



# **SAN GREGORIO**

**C O L L E G E**



<http://www.SANGREGORIO.College>

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## **CATALOG**

### **2018-2019**

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# TABLE OF CONTENTS

<b>SECTIONS</b>	<b>PAGE</b>
STATEMENT OF FAITH	3
INTRODUCTION	4
STUDENT SERVICES	6
DISTANCE EDUCATION	8
SGC HISTORY	9
MISSION	10
ACADEMIC PROGRAMS	12
AA DEGREE	13
BSBA DEGREE	14
MS DEGREE	46
PHD PROGRAM	51
COMPETENCY DEGREES	58
CERTIFICATE PROGRAMS	59
ACCREDITATION	67
FACULTY	69
ADMISSION POLICY	73
TUITION AND FEES	78
ESTIMATED COST OF ATTENDANCE	82
APPLICATION FOR ADMISSION	84
FINANCIAL AID	86
STUDENT RECORDS	87
NATIONAL HOLIDAYS	88

## STATEMENT OF FAITH

Evangelical Protestants and Roman Catholics and other Protestant and Orthodox religions have been led through prayer, study, and discussion to common convictions about Christian faith and mission. It is therefore incumbent upon SAN GREGORIO College to frame a Statement of Faith that is acceptable to all Christians as there is more commonality among the basic tenants of Christian faith than there is discourse over issues that have exacerbated a common front over the past 500 years. It is in that spirit of commonality the College wishes to assure all are welcome to study, learn, and explore differences in a collegial Christian environment where all views are respected and are discussed in the spirit of commonality and belief in the one Lord, Jesus Christ.

Jesus Christ is Lord. That is the first and final affirmation that Christians make about all of reality. He is the One sent by God to be Lord and Savior of all. "And there is salvation in no one else, for there is no other name under heaven given among men by which we must be saved." (Acts 4). Christians are people ahead of time, those who proclaim now what will one day be acknowledged by all, that Jesus Christ is Lord, (Philippians 2).

We affirm together that we are justified by grace through faith because of Christ. Living faith is active in love that is nothing less than the love of Christ, for we together say with Paul: "I have been crucified with Christ; it is no longer I who live, but Christ who lives in me; and the life I now live in the flesh I live by faith in the Son of God, who loved me and gave himself for me." (Galatians 2).

All who accept Christ as Lord and Savior are brothers and sisters in Christ - Evangelicals and Catholics are brothers and sisters in Christ. We have not chosen one another, just as we have not chosen Christ. He has chosen us, and He has chosen us to be His, together. (John 15). However imperfect our communion with one another, however deep our disagreements with one another, we recognize that there is but one church of Christ. There is one church because there is one Christ and the church is His body. However difficult the way, we recognize that we are called by God to a fuller realization of our unity in the body of Christ. The only unity to which we would give expression is unity in the truth, and the truth is this: "There is one body and one Spirit, just as you were called to the one hope that belongs to your call, one Lord, one faith, one baptism, one God and Father of us all, Who is above all and through all and in all." (Ephesians 4).

We affirm together that Christians are to teach and live in obedience to the divinely inspired Scriptures, which are the infallible Word of God. We further affirm together that Christ has promised to His church the gift of the Holy Spirit who will lead us into all truth in discerning and declaring the teaching of Scripture. (John 16). We recognize together that the Holy Spirit has so guided His church in the past. In, for instance, the formation of the canon of the Scriptures, and in the orthodox response to the great Christological and Trinitarian controversies of the early centuries, we confidently acknowledge the guidance of the Holy Spirit. In faithful response to the Spirit's leading, the church formulated the Apostles Creed which we can and hereby do affirm together as an accurate statement of Scriptural truth.

## INTRODUCTION

SAN GREGORIO College (SGC) is a licensed and internationally accredited, private nonprofit post-secondary institution that is in compliance and licensed by the State of Florida Department of Education (FLDOE) to offer Associates, Bachelors, Masters, Doctoral degrees as well as certificates of completion diplomas for multiple training programs. Currently, the college is also seeking national accreditation by a private agency recognized by the US Department of Education. Currently SGC students are not eligible to receive student tuition assistance from the US Government Guaranteed Student Loan program and the college accepts no US Government Financial Assistance to support its students or its programs, but relies solely on student tuition and the generosity of individuals and institutions in providing scholarship funds for tuition assistance for the college's matriculating students.

SAN GREGORIO College provides access to Student Aid through Privately funded resources exclusive to the college and its students. On application students should indicate if they are in need of financial aid and intend to apply for it from the College.

SAN GREGORIO College reserves the right to seek such accreditation from an appropriately approved agency of the US Department of Education in order to provide US citizens the opportunity to fund their education through US guaranteed student loan programs beginning in 2020. Privately funded financial aid is currently available now. Financial charges, course offerings, and admission requirements, among other things, are illustrated for the student's benefit throughout this Catalog.

This Catalog is made available to prospective students and the public through the College's *Office of the Registrar* as well as online at SAN GREGORIO College's website [www.SANGREGORIO.College](http://www.SANGREGORIO.College). The Catalog is updated annually. All changes to the Catalog will be maintained in the *Office of the Registrar* and may be viewed upon request. Students will be notified of changes via email through the College's secured email list of enrolled students. Changes will also be posted within a reasonable period of time on the SAN GREGORIO College website.

The responsibility for meeting the requirements for a degree rests with the SGC student. A degree is awarded upon the successful completion of all academic requirements required and payment of all fees outstanding to the College for the student to satisfy attendance requirements and obtain a certified copy of their transcript.

Additional information regarding SAN GREGORIO College, may be obtained by contacting the College directly via phone or email. Information regarding the schools license to operate and award degrees may also be verified by contacting the Florida Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

SAN GREGORIO College Prospective students are encouraged to review this Catalog prior to signing an enrollment agreement.

SAN GREGORIO College students are subject to the degree requirements of the College's Catalog in effect at the time they begin matriculation. A SGC student-learner must complete their degree requirements within five years of enrollment unless they withdraw for more than one semester. A student who drops out of the College for more than one school year shall be subject to the requirements in the succeeding Catalog at the time of their return. Requirements for program certifications must be completed within three years of enrollment. Certificate programs may also be subjected to Federal, State, and Community matriculation requirements.

SAN GREGORIO College complies with applicable laws prohibiting discrimination, including Titles VI and VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Executive Order 11246; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1972/73; Vietnam Veterans Readjustment Assistance Act; Age Discrimination Act of 1975; and Americans with Disabilities Act of 1990. The College further does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status for admission or access to, or treatment or employment in its programs, services or events.

# STUDENT SERVICES

## Transfer Credits

SAN GREGORIO College will accept up to a third of doctoral level credits required at SGC to transfer to SGC from an accredited and/or Florida Approved College to complete their degree programs at SAN GREGORIO College.

## Prior Learning Assessment Policy

SAN GREGORIO College currently does not accept at the graduate level prior learning experience portfolios for college credit at SGC. Such credit, however, is acceptable for transfer to SGC if it has been fully vetted and accepted by a nationally or regionally accredited college in North America. No prior learning credits regardless of source will be accepted at SGC graduate level for course substitution unless it is the same or a similar course.

## Student Access to Filing a Complaint

For student's protection, the College also advises a student, or any member of the public, may file a complaint about SGC with the Florida Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. A student or any member of the public may file a complaint with Florida Commission for Independent Education (888) 224-6684 toll-free.

## Professional Licensing

Currently college credit programs, at the Masters and Doctoral levels offered by SAN GREGORIO College are NOT designed to lead to licensed positions in a professional occupation, trade or career field requiring such licensure in the state of Florida at this time. Students desiring licensing in the USA or throughout North America will be referred to those organizations that specialize in post graduate licensing programs.

## Possessing an Unaccredited Degree

A student possessing a degree that is unaccredited (non-state licensed/approved or a degree from an unaccredited institution not recognized by an individual nation's accrediting Ministry of Education or other government sponsored national agencies such as the United Kingdom Council approved accreditors or CONESUP in Central and South America may not be used to satisfy required degree requirements for admission into SAN GREGORIO College Masters or Doctoral Level programs.

## Student State and Federal Funding

SAN GREGORIO College currently does not participate in federal and state financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less any refund.

### **Student Placement Services**

SAN GREGORIO College currently does NOT officially provide placement services for graduating students from SGC programs. The school, therefore, has no description of such placement services from SGC or any other surrounding college or other school of higher education but does stand ready to assist students in identifying Christian resources, Agencies, and organizations that may be of benefit to the student in obtaining job placement, internships, and scholarly research opportunities.

### **Student Housing**

SAN GREGORIO College currently does not provide dormitory facilities under its control as most students, with the exception of doctoral learners will not be in need of housing for temporary or long term attendance at the main campus. SGC, therefore, does provide the availability of housing located near the institution's facility. The available cost of short term housing located near the school's seminar facility is estimated to cost from \$35 to \$300 per day. Longer term residence is available from \$400 to \$1000 per month,.

### **Instruction and Research Facilities**

SAN GREGORIO College maintains on Campus Wi-Fi access for the exclusive use of the students, faculty and administrators. Any meetings or seminars conducted on Campus for the doctoral program require of students to assure they have the proper equipment in hand and accessible to the Internet at all times during instruction or lectures on campus. College research facilities are limited exclusively to registered students who conduct faculty requested and sponsored research projects. As a requirement of admission to the College, students must possess a computer and access to the Internet. All instruction is in English.

SAN GREGORIO College online library provides special collections in multiple fields particularly suited to the students that attend the College. This exceptional resource consists of materials that have been acquired by the College and belong to the collection. The College has also selected specialty resources in order to custom develop and launch the college's innovative student centered library that includes librarian support from a designated professional librarian. SGC strives to provide the kind of service students would expect from a library of a world renowned college in to order sustain a SGC student's academic spirit within the context of its nonprofit charitable education institution status.

Students have 24/7 free access to the SAN GREGORIO College academic complete online digital library with over 40,000 academic volumes covering every field that would inform their chosen field of study taught at the college. It is available exclusively to SAN GREGORIO College students at a time and place convenient to them, just by logging into the school's Library from the main website.

## DISTANCE EDUCATION PROTOCOL

SAN GREGORIO College provides student access to state of the art online learner and course management systems in order to take advantage of the resources in order that faculty may offer them an exceptional means to communicate with each other. This includes easy access to knowledge, courses, and research facilities. Students, faculty and staff may access the College's Online Library through the College website from anywhere in the world where a Wi-Fi connection may be secured including direct access to faculty through it as well.

A separate and secure direct portal on the website is available for the College Library access for all registered students once a student is successfully enrolled in the college. SAN GREGORIO College learners take personal responsibility for access online for their own learning, assignments, achievement, and advancement information, systems aids and activities. The faculty, with no exceptions, are well qualified distance education instructors and skilled professionals in both traditional classroom presentation as well as experts in distributive education learning environments and direct communications with learners.

SAN GREGORIO College distance education resources are offered exclusively in English and programs are available on the Colleges proprietary screen-based technology. Students entering the College should possess experience with online teaching protocols and perhaps one or more online learner management systems before matriculating at SAN GREGORIO College.

It is the policy of the College, for an undergraduate or advanced degree student to demonstrate, prior to admission, experience with distributive education methodology and their own successful and satisfactory completion of an online course before being accepted and admitted to the college's online courses.

SAN GREGORIO College transmits all enrolled students their first lesson and any materials within at least seven days after the student has been successfully enrolled and admitted to the College. A learner has the right to cancel that enrollment, if they so desire, and to receive a full refund before the first lessons and materials are received. Cancellation is effective on the date a written notice of cancellation by the student is received by the College Registrar. Refunds are made within 45 days after the cancelled student's return of all class materials previously provided for the enrolled course of instruction.

SAN GREGORIO is not obligated to initiate a refund after all of the lessons and material are transmitted. Students must certify proficiency and experience with online or traditional distance education study and completion upon application.



# SAN GREGORIO COLLEGE HISTORY

SAN GREGORIO College was created and founded in October 2017 on the principle that higher education based on a Christian worldview would extend beyond any one nation's borders and the values and beliefs upon which the founding and creation of the United States of America was based - A premise that all men and women are free and born with certain inalienable rights among which are life, liberty and the pursuit of happiness; rights that extend to all men and women everywhere on Earth.

SAN GREGORIO College is a non-profit charitable education organization headquartered in the state of Florida, USA created and managed by GlobaAcademy (Online) – [www.GlobalAcademyOnline.com](http://www.GlobalAcademyOnline.com) , founded in 2002 and a premier creator, developer, and underwriter of licensed and accredited online and blended colleges and universities.

All programs and degree pursuits offered by the College, including Associates, Bachelors, Masters, or Doctorate degree programs are licensed exclusively from Global Academy and have been accredited by an international United Kingdom private accrediting agency, ASIC UK, approved by Great Britain's only national accreditor of accreditors, the UK Council. The international accreditor is also a Board Member of the CHEA International Quality Control Council.

SAN GREGORIO College is a Florida based and licensed nonprofit institution that may apply for national or regional accreditation from anyone of a nine accrediting agencies approved by Global Academy and authorized by the US Department of Education.

As a new licensed higher education institution, the College is required to offer classes for at least 24 consecutive months successfully to enrolled students in order to qualify for an approved US Department of Education private accreditation agency certification permitting it to allow its students to apply for Federal Guaranteed Financial Aid through (FAFSA). This is accomplished by the demonstration to accreditors that a sufficient assessment has been undertaken and that the data to support that assessment are demonstrated before either national or regional accreditors to determine SAN GREGORIO College accreditation.

SAN GREGORIO College is also designed to offer diverse national and international students multiple education opportunity at the highest level to acquire an equivalent dual degree in cooperation with other internationally accredited schools. The dual degree potential offered to SAN GREGORIO students is unique to higher education and made possible through Global Academy international cooperation and alliances with universities in several nations between SAN GREGORIO College and other internationally accredited universities.

## MISSION AND OBJECTIVE

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SAN GREGORIO College mission is dedicated to providing and delivering the highest standards of online and blended higher education in a multiple array of fields to diverse students in North America and throughout the world.

SAN GREGORIO College emphasizes excellence in teaching, mentoring, and professional academic tutoring to working adults and nonworking students seeking to accomplish their educational goals.

SAN GREGORIO College dedicates its resources to providing progressive education with ease of access to enhanced online international educational standards and 21<sup>st</sup> Century technology enhanced classroom experiences for all students.

SAN GREGORIO College seeks continuously to improve the quality of its education and its online global presence to offer students the technical means necessary to achieve their personal and professional goals.

SAN GREGORIO College mission objectives include offering online and classroom based opportunity coordinated by the school to fulfill its mission and vision to offer cutting edge higher education to all students in a diverse collegial environment dedicated to the highest degree of scholarship.

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Historically traditional education experiences are brought to new heights of awareness and adaptability within the College's total immersive learning environment. This permits students to acquire ongoing up-to-date knowledge and expertise that are essential for their success and vital to their career goals. SAN GREGORIO College believes in developing students as learners with enhanced professionalism to improve their level of productivity within their organization and possess an ability to assume existing and future leadership roles in their professional and voluntary pursuits.

### Student Learning Outcomes

SAN GREGORIO College is dedicated to ensuring that its learners acquire expertise and are able to apply their knowledge through SAN GREGORIO College initiated *Learning Outcomes*. They include:

- **Enhanced Communication Skills:** Learners develop written communication expertise that will assist them in expressing their ideas and logic.
- **Exceptional Analytical Skills:** Learners develop exceptional analytical skills in order to best analyze the problems and opportunities that arise. Through research, evaluation, and analysis, students acquire the expertise to devise effective solutions.

- **Job Specific Skills:** Learners train to exhibit exceptional competency in their respective fields. Faculty members guide, mentor, and assist students to learn how best to apply their online and ground based classroom knowledge to their existing or future professions.
- **Professional Competency:** Upon graduation, learners are equipped with enhanced professional skills exhibited by their self-motivation, honesty, and team aware participants, leaders, and life-long independent learners.
- **Improved Prospects:** Learners develop relevant skills and credentials that drive their success in the future. Graduates are taught to strive to become competent to not fear switching careers, applying for new jobs, or moving ahead in their current organizations, or even to earn an advanced degree not only to prepare for the future but to shape it as a SAN GREGORIO College scholar.

SAN GREGORIO College offers all graduate programs 100% through online distance as well as interval ground based education via the SAN GREGORIO College Advanced total immersive Learner Management System. The System is established for global use and exclusive to SAN GREGORIO College students, faculty, and administrators. With the system access, a learner may pursue their professional interests, receive personalized guidance, avail themselves of faculty mentors, conduct internships, reacquire their class lectures as many times as needed, engage in online student project cooperation, participate in online threaded discussions, undertake one on one private sessions with faculty, take proctored exams, submit research papers and develop research projects using the world wide web SAN GREGORIO Colleges virtual reality world.

Weekly attendance, residency, and flexible requirements and term schedules are a by-product of the SAN GREGORIO College online learning system to enhance a student's opportunity to assure they meet the required number of classroom contact hours and suggested after class hours for advance study. Time commitment mirror the Carnegie protocols for accreditation. SGC requires a minimum of 90 hours of contact plus 270 recommended hours of study time to meet the standard minimum for a three credit hour college level requirement toward a college degree. Certificate time completion are basically set at a minimum of 40 contact hours but may be more enhanced depending on the training and skill required to achieve proficiency.

