Main Office:
2500 NW 107th Ave. Suite 400. Doral, Fl 33172
Web Site: https://www.mbtu.us/

Phone Number: 786-628-4500

2026-2027

Catalog Effective Date: 3/4/2026
This Catalog supersedes all previous editions.

Contents

General Information

Authorization/Licensing

License: Miami Business Technological University (MBTU) is licensed by the Commission for Independent Education, Florida Department of Education, under license number 7581. Additional information regarding this institution may be obtained by contacting the Commission at:
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Tel: (888)224-6684.

Accreditation: MBTU is accredited by the Distance Education Accrediting Commission (DEAC) to award associate degrees, bachelor's degrees, and master's degrees. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA). More information regarding this institution may be obtained by contacting the Commission at:
Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808, Washington, DC 20036
Tel: 202-234-5100
Fax: 202-332-1386
Email: info@deac.org
Website: www.deac.org

Hours of Operation

The location is open Monday through Friday from 9 am to 5 pm. Administrative staff are typically available during those times. Faculty hours are posted in the individual course syllabus.

Introduction

Since its intervention in the educational and training world, the e-learning methodology has generated important expectations not only of a pedagogical nature, but also of a social and economic nature, together with the growing interest in educational quality, which implies for the institutions of higher education a significant and continuous research work for the identification, development, and application of teaching - learning models that favor online education processes.

MBTU is a corporation organized under the laws of the State of Florida, filed on September 18, 2017. The registration number of this corporation is P17000075473, whose physical headquarters will be the city of Doral, Miami Dade County. Since this university will offer online programs, our largest investment is in technology. However, the university does have physical facilities available.

Since the beginning, MBTU has sought to create a vibrant learning environment, focused on the needs of its students. The convenient location in Doral Township was chosen to further the goal of MBTU becoming a vital contributor to a growing community. After the University was authorized to offer educational training programs at associate, bachelor, and master levels; it was necessary to move to a much larger facility. Our office will be used only for administrative support for the daily activities of the university as an online school. Its 4224 square feet will house: a 130 square feet room for staff room; a 150 square feet area for teacher work space; an 238 square feet office for the President; a 308 square feet office for the Provost; a 130 square feet for the Academic Director's office; a 210-square-foot recording studio; a 130

square feet office for the Academic Coordinator Officer; a 120 square feet for waiting room with capacity for 3 people; a 140 square feet area for the admissions department; a 144 square feet for video studio; a 120-square-feet coffee area and a 126 square feet Executive Director office; computer terminals available for the use of teachers and Wi-Fi throughout the area for everyone. MBTU understands the importance of providing the best infrastructure to accommodate our staff and collaborators. It will be invested to ensure that we keep our facilities in top condition.

The purpose of this catalog is to provide current and future students with complete orientation on the University, the Faculty, the different departments, the areas of interest of the student and the teaching methodology, as well as the corresponding information for the correct academic performance and trajectory of the student, to contribute to the integral formation of the professional future.

Among the topics that you will find in this guide are creation, structure, and philosophy of the university, administrative - academic functioning model, regulations of the Faculty of Online Studies, specificities on virtual education, information of interest to the student on the academic aspects, trajectory (income, studies, degree), among others.

Welcome to MBTU! Welcome to an online experience!

Mission

MBTU develops ethical and committed leaders by providing a quality online education for the vast communities in Florida and Latin America. By providing access to a quality higher education, technological innovation and research, we strive to transcend borders and be agents of change for a better tomorrow.

Vision

MBTU will be the impulse for creating an innovative education system which provides accessible educational pathways that prepare students to be productive citizens with a global curriculum.

Values

- Opportunity: Meeting each student's educational need at his or her level of ability
- Excellence: Achieving the highest standards
- Learning: Acquiring new skills, insights, and ideas
- Success: Preparing students for the future
- Creativity: Finding innovative ways to accomplish our objectives
- Community: Listening and responding to community needs
- Teamwork: Supporting and respecting each other and those we serve

Organizational Chart
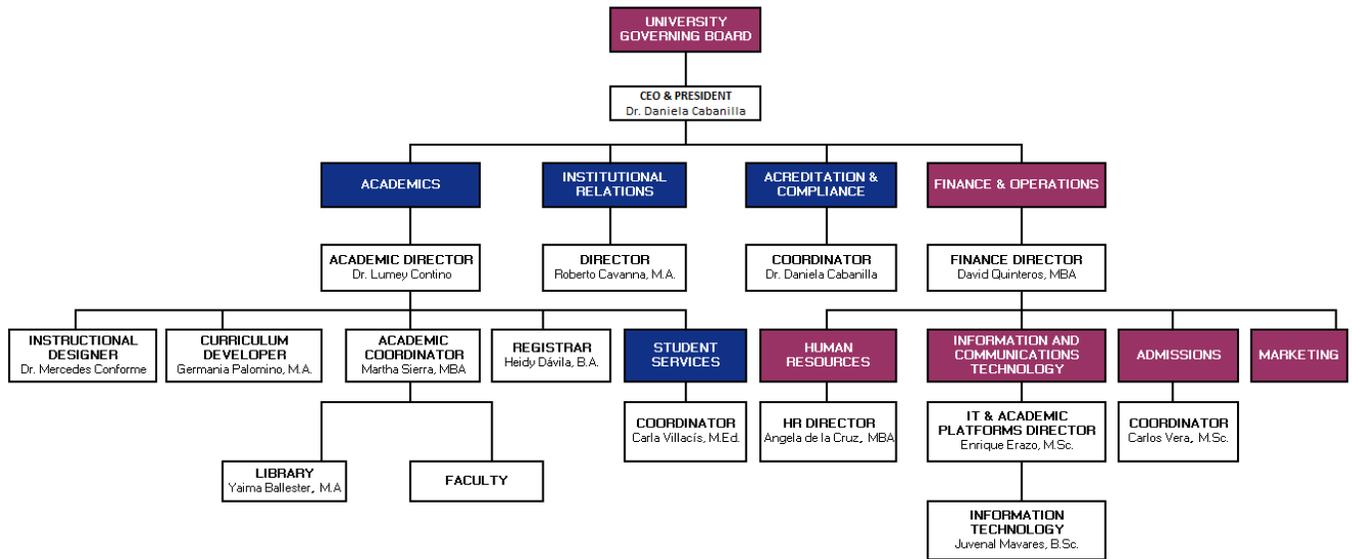
Legal Control

Miami Business Technological University, Inc. is registered with the Florida Department of Corporations as a for-Profit company. The shareholders of the corporation are Galo E. Cabanilla Guerra and Mara K. Cabanilla Guerra.

Governing Board Directors
Galo Cabanilla
Mara Cabanilla

Advisory Board Members
Daniela Cabanilla
Lumey Contino
Martha Sierra
Heidy Davila
David Quinteros
Carla Villacis
Faculty members
Other external members

Code of Conduct

With the aim of promoting ethics within and outside of MBTU, the university undertook in a participatory manner with all its agencies and departments the elaboration of the Code of Ethics. This document contains the principles, responsibilities, and values of the behaviors, attitudes, and practices of the university community: authorities, teachers, students, employees, and workers.

Determine and promote principles, values, responsibilities, and ethical commitments in relation to behaviors and practices of the authorities, teachers, students, and collaborators of MBTU, with the conviction that they collaborate, acquire, and maintain exemplary ethical conduct.

The application scope of this Code of Ethics is mandatory for authorities, Teachers, Students, and collaborators.

All members of MBTU university community must comply with and enforce the Code of Ethics.

The members of the University community will carry out their duties, adhering to the principles and values of the institution:

Loyalty

Loyalty is the value within us that allows us to be nice to someone, to be faithful to what they bring to our lives. We are loyal to those people who in some ways are important to us, have added positive value to our days and we have a feeling of love for them.

Commitment

The value of commitment takes the human being beyond complying with an obligation, as it tests their capabilities to carry out everything that has been entrusted to.

Discipline

It is the Code of Conduct that university community members must observe and comply with.

Solidarity

Act of caring for and responding to the needs of others.

Integrity

Proceed and act consistently between what is thought, felt, said, and done, cultivating honesty and respect for the truth.

Social Responsibility

It is the obligation that the members of the community, society, institution, or company will have among themselves, as well as towards society or community.

Respect for the Environment

Members of the university community should understand the process of teaching values to raise awareness of environmental protection, from a perspective of generating commitment to future generations.

All members of the University community will apply the following responsibilities and commitments of this MBTU Code of Ethics:

•   Know, respect, and apply the laws and regulations, codes, organic statutes, internal regulations, mission, vision, goals, institutional objectives and mechanisms of transparency and fight against corruption, seeking the collective good and applicable to the educational management of MBTU.

•   Maintain a respectful, honest, warm, and open behavior to dialogue with members of the university community, which strengthens the commitment, the sense of belonging and the solid image of MBTU.

•   Refrain from using his position, authority, or influence to obtain or seek undue benefits or advantages for himself or for third parties or to harm any other individual.

•   Provide fast service according to the principles of effectiveness and warmth.

•   Manage the information to which you have access in a responsible and honest way.

•   Comply with the faithful compliance of the institutional information security policies, whether physical or digital, passwords and access management, and other issues related to information technology.

• Use the institution's resources and assets responsibly, appropriately, and optimally, exclusively for the purposes for which they have been allocated.

General Responsibilities for all members
• Implement and disseminate this Code of Ethics.
• Motivate and recognize positive ethical behaviors.
• Ensure that research projects follow the ethical guidelines of MBTU.
• In the event of acts that deserve civil or criminal sanctions, accept, and learn of the breach of the Code of Ethics and refer to the competent body.
• Suggest solutions to the competent internal instance of cases that come to your knowledge and ensure the confidentiality of cases.
• Permanently plan the update and improvement of the Code of Ethics.
• Improve the internal procedures of the Ethics Committee.

Prohibitions
MBTU prohibits the following actions, which are subject to the application of sanctions:
1. Execute all kinds of academic fraud. Plagiarism in all its manifestations and in all areas of MBTU.
2. The influence peddling in all kinds of administrative and academic procedures that take place in the daily activities of MBTU.
3. Purposefully provide distorted information and cease to collect the prescribed information as part of the obligations. Also altering and creating data that does not correspond to reality; also adulterating or manipulating the security mechanisms of the databases.
4. Abuse of their authority and fail to meet the deadlines and forms of delivery of the position, indicated in the regulations and rules.
5. Sexual and/or labor harassment, soliciting another class of inadequate offers to obtain advantages.
6. Performing dishonest, indecorous, and immoral acts that disrespect or damage the good name of the institution or its members; as well as acts that violate modesty and/or cause public scandal.
7. Possess, store, transport, distribute, sell, and consume psychotropic narcotic drugs and other controlled substances on the premises.
8. Express insults and/or slander against any member of the community and/or its collegiate bodies, which may affect the dignity, honor and reputation of the people or the image of the institution.
9. Prepare, induce, allow, or distribute the publication of anonymous letters, pamphlets or flyers that harm the dignity of any member of the university community.
10. Committing acts of violence or speech against any authority, teacher, fellow student, university server or worker who is part of MBTU.
11. Misuse the institutional information contained in the academic and administrative systems of MBTU.

Student Responsibilities
A student who registers at MBTU is obligated to accept the rules and regulations of the University, which may be changed as circumstances make changes desirable or necessary. Although prior notice of changes will not be given on an individual basis, any such changes are subsequently published. Lack of knowledge concerning regulations is not an acceptable excuse for failure to comply with published rules and

regulations. MBTU does not condone student dishonesty, including academic dishonesty. If a student copies information without documentation, copies another student's work or allows their work to be used by other students, they should expect consequences consistent with the MBTU policy on academic dishonesty. In most cases, the lowest grade is assigned to any assignment or test involving documented academic dishonesty. Here are some personal responsibilities directed to the student:

• Be an active participant in your learning process.

• Acquire enough skills and knowledge in the management of communication technologies, pedagogies of the modality, and the educational model.

• Have a high discipline in the management and programming of their study time.

• Have a self-critical ability to perform self-assessments in a way that allows them to achieve the proposed learning outcomes.

• Studying an online career demands a lot of commitment and discipline from the student, so it is important that you learn to organize the time you will assign each week to your studying, establishing for instance a specific daily schedule that does not interfere with the other activities of your daily routine.

• It is also important that the chosen place for the study days (office, home, etc.) provides adequate space, with good lighting, excellent internet signal, noise-free environment, ergonomic and comfortable furniture.

• It is recommended that you develop your own academic calendar by placing the key dates of each learning path of the subjects you are studying and setting reminders (cell phone alarm, electronic calendar, etc.) for the days when you have academic chat or class in alive.

University Holidays

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Juneteenth National Independence Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day

Admissions Policy

MBTU's admission policy is the result of a carefully considered process that involves collaboration between all our departments, and institutional leadership. The criteria for admission are developed to align with the specific objectives of each program and course. To ensure that program and course objectives are clear, MBTU employs a rigorous curriculum development process. This process includes regular reviews to ensure that objectives are well-defined and aligned with industry standards and student outcomes. Faculty members play a critical role in defining and updating these objectives based on the latest academic and professional trends.

MBTU is committed to transparency and compliance with all regulatory requirements. We provide comprehensive information about program objectives, costs, faculty qualifications, and expected outcomes through multiple channels, including our website, catalog, and during the admissions process. Additionally, students receive detailed information during their admissions interview, ensuring they fully understand the program's expectations and how it aligns with their goals. This approach ensures that all students are well-informed and that the programs they choose are a good fit for their academic and professional aspirations.

Admissions Decisions

MBTU's admission process for both undergraduate and graduate programs is designed to ensure that students are well-suited for the programs they enroll in and are capable of completing them successfully. We do not require standardized tests such as the GRE or GMAT. Our admissions process involves a comprehensive interview with each prospective student, conducted by the Admissions Coordinator.

During this interview, the Coordinator carefully assesses whether the student's academic background, career goals, and program of interest align. For graduate programs, particular emphasis is placed on the student's employment history, especially if it is related to the area of study. This discussion provides valuable insights into the students' readiness for advanced study and their potential to benefit from the program.

This personalized approach allows us to admit students who are not only academically capable but also have a clear sense of how the program aligns with their professional aspirations. By focusing on the individual's unique qualifications and experiences, rather than solely on standardized test scores or GPA, we believe we can better identify students who will thrive in our programs.

Admissions Procedures

1. **Reception and Handling of Inquiries:** The Admissions Coordinator is responsible for receiving and handling all inquiries from prospective students through various established communication channels, such as email, phone, and online forms. This includes:

   Monitoring Channels: Overseeing and managing the established communication channels to ensure that all inquiries are received and answered in a timely manner.

   Responding to Inquiries: Providing clear and accurate answers to prospective students' questions, ensuring that all required information is provided efficiently.

2. **Provision of Information:** The Admissions Coordinator will provide prospective students with detailed information about various important aspects, including:

Program: Detailed description of the programs offered, including objectives and duration.

Costs: Information about tuition fees, additional costs, and financing or scholarship options.

Requirements: Admission requirements, including necessary documentation.

Schedule: Details about class schedules and academic calendar.

Others: Any other relevant information that may affect the prospective students' decision. The coordinator will follow the Admissions Policy to ensure that the information provided is consistent and accurate.

3. **Review of Documentation:** The Admissions Coordinator will review all documentation submitted by applicants to ensure it meets the detailed requirements outlined later, including:

   Document Verification: Ensuring that all required documents are complete and correct.

   Compliance Evaluation: Evaluating whether the documents meet MBTU's admission criteria.

   Age Verification: Confirm that the applicant is over 18 years old, ensuring that they are not of compulsory school age.

4. **Interview:** The coordinator will conduct a detailed interview with each prospective student, which will include:

   Academic Evaluation: Review of the student's academic background to ensure it aligns with the program's requirements.

   Professional Goals: Discussion of the student's professional goals and how they align with the offered program.

   Work Experience (for graduate programs): Analysis of the student's work experience, especially if related to the field of study, to assess their preparedness for advanced studies. This thorough evaluation provides a comprehensive view of the candidate's preparation and potential to benefit from the program.

5. **Internal Communication:** After the interview and document review, the Admissions Coordinator will internally inform the Registrar's Office about the admission decision regarding the applicant, sending the documentation presented by the applicant.

6. **Credential Review:** The Registrar's Office reviews transcripts and degrees.
   Domestic Applicants: Validates the authenticity of transcripts and degrees.

   International Applicants: Validates translations and equivalency of the degree obtained abroad according to the academic level required by the program.

7. **Notification to the Applicant:** Following the validation of transcripts and degrees, Student Services will send formal notifications to applicants regarding their admission status, whether acceptance or rejection. For accepted applicants, the communication will include the next steps to complete registration, along with relevant information about the University. For rejected applicants, detailed reasons for the rejection will be provided. The university offers up to three

additional opportunities for applicants to correct or complete the necessary documentation or, if preferred, to reapply in future admissions cycles.

8. **Preparation of the Enrollment Agreement:** Once the applicant has been accepted, the Admissions Coordinator will prepare the enrollment agreement. This document will be drafted in both English and Spanish, in compliance with the requirements established by CIE, and will be sent to the student via DocuSign.

> **Agreement Signature:** The student must carefully review the Enrollment Agreement, which provides a detailed description of the rights, responsibilities, and obligations of both the student and the institution. The agreement must be signed by the student in both languages within three days of receipt to formalize acceptance. Once signed, the agreement is automatically received by the university and filed by the Registrar's Office. Simultaneously, a copy of the signed agreement is sent to the student's email, ensuring that both parties have a formal record of the commitment.

Admission Requirements

Bachelor and Associate

• A completed signed and dated application form.

• Evidence of language proficiency (if the student's native language is different from the language of the program they are enrolling in).

• Government issued picture identification.

• High School diploma or GED and official High School transcripts. Failure to meet this requirement will result in a possible start for the following semester. Once the required documentation is produced, we process application and notify the student if admitted into the University. Failure to produce the documentation, students will not be allowed to register for the Semester.

• Foreign Transcripts and Diplomas must be evaluated and translated by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.

Master

• A completed signed and dated application form.

• Evidence of language proficiency (if the student's native language is different from the language of the program they are enrolling in).

• Government issued picture identification.

• College/ University Degree Copy.

• College/ University Official Transcripts.

• Foreign Transcripts and Diplomas must be evaluated and translated by a member of the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the credentials to credentials awarded by institutions in the United States.

Admissions Disclaimer

• Prospective undergraduate students must have obtained a high school diploma, GED, or provide proof of post-secondary education. All foreign transcripts must be translated into English and

submitted for Foreign Credential Evaluation (FCE). For graduate students, a bachelor's degree is required. Foreign transcripts must be translated into English and submitted for Foreign Credential Evaluation (FCE).

- After a student is admitted by the Admissions Coordinator, if the Registrar finds that any of the documents submitted by the student do not meet the required standards and the student is unable to address the issue, the Registrar reserves the right to deny admission to the program.

