NUC UNIVERSITY – IBC TECHNICAL DIVISION

General Catalog

2021-2022

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The rules of our institution prohibit discrimination for reasons of gender or sex, among others. Therefore, for the purpose of this document, all terminology used to refer to a person or position refers to both genders.

NOTICE OF NONDISCRIMINATION

NUC University – IBC Technical Division does not discriminate on the basis of sex in the education programs or activities it operates; and it is required by Title IX not to discriminate in such a manner.

Title IX Coordinator for students, parents or guardians, employees and applicants for admissions and employment.

Contact Information for assistance:
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GENERAL INFORMATION

HISTORICAL BACKGROUND

NUC University – IBC Technical Division is a private, post-secondary institution of a non-traditional character, which offers short training programs and associate's degrees to young adults and adults in the Administration and Informatics, Technical/Vocational, Health, Beauty, Culinary Arts and Arts and Technology fields. It operates under the laws and regulations of the Commonwealth of Puerto Rico.

It was founded by Mr. Fidel Alonso Valls in 1975 in the city of San Juan. Since then, it has maintained a steady growth and development. It currently has thirteen (13) locations that operate in **Ponce** (1983), **Mayagüez** (1984), **Guayama** (1986), **Manatí** (1992), **Fajardo** (1991), **Caguas** (2000), **San Juan (Escorial)** (2012), **Arecibo** (2012), **Bayamón** (2012), **Los Colobos** (2014), **Aguadilla** (2014), **Moca** (2014) and **Yauco** (2014).

On March 2007, the College was purchased by Leeds IV Advisors, Inc. which is owned by Leeds Equity Partners IV, L.P. In February 2018, the College was purchased by National College of Business and Technology, Inc. d/b/a NUC University, a wholly-owned subsidiary of Instituto de Banca y Comercio, Inc., whose majority owner is Leeds Equity Partners IV, LP.

NUC University is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor's degree programs in Education, Nursing, Business and Office Systems, among others. The Institution also offers diploma programs in various fields and several Master's Degree Programs. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. It began its educational programs in Bayamón in July 1982. In 1984 it opened the Arecibo Branch Campus in Arecibo, Puerto Rico, and in 2003 the Río Grande Branch Campus in Río Grande, Puerto Rico. In September 2007 NUC opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico. In July 10, 2009 it was converted to the Ponce Branch Campus. In January 2011, NUC opened an additional location in Caguas, Puerto Rico. In June 2014, it was reclassified to the Caguas Branch Campus. In March of 2017, it opened the Mayagüez Campus in Mayagüez, PR. In February 2018, NUC acquired NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School).

The institution's success is due to the capability and sense of commitment of its professors, the location of its units, the attention offered to students, the use of modern technological resources and the innovative way in which it has managed the educational process, preserving its academic excellence within a changing environment that has been incorporated into the curricula to keep it current.

MISSION

At NUC University, our goal is to develop educated and enterprising individuals, competent in their professional field, with an attitude to continue learning throughout their whole life, proud of belonging to NUC University and capable of inserting themselves successfully in the labor market to contribute effectively to the economic, social and political progress of their environment.

INSTITUTIONAL PRIORITIES

1. Academic quality – reaffirms the importance of academic quality through systematic assessment and the continuous improvement of the institution's academic offerings. Also, to provide academic offerings based on learning outcomes and the personal values directly tied to the labor market. Student services complement the learning process, contribute to the development of student's experiences and NUC University's focus on service demonstrates its commitment to quality student services that support the teaching learning pro- cess and foster educational excellence.

2. Service, development and student experience – Provide a college experience centered on student experi- ences, development and services, which prepares graduates to lead and excel in the local or global geo- graphic area where they decide to live.

3. Organizational Development – Fostering a service-oriented organizational culture of the highest quality to all customers. It is characterized by an attitude towards collaboration, participation and a sense of com- mitment from all participants. Toward this end, all administrative staff that occupy key positions and faculty comply with all the competency and performance requirements.

4. Strengthening and positioning of the NUC Brand – The NUC University brand (institutional identity) must be recog- nized in the market as one of the top private universities in PR, FL and through distance education.

5. Financial Strength – Achievement of key financial metrics levels established in each year's annual budget.

GOVERNANCE

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. These boards have the primary responsibility for ensuring that the Institution achieves its mission and purpose and maintains its academic integrity. Currently, these Boards are composed of the following members:

Board of Directors (Corporate Board)

Michael Bannett	Non-voting board member
Kevin Malone	Director
Scott VanHoy	Director

Board of Trustees

Alberto Estrella, Esq	Chairman
Marcos Vidal	Vice-President
Antonio Ginorio, CPA	Member
Neysha Natal, Esq.	Member
Dr. Sylvette Rivera	Member
Minerva Rivera, Esq	Member
Josué Medina, CPA	Member
Michael Bannett	Member

