

# San Diego Global Knowledge University

[www.sdgku.edu](http://www.sdgku.edu)

Competency with Global Knowledge™



**January 1, 2018 - December 31, 2019**  
**General Catalog**

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Dear Student and Prospective Student:

It is my pleasure to welcome you to San Diego Global Knowledge University (SDGKU), and to introduce you to our Catalog. SDGKU's student-centered, video-based instructional approach makes it possible for you to pursue a degree, certificate, training or professional development program with maximum flexibility of time and location anywhere in the world. Our robust portal/website [www.sdgku.edu](http://www.sdgku.edu) is available 24/7 for students to access conveniently from anywhere in the world, thus providing a virtual classroom with a global outreach. It is our mission to offer educational programs that help students develop global skills and competencies to achieve their personal success and advance their careers.

The catalog has two purposes: to acquaint you with the regulations and accepted practices of the University and to serve as a comprehensive guide to its courses and programs. It will help you find answers to many of your questions about SDGKU. It also outlines the vision and mission that justify this new generation "technology-based" university based in San Diego.

I extend to you my sincere wishes for a successful and enriching educational experience with us.



**Miguel A. Cardenas, Ph.D.**  
President



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## **INTRODUCTION**

### **Academic Calendar 2018-2019**

Year-round excluding Holidays

#### **Sessions**

See Appendix for class sessions

#### **Special Programs**

Certain courses or programs have specific starting and ending dates. These dates will be clearly announced when such offerings are made.

### **Administration**

#### **Governing Board**

- Peter Andersen (Chairman)
- Lynn Hajar
- Miguel A. Cardenas Jr.
- Victor Botello
- Carlos Vidali
- Connie de la Rosa
- Miguel A. Cardenas (Secretary)

#### **Executive and Administration Team**

- Miguel A. Cardenas, Ph.D.  
Founder/President and CEO
- Ilian Rosales, Chief Administration Officer
- Miguel A. Cardenas Jr., Ph.D., Chief  
Academic Officer
- Tonya Parker-Jones, Chief Compliance  
Officer
- Devahn Parker, Director of Admissions and  
Registrar
- Beatriz Escobedo, Chief Student Services  
Officer
- Lynda Wood, Director of Accounting
- Alexei Zaldua, Librarian
- Vanessa Ruiz, Student Services Assistant
- Lidia Ramirez, Administrative Assistant

### **Statement of Legal Control**

SDGKU is a California for-profit corporation. Its officers are Miguel A. Cardenas, President and Miguel A. Cardenas Jr, Secretary/Treasurer. Legal control of the corporation is held by Miguel A. Cardenas, majority shareholder.

### **History of the University**

SDGKU was constituted as a for-profit S-corporation under the laws of the State of California in December 2007 and was granted approval to operate as a degree granting institution by the Bureau for Private Postsecondary Education (BPPE) in April 2011. Dr. Miguel Cardenas created the institution with the intent of sharing global knowledge and developing global competencies through the use of technology.

### **Vision, Mission, Goals, and Objectives**

#### **Vision**

To be the leading university dedicated to the technology-supported delivery of “new generation” global knowledge and the development of competencies essential for a more prosperous and responsible global society.

#### **Mission**

To offer educational programs that help students develop global skills and competencies to achieve their personal success and advance their careers.

#### **Goals**

- To provide students personal and career advancement opportunities through a education and training model with a global and multicultural focus.
- To offer quality on-line and multi-modal degree and continuing education (non-degree) programs and courses featuring a “dual curriculum”<sup>®</sup> that combines “global competency” building curricula with the traditional academic approach. A “global competency”, defined as a “competency (or competence) with global knowledge”, is a specific set of skills or abilities needed to be able to successfully perform and compete at a global level.
- To provide highly effective, student-centered learning through multi-lingual, video course-based instruction and forum-based interaction with faculty and peers.
- To offer innovative, globally relevant, interdisciplinary educational programs and courses ideal for joint and collaborative delivery with universities, business organizations and interested development agencies, thus promoting the concept of a “networked” university.

## Objectives

To this end, San Diego Global Knowledge University will:

- Support learning and teaching with a global perspective as its primary goal.
- Sustain long and short-range planning as an integral part of the institution.
- Maintain a safe working environment for staff and faculty.
- Encourage free scholarly inquiry and protect the university as a forum for discussion and critical examination of ideas.
- Provide flexible scheduling to ensure access to education to working adult students.
- Allocate human and financial resources for student support services, educational programs, and library materials.
- Seek external funding to help economically disadvantaged students with partial tuition and scholarships.
- Recruit and retain highly qualified and culturally diverse faculty and staff.
- Incorporate technology to strengthen instruction, student services, and administration for planning and decision-making purposes.
- Provide programs that support the admission, retention, and education of under-represented groups that have had limited access to education.
- Preserve and transmit the pluralistic, multilingual and multicultural heritage of our global society.

## Status

San Diego Global Knowledge University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE), under School Code 76587244. Approval to operate refers to compliance with minimum standards set forth in the Education Code.

### **Statement of Accreditation**

San Diego Global Knowledge University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's degrees, and master's degrees. The Accrediting Council for Independent Colleges and Schools is recognized as a national accrediting agency by the Council for Higher Education Accreditation. ACICS is located at 1350 Eye Street,

NW, Suite 560, Washington D.C. 20005, telephone (202) 336-6780.

Notice: Students should be aware that if they request to transfer units to another university or college, the receiving institution may or may not accept the units of credit. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California. Graduates of SDGKU degree programs are not subject to licensure exams in California and other States.

### **Loans**

If the 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 the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

San Diego Global Knowledge University participates in federal financial aid programs; however, no Title IV enrollments are accepted until Spring 2020.

### **Financial Solvency**

San Diego Global Knowledge University does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **2018-2019 General Catalog**

The San Diego Global Knowledge University General Catalog is published annually. The current catalog is in effect from January 1, 2018 to December 31, 2019. Though care is given to assure information in this publication is an accurate description of programs, policies, procedures, facilities, personnel,

and other matters relevant to the operation of the San Diego Global Knowledge University, there may be additions and deletions. The catalog is a contract between SDGKU and its students. As changes in the schedule, programs, policies, personnel, and other matters are affected; they may supersede the descriptions found in this edition. Changes may occur in fees, courses, and announcements after the printing of the catalog. Any questions a student may have regarding this catalog that have not been satisfactorily answered by SDGKU may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## ADMISSIONS

### Application to the University

The Office of Admissions and Records is supervised by the University Director of Admissions and Registrar (DAR). The DAR is responsible for processing applications, determining admission eligibility, registering students, posting grades, evaluating transcripts and producing official transcripts.

Individuals interested in registering at San Diego Global Knowledge University may apply online at [www.sdgku.edu](http://www.sdgku.edu), using the online application function. Students must complete all application and enrollment requirements, submitting all necessary documents via the online application function.

Students must supply complete and accurate information and must request official transcripts from the high school, community colleges, or universities they have attended. Official transcripts must be sent directly from the institution to the DAR. The DAR will accept transcripts issued to students only if they are certified by a public notary or other authority. Failure to file complete and authentic documents may result in denial of admission, cancellation of academic credit, suspension or expulsion.

The Office of Admissions and Records accepts applications on a continuous basis. The university does not set deadlines for accepting applications nor documents. Nevertheless, before students can register and attend classes, they must have a complete file and their transcripts evaluated. For transcript evaluation, the DAR can accept unofficial transcripts while waiting for the official transcripts to arrive. Students should submit a copy of the "Request for Transcript" form or a letter demonstrating that transcripts were ordered. When the file is complete, the DAR adds the "Determination of Eligibility" stamp to the application. After all official transcripts and other documents have been reviewed; students complete the enrollment agreement and will be registered for classes.

A non-refundable fee of \$40.00 USD is required for admission. Checks should be made payable to "San Diego Global Knowledge University."

**Registration:** Applicants must complete all registration requirements prior to accessing or attending the first instructional session of the course or program of study. For degree programs, students

must pay a registration fee of \$100.00 USD. For non-degree programs, the registration fee is \$50.00 USD.

### **Student Portal Access**

SDGKU provides a confidential and unique Username and Password to each student. This verifies the student's identity throughout their program of study. Only the student has access to this confidential information to protect his/her privacy. No additional fees or charges will be assessed associated with the verification of student identity.

All records submitted to the DAR become the property of the University and are placed in the students' permanent file. No confidential information will be released without students' authorization. If students do not complete the admission application process, the DAR will keep their records as prescribed by state regulations.

### **Application Acknowledgment**

The Director of Admissions and Registrar (DAR) will notify the student when the application process is complete. If students have not received notification within three weeks, they should contact the Office of Admissions and Records office to seek information. Applicants are not officially admitted until the DAR sends a formal admissions letter.

### Admission Requirements

For global competency certificates and other non-academic programs offered through SDGKU's Office of Continuing Education, students qualify for regular admissions if they submit:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu).
- Proof of high school completion (or equivalent) or higher.

For Academic Non-degree programs, students qualify for regular admission if they submit:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu).
- Proof of high school completion (or equivalent) or higher.

- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to admission.

For Bachelor's Degree programs, students qualify for regular admission if they submit:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu).
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established foreign high schools, if the institution offering the program documents that its minimum required courses of study, units and content rigor are the same as those of a high school from an institution approved by the United States Department of Education.
- Transfer students must submit official transcripts from any university where they have earned academic credit. Only credits from a United States Department of Education accredited university will be accepted. If a transfer student has earned credits from an internationally based university, the university must be recognized by government or higher educational authority from the country where the university is located.
- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to admission.

For Master's degree programs, students qualify for regular admissions if they submit:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu).
- Official transcripts of undergraduate record of a relevant bachelor's degree from a public or private institution of higher learning approved by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign institutions, if the institution offering the bachelor's degree program documents that its minimum required courses of study, units and content rigor are the same as those of a bachelor's degree from an institution approved by an accrediting association recognized by the United States Department of Education.
- Transfer students must submit official transcripts from any university where they have earned academic credit. Only credits from a United States Department of Education accredited university will be accepted. If a transfer student has earned credits from an internationally based university, the university must be recognized by government or higher educational authority from the country where the university is located.
- All students with foreign transcripts must have them translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to admission.

### **Foreign Students**

A foreign student is one who holds a United States visa as a student, an exchange visitor, or other nonimmigrant classification, or one who enrolls on-line and resides and is a citizen of a country other than the U.S. San Diego Global Knowledge University is not SEVIS approved, nor can it issue visas to students or faculty.

### **Requirements:**

- Non-native English-speaking foreign students enrolling in degree programs must obtain a minimum score of 550 points in the "TOEFL" exam ([www.toefl.org](http://www.toefl.org)) or Level 2 of the "ELPW" competency exam, submitting in each case to SDGKU the corresponding certificate of proficiency.
- Foreign students must meet the same standards required of other students.
- Foreign students who decide to reside in San Diego while attending San Diego Global Knowledge University must apply for an I-20 form once they have received notification from the DAR that they have been accepted into the university. Once they have received an I-20 form, they should.
  - a. Apply for a passport from the Foreign Ministry of their country.
  - b. Apply to the U.S. Consul in their country for a non-immigrant student visa. The visa permit is stamped on the passport, which gives permission to enter the United States and enroll in college.

SDGKU does not provide visa services nor will it vouch for student status and any associated charges.

**Health insurance:** All visa applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment at the University. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA: Association of International Educators.

### **Non-residential Institution:**

San Diego Global Knowledge University (SDGKU) has no responsibility to find or assist a student in finding housing. It is a non-residential institution. There are no dorms on campus to house students. There is no housing placement office in the counseling center.

### **Student Advising, Career and Placement Services**

SDGKU provides advising and guidance services on personal or academic problems and employment

opportunities, as well as career services, to students upon request. The Institution does not guarantee employment or the starting salary of its graduates.

### **Late Registration**

Since SDGKU's programs are primarily web-based, students can register and enroll individually on-line for each program according to the academic calendar. However, unless they have met all requirements for enrollment, such as transcripts and payment of fees, they will not be allowed to access or start their SDGKU program of interest.

### **Change of Program**

Students may drop and change a degree or non-degree program/course before attendance at the first-class session, or the seventh day after enrollment, whichever is later.

### **Transferability of Units and Degrees**

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits the student earns at San Diego Global Knowledge University (SDGKU) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in the educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at SDGKU are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the course work at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SDGKU to determine if your credits or degree, diploma or certificate will transfer."

Units earned at San Diego Global Knowledge University in most cases will not be transferable to any other college or university. In addition, if a student earned a degree, diploma, or certificate through San Diego Global Knowledge University, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university.

## TUITION AND FEES

### Program Costs (Effective January 2018)

#### *Non-Degree, Academic Program*

Tuition per one (1) unit	\$540.00
Tuition per three (3) units	\$1,620.00
Tuition per semester (15 units)	\$8,100.00
Tuition for program (24) units	\$12,960.00
Application, Registration, and Fees	\$1,040.00
<b>Total Cost</b>	<b>\$14,000.00</b>

#### *Bachelor's Program*

Tuition per one (1) unit	\$400.00
Tuition per three (3) unit	\$1,200.00
Tuition per semester (15 units)	\$6,000.00
Tuition for program (126) units	\$50,400.00
Application, Registration, and Fees	\$2,340.00
<b>Total Cost</b>	<b>\$52,740.00</b>

#### *Master's Programs*

Tuition per one (1) unit	\$400.00
Tuition per three (3) unit	\$1,200.00
Tuition per semester (15 units)	\$6,000.00
Tuition for program (45) units	\$18,000.00
Application, Registration, and Fees	\$1,905.00
<b>Total Cost</b>	<b>\$19,905.00</b>

#### *Continuing Education Courses*

Cost per one (1) CEU	\$90.00
Tuition per two (2) CEU's	\$180.00
Tuition per three (6) CEU's	\$540.00
Tuition per ten (10) CEU's	\$900.00
Registration, and Fees	\$150.00

### **Total Cost Per Continuing Ed Course:**

<b>Distance Activity Coordination</b>	<b>\$1,050.00</b>
<b>Distance Activity Instruction</b>	<b>\$1,050.00</b>
<b>Distance Activity Consulting</b>	<b>\$1,050.00</b>
<b>Intl. Managerial Leadership</b>	<b>\$1,050.00</b>
<b>Organizational Synchronization</b>	<b>\$1,050.00</b>
<b>Systems Analysis</b>	<b>\$1,050.00</b>
<b>ITC Annual Series Diploma</b>	<b>\$690.00</b>
<b>ELPW</b>	<b>\$420.00</b>

Students are required to pay tuition and fees at the time of registration. Diplomas will not be issued without payment in full of all tuition and fees. Payment plans may be available by certain programs and courses upon request by students. The SDGKU administration reserves the right to modify tuition and fees at any time. Students will be notified before the next registration day or immediately on-line via [www.sdgku.edu](http://www.sdgku.edu).

### General Fees

Application fee (non-refundable, one time, for Academic Programs only) \$40.00

Registration fee (non-refundable, one time)

Non-Degree Program	\$100.00
Degree Programs	\$100.00
Non-Degree Courses	\$50.00

#### Other Fees (Online Materials)

Non-Degree Program	\$1,340.00
Bachelors Program	\$2,200.00
Masters Program	\$1,765.00
Non-Degree Courses	\$100.00

Textbooks per course \$25-200

Transcript fee (by request)	\$75.00
Replacement diploma (by request)	\$30.00
Returned check or invalid credit card fee (for any cause)	\$ 25.00

#### Student Tuition Recovery Fund (STRF)

Assessment Fee (non-refundable): \$0 per \$1,000 of SDGKU charges rounded to nearest thousand dollars.

There are no additional fees or charges for students enrolled in online courses.

### Withdrawal and Refund Policy

SDGKU expects students to register for courses with the understanding that they will remain in the course for the entire curriculum. A refund policy has been established so that students who withdraw from class will share in costs incurred.

#### **Official Withdrawals**

It is the student's responsibility to inform the admission's office immediately of their intent to withdraw from a course by completing the "Drop Class" Form (requested by student). In this case, the effective date of withdrawal will be the day of approval in the "Drop Class" Form by SDGKU.

#### **Unofficial Withdrawals**

If the student withdraws without notice to SDGKU, the date the school terminates the student enrollment due to academic failure or violation of its rules or

policies stated in this catalog is the effective date of withdrawal.

**Cancellations and Refunds**

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 enrollment, whichever is later. This is applicable to on-ground, online, and hybrid courses. If students paid fees and did not access the instructional program, or attend class, all fees except for the non-refundable registration/enrollment fee will be returned to them. The refund will be mailed within 30 days from the time of the withdrawal or cancellation, according to the schedule below.

Students may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, a five-week course at SDGKU (35 days duration) at a total cost of \$1200 has the following refund schedule:

**After Attending Example**

Days Scheduled	% Complete	School Retains	Refund to Student
7 days	20%	\$ 240.00	\$960.00
14 days	40%	\$ 480.00	\$720.00
21 days (60%)	60%	\$ 720.00	\$480.00
After 21 days	-	\$1,200.00	No refund

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

**Return to Title IV Policy**

San Diego Global Knowledge University (SDGKU) is required to apply Return to Title IV (R2T4) provisions to Federal Student Aid (FSA) recipients who withdraw from their program of study. This refund formula determines the amount of FSA funds a student has earned as of the last day of attendance or academic activity. The R2T4 policy is in addition to SDGKU institutional refund policy. If a student withdraws prior to completing more than 60 percent of the term (e.g., payment period), the percentage of FSA funds earned will equal the percentage of days completed in the payment period prior to the

withdrawal date. After the 60% point in the payment period, a student has earned 100 percent of the FSA funds he or she was scheduled to receive during the period. For determining when the refund must be paid, the Title IV refund will be issued 30 days from the date of determination.

If the student has received any Federal Title IV financial aid funds, the school is obligated to do a R2T4 even if a credit balance has already been issued to the student. For programs beyond the current payment period, if a student withdraws prior to the next payment period then all charges collected for the next period will be refunded. If a balance due results from the R2T4 calculation, the student will be responsible for the unpaid balance.

If the student has received federal student Financial Aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**Post-Withdrawal Disbursement Policy**

If the Federal Student Aid funds the student earned as calculated under the R2T4 refund policy is greater than the total amount disbursed, the student may be eligible to receive a post-withdrawal disbursement of federal funds. The University will offer any loan amount related to a post-withdrawal disbursement that is due within 180 days of the date the University. An explanation of the post-withdrawal disbursement must be responded to by the student and/or parent within 14 days of the notification. If the student and/or parent does not respond, the post-withdrawal disbursement of loan funds will not be applied to outstanding charges.

**Refund Distribution Order Policy**

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Federal Perkins Loans
4. Direct PLUS Loan
5. Federal Pell Grant
6. FSEOG

For more information on refund policies relating to Title IV funding see: [www.nsls.ed.gov/nsls](http://www.nsls.ed.gov/nsls)

**Enrollment Agreement**

All students are required to sign an enrollment agreement before beginning classes or accessing on-line instruction. The enrollment agreement includes items pertaining to tuition and fees, billing,

attendance, financial assistance, payment options and other matters of enrollment. The agreement is a legally binding instrument when signed by the student and accepted by the university. The agreement acknowledges that the student has had time to read and understand the terms.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **Payments and Release of Records**

Transcripts are released only after all financial obligations to San Diego Global Knowledge University have been satisfied. All records and services are withheld from students who have any outstanding financial obligations to the University according to state guidelines.

If students have made partial payment of their tuition obligation, the university may only withhold that portion of the grades or transcript that corresponds on a pro rata basis to the amount of tuition or loan obligation the students have not paid.

If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

### **Maintenance/Retention of Records**

SDGKU has the policy of maintaining all records for at least five years from the date of completion or withdrawal at its primary administrative location. Transcripts in particular shall be kept permanently. SDGKU will maintain a file for each student who enrolls whether or not the student completes the educational program.

### **Student Tuition Recovery Fund Disclosure**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF,

or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or

other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **ACADEMIC SUPPORT**

### **Library**

SDGKU students have access to on-line references and e-links to numerous instructional support resources. The SDGKU Chief Librarian is available via telephone (619-934-0797) or email (azaldua@sdgku.edu) during regular business hours (Mon-Fri, 9AM-5PM PST, except holidays) to help students plan any of their research projects or to identify where they can find books and other materials. To access the library students must enter through their student portal accounts and from their home profile page click on the "Library" link.