## **CAMPUS AND CLASS LOCATIONS**

SAN GREGORIO College is only offering online classes during the initial assessment period for national US Department of Education approved assessment period for national accreditation. This permits the college to set up satellite campuses throughout the USA as well as permit students to apply for Federal Financial Aid if they so desire in addition to the financial aid packages made available by the College from private funding sources.

## ACADEMIC PROGRAMS

SAN GREGORIO College offers a quality, rigorous educational experience. Framed in an environment of a learner's personal convenience, the experience offers the ultimate flexibility that comes from the availability of both a ground based classroom and online delivery where distance and time prevent attendance in a ground based classroom.

SAN GREGORIO College is an innovator in online and ground based education. The following demonstrates the quality and rigor being brought to students attending SAN GREGORIO College both in the nature of the programs offered and depth of learning provided by an outstanding professional faculty.

### SAN GREGORIO College Degrees

SAN GREGORIO College degree programs include a Doctoral program in Interdisciplinary Studies, Master of Science degree program and undergraduate degree programs including a BS in Liberal Studies and AA (Associate of Arts), plus three Diploma Certificate training programs that includes Entrepreneurship, Applied Ethics, and Digital Animation training. Additional degree opportunities for students may be added from time to time as well as new training programs and will be acknowledged in the Catalog as an addendum.

Cost, curriculum, and number of course hours required for all the SAN GREGORIO College degrees and Certificate programs are noted in the description of each program. Minimal grading requirements for associates, baccalaureate, masters, and doctoral programs are described in the description of each individual program as well. The minimum accepted criteria for completion includes an emphasis on attendance, quiz scores, participation, mid-term exams and final exams. Mid-term and Final exams account for a maximum of 60% for a student's semester grade. Attendance, quizzes, and participation (includes written assignments) contribute 40% maximum to a student's final grade in accordance with SAN GREGORIO College grading policy. Grades are based on the standard 4 point grading system with individual grades allocated on the scale accordingly A - 4 points = 90 -100; B – 3 points = 80-89; C – 2 points =70 - 79; D – 1 point = 60 - 69; F – 0 points = 0 - 59; W – Withdrawal = no points calculated; and I – Incomplete = no points calculated until grade changed by the instructor.

The following courses and the descriptions of the courses for which SAN GREGORIO College offers are also the list of what the college will accept as transfer credit if completed elsewhere are in accordance with the requirements of the College. Students

entering the upper division of the undergraduate BS Degree program may complete up to 90 credit hours from an approved Florida college or an accredited college or college from a regional or national accrediting agency approved by the US Department of Education. This also includes students that attended an approved (accredited) college recognized by their own nation's Ministry of Education or that nation's authorized college accredited bodies.

Students entering the undergraduate program at SAN GREGORIO College must complete a minimum 30 credit hours with a satisfactory 2.0 average on the 4.0 scale to be eligible to graduate. All transfer credits must be a minimum C at an average 2.0 or better on 4.0 scale. The last 30 hours of the program may be partially taught in the classroom or online through the SAN GREGORIO College online Learner Course Management system of the College.

Graduate student transfers desiring to enter the graduate degree program track of their choice must complete 1/3<sup>rd</sup> or more of their graduate studies at SAN GREGORIO College, possess a transfer credit overall grade point average of 3.0 on a 4.0 scale while maintaining a 3.0 grade point average at the College in order to be eligible for graduation from a graduate program.

Degrees awarded based on Competency evaluations will be awarded to deserving learners based on the rigorous standards established for such admission, matriculation and consideration by the SAN GREGORIO College Faculty. Cost, curriculum, and the number of credit hours required for specific degrees are illustrated and noted in the description of programs offered by the College.

### **Tuition Cost for Each Degree Program:**

<b>AA Degree</b>	<b>\$3600 for 60 Credit Hours required @ \$60/Credit Hour</b>
<b>BS Degree</b>	<b>\$7200 for 120 Credit Hours required @ \$60/Credit Hour</b>
<b>MS Degree</b>	<b>\$2700 for 30 Credit Hours required @ \$90/Credit Hour</b>
<b>PhD Degree</b>	<b>\$9750 for 65 Credit Hours required @ \$150/Credit Hour</b>

## **Christian Associate of Arts Degree**

**Total Cost:** Complete 60 hour AA degree program – Tuition \$3600.

Substitutions and transfer credits from traditional and online programs at other institutions are considered for inclusion in the transfer of credits for the degree. If you have any questions regarding your qualifications and the transfer of credit process and what is acceptable for transfer, please make it a point to email admissions for further clarification at [Adm@SANGREGORIO.College](mailto:Adm@SANGREGORIO.College),

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# Christian Bachelor of Arts Degree

## **Credit Hours Needed to Graduate: 120 Credit hours**

Up to 30 hour for the AA and 90 hours for the BS degree of approved completed courses from an accredited colleges may be accepted for transfer equivalent to courses listed by SAN GREGORIO College. A Transfer Student must complete at least 30 credit hours from a Christian Studies perspective from among those courses listed below.

## **Total Cost:**

Complete 60 and 120 hour degree programs – Tuition: \$3600 AA; \$7200.00 BS

## **Delivery:**

Online. Vis a Vis. Learner Management Systems and distance education methodology

## **Term:**

Classes are formed monthly for online/distance matriculation: Term standard is Eight (8) weeks in duration.

## **Enrollment:**

A student application should be made a minimum of two weeks before a new term begins. Acceptance is automatic if a student is in good standing the first week of each succeeding month should the student desire to enroll in another succeeding course or add another course. Learners can add up to three courses but may not be matriculating for more than three at any one time including overlaps carried over from a previous enrollment.

## **Grading:**

The basic minimal guidelines for undergraduate student grades include student attendance whether online, via distance or on-ground; accumulated quiz scores; participation in discussions in class forums; and cooperative research with other students. Mid-term exams and final exams account for a minimal 60% of a student's semester grade. Attendance, quizzes, and participation (includes written assignments) contribute a minimum of 40% to a student's semester grade in accordance with College policy.

## **Grade Posting:**

Within one week of finals, term grades (either mid-terms or finals) are due from faculty to be made available to students in good standing. (All financial obligations must have been cleared by learners to receive results and term grades).

## **Mission**

SAN GREGORIO College empowers learners to acquire, apply, and create knowledge through flexible and traditional education programs focusing on progressive and meaningful social relevance, personal enrichment, and professional advancement

## **Purpose**

The Bachelor of Science (BS) is designed to create the solutions that optimize opportunities for SAN GREGORIO College undergraduate learners to further their career goals, enhance their expertise, and grow their ability to thrive in a rigorous education environment based on a Christian worldview.

## **Learner Objectives**

A BS degree from SAN GREGORIO College appeals to learners looking to advance their careers in fields of Christian ministry, management, and consulting within both the public and private sectors of a global society.

A SAN GREGORIO College BS degree pathway permits students to acquire their sought after expertise in a progressive, stimulating and rigorous Christian learning environment in order to achieve their goals based on a unique blend of rigor and scholastic inquiry. This inquiry is fostered, mentored, and taught by highly skilled and accomplished mentors and academicians.



# Christian Studies AA & BS Curriculum

Required for AA – 20 Three Hr Courses – Required for BS – 40 Three Hr Courses

Curriculum	Credit hours	AA & BS Courses
EH101 English	3	BS
EH102 American Lit.	3	AA/BS
BBA100 Christian Entrepreneurship	3	AA/BS
ART130 Art Appreciation	3	AA/BS
BBA201 Intro to Business	3	AA/BS
BBA202 Business Communication	3	AA/BS
BBA215 Business Mathematics	3	AA/BS
BBA220 Principals of Accounting	3	AA/BS
BBA230 Principles of Management	3	AA/BS
BBA250 Principles of Microeconomics	3	AA/BS
BBA331 Information Technology	3	BS
BSL408 Thinking Skills/Prob. Solving	3	BS
BBA292 Intro to Project Management	3	AA/BS
BBA240 Principles of Macroeconomics	3	AA/BS
BBA320 Principles of Marketing	3	BS
BSA330 Financial Management	3	BS
BBA330 Introduction to e-Commerce	3	BS
BBA321 Business Law	3	BS
BBA255 Information Systems Man	3	AA/BS
BBA362 Managerial Accounting	3	BS
BBA445 Organization Theory	3	BS
BBA263 Business Ethics	3	AA/BS
BBA465 Leadership Studies	3	BS
BBA342 Organizational Behavior	3	BS
BBA324 Consumer Behavior	3	BS
PHL235 Philosophies-World Religions	3	AA/BS
BHR335 Human Resource Man.	3	BS
BBA254 International Trade*	3	AA/BS
MAR205 Research Methodology	3	AA/BS
MAT230 Statistics	3	AA/BS
MAR225 Internet Marketing Strategies	3	AA/BS
BAM210 Strategic Management	3	AA/BS
BBA420 Financial Institutions	3	BS
SP101 Mastering Public Speaking	3	AA/BS
BBA432 Procurement & Contract Man.	3	BS
MAR323 Marketing Research	3	BS
BHR335 Human Resource Man.	3	BS
BBA430 International Finance	3	BS
NNS490 THESIS	6	BS



# Christian AA and BS Curriculum Requirements

AA – Required for Associate of Arts Degree

BS – Required for Bachelor of Science Degree

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## EH 101 English - Required for AA/BS

3 Credit Hrs.

Where English is not primary language – a learner must demonstrate a 500 TOEFL score.

### Description

English Composition I is an introduction to the basic concepts and requirements of college-level writing. This course provides students with the opportunity to implement effective communication skills via the written word.

### Objectives

- Demonstrate proper use of Standard Written English and the conventions of APA documentation style.
- Employ the concepts of audience and perspective when approaching others in the writing situation.
- Construct different genres of writing.
- Effectively incorporate relevant academic sources containing both qualitative and quantitative data.
- Demonstrate critical reading skills that translate to improvement in writing practices, such as the crafting of effective sentences and paragraphs.
- Utilize pre-writing and planning strategies for the writing process.
- Assert argumentative thesis statements that are supported by structured essays that have an introduction, body, and conclusion.

**Prerequisites:**None

### Textbook(s)

*English Composition and Grammar: Complete Course, Benchmark*  
by [John E. Warriner](#) (Author)

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## EH 102 English Literature - Required for AA/BS

3 Credit Hrs.

### Description

Surveys American literature from its beginnings to 1865. Emphasis is placed on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them.

### Objectives

- Demonstrate critical thinking skills required to analyze, synthesize, and evaluate assigned readings.
  - Identify cultural, historical, and philosophical forces revealed in and
-

- illustrated by assigned readings.
- Examine how allusion, figurative language, and other literary devices shape meaning in assigned readings.
  - Identify thematic significance of assigned readings while placing themes within historical or cultural contexts.
  - Analyze elements in assigned readings, identifying and synthesizing themes related to universal human concerns such as the nature of evil, family, community, and other provocative subjects.
  - Examine and express the role assigned readings have played in reflecting cultural and philosophical foundations of American history and culture.
  - Apply research skills and synthesize scholarship of others into evaluation and discussion of assigned readings.
  - Demonstrate the skills necessary for analyzing and synthesizing assigned readings into written composition that includes library research and information literacy.

**Prerequisites**

English 101

**Textbook(s)** *The American Tradition in Literature* (Rev: 12th ed., Vol. 1)

**Publisher:** McGraw-Hill (01/05/2009)

**Author:** Perkins, G., & Perkins, B. (Eds.)

**ISBN:** 978-0-07-723904-6

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**BA 110 Christian Entrepreneurship - Required for AA/BS****3 Credit Hrs.****Description:**

The course introduces the student to the basic concepts that apply in both a planned and market based economic system. Entrepreneurship is applicable in all avenues of all disciplines and this course demonstrates how recognizing entrepreneurs within organizations provides a much needed advantage in an organization as personally being the entrepreneur. The concepts are the result of 50 years of research made available to the students to hone their own entrepreneurial skills and to understand how entrepreneurs play an intrinsic role in the economic development of a nation as well as the organizations in which they are involved. Although the language of Entrepreneurship has been coopted by international business, students will quickly become aware that entrepreneurship is not exclusive to business-based organizations but literally all organizations regardless of their origin.

**Objectives**

- Demonstrate current and advanced concepts.
  - Differentiate between the concepts applied in a market driven as opposed to a planned economic environment and how entrepreneurship skills have enabled each economic system to prosper both together and separately.
  - Establish a plan of action on how to implement, encourage and support
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- entrepreneurship in any organization.
- Demonstrate how to overcome the unique barriers and prejudices that may face entrepreneurial driven organizations and individuals in order to foster successful outcomes.

**Prerequisites**

None

**Textbook(s)** *Way of the Entrepreneur: Extraordinary Opportunity for Ordinary People*

**Publisher:** Amazon

**Author:** Fred DiUlus, PhD

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**ART 130 Art Appreciation - Required for AA/BS****3 Credit Hrs.****Description**

This course presents a diverse array of artworks to help students distinguish artistic form, content, and importance in society. Original artworks are analyzed through their historic style, elements of design process, and impact on cultural heritage.

**Objectives**

- Justify visual arts in relation to history and culture.
- Examine the characteristics of works of art, including the purpose and structure of the work.
- Interpret artworks using the elements of design.
- Analyze artworks using the application of media, techniques, and processes.
- Recognize an artwork or artist by style and time period.

**Prerequisites:** None

**Textbook:** *Prebles' Art Forms: An introduction to the visual arts* (Rev: 11)

**Publisher:** Pearson (2014)

**Author:** Frank, P.

**ISBN:** 978-0-205-96811-4)

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**BBA 201 Intro to Christian Business - Required for AA/BS****3 Credit Hrs.****Description**

Presents the fundamentals of business principles and practices. Business strategies emphasized are decision making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and employees, marketing, accounting, and finance.

**Objectives**

- Identify the core characteristics of a business and an economy.
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- Summarize the importance of business ethics and social responsibility.
- Develop a fundamental management practice by reflecting upon existing skills.
- Outline the state and federal resources available for business development.
- Summarize how the fundamental practices of accounting and finance contribute to a business's success.
- Identify effective business practices toward managing information and technology.
- Identify the processes and techniques used for marketing a business.
- Explain how operations management relates to other departments within a business.

**Prerequisites:** None

**Textbook(s)** *BUSN 7* (Rev: 7)

**Publisher:** Cengage Learning (2015)

**Author:** Kelly, M., & Williams, C.

**ISBN:** 978-1-285-18783-9

## **BBA 202 Organizational Communications - Required for AA/BS 3 Credit Hrs.**

### **Description**

An in-depth study of the communication process as it pertains to modern organizations from the perspectives of various organizational members. Topics include elements of the communication process, responsibilities of communicators at various levels, methods of verbal and nonverbal communication in organizations, factors that affect intercultural communication, role of organizational culture, and strategies to manage conflict.

### **Objectives**

- Explain the role of technology in advancing communication between internal and external functions within the organization.
- Apply elements of the organizational communication process to enhance organizational communication events.
- Distinguish between the responsibilities of communicators at different levels of an organization.
- Formulate effective strategies in overcoming real or perceived communication
- Recommend best practices to productively manage conflict situations.
- Interpret nonverbal communication practices within an organization.
- Discuss the impact that organizational culture has on employees, processes, and functions within an organization.
- Determine factors associated with organizational communication that impact diversity in the workplace.

- Analyze the role that ethics plays within an organization.

**Prerequisites:** None

**Textbook:** *Fundamentals of Organizational Communication: Knowledge, Sensitivity, Skills, Values* (Rev: 9th ed.)

**Publisher:** Pearson (2015)

**Author:** Shockley-Zalabak, P. S.

**ISBN:** 978-0-205-98007-9

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**BBA 215 Business Mathematics - Required for AA/BS**

**3 Credit Hrs.**

**Description**

Presents various ways in which mathematics is utilized in a modern business. Develops basic mathematical operations, equations and percentages, then moves on to business-related math where learners examine mathematics as it is applied to such varied areas as business and retail operations and financial management. Demonstrates procedures to calculate and distribute profit and loss, calculate retail markup and markdown, compute simple and compound interest, compute the maturity value of a bank loan, and calculate the value of annuity funds.

**Objectives**

- Apply basic math operations on numbers, in equations, and in calculating percentages.
- Solve problems related to trade discounts, markups, and markdowns.
- Operate a bank account and calculate simple and compound interest.
- Evaluate various aspects of installment buying, mortgages, and buying insurance.
- Compute the costs involved in promissory notes and simple discount notes.
- Schedule payments and define financial goals with annuities and sinking funds.
- Define the terms and returns on stocks, bonds, and mutual funds.
- Estimate inventory cost, analyze turnover, and compute employee payroll.
- Measure depreciation by using the different methods.
- Ascertain the taxes levied, based on sales, excise, and property.
- Analyze financial reports and predict the financial health of the business.
- Determine statistical values for data.

**Prerequisites:** None

**Textbook:** *Practical Business Math Procedures* (Rev: 10)

**Publisher:** McGraw-Hill/Irwin (2011)

**Author:** Slater, J.

**ISBN:** 978 0073377537

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*Business math handbook to accompany practical business math procedures* (Rev: 10)

**Publisher:** McGraw-Hill/Irwin (2011)

**Author:** Slater, J.

**ISBN:** 978-0-07-732799-6

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### **BBA 220 Principles of Accounting I - Required for AA/BS**

**3 Credit Hrs.**

#### **Description**

Principles of Accounting I contains an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships. Students will acquire and demonstrate knowledge and comprehension of the foundational theories and methodological tools utilized in accounting. The usefulness of theoretical constructs will be applied to solve real world accounting applications.