Language Disclaimer

- The university's website and advertising material will be available in Spanish and English for those who require it. Educational resources such as the virtual library will have content available in Spanish and English. Completing a course or program in a language other than English may reduce employability where English is required.
- For applicants whose first language is not Spanish, evidence of Spanish language proficiency must be provided. The university accepts official tests which conform to the Common European Framework of Reference for Languages (CEFR) such as the DELE or SIELE exams and certify a B2 proficiency level or higher. Proficiency exams which certify levels equivalent to a CEFR level of B2 may also be considered.

* MBTU does not enroll compulsory school-aged students (18 years or older only).

Application Fee

MBTU establishes a one-time nonrefundable application fee of $120 for all students who wish to register.

Application Fee	
Program	Cost
Associate	$ 120.00
Bachelor	$ 120.00
Master	$ 120.00

Scholarships

Miami Business Technological University (MBTU) offers a global scholarship program aimed to incentivize our students´ personal and professional growth. These subsidies apply to all our programs, both undergraduate and graduate, and are based on two criteria:
1. Merit based.
2. Economic need based.

MBTU Scholarships
(Applies to all Degree Seeking Programs):
- Continental Vision Scholarship (55%)
- International Scholarship (65%)
- Latin America Scholarships (68%)
- Florida Progress Scholarship (70%)

- Hispanic Future Scholarship (72%)
- Global Impulse Scholarship (73%)
- Student Commitment Scholarship (74.69%)
- Hispanic Pride Scholarship (75%)
- Educational Legacy Scholarship (76.50%)
- Entrepreneur Scholarship (79%)
- Mara Cabanilla Scholarship (80%)
- Path to Success Scholarship (81.67%)
- University Board Scholarship (83.33%)
- Academic Leadership Scholarship (83.80%)
- Academic Excellence Scholarship (84.95%)
- Comprehensive Excellence Scholarship (85%)
- Future Generation Scholarship (87.13%)
- Academic Horizon Scholarship (87.73%)
- Global Talent Scholarship (88%)
- American Dream Scholarship (89.00%)
- University Future Scholarship (89.33%)
- Cabanilla Foundation Scholarship (100%)

Who may apply for a scholarship?
All regular students may apply if they comply with the requirements established by our institution.

Requirements
- Submit an essay, indicating the need for the scholarship and the student´s educational and professional goals.
- Submit the documentation that supports the scholarship application, in accordance with the criteria established in the scholarship evaluation rubric.

Scholarships Rubrics

Merit Based Scholarship Rubric

REVIEW CRITERIA	SCORE DESCRIPTORS				POINTS AWARDED
	4	3	2	1	
Application is Complete	Application is complete, accurate, proofed, and clear.	Application is complete, accurate, and clear.	Application is complete.	Application is incomplete.	
Essay	The response is aligned to the focus and requirements of the scholarship, clearly stated, proofed, and well supported.	The response is aligned to the focus and requirements of the scholarship and clearly stated.	The response is somewhat aligned to the focus and requirements of the scholarship.	The response is not aligned to the focus and requirements of the scholarship.	
Merits Outside of the Classroom Environment	Applicant demonstrates a deep and sustained commitment to one or more activities outside of the classroom environment. Applicant has held a leadership position and/or has been the recipient of honors or awards.	Applicant demonstrates a deep and sustained commitment to one or more activities outside of the classroom environment.	Applicant participated in at least one activity outside of the classroom environment.	Applicant did not participate in at least one activity outside of the classroom environment.	

Academic Performance	3.8- 4.0 GPA	3.0 – 3.79 GPA	2.0 – 2.9 GPA	GPA less than 2.0	
BONUS POINT					
TOTAL POINTS					

*To be considered eligible for the awarding of a scholarship, applicants must obtain a minimum of 12 points out of a possible 16.

*Additionally, 1 bonus point may be awarded if the applicant submits a letter of recommendation from someone who strongly endorses their candidacy and clearly and convincingly expresses the student's academic, personal, or professional potential. In this case, the total score could reach up to 17 points.

This threshold aims to ensure that scholarship recipients demonstrate solid academic, personal, and extracurricular performance in alignment with the goals of the program.

Economic Need-Based Scholarship Rubric

1. **Applicant's Basic Documentation**

• Completed admission application

• Essay

• Applicant's medical history (optional), only in cases where an illness for the applicant or a first-degree relative is being justified.

2. Socioeconomic Situation

• Family income below the minimum wage

• Lives in a rural or hard-to-reach area (optional)

• Has dependents or individuals under their direct economic responsibility

• Convincing justification of financial need in the personal essay

• Medical history that limits their ability to generate income (if applicable)

*To be considered eligible for the award of a scholarship based on economic need, applicants must meet at least one of the criteria outlined in the socioeconomic situation section.

*Additionally, they must submit a letter of recommendation, both personal and professional in nature, that supports their profile, conduct, and academic commitment. This threshold is intended to ensure that scholarship recipients demonstrate strong academic, personal, and extracurricular performance in line with the goals of the program.

Once the submitted documentation has been reviewed, the applicant will receive an official written notification with the Scholarship Committee's decision. At MBTU, we believe in expanding access to higher education opportunities. That's why our scholarship application process is designed to be accessible, transparent, and focused on recognizing the real needs of applicants. If you meet the basic requirements, you have a high probability of being awarded a scholarship.

Approval Process

1. The applicant must complete the admissions application including the essay. This information should be submitted to the Admissions Department. The information will be duly recorded in the applicant's file and forwarded to the corresponding department for evaluation.

2. The Scholarship Selection Committee oversees analyzing and makes a final decision regarding recipients. This committee is made up of the Academic Director, the CFO, the Institutional Relations

Director and is chaired by the CEO, who holds the highest authority in the validation and approval of the scholarships awarded.

3. The Scholarship Selection Committee will decide within ten (10) days prior to the beginning of classes each academic period.

4. Scholars are to be selected on an objective and nondiscriminatory basis. The decision will be made based on criteria that involve prior academic performance; additional biographical information regarding an applicant´s career, academic and other relevant experiences (i.e. artistic, cultural, scientific, sports related); financial need; and conclusions which the Scholarship Selection Committee may draw as to the applicant´s motivation, character, ability, or potential from the interview.

5. Scholarships will be in a range of 55 to 100%.

6. The Scholarship Committee will notify its decision to the Admissions Coordinator, who will, in turn, communicate the resolution to the Student Services Coordinator. The latter will be responsible for informing applicants in writing of the final decision regarding their scholarship application.

Financial Information

Tuition and Fees

PROGRAM LEVEL	PROGRAM	APPLICATION FEE	FOREING CREDENTAIL EVALUATION FEE (FCE)	GRADUATION FEE	CREDIT HOUR	COST PER CREDIT	TUITION
Associate of Science Degree	☐ Business Administration (AS-BA)	120	200	200	60	$250	$15,000
Associate of Science Degree	☐ Business Entrepreneurship (AS-BE)	120	200	200	60	$250	$15,000
Bachelor of Science Degree	☐ Health Services Administration (BS-HSA)	120	200	200	120	$250	$30,000
Bachelor of Science Degree	☐ Business Administration with a Minor in Management Information Systems (BS-BAMIS)	120	200	200	120	$250	$30,000
Bachelor of Science Degree	☐ Marketing and Sales (BS-MS)	120	200	200	120	$250	$30,000
Master of Science Degree	☐ Business Administration (MBA)	120	200	200	39	$380	$14,820
Master of Science Degree	☐ Business Administration in Human Resource Management (MBA-HRM)	120	200	200	39	$380	$14,820
Master of Science Degree	☐ Education with Emphasis in Digital Technologies (ME-DT)	120	200	200	42	$380	$15,960

Other Fees (If Applicable)	
Withdrawal Fee	$ 100.00
Re-Entry Fee	$ 150.00
Duplicate Diploma Fee	$ 50.00
Duplicate Transcripts Fee	$ 5.00

Payment Methods

MBTU offers its students two payment methods for courses taken in each academic period or semester:

1. Full payment of the total tuition for the semester, which must be made before the beginning of the academic period.

2. Monthly Financing Method: Payment by monthly installment set according to the Enrollment Agreement signed by the student. It must be paid within the first five (5) days of each month.

*All payments must be made to Miami Business Technological University's bank account, which is the following:

· Account name: Miami Business Technological University

· Account number: 229056679185

· Routing number: 026009593

· SWIFT: BOFAUS3N

Collection Policy

Collection procedures begin when a student account has an outstanding balance that is past due. MBTU internal collection procedures are consistent regardless of which program the student is enrolled in. Our finance staff will follow up with a student on past due payments via phone and email.

Here is a summary of the schedule:

Week	Activity	Date
1	Collection Email-1 -Collection Phone Call	The due date is the 5th of each month. The first collection email will be sent on the day after the due date.
2	Collection Email-2	The second collection email will be sent 10 days after the due date, which coincides with the 15th of each month.
3	Collection Email-3	The third collection email will be sent 15 days after the due date, which coincides with the 20th of each month. After the notifications described above, the student may lose access to their current courses.
5	Collection email 4 (MBTU initiates the process of defaulting). Cancellations Notice for Non-Payment*	

PAYMENTS: The students' payments are due within the first five days of the month, unless otherwise agreed upon with the university's representative.

- **Payment Plans:** We offer monthly payment options to help students manage their financial responsibilities. The University accepts student payments via wire transfer and through the payment button on our website.

Payment Methods
Wire Transfer:
· Account name: Miami Business Technological University
· Account number: 229056679185
· Routing number: 026009593
· SWIFT: BOFAUS3N
Payment Button https://www.mbtu.us/es/pagos-online-tarjeta-de-credito/
MBTU Website: www.mbtu.us

STUDENT PLATFORM ACCESS DEACTIVATION: Access to the current courses may be deactivated if the student does not make payment.

STUDENT PLATFORM ACCESS REACTIVATION: Once the outstanding payment is made, MBTU will reactivate the student current courses.

CANCELLATION NOTICE FOR NON-PAYMENT: Failure to make two consecutive payments may lead to administrative termination. MBTU will send an email to the students notifying them of the course cancellation.

OFFICIAL DOCUMENTS: Students requesting official documents from the university, such as a diploma, transcript, or certificate, must have satisfied all financial obligations; otherwise, the documents cannot be issued.

Collections Policy Procedure

1. **Fair Practices** At MBTU, our tuition collection practices are designed to be fair and transparent for all students. The procedures include:

   - **Financial Hardship Considerations:** If a student faces unexpected financial difficulties, they can request a review of their situation. We are willing to work with them to adjust payment terms or provide additional options, such as temporary suspension of payments without penalties, in emergency cases.
   - **Transparent Communication:** We send payment reminders and updates via email and online notifications. All information about fees and due dates is included in the Enrollment Agreement that the student has previously signed. Students receive notices about deadlines well in advance to avoid surprises and allow for proper planning.

2. **Encouraging Progress**

   - **Continuous Access:** While students are on an agreed-upon payment plan, they are guaranteed continuous access to all platforms and educational resources, ensuring that non-payment does not affect their academic progress.
   - **Proportional Penalties:** Instead of excessive penalties, we provide a grace period before taking additional actions. Students have the opportunity to address their situation without facing penalties that could disrupt their education.
   - **Notification Process:** In the event of prolonged delinquency, students receive multiple notifications before any significant actions, such as service suspension. This includes emails and phone calls, providing ample time to resolve any issues.

3. **Maintaining Goodwill**

   - **Positive Relationship:** We strive to maintain a positive and constructive relationship with all our students, even in cases of overdue payments. We are committed to working with students to find solutions that fit their financial circumstances. This may include the possibility of deferring payments within the month without additional penalties.
   - **Clear and Empathetic Communication:** The MBTU Finance Department is trained in handling situations with empathy and understanding. Communications regarding overdue payments are conducted respectfully through collaborative and friendly dialogue, ensuring that each student feels valued and respected throughout the collection process.

Payment Plan and TILA

Select one payment installment plan:
____ PLAN ONE: Full Payment at time of signing Enrollment Agreement

_____**PLAN TWO**: Application Fee at time of signing Enrollment Agreement with balance paid prior to graduation as follows:

_____Monthly Payments of $ _____

Those students who choose to pay for installments during the Semester must do so according to the **Payment Plan**, and the rest paid in installments with no interest charges, payable on Installment Due Dates, as set forth by each individual student. All installments must be paid for one month prior to the end of the semester.

Schedule of Payments

NUMBER OF PAYMENTS	AMOUNT OF EACH PAYMENT	WHEN PAYMENTS ARE DUE
1 1	• Application Fee: $ _120.00__ • Foreign Credential Evaluation (FCE): $200.00	• Paid on _____ __, 202_ • Paid on _____ __, 202_
☐ 16 ☐ 32 1	• Cost per Installment: $ _____ • Graduation Fee $ _200.00__	• Installations starting on ___ __, 202_ and on the same date every month. • At the end of the last semester

Payment Plan

Total Amount Financed* (The Amount of Credit provided to you or on your behalf)	Number of Installments	Payment Amount	When Payments are Due
$.................................		$.............................	Monthly

*The estimated Amount Financed includes all applicable fees and tuition costs based on current information at the time of signing the Enrollment Agreement. The estimate of the Amount Financed may be more or less than the actual amount. If the Amount Financed differs from the actual amount, this will be amended under a separate memorandum.

Disclosure Statement

Annual Percentage Rate The cost of your credit at a yearly rate	Finance Charge The dollar amount the credit will cost you	Total of Payments The amount you will have paid after you have made all payments as scheduled	Total Sales Price The total cost of your purchase on credit
0.00%	$0	$......................	$......................

Prepayment
If you pay off early, you will **not** have to pay a penalty.

Payment Plan Disclosure
MBTU's Enrollment Agreement has been updated to include a payment plan and disclosure statement within the agreement itself, in keeping with TILA regulations.

These modifications have been made to the enrollment agreement in both languages. The updated version of the Enrollment Agreement was approved by MBTU administrators and has been implemented for all students Enrolling in the Fall 2024 intake (September 2024).

Description
• MBTU offers Programs of Associates and Master's for a length of 16 months and Programs of Bachelor for a length of 32 months.
• Associate and Master's programs have 4 Semesters, and each Semester has 2 periods of 8 weeks.
• Bachelor's programs have 8 Semesters, and each Semester has 2 period of 8 weeks.

Cancellations and Refund Policies

MBTU reserves the right to terminate the contract and withdraw the student from the university:

1. If the Registrar determines that you have failed your program, remember that your progression and final award are not guaranteed and depend on your academic performance

2. Or not enroll, for Non-Payment of Tuition or Tuition Related Debt, or for inadequate attendance or academic performance on your program, in line with the information contained in the catalog and with the relevant policies and procedures.

3. If you are considered to have breached the university agreement rules.

The University's Student Service will conduct a periodic analysis every three weeks of classes. Students who present a platform advance of 10% or less will enter a monitoring process where they will be informed by Student Service of the obligations, works and activities to accomplish for each registered course. If after this communication, the student reappears in the academic report of the following next three weeks, the University's Academic will consider the student as withdrawn from the academic period.

Student

The student is free to decide when or why to leave MBTU. Nevertheless, we request the student to send a written letter or email explaining the reasons or circumstances of why they have decided to withdraw from our university. Additionally, if this withdrawal is filed during a Term of classes, the student will be subject to the refund policy that they agreed upon their entry to MBTU.

Five-Day Cancellation

Students who provide a written notice of cancellation within Five Calendar Days of paying Tuition, but before the First class, are entitled to a refund of all monies paid, excluding the nonrefundable Application Fee and FCE if is Applicable. Refunds will be provided within thirty (30) calendar days of receiving notice of cancellation.

General Refund Policy

The following Tuition Refund policy applies to all programs/courses and to all students.

- Students are monitored during the First week of each course for signs of activity such as downloading readings, posting to discussion boards, submitting assignments, and completing quizzes and tests. Students who do not demonstrate activity in their courses during the first week are administratively withdrawn or cancelled; the effective day is the 7th day of the course.

- Students who are administratively withdrawn/cancelled from the course for non-participation will receive a 100% tuition refund. This refund does not include the Non-Refundable Application Fee. **In the event of the Foreign Credential Evaluation has been done, the FCE Fee will not be refundable.**
- Refunds will be issued within thirty (30) calendar days.
- If the student withdraws or is terminated from any program course or program and the University has received any monies for tuition or fees more than the student's obligations, the University will refund such excess to the appropriate parties to eliminate any outstanding balances for any student financial aid received by or with respect to the student's account.

Attempts to Drop/Add to Withdrawn courses for the Term will be followed by reimbursement of Tuition as follows:

Time Frame	Refund %	
During 1st First Week (Day 1-7) Cancellation Period	100%	**Except Non Refundable Fee**
During 2nd Week	40%	**Except Non Refundable Fee**
During 3rd Week	20%	**Except Non Refundable Fee**
During 4th Week	0%	

Explanation: Refund for MBA Program with Scholarship

MBA (Program with Applied Scholarship): $4,446.00

Time Frame	Refund %	Refund Amount
During 1st First Week (Day 1-7) Cancellation Period	100%	$555.74
During 2nd Week	40%	$222.30
During 3rd Week	20%	$111.15
During 4th Week	0%	

Refund Calculation Based on an 8-Week Term

The total cost of the MBA program is $4,446.00, with a monthly payment of $277.87. Each period lasts two months (8 weeks), equivalent to a payment of $555.74 per term. If a student decides to withdraw the third week of the cycle, they will receive a 20% refund on the amount paid for that term.
To calculate the refund, the term payment is multiplied by 20%, resulting in a refund of $111.15.

Our refund policy is fair and equitable. The refund policy is in compliance with the state Florida Department of Education-Commission for Independent Education. The institution follows strictly the guidelines compliance with state requirements Rule - 6E-1.0032(6)(i), F.A.C

1. **Drop/Add Period**: It must be at least 10% of the period for which the student is financially committed, or one week, whichever is less.

- For example, if the student pays for an 8-week term, 10% of that period would be 0.8 weeks (approximately). In this case, the drop/add period would be one week (because it is less than 10% of the period).

2. **Full Refund**: If the student withdraws before the end of the drop/add period, they are entitled to receive a full refund of tuition, fees, and any funds paid for supplies, books, or equipment, provided that these items are returnable.

3. **Analysis of the Refund Schedule**:

- **First Week (Days 1-7)**: This aligns with the 100% cancellation policy mentioned in the chosen option. If the student withdraws this week, they will receive a full refund.

- **Second Week (40%)**: A partial refund of 40% is provided if the student withdraws in the second week, which is a considerable amount, reflecting that the student has consumed part of the educational service but not enough to justify retaining full payment.

- **Third Week (20%)**: A 20% refund is provided in the third week, which is a common practice for institutions that allow tiered refunds.

- **Fourth Week (0%)**: No refund is provided from the fourth week onwards.