### **Instructional Support**

The Office of Academic Affairs (OAA) is responsible for the planning and scheduling of courses and programs. The OAA oversees activities of advisement, academic programs, Office of Continuing Education, Library and support educational materials, and the publication of the University catalog.

If instructors identify students who are having problems, they fill out a referral and send it to the OAA. The OAA and instructors design a remedial study plan for students to follow.

### **Academic Advising**

At the time of enrollment, students are assigned an advisor. Initially, the OAA will be the primary advisor. Student reserves the right to request a particular faculty member as an advisor. Academic advisement is of utmost importance for first-time students.

### **Office of Admission and Records**

The Office of Admissions and Records serves in admission advising, processing applications for admissions, admitting eligible applicants, registering students in classes, establishing and maintaining academic records of students, and evaluating students' academic records for graduation.

The Office of Admissions and Records, directed by the DAR, is also responsible for collecting statistical data on admission, enrollment, and graduates for purposes of research and evaluation, and reports to different departments.

## **Instructional, Administrative, and Technology Facilities and Services**

The instructional services and administrative electronic processing and data collection, including student admissions, grades, fiscal and property accounting, personnel, and other functions are provided from an advanced web-based proprietary content management and course-builder system. The administration, faculty, instructors and staff all have 24/7 access to this e-infrastructure via the SDGKU website www.sdgku.edu. SDGKU is a pioneer of video-based instruction. Its unique broadcast quality, pre-produced seminars/lectures are complemented with instructional manuals, competency-building tests, selected readings, reports, projects, action plan exercises, and live videoconferencing to maximize the student's learning and skill acquisition in each course and curricular module. Online templates are used by students to submit most of these assignments to their professors/instructors, who will respond in a maximum of seven days depending on type of assignment and the scope of the evaluation.

For on ground classroom instruction, a 250 sq. ft. conference room is available, with Bluetooth connectivity and Internet access. In addition, there is a 1000 sq. ft. collaboration area for students to study individually or in a group setting. All technology and equipment, such as Wi-Fi, monitors, as well as desks and chairs are made available to students. All classes are held at 1095 K St., Ste. B., San Diego, CA 92101.

The technical requirements for on-ground, online, and hybrid courses are the following:

### **Operating Systems**

- Windows 95/98/2000/NT, Mac OS 7 or higher
- Computer processor of 800 MHz or higher
- 512 megabytes of RAM or higher
- Monitor settings of 256 or higher colors; 800 x 600 or higher pixels
- Sound card / speakers installed and working properly

### **Internet Connection**

You must have an active Internet connection. High-speed (Broadband) Internet access, such as DSL, cable, T-1, or ISDN is recommended for best performance. All SDGKU videos are also encoded and made available for convenience to the user at lower speeds down to 54 kbps. However, lower modem speeds than this may not play the videos.

## **Installed Software**

You can view and access all SDGKU webpages using one of the following web browsers; Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, or Safari. To view other course or site content you should download Acrobat Reader to view and print course materials, and Flash Player is required for some site segments or presentations. Microsoft Word, Excel, and PowerPoint are also required for some lesson segments or presentations. A Zoom videoconferencing plugin should be installed prior to use.

## **Help Viewing Webcasts**

The quality of the video stream is mostly dependent on the volume of Internet traffic at the time of transmission. However, if you are experiencing problems viewing videos, you may need to make some adjustments or modifications to your system. The screen resolution, aspect ratio and other settings on your monitor / video card may also have an effect on the quality of the video. You may need to adjust display settings and/or make monitor adjustments. For maximum streaming quality, avoid having multiple software programs in use while viewing the video.

## **Graduates and Alumni Relations**

SDGKU graduates of academic and non-academic programs develop mastery of at least one global competency and are usually leaders in their organizations and communities. Academic achievement requires that the action plans and practical projects that students propose and implement as part of the curriculum are usually aligned with the needs and interests of their employers or community of interest.

The mission of the SDGKU Alumni Association (SDGKU-AA) is to promote and strengthen academic and professional ties and networks with the growing global community of these distinguished graduates from its academic and non-academic programs. It is an important and valuable resource in support of SDGKU's global outreach. Members of SDGKU-AA are invited to attend events and activities throughout the year.

## STUDENT RIGHTS

### Responsibility

SDGKU students are expected to observe standards of conduct consistent with respect for the law, the fulfillment of contractual obligations, consideration for the rights of others, and a high level of personal integrity. All members of the college, students, staff and faculty, should be aware that their behavior, both online and off-line, reflects on the university.

### Student Privacy Rights and Policies

The Federal Family Educational Rights and Privacy Act of 1974 and its regulations adopted thereunder and California Education Code 67100 et seq. were designed to protect the privacy of students concerning their records. Institutions must provide students access to records directly related to them and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law requires that written consent of the student be received before releasing personally identifiable data about the student's own records to other than a specified list of exceptions.

The San Diego Global Knowledge University has adopted a set of policies and procedures concerning implementation of its statutes and regulations. Students may request copies of these policies and procedures concerning implementation of statutes and regulations in the Office of Academic Affairs. Among the types of information included in the campus statement of policies and procedures are the following:

- The type of student records and the information contained in them
- The official responsible for the maintenance of each type of record
- The location of access lists which indicate persons requesting or receiving information from the record
- Policies for reviewing and expunging records
- The access rights of students
- The procedures for challenging the content of student records

- The cost, which will be charged for reproducing copies of records
- The right of students to file a complaint with the Department of Education

The office to review complaints and adjudicate violations is:

The Family Educational Rights and Privacy Act Office (FERPA)  
U.S. Department of Education  
330 "C" Street, Room 4511  
Washington, D.C. 20202

Under the Act, SDGKU is authorized to release information concerning students. This information may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The above information is subject to release by the university at any time unless the campus has received prior written objections from students specifying information, which students request and be released. Written objections should be sent to the Office of Academic Affairs.

The university is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring).

The University is required by law to release information to state agencies on request concerning students who have requested in writing that such information be released to state agencies. Students will have an opportunity to request in writing release of such information. Students will also have an opportunity to forbid release of such directory information to state agencies or any other person or organization. The University will retain discretion regarding the release of such information to agencies

of the State of California in cases where the student has neither requested nor forbidden the release of directory information concerning himself or herself to agencies of the State of California on request for purposes of recruitment.

Appeal to either request or forbid the release of directory information to State Agencies for recruitment purposes also must be made at the Student Services Office.

**Racial and Sexual Harassment:** San Diego Global Knowledge University student body is made up of individuals from diverse ethnic, linguistic, racial, and cultural groups. It is essential that all members of the university recognize the need for an awareness of, sensitivity to, and respect for the cultural heritage, gender, disability, and sexual orientation of others. An individual's or group's action or activities which promote degrading or demeaning social stereotypes based on race, age, ethnicity, national origin, gender, sexual orientation, religion, or disability will not be tolerated.

Students who behave abusively toward members of the SDGKU community based on the aforementioned criteria will face serious consequences and will be subject to disciplinary action. Any student who commits acts of sexual or racial harassment manifested by acts of physical abuse, threats of physical abuse, verbal abuse, and/or hazing activities may be subject to suspension or expulsion from the university.

**Nondiscrimination on the Basis of Gender:** San Diego Global Knowledge University does not discriminate on the basis of gender in its programs or activities. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination on the basis of gender in education programs and activities. Such programs include the admission and employment of students.

SDGKU is committed to providing equal opportunities to men and women students in all programs.

**Sexual Assault and Acquaintance Rape:** The University will not tolerate sexual assault in any form, including date/acquaintance rape. Every allegation of sexual assault will be reported to the police. Where there is reason to believe that the university's regulations prohibiting sexual assault have been violated, the university will pursue strong

disciplinary action. This discipline includes the possibility of suspension and dismissal or termination from the University.

Any employee, student or other person at the university who commits a rape or other crime of a sexual nature specified in the California Penal Code can be criminally prosecuted. In addition, employees and students can be disciplined under the California Education Code even if the criminal justice authorities or the person assaulted choose not to pursue criminal prosecution.

**Discrimination on the Basis of Race, Color, or National Origin:** SDGKU complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of the University.

**Discrimination on the Basis of Age:** SDGKU complies with the provisions of the Age Discrimination Act of 1975 and the regulations developed under the law. The Act states that no person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**Discrimination on the Basis of Disability:** SDGKU does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. The Americans with Disabilities Act, as well as Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination.

**Discrimination on the Basis of Marital Status, Religion, or Sexual Orientation:** The University does not discriminate on the basis of marital status, religion, or sexual orientation. Students are urged to refer any complaint of any type of harassment to the Office of Academic Affairs.

### Policies on Drug Use

**Alcohol and other drugs:** The University policy regarding the possession, use, and/or sale of alcoholic beverages or illicit drugs by SDGKU staff, faculty or visiting students is governed by state and municipal law and further governed by the Student Conduct

Code. The university expects that individuals and groups will conduct themselves and operate within the scope of the rules and regulations. Proven violations of these policies and regulations will lead to serious consequences and may include criminal prosecutions as well as suspension.

### **Copyright Infringement Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing. These provisions include requirements that: (a) institutions certify to the Secretary of Education that they have developed plans to effectively combat the unauthorized distribution of copyrighted material; (b) institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials; and (c) institutions publicize alternatives to illegal file sharing. SDGKU responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our President/CEO, Chief Academic Officer and Chief Compliance Officer to investigate and respond. SDGKU will cooperate fully with any investigation by public authorities related to illegally downloaded copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of computer access, and possible suspension. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including

imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at SDGKU. We use a wide variety of methods to inform our community about the law and our internal response to copyright infringement claims: Language has been added to the Annual Security Report outlining the Digital Millennium Copyright Act, as well as sanctions for non-compliance.

SDGKU blocks access from campus to all legitimate sources of copyrighted material. Although we cannot maintain an up-to-date list of alternatives, we point students to the Educause list at <http://www.educause.edu/Resources/Browse/LegalDownload/33381>.

SDGKU will review this plan each year to insure it is current and maintains the appropriate and necessary information to effectively combat illegal file sharing, as well as update the methods employed as new technological deterrents become available.

### **Student Ethical Behavior**

The personal behavior and ethical conduct of students impact on the climate and reputation of the entire institution. It is essential that students act with integrity and with respect toward all members of the university community. The University assumes that all students will conduct themselves as mature, responsible and courteous individuals who will comply with all policies and regulations.

### **Cancellation and Withdrawals**

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 enrollment, whichever is later. To obtain the refund a notice must be submitted to "SDGKU Administration Services, 1095 K Street, Suite B, San Diego, CA 92101" by midnight following the first day of scheduled instruction or no later than the seventh day after enrollment, whichever is later. The appropriate form is available by request from SDGKU if you wish to cancel the enrollment contract, but your notice may take any form as long as it is written and states that you no longer wish to be bound by this agreement. If delivery of the

cancellation form is sent by mail, the notice must be postmarked on/or before the date notice is required.

A student can withdraw from a course after the sixth class session without obtaining a refund of charges paid. In this case a permanent mark of "W" will be placed on the student's transcript with no grade points assigned.

### **Expulsion, Suspension and Probation of Students**

The following procedures consonant with the due process have been approved by the President of the university. Any student on campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following:

- Non-payment for university dues such as tuition and fees
- Cheating or plagiarism in connection with any academic program
- Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information
- Misrepresentation of oneself or of an organization to be an agent of the university
- Obstruction or disruption, on or off university property, of the educational process, administrative process or other function
- Physical abuse of the person or property of any members of the university, of their family, or the threat of such physical abuse
- Theft of, or non-accidental damage to, university property, or property in the possession of, or owned by, members of the university
- Unauthorized entry into, unauthorized use of, or misuse of university property
- On university property, the sale of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis
- Knowing, possessing, or use of explosives, dangerous chemicals or deadly weapons on university property or at an on-line forum or bulletin board
- Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function
- Abusive behavior, directed toward, or hazing of, a member of the university campus
- Violation of any order of the university president, notice of which had been given prior to such violation and during the academic term in which the violation occurs; either by publication in the university bulletin, or by posting notice on an official bulletin board designated for this purpose, and which order is consistent with any of the other provisions of this section
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation

The following terms are defined as:

(1) "Member of the university" is defined as meaning San Diego Global Knowledge University administration, academic, non-academic and administrative personnel, students, and other persons on the university property and at other university functions.

(2) The term "university or campus property" includes real or personal property in the possession of, or under the control of, the Administration of San Diego Global Knowledge University.

(3) The term "deadly weapons" includes any instrument or weapon of the kind known as a blackjack, sling shot, bully, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club

(4) The term “behavior” includes conduct and expression

(5) The term “hazing” means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the university, but the term “hazing” does not include athletic events or other similar contests or competitions.

**Disposition of Fees:** The President of the university may place on probation, suspend, or expel a student for one or more of the causes enumerated. No fees or tuition paid by or for such students for the session in which he or she is suspended or expelled will be refunded, in accordance with the refund policy. If the student is readmitted before the close of the session in which he or she is suspended, no additional tuition or fees will be required of the student on account of the suspension.

**Disciplinary Hearing:** The President of the university shall take appropriate disciplinary action against any student, members of the faculty, members of the support staff, or member of the administration of the university who after a prompt hearing by a university body, has been found to have willfully disrupted the orderly operation of the university. Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended person for a hearing within 10 days. The disciplinary action may include, but need not be limited to, suspension, dismissal, or expulsion. These provisions shall be applicable to any university employee dismissed pursuant to this section.

**Academic Dishonesty:** The maintenance of academic integrity and quality education is the responsibility of each student. Cheating and plagiarism in connection with an academic program is listed as an offense for which student may be expelled, suspended, or given less severe disciplinary sanction.

Academic dishonesty is a serious offense and diminishes the quality of scholarship and defrauds those who depend upon the integrity of the university

programs. These may include cheating, fabrication, and plagiarism.

### **Grievances**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1-(888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet website [www.bppe.ca.gov](http://www.bppe.ca.gov). They may also contact the Accrediting Council for Independent Colleges and Schools (ACICS) by calling (202) 336-6780.

### **Academic Grievance and Grade Appeals**

The university provides procedures for the orderly processing of grievances by students against members of the faculty and for the appeal of assigned grades. The Board is empowered to act upon grievances and appeals, which are properly filed.

Academic grievances may be filed when a student feels aggrieved in (non-grade) matters concerning an academic decision, action or judgment by a faculty member. A grade appeal may be filed when a student believes a grade is based on error, violation of university policy, refusal by the instructor to report a grade, discrimination or other improper conduct toward the student. Grade appeals based wholly or in part on a subjective or qualitative judgment of an instructor will not be considered by the Board.

Students are encouraged to resolve matters informally with the faculty member prior to filing an academic grievance or grade appeal. Students should also seek the review of the appropriate department chair or designee. If the matter cannot be resolved in this manner, the student may file a formal grievance or grade appeal. The grievance or appeal must be presented in writing within six months in which the matter occurred or the grade assigned.

**Grounds for a Grade Appeal:** Students may disagree with a grade given by an instructor. The only circumstances which allow a student to appeal a grade are when one or a combination of the following events occurs:

- An error in calculating the grade
- Failure of the instructor to notify students clearly and promptly of the criteria for grade determination

- Assignment of a grade based on reasons other than the announced criteria and standards
- Assignment of a grade based on factors other than the student achievement, e.g., prejudice or discrimination
- Inconsistent or inequality applied standards for evaluation of student academic performance

The following procedures are to be followed:

**Initial Inquiry:** Any appeal of grades by a student must be communicated to the instructor in writing, within 45 days following the completion of the course. It is the responsibility of the student appealing a grade to base the appeal on clear and substantive grounds. A mere disagreement with an instructor's judgment is not sufficient. Appeals based on a desire to improve a grade through additional work or retesting are not acceptable.

**Grade Appeals Committee:** If, after the student has consulted with the instructor, the appeal cannot be resolved, the student must put the appeal in writing to the Chief Academic Officer (CAO) within 30 days of the written appeal to the instructor. The student must provide relevant evidence in this written request for a grade appeal. The CAO or designee will forward the written statement to the instructor for a response, which should be received from the instructor within 30 days. The instructor's written response will be forwarded to the student with a copy to the Chief Academic Officer.

If the appeal remains unresolved, the CAO will refer all documentation to the academic appeal's committee, which is a standing committee. The academic appeal's committee consists of three people: the CAO's designee and at least two faculty members appointed by the CAO. The academic appeal's committee will consider the documentation provided and may decide:

- To change the instructor's grade
- To grant the student a grade appeal hearing
- That there is not sufficient evidence to justify a grade appeal hearing

The academic appeals committee will render a final decision within 30 days of receiving documentation from the CAO. The decision is forwarded to the

Chief Academic Officer who informs the student, the instructor and the Office of Admissions and Records of the decision in writing.

The decision of the academic appeal's committee on these matters is final and cannot be appealed unless the student has raised issues of discrimination in which case the student should follow the procedures on grievances related to discrimination or sexual harassment.

**The Grade Appeal Hearing:** If the academic appeal's committee decides that a grade appeal hearing is justified, the student, the vice-president, and the instructor are notified. The grade appeal hearing should be held within the 90 days of the student's original written appeal. The hearing will be conducted by the academic appeal's committee, which will hear and consider relevant evidence and statements from the student, the instructor, and a student advocate. Based on the grounds for a grade appeal described above, the written documentation, and the statement made at the grade appeal hearing, the academic appeal's committee will render a final decision within ten days of the hearing. This decision is forwarded to the Chief Academic Officer and the DAR in writing.

**Grievance Policy:** First Step – Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter. Conferences can be done via telephone, Skype or other videoconferencing technologies, or in-person if possible. Second Step – If a satisfactory resolution to the problem is not reached, the aggrieved party should seek guidance from the Chief Academic Officer. Third Step – If the second step has not resolved the grievance, the aggrieved party should seek guidance from the Academic Appeals Committee, if it is an academic issue. Otherwise, the aggrieved party should proceed to step 4. Fourth Step – If the previous steps have not resolved the grievance within 48 hours of the incident, the aggrieved party must present to the President, in writing, all facts of the grievance. Within 24 hours, upon receipt of the written information, the CAO will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the CAO, and two staff/faculty members not involved with the incident in question. All persons or their representatives involved with the incident must be present at the time of the hearing. All parties involved will be given the

opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee's decision will be final. For any filing of grievances not resolved by SDGKU, students, employees and other interested parties may contact the Accrediting Council for Independent Colleges and Schools at 1350 Eye Street, NW, Suite 560, Washington, D.C. 20005.

## STUDENT SERVICES

### Student Services/OLE

San Diego Global Knowledge University provides a number of services to support students' academic and professional goals. Student services include student advising and scheduling, records evaluation, tuition assistance, library, Internet access, and on-line university information.

Faculty/student and student/student interaction and communication is facilitated at different levels through asynchronous “forum-based” written messaging and electronic bulletin board, as well as email, teleconferencing, videoconferencing, and face-to-face meetings. This interactive capability is an essential component of SDGKU’s “Optimum Learning Environment” (OLE) in our learning management system (LMS), where video, audio and electronic text are integrated and sequenced to enhance student comprehension. The program is designed to maximize students’ learning and academic progress through interaction with each other and with their instructors.

**Orientation:** The Office of the Chief Academic Officer conducts orientation sessions for entering students. The orientation takes approximately 45 minutes, and it is done at a distance or in a face-to-face modality. The orientation is mandatory for all new students.

### Advisement

All students are expected to meet face to face or at a distance upon enrollment with a designated academic advisor. Students may refer to their student account on the SDGKU website to monitor their progress. It is the students' responsibility to follow it and seek assistance from SDGKU through the various contacts and support provided by SDGKU.

**Website:** Students have access to program and course information on their SDGKU Student Portal, including the beginning date, the instructor, required textbooks, and electronic links for their purchase.

### Student Records

Students can also access their private records by using their own password. Strict security measures are in place to protect students' privacy. Students are admonished not to share their password with other

students. Students can view courses completed and their grades.

### International Student Program

The International Students Program is under the direction of the Chief Academic Officer (CAO). The office of the CAO provides services to all international students after they have been formally admitted to the University and who decide to reside in San Diego.

**Outreach and Recruitment:** Outreach and recruitment activities are part of the SDGKU development plan. Throughout the year the President, Officers and staff of SDGKU make presentations at university campuses in the San Diego region, nationally and internationally, to attract the best academic and professional talent for its degree and non-degree programs.

**Institutional Relations:** The Chief Academic Officer (CAO) is responsible for advancing cooperative relationships between SDGKU and other California schools and colleges. The office informs present and prospective students of their access to all campus information to promote their success at SDGKU.