CORPORATE LEVEL ADMINISTRATIVE OFFICERS

Mr. Michael Bannett	President/Chief Executive Officer
Mr. Josué Medina	Chief Administrative Officer/Senior Vice President of Finance
Mrs. Ellis Murtha	Senior Vice President of Compliance and Regulatory Affairs
Mrs. Damaris Rodríguez	Corporate Vice President of Financial Aid
Mrs. Lydia Collazo	Vice President of Academic Affairs
Mrs. Yaran K. Correa	Vice President of Academic Affairs - Technical Education
Mrs. Pura López	Vice President of Human Resources
Dr. Daliana Rivera	Vice President of Operations in Puerto Rico
Mrs. Jennifer Caraballo	Vice President of Marketing
Mrs. Yarelis González	Vice President of Enrollment Management
Mrs. Karen D. Morales	Associate Vice President of Assessment and Retention
Mrs. Rosa Cruz	Academic Affairs Dean - Technical Education
Mrs. Lilimar Vélez	Corporate Director of Registrar
Mrs. Vanessa Pagán	Corporate Director of Placement
Mrs. Rosalind Martínez	Corporate Director of Student Affairs and Institutional Effectiveness
Mrs. Mabel Carrasquillo	Corporate Director of Purchasing
Mr. Pedro Padilla	Corporate Director of Student Accounts
Mrs. Yelitza Gutiérrez	Director of Marketing
Mr. Konrad Wittenberg	Director of Facilities Management
Mrs. Angélica M. Torres	Compliance Manager
Mrs. Nedska Rivera	Institutional Coordinator of Culinary Arts
Mrs. Joselyn Joseph	Director of Beauty Programs
Mr. Luis Milian	Director of Health Programs
Mr. René Meléndez	Director of Technical Programs
Mr. Alejandro Ferris	Cafeteria Administrator
Sra. Adalis Maldonado	Admissions Intelligence Coordinator
Sra. María-Angeli Aguilera	Corporate Registrar – Technical Education

EXECUTIVE DIRECTORS

Mrs. Marilyn Del Valle	Aguadilla
Mrs. Jacqueline Irizarry	Arecibo
Mr. Olvin Marrero	Bayamón
Mr. Carlos Lugo	Caguas
Mr. Eliseo Martínez	Escorial
Mrs. Riccia Burgos	Fajardo
Mrs. Ana Jackeline Rivera	Guayama
Mr. Edgar Ayala	Los Colobos
Mr. Benjamín Padilla	Manatí
Mr. Ricardo Rodríguez	Mayagüez
Mr. Hermit Toro	Moca
Mr. Raúl Morales	Ponce
Mrs. Awilda Roche	Yauco

DIRECTORY OF LOCATIONS

NUC UNIVERSITY CORPORATE OFFICE

61 Ponce de León Ave.San Juan, Puerto Rico 00917
Telephone: 787-982-3000 – Fax: 787-982-3075
http://tecnicos.nuc.edu/

AGUADILLA
Carretera #2, Km. 121.1, Barrio Caimital Alto, Aguadilla, Puerto Rico 00603-0000
Tel: 787-891-9403, Fax:787-891-9406

ARECIBO
Avenida Víctor Rojas, Esquina Calle Cervantes, Barrio Pueblo, Arecibo, Puerto Rico 00612-0000
Tel: 787-880-4019, Fax: 787-880-3956, ibcarecibo@ibancapr.com

BAYAMÓN
Carretera #2, Km. 15.3, Barrio Hato Tejas, Bayamón, Puerto Rico 00961-0000
Tel: 787-522-4325, Fax: 787-522-4349/787-522-4347, ibcbayamon@ibancapr.com

CAGUAS
Carretera #1, Km. 33.7, Lote 3, Urbanización Bairoa, Caguas, Puerto Rico 00726-0000
Tel: 787-745-9525, Fax: 787-744-4760, ibccaguas@ibancapr.com

FAJARDO
Carretera #3, Km. 44.0, Calle Marginal, Bo. Quebrada Fajardo, Fajardo, Puerto Rico 00738-0000
Tel: 787-860-6262, Fax: 787-860-6265, ibcfajardo@ibancapr.com

GUAYAMA
Carretera #3, Km. 138.2, Edificio Iraola, Barrio Machete, Guayama, Puerto Rico 00784-9604
Tel: 787-864-3220, Fax: 787-864-4606, ibcguayama@ibancapr.com

LOS COLOBOS
Carretera PR #3, Km. 13.8, Lote 3-A, Los Colobos, Bo. Canovanillas, Carolina, PR 00983-0001
Tel: 787-876-7819, Fax: 787- 256-3254, ibcloscolobos@ibancapr.com

MANATÍ
Carretera #2, Km. 49.7, Barrio Tierras Nuevas, Manatí, Puerto Rico 00674-0000
Tel: 787-854-6634, Fax: 787-884-3372, ibcmanati@ibancapr.com

MAYAGÜEZ
#75 Avenida Tenerife, Carretera #2, Barrio Sultana, Mayagüez, Puerto Rico 00680-1429
Tel: 787-833-4647, Fax:787-833-4746, ibcmayaguez@ibancapr.com

MOCA
145 Ave. La Moca, Moca, PR 00676-0000
Tel: 787-877-2292, Fax: 787-877-2070

SAN JUAN (ESCORIAL)
Ave. 65th Infantería, Km. 5.4, Bo. Sabana Llana, San Juan, Puerto Rico 00928-0000
Tel: 787-522-2300, Fax: 787-522-2323, ibccarolina@ibancapr.com

PONCE
Calle Ferrocarril #709, Esquina Concordia, Ponce, Puerto Rico 00717-5033
Tel: 787-840-6119, Fax: 787-840-0530, ibcponce@ibancapr.com

YAUCO - Yauco Plaza Shopping Center 1, Local 49, Yauco, Puerto Rico 00698-0000
Tel: 787-992-0237, Fax: 787-992-0240

ACADEMIC FACILITIES DESCRIPTION

AGUADILLA
The Aguadilla location occupies a two-story building located at Carretera #2, Km. 121.1, Barrio Caimital Alto, Aguadilla.

ARECIBO
The Arecibo location occupies a building of 30,000 square feet located at, Avenida Victor Rojas, Esquina Calle Cervantes, Barrio Pueblo, Arecibo.

BAYAMÓN
The Bayamón location occupies a one-story building with a total space of 57,000 square feet, located at Carretera #2, Km. 15.3, Barrio Hato Tejas, and Bayamón.