For more information refer to the following link:

https://www.fldoe.org/core/fileparse.php/7748/urlt/0080880-checklist-refund-policy.doc

Drop/Add/Withdrawal Policy

MBTU students can drop and add courses, though this action must be done during the first week of classes after the start of the Term. Later attempts to drop courses will not be followed by reimbursement of tuition but will receive a "W" (as Withdrawn) in the GPA and will not receive any credits. Students withdrawn after the third week will get a letter grade.

Students who add/drop/withdraw courses must comply with the following:

1. Inform the Academic Director's office about their interest in adding or dropping courses.

2. Request, complete and deliver to the admissions office the add/drop/Withdraw **Change of Status Form**

The Academic Director's office will reply to the students' request within five (5) calendar days.

Students can Add/Drop courses within the first (1) week after classes have started.

Students who pay full tuition and decide to add courses must pay the difference at the time their application is approved.

Students who paid full tuition and decide to drop courses during the established time, will receive their refund from the university within 30 business days after the day the withdrawal date was determined.

For students using the financing option, the University will update the final cost and monthly installments once the application to either add or drop courses has been approved.

Cancellation/Modifications sponsored by MBTU program

MBTU reserves the right to cancel a program before it has begun. In such circumstances, program fees are refunded based on the refund policy. MBTU and the associated host institutions reserve the right to make changes, modifications, or substitutions to the program in case of changes to the locations of the host site or in the interest of the program and its participants.

NON-REFUNDABLE FEES
- Application fee $ 120.00
- Foreign Credential Evaluation $ 200.00 (If Applicable)

OTHER FEES
- Graduation fee $ 200.00
- Transcripts $ 5.00
- Withdrawal fee $ 100.00
- Re-entry fee $ 150.00
- Duplicate Diploma Fee $ 50.00

Student Services

The Student Services Department ensures that student services are available to all students and alumni; Student Services cover areas related to academic advising, orientations, academic progress monitoring, student ID card processing, change of contact information request, job search guidance, graduation ceremony and cultural activities information. Student services require several functions that respond to the academic and service needs of students, graduates, teachers, media, and methodologies.

Job Search Guidance & Disclaimer

Our University does not do job placement. However, we do help students with tools that will help them improve their chances of employment. We give students tips and resources to help in their job search process. All current job opportunities are published on our website. Students will receive a resume template in case they want to use it. If they already have a resume and want us to look at it and give them our opinion, they can send it to us.

Student services welcome students and alumni to discuss any topic of interest that allows them to prepare for a job or become entrepreneurs in their area (online workshops interview techniques, curriculum development, conversation, and others).

*Disclaimer: Many companies may require background checks and/or drug screenings as a qualification for employment. MBTU offers students job search guidance, although the institution does not guarantee the obtaining of a job by the student. Completing a course or program in a language other than English may reduce employability where English is required.

Grievance policy

The purpose of this policy is to provide a clear and comprehensive framework for addressing student grievances and complaints. It is essential to promote a safe, harmonious, and bias-free environment for the university community while ensuring that students' rights and concerns are addressed promptly and fairly.

MBTU students are expected to uphold high standards of integrity and behavior, inside and outside of the university. Any member of the university community, department or academic unit may register a complaint of violation of the Code of Conduct.

General Provisions

• When the complaint concerns a faculty member or administrator, the institution will ensure that the faculty member or administrator has had sufficient opportunity to provide a response to the complaint.

• The policy prohibits retaliatory acts against anyone who files a grievance and/or complaint.

• All grievances must be signed and dated, except sexual harassment grievances if the student chooses.

• Filing a grievance does not exempt students from meeting academic requirements.

• All grievances/complaints will be retained as a part of the institution's record of student grievances/complaints.

Types Of Grievances

• Standard Grievance: Students may file a standard grievance when they believe a university employee, fellow student, or third party has violated university policies or acted in a discriminatory manner. It covers issues related to age, sex, race, ethnicity, religion, national origin, disability, or other conditions. It also encompasses administrative, financial and technical matters.

• Academic Grievance: Students can file an academic grievance if they have concerns related to workshops, forums, academic content, final grades, classroom procedures, unfair treatment by an instructor, or discrepancies in course requirements.

Procedure
Standard Grievance
If any student deems it necessary to file a grievance, in accordance with the criteria defined previously, they must report this incident to the Student Service Coordinator at studentservices@mbtu.us. The Student Services Coordinator will initiate the necessary analysis and engage with the relevant parties to ensure a suitable response within a period of 15 business days.

Academic Grievance
A complaint must be prepared in writing and be initially directed to the Academic Director and/or the Academic Coordinator. Any complaint should be submitted as soon as possible after the incident occurs, preferably within forty-eight (48) hours.
1.   The first level is the Academic Coordinator. If, after receiving the Academic Coordinator's answer, the student is not satisfied, the student may then proceed to the 2nd level, which is the Academic Director.
2.   Submit the problem to the Academic Director for a final decision or resolution. In the event the student is asked to present the complaint in writing, the Academic Director will review the case and discuss the facts with all those involved. The student will then be provided with a final answer to the matter. The final answer will be provided in 10 business days.
3.   If on the other hand, the student does not want to talk with someone about the complaint or grievance he/she may write down the complaint on a piece of paper and email it to lcontino@mbtu.us. The complaint will be reviewed by the Academic Director's office, and if merited a decision will be announced. In addition, it will also be discussed in any other necessary meeting.
4.   The student who is not satisfied with the decision made by the Academic Director level staff, can petition in writing to the University Executive Director, whom after reading the petition and reviewing all relevant information will make a final determination on the issue. The final answer will be provided in 15 business days.

Retention And Storage
The Student Services Coordinator and Academic Coordinator will store all documents and records related to grievances/complaints in the institutional digital repository. These will be stored in a secure and organized digital format, ensuring their accessibility and indefinite preservation.
Filing a complaint with the Commission for Independent Education (CIE)
In accordance with rule 6N-1.006, F.A.C. for unresolved matters, students may contact the Commission for Independent Education, Florida Department of Education.
To voice concern against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail to the Commission for Independent Education with the information detailed in the section Student Concerns on CIE's website.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414

Tallahassee, FL. 32399-0400

Or E-mail: CIEINFO@fldoe.org

Or Fax: 850-245-3238

Disciplinary Action

In extreme cases, it may be necessary to administer disciplinary action. The steps of corrective disciplinary action are:

• First Violation: a verbal action/warning
• Second Violation: a written warning
• Third Violation: expulsion from the Institution.

There are certain violations, which are of such a serious nature that they will result in an immediate expulsion by the Academic Director without the above steps.

Complaint Withdrawal

Student may withdraw a complaint at any time during the complaint process by notifying, in writing, the Student Services Coordinator, Executive Director, and/or President, as applicable.

Disciplinary Action

Disciplinary penalties of a progressive nature may be imposed on a student for violations of law and/or the Student Code of Conduct. Any of these penalties may be imposed on a student, a group of students or a student organization.

The corresponding authority shall notify the student, in writing, of specific details of the penalties. A copy will be maintained in the student's official University record. The student shall be informed that further violations of university rules and regulations may result in more severe disciplinary action.

These penalties include but are not limited to the following:

1. Expulsion: Permanent termination of a student's privilege to attend the University. This may include a restrictive order that would exclude the person from campus.

2. Suspension: Termination of a student's privilege to attend the University for an indefinite or a specified period. This may include a restrictive order that would exclude the person from campus.

3. Probation: A formal action for violation of university rules and regulations. As a result of conduct probation, conditions are placed upon the students' continued attendance at MBTU.

4. Restrictions: Conditions imposed on a student that would specifically dictate and limit future presence on the University campus and participation in university-related activities. The restrictions involved will be clearly identified.

5. Restitution: Payment for damages in cases involving theft, destruction, or loss of property.

Reprimand: A written statement documenting student misconduct which reflects unfavorably on a student's file.

Other Policies

Confidentiality and Privacy Policy

At Miami Business Technological University (MBTU), we are committed to safeguarding the privacy and confidentiality of our students' education records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as well as the general provisions pertaining privacy and confidentiality at MBTU.

Students have the right to inspect and review their education records within 45 days of the day MBTU receives the request. To access their records, students should submit a written request to the Office of the Registrar, specifying the records they wish to inspect. MBTU will arrange for access and inform the student of the time and place for review. If the requested records are not maintained by the Office of the Registrar, the student will be directed to the appropriate university official.

Students have the right to request the amendment of their education records if they believe the records are inaccurate, misleading, or violate their privacy rights under FERPA. To initiate an amendment, students should submit a written request to the Office of the Registrar, clearly identifying the part of the record to be changed and providing a reason for the requested amendment. If MBTU declines the requested amendment, the student has the right to request a formal hearing regarding the amendment. The student should request a hearing to the Office of the Registrar.

MBTU will not disclose Personally Identifiable Information (PII) from a student's education records without the student's prior written consent, except as authorized by FERPA. Exceptions include disclosures to:

-School officials with a legitimate educational interest;

-Schools in which a student seeks or intends to enroll;

-Authorized representatives of Federal, State and local educational authorities conducting an audit, evaluation or enforcement of Federally or State-supported education programs;

-In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for certain purposes;

-A victim of an alleged perpetrator of a crime of violence or non-forcible sex offense;

-Anyone if the disclosure is in connection with a disciplinary proceeding in which the institution discloses the final results of the proceeding in which the student was found to be an alleged perpetrator of a crime of violence or non-forcible sex offense;

-Organizations conducting studies to improve instruction, administer student aid programs, or develop, validate or administer predictive tests on behalf of schools;

-Accrediting organizations;

-Parents of a dependent student;

-To comply with a judicial order or subpoena, after a reasonable effort to notify the student, unless the subpoena is a Federal grand jury subpoena or any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence of the contents of the subpoena or the information furnished not be disclosed;

-In a health or safety emergency

The student must provide a signed and dated written consent to the Registrar before MBTU discloses the information except for the information established as "Directory Information". Students have the right to file a complaint with the U.S. Department of Education if they believe that MBTU has failed to comply

with FERPA requirements. The student must contact the U.S Department of Education. The contact information for the office that administers FERPA is as follows:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W. Washington, D.C. 20202-8520

Or visit the FERPA section on the U.S. Department of Education website for more information.

MBTU has established the following information as "Directory Information", which it may disclose without the student's written consent:

· Name of a student who is in attendance or who has been in attendance.
· MBTU e-mail address of a present or former student.
· Major field of study of a present or former student.
· Dates of attendance.
· Degrees and awards received, and appropriate dates.
· Classification (enrollment status) and level of study.

If the student does not want the release of certain types of directory information without his/her prior consent, the student may choose to "opt-out" of this FERPA exception. The student should notify his/her desire to opt out to the Registrar's office at registrar@mbtu.us.

At MBTU, we are dedicated to upholding the privacy of your data and online transactions. Our online platforms and services adhere to the industry's security standard, employing Secure Socket Layer (SSL) encryption to ensure the protection of your virtual sessions, live classes, digital library, and financial transactions. If you fill out a request for information through the "Contact us," "WhatsApp" option, or "Request information" forms on our website, we may retain your email address and any additional details you furnish. This data might be utilized for future contact via mail, email, or phone to share information about Miami Business Technological University. Miami Business Technological University gathers diverse data from our website's visitors to assist us in improving our website to meet your requirements. Some of this data is automatically gathered through cookies, while other information is obtained when you register for any of our online services. Your email and other details will not be traded, shared, or provided to any other entity for any reason, except with your consent, and solely for the purpose of delivering the requested service. By using MBTU's website, you consent to the Confidentiality and Privacy Policy.

Disclaimer

MBTU is not responsible for the misuse of personal or academic information by students, including:

Personal Responsibility: MBTU is not responsible for the misuse of personal or academic information by students, including sharing personal access credentials with third parties or the improper use of the educational platform. It is the responsibility of each student to maintain the confidentiality of their credentials and ensure that the information provided to the university is handled securely. All students are advised to follow the best cybersecurity practices and to refrain from sharing their credentials with anyone.

Request for Credentials: MBTU will never request personal credentials, such as passwords or access information, by any means. All official contacts and communications will be conducted exclusively through the university's official communication channels. Any request for personal credentials that do not come

from these channels should be ignored and immediately reported to the appropriate authorities within MBTU.

Secure Communication Channels: Students must ensure that all interactions with MBTU are conducted through the university's official channels. These include institutional email, the learning management system (LMS), and other communication methods authorized by the university.

Changes to our privacy policy
Any changes in the Confidentiality and Privacy Policy will be posted in MBTU's website.

Hazing Prevention Policy

In compliance with Florida law, Miami Business Technological University defines hazing as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate that person, or which may in any fashion compromise their inherent dignity as a person.
Hazing is inherently in conflict with the purpose and goals of Miami Business Technological University. Therefore, such conduct will not be tolerated. Every effort will be made by MBTU to ensure that hazing will not victimize students.

Non-Discrimination Policy

Consistent with federal policy, it is established that no person will be excluded from training, denied any training benefits, or subjected to discrimination in any hiring practice or university activity based on race, creed, color, disability, nationality, sex, age, political affiliation, sexual orientation, marital status, or belief. To ensure the continued success of equal opportunity and freedom from discrimination in all its programs, MBTU hereby reaffirms that it is the responsibility of all staff, management, and supervisors to actively work to ensure equal opportunity within their respective departments, as well as demonstrating a personal and professional commitment to equal opportunities for all people. Administrative and academic staff have the responsibility to provide leadership and support for equal opportunity programs.

Records Retention Policy

Purpose
Miami Business Technological University (MBTU) is dedicated to maintaining organized and secure records while ensuring compliance with applicable federal and state regulations. This Records Retention Policy outlines the guidelines for the creation, retention, and disposal of university records, including student academic records, administrative documents, and other records generated as part of MBTU's operations.

Scope
This policy applies to all faculty, staff, and administrators at MBTU who generate, maintain, or handle university records, regardless of the format in which they are created (paper or electronic).

Document Creation

1. Faculty and staff are responsible for creating and maintaining university records as necessary to conduct the university's operations and fulfill its academic and administrative functions.
2. Documents should be accurate, complete, and in compliance with applicable laws and regulations.
3. Official student academic records, administrative documents, and other essential records shall be properly documented, organized, and stored in a secure manner.
4. Records should be generated and stored electronically whenever possible, to facilitate efficient document management.

Document Retention
MBTU will retain records for the following periods unless a specific legal requirement dictates otherwise. This policy applies to both paper and electronic records.

Student Academic Records
• Transcripts, diplomas, and other academic achievements - Indefinitely.
• Admission records - 7 years after the student's last enrollment.
• Academic progress records - 7 years after the student's last enrollment.
• Financial records - 7 years after the end of the fiscal year to which they pertain.
• Financial aid records - 7 years after the end of the fiscal year in which aid was awarded.

Administrative Documents
• Personnel records - 7 years from the date of termination.
• Contracts and agreements - Duration of the agreement plus 7 years.
• Governance records - Permanent retention.

Other Records
• Publications and promotional materials - As needed for historical and reference purposes.
• Student complaints and grievance records - 7 years from the date of resolution.
• Legal records - As specified by the university's legal counsel.

Document Disposal
1. When the retention period for a record expires, it should be destroyed securely and in a manner that preserves confidentiality.
2. Paper records containing sensitive information must be shredded or otherwise rendered unreadable.
3. Electronic records should be permanently deleted or overwritten to prevent recovery.

Records Retention Review
MBTU will periodically review and update this policy to ensure compliance with legal requirements and the evolving needs of the university.
For further information regarding this policy or its application, the inquiry should be directed to the Office of the Registrar at registrar@mbtu.us

Student ID Verification Policy

MBTU is committed to ensuring the authenticity of its students' identities through a rigorous verification process.

1.   Information Collection: During the admission process, MBTU collects personal identification information, such as an ID card or passport, from all applicants. This information is essential for confirming the student's identity and is kept as an integral part of the application form. The Admissions Coordinator reviews and validates all submitted documents to ensure their integrity and accuracy.

2.   Credential Assignment: Once admitted, students are assigned a unique student identification number and password. These credentials are essential for accessing the university's virtual platform. Students must keep these credentials strictly confidential and not share them with third parties, as outlined in our Privacy and Confidentiality Policy.

3.   Exam Proctoring: To ensure academic integrity during exams, MBTU employs Proctorizer, an automated proctoring solution integrated into the Google Chrome browser. This tool not only detects suspicious activities that may indicate academic dishonesty but also allows for effective monitoring of students during assessments.

4.   Use and Protection of Information: All information collected and processed for identity verification is used solely for that purpose and is managed according to the terms set out in MBTU's Privacy and Confidentiality Policy. The university ensures that students' personal data is kept secure and confidential, in compliance with applicable data protection regulations.

This policy ensures that MBTU maintains a high level of integrity in the admission and evaluation process, protecting both the institution and its students.

Students with Disabilities Policy

MBTU complies with the Rehabilitation Act of 1973 (Section 504) which requires that qualified persons with disabilities shall not be excluded based on their condition when they enroll in courses. Students who want special accommodation(s), in accordance with the Law, will have to disclose the special needs they have at the time of enrollment. Students must also provide medical documentation to support their request for accommodation. The information must be kept in the student folder and is confidential. As appropriate, the university makes every effort to make reasonable accommodations.

Academic Information

Academic Calendar

SPRING 2026		SUMMER 2026		FALL 2026	
SPRING A	January 5 / March 1	SUMMER A	May 4 / June 28	FALL A	August 31 / October 25
SPRING B	March 2 / April 26	SUMMER B	June 29 / August 23	FALL B	October 26 / December 20

SPRING 2027		SUMMER 2027		FALL 2027	
SPRING A	January 4 / February 28	SUMMER A	May 3 / June 27	FALL A	August 30 / October 24
SPRING B	March 1 / April 25	SUMMER B	June 28 / August 22	FALL B	October 25 / December 19

Credit Hour Policy

The purpose of this policy is to provide guidance for the assignment of semester credit hours awarded for all courses at MBTU. Semester credit hours at MBTU are equivalent to commonly accepted and traditionally defined units of academic measurement. Each course at MBTU is measured by achievement of established course learning outcomes and the amount of time a typical student should spend to accomplish these outcomes.

Specifically, a one (1) semester credit hour requires a minimum of 45 hours of student work with one third of the time focused on academic engagement and two-thirds of the time focused on student preparation. For a three-semester credit hour course, a minimum of 135 hours of student work is required, divided between 45 hours of academic engagement and 90 hours of student preparation.

The University Clock/Credit Hour Worksheet is utilized to estimate the amount of time a student should spend to accomplish course learning outcomes to substantiate semester credit hours awarded for all courses.