### Disabled Student Services

The Office of Academic Affairs ensures that students with disabilities are provided all services provides equitably. Services include priority registration, registration assistance, proctoring of exam, referral to on-campus and off-campus resources.

## ACADEMIC PROGRAMS

### Academic Year

The academic year is the calendar year, January through December.

Courses and programs have maximum durations clearly indicated in the respective course descriptions. New students or continuing students may enroll at any given date or time.

Due to the intensive structure of SDGKU courses, students register for only one degree or non-degree course at a time. Students, who wish to register for more than three (3) units in a five-week period, must complete an Academic/Continuing Education Overload Form in the Office of Admissions and Records and have the form signed by their academic advisor.

### Unit of Credit

Academic courses at San Diego Global Knowledge University carry a three (3), (2) or one (1) semester equivalent unit value unless specified otherwise in the course description. Students are expected to study at least two (2) hours outside of class for every "contact" hour of instruction. A semester unit of credit equals 15 hours lecture, 30 hours laboratory work or 45 hours of externship instruction.

### Grading Policies

Grades are determined by instructors in a number of ways. Professors choose criteria to determine grades in their classes. This may include the quality of work done on assignments, promptness in doing assigned work, attendance and participation. Professors will publish their criteria in the syllabus or instructional guide announced to students on the first learning module.

<i>Letter Grade</i>	<i>Numerical Grade</i>	<i>Grade Points</i>
A	95-100 (Excellent)	4.00
A-	90-94	3.75
B+	87-89	3.35
B	83-86 (Good-Grade Average)	3.00
B-	80-82	2.75
C+	77-79	2.35
C	73-76 (Undergrade Average)	2.00
C-	70-72	1.75
D+	67-69	1.35
D	63-66 (Poor)	1.00

D-	60-62	0.75
F	Failure	0

### *Other symbols*

CR	Credit	Non-academic work approved
NC	No Credit	Non-academic work not approved
I	Incomplete	Academic work not completed, but with approval of a justified reason, may finish course requirements within a month from end of course with no consequences to grade
IP	In Progress	Academic work not completed and presently in progress
TR	Transfer Credits	Does not affect GPA, receives credit only
R	Repeat	For failed courses that have been repeated
W	Withdrawal	Not computed into GPA

**Incomplete Grades:** Incomplete grades ('I') will automatically be assigned to those students who do not complete assignments in the 5-week timeframe of the course. If these students do not complete the assignments within an additional 30 days, the grade will automatically change to a 'D'. A maximum of five (5) incomplete grades are permitted to ensure full completion of the program during the maximum time frame allowed.

**Withdrawal:** If students withdraw from a course or from the university, they should contact the Office of Admissions and Records as soon as possible to obtain a clearance. Failure to do so may result in an "F" being posted on their permanent record. "W" is not computed into student's CGPA.

**Repeat Grade:** Students may repeat a class (R). The first grade is substituted by the second grade. Only the repeat grade will be used in averaging the CGPA. Students also forfeit the units.

**Grading Guidelines:** The following guidelines on grading have been designed for both faculty and students.

- The evaluation of students' performance in a course and the appropriate grade is the responsibility of the instructor.
- Instructors should clearly explain in the course syllabus, grading criteria and the expectations on all written assignments or tests.
- Up to 10 days may elapse between SDGKU's receipt of student assignments,

project reports and forums before a response from the instructor is submitted.

- To prevent allegations of plagiarism on written assignments, students should be warned that all direct and indirect quotations from other sources should be properly acknowledged. The instructor should explain the extent to which the student's paper is expected to be independent of the references and clearly distinguishable from them.
- Instructors should be willing to give students an explanation of their grade. Instructors are expected to return graded assignments to students in a timely manner.
- Except for a clerical error in calculating a grade, instructors may not change a course grade after the grade has been submitted to the DAR via the SDGKU electronic system. This regulation is designed to protect the faculty from student pressure.

### **Distance Education Attendance Policy**

Students taking classes in an online format are expected to attend each week. Attendance is defined as participating in an academic activity within the online classroom, which includes posting in a graded discussion forum or submitting a written assignment. Experience has shown that good grades are strongly correlated with attendance, practice and participation. Students who do not participate in class are often surprised at how quickly and thoroughly they get behind. Lack of participation does not qualify the student for a refund. Students are responsible for following the published policy on deadlines for drop and withdrawal.

Students who do not attend at least once in any seven consecutive day period shall be issued an attendance warning. Students who do not attend at least once in any 14 consecutive day period may be dropped from the course and administratively withdrawn from the University retroactive to the last date of recorded attendance. Students who attend on the first day following 14 consecutive days of non-attendance will not be dropped from their course or administratively withdrawn.

Students must be officially enrolled in order to attend class and receive a grade. The Office of Admissions

and Registrar shall not post grades for students who are not enrolled.

### **Distance Education Privacy Policy**

All students will be assigned a confidential username and password for access to their courses and academic records in the SDGKU learning management system. This information will remain private and is protected from use by third parties.

### **Satisfactory Academic Progress**

SDGKU's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program. The SAP standards are consistently applied to all students (e.g., fulltime, part-time) in establishing academic achievement within 150% of the program (e.g., maximum time frame).

### **SAP Evaluation Periods**

SDGKU's SAP standards measure a student SAP at the completion of every 15 units of credit scheduled. The University can provide an academic grade report to each student, which will include grades earned in each course and units attempted.

### **Maximum Time Frame**

The maximum time frame in which a student may complete his or her program is the period of time in which it will take the student to attempt 150% of the academic credits contained in his or her program.

### **Quantitative Requirement Credit Completion**

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily complete course credits are counted as credits completed. To be making SAP, a student must complete a minimum number of attempted credits in the following schedule:

### **Minimum Credit Completed Requirement**

#### *Full Stack Development Immersive Program*

Scheduled Units	<u>1-12</u>	<u>13-24</u>
Attempted Credits	67%	67%
CGPA	2.0	2.0

### *Bachelor of Science in Global Management Program*

Scheduled Units	<u>1-15</u>	<u>16-30</u>	<u>31-45</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0

Scheduled Units	<u>46-60</u>	<u>61-74</u>	<u>75-88</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0

Scheduled Units	<u>89-102</u>	<u>103-116</u>	<u>117-124</u>
Attempted Credits	67%	67%	67%
CGPA	2.0	2.0	2.0

### *Master of Science in Communication and Technology and Master of Science in International Management*

Scheduled Units	<u>1-15</u>	<u>16-30</u>	<u>31-45</u>
Attempted Credits	67%	67%	67%
CGPA	3.0	3.0	3.0

#### **Qualitative Requirements**

SDGKU measures qualitative progress of 3.0 or B on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's Cumulative Grade Point Average (CGPA). A Withdrawal (W) or Incomplete (I) will not be included when calculating the student's CGPA.

#### **Academic Warning**

Student who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Office of the DAR stating that he or she is being placed on Academic Warning. A student in Academic Warning status will have one period (5 weeks). If the student does not achieve SAP during this period, he or she will be placed on probation.

#### **SAP Appeals & Probation**

Students with Title IV financial aid who fail to make SAP must successfully appeal to be placed on probation. Therefore, if such student does not achieve SAP, the student cannot be placed on probation unless he or she successfully appeal. Appeal is a process by which a student who is not meeting SAP standards, petitions the school for re-consideration of his eligibility for FSA funds.

Students who fail to meet SAP requirements after an Academic Probation period will be terminated by the University. Students are permitted to appeal the termination for the University. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic Probation period. An approved appeal will require a defined academic plan and an extended enrollment status; however, all credits and grades attempted will count towards the 150% of the program standard time frame.

#### **Program Changes and Seek to Earn a Credential in a Different Program**

When a student changes program the units completed, and corresponding grades will not be carried over to the new program.

#### **Transfer of Credit and its Effect on SAP**

Transfer credit does not affect CGPA. A student receives credit only on their academic transcript.

#### **Appeal and Reinstatement**

A student who has been suspended, disqualified or dismissed and who desires to apply for reinstatement must submit a written petition to the Office of Academic Affairs (OAA). The petition must include convincing evidence that the student will be ready and able to make satisfactory progress.

A student who petitions the OAA due to lack of academic progress must include documentation on the following:

- The rate of progress was slowed as a result of a physical disability or medical condition
- or for other extenuating circumstances, as properly documented

Students who fail to meet OAA conditions will be dismissed from SDGKU. These disqualified students may apply for new admission to SDGKU after three months have elapsed by completing all the administrative and cost requirements of a regular entering student at the date of application.

#### **Repetition of Courses and Grade Changes**

Students are obligated to repeat a failed course for graduation. Students may repeat any course to raise their GPA. The original grade entry will be changed

to an (R) and the repeated course units will be considered as units attempted in computing the grade point average.

No course may be repeated more than once. Any exception must be authorized by the OAA.

### **Educational Objectives/Student Achievement/Standards**

San Diego Global Knowledge University is committed to ensuring that faculty, instructors and students are aware of what students need to know and do as graduates of SDGKU academic and non-academic programs, consistent with its purposes and character. The sections entitled “Master of Science Degrees” and “Office of Continuing Education” of this General Catalog describe the established educational objectives by program, and the section “Course Description” lists them by course.

In particular, for SDGKU’s Master of Science Degree programs, the publication entitled

-“Educational Objectives: A Guide for SDGKU Faculty, Instructors, Students and Community” SDGKU, 2015-2016

provides a detailed description of these educational objectives by course. These publications are made available to M.S. degree students upon their admission to SDGKU, as well as the criteria SDGKU faculty/instructors apply for measuring and evaluating the level of achievement of these learning goals by the students.

Educational objectives per course are revised every three years by an academic committee consisting of two or more designated faculty/instructors, thus assuring academic quality and relevancy.

Through its purposes and educational objectives, SDGKU dedicates itself to higher learning, the search for truth, and the dissemination of knowledge. SDGKU functions with integrity and autonomy, pursuing the highest ideals for its students in the process of preparing them as citizens and leaders more globally competitive and responsible.

SDGKU graduates master knowledge across various academic disciplines particularly relevant to the global system, its processes and dynamics. These include systems analysis, business and management, communication, economics, demography, information and telecommunications technologies,

health and the environment, technology transfer and others.

Through their action plan reports and essays they submit as part of their course work, they acquire and master skills in expository and creative writing, in the use of reasoning to solve complex real-life problems, and in synthesizing interdisciplinary experiences and knowledge.

As graduates, they are expected to be able to function in a technological and pluralistic society, with mastery of at least one global competency. These are the standards for student achievement at SDGKU.

### **Non-degree, Academic Certificates Offered**

San Diego Global Knowledge University offers the following non-degree, academic certificates:

- Full Stack Development Immersive

### **Degrees Offered**

San Diego Global Knowledge University the following academic degrees:

#### **Bachelor’s Degree**

- Global Management

#### **Master’s Degrees**

- International Management
- Communication and Technology

**Academic Regulations:** All students are subject to the academic regulations of the university. Students are responsible for ensuring that they are aware of and meet all departmental and university requirements. It is the student's responsibility to learn about academic deadlines.

### **Academic Suspension**

A student may be suspended from SDGKU if at the end of any course or program:

- The student earns grades that would place him/her on academic probation a second time
- The student earns for the course a final grade of D+ or less

If, after academic probation, a student's academic work has not shown sufficient progress, the student will be ruled academically disqualified and will be ineligible to continue to study at the university.

To be readmitted after Academic suspension, the student must address a letter of petition to the CAO's office.

### **Unauthorized Withdrawal**

A student who drops out of the university without notice will be considered to have resigned. Students who resign under these circumstances are not normally considered for readmission. Withdrawal without notice will be noted on the face of the official transcript. Students who are readmitted may petition to have this notation expunged from their record.

### **Leave of Absence**

Students may request a leave of absence of no more than 180 days in any 12-months period from the university by applying in writing to the Office of the Chief Academic Officer (CAO), at any time prior to the first day of class.

To be readmitted following an approved leave of absence of not more than 6 months, students need only notify the Chief Academic Officer of the intention to terminate their leave at least one month before the beginning of their intended re-instatement.

### **Transfer of Credit Policy**

Transfer of credit for appropriate work from another institution may be granted according to the policy established by SDGKU. No more than three-fourths of the credits required for the bachelor's program and no more than one-half of the credits required for the master's programs may be transferred from another institution. In most cases, transfer credits will not be possible unless the other institution offers a curriculum comparable to that of SDGKU's programs. The awarding of transfer credits is the sole responsibility of the Chief Academic Officer (CAO).

All foreign transcripts must be translated and evaluated by a member of the Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admission Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) prior to the awarding of transfer credits.

These foreign transcript translations and evaluations are the responsibility of the student and must be provided to SDGKU prior to admission.

### **Graduation Requirements**

- Eligibility for graduation in a non-academic course require a Credit Grade (CR), which represent satisfying the minimum competence requirement established in the course.
- Eligibility for graduation requires a minimum cumulative grade point average (CGPA) of at least 2.0 (C) on all FSDI and BS degree work completed and a minimum CGPA of at least 3.0 (B) on all MS degree work completed.
- Complete satisfactorily all the requirements of their on-line curriculum on [www.sdgku.edu](http://www.sdgku.edu). Non-native English speakers (enrolled in a degree course or program) must also pass an English language competency exam.
- Participation (physical or virtual) in graduation activities is contingent upon completion of all graduation requirements. In exceptional cases where minimal requirements have not been completed, arrangements must be made in advance with the Chief Academic Officer.

### **Honors**

Exceptional academic scholarship is recognized upon graduation for students in degree programs who achieve a GPA of 3.75 or more. These honor students upon graduation will receive their degree Diploma marked with the legend "With Distinction".

### **Clearance for Graduation**

When students have completed all requirements for an academic degree program, SDGKU will process and issue the corresponding Diploma within a maximum period of 8 weeks.

### **Academic Freedom Policy**

SDGKU is a progressive and liberal educational institution where scholars and teachers are allowed ample latitude with respect to their discussions with

students and the position they take without fear of retribution or reprisal, regardless of religious or political beliefs and values. This academic freedom policy is an integral part of SDGKU's institutional programs and services. Faculty, instructors and invited speakers have permanent access to SDGKU's academic affairs and other operations officers to ensure that its institutional policies promote faculty freedom.

## NON-DEGREE, ACADEMIC PROGRAM

### Full Stack Development Immersive

The Full Stack Development Immersive is designed to take individuals with little to no programming experience and make them successful software developers. The program consists of 24-units (semester equivalent), comprising sixteen, 1-unit courses and four, 2-unit courses for a total program length of 30 weeks. The student workload for this program is a minimum of 1080 hours, where 360 hours is dedicated to contact work or instruction and 720 hours or more of outside study or preparation.

The term “Full Stack” means that students will be working with every layer in the “stack” of a typical web application: user interface, front end (browser), middle tier, and back end (server and database). The program has a deep emphasis on the most popular current web technology languages: HTML, CSS, JavaScript and Python. It will also cover many peripheral tools, technologies and methodologies such as GitHub and Agile as the students are working through the material.

The term “immersive” is in reference to the delivery style. Students will be building websites and applications as they work through each week of the program. These sites and programs will start out as relatively simple single page websites, to fully functioning web applications with integrations to external data sources and mobile app capability. At the end of the program, students will build applications using everything they have learned throughout the program in a setting that will reflect a typical web startup or technology department at a large company. They will leave the program having deployed a fully functioning web company that is live on the web and accessible through a mobile device.

The program is taught on-ground, online, and hybrid modalities in the English language.

#### **General Objective**

To develop professionals capable of designing software, fully functioning websites and applications accessible on the web and/or mobile devices.

#### **Specific Objectives**

1. To develop proficiency in technologies such as HTML, CSS, JavaScript, jQuery, jNode, Angular, Python, MongoDB, SQL and Hosting.
2. To develop and launch a web startup venture.

**Requirements:** Applicants for this non-degree program must meet the following requirements:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu)
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established foreign high schools, if the institution offering the program documents that its minimum required courses of study, units and content rigor are the same as those of a high school from an institution approved by the United States Department of Education

**General Plan:** Twenty sequential instructional courses (24 total units)

#### **Core Courses (24 units)**

- FSDI 101 Introductory HTML & CSS (1 Unit)
- FSDI 102 Intermediate HTML & CSS (1 Unit)
- FSDI 103 Programming Fundamentals and UX Design (1 Unit)
- FSDI 104 Introductory JavaScript (1 Unit)
- FSDI 105 JavaScript and jQuery (1 Unit)
- FSDI 106 JavaScript and jQuery Solutions (1 Unit)
- FSDI 107 Introductory Node.js (1 Unit)
- FSDI 108 Introductory Angular (1 Unit)
- FSDI 109 Introductory Asp.net (1 Unit)
- FSDI 110 Mobile Development Based on JavaScript (1 Unit)
- FSDI 111 Introductory Python (1 Unit)
- FSDI 112 Intermediate Python (1 Unit)
- FSDI 113 Applied User Centered Design (1 Unit)
- FSDI 114 Software Development Methodologies (1 Unit)
- FSDI 115 Advanced Software Development Methodologies (1 Unit)
- FSDI 116 Software Project Management (1 Unit)
- FSDI 117 Web Startup Foundation (2 Units)

- FSDI 118 Web Startup Agile Development (2 Units)  
 FSDI 119 Web Startup Agile Project Management (2 Units)  
 FSDI 120 SCRUM for Web Startup (2 Units)

Minimum duration: 6 months  
 Maximum duration: 9 months

**FSDI Course Descriptions**  
**(On-ground, online and hybrid, in English)**

**FSDI 101 Introductory HTML & CSS**  
 (1 unit)

This course is designed to cover the fundamentals of the HTML programming language and CSS creation of rules that specify how the content of an element should appear. Students will develop skills like creating the basic structure of a website, text, lists, tables, images, flash, and audio and video integration. They will create their first HTML5 website with each of the elements learned in the course. Students will gain a basic understanding of the functions and inner-workings of CSS, how to write CSS rules, and how to apply CSS rules to HTML pages.  
 Prerequisite: None

**FSDI 102 Intermediate HTML & CSS**  
 (1 unit)

This course is designed to teach an intermediate-level HTML programming language and CSS creation of rules that specify how the content of an element should appear. Students will develop skills like creating the basic structure of a website, text, lists, tables, images, flash, and audio and video integration. They will create an HTML5 website with each of the elements learned in the course. Students will gain a basic understanding of the functions and inner-workings of CSS, how to write CSS rules, and how to apply CSS rules to HTML pages.  
 Prerequisite: FSDI 101

**FSDI 103 Programming Fundamentals and UX Design**  
 (1 unit)

This course will present programming fundamentals and the principles of the “user experience” in web content. Particularly how to design a web product, such as a website or application, that is user-friendly and focused on the experience of the user. Students will build a complete design project from start to finish while learning the principals of UX design.  
 Prerequisite: FSDI 102

**FSDI 104 Introductory JavaScript**  
 (1 unit)

This course presents the key concepts in computer programming, observing how computers create models of the world using data and how JavaScript is used to change the contents of an HTML page. Students will gain an understanding of the basics of JavaScript, and how the Document Object Model (DOM) allows access to change a document’s contents while it is loaded into the browser. Students will also explore how events can be used to trigger code.  
 Prerequisite: FSDI 103

**FSDI 105 JavaScript and jQuery**  
 (1 unit)

This course presents the principles of jQuery and how it can make the process of writing scripts faster and easier. Students will be introduced to Ajax and Application Programming Interfaces (APIs), including new APIs that are part of HTML5 and those of sites like Google Maps.  
 Prerequisite: FSDI 104

**FSDI 106 JavaScript and jQuery Solutions**  
 (1 unit)

This course is designed for students to utilize introductory JavaScript and jQuery knowledge to create a project demonstrating their understanding while learning more advanced topics of JavaScript and jQuery.  
 Prerequisite: FSDI 105

**FSDI 107 Introductory Node.js**  
 (1 unit)

This course is designed for students to improve their basic proficiency in Node.js, an open source environment that allows you to run JavaScript on a server. Students will learn how to use the Node.js framework for data-intensive real-time applications that run across distributed devices.  
 Prerequisite: FSDI 106

**FSDI 108 Introductory Angular**  
 (1 unit)

This course presents the basic principles of Angular, a structural framework for dynamic web applications. Students will be designing their own apps, writing tests for the application, and writing code to make the application work as expected.  
 Prerequisite: FSDI 107

**FSDI 109 Introductory Asp.net**  
 (1 unit)

This course provides a basic overview of Asp.net, an open-source server-side web application framework designed for web development to produce dynamic web pages. Students will be able to program and build dynamic web sites, web applications and web services using Asp.net.