CAGUAS
The Caguas location occupies a 60,000 square feet building located at, Carretera #1, Km. 33.7, Lote 3, Urbanización Bairoa, Caguas.

FAJARDO
The Fajardo location occupies an ample, dual level facility located at, Carretera #3, Km 44.0, Calle Marginal, Bo. Quebrada Fajardo, with a total area of 31,197 square feet.

GUAYAMA
The Guayama location occupies a three-story building at, Carretera #3, Km. 138.2, Edificio Iraola, Bo. Machete in the town of Guayama. It is a total area of 34,456 square feet.

LOS COLOBOS
Los Colobos location occupies a one-story building located at Carretera PR #3, Km. 13.8, Lote 3-A, Los Colobos, Canovanillas at Carolina.

MANATÍ
The Manatí location occupies a three-story facility located at, Carretera #2, Km. 49.7, Barrio Tierras Nuevas, in Manatí with a total area of some 49,000 square feet.

MAYAGÜEZ
The Mayagüez location has a two-story building located at #75 Avenida Tenerife, Carretera #2, Barrio Sultana, Mayagüez with a total of 27,000 square feet.

MOCA
The Moca location occupies a two-story building located at 145 Ave. La Moca, Moca.

SAN JUAN (ESCORIAL)
The San Juan (Escorial) location occupies a three-story building located at, Ave. 65th Infantería, Km. 5.4, and Bo. Sabana Llana, in the boundary between Río Piedras and Carolina, with a total space of 54,352 square feet.

PONCE
The Ponce location has an 82,000 square feet area in a two-story building located at, Calle Ferrocarril #709, Esquina Concordia, close to the center of the town of Ponce.

YAUCO
The Yauco location occupies a two story building located at Yauco Plaza Shopping Center 1, Local 49,Yauco.

LICENSES, ACCREDITATIONS, AFILIATIONS, APPROVALS AND EXAMINATION BOARDS

Licenses and/or Authorizations of the Commonwealth of Puerto Rico
NUC University is an authorized institution by the Junta de Instituciones Postsecundarias to offer programs in the Associates Degree (Ponce, Manatí, Caguas, Fajardo, Bayamón, and Escorial) and Postsecondary Technical-Vocational (all locations) levels through its IBC Technical Division locations,through certification 2021-166.

Junta de Instituciones Postsecundarias
Oficina de Registro y Licenciamiento de Instituciones de Educación
Departamento de Estado
Tel. (787) 722-2121

PO Box 9023271, San Juan, Puerto Rico 00902-3271

Calle San José, San Juan, Puerto Rico 00901

Accreditations
NUC University (NUC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org. NUC's NUC University – IBC Technical Division (NUC-IBC), NUC University - Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. NUC's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on 2019 was to reaffirm accreditation. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Programmatic Accreditation
The Associate Degree in Gastronomy and Culinary Management (NUC-IBC Ponce, Fajardo, Caguas, and Manatí) and the diploma level programs of Culinary Arts and International Pastry and Baking (NUC- IBC Ponce, Fajardo, Mayagüez, Aguadilla, Manatí, Bayamón, Caguas, Moca, and Escorial) are programmatically accredited by the American Culinary Federation Education Foundation's Accrediting Commission (ACFEFAC), *180 Center Place Way, St. Augustine, FL 32095, (904) 824-4468.*

NUC University has three additional academic units: NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School). Information about NUC University, NUC-IBC, FTC, and The DAVE School is available at nuc.edu/, tecnicos.nuc.edu/, ftccollege.edu/, and dave.nuc.edu/.

Affiliations
- Asociación de Instituciones Postsecundarias Acreditadas (AIPA)
- Asociación de Educación Privada de Puerto Rico (AEPPR)
- National Association of Student Financial Aid Administrators (NASFAA)
- Eastern Association of Student Financial Aid Administrators (EASFAA)
- Puerto Rico Association of Student Financial Aid Administrators (PRASFAA)
- Association of Private Sector Colleges and Universities (APSCU)
- Puerto Rican Association of Collegiate Registrars and Admissions Officers (PRACRAO)
- Asociación de Oficiales Certificadores de Estudiantes Veteranos (PRIVAOC)
- Consorcio de Recursos Universitarios Sembrando Alianza de Alerta a las Drogas, el Alcohol y la Violencia (CRUSADA)
- Cámara de Comercio de Puerto Rico

- Asociacion de Industriales
- Asociacion de Restaurantes de Puerto Rico (ASORE)

Approvals

- Training Provider - Vocational Rehabilitation
- Training Provider - Work Investment Act (WIA)
- Training Provider - EPA
- Training Provider - CompTIA Academy
- Training Provider - For students under the Post-9/11 GI Bill® program. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)". The Puerto Rico Approving Agency of Veterans Education has approved NUC University for veterans' education training.

Examination Boards

Technical

- Junta Examinadora de Barberos y Estilistas en Barbería
- Junta Examinadora de Especialistas en Belleza
- Junta Examinadora de Peritos Electricistas
- Junta Examinadora de Maestros y Oficiales Plomeros
- Junta Examinadora de Técnicos de Refrigeración y Aire Acondicionado

Health

- Junta Examinadora de Técnicos de Emergencias Médicas
- Junta Examinadora de Enfermeras y/o Enfermeros
- Junta Dental Examinadora
- Junta Examinadora de Terapeuta de Masaje Profesional
- Junta Examinadora de Farmacia de Puerto Rico
- Junta Examinadora de Embalsamadores de Puerto Rico

Continuing Education

For continuing education, courses please visit nuc.edu/educacion-continua/.