Direct instruction includes:
- Instructor's narrative
  - Text in a learning module
  - Asynchronous sessions (for online courses)
  - Video (instructor or departmentally created)
- Video from other sources (equivalent to a guest speaker or a movie watched during class time)
- Multimedia interaction (learning objects)
- Discussions
- Exams and quizzes
- Any instructor-guided activity including small group activities
- Any assignment or activity you would traditionally do "in-class"

Out-of-class student work includes:
- Readings
- Other media consumption
- Assignments
  - Papers
  - Projects
  - Research

- Group work that traditionally would be done "outside of class"

In accordance with federal regulations, online distance education courses are required to have **regular and substantive *instructor-initiated* interactions,** which will include **both direct instruction and student work**. All students in a course should have similar opportunities for instructor interaction, which is particularly important for courses with distance students. Incorporating active learning in online courses may make it more difficult to map "in- class" time to traditional categories of "direct instruction." However, instructor-led activity, or group work centered around instructional activities (active learning), would also be appropriate to count as class time, in contrast to student work outside of class, and in many cases could also fulfill the regular and substantive instructor-initiated interaction requirements.

Course Time Per Week
The amount of time that should be offered in a course per week will vary with the length of the course. All our courses have 3 credit hours and a duration of 8 weeks.

Expectations and Terminology
Distance Education: Education that uses one or more of the technologies [specified in 34 CFR § 600.2] to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.
Regular interaction: Regular interaction includes substantive interactions between a student and an instructor or instructors on a predictable and scheduled basis prior to the student's completion of a course or competency. Regular interaction entails:
- providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency,
- monitoring the student's academic engagement and success, and
- ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed based on such monitoring, or upon request by the student.

Substantive interaction: Substantive interaction is engaging students in teaching, learning, and assessment, consistent with the content under discussion, and includes at least two of the following:
- providing direct instruction.
- assessing or providing feedback on a student's coursework.
- providing information or responding to questions about the content of a course or competency.
- facilitating a group discussion regarding the content of a course or competency; or
- other instructional activities approved by the institutions or program's accrediting agency.

Credit hour: Credit hour is defined by the U.S. Department of Education (USDE) as an amount of student work defined by an institution, as approved by the institutional accrediting body, or state approval agency, that is consistent with commonly accepted practice in postsecondary education.

Academic engagement: Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study which includes but is not limited to:

- attending synchronous or asynchronous sessions, lectures, where there is an opportunity for interaction between the instructor and students.
- submitting an academic assignment.
- taking an assessment or an exam.
- participating in a study group, group project, or an online discussion that is assigned by the institution; or
- interacting with an instructor about academic matters.

Attendance in Class

Students are expected to attend every synchronous session and to be connected on time, but it is not mandatory. Attendance requirements are listed on the syllabus. It is the responsibility of the student to make up work missed. Those students who do not connect in real time to the synchronous session must view the recording.

All users can interact with the platform both individually and simultaneously. All participants do not need to be present or connected at the same time.

For students with ten percent (10%) or more of unexcused absences in half or more of the courses registered at the end of the academic period, MBTU will apply its academic performance policy. Excused absences will be granted only for acceptable mitigating circumstances. The course instructor will have authority to decide what to accept as an excused absence.

Monitoring

Instructors will use participation in forums, exams, and assignments to determine student attendance or absence. To make this determination, faculty members will consider reports generated by the computerized learning platform.

Graduation Policy

Graduation Requirements

The following graduation requirements apply to Associate, Bachelor, and Master's degree programs at MBTU.

1) Students must successfully complete all courses within their respective program, as outlined in the University Catalog, at the time of their enrollment.

2) Undergraduate students must complete the program with a minimum overall GPA of 2.0. Graduate students must complete the program with a minimum overall GPA of 3.0.

3) Students must complete all course requirements for their program, within 150% of the stated program length.

Requirements Verification

To verify that degree candidates have met all graduation requirements, the graduation and verification process follows these steps:

1) Registrar staff review to ensure that the requirements are met. The students' records are reviewed to ensure that all documentation is in order, from enrollment documentation to anything required during their course of study. Receipts are verified to ensure no outstanding financial obligations.

2) Finance Staff ensure that the graduation fee of $200.00 has been paid, or else issue a notification to the student.

3) Diploma and Transcripts will be generated by Registrar after 90 days; one time all the prior steps are complete and correct.

4) Diploma and transcript are sent by regular mail.

LMS and Virtual Library Access

Students will have access to our learning management system and our virtual library for up to 6 months after completing their program at MBTU. From that point on, all communications with our graduates (who will continue to be part of our alumni community) will be via email.

Grading Policy

Learning assessment can go several ways. Assignments, exams, and forums. For assignments, students send a file; the instructor grades them and provides feedback. All exams and contests are administered through the password protected online platform. The online platform presents the results of exams and objective tests (that is, those with multiple options, true / false, etc. types of questions) instantly. The instructor manually checks open questions (for example, essay questions, short answer questions). The results are presented as soon as the instructor completes the grading.

MBTU expects students to adhere to the timeline and retake the policies provided by the course teacher and the program. The course instructor reserves the right to allow the reassigning of homework, exams and/or assignments.

MBTU Grading			
Letter Grade	**Definition**	**Percentile**	**GPA**
A	Excellent	97-100%	4.0
A-		90-96%	3.7
B+	Good	87-89%	3.3
B		80-86%	3.0
B-		78-79%	2.7
C+	Satisfactory	75-77%	2.3
C		70-74%	2.0
C-		67-69%	1.7
D+	Insufficient	63-66%	1.3
D		57-62%	1.0
F	Failing	Below 57%	0.0
I	Incomplete		
W	Class Withdrawn		
TR	Transfer Credits		

Instructors can provide informal assessment through forums, chats, and other communication tools. This helps to provide continuous evaluation and feedback to students while preparing their formal assessments.

When a student sends a message with a question or posts a question in a forum, he expects the instructor to reply within 24 hours. For the evaluations specified by the instructor's review, grading and feedback, the response time is one week.

*In case the student meets an unsatisfactory performance through the semester, they will receive a notification about this as well as a list of student resources, such as tutoring or extra tutoring hours with the instructor.

If the student fails to improve their GPA after receiving the notification, the student is sent to Academic Warning for the next semester.

Furthermore, if a graduate student continues showing poor performance, with a GPA below 3.0, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards for the third time.

If an undergraduate student continues showing poor performance, with a GPA below 2.0, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards for the third time.

Calculating grade point average (GPA)

MBTU follows the US standard for calculating grade point average (GPA). The standard is to divide the total grade points earned by the total credits attempted. Grade points are calculated by multiplying the grade value by the course's credit value. For example, if a student receives a B in a 3-credit course, their grade points for that course would be 9 (3 x 3). Courses that do not receive a grade, such as pass/fail or audited courses, do not count towards the GPA calculation.

These are the steps for calculating GPA:

Identify the grade value for each completed course.

Multiply the grade value by the course's credit value to calculate the grade points earned for each course.

Add together the individual grade points to calculate the total grade points achieved.

Divide the total grade points achieved by the total credits attempted to calculate the GPA.

Accurately conducted grading

The Academic Department is composed of the Academic Director and the Academic Coordinator. The Academic Director is responsible for ensuring that all grading is conducted accurately, fairly, and consistently. The specific responsibilities of the Academic Director to ensure that all grading is conducted accurately, fairly, and consistently include establishing clear grading policies and criteria for all courses and ensuring these policies are effectively communicated to both faculty and students. The Director provides training and ongoing support for faculty on grading standards and best practices. Regular reviews of grade distributions and patterns are conducted to identify inconsistencies or anomalies and ensure compliance with established policies. The Director regularly reviews and updates grading policies, solicits feedback from faculty and students, and maintains accurate records. Transparency is ensured by making grading criteria and policies accessible and clearly communicating any changes in a timely manner.

Satisfactory Academic Progress Policy

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

To make Satisfactory Academic Progress, the student must comply with the following two criteria:

1.   Demonstrate a minimum overall cumulative grade point average of 3.0 for graduate students and 2.0 for undergraduate students at the end of every semester.

2.   Demonstrate successful completion of the required percentage of the total cumulative Semester Credit Hours he or she has attempted in the program of study.

In case the student meets an unsatisfactory performance through the semester, they will receive a notification about this as well as a list of student resources, such as tutoring or extra tutoring hours with the instructor.

If the student fails to improve their GPA after receiving the notification, the student is sent to Academic Warning for the next semester.

Furthermore, if a student continues showing poor performance, with a GPA below the standard required, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards.

Required Percentage of Cumulative Semester Credit Hours

MBTU defines the required percentage of the total cumulative semester credit hours that students must successfully complete as 67%. This means that students must successfully complete at least 67% of all attempted credit hours in their program of study to meet the quantitative criteria for Satisfactory Academic Progress (SAP). The 67% completion rate is aligned with common standards in higher education and ensures that students are progressing at a pace that will allow them to complete their programs within the maximum timeframe.

Roles and Responsibilities of the Academic Department

The Academic Department at MBTU is composed of the Academic Director and Academic Coordinator. The roles and responsibilities for monitoring student progress are clearly defined as follows:

- ▪ Academic Director: Oversees the implementation and consistency of the SAP policy, ensuring that all aspects of student progress are monitored effectively.
- ▪ Academic Coordinator: Responsible for tracking the academic performance of students within specific programs and coordinating with instructors to identify students who are at risk of not meeting SAP standards.

Also, the Student Services Coordinator provides direct support to students, including the communication of SAP status, guidance on academic resources, and assistance in developing academic improvement plans.

Process

The Academic Director, in collaboration with the Academic Coordinator, reviews student progress at the end of each semester. This team is responsible for sending out notifications of unsatisfactory performance, placing students on Academic Warning, Probation, or Dismissal as needed, and ensuring that all SAP policies are applied consistently.

Conditions for Probation and Dismissal

- Academic Probation Duration: A student can remain on Academic Probation for one semester. During this time, the student must achieve a cumulative GPA that meets the required minimum (3.0 for graduate students, 2.0 for undergraduate students) and must also meet the 67% completion rate for attempted credit hours.
- Conditions for Dismissal: If a student fails to meet SAP standards (GPA and completion rate) after being placed on Academic Probation, the student will be dismissed from the institution. This dismissal is final unless the student appeals and provides evidence of extenuating circumstances that justify their poor performance.

Appeals Process

Students dismissed due to failure to meet SAP standards may appeal in writing to the Academic Director. The appeal must include documentation of extenuating circumstances (e.g., illness, family emergency) and a plan for academic improvement. The Academic Director, will review the appeal and determine whether the student may be reinstated on probationary status.

Student Change of Status Procedure

Objective: Establish a clear process for managing student status changes, such as course cancellation, withdrawal, program change, among others, in Miami Business Technological University.

Scope of Application: This procedure applies to all students who need to make changes in their academic status during the academic term.

1. Initiation of Change of Status

1.1. **Complete the Change of Status Form:**

1.   The student must complete the "Change of Status Form" available at the student services office.

Required Information on the Form:

- Date: [Date Entry Space]
- Term (FALL, SPRING, SUMMER)
- Year: [Space to enter the year]
- Student Information:
    - Name
    - Program
    - Last Day of Support
- Select all the options that apply:
    - Retreat
    - Entry
    - Cancellation
    - Leave of absence
    - Program Change
    - Switching to Part-Time Student
    - Change of Personal Information
    - Location
    - Non-attendance

- o Graduation
- o SAP (Satisfactory Academic Progress)
- Comments: [Space for additional comments]

1.2. **List of Affected Courses:**
1.	Complete the table with:
    1.	Course Number
    2.	Class Name
    3.	Action (Add/Remove/Remove)
    4.	Credits
    5.	Payment

2. Review and Approval

2.1. **Submission of the Form:**

2.	The completed form must be sent to the Student Services Representative for review.

2.2. **Student Services Representative Review:**

3.	The Representative will review the form and accompanying documentation. It will also send the document to the academic, financial and registration department for approval.

4.	If necessary, the Representative will request additional information from the student.

2.3. **Approval of the Change:**

5.	Once approved, all parties will notify the student of the outcome of the application.

3. Implementation of the Change of Status

3.1. **Updating Records:**

6.	The Registrar's Representative will update the student's records to reflect the new status and make any necessary adjustments to the academic system.

3.2. **Notification to the Student:**

1.	The student will be notified of the changes made and any impact on their academic, financial, or graduation status.

2.	Details on the adjustment in payments will be provided, if applicable.

4. Monitoring and Evaluation

4.1. **Review of the Change:**

1.	After the change is implemented, it will be followed up to ensure that the change has been executed correctly and to resolve any issues.

4.2. **Feedback:**

2.	Student feedback on the change of status process will be collected to improve future procedures.

Related Documentation:

3.	Change of Status Form

4.	University Refund Policies

5.	Document Review Procedure

Procedure Review: This procedure should be reviewed annually to ensure its effectiveness and relevance.

Non-Academic Dismissal

MBTU has additional, non-academic, professional standards that, if breached, may make it impossible/not feasible for a student to continue in a program. Examples of non-academic requirements might include requirements on integrity, criminal history, or the like. This policy formalizes the process by which

students may be removed from programs on non-academic grounds. Non-academic conditions that potentially limit admission or could result in dismissal from a program must be approved by MBTU's Academic Department through the same processes used for the approval of academic admission/dismissal requirements. Students found in violation of the Code of Conduct will be considered for dismissal. Students under consideration for dismissal will be notified, in writing, of the time, date, and location where they may be heard by and present information to the decision-making body. The student will be notified of the decision and, if dismissed, of their right to appeal against the decision. Students may appeal dismissal from a program. Appeals of dismissals from a program will be heard by the Academic Department.

Leave of Absence, No-Show, and Readmission Policy

Everything is processed through the Student Services Coordinator

Vacation - LOA (Leave of Absence)

The student presents the request to the Student Services Coordinator. The Student Services Coordinator sends the student the LOA form to be completed and signed by the student. Asking for vacations delays the graduation date, since the student will now have a customized academic plan. The situation in which the LOA occurs is when the students must stop studying temporarily and they wish to continue the program in no more than 180 days. The students who already have a customized plan cannot request LOA, since they would exceed the maximum time established to complete the program. In case of exceeding this time, the student must make a readmission and pay a fee of $150.

Students who are concurrently enrolled in multiple programs of study cannot request a leave from one program and remain active in a second program.

To receive an approved LOA:

- The student must have successfully completed at least one (1) semester/term in their current degree program.
- The student must be in good academic standing.
- The student must not have a hold(s) (e.g., disciplinary, financial, etc.).
- The student must submit a written, signed, and dated Leave of Absence Request Form, with documentation detailing the reason(s) for the LOA being requested and declaring an expected return date.

No-Show

For those students who register for a class and don't show up with prior notification. The student will have the right to restart the program paying a readmission fee of $150.

Readmission

If the student wishes to return, he must notify the Admissions Department and go through a readmission process. He will be required to pay a readmission fee of $150 and will pick up the program where he left off. Other rates may apply if there are changes at the time the student rejoins.

Course Numbering

The University uses a course numbering system to identify the level of each course. It combines letters for the course name and three numbers to indicate the level. See details below:

100 to 299: Lower Division Courses	
100-199	General Education
200-299	Intermediate Level Courses

300 TO 499: Upper Division Courses	
300-399	Advanced Intermediate Level
400-499	Advanced Level
500-699: Graduate Courses	

Transfer Credit Policy

Prior to applying to MBTU, prospective students must include any institution (s) previously attended on the Application for Admission to MBTU to qualify for consideration as transfer credit.

If the institution(s) is/are not listed on the application, no transfer credit can be considered in the future. The Academic office will evaluate and award up to 50% of the program.

Since students can earn credits at some of the institutions listed in the application while enrolled at MBTU, if requested by the student, the Academic Department will conduct a secondary evaluation of transcripts during the term of the student´s enrollment and award additional transferred credit as appropriate up to the total of 50% of the program.

The credit transfer system may accept five types of transfer credit:

Credit earned at regionally or nationally accredited institutions

Credit earned at independent/licensed institutions

Credit earned by examination (CLEP)

Credit transfer through specific Academic Agreements

*The transfer of credits is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credentials will be accepted by another institution of the student's choice.

Credit Earned at Regionally/Nationally Accredited Institutions

Most course credit earned at regionally/nationally accredited colleges and universities will be accepted by MBTU, provided the following requirements are met:

University/college level courses in which a passing grade has been earned.

The course is 100-level or above (college-level)

Determinations as to how the transfer credits will be applied to specific degree requirements are made by the Academic Director, in consideration of the student's overall degree plan.

Credit limits

Whichever is the category, no more than 50% of the program credits may be transferable.

Exclusions/exceptions

•   Orientation courses from other institutions will not be accepted by MBTU.

•   ESL (English as a Second Language) courses are also not accepted for MBTU transfer credit.

Credit Earned at Independently or Privately Accredited/Licensed Institutions

Credit earned at institutions accredited by bodies other than recognized regional accrediting organizations will be considered only if institution is listed in the guidebook Accredited Institutions of Postsecondary Education, published by the American Council on Education (ACE).

A maximum of 15 semester credit hours (or equivalent quarter hours) from independently or privately accredited institutions may be applied to the program degree requirements.

Orientation Courses and ESL Courses are not eligible for transfer credit.

Credit Earned by Examination

CLEP (College Level Examination Program) may be used to fulfill certain general education or elective credit requirements. Only those examinations that have been reviewed and approved by the university

are acceptable for credit transferring. (For specific information about tests that are accepted contact the Office of Admissions.)

MBTU departmental credit-by-exam opportunities may also be used to fulfill certain general education or elective credit requirements. Some departments have placement exams that may be used to earn exemptions from certain prerequisites, but no credit is awarded for passing these exams. Contact the Office of Admissions for more information.

Credit transfer through specific Academic Agreements

Each Letter of Agreement or Memo of Understanding will specify the number of credits to be transferred. *The transfer of credits is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credentials will be accepted by another institution of the student's choice.

Specifications

The Academic Director evaluates transcripts and determines potential transfer credit granted to students. The following guidelines are used in evaluating transcripts received from other accredited institutions:

● Official transcripts must be received directly from the former institution.

● Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that are equivalent to those of MBTU courses. Courses in a student's major must meet the same general course objectives.

● It is the policy that MBTU only accepts those transfer credits that are applicable to the student's degree Requirements. In general, all university/ college level courses in which a passing grade have been earned are acceptable for transfer to the university.

● Students seeking transfer credits from International Colleges or Universities are required to provide an official transcript and a certified Transcript as well as a course description (from catalog), and course Syllabi translated and evaluated by a member the National Association of Credential Evaluation Services (NACES) to determine the equivalency of the foreign credentials to credentials awarded by institutions in the United States.