Prerequisite: FSDI 108

#### FSDI 110 Mobile Development Based on JavaScript (1 unit)

This course is designed for students to obtain a thorough grounding in the fundamental knowledge and techniques needed by a mobile and app developer. Students will be guided through the process of delivering a complete working Ionic-based hybrid mobile app using web technologies learned in previous courses, such as JavaScript.

Prerequisite: FSDI 109

#### FSDI 111 Introductory Python

(1 unit)

The course presents the basic principles of Python programming language. Students will build a Python application utilizing lists, if statements, if else statements, lists, dictionaries, classes and functions. They will learn how to test and debug the application for quality control.

Prerequisite: FSDI 110

#### FSDI 112 Intermediate Python

(1 unit)

This course takes an expanded look at Python as a programming language building on the student's introductory Python knowledge. Students will be exposed to the peer development process of an advanced Python application, including its testing and deployment.

Prerequisite: FSDI 111

#### FSDI 113 Applied User Centered Design

(1 unit)

This course is the first of a series of four consecutive full stack development courses. Its purpose is for students to build a complete design project from start to finish while applying the principals of UX design. This design project will be used in the full stack development project in subsequent full stack development courses.

Prerequisite: FSDI 112

#### FSDI 114 Software Development Methodologies

(1 unit)

This course is the second of four consecutive full stack development courses. Its purpose is for students to apply their knowledge of HTML, CSS and Python

to the continued development of their project from FSDI 113 through an Agile delivery methodology.

Prerequisite: FSDI 113

#### FSDI 115 Advanced Software Development Methodologies

(1 unit)

This course is the third of four consecutive full stack development courses. Its purpose is for students to apply their knowledge of HTML, CSS and Python to the continued development of their project from FSDI 113 and 114 through an Agile delivery methodology.

Prerequisite: FSDI 114

#### FSDI 116 Software Project Management

(1 unit)

This course is the fourth of four consecutive full stack development courses. Its purpose is for students to apply their knowledge of HTML, CSS and Python to the continued development of their project from FSDI 113-115 through an Agile delivery methodology. Students will complete their application projects and publish them to a hosting environment for go-live of the BETA version of their application.

Prerequisite: FSDI 115

#### FSDI 117 Web Startup Foundation

(2 units)

This course is the first of four Web Startup courses. Its purpose is for students to make a complete design iteration on the application project they built in their full stack development courses FSDI 113-116 from start to finish while further developing the skills as UX designers that they learned in FSDI 103. This redesign project will be used as the development project in the subsequent Web Startup courses.

Prerequisite: FSDI 116

#### FSDI 118 Web Startup Agile Development

(2 units)

This course is the second of four Web Startup courses. Its purpose is for students to apply their knowledge of HTML, CSS and Python to the continued development of their project from FSDI 117 through an Agile delivery methodology. This course will review and expand on principles learned in FSDI 114 as students build a second iteration of their full stack project.

Prerequisite: FSDI 117

#### FSDI 119 Web Startup Agile Project Management

(2 units)

This course is the third of four Web Startup courses. Its purpose is for students to apply their knowledge of HTML, CSS and Python to the continued development of their project from previous Web Startup courses through an Agile delivery methodology.

Prerequisite: FSDI 118

FSDI 120 SCRUM for Web Startup  
(2 units)

This course is the fourth of four Web Startup courses. Its purpose is for students to apply their knowledge of HTML, CSS and Python to the continued development of their project from previous Web Startup courses. Students will complete their application projects and publish them to a hosting environment for final go-live.

Prerequisite: FSDI 119

## BACHELOR OF SCIENCE DEGREE

### Bachelor of Science in Global Management

The program is designed to develop competent global managers within education, business, government, and civil society, capable of succeeding anywhere in the world. Its interdisciplinary academic curriculum is designed to provide students with the knowledge and skills necessary for managing the creation of innovative products and services of value to society. Specific instructional areas include inspiring a global entrepreneurial perspective, starting and financing a new international venture, administrating, growing and ending the venture, as well as a directed internship. Upon completion of the program students will be able to either start their own global business or manage a new division within an existing global organization. This program is taught in on-ground, online and hybrid modalities in English. Students must come to campus for the on-ground portions of the program.

The program educational objectives and competencies are:

#### **General Educational Objective and Competence**

To develop professionals capable of leading and managing effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society through the humane use of new technologies and management tools, and competent in the creation of innovative applications for continuous improvement of their work activities, organizations and communities.

#### **Specific Educational Objectives**

1. To develop competent decision-makers and entrepreneurs with global knowledge
2. To develop the basic human, technology and knowledge (ETK) skills required by IML as a global competency.
3. To enrich the theoretical and practical development of executives and administrators at all levels and in all contexts.

**Requirements:** Applicants for this degree must meet the following requirements:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu).
- Official transcripts of record from a high school recognized by the United States Department of Education or equivalent, including established foreign high schools, if the institution offering the program documents that its minimum required courses of study, units and content rigor are the same as those of a high school from an institution approved by the United States Department of Education.

**General Plan:** Forty-two sequential instructional courses (126 total units)

#### **Core Courses (126 units)**

##### **General Education**

##### **Mathematics**

MATH	201	Algebra 1 (3 units)
MATH	202	Algebra 2 (3 units)
MATH	203	Quantitative Research Methods (3 units)

##### **Humanities**

ARTS	201	Intro to Art (3 units)
PHIL	201	Intro to Philosophy and Ethics (3 units)
HIST	201	World History (3 units)
POLI	201	Political Science (3 units)

##### **Natural Sciences**

HLTH	201	Intro to Public Health (3 units)
ESCI	201	Environmental Systems (3 units)

##### **Writing and Speech**

ENGL	201	Introduction to Composition (3 units)
SPCH	201	Speech and Oral Communication (3 units)
ENGL	202	Reading and Writing Analytically (3 units)

##### **Lower Division**

##### **Global Business**

GBUS	301	Intro to Global Business (3 units)
GBUS	302	Global Business Models (3 units)
GBUS	303	Legal Issues for Global Businesses (3 units)

GBUS 304 Business Plan Development 1  
(3 units)

### **Global Management**

MGMT 301 Principles of Global Management  
(3 units)  
MGMT 302 International Managerial Leadership  
(3 units)  
MGMT 303 International Human Resource  
Management (3 units)

### **Global Systems**

GSYS 301 Intro to Global Systems (3 units)  
GSYS 302 Visioning and Creativity (3 units)  
GSYS 303 Global Demographics and  
Generational Dynamics (3 units)  
ENTR 301 Intro to Global Entrepreneurship  
(3 units)  
MARK 301 Introduction to Global Marketing  
(3 units)  
MARK 302 Global Marketing Research (3 units)

### **Upper Division**

#### **Global Business**

GBUS 401 Alternative Dispute Resolution  
(3 units)  
GBUS 402 Small Business Creation (3 units)  
GBUS 403 Business Plan Development 2  
(3 units)  
GBUS 404 Accounting (3 units)  
GBUS 405 Finance (3 units)

#### **Global Management**

MGMT 401 Strategic Management (3 units)  
MGMT 402 Risk Management and Security  
(3 units)  
MGMT 403 Production and Operations  
Management (3 units)  
MGMT 404 Sustainability (3 units)  
GSYS 401 Systems Thinking and Approach  
(3 units)

#### **Global Systems**

GSYS 402 Information Systems and Technology  
(3 units)  
GSYS 403 Global Competitiveness (3 units)

#### **Entrepreneurship**

ENTR 401 Global Venture Development (3 units)  
ENTR 402 E-commerce and Social Media  
(3 units)

### **Marketing**

MARK 401 Global Advertising (3 units)

### **Practicum**

PRAC 401 Practicum 1 (3 units)  
PRAC 402 Practicum 2 (3 units)

Maximum Duration: 60 months

### **BSGM Course Descriptions**

**(On-ground, online and hybrid, English and Spanish)**

#### **Symbols:**

200-499 Baccalaureate  
Courses designed for students who have a High School Diploma or equivalent

#### **General Education Courses:**

#### **Mathematics**

MATH 201 Algebra 1  
(3 units)

This course is designed as a beginning course in algebra. The focus will be on such basic algebraic concepts as the real number system, solving algebraic equations and inequalities, and the characteristics of polynomial and rational expressions and equations.  
Prerequisite: None

MATH 202 Algebra 2  
(3 units)

Focus on the application of problems with a graphing calculator (calculations, matrix methods, graphing), as well as logarithms, and conic sections. Covers functions (inverse, exponential, logarithmic, radical, rational, quadratic). Applies concepts to global business scenarios.  
Prerequisite: MATH 201

MATH 203 Quantitative Research Methods  
(3 units)

Critical analysis of scientific research using sampling and inferences to global populations. Basic design and measurement techniques. Development and testing of scientific hypotheses and their effective communication through oral, written, and visual modes.  
Prerequisite: MATH 202

## Humanities

ARTS 201 Introduction to Art  
(3 units)

Emphasis in the function, interpretation, and evaluation of the visual arts, providing the skills needed for the analysis of the history, present, and future of art.

Prerequisite: None

PHIL 201 Introduction to Philosophy and Ethics  
(3 units)

Emphasis on problems of morality and value from a philosophical perspective. Independent thinking is encouraged. Students will formulate their own tentative conclusions concerning a variety of vital contemporary issues facing individuals and global society.

Prerequisite: None

HIST 201 World History  
(3 units)

Presents the history of the world's major civilizations covering human origins to the emergence of modernity at the beginning of the sixteenth century. Emphasizes the important influence of diverse societies on shaping our current cultural experiences and worldviews.

Prerequisite: None

POLI 201 Political Science  
(3 units)

Surveys the major political philosophers, ideologies, and significant events of Western civilization and their impact on the world with emphasis on global governmental processes and institutions.

Prerequisite: None

## Natural Sciences

HLTH 201 Introduction to Public Health  
(3 units)

Global epidemics, environment, and community health challenges, including factors that support health of population groups and communities.

Prerequisite: None

ESCI 201 Environmental Systems  
(3 units)

The earth as an ecosystem composed of biological, chemical, and physical systems and how these systems interact with one another and the human population.

Prerequisite: None

## Writing and Speech

ENGL 201 Introduction to Composition  
(3 units)

This course prepares students for college-level composition by emphasizing a thorough approach to writing short essays. It introduces research and documentation techniques, including readings as models for analysis and writing.

Prerequisite: None

SPCH 201 Speech and Oral Communication  
(3 units)

This course covers concepts of communication, with emphasis on public speaking. It includes methods of researching and outlining speeches, group discussion techniques, theories of interpersonal, nonverbal, and listening techniques, as well as issues of language use and perception.

Prerequisite: None

ENGL 202 Reading and Writing Analytically  
(3 units)

This course provides an overview of the instruction and practice in reading and writing expository, analytical, and argumentative essays. It emphasizes textual analysis, writing analytically, logical reasoning, research techniques, information literacy, and documentation.

Prerequisite: ENGL 201

## Lower (300) and Upper Division (400) Courses:

### Global Business

GBUS 301 Introduction to Global Business  
(3 units)

This course presents the principles of global business strategy formulation, operation, and financing. It provides a basic overview of global business practice.

Prerequisite: None

GBUS 302 Global Business Models  
(3 units)

This course examines various business models for global organizations, particularly focusing on emerging markets. Motivations for operating a firm globally, financial strategies, and human resource challenges will also be discussed.

Prerequisite: GBUS 301

GBUS 303 Legal Issues for Global Businesses  
(3 units)

This course presents the legal responsibilities associated with starting a global business. It provides

a general understanding of governmental regulations in various international markets.

Prerequisite: GBUS 302

GBUS 304 Business Plan Development 1  
(3 units)

This course assists students in the first stages of the development a business plan with an international scope. Students design and structure their business ideas in a group setting.

Prerequisite: GBUS 303

GBUS 401 Alternative Dispute Resolution  
(3 units)

This course provides and overview of the fundamentals for settling business disputes outside of the courtroom, including early neutral evaluation, negotiation, conciliation, mediation, and arbitration.

Prerequisite: GBUS 304

GBUS 402 Small Business Creation  
(3 units)

This course presents strategies for starting and growing a small business. It reviews the competitive strengths and weaknesses of small businesses, as well as the implications for growth into international markets.

Prerequisite: GBUS 401

GBUS 403 Business Plan Development 2  
(3 units)

This course assists students in the later stages of the development a business plan with an international scope. Students present their business ideas and review the viability and feasibility of their plan in a group setting.

Prerequisite: GBUS 402

GBUS 404 Accounting  
(3 units)

Theory and practice of accounting applicable to managing global businesses, including fundamentals such as recording, summarizing, and reporting of business transactions for external reporting and other uses.

Prerequisite: MATH 203

GBUS 405 Finance  
(3 units)

Financial management tools and techniques over the stages of a venture's life cycle, including topics such as the development, start up, rapid growth and maturity of a venture, as well as the relationships between market opportunity, competitive advantage, composition, and securing sources of financing.

Prerequisite: MATH 203

## **Global Management**

MGMT 301 Principles of Global Management  
(3 units)

This course presents the basic fundamentals of global management. It covers decision-making skills, leadership approaches, and administration processes of a global enterprise, providing a foundation for understanding the theory and practice of global management.

Prerequisite: None

MGMT 302 International Managerial Leadership  
(3 units)

This course is designed to develop globally competent international managerial leaders capable of performing under world-class standards in education, business, government and civil society (social, political and other non-governmental organizations). Themes covered include basic leadership, decision-making, administration, and global dynamics components.

Prerequisite: MGMT 301

MGMT 303 International Human Resource Management  
(3 units)

This course focuses on international human resource management (IHRM) within multi-national enterprises (MNE's). It covers topics such as the development of IHRM, MNE and country culture, strategic IHRM, organizational structure and design, international joint ventures and cross-border mergers and acquisitions, labor standards, ethics and codes of conduct, and global talent management, among other key topics.

Prerequisite: MGMT 302

MGMT 401 Strategic Management  
(3 units)

This course will present the principal areas of business strategy. It helps develop skills for making strategic decisions and translating those decisions into real-world implementation. It provides an enhanced understanding of how to make revenue-generating decisions that lead to long-term achievement and value creation.

Prerequisite: MGMT 303

MGMT 402 Risk Management and Security  
(3 units)

This course is designed to assist with the identification and management of risks for global

ventures, including the establishment of practices that will minimize potential adverse effects. Application of organizational risk management practices is emphasized as a crucial responsibility for managers of a global business. Special focus is placed on the implementation of risk and security control measures during day-to-day operations of a global venture.  
Prerequisite: MGMT 401

**MGMT 403 Production and Operations Management**  
(3 units)  
This course presents the fundamental principles for overseeing, designing, and controlling the various processes of production and business operations. Various case studies will be examined of successful global business production and operations practices.  
Prerequisite: MGMT 402

**MGMT 404 Sustainability**  
(3 units)  
This course presents the interface of human and natural systems by emphasizing the study of cultural, historic, social, economic, and political values and forces that shape resource use and constrain responses to sustainable development.  
Prerequisite: MGMT 403

## **Global Systems**

**GSYS 301 Introduction to Global Systems**  
(3 units)  
This course explores the various economic, environmental, demographic, and migratory flows of the world. It provides an overview of the various linkages and interdependencies caused by globalization, and an introduction to the systems approach for understanding global dynamics.  
Prerequisite: None

**GSYS 302 Visioning and Creativity**  
(3 units)  
This course presents the importance of visioning at the individual and organizational levels, guidelines for implementing visioning programs and strategic plans, the concept of the “learning” organization, and the challenges involved in applying these concepts internationally and globally.  
Prerequisite: GSYS 301

**GSYS 303 Global Demographics and Generational Dynamics**  
(3 units)  
This course presents the implications of exponential population growth and the explosion of diversity at home and around the world. A thorough analysis of

generational and cultural gaps is performed, identifying and adapting traditional models to the realities of new generations.  
Prerequisite: GSYS 302

**GSYS 401 Systems Thinking and Approach**  
(3 units)  
This course presents the strategies for defining a system and the key concepts used in systems theory, such as boundary, environment, positive and negative feedback, etc. Emphasis is placed on the complexity and interconnectedness between components in a system.  
Prerequisite: GSYS 303

**GSYS 402 Information Systems and Technology**  
(3 units)  
This course provides an overview of how technology is leveraged to create worldwide information systems that attempt to deliver the totality of measurable data worldwide. An exploration of modern communication networks and big data analysis are central themes covered in this course.  
Prerequisite: GSYS 401

**GSYS 403 Global Competitiveness**  
(3 units)  
Global competitive success will increasingly depend on the competence and adaptability of our workforce and its productive environment. This course presents key competencies, workforce dynamics and organizational strategies that managers and leaders must now adopt to maximize the productive potential of an organization’s most valuable assets, namely, its human resources.  
Prerequisite: GSYS 402

## **Entrepreneurship**

**ENTR 301 – Introduction to Global Entrepreneurship**  
(3 units)  
This course presents the nature entrepreneurship and the importance of adopting a global perspective for successful entrepreneurship. Introductions to topics such as creating and starting new ventures, financing, growing, and ending the new venture will be covered.  
Prerequisite: None

**ENTR 401 Global Venture Development**  
(3 units)  
This course presents real-life examples of successful entrepreneurs in their quest for securing global investment to develop a new venture. An in-depth analysis of the stages of entrepreneurs, their

organizations, and their adaptations to emerging technologies will be a central theme in the course.  
Prerequisite: ENTR 301

ENTR 402 E-commerce and Social Media  
(3 units)

This course presents an overview of the various systems used for trading business services through global information networks and social media channels, as well as the role of electronic commerce in entrepreneurship.  
Prerequisite: ENTR 401

### **Marketing**

MARK 301 Introduction to Global Marketing  
(3 units)

This course provides an introduction to international marketing concepts. Topics covered include assessing organization internationalization potential, external environmental analysis for global market segmentation, target country market selection, entry strategies, international product, pricing decisions, analysis of international distribution systems, developing international advertising and promotion programs.  
Prerequisite: None

MARK 302 Global Marketing Research  
(3 units)

This course presents the marketing research process. In particular it focuses on research design and data collection principles for qualitative and quantitative research techniques in international marketing practice.  
Prerequisite: MARK 301

MARK 401 Global Advertising  
(3 units)

This course focuses on basic advertising practices, including historical perspectives, the changing role of advertising, the evolving agency structure, audience targeting, creative strategy, regulation, social responsibility and ethics, globalization, and current trends and developments.  
Prerequisite: MARK 302

### **Practicum**

PRAC 401 Practicum 1  
(3 units)

During this course the student presents and implements a pre-approved proposal of directed research documenting experiences and results. This

must be a real project that shows results of implementation. The student also develops and submits a directed research report that illustrates an understanding of the topics presented in the program.  
Prerequisite: None

PRAC 402 Practicum 2  
(3 units)

During this course the student evaluates their directed research proposal, results and outcomes, explaining the criteria for evaluation, assessment methods and final conclusions. The student receives approval or rejection of the report, a course grade, and if satisfactory, recommendation for candidacy to obtain the Bachelor of Science in Global Management degree.  
Prerequisite: PRAC 401

## MASTER OF SCIENCE DEGREES

### Master of Science in International Management

The Master's Degree in International Management is offered to students who have completed an undergraduate degree in a relevant discipline.

This Master of Science program is designed to develop competent international managerial leaders within education, business, government and civil society, capable of succeeding anywhere in the world. Its interdisciplinary academic curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the program, international management, is presented through a unique proprietary conceptual framework called IML (International Managerial Leadership) Competence, which includes key leadership, decision-making and administration, and global dynamics components. Specific instructional areas include strategic vision and planning, international benchmarking and global markets, networked collaboration, managerial excellence, productivity and technology transfer.

The task of managing any organization today is becoming more complex, diverse and multinational. It is now common that a manager holds a meeting, face-to-face or virtually, in one country or city in the morning, supervises a project in another location, and returns to his/her place of residence during the same day. During these visits, this person might have interacted with people from different cultures and languages. These realities are increasingly commonplace for managers and leaders at all levels.

This new environment, in which organizations think globally and act locally, requires that managers develop new knowledge and new skills, changing their traditional protocols. In the face of this new reality, we now need a new type of decision-maker and leader that masters a solid international vision and perspective. This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

The Program educational objectives are:

#### **General Objective**

To develop professionals capable of leading and managing their productive activities and organizations effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and

civil society through the humane use of new technologies and management tools, and competent in the creation of innovative applications for continuous improvement of their work activities, organizations and communities.