#### **Objectives**

- Examine the accounting cycle.
- Identify business transactions.
- Generate inventory systems and costing methods.
- Appraise the classes and transactions of liabilities.
- Formulate financial statements according to Generally Accepted Accounting Principles (GAAP).
- Analyze financial statements to inform decision makers.
- Evaluate internal accounting controls.
- Compare International Financial Reporting Standards (IFRS) to Generally Accepted Accounting Principles (GAAP).

**Prerequisites:** None

**Textbook:** *Hornsgren's Accounting* (Rev: 11th ed.)

**Publisher:** Pearson (2016)

**Author:** Miller-Nobles, T., Mattison, B., & Matsumura, E. M.

**ISBN:** 978-0-13-385678-1

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### **BBA 260 Principles of Management - Required for AA/BS**

**3 Credit Hrs.**

#### **Description**

Principles of Management presents a comprehensive understanding of the dynamics involved in managing organizations within the construct of today's global environment. The course provides students with an opportunity to study and discuss the functions and elements of management. Topics include the principles of management as they pertain to leadership, strategic decision making, motivation, goal-framing effects,

organizational design and change, perceptions, high-performance teams, and group behavior.

**Objectives**

- Analyze the impact of change and innovation in organizational processes.
- Evaluate the role of strategic planning in organizations.
- Recommend ways to motivate employees by applying a human behavior theory, a leadership theory, and a leadership style.
- Recognize the impact of ethics on shaping an organization.
- Explore the value of corporate social responsibility.
- Identify the impact of different types of leadership on organizational behavior.
- Discuss the value of human capital in an organization.
- Relate resource management to strategic planning in an organization.
- Define the five components of management: planning, organization, staffing, directing, and control.
- Apply managerial skills, principles and decision making strategies to the implementation of business best practices

**Prerequisites:** None

**Textbook:** *Principles of Management*, v. 3.0

**Publisher:** Flat World (2016)

**Authors:** Mason Carpenter, Talya Bauer and Berrin Erdogan

**ISBN:** 978-1-4533-7503-7

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**BBA 250 Principles of Microeconomics - Required for AA/BS 3 Credit Hrs.**

**Description**

Introduces economic theory and practice, specifically the economic system of supply and demand. Includes the effect this system has on business and individuals, especially in the making of decisions. Analyzes the foundations of economic reasoning and central key terms, laws, and concepts of economic analysis and understanding.

**Objectives**

- Investigate resource scarcity as the central economic problem.
- Analyze how supply and demand impact the market for goods and services.
- Explain how supply and demand elasticity affects consumer decisions.
- Discuss how perfectly competitive markets affect the decision-making process in business firms.
- Differentiate among a monopoly, monopolistic competition, and an oligopoly.
- Examine the market for resources as it pertains to business firms.
- Critique the theories of economic regulation.
- Interpret poverty, pollution, and public versus private goods.

**Prerequisites:** None

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**Textbook:** *ECON Microeconomics* (Rev: 4th ed.)

**Publisher:** Cengage Learning (2015)

**Author:** McEachern, W. A.

**ISBN:** 978-1-28-542354-8

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### **BBA 331 Information Technology Cost Analysis**

**3 Credit Hrs.**

#### **Description**

An in-depth study of the economic issues facing technology driven companies. Analyzes properties of the Internet that impact traditional and online businesses; competitive and macro environments affecting Internet firms; and the role of the general manager in creating and maintaining a competitive advantage are presented.

#### **Objectives**

- Summarize the evolution of technology innovation and identify several useful tools for managing it.
- Explain the process of technology adoption and diffusion.
- Explain how different tools can be used for decisions about innovation projects.
- Discuss the role of product development in technology strategy.
- Identify and explain the legal and non-legal ways that companies protect their intellectual property.
- Summarize how companies create and sustain competitive advantage in high-technology industries.
- Explain the creation and exploitation of technical standards.
- Outline technology strategy issues in industries subject to increasing returns.
- Compare different modes of doing business.
- Examine the management of human resources for effective innovation.
- Discuss the relationship between organizational structure and innovation.

**Prerequisites:** None

**Textbook:** *Technology strategy for managers and entrepreneurs* (Rev: 1st)

**Publisher:** Prentice Hall (2008)

**Author:** Shane, S

**ISBN:** 9780131879324

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### **BSL 408 Thinking Skills & Problem Solving**

**3 Credit Hrs.**

#### **Description**

An in-depth study of creative thinking and problem solving techniques that are essential for organizational leaders. Causal, deductive, and inductive arguments are described as well as the use of persuasion. Moral, legal, and aesthetic reasoning are also covered.

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## Objectives

- Identify the benefits of employing creative-thinking processes in an organization.
- Apply creative-thinking and problem-solving theories to real-world situations.
- Compare the values, behaviors, and outcomes of creative-thinking approaches with status quo patterns.
- Develop strategies to overcome the barriers that inhibit creative thinking.
- Identify leadership strategies for creating an organizational culture that embraces and sustains creative-thinking practices, both for problem solving and strategic innovation.
- Identify leadership strategies for facilitating collaborative processes that innovate and solve complex problems.
- Apply creative-thinking principles to develop persuasive arguments that employ legal, moral, and aesthetic reasoning.
- Create a procedure to foster creative thinking in a real-world organization.

**Prerequisites:** None

**Textbook:** *The Art of Thinking: A guide to critical and creative thought* (11th ed.)

**Publisher:** Longman (2015)

**Author:** Ruggiero, V. R.

**ISBN:** 978-0321953315

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## BSA 292 Intro to Project Management - Required for AA/BS      3 Credit Hrs.

### Description

This course explores the history and development of project management and general aspects of project management as presented in the project management process framework. This course will provide an overview of the five project management process groups and the nine knowledge areas.

### Objectives

- Demonstrate how to implement a basic project schedule.
- Define the meaning of project management as a series of activities and tasks.
- Explain what is meant by the project triple constraint, and how it is used to manage a project.
- Discuss risk as a measure of probability and consequence of not achieving a defined project goal.
- Design a simple project communication plan.
- Analyze the growth of project management from 1945 until present day.
- Explain the role of project procurement.
- Explain the ways in which project costs are estimated, budgeted, and

- controlled.
- Explain how projects are initiated, planned, executed, monitored, and controlled.
- Create a general overview of project quality management techniques.
- Discuss how project teams are acquired, developed, and managed in the context of effective project management.
- Discuss project integration and scope and be able to carry out key functions associated with each.

**Prerequisites:** None

**Textbook(s)** *Crucial Conversations: Tools for talking when stakes are high* (Rev: 2)

**Publisher:** McGraw-Hill (01/02/2012)

**Author:** Patterson, K., Grenny, J., McMillan, R., & Switzler, A.

**ISBN:** 978-0-07177132-0

*Absolute Beginner's Guide to Project Management* (Rev: 2nd ed.)

**Publisher:** QUE Publishing (01/05/2009)

**Author:** Horine, G.

**ISBN:** 978-0-7897-3821-9

## **BSA 240 Principles of Macroeconomics - Required for AA/BS 3 Credits Hrs.**

### **Description**

Provides an understanding of macroeconomics as one of the most relevant and interesting subjects to study. Explains how public policy is formed and encourages a greater appreciation for how a modern economy functions. Economics is also emphasized as a practical tool for managerial decision-making.

### **Objectives**

- Recognize resource scarcity and opportunity cost as the central economic problem.
- Define market prices and the role of supply and demand in determining prices and quantities of goods and services.
- Discuss various national economic indicators and how each relates to economic growth.
- Examine the effects of unemployment and inflation on the economy.
- Construct the aggregate expenditure and demand model of the macro economy.
- Discuss the interaction of the Federal Government and the Federal Reserve Bank in controlling the economy.
- Illustrate monetary theory using the money supply and demand model.
- Analyze the international economy through trade interdependences and financial interactions.

**Prerequisite:** None

**Textbook:** *ECON Macroeconomics* (Rev: 4th ed.)

**Publisher:** Cengage Learning (2015)

**Author:** McEachern, W. A.

**ISBN:** 978-1-285-42362-3

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## **BSA 320 Principles of Marketing**

**3 Credit Hrs.**

### **Description**

Introduction to the functions of marketing, building on the influence of social, economic, ethical, legal, and technological forces on marketing activities, and marketing in a socially responsible way around the globe. Features real-world examples that show concepts in action and how marketers address today's marketing challenges.

### **Objectives**

- Discuss the importance of determining value proposition of the consumer.
- Describe behaviors in marketing that impact social responsibility.
- Describe the impact that changes in the external business environment have on an organization.
- Explain how the marketing mix is used to reach the target market.
- Describe the process of market segmentation leading to the identification of the target market.
- Explain the importance of positioning as it relates to brand strategy leading to brand equity.
- Examine pricing strategies utilized in an organization.
- Examine distribution channels and the significance of supply chain management from the standpoint of marketing.
- Discuss the significance of supply chain and logistics management in marketing.
- Compare and contrast various factors that influence promotional strategies.

**Prerequisite:** None

**Textbook:** *Essentials of Marketing* (Rev: 14th ed.)

**Publisher:** McGraw-Hill (2015)

**Author:** Perreault, W., Jr., Cannon, J., & McCarthy, J.

**ISBN:** 978-0-07-786104-9

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## **BSA 330 Financial Management**

**3 Credit Hrs.**

### **Description**

Financial Management is presented to bridge financial management with corporate finance. Students apply financial data for use in decision making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic

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financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

### **Objectives**

- Explain foundational finance theories.
- Analyze a forecast using relevant data.
- Apply time value of money techniques to various pricing (valuation) and budgeting problems.
- Apply measures of risk in financial analysis.
- Conduct preliminary financial statement and ratio analysis.
- Evaluate stock and bond valuation.
- Perform a capital budgeting analysis.
- Calculate weighted average cost of capital used in capital budgeting analysis.

**Prerequisite:**None

**Textbook:** *Financial Management: Principles and applications* (Rev: 12th ed.)

**Publisher:** Pearson (2014)

**Author:** Titman, S., Keown, A. J., & Martin, J. D.

**ISBN:** 978-0-13-342382-2)

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## **BBA 333 Introduction to E Commerce**

**3 Credit Hrs.**

### **Description**

Introduction to E-Commerce includes a comprehensive overview of how firms compete in today's environment with a focus on strategic choices and the infrastructures affecting e-commerce including technology, capital, media, and public policy. The strategy formulation process is covered by focusing on its six interrelated decision areas: market opportunity analysis, business models, customer interface, market communications, implementation, and metrics, as well as the four infrastructures affecting the strategy process: technology, media, capital, and public policy.

### **Objectives**

- Describe the history of the Internet.
- Discuss components of the online business model.
- Define tools of the customer interface.
- Develop strategies for running an e-commerce company.
- Explain the four infrastructures influencing e-commerce strategy.
- Recommend strategies used by companies to strengthen their brands.
- Distinguish the different stages of developing a website.
- Examine the combination of hardware, software, and external systems that make up a site's architecture.
- Analyze the impact of e-commerce on businesses.

- Summarize the effect of laws and regulations on e-commerce and Internet business.

**Prerequisite:** None

**Textbook:** *E-commerce: business. Technology. Society.* (Rev: 11th ed.)

**Publisher:** Pearson Education (2015)

**Author:** Laudon, K. C., & Traver, C. G.

**ISBN:** 978-0-13-350716-4

## **BBA 321 Business Law**

**3 Credit Hrs.**

### **Description**

To excel in business today, business managers must understand and adapt to three major disciplines: law, ethics, and business legal organizations. Students will gain knowledge of contracts, the Uniform Commercial Code, administrative regulations, dispute resolutions modalities, and international business law. Ethical business behavior will be stressed throughout the course. Students will be provided suggested guidelines for being successful and ethical simultaneously. Business legal organizations will be explored providing students a broad overview of shareholder protections, tax implications, and management styles.

### **Objectives**

- Explain the basics of the Uniform Commercial Code, Sections 2 and 2A as pertaining to transactions involving goods and leases.
- Show an understanding of contract and lease assignments and delegation of contractual performance.
- Develop research skills using all modalities available.
- Define the benefits and limitations of all forms of sole proprietorships, partnerships, and corporations.
- Classify the different types of intellectual property, cases of infringement and detail measures for their protection.
- Explain the basic elements of forming an enforceable contract, agreement, and lease.
- Analyze ethics, values, morality, and law and explain the need and means for promoting business social responsibility.

**Prerequisite:** None

**Textbook:** *The Legal Environment of Business and Online Commerce* (Rev: 7)

**Publisher:** Prentice Hall (2013)

**Author:** Chessman, H. R.

**ISBN:** 978-0-13-287088-7

## **BBA 255 Info Systems Management - Required for AA/BA**

**3 Credit Hrs.**

## Description

A comprehensive overview of the management of information systems and the combination of hardware, software, and people vital to the successful business operation. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

## Objectives

- Distinguish the key differences between data, information, information technology, and information systems.
- Distinguish the similarities and differences between the personal knowledge management tools.
- Examine the importance of mobile systems and securing information and foreknowledge.
- Explain how IS can be used to gain and sustain competitive advantage.
- Evaluate the approaches to developing organizational knowledge management strategies.
- Discuss the key issues involved in managing the components of IT infrastructure.
- Discuss the requirements for successful collaboration as it pertains to Information Systems Management.
- Identify major types of hardware and software used by organizations.

**Prerequisite:** None

**Textbook:** *Using MIS 2014* (Rev: 7th ed.)

**Publisher:** Prentice Hall (2015)

**Author:** Kroenke, D.

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## BBA 362 Managerial Accounting

**3 Credit Hrs.**

## Description

An introduction to concepts and methods to assist management in the evaluation of the business enterprise and to aid in its planning, organizing, and controlling functions.

## Objectives

- Identify the major differences and similarities between financial and managerial accounting.
- Describe and discuss your understanding of the role of management accountants in an organization.
- Define and give examples of cost classifications used in making decisions: differential costs, opportunity costs, and sunk costs.
- Distinguish between process costing and job-order costing and identify companies that would use each costing method.
- Describe how fixed and variable costs behave and how to use them to

- predict costs.
- Explain how changes in activity affect contribution margin and net operating income.
- Explain how variable costing differs from absorption costing and compute unit product costs under each method.
- Compute return on investment (ROI) and show how changes in sales, expenses, and assets affect ROI.
- Determine the most profitable use of a constrained resource and the value of obtaining more of the constrained resource.

**Prerequisite:** BBA 220 Principles of Accounting

**Textbook:** *Managerial Accounting for Managers* (Rev: 2nd ed.)

**Publisher:** McGraw-Hill/Irwin (2011)

**Author:** Noreen, E. W., Brewer, P. C., & Garrison, R. H.

**ISBN:** 978-0-07-352713-0

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## **BBA 445 Organization Theory**

**3 Credit Hrs.**

### **Description**

Students will gain a basic knowledge of organizational theory, human motivation, emotional intelligence, and workplace behaviors in order to analyze and determine the best methods for improving organizational behavior and related skill sets. This course focuses on the development of organizational theory and behavior and includes the study of a wide range of personality, workplace behavior, and related theories. Knowledge gained is intended for professional and personal application.

### **Objectives**

- Classify and summarize types of organization theory.
- Classify and summarize human aspects of the organization (social responsibility, organizational morality, team/group functions, organizational morale, workplace motivation, and emotional intelligence).
- Define applied performance practices, and differentiate varying perceptions of behavior, social attributes, diversity appreciation, and performance indicators.
- Explain how the use of goal-setting, feedback, rewards, and reinforcement relate to performance.
- Examine aspects of teams including the structure, size, and design of teams and techniques for promoting effective team work.
- Identify and discuss barriers to communication as well as techniques to promote effective communication.
- Elaborate on functional and dysfunctional conflict and techniques used to manage conflict.
- Apply ideas about influence, power, and political tactics to achieve performance-related goals, consistent with ethical principles.

- Select and defend methods for using organizational structure and culture as well as leadership theories and styles to optimize employee motivation.
- Select, create, and defend strategies to overcome employee behaviors that are resistant to change.

**Prerequisite:** None

**Textbook:** *Organizational Behavior: Emerging knowledge, global reality* (Rev: 6th ed.)

**Publisher:** McGraw-Hill/Irwin (2013)

**Author:** McShane, S. L., & Von Glinow, M. A.

**ISBN:** 978-0-07-811264-5

## **BBA 263 Business Ethics - Required for AA/BS**

**3 Credit Hrs.**

### **Description**

Explores the growing academic literature in business ethics, and provides students an opportunity to investigate ethical issues using their field of specialty as context. Different theories and frameworks for investigating issues will be discussed and applied to a range of issues, both domestic and international. An evaluation of the institutions that structure the interaction of corporations and individuals in the conduct of business is explored. Issues include corruption in host countries, management of values in modern corporations, ethical status of the corporation, financial transactions, and gender discrimination in the context of cultural differences. Exposes business practices and economic assumptions, and brings contemporary challenges to the level of professional standards, corporate decision making structures, and the interface between ethical theory and business practice.