TC Appeal procedure

The student must provide the academic coordinator with supporting documentation for a transfer analysis. This includes the official transcript, course description(s), syllabus, and academic quality verification documentation. If the student does not provide this information by the deadline, the documentation will not be accepted, and a transfer evaluation will not occur. MBTU reserves the right to deny credit for courses that are not compatible with those offered in its degree programs. If some courses do not transfer and the student questions a decision, the student should consult the Academic Department. An Appeal of official transfer credit evaluations are intended for students who have had an official transfer credit evaluation completed and was denied due to insufficient supporting documentation (e.g., course description(s), syllabus, academic quality verification documentation, etc.). Students should review the University's transfer credit policies prior to submitting their appeal. Students who believe that their transfer credit evaluation is inconsistent with published policy may appeal to the Academic Department. Transfer credit appeals are reviewed by the Academic Director, depending on the nature of the appeal. The student will be notified of the appeal results via email. All appeals must be complete. Incomplete appeals or verbal appeals will not be considered.

Institutional learning outcomes

Graduates will demonstrate the core knowledge in their discipline.
Graduates will have knowledge of the core concepts, issues, and methods in their field.

Graduates will engage in and/or conduct research and critical inquiry in the context of the discipline.

Graduates will engage in and conduct original research. Graduates will synthesize knowledge and use theory in the design and execution of research and practice.

Graduates will exhibit effective communication and presentation skills.

Graduates will use relevant information, integrate constructive feedback, and present work to others in an appropriate and effective manner.

Graduates will have the opportunity to develop transdisciplinary perspectives and methods.

Graduates will have the opportunity to engage in transdisciplinary problem-centered research. Graduates will be encouraged to draw upon ideas and methods of multiple disciplines to create new, integrative, and transformative solutions.

Graduates will have acquired career-specific skills.

Graduates will have the professional skills needed to advance in their chosen career goals.

Faculty Members

FACULTY MEMBER:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:
Carlos Sori	Doctor of Nursing Practice – Ana G Mendez University, USA Master in Nursing – Miami Regional University, USA Bachelor in Medicine – University of Medical Sciences, Cuba
Cira Pelekais	Doctor of Science in Human Resources – City University of Los Angeles, USA Master in Open and Distance Education – Open National University, Venezuela Bachelor in Law – University Rafael Belloso Chacin, Venezuela
Edwin Murillo	Doctorate in Government and Public Administration – Universidad Complutense de Madrid, Spain Master in Philosophy – Pontificia Universidad Javeriana, Bogota, Colombia Master in Theology - Pontificia Universidad Javeriana, Bogota, Colombia Bachelor in Theology - Pontificia Universidad Javeriana, Bogota, Colombia
Elio Acosta	DBA – San Ignacio University, USA MBA - Nova Southeastern University, USA Bachelor in Industrial Engineering Technology – FIU, USA
Elmar Pelekais	PhD Management Sciences – University Dr Rafael Belloso Chacin, Venezuela Master in Human Resources Management - University Dr Rafael Belloso Chacin, Venezuela Bachelor Social Communication - University Dr Rafael Belloso Chacin, Venezuela
Emperador Perez	DBA- Marconi University, USA MBA – Keiser University BBA Management – Keiser University
Francisco Cala	PhD in Mathematics – University of Umea, Sweden MSc in mathematics – University of Umea, Sweden Bachelor in Mathematics – University of Umea, Sweden
Francisco Cedeno	Master in Management Information Systems – UTEG, Ecuador Computer Administrative Systems Engineering – UTEG, Ecuador
Frank Perez	Doctor of Medicine – University of Havana, Cuba Master in Biomedical Science – AATMD, Cuba Associate Degree in Nursing – Sacred Heart University, Puerto Rico
Jaime Torres	Phd International Business – Inter-American University, Puerto Rico MBA and BBA Finance - Inter-American University, Puerto Rico
Jose Townsend	PhD in Global economic management - National University of San Marcos, Peru MBA – UTEG, Ecuador
Katherine Tossas	Doctorate in Education and Leadership – Marconi University, USA Master in Marriage and Family Therapy – Carlos Albizu University, USA Master in Education and Special Education – Touro College, USA Bachelor in Forensic Psicology – John Jay College of Criminal Justice, USA

Kervin Rojas	Doctorate in Educational Sciences- Rafael Belloso Chacin University, USA Master's degree in Telematics-Rafael Belloso Chacin University, USA Electronic Engineer-Rafael Belloso Chacin University, USA
Luis Morales	Master of Arts in Curriculum and Instruction- The University of Texas at San Antonio, USA Bachelor's Degree in military sciences- Officers School FAC VE, USA Bachelors Degree in Education in Social Sciences- University Andres Bello, USA
Luis Musso	PhD in Philosophy and Letters – University of Alicante Master in Cultural Studies – Simon Bolivar University, Ecuador Bachelor in Communication and Literature – Catholic University of Santiago of Guayaquil, Ecuador
Omar Alvarez	DBA Catholic University of La Plata, Argentina MBA – Lomas de Zamora National University, Argentina Public Accountant - Lomas de Zamora National University, Argentina
Orlando Villaverde	DBA in Business – Nova Southeastern University, USA MBA in Business Aviation – Embry Riddle Aeronautical University, USA MAS in Aeronautical Science - Embry Riddle Aeronautical University, USA BS in Professional and Applied Science - Nova Southeastern University, USA
Paul Minuche	Master in Marketing and Political Communication – UNIR, Spain Engineer in Business Management and Marketing – UTEG, Ecuador
Ralph Echeverria	Master in International Business – SIU, USA Bachelor in Law – University of Zulia, Venezuela
Rodrigo Gallegos	MBA – Nova University, USA MS Economics – Florida State University, USA BS Industrial Management – Purdue University, USA
Tatiana Ramos	PhD in Information Science, Universidad de la Laguna, Spain Bachelors in Communications - Andrés Bello Catholic University, Venezuela
Wilson Palacios	PhD in Education – Madrid Autonomous University, Spain Master in Quality of Superior Education - Madrid Autonomous University, Spain Bachelor in Public Administration – Superior School of Business Administration, Colombia
Xiomara Bastardo	EdD with a Specialty in Pedagogical Mediation – Central University of Venezuela, Venezuela Agricultural engineer – La Salle University, Costa Rica
Xiomara Garcia	PhD in Philosophy – Central University of Las Villas, Cuba Master in Latin American Philosophical Thinking – Central University of Las Villas, Cuba MBA – Saint Kolbe University, USA Bachelor in Philosophy – University of Havana, Cuba
Yoskira Cordero	EdD – University of Carabobo, Venezuela MBA (Marketing) - University of Carabobo, Venezuela Economist - University of Carabobo, Venezuela

Academic Programs

Note: All our programs are taught in Spanish. Students need to be aware that completing courses or programs in a language other than English may reduce employability where English is required.

Associate in Business Administration

Credential Issued: Associate of Science
Credit Hours: 60 Credit Hours
This program offers the student the basic knowledge and skills necessary to recognize problems and apply business theories in the business world. Students learn to perform accounting functions, record, and verify transactions, prepare payroll, monitor inventories, prepare financial statements, and analyze information for decision making. Emphasis is placed on both manual and computer-based accounting programs to learn accounting data processing.

Program outcomes:
Upon successful completion of the program, students will be able to:

•   Demonstrate critical thinking skills by analyzing and applying concepts from General Education courses in English, Humanities, Math, Natural Sciences, and Social Sciences. Students will also broaden their comprehension and appreciation of globalization and apply principles of ethical and civic responsibility in real-world scenarios.

•   Identify business-related problems and apply appropriate business theories to propose viable solutions in case studies and business simulations.

•   Perform accounting functions by accurately recording and verifying transactions, preparing payroll, monitoring inventories, and generating financial statements. Students will also analyze financial data to support decision-making using both manual and computer-based accounting systems.

•   Apply fundamental concepts of Management and Human Resources to organizational scenarios by developing strategies for leadership, workforce planning, and employee relations.

•   Analyze and apply basic principles of Marketing by developing marketing plans, conducting market research, and evaluating consumer behavior to support business strategies.

Program Breakdown:

Course Number	Course Title	Credit Hours
	General Education	
ENG101	English Composition I	3
HUM101	History of Art	3
MAT101	College Algebra **(Pre-req: 2 years high school algebra)**	3
BSC101	General Biology	3
SOS101	Western Civilizations	3
ENG102	English Composition II **(Pre-req: ENG101)**	3
MAT104	Introduction to Statistics **(Pre-req: MAT101)**	3
ENV102	Environmental Sciences	3
SOS103	Equality & Inequality	3
ETH101	Ethics	3
	Professional courses	
ACC101	Principles of Accounting	3
ACC101L	Principles of Accounting Lab **(Pre-req: ACC101)**	3
MAN301	Social Responsibility	3
BUS201	Principles of Business Management	3
MKM101	Principles of Marketing	3
ACC202	Spreadsheet Application	3
BUS301	Business Communications	3

MAT105	Statistics **(Pre-req: MAT104)**	3
HRM202	Introduction to Managing Conflict and Bargaining	3
MAN203	Introduction to Lean Start Up	3
TOTAL:		**60**

Associate in Business Entrepreneurship

Credential Issued: Associate of Science

Credit Hours: 60 Credit Hours

This program provides the student with the knowledge, trust, and relationships to turn their ideas into market-ready products, services, businesses, and social projects. The student experiences the success and satisfaction of life as a visionary entrepreneur, improving the world, creating jobs, and providing a positive future for himself and others.

Program outcomes:

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

• Demonstrate critical thinking skills by analyzing and applying concepts from General Education courses in English, Humanities, Math, Natural Sciences, and Social Sciences. Students will also broaden their comprehension and appreciation of globalization and apply principles of ethical and civic responsibility in real-world scenarios.

• Identify business-related problems and apply foundational business theories to propose viable solutions through case studies, and projects.

• Demonstrate proficiency in Accounting, Finance, and Economics by accurately interpreting financial statements, analyzing economic data, and applying financial concepts to decision-making scenarios.

• Develop and present market-ready business ideas by applying entrepreneurship principles to create business plans, pitch ideas, and analyze market feasibility. Demonstrate the ability to establish professional relationships and strategic networks to support entrepreneurial ventures.

• Apply fundamental concepts of Management and Human Resources to organizational scenarios by developing strategies for leadership, workforce planning, and employee relations through case studies and projects.

• Analyze and apply basic principles of Marketing by developing marketing plans, conducting market research, and evaluating consumer behavior to support business strategies.

Program Breakdown:

Course Number	Course Title	Credit Hours
	General Education	
ENG101	English Composition I	3
HUM101	History of Art	3
MAT101	College Algebra **(Pre-req: 2 years high school algebra)**	3
BSC101	General Biology	3
SOS101	Western Civilizations	3
ENG102	English Composition II **(Pre-req: ENG101)**	3
MAT104	Introduction to Statistics **(Pre-req: MAT101)**	3
ENV102	Environmental Sciences	3
SOS103	Equality & Inequality	3
ETH101	Ethics	3
	Professional Courses	
HRM202	Introduction to Managing Conflict and Bargaining	3
THC103	Introduction to Digital Humanities	3
ENT201	Entrepreneurships	3

Course Number	Course Title	Credit Hours
CMP202	Computing Fundamentals for Entrepreneurship	3
ACC203	Managerial Accounting	3
MAN201	Principles of Management	3
FIN201	Principles of Finance	3
MAN203	Introduction to Lean Start Up	3
MKM101	Principles of Marketing	3
ECN202	Principles of Macroeconomics	3
	TOTAL:	60

Bachelor in Health Services Administration

Credential Issued: Bachelor of Science

Credit Hours: 120 Credit Hours

This program prepares students to manage and coordinate the administrative, financial, and operational activities of a health care center. Likewise, they are capable of delegating and assigning roles for the proper management of the establishment. Graduates from this program will apply key disciplinary competencies as professionals in the key scenarios of this area, obtaining a high command of the necessary tools for its efficient management: health information systems, health legislation, administration, accounting, finance, and marketing focused on the field of Health.

Program outcomes:

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

• Demonstrate critical thinking skills by analyzing and applying concepts from General Education courses in English, Humanities, Math, Natural Sciences, and Social Sciences. Students will also broaden their comprehension and appreciation of globalization and apply principles of ethical and civic responsibility in real-world scenarios.

• Identify business-related problems and apply fundamental business theories to propose and evaluate solutions in case studies, and projects.

• Demonstrate foundational knowledge of Accounting by interpreting financial statements, recording transactions, and applying accounting principles in problem-solving exercises and financial analysis tasks.

• Manage and coordinate the administrative, financial, and operational activities of a healthcare center by developing strategic plans, assigning roles, and applying best practices in health administration. Utilize health information systems, health legislation, accounting, finance, and marketing principles to analyze and improve healthcare management scenarios.

• Apply key concepts of Management and Human Resources to organizational settings by developing leadership strategies, workforce planning models, and employee relations policies through case studies.

• Develop entrepreneurial skills by analyzing market opportunities and applying innovation strategies to business projects.

Program Breakdown:

Course Number	Course Title	Credit Hours
	General education requirements	**30**
MAT106	Introduction to Calculus (**Pre-req: 2 years high school algebra**)	3
MAT104	Introduction to Statistics (**Pre-req: 1- year high school algebra**)	3
HUM101	History of Art	3
ENG101	English Composition	3
HUM201	Intercultural Communication	3
ENG103	Oral and Written Communications Abilities	3
BSC101	General Biology	3

SOS101	Western Civilizations		3
SOS103	Equality & Inequality		3
ENV102	Environmental Sciences		3
	Professional Courses		**90**
BUS201	Principles of Business Management		3
ACC101	Principles of Accounting		3
ACC101L	Principles of Accounting Lab **(Pre-req: ACC101)**		3
BSC420	Introduction to Health Care		3
BSC401	Medical Terminology		3
OPM301	Operation Management		3
MAN410	Medical Office Management		3
BUS412	Medical Office Procedures		3
ACC410	Medical Insurance Coding & Billing		3
ACC415	Managerial Accounting **(Pre-req: ACC101)**		3
BUS415	Introduction to Health Services Administration		3
CLS410	Introduction to Medical Informatics		3
FIN408	Financial Issues in Health Care		3
ETH400	Ethics in Health Care		3
BSC450	Community Health and Epidemiology		3
MKM400	Health Care Marketing		3
BUS301	Business Communications		3
SOS401	Cultural Diversity in Health Care		3
MAN408	Risk Management		3
OML401	Organizational Behavior		3
HRM401	Managing Human Resources		3
LES304	Health Care Law		3
BUS410	Long Term Care Administration		3
HAS490	Health Services Administration		3
CIS409	Health Information System		3
ETH405	Ethics of Caring for the Elderly		3
HRM205	Supervisory Skills		3
ENT201	Entrepreneurships		3
HRM301	Negotiation and Conflict Resolution		3
LES302	Legal Aspect & Legislation in Healthcare		3
	Total		120

Bachelor in Business Administration with a Minor in Management Information Systems

Credential Issued: Bachelor of Science
Credit Hours: 120 Credit Hours
Students learn to recognize and analyze business problems and opportunities, propose solutions based on information systems for decision making, implement systems development methodologies, as well as participating and leading the management of projects or businesses. This program is focused and designed for graduates to implement the best practices in cybersecurity of data and databases, keeping company information and files safe.

Program outcomes:
Upon successful completion of the program, students will be able to:

• Demonstrate critical thinking skills by analyzing and applying concepts from General Education courses in English, Humanities, Math, Natural Sciences, and Social Sciences.

• Identify business-related problems and apply fundamental business theories to analyze and develop solutions in case studies, and projects.

• Demonstrate proficiency in Accounting, Finance, Mathematics, and Statistics by analyzing financial data, creating financial reports, and applying quantitative methods to improve business performance and growth.

• Develop and implement information system solutions for decision-making by applying systems development methodologies. Apply cybersecurity best practices to protect company data and databases through risk assessments and security protocols.

• Apply key concepts of Management and Human Resources by developing business strategies, participating in project management, and leading teams through case studies.

• Demonstrate foundational knowledge of legal issues by analyzing business-related legal scenarios and applying relevant regulations to case studies and compliance exercises.

• Evaluate globalization trends and analyze their impact on businesses and society. Apply principles of ethical and civic responsibility through discussions, case studies, and real-world applications.

• Develop and apply Marketing strategies by conducting market research, creating marketing plans, and analyzing consumer behavior to support business growth.

Program Breakdown:

Course Number	Course Title	Credit Hours
	General education requirements	**30**
MAT106	Introduction to Calculus (**Pre-req: 2 years high school algebra**)	3
MAT104	Introduction to Statistics (**Pre-req: 1- year high school algebra**)	3
HUM101	History of Art	3
ENG101	English Composition	3
HUM201	Intercultural Communication	3
ENG103	Oral and Written Communications Abilities	3
BSC101	General Biology	3
SOS101	Western Civilizations	3
SOS103	Equality & Inequality	3
ENV102	Environmental Sciences	3
	Professional Courses	**90**
CIS301	Introduction to Information Systems	3
MAT301	Statistics for Business and Economics	3
BUS302	Business Innovation Management	3
BUS304	Business Process Analysis	3
BUS401	Integrated Business Applications **(Pre-req: BUS304)**	3
APS301	Analysis and Design of Systems	3
CIS303	Management of Relational Databases **(Pre-req: CIS301)**	3
BUS402	Business Data Management	3
MAN401	Management Information Security	3
MAN402	Management Support Systems	3
PJM401	Project Management	3
OML401	Organization and Management	3
OPM301	Operation Management	3
MAN404	Strategic Management	3
ETH301	Professional Ethics	3
APS303	Design and Innovation of Digital Business	3
ACC400	Accounting for Planning and Control	3
CMP300	Introduction to Information Technology	3
LES301	Legal Environment of Business	3
MAT320	Computational Mathematics	3
CIS400	IT Engineering	3
ACC401	Cost Analysis and Applications	3
MAT400	Discrete Mathematics	3
FIN301	Financial Markets	3
BUS430	Foreign Trade	3
FIN401	Investments	3
OML300	International Organizations	3
MKM101	Principles of Marketing	3
MKM300	Marketing Communications **(Pre-req: MKM101)**	3
MKM320	Marketing and Society **(Pre-req: MKM101)**	3
	TOTAL:	**120**

Bachelor in Marketing and Sales

Credential Issued: Bachelor of Science
Credit Hours: 120 Credit Hours

This program provides knowledge of basic marketing structures and processes and the skills necessary to be able to analyze and solve marketing problems and opportunities. The program also provides a foundation for postgraduate programs, considering topics such as digital marketing, data analysis, business intelligence, among others. Graduates of this program will apply key disciplinary skills as business professionals to critical business problems. Marketing studies help to discern the true meaning of value: the value of the product and the value of the person or brand that delivers that product.

Program outcomes:

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

• Demonstrate critical thinking skills by analyzing and applying concepts from General Education courses in English, Humanities, Math, Natural Sciences, and Social Sciences.

• Identify business-related problems and apply fundamental business theories to analyze and propose solutions through case studies, and strategic projects.

• Demonstrate proficiency in Accounting, Math, and Economics by analyzing financial statements, applying quantitative methods, and evaluating economic trends to support business growth and decision-making.

• Analyze marketing structures and processes by evaluating case studies and real-world scenarios. Apply knowledge of digital marketing, data analysis, business intelligence, consumer behavior, product and pricing strategies, and sales to develop and propose marketing solutions.