#### **Specific Objectives**

1. To develop international management professionals with international managerial leadership (IML) competence
2. To develop the basic human, technology and knowledge (ETK) skills required by IML as a global competency.
3. To enrich the theoretical and practical development of executives and administrators at all levels and in all contexts.

**Requirements:** Applicants for this degree must meet the following requirements:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu).
- Official transcripts of undergraduate record of a relevant bachelor's degree from an institution approved by the State of California Bureau for Private Postsecondary and Vocational Education, public or private institution of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign institutions, if the institution offering the bachelor's degree program documents that its minimum required courses of study, units and content rigor are the same as those of a bachelor's degree from an institution approved by the Council or accredited by an accrediting association recognized by the United States Department of Education; and
- A certified copy of bachelor's degree diploma

**General Plan:** Fifteen sequential instructional courses (45 total units)

### **Core Courses (45 units)**

- IM 501 Globalization and the New Economy (3 units)
- IM 502 Workforce Dynamics and Global Competitiveness (3 units)
- IM 503 Systems Approach and Methodology (3 units)
- IM 504 Strategic Vision and Planning (3 units)
- IM 505 Leadership and Human Competence (3 units)
- IM 506 Responsible Management of Environmental Quality (3 units)
- IM 507 Productivity and Health Management (3 units)
- IM 508 Networked Organizations and Distance Activity (3 units)
- IM 509 Telecommunications and the Global Electronic Village (3 units)
- IM 510 Benchmarking and Client Service (3 units)
- IM 511 Managerial Excellence and Total Quality (3 units)
- IM 512 Technology Transfer and Knowledge Management (3 units)
- IM 513 Directed Research I (3 units)
- IM 514 Directed Research II (3 units)
- IM 515 Directed Research III (3 units)

Minimum Duration: 12 months

Maximum Duration: 24 months

### **MSIM Course Descriptions**

**(On-ground, online and hybrid, English and Spanish)**

#### **Symbols:**

500+ Post-baccalaureate:

Courses designed for students who have a Bachelor's degree. Most 500 and 600 courses designate post baccalaureate (Master's degrees) courses.

#### **Courses:**

IM 501 Globalization and the New Economy (3 units)

The persistent and controversial process of globalization that communities, organizations and individuals have experienced with increasing intensity in recent years, fueled by the explosion of telecommunications and information technologies, has generated a "New Economy" in which markets, resources, productivity, organizational values, and other factors of competitive success are now more "knowledge-based" and held to standards of world-class performance. Competent managers must now be

able to understand the dynamics of this complex new reality, provide leadership, and make decisions within this internationalized environment, implementing change and innovation constantly. This Course presents key element of this new context crucial to the role of successful managers and leaders within business, education and government.  
Prerequisite: None

IM 502 Workforce Dynamics and Global Competitiveness (3 units)

Global competitive success will increasingly depend on the competence and adaptability of our workforce and its productive environment. Global demographic trends and workplace dynamics are now strategic elements of all key managerial decisions, given the changing nature of work and job markets. This Course presents key competencies, workforce dynamics and organizational strategies that managerial leaders must now incorporate to be able to maximize the productive potential of an organization's most valuable assets, namely, its human resources.

Prerequisite: IM 501

IM 503 Systems Approach and Methodology (3 units)

Modern managerial practice requires the application of the systems approach and methodology. This is the basis for the development of emotional, technological and knowledge ("ETK") competencies as the framework for a new international managerial leadership ("IML"), which will increasingly be the key to the successful role of managers in this Third Millennium. This Course presents the conceptual and practical aspects of the systems approach and methodology, the "MAC" road to success, the broad ETK competence, and the more specific IML competence with its certification guide and standards manual.

Prerequisite: IM 502

IM 504 Strategic Vision and Planning (3 units)

The emerging global marketplace and intense competition at all levels mandates that managerial leaders visualize and plan for the future systematically and with an "intelligent" or adaptive strategy. They must "empower" others around them with a strategic vision and shared-learning mechanism that focuses strengths and energies on those actions needed to achieve the required goals within the mission established for the organization or community of interest. This Course presents the

importance of visioning at the individual and organizational levels, guidelines for implementing visioning programs and strategic plans, the concept of the “learning” organization, and the challenges involved in applying these concepts internationally and globally.

Prerequisite: IM 503

#### IM 505 Leadership and Human Competence (3 units)

Management without effective leadership cannot be afforded by competitive organizations and communities today. World-class business, education and government require decision-making with competence to convince others to perform in the interest of common goals. This Course presents the concept and development of leadership as an essential human competence, the strategies of empowerment, the ethics and responsibilities of effective leadership in a globalized environment, and the strategies for creative teamwork and coaching.

Prerequisite: IM 504

#### IM 506 Responsible Management of Environmental Quality (3 units)

Environmental responsibility is increasingly a key competitive advantage for organizations and communities around the world. Managerial theory and practice today cannot be sound without recognizing environmental quality as a strategic resource to be protected and enhanced. This Course presents the concept and strategies of implementing quality systems and standards, such as ISO 9000 and ISO 14000, the costs and training challenges involved, outlooks on certification norms, procedures and benefits, and the growing workplace toxicology, viral agents and other risks caused by globalization and world inequities.

Prerequisite: IM 505

#### IM 507 Productivity and Health Management (3 units)

Effective managerial leadership requires the formulation and implementation of appropriate strategies to protect and enhance the health and well-being of our human resources and minimize associated productivity risks. Health is increasingly the most precious asset we have at the individual, organizational and community levels. This Course presents the inter-relationships between work, health and the environment, strategies to improve productivity in the workplace, the influence of “stress” and other growing global disease, the value

of organizational “spirituality”, and the concept of integrated risk management and planning.

Prerequisite: IM 506

#### IM 508 Networked Organizations and Distance Activity (3 units)

Organizations and communities are increasingly networked and geographically disperse. Managers at all levels must now face the challenges of collaborating at a distance and in networks. Telecommunications and e-technologies are enabling us to operate increasingly effectively within this new modality of interaction and performance. This Course introduces the competence of distance activity and networked collaboration, its international professional standards and certification, the sequential use of technologies as a strategy to optimize work in human networks, the e-organization, and the realities of managing virtual teams.

Prerequisite: IM 507

#### IM 509 Telecommunications and the Global Electronic Village (3 units)

The explosive growth of telecommunications has truly created a new global electronic village in which business, education, government and civil society must now collaborate and compete. The global communications highway is now a huge network of wired and wireless connections that support video, voice and data transfer and exchange, with regulatory, ethical, financial and political challenges that managerial leaders must be able to incorporate boldly and effectively. This Course presents the nature and characteristics of this global electronic village, the challenges and opportunities it presents to decision-makers, the applications and evolution of satellites, digital telephony and the Internet, e-commerce, and the educational/training challenges derived from a technology-oriented society.

Prerequisite: IM 508

#### IM 510 Benchmarking and Client Service (3 units)

The “New Economy” has motivated a new culture of good customer service and superior client-oriented performance. Total quality, Just-in-Time, re-engineering and other new management approaches advocate this concept as a strategic value crucial for success in the new competitive-cooperative environment we face today. Managers must benchmark or learn from competitors to gain or maintain productive leadership. This Course presents

the characteristics and requirements for developing a commitment to customer satisfaction, the concept and methodology of benchmarking, the principles for service excellence, and the implementation of client-relationship management systems.

Prerequisite: IM 509

IM 511 Managerial Excellence and Total Quality (3 units)

The quality movement has evolved from a product/service-oriented managerial approach to a more integrated and systems-oriented strategy that emphasizes optimal resource allocation and continuous improvement at all levels. This Course presents the evolution and standards of international total quality, the concept of global intelligence and performance competence, the strategic value of emotional and multi-cultural competence, the requirements for managerial excellence, and the basic elements of organizational responsibility.

Prerequisite: IM 510

IM 512 Technology Transfer and Knowledge Management (3 units)

Globalization and intense competition have fueled the transfer of knowledge and free trade as never before. The process of identifying, negotiating, transferring, blending and adapting new technology is now an essential strategic component of the success of any organization or community. Effective managers must be capable of transforming know-how into marketable value that can sustain their leadership and prestige. This Course presents the concept and practice of “commercial diplomacy,” the approach and protocols of international technology transfer and management, the realities and opportunities of electronic commerce and trade, and the strategic nature of knowledge protection and management.

Prerequisite: IM 511

IM 513 Directed Research I (3 units)

During this Course the student first takes the IML global competency exam. He/she can take the exam a maximum of two times to get a passing score (80%), otherwise he/she is disqualified from this Course and must enroll again. The next task is to formulate, develop and submit a Directed Research proposal that illustrates his/her understanding of the topics presented in Courses 1 through 12 and his/her “International Managerial Leadership” performance competence. The student receives feedback and recommendations for implementation.

Prerequisite: IM 512

IM 514 Directed Research II (3 units)

During this Course the student implements the Directed Research or a certain component of it, documenting experiences and results. The student receives a grade and guidelines for evaluating results and outcomes.

Prerequisite: IM 513

IM 515 Directed Research III (3 units)

During this Course the student evaluates his/her Directed Research proposal, results and outcomes, explaining his/her criteria, assessment methods and final conclusions. The student receives a final approval for his/her Directed Research and, in such a case, recommendation for candidacy to obtain the Master of Science Degree.

Prerequisite: IM 514

**Master of Science in Communication and Technology**

The Master’s Degree in Communication and Technology is offered to students who have completed an undergraduate degree in a relevant discipline. This Master of Science Degree Program is designed to develop competent professional leaders of communication and technology within education, business, government and civil society, capable of succeeding anywhere in the world.

Its interdisciplinary academic curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the program, interactive distance and networked telecommunication, is presented through a unique conceptual framework called “Distance Activity” (DA) Competence, which includes essential tasks of visioning and promotion, technology management, administration and logistics in networked collaborative environments. Specific instructional areas of the curriculum include globalization and technology, telecommunications and collaboration networks, computer information systems and databases, virtual teams, communication cultures and environments, global competitiveness, managerial strategies and decision-making, among others.

Satellites, digital telephony and the Internet are changing the way we live and work. Decision-makers at all levels must now acquire competence in

coordinating and developing the interactive technology-based distance communication and networked collaboration systems needed today by our organizations, communities, countries and global society to become more productive and safer.

The phenomenon of greatest impact in our productive and social lives during the Third Millennium will be the development of the networked organization and collaborative environment. Professional coordinators, instructors and consultants of distance activity and networked collaboration will be the key to competitive success at the local, regional and globally levels. Human (E), technology (T) and knowledge skills and competencies will be essential for effective performance of these new generation professionals. This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

The Program educational objectives are:

### General Objective

To develop professionals capable of leading, developing and managing distance activity and networked collaboration effectively and with a global vision, competent to meet and solve the challenges of globalization and the New Economy by making use of new technology and management tools with a human approach, and equipped to implement innovative applications for continuous improvement of their activities, organizations and communities.

### Specific Objectives

1. To develop professionals of communication and technology competent in distance activity and networked collaboration (DA), with global knowledge.
2. To develop the basic human, technological and knowledge (ETK) skills and abilities required by DA as a global competency.
3. To enrich the traditional theoretical and practical development and training of managers and professionals of various disciplines, emphasizing competency with global knowledge.

**Requirements:** Applicants for this degree must meet the following requirements:

- The corresponding SDGKU on-line Application for Admission through [www.sdgku.edu](http://www.sdgku.edu)

- Official transcripts of undergraduate record of a relevant bachelor's degree from an institution approved by the State of California Bureau for Private Postsecondary and Vocational Education, public or private institution of higher learning accredited by an accrediting association recognized by the United States Department of Education, or any institution of higher learning, including established foreign institutions, if the institution offering the bachelor's degree program documents that its minimum required courses of study, units and content rigor are the same as those of a bachelor's degree from an institution approved by the Council or accredited by an accrediting association recognized by the United State Department of Education; and
- A certified copy of bachelor's degree diploma

**General Plan:** Fifteen sequential instructional courses (45 total units)

### Core Courses (45 units)

- CT 501 Globalization and the New Technology (3 units)
- CT 502 Distance Activity Management (3 units)
- CT 503 Training and Development of Distance Activity Professionals (3 units)
- CT 504 Planning and Development of Distance Activity Collaboration Networks (3 units)
- CT 505 Strategic Vision (3 units)
- CT 506 Telecommunications and the Global Electronic Highway I (3 units)
- CT 507 Telecommunications and the Global Electronic Highway II (3 units)
- CT 508 Risk Management and Conflict Resolution (3 units)
- CT 509 Knowledge Management and Intellectual Property (3 units)
- CT 510 Human and Emotional Competence for Networked Organizations (3 units)
- CT 511 Quality and Productivity (3 units)
- CT 512 Client Service and Global Competitiveness (3 units)
- CT 513 Directed Research I (3 units)
- CT 514 Directed Research II (3 units)
- CT 515 Directed Research III (3 units)

Minimum Duration: 12 months  
Maximum Duration: 24 months

**MSCT Course Descriptions**  
**(On-ground, online and hybrid, English and Spanish)**

**Symbols:**

500+ Post-baccalaureate:

Courses designed for students who have a Bachelor's degree. Most 500 and 600 courses designate post baccalaureate (Master's degrees) courses.

**Courses:**

CT 501 Globalization and the New Technology  
(3 units)

The process of globalization is presented as a series of economic, technological, social and political phenomena affecting society worldwide. The explosion of telecommunications and information technologies is described and analyzed in the context of an increasingly interconnected global society or "village" with emphasis on the traditional communications media and professional activity.

Prerequisite: None

CT 502 Distance Activity Management  
(3 units)

This course presents the growing phenomena of distance activity and networked collaboration within organizations in education, business, government and civil society, with emphasis on the human competencies required to perform more effectively at a distance with optimal use of available technologies. Promotion, technology management, administration and logistic tasks involved in distance activity are presented and discussed.

Prerequisite: CT 501

CT 503 Training and Development of Distance Activity Professionals  
(3 units)

This course presents the human and functional competencies required to train and develop professionals of distance activity and networked collaboration in any organization or community of interest, including train-of-trainer skills and human/emotional skills to communicate and convince others of the many benefits of this growing collaborative modality ideally suited for "networked" organizations.

Prerequisite: CT 502

CT 504 Planning and Development of Distance Activity Collaboration Networks  
(3 units)

This course presents the human and technical knowledge and abilities needed to plan, develop and implement distance activity infrastructure and collaborative systems in organizations within education, business, government and civil society. The sequential use of technologies to optimize networked collaboration will be presented, along with the systems planning and development strategies to maximize benefits, costs and outcomes.

Prerequisite: CT 503

CT 505 Strategic Vision  
(3 units)

This course presents the concept and process of visioning within organizations and communities of interest in the context of the New Economy and the globalized environment we face today. Strategies and methods for implementing strategic visioning programs are presented and compared, including the use of intuition and multicultural interpretations of risks and scenario analysis. Visioning for communications professionals as related to technology development and usage will be discussed and analyzed.

Prerequisite: CT 504

CT 506 Telecommunications and the Global Electronic Highway I  
(3 units)

Currently available telecommunications technologies and applications are presented and discussed for education, business, government and civil society. Satellite, microwave, digital telephony and Internet technologies are analyzed in terms of strengths and weaknesses. Concepts of modality, media and technology in the context of interactive communication processes are defined and discussed, emphasizing the "global electronic highway" evolving worldwide today.

Prerequisite: CT 505

CT 507 Telecommunications and the Global Electronic Highway II  
(3 units)

The telecommunications industry is analyzed in historical perspective and in the context of the globalized environment facing education, business and government today. Technology management and evaluation criteria and models are presented, virtual team applications are analyzed and studied, and modalities of multi-technological collaboration discussed.

Prerequisite: CT 506

CT 508 Risk Management and Conflict Resolution  
(3 units)

The concept and methodology of business continuity and risk management is presented in this course, with special emphasis on the factors involved in technology-based communications systems.

Strategies for managing and resolving conflict are also described and analyzed, including alternative dispute resolution techniques (arbitration, mediation, conciliation) and commercial diplomacy.

Prerequisite: CT 507

CT 509 Knowledge Management and Intellectual Property  
(3 units)

This course presents the concepts and techniques of knowledge management within organizations and communities of interest, including risks, protection and cost factors, with emphasis on technology-based systems. The topic of intellectual property is discussed (including patents, copyrights and trademarks) in the context of our globalized education, business and government environment, addressing ethical and political issues such as in Internet-based or “e” commerce.

Prerequisite: CT 508

CT 510 Human and Emotional Competence for Networked Organizations  
(3 units)

This course discusses the human and emotional skills and attitudes needed for competent performance within virtual teams and networked organizations, in the context of “ETK” (emotional, technology, knowledge) competence and the environment of constant change and innovation increasingly seen throughout the world. The value of “emotional” competency is analyzed in decision-making and leadership roles, as well as the need for multi-cultural sensibility in all professional endeavors.

Prerequisite: CT 509

CT 511 Quality and Productivity  
(3 units)

This course presents the relationship between quality and productivity in the context of interactive communication processes and technology-based collaboration. Customer relationship-building is discussed within the increasingly competitive productive environment of education, business and government, as well as benchmarking strategies and processes. Organizational synchronization is introduced as a systemic strategy to enhance productivity and performance.

Prerequisite: CT 510

CT 512 Client Service and Global Competitiveness  
(3 units)

This broad concept of client service is presented in relation to our global competitiveness and productive success. The impact of effective communications systems within organizations and between organizations and clients is discussed and analyzed. The concept and strategies of “organizational synchronization” are proposed as a new generation approach to client retention and global competitiveness.

Prerequisite: CT 511

CT 513 Directed Research I  
(3 units)

During this capstone course the student first takes the DAC global competency exam. If he (she) gets a minimum passing score of 80%, the next task is to report on a practical (real) experience or project of Distance Activity Coordination. Finally, he formulates, develops and submits a Directed Research proposal that illustrates his/her understanding of the topics presented in the MSCT curricular courses and his/her “Distance Activity Coordination” performance competence.

Prerequisite: CT 512

CT 514 Directed Research II  
(3 units)

During this capstone course the student first takes the DAI global competency exam. If he (she) gets a minimum passing score of 80%, the next task is to report on a practical (real) experience or project of Distance Activity Instruction. The student then implements the Directed Research or a certain component of it as proposed in Course MSCT 513, documenting experiences and results.

Prerequisite: CT 513

CT 515 Directed Research III  
(3 units)

During this final capstone course the student first takes the DACON global competency exam. If he (she) gets a minimum passing score of 80%, the next task is to report on a practical (real) experience or project of Distance Activity Consulting. The student then evaluates the results and outcomes of the Directed Research implemented in Course MSCT 514, explaining his/her criteria, assessment methods and final conclusions. The student receives a final approval for his/her Directed Research and, in such a case, recommendation for candidacy to obtain the Master of Science Degree.

Prerequisite: CT 514

## OFFICE OF CONTINUING EDUCATION

### General Information

- Admission to Continuing Education non-degree courses require students to fill out and submit an application form and a copy of their High School Diploma or equivalent; but does not require the submission of transcripts
- The Office of Continuing Education (OCE) offers courses in a variety of segments with a maximum time duration
- University academic standards, rules, and regulations apply to Continuing Education courses

The following continuing education courses are not recognized by the Accrediting Council for Independent Colleges and Schools:

### Non-Degree Competency Courses

OCE offers in on-ground, online, and hybrid modalities in English and Spanish, a series of continuing education, global and specific competency courses from SDGKU. These courses are non-degree, and consist of instructional and skill development modules in an area of study or competence. The certificate conveys evidence that the student has attained a level of proficiency in an area of study and/or a level of skill mastery in a specified competence.

International Managerial Leadership  
Distance Activity Coordinator  
Distance Activity Instructor  
Distance Activity Consultant  
English Language Proficiency as a Work Skill Level 1  
English Language Proficiency as a Work Skill Level 2  
English Language Proficiency as a Work Skill Level 3  
English Language Proficiency as a Work Skill Level 4  
English Language Proficiency as a Work Skill Level 5  
ITC Annual Series Diploma  
Organizational Synchronization  
Systems Analysis

### Requirements for non-degree courses:

- Complete application to enroll (on line or by mail)
- Pay all fees
- Achieve “C” grade point average for courses taken for credit
- Complete all courses or on-line instructional modules for the Certificate
- Petition for original Certificate of Competence or Achievement after completing course work

### International Managerial Leadership

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to develop globally competent "international managerial leaders" capable of performing under world-class standards in education, business, government and civil society (social, political and other non-governmental organizations). Its interdisciplinary competency-based curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the course is a unique proprietary conceptual framework called IML (International Managerial Leadership) Competence, which includes basic leadership, decision-making and administration, and global dynamics components.

