses. This will enable them to appropriately develop commercial plans and projects based on economic and financial indicators, using regional and sectorial structures in diverse countries.

COURSE TITLE: ENTREPRENEURSHIP**CODE: NEBB202**

The curricular experience of Entrepreneurship pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. Its goal is to promote students to identify and develop the entrepreneurship potential through planning, organization, and implementation of innovative and creative activities; all of them encouraging them to adopt an entrepreneurial attitude of life. The course envisions the entrepreneurial development as a social and economic phenomenon, whose major impact is to transform knowledge in economic growth, being this entrepreneurial spirit, the main vehicle for innovation within a context of technological changes.

COURSE TITLE: GLOBAL BUSINESS CULTURES**CODE: NEBB204**

The curricular experience of Global Business Cultures pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. It aims at valuing aspects such as cultural awareness, identification and dynamics of the cultures at international level, cultural behaviors that affect global business, strategies to handle cultural differences in the context of globalization, clusters of regional integration, and the trends of countries in international commerce.

COURSE TITLE: INTRODUCTION TO INTERNATIONAL TRADE**CODE: NEBF306**

The curricular experience of International Trade pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course provides the student with the tools, principles and fundamentals of international trade given by the World Trade Organization through the implementation of techniques and procedures of the customs and commercial operations. Likewise, the course goal is that the student gets involved in the appropriate identification and implementation of Incoterms.

COURSE TITLE: COSTS AND BUDGET**CODE: NEBF408**

The curricular experience of Costs and Budget pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. Its goal is that

the student continues to develop abilities on the administrative management of businesses. Business management requires assessment of the quality of approach and administration of financial resources; therefore, it demands abilities to elaborate budgets and determine the costs of approach, contrasting the investment made with the production obtained.

COURSE TITLE: CUSTOMS ADMINISTRATION

CODE: NEBE401

The curricular experience of Customs Administration pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course provides the student with the technical tools of operability, costs, and taxes within the customs context as factors that contribute to the external commercial relations through the implementation of procedures, tariff classification, and customs regimes regulated by the General Customs Act and their general regulation on the business activity.

COURSE TITLE: ECONOMIC INTEGRATION AND COOPERATION AGREEMENTS

CODE: NEBE502

The curricular experience of Economic Integration and Cooperation Agreements pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course covers fundamental issues of analysis that enable the student to understand the economic integration as a process of union of markets. Their objective is to create more competitive and efficient supranational integrated economic areas than the ones from origin. This way, students know the experiences of regional and sub-regional integration as to the European Union, Andean Community, MERCOSUR and Free Trade Agreements (FTA) as legal instruments of international business negotiations.

COURSE TITLE: INTERNATIONAL TRADE LAW

CODE: NEBF510

The curricular experience of International Trade Law pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. Its goal is that students have a specialized understanding to interpret and apply the legal framework that regulates international business. The student will identify contractual arrangements that are required in the relations of labor

intermediation, identifying the legal aspects of brokerage contracts, agency, and international distribution. Finally, students will both have an understanding and they will apply the regulations related to the international sale and purchase of goods, contract of international transportation of goods and simplification and harmonization of the customs procedures through the study of agreements in the Vienna and Kyoto Conventions.

COURSE TITLE: INTERNATIONAL TRADE PROCEDURES

CODE: NEBE503

The curricular experience of International Trade Procedures belongs to the area of International Business; its nature is theoretical and practical and it is mandatory. The course will enable students to understand conventions of harmonized systems, tariff nomenclature of the national tariff; auxiliary instruments, and support tools for classification; interpretative general regulations; and the study of marketing subjects.

COURSE TITLE: INTERNATIONAL FINANCE

CODE: NEBF611

The curricular experience of International Finance pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course will enable students to understand concepts and tools of international finance, their current importance, and future perspectives. It comprises contents related to the international monetary system, the origin of the current financial system, its evolution until the unification of the European Monetary Union, and its current situation. Likewise, it includes the financial instruments of currency risk hedging.

COURSE TITLE: LOGISTICS

CODE: NEBF612

The curricular experience of Logistics pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course aims to provide students with the conceptual framework to organize the logistics system, properly manage the suppliers, control inventory, handle storage and transportation of a company in the current context of globalization and competitive

markets; valuing the importance of ensuring the sound management of materials and an adequate level of service that contributes to the success of business goals.