STUDENT SERVICES

ADMISSIONS

The Admissions Office accepts applications from prospects interested in being admitted to our Institution during the entire year. Likewise, Admissions representatives will direct all prospective eligible Military Service members to speak with their Educational Service Officer or Counselor within their Military Service prior to enrolling.Our offices remain open Monday through Thursday, from 8:00 a.m. to 7:00 p.m., Friday from 8:00 a.m. to 5:00 p.m. and Saturdays from 9:00 a.m. to 1:00 p.m.

ADMISSIONS POLICY

PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE

NUC University - IBC Technical Division has academic offerings available in the associate's degree level (Gastronomy and Culinary Management & Emergency Medical Technician-Paramedic) at the Ponce, Fajardo, Manatí, Caguas, Bayamón, and Escorial locations. For Escorial location, there are three additional associate degree programs available (Pharmacy Technician, Dental Assistant with Expanded Functions, and Business Administration in Entrepreneurship). Programs begin in **August, January** and **April**.

Admissions Requirements for the Associate Degrees in Gastronomy and Culinary Management & Emergency Medical Technician-Paramedic programs:

1. Provide evidence of high school completion, all students, must present copy of any of the following documents:
    a. Final High School Transcript,
    b. GED certificate,
    c. A postsecondary transcript showing the student completed a postsecondary degree
2. If the student is from an accelerated school, must present the Final High School Transcript, complete the current Accelerated High School Information Form and comply with the established criteria in it.
3. If the high school transcript is from a foreign school, the student should present the certification of its equivalency from the Department of Education of Puerto Rico or from an agency, that is a member of NACES or AICE.
4. Home schooled students must present a notarized Home-Schooled Student Certification and High School Transcript with courses, and grades. In the event this is not available, students must present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.
5. Provide transcript showing that the student obtained a cumulative grade point average (CGPA) of at least 2.00 points in High School. Students with a CGPA that is less than 2.00 points or that does not have a grade point average may be admitted if:
    a. The CGPA was affected by having obtained a "D" grade in Spanish, Math or English, or
    b. The student presents a College Board Examination result showing that at least a total of 400 points were obtained, or
    c. The student completes an admission test and obtain a minimum of 70%.
6. *Certificate of vaccination PVAC-3 (if under 21 years of age)

7. Complete the Enrollment Contract
8. Signature of parent or guardian in the Enrollment Contract (if under 21 years of age)

*As part of the admissions requirements students have 30 calendar days from the first day of class to submit all required documents as part of the process and requirements of admissions.

**A recognized equivalent is a document showing that the student has graduated from a public school of the Department of Education of Puerto Rico or from a private school authorized to operate according to the Junta de Instituciones Postsecundarias or has foreign studies that have been validated as equivalent to a high school diploma according to the Department of Education of Puerto Rico or has passed the GED examinations.

ADDITIONAL ADMISSIONS REQUIREMENTS

Additional Admissions Requirements for the Gastronomy and Culinary Management Program:

The prospective student must have reached the age of 18 prior to externship. For more details, refer to the description of the program.

At the time of the practice, the candidate should present the following documents:

1. Certificate of criminal background check issued by the Puerto Rico Police Department.
2. Certificate of health from the Puerto Rico Department of Health.

In order to be admitted to these programs, the student should sign a letter certifying that s/he has received orientation from the Admissions personnel about these requirements and agrees to comply with the requirements at the time of his/her application to the center of practice.

The Institution is not responsible if a student is unable to achieve an externship or apply for an exam from the Examinations Board due to non-compliance with any of the requirements previously mentioned.

Admissions Requirements for the Associate's Degree in Pharmacy Technician, Dental Assistant with Expanded Functions and, Business Administration in Entrepreneurship programs:

High School Students:

The following documents should be presented in order to be considered for admission:

1. Complete and submit an enrollment application for admission.
2. Present final High School Transcript, High School diploma, evidence of having passed the high school equivalency test or their recognized equivalence.
3. If the High School Diploma is from an accelerated school, the student should present the Final High School Transcript and, complete the current Accelerated High School Information Form and comply with the established criteria in it.
4. If the high school transcript is from a foreign school, the student should present the certification of its equivalency from the Department of Education of Puerto Rico.
5. Present the test results of the College Entrance Examination Board, SAT, or in its absence, take the Entrance Examination offered by the NUC University. This particular requirement will not apply to transfer students.
6. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department.
7. It is a requirement that each student meets the minimum grade point average (GPA) and other requirements indicated in the **Admission and Transfer Requirements Table for Undergraduate Programs.**

8. Candidates with special qualifications who do not meet the minimum admissions index may be evaluated by an Admission's Committee. This committee decides which of these candidates are admitted. The Admission's Committee will evaluate the candidates that did not obtain the minimum admission index. Such evaluation may be done at the request of the student or upon the recommendation of the Admissions Office. The committee will consider the following as mitigating circumstances which if one or more are met would make the candidate eligible for admission contingent upon the results of the evaluation.
    a. Be 21 years of age or older
    b. Have work experience
    c. Be head of family
    d. Have special studies (continuing education) after high school
    e. Demonstrate special interest during the interview
    f. Present a recommendation letter from the high school counselor. If in the opinion of the Committee, the candidate meets two or more of the above criteria, the student will qualify to be evaluated for admission. The Committee may also recommend for those students admitted a limited course load, closer or more frequent follow-up and even special monitoring.
9. Students whose admissions index cannot be calculated because they don't have a high school grade point average, must be evaluated by the Admission's Committee.
10. Home schooled students must present a notarized Home-Schooled Student Certification and High School Transcript with courses, and grades. In the event this is not available, students should present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.

Geographic limitations apply. Please contact us for more information.