IML global competency includes various key skill and knowledge areas related to strategic visioning, technology-based networked collaboration, global marketing and benchmarking, productive excellence, technology transfer and risk management, all placed within an ETK (Emotional, Technology and Knowledge) conceptual framework.

This new generation international managerial leadership is now essential to compete successfully within the New Economy and the increasingly complex global markets. Being able to perform under IML standards will give you and your organization a platform for continuous improvement and a clear path towards global competitiveness.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

## General Objective

To develop professionals capable of leading and managing their productive activities and organizations effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today's globalized society.

## Specific Objectives

1. To develop international management professionals with international managerial leadership (IML) competence
2. To develop the basic human, technology and knowledge (ETK) skills required by IML as a global competency.

International Managerial Leadership Course: 10 continuing education units (CEU's)

IML 101	Introduction to International Managerial Leadership: Concept and Practices (1 CEU)
IML 102	Organizational Ethics and Responsibility (1 CEU)
IML 103	Creativity and Vision (1 CEU)
IML 104	Optimal Resource Allocation (1 CEU)
IML 105	Creating Achievable Visions with a Global Scope (1 CEU)
IML 106	Knowledge Protection and Management (1 CEU)
IML 107	Excellence, Value and Quality Performance (1 CEU)
IML 108	Competence Exam: Preparation and Testing (1 CEU)
IML 109	Action Plan Development (1 CEU)
IML 110	Practicum Project Report (1 CEU)

Maximum duration: 6 months

## Distance Activity Coordinator

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to develop globally competent professionals of "distance activity coordination" and networked collaboration, capable of performing under world-class standards in education, business, government and civil society (social, political and other non-governmental organizations). Its interdisciplinary competency-based curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the course is a unique proprietary conceptual framework called DAC (Distance Activity Coordination) Competence.

DAC global competency includes various key skill and knowledge areas related to visioning and promotion, technology management, administration of human networked collaboration, and logistics, all placed within a global systems conceptual framework. Being able to perform under DAC standards will give you and your organization a platform for continuous improvement and a clear path towards global competitiveness. DAC certification is a requirement for DAI (Distance Activity Instruction) and DACON (Distance Activity Consulting), which are second and third level competencies also crucial for globally competitive distance activity professionals.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

## General Objective

To develop professionals capable of managing distance activity and networked collaboration effectively and with a global vision, competent to meet and solve the challenges of globalization and the New Economy by making use of new technology and management tools with a human approach.

## Specific Objectives

3. To develop professionals of communication and technology competent in coordinating distance activity and networked collaboration (DAC), with global knowledge.
4. To develop the basic human, technological and knowledge (ETK) skills and abilities required by DAC as a global competency

Distance Activity Coordinator Course: 10 continuing education units (CEU's)

DAC 101	Introduction to Distance Activity Coordination: Concept and Practices (1 CEU)
DAC 102	The "New Economy" Organization (1 CEU)
DAC 103	The B-B Generation (1 CEU)
DAC 104	Creating Achievable Visions with a Global Scope (1 CEU)
DAC 105	New Generation E-Commerce and Services (1 CEU)
DAC 106	Excellence, Value and Quality Performance (1 CEU)
DAC 107	Competence Exam: Preparation and Testing (1 CEU)
DAC 108	Action Plan Development (1 CEU)
DAC 109	Practicum Project (2 CEU's)

Maximum duration: 6 months

## **Distance Activity Instructor**

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to develop globally competent professionals of "distance activity instruction" and networked collaboration, capable of performing with world-class standards in education, business, government and civil society (social, political and other non-governmental organizations). Its interdisciplinary competency-based curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the course is a unique proprietary conceptual framework called DAI (Distance Activity Instruction) Competence.

DAI global competency includes various key skill and knowledge areas related to study plan, instructional methodology and role of the instructor, all placed within a global systems conceptual framework. Being able to perform under DAI standards will give you and your organization a platform for continuous improvement and a clear path towards global competitiveness.

DAI is a second level competency crucial for globally competitive distance activity professionals, requiring previous mastery of DAC competency.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

### **General Objective**

To develop professionals capable of training and developing distance activity and networked collaboration coordinators and human resources with a global vision, competent to meet and solve the challenges of globalization and the New Economy by making use of new technology and management tools with a human approach

### **Specific Objectives**

1. To develop professionals of communication and technology competent in distance activity and networked collaboration instruction (DAI), with global knowledge
2. To develop the basic human, technological and knowledge (ETK) skills and abilities required by DAI as a global competency

Distance Activity Instructor Course: 10 continuing education units (CEU's)

- DAI 101 Introduction to Distance Activity Instruction: Concept and Practices (1 CEU's)
- DAI 102 The E-Organization (1 CEU)
- DAI 103 The Emerging Global Superhighway (1 CEU)
- DAI 104 E-Commerce and Services (1 CEU)
- DAI 105 Creativity and Vision (1 CEU)
- DAI 106 Optimal Resource Allocation for Total Quality and Client Service (1 CEU)
- DAI 107 Competence Exam: Preparation and Testing (1 CEU)
- DAI 108 Action Plan Development (1 CEU's)
- DAI 109 Practicum Project (2 CEU's)

Maximum duration: 6 months

## **Distance Activity Consultant**

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to develop globally competent professionals of "distance activity consultant" and networked collaboration, capable of performing with world-class standards in education, business, government and civil society (social, political and other non-governmental organizations). Its interdisciplinary competency-based curriculum was developed based on the premise that students enrolled will have diverse academic and professional backgrounds. The central theme of the course is a unique proprietary conceptual framework called DACON (Distance Activity Consulting) Competence.

DACON global competency includes various key skill and knowledge areas related to methodology, optimization of modality, media and technology, performance and knowledge, all placed within a global systems conceptual framework. Being able to perform under DACON standards will give you and your organization a platform for continuous improvement and a clear path towards global competitiveness.

DACON is a third level competency crucial for globally competitive distance activity professionals, requiring previous mastery of DAC and DAI competencies

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

## General Objective

To develop professionals capable of managing, developing and improving distance activity and networked collaboration with a global vision, competent to meet and solve the challenges of globalization and the New Economy by making use of new technology and management tools with a human approach

## Specific Objectives

1. To develop professionals of communication and technology competent in distance activity and networked collaboration consulting (DACON), with global knowledge.
2. To develop the basic human, technological and knowledge (ETK) skills and abilities required by DACON as a global competency.

Distance Activity Consultant Course: 10 continuing education units (CEU's)

DACON 101	Introduction to Distance Activity Consulting: Concept and Practices (1 CEU)
DACON 102	Workforce 2020 (1 CEU)
DACON 103	The Global Communications Net (1 CEU)
DACON 104	Innovation, Technology-Transfer and the Global Market (1 CEU)
DACON 105	Visioning Through Scenarios and Intuition (1 CEU)
DACON 106	Quality and Value in the New Millennium (1 CEU)
DACON 107	Competence Exam: Preparation and Testing (1 CEU)
DACON 108	Action Plan Development (1 CEU)
DACON 109	Practicum Project (2 CEU's)

Maximum duration: 6 months

## English Language Proficiency as a Workskill

The five courses in English Language Proficiency as a Workskill, Level 1, Level 2, Level 3, Level 4 and Level 5, were designed for applicants who are employed or students and interested individuals who have access to an environment where they can practice the skills and abilities presented in this course.

On completing each course, graduates are prepared to function and perform in any given environment using the English language at various levels of competence supported by both functional as well as grammatical abilities. The courses are designed to develop

competence primarily in grammar, listening, reading and vocabulary at Levels 1, 2, 3, and 4, and in listening, reading and vocabulary at Level 5.

## English Language Proficiency as a Workskill Level 1

The new realities of the world require individuals, organizations, communities and nations to develop new “global competencies” to be able to compete successfully in education, business, government and civil society. One such global competency is English language proficiency as a work skill. This Non-Degree Course offered online at [www.sdgku.edu](http://www.sdgku.edu) is the first of five courses of a unique multi-level instructional and testing program designed to develop English language proficiency of non-native speakers of English, assess their mastery in the practical or functional aspects of the language. It uses a scale of five levels that measure oral communicative skill, listening comprehension and written communication. The program uses the ELPW (English Language Proficiency as a Work Skill) system, which provides a detailed evaluation of the individual's ability to perform specific, criterion-referenced tasks at different proficiency levels.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

## General Objective

To develop professionals more competent in English language proficiency, capable of leading and managing their productive activities and organizations more effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today's globalized society.

## Specific Objectives

1. To measure, develop the participant's functional use of “Basic English in Simple Communication” as defined by the standard of ELPW Level 1 of the five level scale of the ELPW testing system. This includes basic English communication using imprecise grammar, allowing for adequate exchange with other English speakers within a limited communication network.
2. To motivate further study and development of the participant's level of

English language not as a second language but as a work skill, with specific measurable standards such as the one provided by the ELPW testing system.

English Language Proficiency as a Workskill Level 1: 3 continuing education units (CEU's)

ELPW 101 Basic English (2 CEU's)

ELPW 102 Preparation and Test (1 CEU)

### **English Language Proficiency as a Workskill Level 2**

The new realities of the world require individuals, organizations, communities and nations to develop new “global competencies” to be able to compete successfully in education, business, government and civil society. One such global competency is English language proficiency as a work skill.

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is the second of five courses of a unique multi-level instructional and testing program designed to develop English language proficiency of non-native speakers of English, assess their mastery in the practical or functional aspects of the language. It uses a scale of five levels that measure oral communicative skill, listening comprehension and written communication. The program uses the ELPW (English Language Proficiency as a Work Skill) system, which provides a detailed evaluation of the individual's ability to perform specific, criterion-referenced tasks at different proficiency levels.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

#### **General Objective**

To develop professionals more competent in English language proficiency, capable of leading and managing their productive activities and organizations more effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today's globalized society.

#### **Specific Objectives**

1. To measure and develop the participant's functional use of “Basic English in Simple Communication” as defined by the standard of ELPW Level

2 of the five level scale of the ELPW testing system. This includes basic English communication using imprecise grammar, as well as grammar, listening comprehension and reading/vocabulary extending from the competence level of ELPW Level 1, allowing for adequate exchange with other English speakers within a limited communication network.

2. To motivate further study and development of the participant's level of English language not as a second language but as a work skill, with specific measurable standards such as the one provided by the ELPW testing system.

English Language Proficiency as a Workskill Level 2: 3 continuing education units (CEU's)

ELPW 103 Basic English in Simple Communication (2 CEU's)

ELPW 104 Preparation and Test (1 CEU)

### **English Language Proficiency as a Workskill Level 3**

The new realities of the world require individuals, organizations, communities and nations to develop new “global competencies” to be able to compete successfully in education, business, government and civil society. One such global competency is English language proficiency as a work skill.

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is the third of five courses of a unique multi-level instructional and testing program designed to develop English language proficiency of non-native speakers of English, assess their mastery in the practical or functional aspects of the language. It uses a scale of five levels that measure oral communicative skill, listening comprehension and written communication. The program uses the ELPW (English Language Proficiency as a Work Skill) system, which provides a detailed evaluation of the individual's ability to perform specific, criterion-referenced tasks at different proficiency levels.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

## General Objective

To develop professionals more competent in English language proficiency, capable of leading and managing their productive activities and organizations more effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today's globalized society.

## Specific Objectives

1. To measure and develop the participant's functional use of "Basic English in Normal Communication" as defined by the standard of ELPW Level 3 of the five level scale of the ELPW system. This includes grammar, listening comprehension and reading/vocabulary extending from the competence level of ELPW Level 2, allowing for authentic English proficiency within a limited communication framework.
2. To motivate further study and development of the participant's level of English language not as a second language but as a work skill, with specific measurable standards such as the one provided by the ELPW testing system.

English Language Proficiency as a Workskill Level 3: 3 continuing education units (CEU's)

ELPW 105 Basic English in Normal Communication (2 CEU's)

ELPW 106 Preparation and Test (1 CEU)

## English Language Proficiency as a Workskill Level 4

The new realities of the world require individuals, organizations, communities and nations to develop new "global competencies" to be able to compete successfully in education, business, government and civil society. One such global competency is English language proficiency as a work skill.

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is the fourth of five courses of a unique multi-level instructional and testing program designed to develop English language proficiency of non-native speakers of English, assess their mastery in the practical or functional aspects of the language. It

uses a scale of five levels that measure oral communicative skill, listening comprehension and written communication. The program uses the ELPW (English Language Proficiency as a Work Skill) system, which provides a detailed evaluation of the individual's ability to perform specific, criterion-referenced tasks at different proficiency levels.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

## General Objective

To develop professionals more competent in English language proficiency, capable of leading and managing their productive activities and organizations more effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today's globalized society.

## Specific Objectives

1. To measure and develop the participant's functional use of "Authentic and Modified English in Normal Communication" as defined by the standard of ELPW Level 4 of the five level scale of the ELPW system. This includes grammar, listening comprehension and reading/vocabulary extending from the competence level of ELPW Level 3, allowing for broad command of the English language within a variety of situations and environments.
2. To motivate further study and development of the participant's level of English language not as a second language but as a work skill, with specific measurable standards such as the one provided by the ELPW testing system.

English Language Proficiency as a Workskill Level 4: 3 continuing education units (CEU's)

ELPW 107 Authentic and Modified English in Normal Communication (2 CEU's)

ELPW 108 Preparation and Test (1 CEU)

## **English Language Proficiency as a Workskill Level 5**

The new realities of the world require individuals, organizations, communities and nations to develop new “global competencies” to be able to compete successfully in education, business, government and civil society. One such global competency is English language proficiency as a work skill.

This Non-Degree course offered online at [www.sdgku.edu](http://www.sdgku.edu) is the fifth of five courses of a unique multi-level instructional and testing program designed to develop English language proficiency of non-native speakers of English, assess their mastery in the practical or functional aspects of the language. It uses a scale of five levels that measure oral communicative skill, listening comprehension and written communication. The program uses the ELPW (English Language Proficiency as a Work Skill) system, which provides a detailed evaluation of the individual’s ability to perform specific, criterion-referenced tasks at different proficiency levels.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

### **General Objective**

To develop professionals more competent in English language proficiency, capable of leading and managing their productive activities and organizations more effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today’s globalized society.

### **Specific Objectives**

1. To measure and develop the participant’s functional use of “Authentic and Advanced English in Complex Communication” as defined by the standard of ELPW Level 5 of the five level scale of the ELPW system. This includes listening comprehension and reading/vocabulary extending from the competence level of ELPW Level 4, allowing for broad command of the English language comparable to a native speaker.
2. To motivate further study and development of the participant’s level of English language not as a second language but as a work skill, with

specific measurable standards such as the one provided by the ELPW testing system.

English Language Proficiency as a Workskill Level 5: 3 continuing education units (CEU’s)

ELPW 109 Authentic and Advanced English in Complex Communication (2 CEU’s)

ELPW 110 Preparation and Test (1 CEU)

Maximum Duration Each Level: 2 Months

### **ITC Annual Series Diploma**

The new realities of the world require individuals, organizations, communities and nations to expand their knowledge of the global system and improve their understanding of the new dynamics of globalization that now impact education, business, government and civil society at all levels. The proliferation of new technologies, the explosion of new knowledge, and the re-invention of governments and governed around the world are key driving forces shaping the New Economy and the emerging global socio-political system. This Non-Degree Course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to enrich and expand the participant’s understanding of this new globalized reality. It incorporates every year the videos and instructional support materials of the well-known “ITC Annual Series of videoconferences” produced by SDGKU at the studios of KPBS-TV in San Diego, California.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

### **General Objective**

To develop professionals with a broader global knowledge and skills capable of leading and managing their productive activities and organizations more effectively and with a global vision, capable of meeting and solving the challenges confronting education, business, government and civil society in today’s globalized society.

### **Specific Objectives**

1. To develop the participant’s knowledge and competence in a broad globally relevant theme and in the specific topics presented by each of the videoconferences and webcasts of the

- ITC annual series and its support instructional material.
2. To motivate further study and understanding of related topics dealing with the global system and its dynamics

ITC Annual Series Diploma: 6 continuing education units (CEU's)

- ITC 101 Leadership in a Discontinuous Environment: Functional Intelligence with a Global Focus (1 CEU)
- ITC 102 Collective Strategies for Organizational Change: Sustainable Networks and Critical Mass (1 CEU)
- ITC 103 Languages and Multi-cultural Communication in the New Economy: Trends and Implications for Productive Success (1 CEU)
- ITC 104 Innovation and Happiness in a Networked World: The Renaissance of Individuality and Communication (1 CEU's)
- ITC 105 Action Plan Development (2 CEU's)

Maximum Duration: 4 months

### **Organizational Synchronization**

This Non-Degree Course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to develop globally competent professionals of "organizational synchronization." Organizational Synchronization (Cárdenas, 2002) is the concept of harmonizing, aligning and synchronizing the internal and external strategies, tactics and actions in an organization to maximize its performance and global competitiveness. This approach can be implemented through an "ETK" conceptual framework which identifies the key human or emotional ("E"), technological ("T") and knowledge ("K") dimensions of the organization, as well as the interrelations between them and with the external environment in which it operates. Globalization has generated an external environment of intense change and turbulence, and quite often the internal strategies and tactics of an organization do not change or adapt, leaving it poorly "synchronized". A "highly synchronized" organization is agile, flexible, and responds continuously and effectively to change, anticipating rather than reacting to the external demands of globalization. Such organization is capable of achieving dynamic synchronization of its E, T and K variables, in congruence with the levels of turbulence within which it competes.

Given its strategic nature, organizational synchronization is presented in this program as a

global competency for executives, managers and decision-makers in general interested in leading their organizations and communities on a path towards higher productivity, sustainability and global competitiveness. An original methodology is described to quantify and measure the global competitiveness of an organization through five levels of "organizational synchronization" (OS). In a scale of 100 points, the most competitive or synchronized organization is classified at Level 5 with a score of 91 points or higher, while the least competitive is classified at Level 1 with 30 points or less.

The success of organizations in education, business, government and civil society will increasingly depend on their level or degree of international and global competitiveness. The synchronization approach offers for the first time a practical "system-oriented" resource to create a permanent process of productivity and competitive enhancement that involves all areas of the organization, through an integrated effort of harmonization and maximization of synergies and strengths. Since the key decisions to improve organizational synchronization are generally made by executives or directors, this approach requires the implementation of a competency-building and development effort at the highest level.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

### **General Objective**

To develop professionals capable of leading and managing their organizations or communities with a broad systemic and global vision that recognizes the need to synchronize or align their strategies, tactics and actions with the realities of the world, competent to meet and solve the challenges of globalization and the New Economy by making use of new technology and management tools with a human approach.

### **Specific Objectives**

1. To develop professionals competent in organizational synchronization (OS), with global knowledge.
2. To develop the basic human, technological and knowledge (ETK) skills and abilities required by OS as a global competency

Organizational Synchronization Course: 10 continuing education units (CEU's)

- OS 101 Introduction to OS (1CEU)
- OS 102 Creating Achievable Visions (1 CEU)
- OS 103 ETK Excellence (1 CEU)
- OS 104 Synchronizing Managerial and Marketing Strategies (1 CEU)
- OS 105 Maximizing Value Through a Synchronized Organization (1CEU)
- OS 106 Trends and Protocols of Our Globalized Environment (1CEU)
- OS 107 OS Competency Exam (1 CEU)
- OS 108 OS Action Plan Development (1 CEU)
- OS 109 Practicum Project (2 CEU's)

Maximum Duration: 6 months

### **Systems Analysis**

This Non-Degree Course offered online at [www.sdgku.edu](http://www.sdgku.edu) is designed to develop globally competent “complex systems analysis” professionals capable of performing under world-class standards within education, business, government and civil society (social, political and non-governmental organizations).

This Complex Systems Analysis (CSA) competency includes various knowledge and skill areas related to the systems philosophy and approach, systems engineering, methodology, techniques and applications to complex realities, all under a global systems framework. The intense globalization process of this Third Millennium has brought to our daily lives a new dimension of complexity, change, competency, re-organization, inter-discipline and constant reflection. These are precisely the conditions under which the strengths of CSA excel.