### **Objectives**

- Critically evaluate situations based upon a foundation of influential and relative types of normative ethical theory.
- Analyze the characteristics of a corporation to determine the purpose the corporation should serve in society.
- Interpret and discuss the changing nature of the relationship employees have with the companies for which they work.
- Analyze and discuss the universal moral norms that are applicable to international business.
- Discuss the ethical issues centered upon the obligations marketers have to disclose information to the public.
- Discuss the ethical issues centered upon the very important issues of finance and accounting in relation to the professional standards of the practitioners.
- Analyze and discuss the ethical issue centered upon intellectual property.
- Analyze and discuss the ethical issues centered upon climate change, declining fresh water supply, and the supply of oil.
- Analyze and discuss the policies put in place to address the issues of



diversity, discrimination, and harassment in the workplace.

**Prerequisite:** None

**Textbook:** *Ethical theory and business* (Rev: 8th ed.)

**Publisher:** Prentice Hall (2009)

**Author:** Beauchamp, T. L., Bowie, N. E., & Arnold, D. G.

**ISBN:** 9780136126027

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## **BBA 465 Leadership Studies**

**3 Credit Hrs.**

### **Description**

Leadership presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision. The motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

### **Objectives**

- Analyze the significance of the concept of leadership and the different leadership styles.
- Distinguish between the importance of vision, the motive to lead, and organizational climate.
- Explore various aspects of effective leadership to include influence, follower motivation and effective followership.
- Illustrate the role of ethics and values in guiding organizational behavior.
- Articulate globalization and the resulting cultural implications of leadership, including unique considerations for leading multicultural teams.
- Analyze the role of leadership in decision-making processes that serve to establish an organizational climate oriented to meet business goals.
- Analyze methods used to effectively manage groups and teams.
- Evaluate different aspects of organizational change.

**Prerequisite:** None

**Textbook:** [Leadership Studies: The Dialogue of Discipline](#)

**Authors:** [Michael Harvey](#), [Ronald E. Riggio](#)

**Publisher:** Edward Elgar Publishing, UK and MA, USA 2012

**ISBN:** 978-0857936189

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## **BBA 342 Organizational Behavior**

**3 Credit Hrs.**

### **Description**

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A comparative study of organizational theory and behavior with attention to both historical and contemporary contexts. Combines a critical review and analysis of current theory and research on complex organizational structures, processes, and performance applications. Topics include classical management theory, human relations perspectives, institutional theory, comparative organizational designs, change processes, and organizational-environmental interaction.

### **Objectives**

- Summarize motivation in organization.
- Explain the concept of organizational behavior.
- Assess basic human processes such as perception and learning.
- Compare individual differences such as personality and abilities.
- Discriminate between emotions and stress on the job.
- Assess work-related attitudes such as feelings about the job, organization, and people at work.
- Integrate career dynamics and making career choices.
- Identify group processes and work teams and performance.
- Assess communication in organizations and describe how to improve communication skills.
- Explain decision making in organizations.
- Formulate the dynamics of interpersonal behavior, or working with and against others.
- Discriminate between influence, power, and politics in organizations.
- Assess the nature of leadership in organizations and leadership skills.
- Identify organizational culture, creativity, and innovation.
- Explain organizational structure and design.
- Describe and analyze how to manage organizational change by using strategic planning and organizational development.

**Prerequisite:** None

**Textbook:** *Behavior in Organizations* (Rev: 10th ed.)

**Publisher:** Prentice Hall (2011)

**Author:** Greenberg, J.

**ISBN:** 978-0-13-609019-9

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### **MAR 321 Consumer Behavior**

**3 Credit Hrs.**

#### **Description**

Investigates consumer behavior as the study of people and the products that shape their identities. Presents personal and professional relevance to consumer behavior including psychological, social, economic, and political foundations in consumer activities. Analyzing buying behavior, learners explore the products, services, and consumption activities which contribute to the broader social world from a multi-cultural perspective.

## Objectives

- Discuss how the field of marketing is influenced by the actions of consumers and how consumers are influenced by marketers.
- Relate consumer behavior to public policy issues as addiction and environmentalism.
- Explain the process of perception and how consumers interpret information about products and other people from the outside world.
- Illustrate the motivation for how consumers are influenced by the values they subscribe as members of a particular culture.
- Describe how consumers view themselves and how this affects what they do, want, and buy.
- Illustrate how people's individual personalities influence the choices they make in terms of products, services, and leisure activities to shape their lifestyles.
- Explain the basic sequence of steps consumers undergo when making a decision.
- Explain how consumers' decisions are affected by particular situations and how consumers evaluate the results of their choices.
- Explain how consumer purchase decisions are made in conjunction with others, especially co-workers or family members.
- Discuss the ways that consumers' ethnic, racial, and religious identifications help to stamp social identities.

**Prerequisite:** None

**Textbook:** *Consumer Behavior, Building Marketing Strategy* 13<sup>th</sup> Ed.

**Authors:** Hawkins, Mothersbaugh;;

**Publisher:** McGraw-Hill Irwin. (2013)

**ISBN-13:** 978-0077645557

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**PHL 235 Phil. of World Religions - Required for AA/BS**

**3 Credit Hrs.**

## Description

Introduction to the histories, basic philosophies, and characteristic practices of the world's major religions to understand the impact of world religions on international commerce in the modern world.

## Objectives

- Analyze and identify the common histories, traditions, practices, and beliefs shared by the world's major religions.
  - Analyze the potential for possible historical causes of misunderstandings and conflict within and between the world's different religious peoples.
  - Evaluate the extent to which the beliefs, values, and actions of the followers of various religions are connected by similar goals or functions.
  - Examine the manner in which religious beliefs are expressed through
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- ceremony, food, clothing, art, and architecture.
- Identify differing interpretations of religious tenets within a religion.
- Utilize research strategies for creating a coherent argument.

**Prerequisite:** None

**Textbook:** *Living Religions* (Rev: 9)

**Publisher:** Pearson (2014)

**Author:** Fisher, M. P.

**ISBN:** 978-0-205-95640-1

## **BHR 335 Human Resource Management**

**3 Credit Hrs.**

### **Description**

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focuses on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

### **Objectives**

- Explain strategic human resource management and its effectiveness in a changing world.
- Discuss the impact of legal provisions on human resource management in the United States.
- Evaluate the components of workforce planning and the different approaches to workforce planning.
- Apply the basic principles related to developing, implementing, and evaluating a recruiting program for an organization.
- Relate the different selection criteria and selection methods to organizational considerations.
- Discuss the importance of planning, designing, implementing, and evaluating training programs in an organization.
- Analyze the role and responsibilities of an organization for ensuring the safety and health of its employees.
- Critically evaluate the challenges to human resource management in a global corporation.
- Formulate a compensation strategy that matches up with the organization's business strategy and enhances motivation, productivity, and satisfaction among employees.

**Prerequisite:** None

**Textbook:** *Fundamentals of human resource management* (Rev: 4th ed.)

**Publisher:** McGraw-Hill (2011)

**Author:** Noe, R. A., Hollenbeck, J. R., Geheart, B., & Wright, P. M.

**ISBN:** 978 0077503888

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**BBA 254 International Trade - Required for AA/BS****3 Credit Hrs.****Description**

Provides a solid background of the key factors that influence international trade and the manner in which economic policy affects both trade flows and the nature of economic activity. Relationships between trade and growth, effects of labor and capital movements between countries, and the key factors that influence relative costs between countries are also examined.

**Objectives**

- Examine why countries trade.
- Discuss how trade affects production and consumption.
- Define important terms in international trade.
- Describe the major theories and models used in international trade.
- Analyze how importation of goods will raise consumption and lower production in the importing country.
- Examine the recent trends in international trade.
- Compare balanced economic growth and biased economic growth.
- Distinguish the effects of trade, industry and other import restrictions.
- Examine how firm-specific advantages can overcome inherent disadvantages of international trade.
- Discuss international trade policies and agreements.

**Prerequisite:** None**Textbook:** *International trade* (Rev: 3rd ed.)**Publisher:** Worth Publishing (2014)**Author:** Taylor, A. M., & Feenstra, R. C.**ISBN:** 978-1-4292-7844

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**MAR 265 Research Methodology - Required for AA/BS****3 Credit Hrs.****Description**

Research Methods will guide students in advancing their knowledge of different research principles used to embrace organizational opportunities and combat weaknesses and threats. Students will compile a SWOT analysis and develop an understanding of research tools used in business and industry.

**Objectives**

- Discuss the importance of research-based decision making in a company.
- Examine the developmental components of a research study.
- Explore quantitative research methods.
- Describe how qualitative research methods are used.

- Appraise experimentation and observation research methods.
- Conduct an environmental scan of an organization to result in an analysis of its strengths, weaknesses, opportunities, and threats (SWOT).
- Appraise current research tools used in business and industry.
- Summarize how a company applies research methods to solve problems within the organization.

**Prerequisite:** None

**Textbook:** *Single Case Research Methodology*

**Publisher:** McGraw Hill (2016)

**Authors:** [David L. Gast](#) (Editor), [Jennifer R. Ledford](#) (Editor)

**ISBN:** 978 0415827911

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### **MAT 230 Statistics - Required for AA/BS**

**3 Credit Hrs.**

#### **Description**

Elementary Statistics contains the basic principles and issues relevant to the understanding of data sources and research. Students gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

#### **Objectives**

- Identify the scope and limitations of statistics.
- Apply basic concepts in statistics to real-world issues.
- Compute the measures of location and dispersion for descriptive statistics.
- Interpret the different forms of statistical data.
- Perform linear regression and correlation analysis.
- Describe the basic concepts of probability.
- Apply the discrete and continuous distributions of probability.
- Construct hypotheses from a one-sample statistical inference

**Prerequisite: None**

**Textbook:** *Elementary statistics: Picturing the world* (Rev: 6th Ed.)

**Publisher:** Pearson (2015)

**Author:** Larson, R., & Farber, B.

**ISBN:** 978-0-321-91121-6

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### **MAR 225 Internet Marketing Strategies - Required for AA/BS** **3 Credit Hrs.**

#### **Description**

Presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. Guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

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## Objectives

- Summarize the background, current state, and future potential of e-marketing.
- Explain the importance of strategic planning in achieving a company's objectives.
- Summarize the seven steps in the e-marketing planning process.
- Discuss the global differences in Internet access and usage, as a foundation for segmenting and targeting specific markets.
- Describe the ethical and legal issues that e-businesses face in marketing online.
- Discuss why and how e-marketers turn e-marketing into marketing knowledge.
- Summarize the online consumer population; how behavior occurs; their characteristics and resources; and outcomes of their online exchange process.
- Explain various bases for market segmentation, as well as the classifications and characteristics of e-marketing segments.
- Describe how and why e-marketers use differentiation and positioning.
- Analyze the online benefits branding, support services and labeling bring to the development of consumer and business products.
- Explain how Internet technology is influencing pricing strategies.
- Discuss the Internet as a distribution channel and analyze the functions the online channel members perform.
- Describe the efficient and effective use of the Internet as a tool in the exchange of marketing communication messages between marketers and their audiences.
- Summarize the purpose and process of building a company's relationship capital through customer relationship management.

**Prerequisite:** None

**Textbook:** *E-marketing* (Rev: 7)

**Publisher:** Prentice Hall (10/01/2014)

**Author:** Strauss, J., & Frost, R.

**ISBN:** 978-0132953443

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**BAM 210 Strategic Management - Required for AA/BS**

**3 Credit Hrs.**

## Description

Strategic Management and Business Policy presents an integrative analysis and case studies on the process of developing and managing business strategies. Topics include development of corporate goals and objectives, competitive analysis, business model examination, and organizational systems design for plan implementation.

## Objectives

- Compare and contrast different strategic models.
- Compare and contrast the integral functions of corporate governance.
- Explain how the evolvement of the Internet affects corporations based on current worldwide trends
- Analyze the processes for formulating corporate strategy.
- Evaluate methods that impact strategy implementation, such as staffing, directing, and organizing.

**Prerequisite:** None

**Textbook:** *Essentials of Strategic Management: The Quest for Competitive Advantage*

**Publisher:** McGraw Hill (2014)

**Authors:** Gamble, Thompson and Peteraf

**ISBN:** 978-0078029288

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## BBA 420 Financial Institutions -

**3 Credit Hrs.**

### Description

Presents the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions in the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

### Objectives

- Explain the many ways that funds can flow from lenders to borrowers.
- Analyze the important role of commercial banks in a modern economy and dynamic financial system.
- Examine the reasons why financial institutions need to be the most regulated 4.
- Interpret how interest rates play an important role in any financial system.
- Discover the effect inflation has on interest rates and the prices of loans for both consumers and businesses.
- Explain the importance of the Federal Reserve System in controlling the money supply and how it affects credit costs to public institutions.
- Discuss the importance of U.S. Treasury bills and the workings of government securities markets.
- Determine the importance of using debt instruments to finance business projects.
- Compare and contrast the different ways firms issue securities in capital markets in order to borrow funds for expansion.
- Distinguish between the important roles that corporations and other government agencies play in money markets.
- Interpret the roles played by financial institutions in areas such as



insurance companies, pension funds, and finance companies.

**Prerequisite:** None

**Textbook:** *Financial markets and institutions* (Rev: 7th ed.)

**Publisher:** Prentice Hall (2012)

**Author:** Mishkin, F. S. & Eakins, S. G.

**ISBN:** 978-0-13-213683-9

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### **SP 101 Mastering Public Speaking - Required for AA/BS**

**3 Credit Hrs.**

#### **Description**

Presents the basic principles of speechmaking and opportunities for students to develop their own skills. With the assistance of the course text, this course demonstrates the principles of public speaking in action. Course requires student have equipment needed to record and submit a speech. Three speeches are required. They can be submitted through Skype, audio attachment to webmail or via YouTube or Blink.

#### **Objectives**

- Discuss the basic foundations of public speaking.
- Analyze an audience and establish credibility.
- Research, analyze, and organize supporting materials.
- Organize and deliver effective speeches.
- Discuss the use of effective verbal and nonverbal communication.
- Use visual aids effectively.
- Deliver informative, invitational, persuasive, and special occasion speeches.
- Speak effectively in small groups.

**Prerequisite:** None

**Textbook:** *Mastering Public Speaking* (Rev: 8th ed.)

**Publisher:** Pearson Education (01/02/2013)

**Author:** Grice, G. L., & Skinner, J. F.

**ISBN:** 9781256950059

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### **BBA 432 Procurement and Project Management**

**3 Credit Hrs.**

#### **Description**

Procurement and Contract Management includes an investigation of contracts as a means for individuals and businesses to sell and otherwise transfer property, services, and other rights. Students will examine the actions companies utilize to build successful partnerships, manage expectations, and build trust between organizations. Topics also

covered are the contract management process, roles and responsibilities of team members, contracts and legal issues, e-procurement, and contracting methods.

### **Objectives**

- Analyze the successful partnership pyramid.
- Evaluate the contract management process.
- Compare United States contract law to contracting concepts and principles used globally.
- Relate contract pricing arrangement options to business objectives.
- Evaluate common misconceptions regarding global contract management.
- Analyze project management practices that meet or exceed customer expectations for value and results.
- Explain tools organizations use to improve buying and selling performance.
- Justify the need for an enterprise contract management process.
- Assess the fundamentals of managing federal government subcontracts.
- Examine the role of the Uniform Commercial Code.

**Prerequisite:** None

**Textbook:** *World class contracting* (Rev: 6th ed.)

**Publisher:** CCH, Incorporated (04/19/2015)

**Author:** Garrett, G. A.

**ISBN:** 978-0-8080-4240-2

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## **MAR 323 Marketing Research**

**3 Credit Hrs.**

### **Description**

Introduction to the marketing research process. Exploration of the many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

### **Objectives**

- Define marketing research and identify its primary business functions.
- Define and identify basic research designs as applied to research in marketing.
- Differentiate among exploratory, descriptive, and casual research designs.
- Define measurement and explain its role in conducting marketing research.
- Differentiate among scaling, measurement, and instrumentation.
- Prepare an instrument for use in a marketing research project.
- Compose effective items and scales for marketing research instruments.
- .Discuss guidelines for utilizing appropriate sample sizes.
- Identify key sampling methods used in marketing research and describe

- each.
- Discuss the marketing research process as an information gathering process.

**Prerequisite:** None

**Textbook:** *Essentials of marketing research* (Rev: 3)

**Publisher:** McGraw-Hill (2013)

**Author:** Hair, J. F., Jr., Wolfinbarger Celsi, M., Ortinau, D. J. & Bush, R. P.

**ISBN:** 9780078028816

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## **BHR 335 Human Resource Management**

**3 Credit Hrs.**

### **Description**

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focuses on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

### **Objectives**

- Explain strategic human resource management and its effectiveness in a changing world.
- Discuss the impact of legal provisions on human resource management in the United States.
- Evaluate the components of workforce planning and the different approaches to workforce planning.
- Apply the basic principles related to developing, implementing, and evaluating a recruiting program for an organization.
- Relate the different selection criteria and selection methods to organizational considerations.
- Discuss the importance of planning, designing, implementing, and evaluating training programs in an organization.
- Analyze the role and responsibilities of an organization for ensuring the safety and health of its employees.
- Critically evaluate the challenges to human resource management in a global corporation.
- Formulate a compensation strategy that matches up with the organization's business strategy and enhances motivation, productivity, and satisfaction among employees.