Formula for Computing the Admission's Index:

The high school index is multiplied by 100. The College Entrance Examination Board or the NUC University Entrance Exam is divided by 100. The sum of these products is equivalent to the Admission's Index.

For example: a student with a high school graduation index of 2.00 and 2,000 points in the College Entrance Examination board test will accumulate an admission index of 220 points. The admission index will be computed using the following formula:

(G.P.A. x 100) + (C.E.E.B. or NUC University Entrance Exam ÷ 100) = Admission Index (A.I.) (2.00 x 100)
+ (2,000 ÷ 100) = A.I. 200 + 20 = 220 Admission Index

The use of this formula will permit applicants to use their high school record and academic potential to the maximum.

Those candidates who for reasons beyond their control, such as economic ones were not able to take the College Board exam, will be permitted to take the NUC University Entrance Exam.

Newly admitted students are encouraged to attend an orientation session prior to their class start.

Additional Admissions Requirements for the Associate's Degree in Pharmacy Technician & Dental Assistant with Expanded Functions programs:

The prospective student must have reached the age of 18 prior to externship. For more details, refer to the description of the program.

At the time of the practice, the candidate should present the following documents:

1. Certificate of criminal background check issued by the Puerto Rico Police Department.
2. Certificate of health from the Puerto Rico Department of Health.
3. Certification of Hepatitis vaccines *(Dental Assistant with Expanded Functions)*
4. Among others.

In order to be admitted to these programs, the student should sign a letter certifying that s/he has received orientation from the Admissions personnel about these requirements and agrees to comply with the requirements at the time of his/her application to the center of practice.

The Institution is not responsible if a student is unable to achieve an externship or apply for an exam from the Examinations Board due to non-compliance with any of the requirements previously mentioned.

Graduates of Allied Health programs are reminded that they are required by law to take an exam offered by the various Boards that oversee these professions to obtain their licenses.

Admission and Transfer Requirements for Undergraduate Programs

Credential Level	**Admission Index** (HS graduation index)	**Transfer Admission Index**	**Other requirements**
Associate's Degree in Pharmacy Technician	2.00/220 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Associate's Degree in Dental Assistant with Expanded Functions and Associate's Degree in Business Administration in Entrepreneurship	1.76/176 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 3. Read and sign the Special Requirements Orientation Certification.

Admission Requirements for Undergraduate Transfer Students (Associate's Degrees in: Pharmacy Technician, Dental Assistant with Expanded Functions and, Business Administration in Entrepreneurship)

An undergraduate transfer student is a student entering NUC University for the first time but known to have previously attended a postsecondary institution, with at least one (1) course approved, whether he intends to transfer course(s) or not.

The undergraduate transfer student must comply with the following conditions:

1. Complete and submit an application for admission.

2. Meet the minimum grade point average (GPA) and other requirements indicated in the **Admission and Transfer Requirements Table for Undergraduate Programs. (above)**
3. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department. This requirement will not apply to students enrolled online residing outside Puerto Rico.
4. Submit a transcript from the institution from where the student is transferring.
    a. If the transcript is from a foreign university, the student will be responsible for having the document translated to English by a certified translator, and have the credits evaluated by a certified foreign credential evaluator that is a member of the National Association of Credential Evaluation Services. The certified documents must be sent to the Dean of Academic Affairs of NUC University to which the student is applying.
    b. If the student has completed a post-secondary university degree, no evidence of High School Completion is needed. Otherwise, if student has an incomplete college degree or a completed post- secondary non-university degree, high school completion evidence is needed. If the High School Diploma is from an accelerated school, the student should present the Final High School Transcript and, complete the current Accelerated High School Information Form and comply with the established criteria in it. If the high school transcript or evidence is from a foreign school, the student should present the certification of its equivalency from the Department of Education of Puerto Rico or an educational credential assessment from a recognized International Credential Evaluation Services organization.

Transfer Courses Procedure

1. The student must complete the Request Form for Transfer Courses.
2. The process request for transferring courses must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.
3. The Registrar's Office will only accept one (1) application for transfer courses and one (1) reconsideration or appeal to that request.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be done taking into consideration the official transcript(s) received. The student may request a preliminary evaluation with a copy of the transcript(s). Each course will be evaluated with their corresponding courses equivalency at NUC.
6. The student is accountable for following up that the documents arrive in a timely manner to the Registrar’s Office, specifically official transcript of all courses that transfer is requested for. If the student's record reaches the Registrar’s Office with no official documents for transfer of courses, the registrar officer will place a *Hold* status within the Student Management System, which will restrict the student’s enrollment for the next academic term. The *Hold* can be removed only if the official TC is received or if the student enrolls in those courses that he had requested to be transferred, in the next term, according to availability.
7. If a student presented problems when completing the application, to obtaining his official transcript, he can be granted an extension to the transfer course period. The extension will be for about 15 additional working days from the date of application.
8. All transfer courses must be approved with a grade of “C” at least. Courses approved with less than a “C” will not be considered for transfer.
9. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Academic Director and the Department Director or Program Coordinator.
10. The maximum transfer credits allowed will be 50 percent of the total credits that the student must

take to meet graduation requirements of an academic program in NUC, either in transferred credits or combined with competency exams.

11. The University Environment Seminar course will be granted as transferred in those cases in which the students has an awarded degree or has approved six or more credits.
12. Remedial and continuing education courses, technical certificates, and challenge or competency exams taken in other university institutions will not be transferable.
13. Some courses that are not part of the academic offerings of NUC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.
14. Any transfer student who upon presenting their transcript is not in good standing will be referred for evaluation to the Admission's Committee.
15. The Registrar's Office will notify students which courses have been accepted for transfer.
16. The student may submit a written appeal to the Academic Director if in disagreement with the decision in a period no longer than ten (10) working days from the receipt of the notification.
17. Transferred courses will be reflected without grade in the student transcript. These courses will affect the percentage of credits attempted vs those approved.
18. NUC does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.