This program is taught in on-ground, online, and hybrid modalities in English and Spanish.

### **General Objective**

To develop professionals capable of leading and managing their organizations or communities with a broad systems approach and global vision that recognizes the need to solve complex problems within the realities of the new world environment, competent to meet and solve the challenges of globalization and the New Economy

### **Specific Objectives**

1. To develop professionals competent in complex systems analysis approach and methodology, with global knowledge.

2. To develop the basic and essential skills of complex systems analysis as a global competency.

Systems Analysis Course: 10 continuing education units (CEU's)

- CSA 101 Introduction to CSA (1CEU)
- CSA 102 Systems Philosophy and Global Concepts (1 CEU)
- CSA 103 Systems Approach: Implementation Strategies (1 CEU)
- CSA 104 Systems Analysis: Videocourses (1 CEU)
- CSA 105 Techniques and Applications (1CEU)
- CSA 106 CSA Competency Exam (1CEU)
- CSA 107 CSA Action Plan Development (2 CEU's)
- CSA 108 Practicum Project (2 CEU's)

Maximum Duration: 6 months

## **CONTINUING EDUCATION COURSE DESCRIPTIONS**

### **Symbols**

100-199 Continuing Education Certificate courses:  
These courses are open to students with at least a High School diploma or equivalent.

### **Courses:**

#### **Distance Activity Consultant (On-ground, online and hybrid, English and Spanish)**

DACON 101 Introduction to Distance Activity Consulting: Concept and Practices  
(1 CEU)

DACON 102 Workforce 2020  
(1 CEU)

Fundamental changes in demographics, technology and markets are altering the dynamics of the workforce and the workplace worldwide. Anticipating the characteristics and needs of our future human resources and the way work will be understood, valued and rewarded will be an essential task for educators, entrepreneurs, managers and government leaders as we enter the third millennium. Being able to operate, adjust, reorganize and invest in a workforce that has the skills and flexibility required by the increasing demands of a global economy and rapidly changing technology will be the key competitive asset of successful organizations, communities and nations.  
Prerequisite: DACON 101

DACON 103 The Global Communications Net  
(1 CEU)

The convergence of digital electronics and telecommunications has produced a global communications network supported by mega investments in satellites, microwave and cable systems, fueled by the recent privatization of government-owned monopolies in more than fifty nations around the world. The Internet and World Wide Web are, of course, important components of this often-invisible global infrastructure, which is fast becoming accessible to all types of organizations and sectors of society.

This motivating videoconference will present a report on the progress and setbacks in expanding this "Meganet" to everyone on earth. The distinguished invited speakers will examine not only the specific

products, services, and benefits that have emanated, such as toll-free numbers and credit cards, but also the negatives such as invasion of privacy, management and control issues (such as the Y-2K or year 2000 problem), technology abuse and cultural impacts. A futuristic perspective will also be proposed, describing the likely players in this exploding industry that is bringing true globalization to all.

Prerequisite: DACON 102

DACON 104 Innovation, Technology-Transfer and the Global Market  
(1 CEU)

Our ability to link innovation and new technology with the increasingly dynamic global markets will be one of the crucial pillars for success in the third millennium. The transfer and adaptation process of technology, as well as its management, must now be based on visionary but practical objectives that are congruent with the socio-economic and cultural realities of the target market. In the years to come, the capacity of organizations to continuously innovate and enrich their products and services will be an essential ingredient for competitiveness and survival. Directly accessing the sources of innovation (particularly in the industrialized nations) at the lowest possible cost will thus become a key element for education, business and government in the future.  
Prerequisite: DACON 103

DACON 105 Visioning Through Scenarios and Intuition  
(1 CEU)

One of the basic reasons to think about the future is to prepare for change. Our prosperity in the third millennium will be at serious risk if we don't systematize and enrich this futuristic process as individuals, organizations and communities. A widely used technique today, visioning through scenarios, was first proposed by M. Mesarovic and E. Pestel of the Club of Rome (Mankind at the Turning Point: The Second Report to the Club of Rome, Reader's Digest Press) in 1971 as an approach to systematically identify and evaluate alternative future possibilities. Visioning is not equivalent to simply projecting or miraculously predicting. It should be a continuous process that will help us adapt and evolve in an increasingly complex global reality. It will be a test for our survival. This Module reviews the basic concepts of visioning and will present the methodology and techniques for scenario development and analysis. The invited speakers will also propose basic rules of how to think like a futurist, and the role intuition and foresight can play

in strengthening our capacity to envision and create our preferred futures.

Prerequisite: DACON 104

#### DACON 106 Quality and Value in the New Millennium

(1 CEU)

The traditional measures of productivity that have been rooted in an Industrial Age mind-set will be giving in to many new forms of value that will maximize future quality and client satisfaction as we enter the third millennium. Today's products and services are mainly designed to meet physical needs, to increase comfort, or to save time. In the future, more products and services will be designed to also meet our emotional and spiritual goals. Other innovations will have to be adopted by education, business and government to generate increased value and win competitive advantage in a new multicultural society that increasingly will automate information tasks and commercialize feelings.

Prerequisite: DACON 105

#### DACON 107 Competence Exam: Preparation and Testing

(1 CEU)

Prerequisite: DACON 106

#### DACON 108 Action Plan Development

(1 CEU)

Prerequisite: DACON 107

#### DACON 109 Practicum Project Report

(2 CEU's)

Prerequisite: DACON 108

### **Distance Activity Coordinator** **(On-ground, online and hybrid, English and Spanish)**

#### DAC 101 Introduction to Distance Activity

Coordination: Concept and Practices

(1 CEU)

#### DAC 102 The "New Economy" Organization

(1 CEU)

The "new economy organization" is a concept rapidly becoming a reality in our increasingly technologically based productive environment, which is highly dependent on e-resources, telecommunications and many complex tools for managing and synthesizing strategic information. This organizational model is truly a "new generation" model. That is, it is more productive, modern, agile, effective, flexible, visionary and multinational. It

penetrates markets and attracts allies without regard to borders or traditional preferences.

Prerequisite: DAC 101

#### DAC 103 The B-B Generation

(1 CEU)

The so-called baby-boomer or B-B generation has lived a period of unprecedented change on a global scale, including the transition to a new century and millennium. This population, born after World War II (1945), is generally defined as the age groups between 35 and 55 years, and its older segment is about to enter the traditional work retirement age. Its profile is unequivocally adaptive, its high productivity potential unquestionable (having led the computer and information technology eras), and its consumption markets and preferences are diverse and multiculturally biased. This is a generation in charge of the world's productive establishment, driven mainly by an emerging "new economy" that has been created with new generation knowledge and powerful tools of great vision and global outreach.

Prerequisite: DAC 102

#### DAC 104 Creating Achievable Visions with a Global Scope

(1 CEU)

There is no doubt that organizations today, regardless of their size and nature, must adopt realistic visions that have a global perspective if they want to survive the wave of intense world competition that is rapidly changing consumer preferences, and the sweeping technology-driven transformation of the way we do things. To be achievable, a vision must be the product of a systemic exercise that analyzes your current and future environment, your goals, and your resources (weaknesses and strengths), and also must be specific enough to serve as a framework for the continuous formulation and adaptation of action plans and decision-making.

Prerequisite: DAC 103

#### DAC 105 New Generation E-Commerce and Services

(1 CEU)

The recent slump in market share prices of the many "dot.com" companies is rapidly defining chapter two of the evolution of e-commerce. It is now about doing everything at a distance faster, better and cheaper, and about creating networks or communities of users of services strategically and globally. The new e-services vision is that this modality will now become mandatory for organizations of every size and type, in education, business and government. It

will not be confined to PCs only, to monolithic Web sites, or to those with expensive live-videoconference capabilities. Chapter one was about selling products; chapter two is now about developing value in the network environment of users you have created or connected.

Prerequisite: DAC 104

**DAC 106 Excellence, Value and Quality Performance**  
(1 CEU)

The final measure of achievement for any organization is its capacity to generate client satisfaction. In the new global economy and markets the simplistic concept of product or service total quality is not enough. Client identification, retention, support and development are tasks that require today a broad framework of organizational commitment through adapting, learning and improving continuously. To achieve this today, organizations need to develop a new tri-dimensional competence supported by minimum emotional (or human), technological and knowledge (or expertise) standards. This “ETK” managerial competence is the new pillar for the pursuit of excellence, value and optimal quality performance.

Prerequisite: DAC 105

**DAC 107 Competence Exam: Preparation and Testing**  
(1 CEU)

Prerequisite: DAC 106

**DAC 108 Action Plan Development**  
(1 CEU)

Prerequisite: DAC 107

**DAC 109 Practicum Project Report**  
(2 CEU’s)

Prerequisite: DAC 108

**Distance Activity Instructor**  
**(On-ground, online and hybrid, English and Spanish)**

**DAI 101 Introduction to Distance Activity Instruction: Concept and Practices**  
(1 CEU)

**DAI 102 The E-Organization**  
(1 CEU)

The new global economic order created by information technology makes it inevitable that somewhere there will soon be a competitor that will

make your current productive activity obsolete. Competition is no longer a product or service oriented phenomenon, it is a war between business approaches and models; irrelevancy is a more dangerous risk than inefficiency. The successful organization must now constantly revisit its foundations and productive philosophy.

Prerequisite: DAI 101

**DAI 103 The Emerging Global Superhighway**  
(1 CEU)

A new generation communications superhighway is being built around the world with faster and smarter capabilities. The continued convergence of technologies (television, computer, telecommunications, etc.), accelerated through new macro-partnerships and investments by industry, government and education has created electronic delivery systems that now make videoconferencing, distance learning, e-commerce and other productive applications affordable and available to large and small organizations, and to society as a whole.

Prerequisite: DAI 102

**DAI 104 E-Commerce and Services**  
(1 CEU)

The “dot com” approach to business, education and government is exploding. Increasingly individuals would rather spend an hour exploring cyberspace than watching an over hyped television entertainment program. This is a direct threat to the current order of mass marketers who rely mostly on television and print media for their image, marketing and selling campaigns. The Internet is not just another medium: it is a paradigm shift in how businesses conduct commerce and how they manage themselves and their relationships with their suppliers and business partners. For example, between business and individuals we see expanding on-line shopping malls and store fronts, as well as on-line commerce transactions such as stock trading; from business to business we have virtual “Extranets” of enterprises with common interests and electronic data interchange between suppliers and partners; and from business to remote offices we have the growth of virtual private networks “Intranets”. Similarly, educational and public services provided electronically are increasingly commonplace.

Prerequisite: DAI 103

**DAI 105 Creativity and Vision**  
(1 CEU)

The uncertainties of a new millennium and a globalized environment place creativity at the heart of any successful effort to visualize our future.

Creativity in practice requires the application of a broad systemic approach to assess possible and preferred outcomes and the mastery of an intuition process to maximize foresight.

Prerequisite: DAI 104

DAI 106 Optimal Resource Allocation for Total Quality and Client Service  
(1 CEU)

The TQM movement in recent years has certainly generated an almost global excitement for continuous improvement and client service in all competitive sectors of business, education and government. The enormous volume of literature on the subject has often inundated our desks and conference rooms, emphasizing ISO standards and procedures, managerial and delivery of service strategies, organizational and training approaches, and, in general, "client-oriented" initiatives for long-term competitive success. The question today and in the future, however, is no longer whether we need all this or not, but rather, how can we afford it?

Prerequisite: DAI 105

DAI 107 Competence Exam: Preparation and Testing

(1 CEU)

Prerequisite: DAI 106

DAI 108 Action Plan Development

(1 CEU)

Prerequisite: DAI 107

DAI 109 Practicum Project Report

(2 CEU's)

Prerequisite: DAI 108

**English Language Proficiency as a Workskill**  
**(On-ground, online and hybrid, English and Spanish)**

ELPW 101 Basic English

(2 CEU's)

Fundamentals of basic English language usage including grammar (verbs, nouns, pronouns, formulation of questions), listening comprehension (understand brief personal information, common courtesy and introductions, simple instructions in a classroom, requests for basic information) and reading/vocabulary (descriptions of everyday activities, biographic data of leaders and famous individuals, correspondence between friends and relatives, sites and locations).

ELPW 102 Preparation and Test

(1 CEU)

Prerequisite: ELPW 101

ELPW 103 Basic English in Simple Communication  
(2 CEU's)

Basic English communication using imprecise grammar. Grammar, listening comprehension and reading/vocabulary extending from ELPW 101 competence level, allowing for adequate exchange with other English speakers within a limited communication framework.

ELPW 104 Preparation and Test

(1 CEU)

Prerequisite: ELPW 103

ELPW 105 Basic English in Normal Communication  
(2 CEU's)

Basic English normal everyday communication. Grammar, listening comprehension and reading/vocabulary extending from ELPW 103 competence level, allowing for authentic English proficiency within a limited communication framework.

ELPW 106 Preparation and Test

(1 CEU)

Prerequisite: ELPW 105

ELPW 107 Authentic and Modified English in Normal Communication

(2 CEU's)

Authentic and modified English in normal communication.. Grammar, listening comprehension and reading/vocabulary extending from ELPW 105 competence level, allowing for broad command of the English language within a variety of situations and environments.

ELPW 108 Preparation and Test

(1 CEU)

Prerequisite: ELPW 107

ELPW 109 Authentic and Advanced English in Complex Communication

(2 CEU's)

Authentic English in complex communication. Listening, reading and vocabulary extending from ELPW 107 competence level, allowing for broad command of the English language comparable to a native speaker.

ELPW 110 Preparation and Test  
(1 CEU)

Prerequisite: ELPW 109

**International Managerial Leadership**  
**(On-ground, online and hybrid, English and Spanish)**

IML 101 Introduction to International Managerial Leadership: Concept and Practices  
(1 CEU)

International competencies are the secret to achieve future productive success in education, training, business and government. Taking into account recent world realities, including global economic contraction and the unfortunate gap between rich and poor, it is particularly important to recognize the responsibility of directors and high decision-makers within organizations worldwide to become more effective international managerial leaders. It is not enough for them to become more efficient administrators, or good communicators at a local level. They are now obligated to be able to speak other languages and to play the role of linking with markets and organizations outside of their immediate communities, where they will meet great challenges but exciting new opportunities also.

Globalization is not an option anymore, but rather a reality for all of us. It is not relevant only for exporters or those who travel abroad. It is important for all of us, even if we are in a small and remote community, since sooner than later someone from outside will arrive to compete with what we do in our own community. If we are not prepared for this competition, this phenomenon will impact us fatally. But if we are prepared and we have the competence and international leadership, this phenomenon will open new opportunities for alliances, modernization, learning and enrichment at all levels, socially, economically and culturally. The competencies related to our command of the global perspective, use of modern telecommunications technologies, and execution of effective international managerial leadership, are the key for the future success of our organizations and our global society.

IML 102 Organizational Ethics and Responsibility  
(1 CEU)

Sustained and continuous improvement, as well as superior performance, have been key concepts in the well-known total quality movement towards increased productivity and competitiveness. However, although necessary, these will not be sufficient conditions for achieving future success

unless we also incorporate into our activities a deep sense of responsibility and ethics based on values clearly communicated and accepted by associates, clients and society. Being able to clearly articulate these principles, implementing the appropriate organizational and functional controls needed to put them into practice, will be one of the most solid foundations for our prosperity in the third millennium.

Prerequisite: IML 101

IML 103 Creativity and Vision  
(1 CEU)

The uncertainties of a new millennium and a globalized environment place creativity at the heart of any successful effort to visualize our future. Creativity in practice requires the application of a broad systemic approach to assess possible and preferred outcomes and the mastery of an intuition process to maximize foresight.

Prerequisite: IML 102

IML 104 Optimal Resource Allocation  
(1 CEU)

The TQM movement in recent years has certainly generated an almost global excitement for continuous improvement and client service in all competitive sectors of business, education and government. The enormous volume of literature on the subject has often inundated our desks and conference rooms, emphasizing ISO standards and procedures, managerial and delivery of service strategies, organizational and training approaches, and, in general, “client-oriented” initiatives for long-term competitive success. The question today and in the future, however, is no longer whether we need all this or not, but rather, how can we afford it.

Prerequisite: IML 103

IML 105 Creating Achievable Visions with a Global Scope  
(1 CEU)

There is no doubt that organizations today, regardless of their size and nature, must adopt realistic visions that have a global perspective if they want to survive the wave of intense world competition that is rapidly changing consumer preferences, and the sweeping technology-driven transformation of the way we do things. To be achievable, a vision must be the product of a systemic exercise that analyzes your current and future environment, your goals, and your resources (weaknesses and strengths), and also must be specific enough to serve as a framework for the continuous formulation and adaptation of action plans and decision-making.

Prerequisite: IML 104

**IML 106 Knowledge Protection and Management  
(1 CEU)**

The proliferation of information technologies and new productive knowledge has created wealth and value in a complex environment of market “niches” and intellectual property. Organizations must not only be able to excel in these niches with the support of their proprietary knowledge, but also must have the capacity to manage their competitive position by protecting their innovations and unique strengths through patents, copyrights, agreements, and other strategies suitable to the new e-media we increasingly utilize in our daily activities. A past court ruling in the United States to shut down an Internet portal that made music recordings available at no cost is one of many examples we will see in the future of heightened awareness of the value of intellectual property given the fact that the new media (particularly the Internet) still lack clear policies and generalized regulatory provisions of access and use.  
Prerequisite: IML 105

**IML 107 Excellence, Value and Quality  
Performance**

(1 CEU)  
The final measure of achievement for any organization is its capacity to generate client satisfaction. In the new global economy and markets the simplistic concept of product or service total quality is not enough. Client identification, retention, support and development are tasks that require today a broad framework of organizational commitment through adapting, learning and improving continuously. To achieve this today, organizations need to develop a new tri-dimensional competence supported by minimum emotional (or human), technological and knowledge (or expertise) standards. This “ETK” managerial competence is the new pillar for the pursuit of excellence, value and optimal quality performance.  
Prerequisite: IML 106

**IML 108 Competence Exam: Preparation and Testing  
(1 CEU)**

Prerequisite: IML 107

**IML 109 Action Plan Development  
(1 CEU)**

Prerequisite: IML 108

**IML 110 Practicum Project  
(1 CEU)**

Prerequisite: IML 109

**ITC Annual Series Diploma  
(On-ground, online and hybrid, English and Spanish)**

**ITC 101 Leadership in a Discontinuous  
Environment: Functional Intelligence with a Global  
Focus  
(1 CEU)**

We are experiencing a world of surprises and discontinuity at all levels. The greatest challenges for individuals, organizations, communities and nations is now survival, adaptation and achieving results.

Our most immediate environment and markets have now become global as social and productive human networks expand evermore in influence and outreach, particularly among the younger generations. Understanding the global dynamics most relevant and linked to our endeavors is now essential for successfully navigating the forces of change that engulf us all.

This timely videoconference will review the warning signs of discontinuity and global disruption, and the strategic role of "functional intelligence" to propel our organizations towards the new market opportunities brought about by the forces of globalization worldwide. The well-recognized invited speaker will address some of the key demographic and workplace trends shaping leadership strategy and practice and their effect on performance excellence and long-term productive success.

Prerequisite: None

**ITC 102 Collective Strategies for Organizational  
Change: Sustainable Networks and Critical Mass  
(1 CEU)**

A world of continuous change and discontinuity with intense global dynamics mandates that organization and communities adopt collective strategies that accelerate the transition to a new global mindset and sustainable networks of collaboration. Various studies and research have confirmed that new ideas and technologies can only propagate with their own inertia and merit in human-organizational systems when a “critical mass” of individuals adopts them. This “tipping point” or active energy generated by such critical mass is similar to organic systems, which provide a good analogy with organizations that operate in sustainable networked environments.

This exciting videoconference will present these and other related concepts crucial to human-capital development and change strategies in education, business, government and civil society. The distinguished invited speaker will review the challenges of transforming traditional organizations to sustainable networked and value chain environments, the design of critical mass in workforce development programs and the need for global competencies at all levels.  
Prerequisite: ITC 101

**ITC 103 Languages and Multi-cultural Communication in the New Economy: Trends and Implications for Productive Success (1 CEU)**

It is estimated that by the year 2030 more than one third of the 6,000 or so languages spoken in the world will have disappeared, and roughly half or 3,000 endangered languages will no longer be spoken by children then. Many new business, technical, social and artistic "languages" or knowledge systems will be taught from birth. A world dominated by English and Chinese will continue to evolve, although multilingualism will prevent the languages falling into disuse from becoming irrelevant. Multicultural communication will become a global competency crucial for productive success.