**Prerequisites:** None

**Textbook:** *Fundamentals of human resource management* (Rev: 4th ed.)

**Publisher:** McGraw-Hill (2011)

**Author:** Noe, R. A., Hollenbeck, J. R., Geheart, B., & Wright, P. M.

**ISBN:** 9780077503888

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## BBA 430 International Finance

3 Credit Hrs.

### Description

Investigating financial management from a globalized world perspective through trends and integration of new approaches in international finance. The scope and content establishes the theoretical foundations of international financial decision making and the extensive applications of theory to financial practice. The main objective is to develop critical-thinking skills regarding the theory and practice of international financial management.

### Objectives

- Evaluate the importance of international financial management.
- Compare and contrast the characteristics of international financial management and domestic financial management.
- Outline the evolution of the international monetary system.
- Survey how foreign exchange rates reflect supply and demand and other economic flows that make up the balance of payments.
- Evaluate the major characteristics of the foreign exchange markets.
- Discuss how governments control the flow of currencies across borders, including international investments.
- Discover the factors that produce transaction exposure.
- Examine the strategies that can be used to manage the risks that arise in international trade.
- Distinguish the types of international banking organizations from other organizations.

### Prerequisite:

BSA 330 Financial Management

**Textbook:** *Fundamentals of multinational finance* (Rev: 5th ed.)

**Publisher:** Pearson Education (2015)

**Author:** Moffett, M. H., Stonehill, A. I., & Eiteman, D. K.

**ISBN:** 978-0-205-98975-1

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## BBA 490 Global Excellence in Business and Society

6 Credit Hrs.

### Description

A final paper of considerable research that demonstrates understanding of the cultural geography of the world that contains an investigation of societal events and trends using geographical concepts to cultivate of the interdependence of global businesses in terms of places and cultures within an increasingly globalizing world. Key topics include cultural diversity, urbanization, population dynamics, economic disparity and growing stress on development, geopolitics, sustainability, and the environment regarding argumentatively how critical issues like Global Warming and Global Terrorism may or may not affect the substance of future business and organization decisions. Consider

too that this is a six hour course and one that you should begin to dissect and strategize from you first admission to SAN GREGORIO College. The environment is the student minus everything that influences, surrounds and impacts the final paper. It is not nor should it be about hugging trees.

### **Objectives**

- Discuss key concepts in human geography including place, region, movement, and landscape.
- Evaluate the role and impact globalization has on environmental, cultural, spatial, and geopolitical issues within the three tiers of the world system.
- Evaluate sustainability as an approach to addressing global social problems.
- Investigate past and current economic relationships, patterns, and issues within the three tiers of the world system.
- Determine how place and space shape culture, and conversely how culture shapes place and space.

**Prerequisite:** None

**Textbook:** *Human geography: Places and Regions in Global Context* (Rev: 7th ed.)

**Publisher:** Pearson (2016)

**Author:** Knox, P. L., & Marston, S. A.

**ISBN:** 978-0-321-98424-1

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Disclaimer: Textbooks described among the classes listed are based on the last open revision by SAN GREGORIO College of the course. Previous versions and future revisions may use different textbooks. To verify textbook information, students should view the course syllabus or contact their instructor.

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# Christian Master of Science Degree

## Mission

SAN GREGORIO College empowers learners to acquire, apply, and create knowledge through flexible and traditional education programs focusing on progressive and meaningful social relevance, personal enrichment, and professional advancement.

## Purpose

SAN GREGORIO College Master of Science prepares students for expanded job responsibility and administrative roles by concentration on developing their Christian managerial and leadership qualities across a wide spectrum of desired inherent skills that are expected of today's religious managers. Students will acquire a complete understanding and grasp of each facet demanded of modern organizational leaders today including their ability to bring dynamic management knowledge and human relation skills to their own organization or those for whom they work.

## Learner Outcomes

Grounded in academic scholarship and benchmarked against acceptable MS graduate expectations the outcomes anticipated for Masters of Science students include:

- Advanced leadership management of Organizations in the areas of Controlling, Human Resources and Staffing, Communications and Organization Leadership.
- Organization management principles.
- Knowledge management principles.
- Human-Resource management and effectiveness.
- Managing organization intelligence and decision-making processes, organizational communication, team building, and collaboration.
- Familiarization with the design principles for an organization's Internet Technology and Social networking infrastructure and management.
- Understanding the implications of an organization's changing ethos both within and externally among partner organizations.
- The role of the organization for social responsibility in the environment, among the public.

## MS Academic Term

30 Credit Hours includes Eight (8) required courses and two electives. The full time student load permitted is a maximum of three courses per month of an eight week session. Each new session begins on the first or near the first of each succeeding month. A learner's grade point average must average to an overall "B" grade. This is 3.0 on a 4.0 scale.

SAN GREGORIO College students may enroll in any month of the year prior to the next months scheduled start of the classes they are enrolling. Enrollment will not be permitted beyond one month in advance. A minimum of six student must be enrolled in each class. No more than 25 students may be enrolled at any one time in a class. Students wishing to enroll in a class that is full will be scheduled and assigned to another section to permit as many students to enroll in an additional section of the class, up to 25 with a minimum of six (6)..

Part time students taking two or less courses per eight week sessions will take approximately 1.5 to 2 plus years to complete the SAN GREGORIO College MS program. All MS enrolled graduate students have up to five years to complete their program degree requirements

### **Program Cost:**

The total cost of tuition for the MS is \$2700.00

### **Enrollment Requirements:**

SAN GREGORIO College is an Open admissions college. Enrollment continues from month to month for new matriculating students.

SAN GREGORIO College Master of Science is a non-traditional, intensive, and academically rigorous online academic Management/Leadership program designed exclusively for the adult learner.

1. No student under 25 will be admitted to the program. There are no exceptions
2. Students whose native language is not English must demonstrate a minimum TOEFL 6 proficiency in the English Language to be considered for admission to the program.
3. Students must provide proof of online proficiency through the satisfactory completion of at least one upper level undergraduate course or graduate online course.
4. Students must have personal access to the World Wide Web and demonstrate their form of access and meet the minimum standards of SAN GREGORIO College.
5. Complete the application form and provide the required documents.
6. Complete the SAN GREGORIO College Enrollment Agreement.
7. Forward the Application Fee along with the Application according to the instructions on the SAN GREGORIO College application form and initial the legend duplicated here on the application form for submission.

SAN GREGORIO College MS is taught in a non-traditional environment over 8 consecutive weeks including mid-term exam and finals. Once accepted, students may enroll at any time. All MS students are expected to be proficient in English and to have successfully navigated an online course at either the high school or undergraduate levels.

## Course Evaluations to Final Grades

## % of Total Grade

- |  |     |
|--|-----|
| • Mid-Term Exam                                    | 20% |
| • Assignments, papers, participation               | 20% |
| • End of Term Exam grade (FINAL)                   | 40% |
| • Final Project Demonstrating Excellence or Thesis | 20% |

## Evaluation Criteria

- A Mid-term exam will be conducted at the mid-point of each term.
- A Final exams will be administered at end of each class session during exam week.
- Faculty are the final authority on all due dates and assignment of for their students.
- Students must maintain a B Average (3.0 grade point average on a 4.0 scale).

## Grade Reports:

Within one week of finals term grades are due from faculty and available to students in good standing. (All student financial obligations must have been met).





# Master of Science Curriculum

## THE 605 Old Testament Theology

3 Credit Hrs.

### Description:

This course will focus on the Old Testament Scriptures. The learner will seek to interpret the scriptures and link them to their own ministry

## THE 606 New Testament Theology

3 Credit Hrs.

### Description:

This course focuses on New Testament Scriptures. The learner will seek to interpret the scriptures and link them to their own ministry.

## USC 600 Foundations of Christian Leadership

3 Credit Hrs.

### Description:

This course provides the foundations of what ministry leadership means in churches, organizations and communities. Learners are introduced to concepts and topics related to Christian leadership, as well as the philosophy and theological foundation for this field.

## USC 601 Aid, Support, and Growth

3 Credit Hrs.

### Description:

This course will introduce the learner to situations in which they will be working with people that are faced with issues of poverty. The learning will develop ways to aid, support, and knowledge for growth.

## TOW 601 The Study of Ministry Work

3 Credit Hrs.

### Description:

Students need to understand the purpose their own unique calling and how to apply it to daily living beyond Church and Sunday school. Exploring how work is related to ministry and the word of God.

## HIS 601 Christian History

3 Credit Hrs.

### Description:

The learner will gain knowledge from the lives of Global Christian leaders throughout history.

## LDR 602 Leadership, Character, and Ethics

3 Credit Hrs.

### Description:

This course focuses on the person as a Christian leader within the broader context of the different leadership theories. The learner will have a better understanding of their vocation, how one best leads, and the ability to lead others in a complex world.

## LDR 702 Christian Organizational Change

3 Credit Hrs.

### Description:

The course will focus on introducing the learner to the study of Christian organizational

change and its application to the challenges and opportunities facing ministry leaders. Focus will be on factors that need to be considered in initiating, managing and sustaining needed changes within a ministry organization.

### **LDR 606 Christian Leadership for Effective Collaboration**

**3 Credit Hrs.**

#### **Description:**

The learner will take a collaborative approach to learning that is organized around realistic scenarios and shared collaborative experience. Learners will work individually and in groups to solve problems and complete projects that will give them insight into the possibilities for collaboration ministry.

### **LDR 610 Raising Resources as Christian Leaders**

**3 Credit Hrs.**

#### **Description:**

In this course the learner will learn a theology of fundraising. The learner will know how to identify new sources of donation and fee income, and how to develop local sources of funding.

### **THS 601 Research Methodology**

**3 Credit Hrs.**

#### **Description:**

This is an introductory course in graduate research methodology that explores the advantages of the various research methodologies and how they are effective in various academic environments. Included are exercises in Quality Research Methods, Quantitative Research Methods and Heuristic Research Methods and what method would work best in scholarly research in developing a student's thesis.

### **MFP End of Term Thesis**

**3 Credit Hrs.**

#### **Description:**

Graduate MS students are provided a list of topics from which to choose one to write an extensive scholarly paper. A student designs and applies methodology at the discretion of the instructor except for the choice of topics. Students must pick one from the list provided by the college.

## **Transfer Graduate Credit Courses**

SAN GREGORIO College graduate students may, on approval of the Academic Dean add other courses not listed in the Catalog from other universities related to the MS but not a part of the SAN GREGORIO College MS program and have these earned courses appear on an applying students College transcript as transfer credits.

1. The courses must be from a recognized accredited institution or an Approved Florida Department of Education recognized college.
2. The cumulative total of the course(s) may not exceed 15 semester based credit hours.

# Christian Doctor of Philosophy Degree

## Interdisciplinary Studies in Christian Leadership

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### Mission

SAN GREGORIO College empowers learners to acquire, apply, and create knowledge through flexible and traditional education programs focusing on progressive and meaningful social relevance, personal enrichment, and professional advancement.

### Purpose

The Doctor of Philosophy in Interdisciplinary Studies (PhD) offers two integrated tracks - Religion and Ministry. Combined they inform a Learner's research and create the solutions that optimize opportunities for SAN GREGORIO College doctoral Learners to further their career goals, enhance their expertise, and grow their ability to thrive in a rigorous education environment.

### Program Objectives

An Interdisciplinary Studies PhD research degree from SAN GREGORIO College appeals to Learners looking to advance their careers in fields of Judeo/Christian Theology within both the public and private sectors of global society and specialize and being informed by a Christian World View. The SGC Doctoral degree pathway permits its Learners to acquire their sought after expertise in a progressive, stimulating and rigorous learning environment in order to achieve their goals based on a unique blend of rigor and scholastic inquiry fostered, mentored, and taught by highly skilled and accomplished mentors and academicians.

### Delivery:

Both ONLINE and expanded distance education.

### Total Cost

\$9750 that also includes PDE/Dissertation fee. An additional \$2500 accrues to the cost for each additional year beyond a matriculating learner's three (3) years to complete the entire program.

### Academic Term

- 10 -12 Weeks.
- The doctoral program is continuous.
- Florida mandated Three (3) year matriculation.
- Doctoral classes start the first of each month.
- Colloquiums start first or second week of each month.

## Minimum Credit Hours to Graduate: - (65)

1. Colloquium	<b>8 Credits</b>	2. Doctoral Research	<b>1 Credits</b>
3. Doctoral Project 1-A	<b>6 Credits</b>	4. Doctoral Project 1-B	<b>15 Credits</b>
5. Internship	<b>6 Credits</b>	6. Organizational Leadership	<b>3 Credits</b>
7. The Family in the Age of National and International Influence			<b>3 Credits</b>
8. Support for Social Justice	<b>3 Credits</b>	9. Quantitative Research	<b>3 Credits</b>
10. Qualitative Research	<b>3 Credits</b>	11. Doctoral Project II	<b>5 Credits</b>
12-A. Doctoral Project III	<b>5 Credits</b>	12-B. Doctoral Project IV	<b>4 Credits</b>

## Requirements for Admission

Applicants for the interdisciplinary doctoral program must present complete admission credentials and have an approved program of study in order to be formally enrolled in the Interdisciplinary Studies PhD program at the conclusion of the entrance Colloquium. The required credentials to be admitted to the Colloquium and begin matriculation include:

1. A minimum 3.0 grade point average from a Florida Approved and/or Accredited Baccalaureate and Graduate degree.
2. Official transcripts of all undergraduate and graduate course work.
3. Non primary English speaking Learners are required to demonstrate English language proficiency by a TOEFL examination score at or above 6.0.
4. Three letters of recommendation are required from individuals who are able to comment on a doctoral Learner's academic abilities and potential for success in advanced graduate studies.
5. For admission to candidate status, Learners must successfully navigate and complete the SGC Learner's Colloquium and be admitted to the body of Doctoral Learners at SAN GREGORIO College. Once admitted to the Doctoral Colloquium, Students are referred to exclusive as Doctoral Learners.

## Design of the SGCS Interdisciplinary PhD

In addition, SAN GREGORIO College has established a PhD Interdisciplinary Studies policies and requirements, each learner will be required to meet specific criteria as follows:

The Learner's curriculum must include coursework representing each of the disciplinary areas in the interdisciplinary degree program path with an overall minimum of at least three doctoral seminars in the field of anticipated concentration and selection of at least one seminar from the alternative area of interdisciplinary study to inform the Learner's chosen area of concentration. During the Colloquium each Learner will be exposed to the main interdisciplinary fields. At least one area of field concentration must be selected by the learner by the conclusion of the entrance Colloquium. Learners may add additional course work in each of the supporting fields and the main concentration to more fully reflect the standards for doctoral study in the discipline field represented in the interdisciplinary degree.

1. A minimum of four credit hours of doctoral course work must be taken other interdisciplinary fields approved by SAN GREGORIO College in order to meet the requirements of the PhD degree.
2. The curriculum plan and how to create it will be determined at the entrance Colloquium for each learner.
3. Each learner's plan must include proposed coursework that provides training in research methodology deemed suitable for the interdisciplinary track selected by the student.
4. A Dissertation or Project Determining Excellence (PDE) involving original research that crosses established disciplinary lines is required.
5. Faculty serving on committees and as mentors in the Interdisciplinary PhD. Program must have a doctorate degree or substantial evidence of relevant experience as a recognized field expert.
6. A student's primary advisor, mentor and chair of their committee, appointed at the Learner's Colloquium must meet SAN GREGORIO College's minimum guidelines for supervising doctoral dissertations and PDE's. If a Chair has not directed a dissertation/PDE in the past, the Learner must also have a co-mentor who has previous experience directing dissertations.
7. Proposed areas of concentration and interdisciplinary tracks of study will be subject to preliminary approval by the Colloquium Faculty and final approval for matriculation by a meeting of the learner's doctoral committee within one month following the Colloquium.

### **Designed Learner Programs of Study**

An individual learner has, within the construct of SAN GREGORIO College Doctoral Program, the opportunity to explore advanced studies within their field of concentration. Such study may be enhanced by including studies informed by a field that transcends established academic/institutional boundaries. Such exceptional study outside the construct of the established doctoral curriculum of the Learner must be approved by the Learner's doctoral committee and approved by the Director of the Interdisciplinary Studies Program.

# PhD Curriculum

## Course Descriptions

The Learning objectives and outcomes are included in the following descriptive journey through the complete Doctoral Program of Study program at SGC.

### IDS 700 Colloquium

**8 Credit Hrs.**

#### **Description:**

A seven day 'on campus' ONLINE Colloquium of new doctoral students initiates the first study to determine the design and methodology of each Learners individual degree programs under the guidance and instruction of SAN GREGORIO College faculty. Successful completion of the Colloquium earns the student eight (8) hours of doctoral credit and potential promotion of the learners and acceptance as doctoral candidates. The learners Colloquium is an intensive day by day scholarly pursuit to prepare the student for doctoral research, rigor, and study and to guide them in the effective design and framework necessary to successfully complete the doctoral program.

### THS 701 Doctoral Level Research Methodology

**1 Credit Hrs.**

#### **Description:**

Examines, tests, and applies Quantitative, Qualitative and Heuristic research, in depth, and to determine the proper methodology to be applied to a candidate's research question. Learner's write and submit a scholarly journal article substantiating the learner's personal research methodology preferences within specific fields of concentration (their own) and why it may be superior to all other research constructs.