COURSE TITLE: INTERNATIONAL BUSINESS INTELLIGENCE

CODE: NEBF604

The curricular experience of International Business Intelligence pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. It provides the students with the mechanisms to understand a globalized and highly competitive world in the XXI century. It aims at an adequate identification of commercial opportunities and the evaluation of international competitiveness of domestic products through the application of technological tools in the management of processes of foreign trade within the context of international business.

COURSE TITLE: STRATEGIC INTERNATIONAL MANAGEMENT

CODE: NEBE705

The curricular experience of Strategic International Management pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course aims at understanding business objectives, international market and internal analysis, competitive advantage, competitive strategies, structure according to strategy, executive management, and strategic decisions.

COURSE TITLE: INTERNATIONAL NEGOTIATIONS

CODE: NEBF706

The curricular experience of International Negotiations pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. It provides the student with the conceptual framework and the methodological tools to face planning, development, and execution of international negotiations to do business and commercial operations in the framework of pre-established objectives within the situational context, and focused on viable agreements.

COURSE TITLE: INTERNATIONAL COMPETITIVE STRATEGIES**CODE: NEBE707**

The curricular experience of International Competitive Strategies pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. It aims at guiding, generating a conceptual and practical grounding and teaching the future professional to discern competitive strategies in international business, through planning, direction and control of strategies in an international context.

COURSE TITLE: INTERNATIONAL MARKETING**CODE: NEBE808**

The curricular experience of International Marketing pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. Its goal is to understand the fundamentals of the political, economic, legal, cultural, and social development of international markets so that students can design the appropriate strategies with the selected methodologies, using international marketing tools. Taking into consideration that there are different cultures in the economic blocs that operate in the global economy and emerging markets of BRIC (Brazil, Russia, India, and China), strategies should incorporate responsibility, respect, and honesty. The course provides an understanding of the core issues related to international marketing. Since international markets use predominantly the English language, the course is offered entirely in English.

COURSE TITLE: INVESTMENT PROJECTS**CODE: NEBE809**

The curricular experience of Investment Projects pertains to the area of International Business; its nature is theoretical and practical and it is mandatory. The course aims at providing the students the competences in the design and evaluation of investment projects within the sphere of private and social activity to optimize the use of resources, reduce the uncertainty linked to the investment of scarce resources, and increase the possibilities of success in business entrepreneurship.

COURSE TITLE: INTERNATIONAL TRADE OPERATIONS**CODE: NEBEX11**

This curricular experience for International Trade pertains to the area of International Business; its nature is theoretical and practical and it is elective. It comprises the study of the main functions of containers and packaging and their importance in the agricultural industry, materials, machinery, and equipment use for wrapping and packaging, trends in the world scope, quality standards, cost systems, operations, transport, international regulations on transport, techniques of stowing, and importance of containers and packaging in business management.

COURSE TITLE: EXPORT AND IMPORT REGULATION**CODE: NEBEX12**

This curricular experience of Export and Import Regulation pertains to the area of International Business; its nature is theoretical and practical and it is elective. The course will enable the students to have an understanding and apply the regulations of entry and issue of goods, tariff treatment of goods, as well as audit of the claim process and customs offences, applications on customs valuation, process of export and import, analysis of tariff regulations of promotion to export, and analysis of court cases on tax and on tariff claims.

COURSE TITLE: INTERNATIONAL LOGISTICAL MANAGEMENT**CODE: NEBEX13**

The curricular experience of International Logistical Management pertains to the area of International Business; its nature is theoretical and practical and it is elective. It is comprised of the following content that focus on the international logistical management; functions of international logistic operations, management of International Physical Distribution (IPD), analysis of the components, analysis of costing parameters, times, and costs of linguistic services, and a logistic plan for international commercialization of a product.

Alpha Code Program or Department

The first three letters indicate the name of the program or department to which the course belongs. The fourth letter indicate the denomination of the program outline.

Number Code: Course

The first of the three-digit number assigned to each course indicate the semester in which the course is taken. The last two digits indicate the correlative number of the course in the semester.

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