PROGRAMS LEADING TO A DIPLOMA

NUC University - IBC Technical Division is governed by an open door Admissions Policy to allow all high school graduates to aspire to reach a technical-professional formation of excellence, and the opportunity to initiate studies in areas of: ***Administration and Informatics, Technical, Health, Beauty and Culinary Arts*** that will begin in the months of ***August, September, October, November, January, February, March, April and May***.

The application of this open door policy enables NUC University - IBC Technical Division to comply with a substantive requirement of this level of education: accessibility.

Admissions Requirements (Diplomas)

1. *Copy of high school diploma or recognized** equivalent, or a transcript of credits certifying completion of graduation requirements.

2. *Certificate of vaccine PVAC-3 (if under 21 years of age)

3. Complete the Enrollment Contract

4. Signature of parent or guardian in the Enrollment Contract (if under 21 years of age)

5. Prospective students must be 18 years of age for the Mixology/Bartending program.

6. For programs that include an external practice component or that require a professional or occupational license from an Examination Board, the prospective student must have reached or should reach the age of 18 before its externship. For more details, refer to the description of each program.

*As part of the admissions requirements students have 30 calendar days from the first day of class to submit all required documents as part of the process and requirements of admissions.

**A recognized equivalent is a document showing that the student has graduated from a public school of the Department of Education of Puerto Rico or from a private school authorized to operate according to the

Junta de Instituciones Postsecundarias or has foreign studies that have been validated as equivalent to a high school diploma according to the Department of Education of Puerto Rico or has passed the GED examinations.

ADDITIONAL ADMISSION REQUIREMENTS

Advanced Hairstyling and Design Program:

1. Copy of diploma or transcript of credits in Cosmetology or Barbering and Hairstyling Programs of NUC University - IBC Technical Division or other duly accredited academic institution of a post-secondary technical level.
2. Copy of diploma or transcript of credits showing the student has graduated from a Cosmetology or Barbering program of a vocational level (secondary or post-secondary) from a vocational school belonging to the Department of Education of Puerto Rico; or a Professional Beauty Specialist or Barber Stylist License.
3. Are not eligible for this program, graduates of Saturday courses or Continuing Education courses of less than 360 hours.

Conversational English Program:

1. Student must have completed a recognized vocational program before class starting date. To comply with this requirement the student must submit a copy of the diploma obtained at a post-secondary level accredited institution.
2. Student must take an entrance and exit nationally recognized English comprehension test. Testing at the beginning of the program will determine student's class placement according to the results. However, the final or exit test results will reflect the students' language ability and proficiency.

   The placement of the student will be based on the following scores:

   80 to 223: Basic user, introductory or beginner level

   224 to 363: Basic user, intermediate or basic conversation level

   364 to 503: Independent user, passing level

   504 to 643: Independent user, advanced or independent level

   644 to 783: Proficient user, autonomous level

   784 to 800: Proficient user, advanced level
3. Student must complete the Student Certification for English Language Necessity.

Preschool Teacher Assistant Program:

1. Student must complete the Student Certification of Criminal Record (Law 300).

Student must submit the following documents prior to externship:

1. Certificate of Criminal Record Verification Act of Care Service Providers for the Children and the Elderly of Puerto Rico (Law 300).
   "Ley de Verificación de Historial Delictivo de Proveedores de Servicios de Cuidado a Niños y Envejecientes de Puerto Rico"
2. Certificate of criminal background check issued by the Puerto Rico Police Department.
3. Certificate of health from the Department of Health.

All Health programs *candidates for practice or license exams of the Examination Board should present the following documents:*

1. Certificate of criminal background check dispatched by the Puerto Rico Police.
2. Certificate of health from the Department of Health.
3. Certificate of immunization for Hepatitis B (three doses) and the chicken pox vaccine.

Pharmacy Technician / Funeral Home Management and Embalming:
The prospective student must have reached the age of 18 prior to externship and in order to apply for the license exam of the Examination Board. For more details, refer to the description of the program. At the time of the practice or license exam of the Examination Board, the candidate must present the following documents:

1. Certificate of criminal background check issued by the Puerto Rico Police Department.
2. Certificate of health from the Department of Health.
3. Certificate of immunization for Hepatitis B (three doses) and the chicken pox vaccine.

Master in Barbering program:

1. Copy of diploma or transcript of credits from a Barbering and Styling program from NUC University - IBC Technical Division or other duly accredited post-secondary technical educational institution, or holds a Barbering and Styling license from Puerto Rico.
2. In the case of graduate students of the Department of Education of PR. A copy of the diploma or transcript of credits from a Barbering program at the vocational (secondary) level is required.

Documents Needed to Begin the Externship:
Once officially enrolled and before beginning the externship of the program, students must present the following documents. Failure to do so could result in suspension of the externship. The documents required for the practice are the following:

1. Valid Health Certificate issued within the previous six months prior to the practice.
2. P-VAC 3 Certificate of Immunization.
3. Hepatitis B Vaccine (Required in those programs where the students will be in direct contact with patients) or proof from the clinical laboratory that certifies the administration.
4. Chicken pox vaccine or entitlement proof from the laboratory (applicable only for hospitals and direct care centers)
5. Negative Penal Record Certificate (If requested by the externship).
6. Some externship centers have established the policy of requiring drug tests or tests.
7. CPR (Cardiopulmonary Resuscitation Course) according to the practice center.
8. Present a Medical Insurance Card
9. Flu Vaccine (according to the practice center)
10. HIPAA-OMNIBUS, OSHA
11. Official Seal
12. Abuse and Neglect Certificate (applicable to certain programs)
13. Evidence of Influenza vaccination for the programs EMGA and EMER.
14. Negative 266 Law
15. Law 300- Law of Sexual Offenders. The student must present a certification related with the Law of Sexual Offenders; this will only to those cases in which the externship centers require it.
16. Nose and throat cultures (when applicable).
17. Other requirements may be needed according to the practice center.