• Apply key concepts of Management and Human Resources by developing business strategies, evaluating leadership approaches, and participating in team-based decision-making discussions.

• Demonstrate foundational knowledge of legal issues by analyzing business-related legal cases and applying relevant laws and regulations to organizational scenarios.

• Evaluate globalization trends and analyze their impact on businesses and society. Apply principles of ethical and civic responsibility through discussions, case studies, and practical applications.

Program Breakdown:

Course Number	Course Title	Credit Hours
	General education requirements	**30**
MAT106	Introduction to Calculus (**Pre-req: 2 years high school algebra**)	3
MAT104	Introduction to Statistics (**Pre-req: 1- year high school algebra**)	3
HUM101	History of Art	3
ENG101	English Composition	3
HUM201	Intercultural Communication	3
ENG103	Oral and Written Communications Abilities	3
BSC101	General Biology	3
SOS101	Western Civilizations	3
SOS103	Equality & Inequality	3
ENV102	Environmental Sciences	3
	Professional Courses	**90**
ACC101	Principles of Accounting	3
ACC101L	Principles of Accounting Lab (**Pre-req: ACC101**)	3
ECN102	Principles of Microeconomics	3
LES301	Legal Environment of Business	3
BUS201	Principles of Business Management	3
MKM101	Principles of Marketing	3
ACC420	Product and Pricing Strategies	3
MKM305	International Marketing (**Pre-req: MKM101**)	3
BUS425	Sales, Advertising and Promotions	3

MAN415	Consumer Behavior	3
MKM308	Marketing Analytics	3
CIS420	Digital Marketing **(Pre-req: MKM101)**	3
MAN203	Introduction to Lean Start Up	3
BUS301	Business Communications	3
MAN301	Social Responsibility	3
HRM202	Introduction to Managing Conflict and Bargaining	3
BUS430	Foreign Trade	3
ENT201	Entrepreneurships	3
MAN402	Management Support Systems	3
PJM401	Project Management	3
OML401	Organization and Management	3
OPM301	Operation Management	3
ETH301	Professional Ethics	3
MAT320	Computational Mathematics	3
MAN404	Strategic Management	3
OML300	International Organizations	3
MKM300	Marketing Communications **(Pre-req: MKM101)**	3
MKM401	Social Media Marketing **(Pre-req: MKM101)**	3
MKM320	Marketing and Society **(Pre-req: MKM101)**	3
ACC401	Cost Analysis and Applications	3
	TOTAL:	**120**

Master in Business Administration

Credential Issued: Master's degree in Business Administration

Credit Hours: 39 Credit Hours

This program is structured to train experts with the knowledge, skills and abilities in the creation and efficient management of public and private organizations. Participants will have an entrepreneurial and innovative vision with ethical and socially responsible leadership, capable of satisfying all the needs of organizations, efficiently using the most sophisticated tools and techniques. Students learn to recognize and analyze business problems and opportunities, propose solutions based on information systems for decision-making, apply systems development methodologies, as well as participate and lead in project or business management. This program offers knowledge of basic economic principles, how markets are affected by world events, and how to assess the financial health of a company. This can help in making better informed investment decisions.

Program outcomes:

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

• Demonstrate expertise in the creation and management of public and private organizations by applying strategic planning, operational management, and leadership skills in case studies and projects.

• Apply entrepreneurial and innovative strategies with ethical and socially responsible leadership by creating business plans, evaluating organizational needs, and implementing effective management tools and techniques.

• Identify and analyze business problems and opportunities using information systems for decision-making. Apply systems development methodologies and participate in project or business management by integrating knowledge of Accounting and Finance through case studies.

• Explain basic economic principles and analyze how global events impact markets. Evaluate a company's financial health by interpreting financial statements and conducting investment assessments to support informed decision-making.

Program Breakdown:

Course Number	Course Title	Credit Hours
	CORE COURSES	**24**
MAN571	Fundamental Theory of Organization	3
MAT501	Quantitative Methods for Business	3
MKM531	Marketing Management	3
BUS520	Project Evaluation and Risk Analysis	3
ACC514	Accounting Management	3
FIN563	Finance Management I	3
HRM675	Strategic Management of Human Talent	3
MAN530	Transformational Leadership	3
	CONCENTRATION COURSES	
	Management	**12**
HRM402	Policy and Strategy in Global Competition	3
FIN573	Finance Management II **(Pre-req: FIN563)**	3
HRM536	Management and Organizations	3
ETH301	Professional Ethics	3
	CAPSTONE	**3**
MHR600	Capstone **(75% of the program completed, Pre-req: FIN563, MAT501)**	3
	TOTAL:	39

Master in Business Administration in Human Resources Management

Credential Issued: Master's degree in Business Administration

Credit Hours: 39 Credit Hours

The program focuses on integrated learning experiences in which students develop problem-solving and team-building skills. The program is designed for students who want a broad knowledge of business operations with an intense focus on the area of Human Resources Management. Students will gain insight into ethical issues and business problem solving through courses that incorporate individual and group work, written assignments, and oral presentations. This program presents the building blocks of theory and application that focus on basic business principles, personnel management and retention, labor and employee relations, diversity management, and organizational development. The targeted study will equip students with the most sought-after skills required to succeed in Human Resources while completing the strategic circle through organizational management courses.

Program outcomes:

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

• Demonstrate broad knowledge of business operations with a specialized focus on Human Resources Management by analyzing case studies and applying business principles, personnel management strategies, labor relations, diversity management, and organizational development practices. Apply HR strategies to improve employee retention and organizational effectiveness through case studies and projects.

• Evaluate ethical issues and demonstrate transformational leadership by analyzing real-world scenarios and proposing responsible business solutions. Assess the impact of globalization on organizations and apply ethical and civic responsibility principles through case studies and discussions.

• Identify and analyze business problems and opportunities using information systems for decision-making. Apply systems development methodologies and participate in project or business management by integrating Accounting and Finance principles into strategic decision-making.

• Explain basic economic principles and analyze how global events impact markets. Evaluate a company's financial health by interpreting financial statements and conducting investment assessments to support informed decision-making.

Program Breakdown:

Course Number	Course Title	Credit Hours
	CORE COURSES	**24**
MAN571	Fundamental Theory of Organization	3
MAT501	Quantitative Methods for Business	3
MKM531	Marketing Management	3
BUS520	Project Evaluation and Risk Analysis	3
ACC514	Accounting Management	3
FIN563	Finance Management I	3
HRM675	Strategic Management of Human Talent	3
MAN530	Transformational Leadership	3
	CONCENTRATION COURSES	
	HUMAN RESOURCES MANAGEMENT	**12**
HRM401	Managing Human Resources	3
HRM525	Human Resources Development	3
HRM536	Talent Management	3
HRM538	Managing Total Rewards	3
	CAPSTONE	**3**
MHR600	Capstone **(75% of the program completed, Pre-req: HRM536, MAT501)**	3
	TOTAL:	39

Master in Education with Concentration in Digital Technologies

Credential Issued: Master's degree in Education

Credit Hours: 42 Credit Hours

This program focuses on providing professional development to people who are working in positions that involve teaching and want to become experts in the use of educational technology and instructional designers using current technologies to their full potential. This program offers a comprehensive curriculum for the professional development of educators of all levels who wish to design and apply technology in their own learning environments more effectively. Contents focus on constructive learning, curriculum development, integration and use of software and websites, application and design of digital instructional materials and the psychology of the classroom and the adaptation of technologies. The program will develop teachers' abilities to design their own educational materials using digital technologies and develop creative and innovative approaches to their work, as well as master the use of digital technologies to enhance practice, research, and professional or academic development.

Program outcomes:

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

• Demonstrate expertise in the use of educational technology by effectively integrating digital tools into learning environments. Apply constructive learning principles, curriculum development strategies, and instructional design techniques to create and implement digital instructional materials. Analyze and adapt technologies to enhance teaching and learning based on psychological and pedagogical principles.

• Design and develop instructional materials using current digital technologies, demonstrating proficiency in instructional design methodologies. Apply innovative and creative approaches to enhance educational practice, research, and professional development. Evaluate the effectiveness of digital tools in improving learning outcomes through practical applications and project-based assessments.

Program Breakdown:

COURSE NUMBER	COURSE TITLE	CREDIT HOUR
	CORE COURSES	**24**
CMP509	Introduction to Computers in Education	3
EDT501	Introduction to Knowledge Building	3
CMP515	Computers in the Curriculum	3
CMP517	Constructive Learning and Design of Online Environment	3

EDT502	Knowledge Media and Learning	3
EDT503	Instructional Design: Beyond the Lecture	3
CMP520	21st Century Competencies, Multiliteracies, and As	3
EDT504	Technology, the Environment and Education	3
	CONCENTRATION COURSES	
	Digital Technology	**15**
CMP525	Technology at Work: The Internet in Workplace Learning	3
EDT505	Integrating Technology into the Classroom: Issues	3
EDT506	Technology, Language and Literacy	3
EDT507	Technology, Psychology and Play	3
EDT508	Technology and Education	3
	CAPSTONE	3
EDT600	Capstone **(75% of the program completed, Pre-req: CMP509, EDT502)**	3
	TOTAL:	42

Course Descriptions

*All courses at MBTU have 3 semester credit hours.

General Education

English ENG

ENG101 English Composition
This course allows the student to study and apply rhetorical principles of writing in the development of effective sentences, paragraphs, and essays, with emphasis on writing expository prose about short fiction and nonfiction prose.

ENG102 English Composition II
This course provides the student with the ability to research topics and incorporate information from sources into their work. This is an important skill both in college and on the job. This course will reinforce the concepts practiced in English Composition I by introducing basic research concepts and techniques. Prerequisite: ENG101

ENG103 Oral and Written Communications Abilities
This course focuses on linguistic principles (signified and signifier, diachrony and synchrony, deep and shallow structures, language, and speech, etc.), the verb's morphology (time, person, and verbal mode), identity of generating ideas, prewriting process, paragraph (types of introductory paragraphs and conclusion, narration and description, paraphrasing), citations and sources in APA, and essay.

Human Studies HUM/ ETH

HUM101 History of Art
This course aims to provide the student with the basic concepts and ideas that allow him to interpret the works and the great periods of Art History in all its complexity. It delves into the knowledge of the reading keys of each artistic period, about the artist and the social, political, and economic conditions of each moment. It focuses on Introduction to the Art History; beginnings of Art and the Ancient World from Prehistory to Mesopotamia and Egypt; Ancient World (Greece and Rome); Middle-Ages (Gothic); Modern Age (Renaissance, Mannerism and Baroque); Contemporary Age (The 19th century, The Vanguards and The museum).

HUM201 Intercultural Communication
This course focuses on the challenges of intercultural communication, cultural patterns and variability, multicultural identity, the unique role of language, intercultural interaction, styles, verbal communication, types of nonverbal communication, listening, writing, presentation, persuasion, negotiation, etc.

ETH101 Ethics

This course provides a foundational perspective for ethics and social responsibility in relation to individuals, organizations, and the community. Emphasis is placed on the interrelated nature of ethics, morality, legal responsibility, and social issues.

ETH301 Professional Ethics
This course will cover the topics of introduction to ethics, the man and his ethical and moral values, personality and emotions, professional ethics, values, attitudes, job satisfaction, man facing addictions, the problem of difference, gender discrimination, the validity of ethical values in the field of social, political, technical, and educational structures, and conflict and negotiation.

ETH400 Ethics in Health Care
This course is the study of moral issues that concern health care professionals in Medicine, Nursing, Law, Sociology, Philosophy, and Theology. At the end of the course, students will be equipped to identify basic ethical decisions on abortion, suicide, cloning, and patient information.

ETH405 Ethics of Caring for the Elderly
This course offers the knowledge and skills necessary to succeed as a caregiver for an older adult. It investigates central ethical issues pertaining to the care of elderly patients, explores various ethical principles and frameworks and their application to various ethical issues and dilemmas that arise in caring for the elderly, examines how to identify ethical issues in caring for the elderly and helps develop more proficiency in ethical decision making.

Math MAT

MAT101 College Algebra
This course reviews linear inequalities in one variable, functions, linear functions, slope of a line, graphs of lines, parallel and perpendicular lines, systems of linear equations, division of polynomials, graphs of registration functions, exponential and logarithmic equations, applications of exponential and logarithmic functions, trigonometry of the right triangle, and trigonometry applications. Prerequisite: 2 years high school algebra.

MAT104 Introduction to Statistics
This is an introductory course in statistics designed to provide students with the basic concepts of data analysis and statistical computing. Topics covered include basic descriptive measures, measures of association, probability theory, confidence intervals, and hypothesis testing. The main objective is to provide students with pragmatic tools for assessing statistical claims and conducting their own statistical analyses. Prerequisite: 1- year high school algebra.

MAT105 Statistics
The goal of this course is to give the student an idea of how statistics can fit in with real life problems. Topics include elementary descriptive techniques, probability, sampling, estimation of parameters and hypothesis testing. We will do a lot of projects and exercises. Prerequisite: MAT104

MAT106 Introduction to Calculus

This course focuses on basics functions, domain, range, graphs, lines, slope, linear functions, introduction to rates of change via examples, velocity as a rate of change, definition of the derivative calculating numerically and algebraically, the inverse trigonometric functions, and assorted applications. Prerequisite: 2 years high school algebra.

MAT301 Statistics for Business and Economics

This course will cover data collection and management, probability and statistical inference, data distribution, typical values, measures of dispersion, basic principles of probabilities, distribution probability point, confidence interval and hypothesis testing.

MAT320 Computational Mathematics

This course focuses on basic operations with real numbers, basic properties of addition and multiplication, addition and subtraction of polynomials, polynomial multiplication, division, factoring, linear equations, solution, problems, quadratic equations, solving systems of first-degree equations, and solving inequations.

MAT400 Discrete Mathematics

This course focuses on sets, definition, notation, set types, relationship of equality, inclusion relation, sets properties, commutative, distributive, idempotent, identity, calculating the number of common functions, injective, surjective based on given sets, combinations, definitions, properties, series, arithmetic series, geometric series, resolution methods, recurring series, types of solutions and analysis of recursive algorithms.

MAT501 Quantitative Methods for Business

This course covers collection, description, analysis, interpretation, and presentation of data to support business decision making, probability distributions, central limit theorem, statistical inference for univariate data, correlation analysis, introduction to linear regression modeling and their application to real world business problems.

Natural Sciences ENV/ BSC

ENV102 Environmental Sciences

The purpose of this course is to provide students with the scientific principles, concepts, and methodologies to discern the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, and to evaluate the risks associated with these problems and examine alternative solutions for resolving and/or preventing them.

BSC101 General Biology

The purpose of this course is to provide students with the basic knowledge in Biology; topics will include cell structure and function, evolution, genetics, and ecology. The students are expected to use the scientific method of thinking to analyze and relate concepts to the environment.

BSC420 Introduction to Health Care
This course is an introduction to the health care environment, this course focuses on the health care team and delivery systems. Students will learn about legal responsibilities, ethical issues, safety, infection control, communication, interpersonal behaviors, wellness, and disease.

BSC401 Medical Terminology
This course will focus on the principles of medical word building to help the students develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes.

BSC450 Community Health and Epidemiology
In this introductory course, students will learn and apply basic concepts of epidemiology to multiple domains of public health. It will illustrate and practice using epidemiology to better characterize, and promote health at a population level.

Social Sciences SOS

SOS101 Western Civilizations
The purpose of this course is to analyze the main events in human civilization from ancient times to modern times. Students will be able to know the relationship between the past and the present. Students are expected to analyze the way western society has changed over time and how major events and ideas shaped our society. Geography, religions, customs, wars, and ideologies are examined to understand Western civilization.

SOS103 Equality & Inequality
The course focuses on these issues by examining the intersection of law and social policy regarding underrepresented groups. It will examine the debates about group identity, civil rights and freedoms, discrimination, and the meaning of justice in a democracy.

SOS401 Cultural Diversity in Health Care
This course is an overview of the nature and content of culture, how cultures interact, cultural diversity and how educators can provide culturally responsive instruction to the communities they serve.

Other Areas

Accounting ACC

ACC101 Principles of Accounting
This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including revenue recognition, inventory, long-lived assets, present value, and long-term liabilities. The course emphasizes the construction of basic financial accounting statements (the income statement, balance sheet, and cash flow statement) as well as their interpretation.

ACC101L Principles of Accounting Lab

This course focuses on the conceptual definition of accounting, financial accounting and reporting, financial information, double entry accounting, T- accounts, bookkeeping vs accounting, chart of accounts, financial reporting regulation, structure, content of financial statements in general, balance sheet, statement of financial position at the end of the period, income statement, cash flow statement, depreciation, current assets, and cash.

ACC202 Spreadsheet Application

An intensive course covering Microsoft Excel. Objectives include preparing, formatting, and enhancing worksheets, applying formulas and functions, charting, using analysis, linking, workgroup features, and increase productivity through use of macros and templates.

ACC203 Managerial Accounting

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will analyze information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operation budgeting and planning, cost control, management decision making, product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

ACC400 Accounting for Planning and Control

This course focuses on costing and estimates for product cost analysis of production volume, cost allocation method ABC (Activity Based Costing), the role of budget planning and control, preparation and analysis between actual data and planning for decision-making.

ACC401 Cost Analysis and Applications

This course focuses on definition of costs, objectives of the costs, area of application of costs, identification of cost and expenditure, classification of the costs according to the field where they operate, definition of commercial costs, commercial costing methods, definition of import cost, tax incidence, cost of labor, classification of labor, accounting, indirect manufacturing cost, classification by object of expenditure, general manufacturing costs (fixed and variable) and distribution of indirect costs.

ACC410 Medical Insurance Coding & Billing

This course trains students to maintain accurate and up-to-date patient information as a medical coder.

ACC415 Managerial Accounting

The course incorporates topics of accounting information for decision making, identifying, and estimating costs and benefits, cost flows, cost terminology, techniques for estimating fixed and variable costs, cost-volume-profit analysis, continued cost-volume-profit analysis, short term decision making, operating budgets, bridging planning and control, budgetary control, variance analysis, job costing, managing long-lived resources, capital budgeting, strategic planning, and control. This course is an interdisciplinary course designed to teach students how to think and act entrepreneurially. Students learn how to start-up and operate a business while in school, thus turning their learning into earning. Prerequisite: ACC101

ACC420 Product and Pricing Strategies
This course will cover strategy, management, strategic leadership, internal analysis and strategy at the enterprise level, anticipating competition and dynamics, competitive strategies and error management.

ACC514 Accounting Management
The course goal is to give students a comprehensive knowledge about the concepts and techniques of management accounting. These issues will be explained against the background of a fast-changing global market to develop knowledge of management accounting techniques to support planning, controlling, and monitoring performance in a wide variety of business environments.