### THS 702 Doctoral Project I-A

**6 Credit Hrs.**

#### **Description:**

This first of several concentrated projects prepares doctoral learner for the development of a field-based project. A review is given to research design, modes of observation, and techniques of analysis, the social and ethical context of research, and the uses of research. The main focus of the scholarly study is placed on the delineation of a focused interdisciplinary problem and a plan for conducting substantive research, leading to its resolution or recommendations for resolution.

### THS 801 Doctoral Project I-B (Seminars & Peer Days)

**15 Credit Hrs.**

#### **Description:**

The Learner will be required to take and engage in at least five independent field based seminars worthy of 2 credit hours each and based on at least 60 hours of seminar contact. The proposed seminar list is provided by the Learner at the Colloquium in order to select those seminars that are of particular interest to the Learner's chosen specialization. The seminars are at the Learner's own expense. Seminars are acceptable either accomplished online, by distance education or traditional on ground. They are undertaken at the learner's own expense. The Learner will also engage in collective peer days with at least two other doctoral students are to be also assigned at

the Colloquium and among those enrolled in the PhD program and participating at the Colloquium in order to study interdisciplinary areas that may be of interest to the student participants beyond a Master's degree.

### **IDS 810 Internship**

**6 Credit Hrs.**

#### **Description:**

Learners select an Internship compatible with their doctoral research that is acceptable to their Committee in order to put their developing expertise to work. 400 documented hours are required. Learner selects a Field of concentration for their internship that is compatible with their Interdisciplinary track. The Committee Chair approves selection. Selection may be made at Colloquium. The internship may be created by the Learner but must be supervised by an expert in the field that will validate the experiences of the intern.

### **LDR 702 Organizational Leadership**

**3 Credit Hrs.**

#### **Description:**

This course studies organizational leadership and its application to challenges and opportunities facing today's ministry leaders. Focus will be given to factors which need to be considered in initiating, managing and sustaining

### **PRM 722 Family in Age of National & Intern'l Influence**

**3 Credit Hrs.**

#### **Description:**

This course studies the current global thinking and the influence it makes upon Christian families around the world. The learner will investigate the broad based culturally diverse Christian family values, sexuality, economics, social policy and other influences in the global context. The learner will examine implications on the Christian church as families face the demands of modernity.

### **MCC 706 Support for Social Justice**

**3 Credit Hrs.**

#### **Description:**

This course focuses on biblical, theological, and historical traditions of social justice. The learner will explore examples of injustice and models of advocacy both in the United States and globally. The learner will find ways in which Christians can intervene individually and organizationally to help remedy situations where injustice exists,

### **QRM 901 Quantitative Research Methods**

**3 Credit Hrs.**

#### **Description:**

This course focuses on advanced educational research methods, hypothesis testing using factorial analysis of variance and analysis of covariance; and general linear models.

### **QRM 902 Qualitative Research Methods**

**3 Credit Hrs.**

#### **Description:**

This course focuses on advanced educational research methods with a concentration on Qualitative Analysis. This includes:

- The selection of research subjects, preparation of methodology for conducting the interviews
- Analysis of research into a cohesive and validated research scenario of sufficient clarity to support hypothesis and Research Question.

### **LTR 901 Doctoral Project II**

**5 Credit Hrs.**

#### **Description:**

The focus of Learner study is the development and completion of the Learner's literature review and the identification of the appropriate literature to support and sustain the dissertation/PDE research. The **Literature Review** is a review of all pertinent documents and scholarly works that inform and support the conclusions of the Candidates research.

### **IDS 930 12-A. Doctoral Project III**

**5 Credit Hrs.**

#### **Description:**

This is the final doctoral project course in which the field based project manuscript is completed or ready for final rewrite and presentation defense. It consists of an introduction, statement of the problem, methods of analysis, findings, conclusions and suggestions for future research. At the completion of the field-based project, the Learner presents his/her research methods, findings and solutions to the problem in a written document and does an oral defense of the project to their Project Chair and Committee. While the focus of this course is on the run up to formal oral presentation, it also provides the learner with time to do a final rewrite.

### **IDS 940 12-B. Doctoral Project IV - Defense**

**4 Credit Hrs.**

#### **Description:**

At a time and place convenient to the Learners Committee Chair, the Learner and Committee Members will be set within a reasonable timeframe following the submission of all required documents research. At the end of coursework and finalization of all reviews of it, the Candidate must enter a successful defense of their dissertation. Members of the Doctoral Committee are SAN GREGORIO College Doctoral faculty selected by the Director of the PhD program. The Learner and a Peer Learner of their choice also are members of the Committee. The entire meeting will be done online in a closed total immersive classroom attended by all members that will permit face to face interaction and interchanges as if they were in a room live and together in one location.

### **Learner Assessment and Grades**

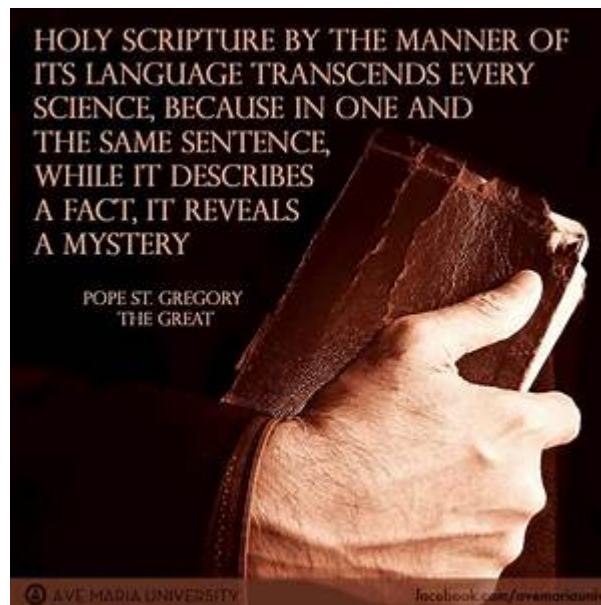
The work accomplished by the Learner in his/her PhD doctoral coursework and the review of seminar critiques and learning outcomes as well as peer days and approved internship are all to be evaluated and determined acceptable by SAN GREGORIO College faculty members



accepted by the Learner's Committee sufficient for award of the PhD. The candidate will meet at least three times with the full committee to assure satisfactory progress throughout their research timeline. The first meeting will approve the basic minimal guidelines and framework for the doctoral learner's evaluation and approve the program of study laid out to the committee by the Learner Candidate. The 2<sup>nd</sup> meeting will assure the learner is on the proper path to completion and that the literature review is acceptable. The final meeting is the defense of the dissertation/PDE.

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**Length of Study:** Minimum Three Years – Maximum Five Years.



## Competency Based: MS & PhD Degrees

SAN GREGORIO College competency based graduate studies offers professional individuals seeking academic recognition that is commensurate with their level of expertise highly qualified academic advice and consultation to acquire the recognition the candidate may desire.

Competency valuations are based on a candidates professional development history including the potential validation of all prior learning and experience acquired to achieve their current level of expertise. The goal is to demonstrate the equivalency to traditional academic study channels that are comparable to the experience and professional development of the individual seeking the degree recognition.

SAN GREGORIO College provides individual assessment of whether or not individuals seeking such a masters, or doctorate degree are qualified candidates. Competency assessments determine degree opportunities. SGC offers professional guidance on how to develop individual prior learning assessments for submission and to what individual competencies can be submitted for recognition and degree award.

### Providers of Competency Degree Recognition

Virtually all US accredited universities and hundreds of foreign universities accept various levels of competency based prior learning. Individual programs come from an elite cadre of participating colleges and universities that offer qualified individuals complete degrees based on each candidates personal competency in a particular field of expertise.

### Shortfalls in Demonstrated Competency

Where applicants lack various courses or programs **SGC** will guide the individual to courses and programs that will help fill in the gaps to complete a degree's total requirements. Many of those courses can be obtained tuition free and the SCHOOL will survey and recommend those potential programs that will not require the candidate to pay tuition for courses that are offered without cost but will satisfy a particular GAP in the SGC student's Competency Plan.

Each of the College's principal competency based degree programs it recommends to potential candidates is for accomplished experts in Christian Studies, Ministry, Missionary or Christian based nonprofit support work with at least five to seven years of professional experience to demonstrate a Masters level and seven to ten years for a Doctorate. And demonstrated competency equivalency to that of a graduate with a comparable level of expertise from a traditional course of study from San Gregorio College.

# CERTIFICATION PROGRAMS

**Certificate in Applied Ethics – Ten Days**

**Certificate in Entrepreneurship – Ten Days**

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SAN GREGORIO College offers several certificate programs as part of its continuing education program. They include a Certificate in Applied Ethics and a Certificate in Entrepreneurship. The certificate programs are an estimated 10 days in duration, start to finish.

## **Program Costs:**

\$425 / for matriculation in each individual certificate program

## **Program Restrictions:**

These are non-traditional total immersion programs designed exclusively for the adult learner. No student under 25 will be admitted to the program. There are no exceptions. Students whose native language is other than English must demonstrate a minimum TOEFL 500 proficiency in the English Language to be considered for admission to the program.

## **Program Duration;**

Program minimum duration for all Certificate Programs is 10 Days/ 40 HOURS..

## **Program Term:**

This program may be initiated every month. Enrollments by the 1<sup>st</sup> of the month permit the beginning of the training in the second week and continuously for ten weeks online..

## **Program Evaluations:**

*Instructor Trainer Evaluation: 100%*

+ Faculty is final authority on all due dates and assignment of projects to individual trainees.

+Students must maintain a Passing Average on all courses to remain in any of the programs they are registered. Progress is marked in each segment as P for PASS or F for Fail. Students may repeat a course one time if earning a non-passing grade the first time.

## **Grade Reports:**

**There are no grade reports other than Pass, Fail and Withdraw..**The Certificate programs are NOT license programs and DO NOT require a license to practice or undertake a personal professional track in Entrepreneurship, Ethics, or Animation.

# Certificate in Applied Ethics

## Mission:

SAN GREGORIO College empowers learners to acquire, apply, and create knowledge through flexible and traditional education programs focusing on progressive and meaningful social relevance, personal enrichment, and professional advancement

## Purpose:

The Certificate in Applied Ethics Program is designed to optimize opportunities for SAN GREGORIO College Applied Ethics Learners to further their career goals, enhance their expertise, and grow their ability to thrive in a rigorous or secular education environment.

## Objectives:

A Certificate in Applied Ethics from SAN GREGORIO College appeals to Learners looking to advance their careers within both the public and private sectors of the global society as a Certified Applied Ethicist.

The Certificate in Applied Ethics pathway permits its Learners to acquire their sought after expertise in a progressive, stimulating and rigorous learning environment in order to achieve their goals based on a unique blend of rigor and scholastic inquiry fostered, mentored, and taught by highly skilled and accomplished mentors and academicians.

**The Certification Program Training** is for those desiring to be recognized for their work in Applied Ethics and **seeking to become professional practitioners. The program** must be completed within two years. **Among the attributes an individual should possess are** considerable documented work experience and leadership experience. In order to be best prepared for the study, individuals should be able to demonstrate through verifiable experience a current proficiency in training or profession where they have been exposed to the underlying need to acquire certification vis-à-vis one of SAN GREGORIO Training programs.

**Pragmatic ethical training** is neither clear cut, nor black and white. Solutions are often murky and require considerable critical thinking. This can easily frustrate a new learner who has not had sufficient exposure and experience in the workplace to realize that there are rarely 'right or wrong' solutions and answers.

## APPLIED ETHICS CERTIFICATE STUDY PROGRAM

### Four Progressive Levels

1. **FIRST TWO DAYS** (The Initial level): Grounding in institutional contemporary ethics beliefs and practices.
2. **SECOND TWO DAYS** (The Intermediate level): Innovations, applications, what works, what doesn't, and being able to know the difference and application of character and ethics programs, nuances, struggles, implementation including the potential development of new or the refurbishing of old programs that no longer work.
3. **NEXT FOUR DAYS** (The Experimental level): Trying out new ideas, adapting new strategies, researching new methodologies, and planning for the future.
4. **LAST TWO DAYS** (The Practicum) The Psychology of teaching and training ethics, character, and values while exploring diversity training issues and how it impacts your own training and teaching methodology.

**Candidates who choose to undertake** the Applied Ethics Certificate program do so with the knowledge that the program is intense and requires of the candidate a dedication of time and study to complete the program. Each candidate has the opportunity to undertake the program from anywhere in the world where access to the Internet is possible.

The program is designed to be rigorous and to ensure exceptional ethics training for candidates.

## The Training

### The Study Plan:

The numbers of each training session establishes the order that they are presented during training.

#### **Module I: Ethics and Character Development \***

Considers values and character issues as they apply to personal preferences within the context of personal and societal development with a special emphasis on practical applied ethics. This module stresses the importance of character education and, analytical case study.

#### **Module 2: Contemporary Social Dilemmas \***

Provides the candidate with modern social dilemmas which supply research opportunities that focus on the essentials of how ethical applications may better direct human behaviors in their social-cultural environments. Reasoning assumptions and decision practices using ethical codes are explored.

### **Module 3: Information & Technology Ethics**

Examines the consequences of the use of technology within modern communities and questions the impact of how communications issues are defined, researched and used for the making and use of public policy and the development of civil society. Principles are applied to various aspects of policy decisions.

### **Module 4: Education Ethics**

Explores the appropriate place and use of ethical principles within the theory and practice of education from K through 12 and beyond. The assumptions underlying curriculum development, technology in education, lifelong learning, and other such issues are related to how ethical mechanisms might foster educational reform.

### **Module 4: Cultural Values & Ethics \***

Provides a survey of essential cultural values and how ethical questions are framed according to cultural preferences. Questions of ethical/social interest are studied with practical applications in local settings examined for the integration of personal and academic insights.

### **Module 5: The Ethics of Terrorism**

A look at the ethics of terrorism from a criminal justice perspective and its values justification by extremists. Examined are the intellectual support, ethical justification, and financial underwriting accorded it by various segments of the international community and those who use it to incite and inflame the moral indignation of historically oppressed peoples? Grasping the concept that there are those who believe Western culture is morally bankrupt and want to destroy it completely is a first step in understanding how extremists can individually, and as a group, morally justify their terrorism.

### **Module 7: Health-care Ethics**

A study of the use of medical ethics in the daily treatment of illness and the fostering of preventive medicine models that might foster wellness in the global community. Usable insights and comprehensive analysis of historical and current ethical health-care questions are explored.

### **Module 8: Organization Ethics \***

A study of relevant organization dilemmas resulting from rapid technological growth in organizations, both in the for-profit and non-profit sectors. This comprehensive analysis explores the development of usable outcomes as a by-product of the online interaction.

### **Module 9: Leadership Ethics \***

This leadership course has been specially designed to foster the exploration and application of influencing ethical leadership principles within a framework of challenging paradoxes where the ethics officer is charged to move the leadership along the road of higher moral development. Understanding this may be easier said than done in spite of

the fact that it is made part of the mission statement. How does an ethics leader confront modern organizations and their leaders with unethical issues embedded in the culture? Potential outcomes and effective strategies are explored. Contemporary case study serves as a guide for “what ifs” and how real change could have been implemented.

**Module 10: Pragmatic Professional Ethics**

Introduces personal and professional questions that confront workers and leaders in complex situations. The assumptions of vocation as a lifetime commitment are related to the practical demands of the bottom line and organizational objectives. Where may the compromises occur and how does the ethicist cope with the needs of the many as opposed to the ethical realities and ideals of the few?

**Module 11: Ethical Training Development \***

This course explores the multiple and varied elements for conducting ethical training among employees and the unique application required to train workers who operate exclusively as teams and recognized groups of established or growing organizational cultures.

**Module 12: The Self Study and Practicum**

Requires the use of accumulated program learning to be applied in real-time settings. It offers potential for growth and/or creative interventions. Emphasis is placed upon the production of marketable outcomes.

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# Certificate in Entrepreneurship

## Mission:

SAN GREGORIO College empowers learners to acquire, apply, and create knowledge through flexible and traditional education programs focusing on progressive and meaningful social relevance, personal enrichment, and professional advancement.

## Purpose:

The Certificate in Entrepreneurship Program is designed to optimize opportunities for SAN GREGORIO College (SGC) Applied Ethics Learners to further their career goals, enhance their expertise, and grow their ability to thrive in a rigorous education environment.

## Learner Objectives:

A Certificate in Entrepreneurship from SAN GREGORIO College appeals to Learners looking to advance their careers within both the public and private sectors of the global society. The SGC Certificate in Entrepreneurship pathway permits its Learners to acquire their sought after expertise in a progressive, stimulating and rigorous learning environment in order to achieve their goals based on a unique blend of rigor and scholastic inquiry fostered, mentored, and taught by highly skilled and accomplished mentors and academicians.

Entrepreneurship training involves ten days of concentrated study. It includes eight modules including a Capstone course in the beginning and a Practicum at the end. Each training session is approximately one day. The program has been described as Total Immersion. The days therefore are intense study periods but designed to permit individuals to achieve a month's worth of training in a shorter period by process that has been used to teach individuals to learn a language in a short amount of time. Maximum effort provides maximum results.

The Entrepreneur certificate program includes 7 areas of study plus one practicum. Candidates must complete the six required courses plus one elective and the internship program to satisfy requirements for a certificate. Students are free to interrupt their study during the program for personal reasons and pick up the program again starting from the point they had earlier withdrawn. There are sufficient break points in content to permit this. However, students must complete the entire program within two years. The program begins with #1 and continues consecutively through each module. Each following module is offered in succession until that particular program phase is complete.