These documents presented by the students will be shared with the externship designated officer.

The Institution is not responsible if a student is unable to complete the externship and/or apply for an exam from the Examinations Board due to non-compliance with any of the requirements previously mentioned.

In order to be admitted to these programs, the student must sign a letter certifying that s/he has received orientation from the Admissions personnel about these requirements and agrees to comply with said requirements when applying in a location.

ADMISSIONS POLICY FOR CERTIFIED ABILITY TO BENEFIT STUDENTS

The Ability to Benefit (ATB) policy allows students enrolled before July 1, 2012 to continue their eligibility for Title IV funds. Students who may be eligible for Title IV funds under the alternatives of Ability to Benefit are the following:

- Students who attended before July 1, 2012, but did not receive the Title IV funds and will continue to attend the same institution without interruption.
- Students who attended before July 1, 2012 and withdrew or were discharged and are interested in enrolling after July 1, 2012 in the same institution where they were enrolled.
- Students who attended before July 1, 2012 and are interested in enrolling after July 2012 in another institution different from the one in which they were previously enrolled.
- Students who were enrolled before July 1, 2012 and withdrew or were discharged and are interested in enrolling after July 1, 2012 in another institution.
- Students who did not attend, but were enrolled before July 1, 2012 and are registered to attend the same program in which they were enrolled.

FINANCIAL AID

The purpose of the Financial Aid Office is to assist students in finding options to cover their educational costs. The Financial Aid Office will provide orientation about the financial options available, application assistance and timely delivery of the financial aid assistance awarded to eligible students.

NUC University - IBC Technical Division offers a variety of financial aid programs to eligible students. The aid offered to each eligible student is subject to the availability of funds for the specific award year. The Financial Aid programs currently available are the following:

- ✓ Need Based Programs
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant (FSEOG)
  - Federal Work Study (FWS) Program
  - PRCE Supplementary Educational Sub-graduate
  - PRCE Students with Merit Program
  - Special Fund for Students Exceeded Pell LEU > 600%
  - PRCE Scholarship Program Specific Academic Areas
  - Federal Direct Loan Subsidized
- ✓ Non-Need Based Programs
  - Federal Direct Loan Unsubsidized
  - Federal Direct Loans for Parents (Plus)

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). FAFSA can be completed online at fafsa.ed.gov. Specific information concerning the eligibility requirements for each program is also available at the Financial Aid Office and through the webpage, tecnicos.nuc.edu/servicios/asistencia-economica/.

To be eligible for any type of financial aid, all students must comply with the Institution's Standards of Satisfactory Academic Progress.

CANCELLATION AND REFUND POLICY

Cancellation of Agreement by the student - The student may cancel its enrollment, before starting the program of study for the effects of which will govern the standards mentioned below. This cancellation should be made by presenting to the institution where the required documents must be signed. The refund corresponding to costs and fees paid by the student to this date, shall be in accordance with the provisions of the *Institutional Refund Policy.*

Cancellation of Agreement by the institution- NUC University - IBC Technical Division reserves the right to cancel the student's enrollment for failure to comply with policies and procedures established by the institution.

INSTITUTIONAL REFUND POLICY

The Institutional Refund Policy regulates how the institution will manage the charges when a student cancels his enrollment, adds and/or drops courses during the add-drop period, or withdraws prior to completing a payment period. The Institutional Refund Policy applies to all students enrolled at any of the institution's locations, with the exception of students enrolled in courses/programs that do not lead to a degree.

Enrollment Cancellations

The student has the right to cancel his/her enrollment agreement within three (3) business days from the student's signing his/her enrollment agreement or until the end of the add/drop period, as specified in the academic calendar, whichever ends later. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form, which is available at the Admission's Office. Upon cancellation of the enrollment agreement, the institution will cancel all of the student's financial obligations, other than books and supplies, if applicable, which are not returnable because of use.

Add/Drop Period

Any student who is enrolled for a payment period will have until the end of the add/drop period, which consists of the first seven days of the academic term as specified in the academic calendar, to add/drop courses without paying a fee. Please refer to the academic calendar for specific dates.Any charges for tuition and fees, as well as any funds paid for supplies, unused books or equipment, which can be returned to the institution during this period, will be refunded. Except for exceptional circumstances, there will be no adjustments for these charges after this period.

Never Attended (No Show)

The institution will cancel all of the student's financial obligations for unattended payment periods, other than books and supplies, if applicable, which are not returnable because of use.

Withdrawals

If a student attends the institution but withdraws after the add/drop period and before completing a payment period, the percentage used to determine applicable charges will be the percentage of days completed out of the total days of the payment period, rounded to the nearest 10%. The institution will use the last day of attendance to determine the days completed in the payment period. The table below provides details about how percentages are determined.

Completed Days in Payment Period / Total Days in Payment Period	Percentage of Charges owed to the Institution	Percentage of Charges to be Refunded
Up to 10.0%	10%	90%
10.01% - 20.0 %	20%	80%
20.01% - 30.0%	30%	70%
30.01% - 40.0%	40%	60%
40.01% - 50.0%	50%	50%
50.01% - 60.0%	60%	40%
60.01% - 100%	100%	0%

Example of an Institutional Refund Calculation for a student that withdraws during a payment period that begins on 1/7/2019 and ends on 3/28/2019. Tuition charges for the period are $5,420.00.