Management MAN/ PJM/OML/OPM/MHR

MAN201 Principles of Management
This course will cover management functions and roles, evolution of management theory, total quality management, organizational culture, global management, ethics, social responsibility, planning, decision making, organizational structure and design, communication, information technology, human resources management, leadership, and control.

MAN203 Introduction to Lean Start Up
This course will teach students how to create a new product in the face of extreme uncertainty. Whether the students are entrepreneurs creating a new consumer or enterprise product, or intrapreneurs creating a new product/service internal to their company, lean startup principles apply to them.

MAN301 Social Responsibility
This course provides a foundational perspective for ethics and social responsibility in relation to individuals, organizations, and the community. Emphasis is placed on the interrelated nature of ethics, morality, legal responsibility, and social issues.

MAN401 Management Information Security
This course will cover governance and security policy, management of threats and vulnerabilities, incident management, risk management, information leaks, crisis management, business continuity, legal and compliance, safety and security implementation, forensic investigation, contingency planning, and certification.

MAN402 Management Support Systems
This course focuses on management functions, information needs of managers, relationship between business strategy and strategy information systems, management information systems, content management, decision support systems, expert systems, executive information systems, and business intelligence.

MAN404 Strategic Management

This course will cover what is strategy, management, strategic leadership, internal analysis and strategy at the enterprise level, anticipating competition and dynamics, competitive strategies, and error management.

MAN408 Risk Management
This course covers risk management concepts and techniques. Learners will review the role of risk regulation in financial markets and learn how to identify and describe the distinct types of financial risk and their sources.

MAN410 Medical Office Management
This course prepares you for work in the healthcare industry, providing the skills necessary to manage a wide variety of medical office settings and tasks.

MAN415 Consumer Behavior
With this course, students develop an appreciation for the influence consumer behavior has on marketing activities. Students apply psychological, social, and cultural concepts to marketing decision making.

MAN530 Transformational Leadership
This course covers the concept of "leader and follower", and the best practices to build an effective work team. The behavior of both the leader and the follower is analyzed and how to integrate both in their diversity.

MAN571 Fundamental Theory of Organization
This is an introductory course designed to help students develop awareness of the essential elements of the management and behavior of organizations. By exploring the four pillars of management (planning, organization, leadership, and control), students will discover how organizations leverage their scarce resources to achieve their objectives. The objective of this course is to provide students with an overview of the management field and a vision of the concept of organizational structure.

PJM401 Project Management
This course will cover introduction to organizational structures, roles in project management, project overview, management integration projects, development of a project plan, templates, tools, techniques, scope, method of cost estimating, budget, types of cost, fund management contingency reserve, cost control, equity method, network diagram, quality control, risk management, and management acquisitions.

OML300 International Organizations
This course introduces international organizations and the United Nations and explores how business and management tools can be applied in these settings to achieve better, more effective results. With a focus on cross-sector partnerships in a changing world, the course offers students insights into the inner workings of international organizations and the challenges they face today. It will introduce students to effective, state-of-the art management tools and principles to help them lead change in this world.

OML401 Organization and Management

This course focuses on organization, management functions, levels, management skills, behavioral management, modern theories of management, forms of ownership, organizational structure (line, functional, staff, committee), purchasing and marketing management and personnel management.

OML401 Organizational Behavior
This course focuses on organization, management functions, levels, management skills, behavioral management, modern theories of management, forms of ownership, organizational structure (line, functional, staff, committee), purchasing and marketing management and personnel management.

OPM301 Operation Management
This course will cover operations and business strategy, types of operational processes, bottleneck analysis, process analysis, implementation of process improvements, statistical processes control, response time and system design service, the impact of demand and process variability, queuing models, quality tools and supply chain management.

MHR600 Capstone
The completion of a capstone paper, written in collaboration with the student's assigned faculty advisor, serves as a transition from the role of student to that of professional. Through the Capstone Project, students will blend classroom learning and academic research into a finished work. This project will allow students to make their own unique contribution to their specific field (Business Administration), which they can implement, if needed, in any professional setting.

Business BUS

BUS201 Principles of Business Management
This course will present a survey of the basic methods by which managers operate businesses (large and small). It will cover the basic concepts of planning, leading, organizing, and controlling.

BUS301 Business Communications
This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program.

BUS302 Business Innovation Management
This course focuses on innovation management in organizations, development processes of new products or services, theoretical and methodological aspects of innovation, dynamics of organizations, and legal aspects of innovation.

BUS304 Business Process Analysis
This course will cover BPA methodology, BPM methodology, process management, continuous improvement, business models, international standards, process design, business rules, strategies and critical factors for implementation.

BUS401 Integrated Business Applications
In this course, students are introduced to standards in spreadsheets, database use, word processing, and graphics applications software to analyze, process, and solve business-related problems. Components of computer systems and the impact of computers both on businesses and individuals are also part of the contents. Prerequisite: BUS304

BUS402 Business Data Management
This course will cover introduction to MySQL, organizing files and indexes, storage hierarchy and block-based access, recording formats, variable fields versus fixed length, tree-based indexes (concepts), hash-based indexes (concepts), refinement and normalization schemes, functional dependencies, standardization databases, and design methodology databases.

BUS410 Long Term Care Administration
In this course, students will learn about the most important aspects of high-level management, like establishing health care standards, making strategic policy decisions, implementing personnel management procedures to support the overall vision of long-term quality care, the health care services available to the elderly population in the United States, quality in nursing homes, assisted living centers and similar settings where skilled nursing is required.

BUS412 Medical Office Procedures
This course offers hands-on training in the tasks performed by medical administrative personnel in medical office settings. Topics include the role of the medical administrative professional, exploration of health care careers, legal and ethical responsibilities, medical appointments and calendars, professional communication including telephone techniques, reception and registration of patients, electronic health record responsibilities, introduction to billing and insurance procedures, and an introduction to medical office management.

BUS415 Introduction to Health Services Administration
This course provides a survey of fundamental statistical concepts and advantageous techniques related to the practice of health services administration. Methods of data collection, management, presentation, and descriptive and inferential statistical are included in this course, as well as basic epidemiological theory applied to Health Services Administration.

BUS425 Sales, Advertising and Promotion
This course teaches the basics of advertising and sales promotion and how to analyze advertisements to determine their message, appeals, and other characteristics. By the end, students should have knowledge of marketing communications, advertising, and branding, their value, and different ways companies can use them to promote their offerings to consumers. Students will learn about branding, advertising strategies, sales promotions, ethics, brand management, advertisement analysis, consumer behavior, marketing communications, and much more.

BUS430 Foreign Trade
This course focuses on basics of foreign trade, conceptualization, importance and principles of international trade, reasons why international trade is given, comparative and absolute advantages,

problems arising from international trade, sanctions and embargoes, controls, exports, imports, barriers that hinder trade between nations, restrictions, and legal international trade.

BUS520 Project Evaluation and Risk Analysis
Alternatives for future investments that generate future operational flows are considered. This situation requires making estimates of the flows that will be generated, according to an estimate of future events which always include a degree of uncertainty or risk.

Human Resources Management HRM

HRM202 Introduction to Managing Conflict and Bargaining
This course introduces students to the field of peace and conflict studies in a global context. Students will become familiar with theoretical perspectives, real-world examples, and analytical skills to better discern, critically evaluate, and respond to contemporary issues related to peace and conflict. The course draws principally from political science, but also from anthropology, education, history, psychology, and more. The course begins with a discussion of the causes of conflict; it then examines the consequences of conflict and efforts to build peace.

HRM205 Supervisory Skills
This course provides participants with strategies for effective supervision, and the skills and knowledge required to lead a team or work group in a business environment. The course includes developing plans, providing leadership, and supervising the performance of a work team.

HRM301 Negotiation and Conflict Resolution
In this course students will learn how to make the difference in dealing with conflict and negotiating good outcomes. Students will gain the capability to solve situations where different values, needs, interests and goals clash, which is important more than ever, both in professional and personal life.

HRM401 Managing Human Resources
This course provides information to students about the role of supervisors regarding interviews, performance evaluation, discipline, counseling, work orientation, in-service education, and responsibilities.

HRM675 Strategic Management of Human Talent
The application of best practices in relation to the human resources of the company. How to translate the objectives and strategies of the company in all processes, definition of the position, profile and competences, selection, recruitment, motivation and evaluation, training, and development.

HRM402 Policy and Strategy in Global Competition
The major focus of the course is about "strategy" and how the applications of strategic management, including analysis, formulation and execution are employed to lead an organization to sustainable success. Central to the theme of this course is the ability for students to recognize that an organization's chances of survival and later, sustained growth and success, lie in the ability to identify those market forces that

create change and how each organization must adapt to survive. Only through a process of "strategic management" will a firm be able to address the competitive marketplaces of today's global economies.

HRM536 Management and Organizations
This is a course designed for the student to develop awareness of the essential elements of the management and behavior of organizations. By exploring the four pillars of management (planning, organization, leadership, and control) students will discover how organizations leverage their scarce resources to achieve their objectives. The objective of this course is to provide students with an overview of the management field and a vision of the concept of organizational structure.

HRM525 Human Resources Development
This course introduces students to the fundamentals of the field of human resources development. Theories, principles, process skills and roles related to human resources development are examined. The concepts of leadership roles are analyzed and discussed. This course includes a discussion about the forces, interest groups and organizational structures that influence human resources. The course presents students with the key elements necessary to carry out the assessment/analysis, as well as design, develop, implement, and evaluate human resources development programs in organizations.

HRM536 Talent Management
This course exposes students to methods and practices to acquire, engage and develop talent; it focuses on the development of leaders within an organization; and examines how executive succession is managed through readings, case studies, online and class discussions. It develops the definition of talent management and perspectives on the most effective, and analyzes the processes of selection, development, and maintenance of talent within an organization. The course focuses on talent management strategies and initiatives that are integrated with organizational strategy and final objectives.

HRM538 Managing Total Rewards
The purpose of the course is to provide exposure to the tangible and intangible aspects of compensation, as well as the use of compensation to motivate and reward employee performance. The topics include theories and practices of compensation and benefits starting with the framework of job analysis, job descriptions and job evaluation, designing and administering equitable pay structures, including the increasing application of international compensation considerations. In addition, using the concept of total rewards, which expands upon compensation to the areas of employee benefits, equity vehicles and non-cash rewards, students will learn about salary surveys, long and short-term variable pay plans, motivation theory, executive compensation, and the legal aspects of pay and benefits.

Marketing MKM

MKM101 Principles of Marketing
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making.

MKM300 Marketing Communications
This course will cover communication definition, effective communication factors, credibility and appeal of the message, interpretation and implementation of the language of gestures, how to ask questions, make contact, make "briefings", leading meetings, negotiate, create an identity, persuasion, the importance of communication skills in society tools to create a climate of confidence, work approach, keys for the expression of personal talent, conflict management, and topic communication skills within the company. Prerequisite: MKM101

MKM320 Marketing and Society
This course focuses on the concept of strategic marketing, positioning, business strategy, competitive advantage, market generic strategies, market orientation, the consumer client, market segmentation, and SWOT analysis. Prerequisite: MKM101

MKM305 International Marketing
This course will cover international marketing. This is a course designed to introduce students to the marketing practices of companies seeking market opportunities outside their home country, and to raise awareness about the importance of viewing marketing management strategies from a global perspective. Prerequisite: MKM101

MKM308 Marketing Analytics
Students will learn to apply digital marketing and data analysis skills through specialized marketing. The course differentiates itself from other analytics courses by offering an approach that challenges students to solve real-world marketing problems across a wide range of industries, giving them a competitive edge.

MKM400 Health Care Marketing
This course builds on students' previous courses and work experiences and seeks to deepen their knowledge of various business and social science theories, principles, and models and how they do, or do not, apply within the health sector.

MKM401 Social Media Marketing
This course addresses how social media has transformed marketing communications from traditional mass media to individualized marketing. Using a variety of social media tools and platforms, this course explores the different methodologies for social media marketing. Prerequisite: MKM101

MKM531 Marketing Management
This course is a deepening of strategic management, of marketing to be implemented in a highly competitive and globalized environment. It makes students familiar with the integral process of marketing from a long-term perspective to ensure the permanence of the market of companies, their products, and brands. Prerequisite: MKM101

Economics ECN

ECN102 Principles of Microeconomics
The purpose of this course is to provide students with a basic knowledge of the principles of microeconomics. At its core, the study of economics deals with the choices and decisions that must be made to manage scarce resources available to us.

ECN202 Principles of Macroeconomics
This course provides an overview of macroeconomic issues, the determination of output, employment, unemployment, interest rates, and inflation. The course introduces basic models of macroeconomics and illustrates principles with the experience of the US and foreign economies.

Finance (FIN)

FIN201 Principles of Finance
This course will teach students how to keep detailed financial records so that organized reports can be distributed to managers, shareholders, and government regulators. It will focus on what managers, investors, and government agencies do with this information. It is an introductory course to various fields of finance and is comparable in content to courses that other institutions label as "corporate finance" or "financial management".

FIN301 Financial Markets
This course will cover what is money, its functions, the money supply, financial markets, sorting, participants, financial assets, categorization, differences, financial innovations, securitization of financial assets, institutional structure, banking, origins, functions, banking Industry, management of assets and liabilities, non-bank financial intermediaries, insurance banking, cash and future market.

FIN401 Investments
This course focuses on income statements, strategic dimension of the types of investment projects, planning evaluation, time horizon, dimension, cash flow analysis methodology, assessment of liquidity, assessment of profitability, taxes, risk concept, sensitivity analysis, scenario analysis, costs, concept of funding sources, costing capital, indebtedness, financial objectives, and operational requirements.

FIN408 Financial Issues in Health Care
The course incorporates topics of capital planning and other finance issues applied to health-care organizations. This course will cover public payer, rate setting, discerning risk and the costs of capital in making financial decisions.

FIN563 Finance Management I
The financial environment and its evaluation using the NPV, valuation of financial assets, project analysis, risk and return, debt, and dividend policies.

FIN573 Finance Management II
The main objective of this course is to provide the student with a tool to assess the financial position of a company. It combines analysis of financial statements, business strategy, microeconomic theory, finance,

and behavioral finance. Under the theme of accounting-based risk measurement, models for bankruptcy risk prediction and credit scores are presented, as well as studies that focus on accounting for systematic risk-based accounting. Prerequisite: FIN563

Computing/Programming CMP/THC/CIS/APS/CLS

APS301 Analysis and Design of Systems
This course introduces the student to a wide range of concepts applied in the analysis and design of information systems. Students will develop practical skills in modelling systems from the process and object perspectives to effectively analyze and design information systems.

APS303 Design and Innovation of Digital Business
The contents of this course will allow students to develop the skills needed to be successful in the digital age by combining the practical development of digital skills and students' capacity for creativity and innovation.

CIS301 Introduction to Information Systems
This course provides the basics of information systems used in various types of organizations and businesses. It also enables students to distinguish data from information and describe the characteristics used to evaluate the value of data.

CIS303 Management of Relational Databases
This course develops students` ability to use and apply relational database technology, data modeling, SQL, data normalization, and the translation of logical designs to physical storage structures. The course also presents the concept of indexes, storage management, transactions, database integrity, client/server relational database management, and introduction to query optimization. Prerequisite: CIS301

CIS400 IT Engineering
In this course students will learn about domaining computer and information technology by providing fundamental knowledge and skills required to describe, analyze, and apply its tools such as IT technician, networking, neutral-vendor servers, and security.

CIS420 Digital Marketing
The aim of this course is to provide students with fundamental knowledge about the business advantages of digital marketing and its relevance for marketing success. Students will learn the concepts and criterion to develop a digital marketing plan, make SWOT analysis, define a target group, get introduced to various digital channels, their advantages, and ways of integration, how to integrate digital media and create marketing content, to optimize a website and SEO, to create Google AdWords campaigns, social media planning, to get basic knowledge of Google Analytics for measuring effects of digital marketing. Prerequisite: MKM101

CIS409 Health Information System
The aim of this course is to introduce the student to the principles of computer technology related to health care with focus on health care data collection, storage, retrieval, security arrangement,

presentation, and verification. The course will also introduce the components and requirements of the electronic health record and computerized medical billing and provide sufficient knowledge of the challenges for health executives in the selection and implementation of a health information system.

CLS410 Introduction to Medical Informatics
This course introduces health informatics, the field focused on the optimal use of data, information, and knowledge to individual health care, public health, and health-related research. Students will learn and apply informatics skills and knowledge to health-related situations and issues, also offering an overview on how technology can be applied in the delivery of health care through the use and maintenance of informatic interventions that improve health care delivery.

CMP202 Computing Fundamentals for Entrepreneurship
This course develops basic computer skills among the candidates and aims to allow students to learn the basics of the operating system, personal computer, computer networks and solve common day-to-day problems that may arise in a business. Throughout the course, students will go through several stages of entrepreneurship, including conceptualization of problems, incubation of ideas, product development, pilot deployment and evaluation of the effectiveness to nurture them and bring them to reality.

CMP300 Introduction to Information Technology
This course provides an overview of the fundamental ideas and principles behind information systems. The course approaches traditional computer concepts from a managerial perspective geared to the requirements of businesses and organizations, like introduction to technology, fundamentals of information systems, types of information systems, introduction to software engineering, and software development models.

CMP509 Introduction to Computers in Education
This course develops basic skills in computer fundamentals, keyboard, computer applications, research tools and educational applications. Within the appropriate development guidelines, the content of this course should allow students to know the specific terminology of the computer, use the computer to integrate all areas of the curriculum, use computer programs and educational software to reinforce their learning, undertake research and expand critical thinking skills.

CMP515 Computers in the Curriculum
This course is designed to enable educators to use technology to enhance instruction within and across content areas. Theoretical and practical aspects of technology integration will be discussed. Students will develop a thematic unit reflecting state and national standards.

CMP517 Constructive Learning and Design of Online Environment
This course presents the case of the pedagogy of the online course to support the constructivist learning model. An online strategy for presenting instructional materials as an option for students and the use of technology. Students will learn the constructivist learning model, the pedagogy of online courses to meet the structural needs of students and develop their analytical and communication skills.

CMP520 21st Century Competencies, Multiliteracies, and As

This course explores how technology may be used as a tool in the 21st Century classroom to facilitate changes in the way teachers teach and students learn, and ultimately to stimulate positive changes in education. It also examines how educators can increase their own productivity by using technology for communication and collaboration among colleagues, staff, parents, students, and the larger community. Students will examine the benefits and possible drawbacks of technology used in their classrooms and learn how to integrate technology effectively into their teaching to promote student learning. Students will discover how technology can be an engaging and effective tool in the classroom. Students also could learn how to incorporate the latest technology and software into the curriculum to support learning.

CMP525 Technology at Work: The Internet in Workplace Learning
This course provides an overview of the problems and strategies associated with the use of the Internet in instruction. Participants will use a variety of social software or Web 2.0 applications, as well as more traditional applications, such as search engines. More importantly, participants will consider their own unique educational contexts while working with the course content to determine how the Internet can be used to meet the teaching and learning objectives.