## The Study Plan:

The numbers of each training session establishes the order in which the individual modules are started and completed permitting the start of each succeeding module. Titles with an **asterisk (\*)** indicate courses that are required for certification.



## **Module 1: Are You an Entrepreneur**

Let's find out - exploring your potential. Entrepreneurs are made not born although some of us have more of an inclination towards being entrepreneurs than others. We may be displaced from job or country, born into an entrepreneurial family where being entrepreneurial is normal, not unusual, or we may have been fired and too old to start over with a passion to do our own thing. You can study entrepreneurship but you cannot become one through study. Others determine if you are and it is in this realm it becomes critical to know the difference. This module studies and comes to grips with historic entrepreneurship, contributions to nation building and how the American dream was and remains entrepreneurial, now not only for Americans but worldwide as it applies to individuals own domestic environment wherever they may be in the world.

## **Module 2: Learning to deal with both Success and Failure**

Whether being an entrepreneur in a For Profit or Non Profit, Philanthropic, just a desire to do something different, success and failure will follow you wherever you go. Failure is rarely taught in any classroom but it is essential for the entrepreneur to know how to deal with it and what it ultimately means. Success comes mostly by hard work dedication and above all passion to succeed. Without it the road to success can be long, difficult and fraught with failures. Coping with both success and failure is an absolute must to the equation for would be and struggling entrepreneurs. Learn the lessons survive the test. 99% that attempt it fail. Be among the 1% that eventually succeeds and know the difference.

## **Module 3: Reality vs. Perception**

You have heard that old saying the "rich get richer and the poor get poorer". It is a perception, not reality. In doing entrepreneurial things, it is wise to know the difference and to learn how to react to both perception and reality. If you at all follow politics you will know that opposition parties often spin a web of perception hazardous to their opponents although the reality may be 180 degrees opposite. It is the same in entrepreneurship. Instead of politicians you have competitors who in addition to spinning their own web of deception on the public for perhaps inferior products or services will also spin that on you. You must become a master of masterminding the reality into the perception. As the other saying goes, "the truth will set you free". Learning your reality from the Public's perception of you

## **Module 4: Ethics in Entrepreneurship**

Is it an Oxymoron? Strategies and Studies outside the Box suggests that Entrepreneurs are as a whole considered less than honorable, always lucky and those who must either know someone, cheated someone or otherwise used clandestine means to achieve their success. None of this is true but noting Module 3 you will have concluded it is not what the truth is, it is what the perception is. This module will show how to create the ethical organization that steadfastly adheres to proper conduct, integrity in dealings, and honesty above all. It is a protective coat of armor that most entrepreneurs do not consider in striking out on their own and it always comes back to haunt them. As the

entrepreneur, what you believe and how you stick to it is important. There are dozens of modern day examples where an entrepreneur has been attacked for their principals and beliefs. An Entrepreneur has to learn how to defend those principals no matter what the outcome and to demonstrate the level of their conviction. If the conviction is solid, believed and carried out and it does no harm to society, then the entrepreneur in the long run will overcome any attempt to destroy their venture and entrepreneurial undertaking. Entrepreneurs need to be on guard against societal norms and the shifting sands of public beliefs and non-beliefs. Being always aware is an absolute requirement for survival for the long term.

### **Module 5: Entrepreneurial Organizing Theory**

Keeping your enterprise glued together for maximum results. How you organize your entrepreneurial venture now will determine if it breaks apart in the future or withstands the test of loyalty by subordinates and trusted employees. Every organization needs goals that everyone in it buys into. It is up to you to continue to reinforce those goals and as new ones arrive, assure that everyone is on board. Collective or Collegial management has been around for a long time. It's called an Autocracy and rarely is considered or understood by entrepreneurs. You will learn how to organize, how to establish your power control center and how to assure everyone in your organization once it begins to build had a voice in this success and collective share in its failures, if any, in order to make sure it does not and will not happen again.

### **Module 6: Entrepreneurial Money Sources**

Diamonds are in your backyard. Few know the secrets of acquiring money to support and grow an organization. This module shows where the money is and what it will take for you to get it to grow your enterprise. Believe it. If it were so easy, everybody would be doing it. This is a difficult road to journey but if you stay the course, don't give up and are willing to accept rejections, lots of them, then you will be a successful money finder for you organization, venture and entrepreneurial undertaking.

### **Module 7: Rarely Learned Tools of the Trade**

Becoming a cyber-based superstar organization. The worldwide web offers the entrepreneur incredible opportunities. Now is the time to learn what those opportunities are and how to use them successfully. In today's world, understanding, and using these vast tolls of social relevance and business connections and global communication are absolutely essential. You will come away from this module prepared to do great good in the world while succeeding in your undertaking as an entrepreneur.

## ACCREDITATION AND AFFILIATIONS

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

### International Affiliation



SAN GREGORIO College is accredited by the Accreditation Service for International Colleges (ASIC) which meets the British Government's accreditation requirements for colleges with international students. ASIC is an independent United Kingdom body that provides rigorous and transparent accreditation service for independent schools, colleges, Universities, training centers, vocational colleges, distance online learning in the UK, the European Union, and for other academic institutions worldwide. ASIC is an approved accrediting body for the purposes of compliance with the UK Border Agency (UKBA) and is a member of the British Quality Foundation (BQF), sits on the quality standards group of UK NARIC and listed in the registry for the UK of CHEA, the USA Council for Higher Education Accreditation  
CHEA: Council for Higher Education Accreditation



The Council for Higher Education Accreditation (CHEA) is a United States organization of degree-granting colleges and universities. It identifies its purpose as providing national advocacy for self-regulation of academic quality through accreditation in order to certify the quality of higher education accrediting organizations.

The organization has approximately 3,000 academic institutions as members, and currently recognizes approximately 60 accrediting organizations. It maintains an International Directory which “contains contact information about 467 quality assurance bodies, accreditation bodies and Ministries of Education in 175 countries.

The quality assurance and accreditation bodies have been authorized to operate by their respective governments. ASIC (Accreditation Services for International Schools, Colleges and Universities) has been accepted as member of CHEA International Quality Group ([CIQG Membership List](#)). For more information please see the CHEA website, and is a national UK affiliate of ENQA the European Network of Quality Assurance for Higher Education which recognizes ASIC as a bona fide quality assurance agency that is a member of the CHEA International Quality Group (CIQG)

## USA Affiliation



SAN GREGORIO College is a non-denominational Florida state licensed, private nonprofit post-secondary Christian institution that is in compliance and licensed by the State of Florida Department of Education (FLDOE) to offer Christian designed and offered Associates, Bachelors, Masters, Doctoral degrees as well as certificates of completion diplomas for multiple training programs for the pursuit of professional advancement and affiliation with organizations and individuals affiliated with or employed by Christian organizations – With a primary focus on global Christian ministry .

## European Affiliation



SAN GREGORIO College has an agreement with Warnborough College (Ireland) to validate its curriculum and program awards should a student desire to acquire a dual degree and certification for work accomplished at San Gregorio College. This international validation attests to the high level of quality of curriculum and degree programs offered and the qualifications awarded for student recognition internationally.

# SAN GREGORIO COLLEGE FACULTY

## Ms. Kimberly E. Parsons, MBA

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Asst. Professor of Business and Information Systems Management

### EDUCATION

**MBA - Master of Business Administration,**

Northcentral College, Prescott, AZ 2002

**B.A - Business Administration**

College of the Southwest, Hobbs/Carlsbad, New Mexico

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## Mr. Morley Chertkoff

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Asst. Professor Applied Ethics, International Entrepreneurship

### EDUCATION

**Post-graduate Certificate Fundraising and Volunteer Management**

Humber University, Toronto, Canada

**MMn (c) - Master of Ministry**

Iona University, College of Windsor (Windsor, Canada)

**BA - Bachelor of Arts (honors) Religious Studies,**

College of Windsor, Canada

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## Dr. Ralph S. Archibald, EdD

[adm@SANGREGORIO.college](mailto:adm@SANGREGORIO.college)

Associate Professor of Leadership and Management

### EDUCATION

**EdD - Educational Leadership**

Nova Southeastern University, Ft. Lauderdale, Florida

**MEd -, EPDA Fellowship**

University of Miami, Coral Gables, Florida

**Graduate Studies**

University of Florida, Gainesville, Florida

**BS - Social Studies Education** minor in English

Florida State University, Tallahassee, Florida

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## Dr. Aaron Hebbard, PhD

[adm@SANGREGORIO.college](mailto:adm@SANGREGORIO.college)

Associate Professor of Religious Studies

### EDUCATION

**PhD - Theology and the Arts**

University of Glasgow  
Scotland, UK

**MA – Biblical Studies**

Vanguard University of Southern California  
Costa Mesa, CA

**BA - Bachelor of Arts**

Religion and Biblical Studies  
Vanguard University of Southern California  
Costa Mesa, CA

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## Thomas Phillip Corbin, JD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Associate Professor of International Commerce and Legal Studies

### EDUCATION

**JD - Juris Doctorate – Administrative Law**

WMU-Cooley Law School, Lansing, MI

**BS - Bachelor of Science - Political Science**

Minors: History and Communication  
Eastern Michigan University, Ypsilanti, MI

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## Dr. Alexander C. Cullison, PhD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Associate. Professor of Labor Relations and Conflict Resolution

### EDUCATION

**PhD – Conflict Resolution and Labor Relations**

The Union Institute, Cincinnati, OH

**MS – Labor and Policy Studies**

University of New York at Empire, New York

**BS – General Engineering Studies**

Excelsior University, New York

**BA – Labor Studies - Antioch College, Ohio**

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## Dr. Fred DiUlus, PhD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Professor of Entrepreneurship and Leadership Studies

### EDUCATION

**PhD – Educational Leadership**

Universidad Empresarial de Costa Rica, San Jose, Costa Rica

**Doctoral Research - Organization Ethics and Leadership,**

The Union Institute, Cincinnati, Ohio

**MBA – Masters of Business Administration – Finance/Management**

Golden Gate University, San Francisco, CA

**BS – Government/Political Science**

Florida State University, Tallahassee, Florida

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## Dr. MAKERI YAKUBU AJIJI, PhD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Asst. Professor of Information Technology

### EDUCATION

**PhD, Information Technology**

**MSC, Information Technology**

The Ecole Supérieure Rober Du Sorbon College Frances,

Paris France

**BSC, Information Technology**

Irish College Business School

**Higher National Diploma (Business National Diploma (London))**

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## Dr. Viktor Hrytsay, PhD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Associate Professor Mathematics and Technology

### EDUCATION

**PhD – Mathematics and Technology**

Glushkov Institute of Cybernetics NAS Ukraine, Kiev, Ukraine

**Doctoral Research – Algebraic Geometry and Number Theory**

Ivan Franko National University, Lvov, Ukraine

**MS – Masters in Mathematics, Computational Mathematics**

**BS – Mathematics** - Ivan Franko National University, Lvov, Ukraine

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## Dr. Nguyen Van Hanh, PhD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Associate Professor of Economics

### EDUCATION

#### **PhD, Economics**

University of California, Davis (UCD) , Davis, CA

Specialization: Public Finance, Economic Development, and International Trade

#### **MA, Economics**

University of California, Davis, Davis, CA

#### **MS Agronomy**

University of Florida (UF) Gainesville, FL

#### **BS, Agricultural Sciences (Magna Cum Laude)**

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## Dr. Margarita Flores-Vance, EdD

[adm@SANGREGORIO.College](mailto:adm@SANGREGORIO.College)

Associate Professor of Business and Information Systems Management

### EDUCATION

#### **EdD - Doctor in Education, Leadership, Educational Justice**

College of Redlands, Redlands, Florida

Administrative Credential

State of Florida, Designated Subjects Career Technical Education

San Diego College, Florida

CTE Teaching Credential

#### **MBA - Master of Business Administration**

College of Redlands, Redlands, Florida

#### **BS - Bachelor of Science, Business and Management**

College of Redlands, Redlands, Florida

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## ADMISSION POLICY

Admission to SAN GREGORIO College is open to all academically qualified candidates from anywhere in the world. Admission is based on academic qualifications, moral character and SGC ideals that help define the whole student. SAN GREGORIO College is an open college. Any student who has graduated from an accredited high school, home school, or college may apply for SGC undergraduate and graduate degree programs respectively. In order to apply students must have as a minimum the following:

- Undergraduate admission requires proof of High School graduation. As all applicants must be at least a high school graduate, SAT and ACT scores from High School are not required but encouraged if they are available
- Graduate Admission does require proof of an undergraduate degree from an accredited university or college..
- Students whose primary language is other than English must be able to read, write and speak English at the minimum 5.0 TOEFL Scale for undergraduate study and 6.0 TOEFL at the graduate admission level.
- Home school students must demonstrate appropriate state or agency credentials approved by their local government.

**NOTE:** SGC does currently provide VISA services.

## Application Information Required:

A student applying to SAN GREGORIO College must provide the following for consideration as a student.

1. A completed enrollment application form (SEE SEPERATE ENROLLMENT MANAGEMENT SECTION)
2. The Application fee to accompany the Enrollment form.
3. Certified birth certificate or evidence of nationality via passport or driver's license.
4. Two official letters of recommendation from former educators, coaches, professionals or supervisors.
5. Official high school and college transcripts submitted by the institutions directly to SGC.
6. A personal resume demonstrating employment, education, and volunteer activities.
7. Two personal essays from a list of topics provided by SGC.
8. Personal proof of health insurance if student will attend a parallel sports training program or other cooperating institution relying on the College for education.
9. Complete Enrollment Agreement and submit with Enrollment Fee.

**NOTE:** As a prospective student, you are encouraged to review this Catalog thoroughly before applying for admission and prior to signing the Enrollment Agreement.

## Transferability of Credits

A maximum of 75% of transfer credits (units) may be applied to your requirement for a Bachelor's degree at SGC and may be derived from a combination of any or both of the following:

- (A) Credits (units) earned at institutions approved by the Bureau; public or private institutions of higher learning accredited by an accrediting agency recognized by the US Department of Education; foreign institutions approved by their Ministry of Education and recognized by UNESCO: credits (units) earned offer degree programs equivalent to degree programs approved by the bureau or accredited by an accrediting association recognized by the US Department of Education (Prior Learning Assessment).
- (B) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.
- (C) Transfer credits earned through portfolio assessments for work accomplished in an area or profession that mirrors one of the courses offered by SGC either at the undergraduate or graduate levels. This includes assessment of multiple open online courses offered free by accredited universities whom, because the course are free will not offer credit for the work. Demonstrating proficiency in the course(s) and reviewed by and accepted by SGC faculty who possess a degree higher than what the course work is applied to, then MOOC credits may be considered for transfer credit as well on a case by case basis. SGC will provide guidance on how to access these MOOC courses for eventual consideration and credit.

## Graduate Transfer Credits (Units)

No more than 20% of graduate semester credits (units) or the equivalent in other credits (units awarded by another institution may be transferred for credit toward a SGC Master's degree., An institution may accept transfer credits only from the institutions of higher learning described above in subsection (A).

No more than 30 graduate semester credits (units) or equivalent awarded by another institution may be credited toward a doctoral degree at SGC. This doctoral transfer ability does not apply to graduate programs that lead to a profession or an occupation requiring state licensure where the licensing agency has a regulation permitting a different standard. SGC currently has no professional licensure programs that would be affected by this requirement,

SAN GREGORIO College does accept or evaluate at either the undergraduate or graduate level prior learning experience portfolios for college credit. Such credit however is acceptable for transfer to SGC if it has been fully vetted and accepted by a nationally or regionally accredited college in North America. No prior learning credits

regardless of source will be accepted at SGC graduate level for course substitution without a prior learning assessment and validation by qualified faculty at SGC.

As a prospective student, you are encouraged to review this Catalog and these admission policies prior to signing an Enrollment Agreement.

## **Program Cancellation - Withdrawal A Student Right to Cancel**

These procedures are required by a student to cancel their enrollment agreement with SGC or withdraw from the college and obtain a refund,

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after the enrollment, whichever is later.

### **Learners who withdraw from SAN GREGORIO COLLEGE Subject to the following:**

- A program cancellation request must be in writing via email to the Registrar.
- The date of the email receipt must be within attendance at the first class session or the seventh day after the enrollment, whichever is later.
- Application Fee is nonrefundable.
- A full refund of all monies paid to date (minus the application fee) will be returned within 30 days.

### **After attendance at the first class session Or The seventh day after the enrollment, Whichever is later:**

- Requests to withdraw from SAN GREGORIO COLLEGE and cancel a program must be by written notification to the Registrar.
- The date of the email receipt is the effective date of withdrawal
- A final reconciliation of the learner's account will be conducted. Application fee is non-refundable.
- SAN GREGORIO COLLEGE will notify a learner if an account balance is due. Payment for account balances is due in full immediately.
- Learners with unpaid account balance are sent a reminder notice of the College's collection policy after 15 days.
- Unpaid account balances due will be turned over to collections after 31 days.
- Refunds will be paid within 30 days of the withdrawal date.