This exciting videoconference will review the crucial role and value of mastering a leading global language like English or Chinese, the development of automatic language translation systems, and the evolution of multicultural communication in lieu of the technology-based networked environments that we all face today. The exceptional invited speaker, one of the most prolific contributors to the communication literature in recent years, will present views and recommendations on the topic based on his ample research and practical experience around the world. He will review trends of language usage around the world, and their implications for individuals and organizations in business, education, government and civil society.  
Prerequisite: ITC 102

**ITC 104 Innovation and Happiness in a Networked World: The Renaissance of Individuality and Communication (1 CEU's)**

Various studies have confirmed that in many countries people's trust in major businesses, government, organized religion and other traditional institutions have declined significantly since the 1960's, and that this is a long-term trend. This is not an ideological issue, but rather the result of people

trusting their own views more as social and collaborative networks and the electronic global village increasingly have generated a horizontal dialogue that now connects suppliers, producers and consumers directly.

This exciting videoconference will review the characteristics and impact of this so-called "Renaissance" of individuality and growth in direct influence of people through network rather than organizational structures. The invited speaker will present views and recommendations on this important topic based on his ample research and practical professional experiences. He will analyze the impact of the growing individuality, innovation and ever more complex social environment on our concept of happiness within the new networked world, and the issues and benefits of effective communication across cultures and generations.  
Prerequisite: ITC 103

**ITC 105 Action Plan Development (2 CEU's)**  
Prerequisite: ITC 104

**Organizational Synchronization  
(On-ground, online and hybrid, English and Spanish)**

**OS 101 Introduction to OS (1CEU)**

Organizational Synchronization (Cárdenas, 2002) is the concept of harmonizing, aligning and synchronizing the internal and external strategies, tactics and actions in an organization to maximize its performance and global competitiveness. This approach can be implemented through an "ETK" conceptual framework which identifies the key human or emotional ("E"), technological ("T") and knowledge ("K") dimensions of the organization, as well as the interrelations between them and with the external environment in which it operates. OS is introduced as a unique approach to measure the global competitiveness of organizations in education, business, government and civil society (NGO's)

**OS 102 Creating Achievable Visions (1 CEU)**

There is no doubt that organizations today, regardless of their size and nature, must adopt realistic visions that have a global perspective if they want to survive the wave of intense world competition that is rapidly changing consumer preferences, and the sweeping technology-driven transformation of the way we do things. To be achievable, a vision must be the product of a systemic exercise that analyzes your current and

future environment, your goals, and your resources (weaknesses and strengths), and also must be specific enough to serve as a framework for the continuous formulation and adaptation of action plans and decision-making. This Module reviews the concept of visioning and how to implement it in our challenging global environment. The key human dimensions of our productive endeavors can only surface and excel when the organization has a clear and feasible vision of where it wants to be in the future. Vision with action is now the basis for success at all levels.  
Prerequisite: OS 101

#### OS 103 ETK Excellence (1 CEU)

The information revolution, the reduction of trade barriers and the growing migration, have caused a significant shift in how education, business and government operate. The paradigm that has emerged is what has been called the “New Economy.” Although it is fast-paced and dispassionate, it is also full of promise for those who understand its challenges for performance and customer satisfaction. This Module will review the concept of ETK and the competencies that managers and directors need to be successful in the New Economy. As many organizations have discovered, many of the skills and strategies that were needed in the past to advance total quality and continuous improvement are once again essential for productive success and international competitiveness. These include how decisions are made, how work is evaluated, and how communication is conducted in the workplace. The well-recognized invited speaker will address these issues, and will propose a checklist to self-assess your international managerial competence.  
Prerequisite: OS 102

#### OS 104 Synchronizing Managerial and Marketing Strategies (1 CEU)

Managers, marketing specialists and consultants are focusing today on personnel cost-cutting, streamlining supplier chains, expanding utilization of their e-resources, re-training and re-evaluating markets. But the rate of change of taste, styles and preference of today’s consumers demands that organizations keep adapting and changing efficiently and effectively. This can only be done by synchronizing or establishing full-compatibility between our internal managerial strategies and our external marketing and development effort. This Module presents the how of this innovative productivity approach, including monitoring and assessment techniques to continuously measure an

organization’s global competitiveness and potential for productive success.  
Prerequisite: OS 103

#### OS 105 Maximizing Value Through a Synchronized Organization (1CEU)

There are a number of prerequisites to start an organization or community of interest along the path of synchronization, i.e., the strategic concept of achieving full harmony between its internal managerial and productive practices and its external marketing and development efforts compatible with today’s global environment. Disposition towards change, at the individual and organizational level, and a new mentality or perspective that includes commitment to action and adaptation, are crucial towards the feasibility of implementation of this process. However, competence in optimal resource management with overlapping strategies that involve monitoring, adaptation and assessment of human, technical, financial and political assets is the key to full implementation and continuous maintenance of an effective synchronization program. The practical result of all this is the maximization of value of our efforts and achievements. This Module will discuss the mechanisms and techniques of this new organizational strategy which will be increasingly essential to education, business and government as we evolve from the so-called New World Economy into a new “World Productive System” of human, technology and knowledge competencies that is already impacting the way we all work, live and interact.  
Prerequisite: OS 104

#### OS 106 Trends and Protocols of Our Globalized Environment (1CEU)

The new realities of globalization have produced new economic and social trends that impact our traditional behavior. Organizations that have recognized this new dynamic are now focusing on adopting strategies and tactics to synchronize their internal and external environments. But the speed of change and adaptation is increasingly intense, costly and difficult. This Module describes the strategic importance of being able to identify sectorial and global trends and protocols to effectively implement the process of organizational synchronization (OS) in turbulent and fast changing environments. Forward-looking organizational change is now possible through the permanent application of OS.  
Prerequisite: OS 105

OS 107 Competence Exam: Preparation and Testing  
(1 CEU)  
Prerequisite: OS 106

OS 108 Action Plan Development  
(1 CEU)  
Prerequisite: OS 107

OS 109 Practicum Project  
(2 CEU's)  
Prerequisite: OS 108

**Systems Analysis**  
**(On-ground, online and hybrid, English and Spanish)**

CSA 101 Introduction to CSA  
(1CEU)  
Systems analysis is presented as a “global competency” urgently needed at all levels of an organization to be able to understand and manage the complexities of our globalized reality. Three Manuals are introduced to describe the basic function of CSA, the requirements for certification and the standards of performance that a competent CSA professional must be able to master within education, business, government and civil society anywhere in the world.

CSA 102 Systems Philosophy and Global Concepts  
(1 CEU)  
The global dimension does not refer only to the geographic or trans-national “extension” of what we do. It also refers to the multi-cultural, multi-disciplinary and multi-functional dimensions of what we do. Our lives are no longer limited to interactions within a certain community or within certain national borders; they are more and more interconnected through technology-based human networks that engage in distance activity for education, training, business development and recreation. Systems engineering proposes a more global vision of our environment with special attention to the interactions between the components or sub-systems of this reality. Systems engineering provides a framework to implement systems thinking and measure the results or benefits of this approach through specific indicators or variables that must be defined in each case.  
Prerequisite: CSA 101

CSA 103 Systems Approach: Implementation Strategies  
(1 CEU)

A four-phase methodology to implement the systems approach is presented, including a preliminary analysis exercise referred to as the “forgotten steps”. The strength of the systems perspective is to start with a strong understanding of our current reality and issues before undertaking any development or change initiatives. This strategy is oriented towards pursuing the concept of developing intentions, actions and results sequentially, thus maximizing performance and achievement  
Prerequisite: CSA 102.

CSA 104 Systems Analysis: Videocourses  
(1 CEU)  
Three video courses each consisting of an instructional manual, a video seminar and a test are presented on the topics of strategic vision, the learning organization and creative thinking, all within a global systems analysis conceptual framework. The importance of futurism and foresight is discussed given the intense change processes that the world is facing, as illustrated by the recent global financial and oil prices crises and their impact on society at all levels. The generalized use of systems analysis is illustrated through the technique of TQM (Total Quality Management).  
Prerequisite: CSA 103

CSA 105 Techniques and Applications  
(1CEU)  
The field of operations research is introduced, describing its history, development and future. Mathematical modeling and programming techniques are presented to optimize and simulate complex systems. The concept of networks and interactive communications is discussed. Various applications to complex systems are illustrated  
Prerequisite: CSA 104.

CSA 106 CSA Competency Exam: Preparation and Testing  
(1 CEU)  
Prerequisite: CSA 105

CSA 107 Action Plan Development  
(2 CEU's)  
Prerequisite: CSA 106

CSA 108 Practicum Project  
(2 CEU's)  
Prerequisite: CSA 107

## FACULTY

**Miguel A. Cardenas, Ph.D.**, lead faculty for the Master of Science in Communication and Technology program

Dr. Cardenas is Founder and President of San Diego Global Knowledge University. He is a graduate of San Diego State University, where he obtained a B.S. degree in Electrical Engineering “Summa Cum Laude”. He later attended UCLA, having been distinguished with the “Chancellor’s Teaching Fellowship,” a four-year award which represents the highest academic honor to an entering graduate student at the University of California system. There he completed a Master of Science degree in the field of Operations Research and a Ph.D. in Systems Engineering. During the seventies, Dr. Cardenas was a full-time faculty member of the prestigious Systems Engineering Department at Case Western Reserve University in Cleveland, Ohio, where he was co-chairman of the first-ever regionalized international global modeling project called “Mankind at the Turning Point,” sponsored by the Club de Rome. This famous global project was the first to coin and propose now widely recognized terms such as “globalization”, “interdependence” and “organic growth”. At that time, he also published the first textbooks on systems engineering and applications in the Spanish language. From 1977 to 1983, Dr. Cardenas served as chief government administrator (Oficial Mayor de Gobierno) and Secretary of Education and Social Welfare for the State of Baja California, Mexico. Dr. Cardenas has written and collaborated on numerous books and articles dealing with systems analysis, global dynamics, human networked collaboration, educational technology, managerial leadership, sustainability, synchronization, green energy, and English language proficiency as a work skill, pioneering terms and concepts such as global competency, dual curriculum, distance activity, international managerial leadership, organizational synchronization, and ETK. He has presented seminars, workshops and courses on global themes for over 30 years, producing and delivering more than 180 of them via satellite, room-videoconferencing, and the Internet to audiences in all continents. He is a widely recognized innovator and global systems thinker. In October of 2009 he received an Honoris Causa Doctor Degree from Universidad Ricardo Palma in Lima, Peru, and in June of 2011 was named Special Adviser to Tianjin College of Commerce (TCC) in Tianjin, China.

**Miguel A. Cardenas Jr., Ph.D.**, lead faculty for the Bachelor of Science in Global Management and Master of Science in International Management program

Dr. Cardenas, Jr. is Chief Academic Officer at SDGKU. His responsibilities include faculty and student academic review, academic assessment of programs and courses, as well as curricular planning and development. He holds a B.S. in Biochemistry and Cell Biology from Revelle College of the University of California, San Diego (UCSD), an M.S. in International Management from San Diego Global Knowledge University, and a Ph.D. in Leadership with an emphasis in business, organizational psychology, and international relations from the Alliant School of Management and the California School of Professional Psychology at Alliant International University. He has extensive experience in global systems education, program development, and is a specialist in international business approaches and techniques, particularly “organizational synchronization”, a unique systemic framework for sustainability and global competitiveness. His areas of social science research include solar power and technology transfer, the global soccer industry, and global leadership competencies. In the area of biochemical science, Dr. Cardenas has led research studies analyzing benign prostate hyperplasia (enlarged prostate) and the ocular and nasal trigeminal detection of pungency effects of volatile organic compounds (VOC’s). Dr. Cardenas Jr. has a unique understanding of the different components of human behavior; from its most basic at the cellular and molecular levels (organic) to the more complex individual and group levels (organizations).

**Beatriz Escobedo, M.S.**, lead faculty for global competency certifications

Beatriz Escobedo, M.S. is Director of Student Services at SDGKU. Her functions include tracking/evaluating student progress, providing networked communication support to students, administering student performance and assessment activities. She is an experienced administrator and distance activity professional. In 2003, she earned her undergraduate degree in business administration from Universidad Autónoma de Baja California (UABC), in Tijuana, Mexico, and was the valedictorian of her class, having obtained the top grade point average amongst her peers. She later earned a Master of Science Degree in International Management and a global competency

certification in International Managerial Leadership from SDGKU in 2008. Her past work experience includes management, training and education in the hospitality/tourism sector.

**Sergio Valdes, Ph.D.**, faculty for B.S. in Global Management and M.S. in International Management

Dr. Valdes is a researcher in the areas of economics, microfinance, and economic growth having published on these and other social science topics in various academic journals and books. He is a faculty member at SDGKU specializing in the area of global management. Dr. Valdes is a native of Cuba, having earned his B.S. in Accounting and Finance from the University of Havana. He then studied in Mexico at El Colegio de la Frontera Norte earning an M.S. in Applied Economics and concluded his university studies at the Autonomous University of Baja California where he obtained a Ph.D. in Economic Sciences. He has extensive experience in research, developing several studies around the world, most notably at the Polytechnic University of Madrid, Syracuse University, Flacso Argentina, and UDE Uruguay.

**Mayra Nava, Ph.D.**, faculty for B.S. in Global Management

Dr. Nava is an active member of the distinguished Sistema Nacional de Investigacion (National System of Researchers) in Mexico. She earned all of her university degrees at Universidad Autonoma de Baja California, Mexico. Dr. Nava has a Ph.D. and a master's degree in Economics Sciences, as well as a bachelor's degree in Economics. Her academic areas of interest are in the fields of economics and social science research and has published in academic journals and textbooks. She has several years of experience teaching bachelor's degree students in business, administrative and management sciences.

**Eric Rios, Ph.D.**, faculty for B.S. in Global Management

Dr. Eric Rios has extensive experience as a teacher and researcher in the areas of marketing, business administration and economics. He earned a bachelor's degree in Marketing from La Universidad Tecnological de Mexico with an emphasis in Industrial Business Management, a master's degree in Business Administration from Universidad de las Americas, and a Ph.D. in Economics from the Universidad Nacional Autonoma de Mexico (UNAM). He has worked as a researcher and faculty

member for the Universidad Politecnica Metropolitana de Hidalgo and other private institutions, such as the Universidad de las Americas in Mexico City. He has served as consultant to several organizations, such as the BASOR company, in charge of the commercial area at the "Provision" Ophthalmology Center. He is also a Member of the National System of Researchers (National Council of Science and Technology) in Mexico.

**Henry Mooney**, faculty for B.S. in Global Management

Professor Mooney has a master's degree in Sustainable Development focusing in Renewable Energy Development from the University of Stellenbosch, in South Africa and a bachelor's degree in Environmental Studies with a focus in Environmental Law and Policy from Stony Brook University in New York. He has traveled for work and leisure throughout 40 countries and collaborated with several universities in various projects, developing a unique perspicacity of the world, its developmental trends, and its major challenges to overcome. He has always held a love for the outdoors, particularly the ocean, as he is an avid surfer and waterspouts enthusiast.

**Andres Mejia, Ph.D.**, lead faculty for Full Stack Development Immersive

Dr. Mejia is professor of the SDGKU Full Stack Development program. His responsibilities include course planning, curriculum design, and course lectures. He holds a bachelor's degree in Computer Engineering, a master's degree in Engineering, as well as a Ph.D. in Engineering from the Universidad Autónoma de Baja California, Mexico. He has performed research in the discipline of Human-Computer Interaction, attempting to further adapt technology to the specific characteristics of their users and persons with some form of disability. In particular, users with deficiencies in their executive functions of working memory, cognitive flexibility and planning. He has presented his work in several international conferences and published in international scientific journals.

**Sergio Inzunza, Ph.D.**, faculty for Full Stack Development Immersive

Dr. Inzunza is a Full Stack Development Immersive professor at SDGKU. He has several years of experience teaching software development and

software engineering courses for bachelors-level students. He has extensive professional experience in the field of software engineering having worked in various levels of software development for over 10 years. Dr. Inzunza has a bachelor's degree in Computer Engineering, a master's degree in and a Ph.D. in Engineering from Universidad Autónoma de Baja California. His research areas include: Software Engineering, Human-Computer Interaction and Recommender Systems.

**Samantha Jimenez.**, faculty for Full Stack Development Immersive

Professor Jimenez has several years of experience teaching computer software engineering, programming, and computer science for bachelor's-level students. She has participated in a leadership role in various software development projects both for industry and academia. She holds a Ph.D. in Engineering from the Autonomous University of Baja California, a master's degree in Engineering, and bachelor's degree in Computer Systems Engineering from the University of Colima. Her research interests are human-computer interaction, dialogue systems, affective computing, and educational systems. She has presented her work in several conferences and published in international scientific journals.

**Alexei Zaldua.**, Librarian

Mr. Zaldua has extensive experience as a librarian for several universities. He is a native of Cuba, where he earned his bachelor's degree in Library and Information Science from the University of Havana. He also earned a master's degree in Modern Languages from Universidad Autónoma de Baja California in Mexico. He also has extensive experience teaching at the bachelor's and master's level for several universities in both Mexico and the United States. He is bilingual, fluent in English and Spanish, which is important given the multicultural and multilingual background of our student body.

## APPENDIX

2018 Academic Calendar	
Start of Spring Semester	Tuesday, January 2
SESSION 1	<i>Tuesday, January 2 – Friday, February 2</i>
MLK Holiday – no class	Monday, January 15
SESSION 2	<i>Monday, February 5 – Friday, March 9</i>
Presidents’ Day Holiday – no class	Monday, February 19
SESSION 3	<i>Monday, March 12 – Friday, April 20</i>
Spring break Holiday – no class	Monday, April 2 – Friday, April 6
SESSION 4	<i>Monday, April 23 – Friday, May 25</i>
End of Spring Semester	Friday, May 25
Memorial Day Holiday – no class	Monday, May 28
Start of Summer Sessions	Tuesday, May 29
SESSION 5	<i>Tuesday, May 29 – Friday, June 29</i>
SESSION 6	<i>Monday, July 2 – Friday, August 3</i>
Independence Day	Wednesday, July 4
End of Summer Sessions	Friday, August 3
New Student Orientation	Sunday, August 5
Start of Fall Semester	Monday, August 6
SESSION 7	<i>Monday, August 6 – Friday, September 7</i>
Labor Day Holiday – no class	Monday, Sept 3
SESSION 8	<i>Monday, September 10 – Friday, October 12</i>
SESSION 9	<i>Monday, October 15 – Friday, November 16</i>
SESSION 10	<i>Monday, November 19 – Friday, December 21</i>
Thanksgiving Holiday – no class	Thursday, November 22 – Friday, November 23
End of Fall Semester	Friday, December 21
Winter Break Holiday – no class	Saturday, December 22 – Wednesday, January 2, 2019

# 2019 Academic Calendar

Start of Spring Semester	Thursday, January 3
SESSION 1	Thursday, January 3 – Friday, February 1
MLK Holiday – no class	Monday, January 21
SESSION 2	Monday, February 4 – Friday, March 8
Presidents’ Day Holiday – no class	Monday, February 18
SESSION 3	Monday, March 11 – Friday, April 19
Spring break Holiday – no class	Monday, April 1 – Friday, April 5
SESSION 4	Monday, April 22 – Friday, May 24
End of Spring Semester	Friday, May 24
Memorial Day Holiday – no class	Monday, May 27
Start of Summer Sessions	Tuesday, May 28
SESSION 5	Tuesday, May 28 – Friday, June 28
SESSION 6	Monday, July 1 – Tuesday, August 6
Independence Day Holiday – no class	Wednesday, July 3 – Thursday, July 4
End of Summer Sessions	Tuesday, August 6
Start of Fall Semester	Wednesday, August 7
SESSION 7	Wednesday, August 7 – Wednesday, September 11
Labor Day Holiday – no class	Monday, Sept 2
SESSION 8	Thursday, September 12 – Wednesday, October 16
SESSION 9	Thursday, October 17 – Wednesday, November 20
SESSION 10	Thursday, November 21 – Friday, December 20
Thanksgiving Holiday – no class	Thursday, November 28 – Friday, November 29
End of Fall Semester	Friday, December 20
Winter Break Holiday – no class	Saturday, December 21 – Sunday, January 5, 2020