THC103 Introduction to Digital Humanities
In this course students will learn how humanities are understood across disciplines and the bases of the necessary skills in digital research and visualization techniques across subjects and fields within the humanities.

Health Administration Services HAS

HAS490 Health Services Administration
This course provides a general overview of health services administration. Methods of data collection, management, presentation, and descriptive and inferential statistical are included in this course, as well as basic epidemiological theory applied to Health Services Administration.

Education Technology EDT

EDT501 Introduction to Knowledge Building
This course provides a comprehensive guide to the knowledge building theories and how they can be applied in teaching and in the process of identifying what is needed to create knowledge based on philosophical principles.

EDT502 Knowledge Media and Learning
In this course students will learn the use of tools to support the processes of generating, interpreting, and sharing knowledge using several different media, while also discerning how the use of different media shapes and fits into these processes.

EDT503 Instructional Design: Beyond the Lecture

This course provides sufficient knowledge and application of the techniques required for the process of addressing learning settings with a focus on instructional systems design and instructional strategies at curricular and classroom contexts. Students will also be introduced to basic advantages and disadvantages of the main instructional media.

EDT504 Technology, the Environment and Education
This course will guide students to discern the role that various forms of electronic and digital technology can play in the teaching and learning process and how they can approach these processes in classroom environments. Students will also learn the concepts for designing technology-enhanced activities, learning/teaching resources and the principles required to identify resources that assist in the learning of how to integrate technologies in the future.

EDT505 Integrating Technology into the Classroom: Issues
Issues within classroom contexts arise when integrating technology-based resources and activities. This course introduces insights into different social dynamics and the perception of effectiveness of technology in the classrooms. Students will also analyze the impact of the lack of alignment between technology, curriculum, and instruction to build appropriate learning settings within the contexts of the class.

EDT506 Technology, Language and Literacy
In this course, students will explore how technology is relevant to language and the forms in which it is used. Concepts are presented regarding the approach with material, social, and individual resources interact in the design of textual meaning, and how that interaction acts across different contexts of communication, situations of technological mediation, and moments in time.

EDT507 Technology, Psychology and Play
This course covers a deep knowledge of psychological theories of play with focus on the role of technology in play scenarios throughout life spans, and to the role of technology in play from developmental and educational perspectives. Topics related to play include gamification, trust, collaboration, and passion to learn. In addition, the role of technology in 'eduplay' will also be addressed for analysis of its impact on people within learning contexts.

EDT508 Technology and Education
This course explores specific technology and digital resources that have been designed and developed for use in the classroom. The assessment, utilization and analysis of various technologies and their effectiveness within the curriculum will be studied in-depth.

EDT600 Capstone
The completion of a capstone paper, written in collaboration with the student's assigned faculty advisor, serves as a transition from the role of student to that of professional. Through the Capstone Project, students will blend classroom learning and academic research into a finished work. This project will allow students to create their own unique contribution to their specific field (Education), which they can implement, if needed, in any professional setting.

Entrepreneurship ENT

ENT201 Entrepreneurships
This course is an interdisciplinary course designed to teach students how to think and act entrepreneurially. Students learn how to start-up and operate a business while in school, thus turning their learning into earning.

Laws / Legislation LES

LES301 Legal Environment of Business
This course focuses on introduction to law and the legal environment of business, the US legal system, constitutional principles, dispute resolution tools, the international legal environment of business, and main laws that relate to the field of business.

LES304 Health Care Law
This course is an examination of the broad legal aspects that have an impact on the operation of healthcare. The course will include an introduction to the legal system as it pertains to the healthcare system; health related legislation; regulatory agencies, issues affecting healthcare facilities; and medical malpractice.

LES302 Legal Aspect & Legislation in Healthcare
This course covers the corporate structure and legal responsibilities of institutions and health professionals are studied from a local, state, and federal regulatory position.

Prerequisites and Course Sequencing

Bachelor's and Associate's Degrees: Courses do not need to be taken in a specific sequence or order for students to achieve program outcomes. However, there are some courses with prerequisites, and in those cases, students must complete the prerequisite course first.
Master's Degrees: The results of our graduate programs articulate the knowledge, skills, and abilities of professionals trained at a specialized level. At MBTU, the master's programs are completed sequentially to ensure that students acquire knowledge and skills progressively, facilitating the achievement of the program's expected outcomes. Students take the Capstone course in their final semester, or they must have completed at least 75% of the program and the corresponding prerequisite courses before enrolling in the Capstone course. These prerequisites are essential to provide the necessary knowledge in key areas, preparing students with the conceptual and practical tools required to carry out the advanced research and analysis demanded by the Capstone. This enables them to apply all the knowledge they have acquired throughout the program. Additionally, if any course has prerequisites, students must complete those courses first. This structure ensures that students meet the learning objectives of the program.

List of Courses with Prerequisites

Associate in Business Administration
MAT101 College Algebra (Pre-req: 2 years high school algebra)

ENG102 English Composition II (Pre-req: ENG101)

MAT104 Introduction to Statistics (Pre-req: MAT101)

ACC101L Principles of Accounting Lab (Pre-req: ACC101)

MAT105 Statistics (Pre-req: MAT104)

Associate in Business Entrepreneurship

MAT101 College Algebra (Pre-req: 2 years high school algebra)

ENG102 English Composition II (Pre-req: ENG101)

MAT104 Introduction to Statistics (Pre-req: MAT101)

Bachelor in Health Services Administration

MAT106 Introduction to Calculus (Pre-req: 2 years high school algebra)

MAT104 Introduction to Statistics (Pre-req: 1- year high school algebra)

ACC101L Principles of Accounting Lab (Pre-req: ACC101)

ACC415 Managerial Accounting (Pre-req: ACC101)

Bachelor in Business Administration with a Minor in Management Information Systems

MAT106 Introduction to Calculus (Pre-req: 2 years high school algebra)

MAT104 Introduction to Statistics (Pre-req: 1- year high school algebra)

BUS401 Integrated Business Applications (Pre-req: BUS304)

CIS303 Management of Relational Databases (Pre-req: CIS301)

MKM300 Marketing Communications (Pre-req: MKM101)

MKM320 Marketing and Society (Pre-req: MKM101)

Bachelor in Marketing and Sales

MAT106 Introduction to Calculus (Pre-req: 2 years high school algebra)

MAT104 Introduction to Statistics (Pre-req: 1- year high school algebra)

ACC101L Principles of Accounting Lab (Pre-req: ACC101)

MKM305 International Marketing (Pre-req: MKM101)

CIS420 Digital Marketing (Pre-req: MKM101)

MKM300 Marketing Communications (Pre-req: MKM101)

MKM401 Social Media Marketing (Pre-req: MKM101)

MKM320 Marketing and Society (Pre-req: MKM101)

Master in Business Administration

FIN573 Finance Management II (Pre-req: FIN563)

MHR600 Capstone (75% of the program completed, Pre-req: FIN563, MAT501)

Master in Business Administration in Human Resources Management

MHR600 Capstone (75% of the program completed, Pre-req: HRM536, MAT501)

Education with Concentration in Digital Technologies

EDT600 Capstone (75% of the program completed, Pre-req: CMP509, EDT502)

Technology, Platforms & Resources

Libraries

The technological model for online education has access to scientific databases, virtual libraries, and the portal of scientific journals published by the University as sources of consultation, creativity, and innovation in the generation of training research processes, the students, instructors, authors, and tutors. These libraries and databases with more than 3,000 bibliographic resources, allow access to different areas of knowledge (business, science and technology, humanities, social sciences, etc.), and articles on current academic topics.

MBTU has its own data center to provide the required services for the development of academic and research activities. The growth of the data center is projected for five years in its platform of local servers supported with services in the cloud that provides easy, rapid growth according to the objectives of the institution and the faculty.

eLibro.net Library library@mbtu.us
https://elibro.net/es/lc/mbtu/inicio/

Data Center Information

The servers are housed in one of the data centers of the IWeb company, which is based in Montreal, Canada.

Datacenter iWeb

- Location: 5945 Couture. H1P 1A8 St-Leonard, Canada.
- Speed: 100Mbps

Server Information

The servers respond to the following characteristics:
- CPU: Intel Core2 Duo CPU E7500
- RAM: 8GB
- Storage: 1TB in RAID1 (mirrored) + 1TB in RAID1 (mirrored)

In the event of disk incidents, the application can be lifted using the second disk. The servers only have the necessary ports for the application exposed to the Internet, as well as those for administration, which is done through a secure connection (SSH).

Backup Policy

The backup policy consists of:

A daily nightly backup is made of all the application data, Database and Server configuration, in another Server dedicated to backups, which is physically located in another datacenter of the same company (iWeb).

The last 7 daily backups are always maintained.

If it is necessary to recover the backup of the application, along with its database, depending on the volume of them at the time of recovery, it could take about 1 to 2 hours.

Among these services in the cloud is the inter-institutional e-mail system, the learning management system, the content management system and the storage databases of video classes and live classes.

Educational Tools

The technological model is focused on student learning and is divided into interacting components for the online student to develop their competences through autonomous, collaborative, and practical learning.

Access and Support Component

Upon entry to the systems of online education, the student will require their electronic credentials which allow them to establish a communication with their teachers, career coordinators, technical support on the platform, access to virtual learning resources, access to academic system, access to databases, virtual libraries, and interaction with the university community.

Technological Requirements

•   Desktop computer or laptop with Windows 10 (or higher), MacOS 10.14 (or higher), Ubuntu 12 (or higher)
•   Intel Core i3 processor, AMD Ryzen 3, or higher
•   8 GB of RAM
•   10 GB of free disk space
•   Android tablet 10.0 (or higher) or iPad with iOS 12 (or higher)
ACCESORIES
•   Webcam
•   Microphone
•   Speakers or headphones
INTERNET
•   High-speed internet connection with a minimum upload and download speed of 5 Mbps.
•   Wired internet connection, if possible, or a nearby wireless connection.
WEB BROWSER
•   It is mandatory for supervised assessments to use the Google Chrome browser.
•   For browsing content and viewing study materials, you can use your preferred web browser.
MOBILE DEVICES
The Learning Management System (LMS) is available for mobile devices (Android / iOS) and can be downloaded from the app store of each device.

Educational Platform and Multimedia Content

MBTU uses an official LMS known as Brightspace. This educational platform is a learning management system that allows the interaction of students with instructors through the control, administration and distribution of activities in a face-to-face manner, teaching materials, photographs, illustrations, videos that reinforce the theoretical content, with interactive exercises, self-evaluations that help students to fix their training knowledge, final evaluations, grades, surveys, attendance control by month, weeks, days and hours in the period of time communicating with students both, asynchronously and synchronously.
The learning system has the management of activities with downloads and return to students, notice or notification to the tutor when an activity is done allowing the activity or practical work to be graded.

Instructors are expected to respond to students' questions, comments and or concerns in 24 hours using the email provided in the course syllabus.

The educational platform has a content management system that allows you to store different multimedia formats to the student with all the digital material required in the learning process such as multimedia presentations, electronic documents in different formats, video tutorials.

Administrative Platform

The University has an academic system that allows the registration of curriculums, students, teachers, registration, notes, and attendance control for instructors and students, additionally provides the student with an application for mobile devices where they can be consulted their academic records and access to the institutional portal for the services offered by the university.

Research Platform

The technological model for online education has access to scientific databases, virtual libraries, and the portal of scientific journals edited by the University as sources of consultation, creativity, and innovation in the generation of applied research processes and formative of the students and teachers.

These libraries and database allow access to more than 134,000 titles from different areas of knowledge (business, science and technology, humanities, social sciences, etc.), and databases of more than 8,500 current academic topics.

Criteria Hardware, Software and Networks

MBTU has the following technological infrastructure for study programs in Online mode:

Learning Resources

The content management and the virtual learning management systems that empower the exchange of information and the administration of activities of the training process are ran in technologies called cloud computing or cloud services, which allow a total independence of the infrastructure technology of MBTU and can operate 24/7. While it is true that the content management and learning system resides in the cloud, the University has its own hardware, software, and telecommunications technological infrastructure, which allows users to interact with the LMS and CMS platform for the development of the contents, administrative management and other clearly academic and / or administrative functions.

The content management and learning platform is covered under a Software use license agreement that recognizes that the intellectual property of the academic content published on the platform always corresponds to MBTU.

Learning Management System

The learning management system of MBTU is a platform used to manage, distribute, and control the activities of distance learning in the institution.

The features offered by the MBTU learning management system are:

● Management of user resources, materials, and training activities.
● Monitoring of the learning process.
● Execution of evaluations.
● Report generation.
● Management of communication services such as forums, chats, mail, and mass messages.

●   Social constructivist pedagogy through collaboration among students, between teachers with scientific research activities and critical reflection.

Characteristics of the Learning Management System

Pedagogical Tools

Resource Management: online user help, textual content, incorporation of academic material, animations, videos, audio, use of mathematical equations, PowerPoint presentations, adobe acrobat, surveys, community creation and wikis.

Follow-up of course progress: monitoring of activity of students and teachers with detailed reports, progress control, task alerts.

Evaluations: Date management for control of start and end of evaluations, content management with question banks, ability to generate and check evaluations as per teachers' indications, time control with warning messages for the completion of evaluations and compatibility of SCORM packages, and the result of an evaluation.

Asynchronous Communication: Personal communication via email, administration of messages through labels and audits of emails by administrators, which include notifications of news of general interest for the course, correction of activities, differentiated alert of the materials pending review for the completion of the course and unread support materials, forums organized by units for discussion environments and consultations with possibility to establish automatic opening and closing dates in the topics of debate and attach files and pictures of students in each intervention. Accessibility to work with nested forums and flat forums, and the result of an evaluation.

Synchronous communication: Textual conversations via online chats with the possibility of saving conversation history in public and private rooms, complemented by video conferencing between users using the google apps.

Access to the study material: The student can access the schedule-based material before the class session.

Instructor's virtual work environment

Authoring tools: The virtual campus has a simple interface, through an integrated editor that hides the complexity of the editing process in HTML language, this editor allows the embedding of FLV type files, images, creation of didactic guide to link educational resources of the course.

Course management: allows the teacher to manage the administration of the users belonging to their group and to have access to the categories, calendar of activities, study materials, activities, and evaluations.

User Registration: Students can be registered by roles, permissions, and profiles, which can send group messages for notification of activation to the virtual classroom that allows you to be ready to access the different categories, topics, contents, surveys, activities, questions, and evaluations

Reports

This option provides information on user accesses grouped by month, by day, by hour, by week and by section.

Repository: allows the teacher author and tutor to have their repository for all the necessary educational material that can be seen by the students of the assigned classroom

Content Management System

A content management system (CMS), as the name implies, is a framework that allows us to manage content in digital media, it is mainly used for websites, thus facilitating its prompt updating without having to depend exclusively on a programmer.

It consists of an interface which controls one or several databases in which the different contents of the digital medium are housed. One of the advantages of using the CMS is to be able to manage the content and change the design without having to format each of the pages that comprise the site, in addition to optimizing the administration time, and requiring a basic-level knowledge of programming for those who must update the contents of the site.

The virtual campus has a tool that allows teachers to create a page layout that describes how to guide the student in their learning process. This is carried out through the incorporation of videos, the order of readings of educational resources, etc.

For this reason, our platform has a content management system that facilitates teachers the tasks of personalization of the virtual classroom and classes, being able to share texts, links, images, and other resources easily with their students.

In addition to the above, both student and teacher users have different channels of information exchange and socialization, such as chats, forums, wikis, file storage in the virtual campus, libraries, etc.

Institutional Portal

Our Institutional platform provides teachers, students, and the public at national and international level with educational, academic, and administrative services offered from an Internet URL.

Resources of databases and virtual libraries

MBTU provides access to various virtual libraries for its students and teachers, where they can check databases that contain several texts and videos, providing a wide range of tools for comprehensive development that are offered to all educational community.

Institutional e-mail system

MBTU uses its mail system based on Microsoft 365 to improve mobility and manage asynchronous communication between students and teachers.

Video conference System

For synchronous communication between students and teachers, video conferencing is used to allow personalized controls and schedule activities.

The virtual campus users can request support in 3 ways:

Support level 1: By sending an email to the account eerazo@mbtu.us , the MBTU support manager will revise and process the situation, being a first level technical manager.

Support level 2: Level 2 support can receive support requests from level 1 or through the platform (direct from users who are connected on the platform).

Support level 3: Level 3 meets requirements only when requested by level 2 and it is a technical issue of greater complexity. The level 3 support is assisted by the platform provider on help desk issues, technical support, documentation, and personalization of the virtual campus.

Criteria Technical Specifications for Users

To ensure that you have optimal learning experience while using our virtual campus or some other software that teachers consider convenient; you will need:

Operating system

Note: Adobe Connect can be used on any kind of computer (Windows and Mac), also on mobile devices (Tablets and cell phones with Android and IOS) to attend live classes. For the rest of academic activities, please note that although most course materials can be accessed via mobile devices, video lectures will be of better quality and are conducted over a high-speed network.

Network Model

The network model for MBTU Online Programs is based on the interconnectivity between the different actors, platforms and resources that is carried out using the Internet, where four main groups are identified:

Platforms of virtual classrooms and interaction

•	The MBTU Virtual Campus is an LMS system and a CMS content manager, where the management of the students' training processes, the allocation of virtual classrooms, teachers, parallels, monitoring, storage of the contents and online support is carried out.

•	The video conference system allows real-time classes, which can be recorded for further editing before being stored in the cloud, assigning passwords, becoming the latter a repository of multimedia resources for students.

•	Access to digital libraries and databases, which have been contracted by the University for the use of their students, teachers, and researchers.

The students:

•	Students stand as active participants who interact with the tutors and teachers throughout the different learning systems.

Availability, computer security:

•	The use of two last mile providers guarantees the availability of the internet service.

•	The installation of two firewalls with all the active services and configured on redundancy guarantees the security of the information and at the same time the availability of the institutional network due to the affectation of computer attacks or the presence of hackers.

•	Contingency.

Application of academic, administrative, and online support processes:

•	Academic Director: review of the multimedia content delivered by the content management area according to academic guidelines.

•	Instructor's authors: development of the presentations and contents in the audio visual and didactic multimedia environment.

•	Instructor's tutors: instructor committed as an author teacher who plans and carries out the activities in a strict manner.

•	Multimedia developers: develop the course contents using specialized software within the audiovisual and multimedia branch. These are published in the MBTU virtual campus.

•	Administrative and academic applications system: They register the academic and administrative record of each student.

This presented model ensures the availability, the capacity for growth and the possibility of increasing new services as soon as necessary in the forthcoming years.

Email and Internet Use Policy

All email communications sent or received at Miami Business Technological University should be considered official MBTU correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. MBTU, under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at Miami Business Technological University have access to the Internet. It is expected that all individuals using MBTU's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.