## **Refund Policy and Procedure**

When a Learner requests a program cancellation, to withdraw from SAN GREGORIO COLLEGE, or to drop a course, the refund policy will apply. Tuition refunds are issued when a learner prepays a portion or all of the tuition for the course session or program and a credit is due per the schedule below. Please see a more complete explanation under **STUDENT POLICY ON WITHDRAWAL on the student policy information pages.**

<b>SAN GREGORIO College Refund Policy Schedule</b>					
	Undergraduate	Graduate	CAS/ Masters	Doctoral	
<b>Course Length</b>	<b>6 weeks</b>	<b>8 weeks</b>	<b>10 weeks</b>	<b>12 weeks</b>	<b>Internship</b>
100% Refund	Attendance at the first class session or the seventh day after enrollment whichever is later.	Attendance at the first class session or the seventh day after enrollment whichever is later.	Attendance at the first class session or the seventh day after enrollment whichever is later.		
90% Refund	Days 1-3	Days 1 – 5	Days 1 – 7		
50% Refund	Days 4-6	Days 6 – 11	Days 8 – 14		
25% Refund	On or after Day 7	On or after Day 12	On or after Day 15		

## Probation and Dismissal Policy

Students who violate the Student Honor Code – I will not lie, steal, or cheat – will be dismissed without the right of appeal.

### Probation and Dismissal

If a student fails to maintain a cumulative grade point average of 2.0 as an undergraduate on a 4.0 scale or a 3.0 grade average as a graduate student they will automatically be placed on probation for the following semester. Failure to bring the grade point average up to meet the minimal acceptable grade averages for that semester, the student will be dismissed from further registration. Students who achieve the passing grade point average but fail to have an overall grade point average necessary for graduation will have one remaining semester to bring up their average. Graduate students are required to carry a 3.0 or B average at all times. Failure to do so for two consecutive semesters will subject the student failing performance to meet the graduate standard and will be subject to immediate dismissal.

Students may appeal dismissal to the College Academic Vice President and Provost for consideration of mitigating circumstance in order to determine if the student has the ability to progress satisfactorily.

Any student arrested or involved in behavior unbecoming a SAN GREGORIO College

Scholar for any reason in the eyes of the administration will be immediately placed on academic probation pending the outcome of the offense and the decision of the Vice President for Academic Affairs.

## **Student Attendance and Leave Policy**

Students are required to attend all classes whether conducted online or in a traditional classroom. Students are permitted up to three unexcused absences. An Absence from an enrolled class more than three times in any one semester, with the exception of family crisis or serious illness, will be placed on probation. Should the student obtain three or more unexcused absences during the probation period in the class for which the probation applies, the student will be dismissed without appeal from the class with a failing grade.

### **Leave of Absence**

A student may request a leave of absence to attend to a family or personal crisis. Students may be readmitted into ta class if the number of class absences does not exceed six in any one semester. If the student chooses to stay enrolled, it is up to the student to maintain contact both with the class professor and admissions detailing any problems in sustaining the time constraints in order to continue registration as an enrolled student. Otherwise it is recommended that a student requiring a leave of absence with no possibility of sustaining the policy of the college regarding a leave of absence should withdraw and re-enroll in the class in a following semester.

If a student's leave of absence is approved during the class year and significant progress has been made by the student to the satisfaction of the faculty and the administration, the student will not have to repeat the class on return at no extra cost but be permitted to be mentored on line until the class requirements and outcomes are completely met. It is not the College's intention to put any additional hardship on the student for situations beyond their control.

### **Online Class Attendance Policy**

Online classes are subject to the attendance policies of each class regarding how long and when students are required to be online for class work. It is essential to clarify that students are required to do the same amount of work within the same time frames as those students who attend on-ground classes. Except as noted above in Probation and Dismissal, attendance is required in all classes students are enrolled, online or on-ground and must meet, if online, a certain number of contact hours with the professor including meeting the standards set out for all online delivered classes. Faculty has a great deal of discretion in determining an excused absence.

## TUITION & FEES

**All tuition and fees are quoted in U.S. currency.**

Application Fees - The Application Fee for North American candidates for a degree program is \$50.00 for both undergraduate and graduate school. The Application for Middle East applicants is waived when transfers or continued study is conducted under the guidance and auspices of SAN GREGORIO College on the campus of a Host college.

### **Application Fee information:**

- Application Fees are nonrefundable.
- Payment of Application Fee is due within 30 days of submitting an application and can be paid online through a secure server or through PayPal. Payments by check are accepted only from correspondent banks of USA banks located internationally or may be mailed directly to SAN GREGORIO COLLEGE, 2910 Kerry Forest Parkway, D4 Tallahassee, Florida, USA.
- If the Application Fee is not received within 30 days after the date the Application is submitted, the Enrollment Application will be cancelled.

**The following includes the total tuition, charges and fees for enrolling in the various degree programs offered by SAN GREGORIO College.**

## Per Credit (Unit) Course Fees

PLEASE REVIEW THE FOLLOWING –  
NOTE THE REFUND AND WITHDRAWAL POLICIES

SGC Charges By Term Structure	6/8 Week Term	8/10/12 Week Term		
	AA & BSBA Undergraduate CLASSES	All Masters CLASSES	CERT. CLASSES	PhD CLASSES
<b>Tuition Cost*</b>	\$60.00 Per Credit	\$90.00 Per Credit	\$425 Per Program	\$150.00 Per Credit
<b>* Internship</b>	N/A	N/A	N/A	N/A
<b>PDE (Project Determining Excellence)</b>	N/A	N/A	N/A	\$2200.00 Competency based Review
<b>Course Drop Fee</b>	\$50.00	\$50.00	\$50.00	\$50.00
<b>Registration Fee</b>	\$25.00	\$25.00	\$25.00	\$25.00
<b>Application Fee (nonrefundable)</b>	\$50.00	\$50.00	\$50.00	\$50.00
<b>Graduation Fee</b>	\$100.00	\$100.00	\$100.00	\$100.00
* Tuition and Course Fees				

**Please Note:** Non Degree Learners will pay \$30.00 per credit hour for undergraduate courses and \$45.00 per credit hour for all graduate courses.

- All applicable tuition and fees are charged and due at the time the Learner requests a course.
- SAN GREGORIO COLLEGE reserves the right to change tuition rates, as it deems necessary.
- The Learner is charged all applicable fees as indicated above.
- A per Course Drop Fee is charged when a Learner drops a course.

## Course Registration Fees:

Fees are charged when a learner enrolls in a course. Should the learner withdraw from any course, the registration fee will not be refunded. If the learner changes the course start date prior to the originally enrolled start date, the course start date will be changed at no additional fee. Payment of this fee is due at the time the learner requests a course.

Description of Miscellaneous Fees	Fee Amounts
Annual Technology Fee Undergraduate, Graduate, and CAGS Learners	\$100.00
Per Course Technology Fee Non-degree Learners	\$35.00
Program Transfer Fee	\$50.00
Official Transcript Fee	\$10.00
ID Replacement Fee	\$5.00
Returned Check Fee (PayPal)	\$35.00
Credit Card Declined Fee	\$25.00
Return Processing Fee	\$25.00
Lost/Damaged Interlibrary Loan Book Processing Fee* (USA only)	\$10.00*
<b>Graduation Fee</b>	<b>\$200.00</b>

**\*The Learner is responsible for the full cost of the replacement book or materials as well as the processing fee.**

## Program Fee Information

### Annual Technology Fee

Applies to undergraduate, graduate, and certificate users. The annual due date is January 1 for learners who started their first course before January 1 of any succeeding year. Learners who start their first course on or after 01/1/18 will have an annual due date that coincide with their first course start date.

### Per Course Technology Fee

Applies to non-degree learners, and is due at time of each course request

### Program Transfer Fee

Charged when a learner chooses to change from one degree program to another



**Official Transcript Fee**

Charged for each official transcript requested

**SGC ID Replacement Fee**

Charged if a new ID card is issued to the learner

**Returned Check Fee**

Charged for returned checks

**Credit Card Declined Fee**

Charged if a charge to a credit card account is declined

**Return Processing Fee**

Charged to returns of credit balances or prepayments

**Lost/Damaged Interlibrary Loan Book Processing/ Fee**

Charged for all lost or damaged Interlibrary Loan books and materials

## ESTAMATIED COSTS OF ATTENDANCE

The cost of attendance (by Program Length) varies depending on how many credit hours are transferred into the program at SGC and other factors that may apply such as leveling courses, repeated courses, etc. The information listed below provides an estimated total cost of attendance. SAN GREGORIO College uses the total program tuition cost and the dissertation fee(s) (for doctoral Learners only) in its estimated cost of attendance calculation. Non-institutional grants and scholarships, SGC affiliation scholarships, or any other forms of tuition reduction will affect the estimated cost of enrollment calculation. The calculations do not include costs of textbooks, technology fees, miscellaneous program fees, or personal expenses in the estimated cost of attendance. All degree programs require a payment of \$100 GRADUATION FEE for degree completion and award of the SGC degree.

### Undergraduate Programs: AA Estimated Cost of Attendance\*

Total Number of Credit Hours Required to Complete Program	60
Less Maximum Allowed Applicable Transfer Credit Hours	-30
Total Credit Hours Remaining for Graduation	30
Tuition Rate Per Credit Hour \$60 X Credit Hours Remaining for Graduation including application fee and course enrollment fees	\$1,800.00
Total Estimated Cost of Attendance including "other fees"	\$2,195.00

**The undergraduate cost of attendance is the same for all undergraduate programs either currently in existence or to be offered at a later date. Masters programs may vary in tuition cost depending on the discipline.**

### Undergraduate Programs: BSBA Estimated Cost of Attendance

Total Number of Credit Hours Required to Complete Program	120
Less Total Applicable Transfer Credit Hours	-90
Total Credit Hours Remaining for Graduation	30
Tuition Rate Per Credit Hour \$75 X Credit Hours Remaining for Graduation including application fee and course enrollment fees	\$2,250.00
Total Estimated Cost of Attendance	\$2,595.00

The graduate cost of attendance is the same for all graduate masters programs either currently in existence or to be offered at a later date. Masters programs may vary in tuition cost only if additional specialization is desired. Note the special graduate add on courses for specialization in each separate degree program and the additional cost per credit hour depending on the specialization.

### Master Program Estimated Cost of Attendance

Total Number of Credit Hours Required to Complete Program	30
Less Total Applicable Transfer Credit Hours	15
Total Credit Hours Remaining for Graduation	15
Tuition Rate Per Credit Hour \$90 X Credit Hours Remaining for Graduation including application fee and course enrollment fees and PDE	\$1,350.00
Total Estimated Cost of Attendance	\$1,745.00
Masters Extended Individual Course Specialty at \$1500 per unit	\$540.00

### Doctor of Philosophy Estimated Cost of Attendance

Total Number of Credit Hours Required to Complete Program	65
Less Total Applicable Transfer Credit Hours	-30
Total Credit Hours Remaining for Graduation	35
Tuition Rate Per Credit Hour \$90 X Credit Hours Remaining for Graduation including application fee and course enrollment fees and PDE	\$3,150.00
Total Estimated Cost of Attendance	\$3,545.00
PDE – Project Determining Excellence	\$2,200.00

#### Graduation Fee Information:

A nonrefundable Graduation (Administrative Process) Fee is due within 30 days of submitting a Request to graduate.

A Request to graduate is disallowed if the Graduation Fee is not received within the stated 30-day grace period.

Alumni needing a replacement copy of their SAN GREGORIO COLLEGE Diploma or Certificate are charged a replacement fee.

### Transferring Earned Credits / Credentials

The Transferability of credits earned at SAN GREGORIO College is at the discretion of the accepting institution. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

# APPLICATION FOR ADMISSION – (2018-2019)

Submit via email to: [Adm@SAN GREGORIO.College](mailto:Adm@SAN GREGORIO.College)

or mail to:

**SAN GREGORIO College**

2910 Kerry Forest Parkway, D4

Tallahassee, Florida 32309

For Questions Email Admissions at: [adm@SAN GREGORIO.college](mailto:adm@SAN GREGORIO.college)

Family name: \_\_\_\_\_

Given name(s) \_\_\_\_\_

Date of birth \_\_\_\_\_

Country of birth and town \_\_\_\_\_

Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Check PROGRAM of Interest

AA – Associate of Arts – Liberal Studies

BS – Bachelor of Science in Business Administration

MS – Master of Science

PhD – Interdisciplinary Studies

Certificate Program – Applied Ethics

Certificate Program – Entrepreneurship

## PROVIDE ALL NECESSARY DOCUMENTATION AS REQUIRED BELOW

EMPLOYMENT HISTORY

Please include full details of your employment history, professional experience.

CERTIFIED COPIES OF ACADEMICS TRANSCRIPTS, DIPLOMAS

Please provide full details about your education (secondary and post-secondary) including professional qualifications and training courses

PERSONAL STATEMENT

Please explain why you are applying for this program, what you expect to achieve from it, and how it relates to your academic and career development.

TEST RESULTS AVAILABLE for Graduate School Entrance \_\_\_\_\_GMAT \_\_\_\_\_GRE

TOEFL:

If your first or main language is NOT English, the SGC requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification in English (e.g. IELTS or TOEFL), you must obtain one before you can be admitted to a course at our College. Please tell us about any English language qualifications which you hold and enclose copies of certificates with your application form.

**TOEFL score: \_\_\_\_\_ Date of Test \_\_\_\_\_ Certificate # \_\_\_\_\_**

**Personal assessment of English Fluency - Check one:**

**Excellent \_\_ Good \_\_ Fair \_\_ Poor \_\_**

I WANT TO FINANCE MY TUITION AND SCHOOL EXPENSES

The current tuition fee for self-financing and company-sponsored participants is: AA - \$3600; BSBA: \$7200 -120 credit hours to complete degree or with 60 transferable credits \$3600; dfnd MS: is \$2700 are the tuition costs plus program graduation fees and administration fees totally \$395. For the complete PhD program, the tuition costs is \$9750. It also include an addition graduation cost of \$200 and Miscellaneous administrative costs of \$195.

All enrolled students have an opportunity to apply for student aid. Students are expected to take full responsibility for financing tuition at SAN GREGORIO College and to manage their own financial affairs.:

- Deposit required to be paid by the date specified on your letter of admission (30%), one month before program commences (70%)

I confirm that the information on this form is complete and accurate and that no information requested or other material information has been omitted. I give my consent to the processing of my data by SAN GREGORIO College.

\_\_\_\_\_  
**Applicant's Name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date (YY/MM/DD)**

## STUDENT FINANCIAL AID:

SAN GREGORIO College provides enrolled students access to financial aid financial assistance to assist in meeting their tuition requirements and other school costs such as housing, food, and books. Interest rates on student loans are set deliberately low by the College to assure students relative ease and less expense in paying off the loan. The rate is lower than the Federal Guaranteed Student Loan Program provides. The College does not accept any Government Guaranteed Federal Financial Aid Student Loan payments.

SAN GREGORIO College understands the unique financing requirements of students and the demand and need to underwrite their tuition and college expenses that should be both convenient and realistic.

SAN GREGORIO College Tuition Financing makes it easy for a student to acquire the funds they need, manage their funds, and have the ability to [review their account online](#) at any time.

SAN GREGORIO College Financial Aid works directly with students and their family to offer the financial assistance each student needs. To see how the College can assist students with their financial needs and help each afford higher education, please **CHECK THE FINANCIAL AID BOX ON THE ENROLLMENT FORM PRIOR TO SUBMITTAL**. A financial aid officer will contact you to establish and construct a financial plan that will meet your requirements for **tuition loans and repayment**.

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### Students Rights

Students have the right to review their own academic records.

Fair and effective teaching and grading at the advertised grade level

- Due process and an impartial hearing in any disciplinary matter
- Information privacy
- Fair and effective teaching and grading at the advertised grade level
- Students have a right to file a grievance for impermissible, arbitrary or unreasonable discriminatory practices.

## MAINTENANCE OF STUDENT RECORDS

SAN GREGORIO College shall maintain all records required by Federal and State Law. The records will be maintained in the state of Florida. In addition to permanently retaining a transcript, SGC shall maintain for a period of 5 years the pertinent student records from the student's date of completion or withdrawal.

A record is considered current for five years following a student's completion or withdrawal. A record may be stored on microfilm, microfiche computer disk, or any other method of record storage only if all of the following apply;

The record may be stored without loss of information or legibility for the period within which the record is required to be maintained. For a record that is current, SGC maintains functioning devices that can immediately reproduce exact, legible printed copies of stored records. The devices shall be maintained in reasonably close proximity to the stored records at SGC's primary administrative location in Florida. For a record that is no longer current, SGC shall be able to reproduce exact, legible printed copies within two (2) business days.

SAN GREGORIO College has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized by Federal or State statute to inspect and copy records; and

Any person authorized to inspect and copy records shall be given immediate access to the document reproduction devices for the purpose of inspecting and copying stored records and shall, upon request, reimburse SGC for the reasonable cost of using SGC's equipment and material to make copies at a rate not to exceed ten cents (\$0.20) per page.

SAN GREGORIO College is bound by policy to maintain a second set of all academic and financial records required by Federal or State Law at a different location unless the original are maintained in a manner secure from damage or loss. An acceptable manner of storage would include fire resistant cabinets. All records that SGC maintains can be made immediately available by SGC for inspection and copying during normal business hours for any entity authorized by the state of Florida or Federal entity authorized to conduct investigations of those records.

# SAN GREGORIO COLLEGE

## Recognized USA National Holidays

### 2018/2019

January 1	New Year's Day
January	Rev. Martin Luther King, Jr. Birthday
February	George Washington's Birthday
May	Memorial Day
July 4	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day
Thursday	Thanksgiving Day
December 25	Christmas Day