Last Day of Attendance	Percent Attended	Percent of Tuition to be Refunded	Refund Amount
1/18/2019	14.81%	80%	$4,336.00
02/16/2019	49.38%	50%	$2,710.00

The electronic device charges are exempt from adjustment to this refund policy. Unused electronic devices that are returned within 20 days of the student's withdrawal date (last date of attendance) will be refunded.

The student is responsible for the outstanding balance on his/her account, after the institution has applied any financial aid for which the student is eligible. Institutional refunds shall be made within 30 days after the date that the institution determines that the student has withdrawn.

The Student Account's Office has the responsibility to apply this policy to the accounts of students, which require it.

ADD/DROP PERIOD POLICY

The *Add/Drop Period Policy addresses the process that is to be followed when* changes are made to the student's class schedule after the start of the term and **no later than the due date published in the academic calendar.** Please refer to the Institutional Refund Policy for details on how NUC University will manage the charges when a student adds and/or drops courses during the add-drop period

The general established process will be that, the student:

1. request the Add and Drop form available at the Academic Affairs Office or the Registrar's Office, as appropriate,
2. complete the form in the corresponding parts,
3. visit the academic area to make the requested change or make the requested change electronically,
4. receive appropriate guidance from the Student Accounts Office,
5. submit the form to the Registrar's Office for processing the change in system and,
6. sign and keep a copy of the new class schedule.

TITLE IV REFUND POLICY

NUC University, in accordance with federal laws and regulations, follows the Federal Policy for Return of Title IV Funds to determine the amount of Title IV aid to which the student is eligible if he/she decides to withdraw from the institution. A student is not considered withdrawn if any of the following applies:

(1) the institution obtains written confirmation that the student will attend a later module in the same payment period of period of enrollment;
(2) the student completes the requirements for graduation;
(3) if the student is enrolled in a program comprised of modules[i], the student completes one or more modules that, together, comprise at least 49% of the days in the payment period; or the student completes coursework equal to or greater than the coursework required for half-time enrollment.

The law specifies how NUC must determine the amount of Title IV program assistance a student earns if he/she decides to withdraw from the institution. The Title IV programs in which NUC currently participates that are covered by this law are: Federal Pell Grants, Iraq & Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Although Title IV aid may be credited to your account at the beginning of each payment period, you earn the funds as you complete the period. If you withdraw before completing your payment period, the amount of Title IV program assistance that you have earned up to that point is determined on a pro rata basis. If you received *(this includes amounts received on your behalf by the institution, or your parent)* less

assistance than the amount that you earned, you may be able to receive those additional funds. If, however, you received more assistance than you earned, the institution or you will have to repay the excess.

For example, if you completed 20% of your payment period, you earn 20% of the Title IV assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The percentage completed in the payment period is calculated by dividing the calendar days completed in the payment period *(as of your Last Day of Attendance)* by the total calendar days in the period *(excluding, if applicable, days that you were on an approved Leave of Absence or any scheduled break of 5 consecutive days or more)*. For students in a program offered in modules, the number of days that a student is scheduled to complete includes days in all coursework used to determine the amount of the student's eligibility for Title IV funds for the payment period.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement.
If your post-withdrawal disbursement includes loan funds, the institution will contact you to get your permission before disbursing the funds. At that point, you will be provided with the option to decline, some or all of the loan funds. Before accepting loan funds, you must consider that you must pay back the money with interest.
The institution will automatically credit to your student account all, or a portion of your post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will automatically use all, or a portion of your post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to your withdrawal, you provided your permission. If you did not provide your permission prior to withdrawing, the institution will contact you to offer the funds.

It is important for you to understand that, due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that you were scheduled to receive once you withdraw. For example, the institution cannot make a post-withdrawal disbursement if you are a first-time, first-year undergraduate student that withdrew prior to completing the first 30 days of your program. We encourage you to contact the Student Accounts Office for any questions.

If you received *(this includes amounts received on your behalf by the institution or your parent)* excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The Institution will return Title IV funds for which it is responsible, in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grants
5. Iraq & Afghanistan Service Grants
6. FSEOG

If the Institution is not required to return all of the excess funds, you must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance received. Any amount that you have to return is called an overpayment. You are required to make arrangements with the Institution or the United States Federal Department of Education to return the unearned funds. If an overpayment results from the calculation, the institution will contact you to coordinate arrangements to return those funds. Failure to make satisfactory arrangements may result in losing eligibility to Title IV fund.

Any loans that you, or your parent, received in excess must be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. The loan amounts received must be paid in full, even if you did not complete the program, are unable to obtain employment after completing the program, are dissatisfied or did not receive the educational or other services that you paid for with your federal student loans. To obtain your detailed information about the federal loan types and amounts you received for each academic year and the servicer contact information for each loan, you may access your Financial Aid History/Review at www.nslds.ed.gov or at studentloans.gov. You may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The Institutional Refund Policy is published in the institutional catalog. You can also request a copy of this policy at the Student Accounts Office.

This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

[i] *A program is considered to be offered in modules if a course or courses in the program do not span the entire length of the payment period. Please contact the Student Accounts Administration office at: stufinancialsupport@nuc.edu for assistance in determining whether your program is offered in modules or for any other question related to this policy.*

DEFINITION OF ACADEMIC YEAR OF FINANCIAL AID

PROGRAMS LEADING TO ASSOCIATE'S DEGREE

Associate degree programs are offered on a standard term basis. A full academic year consists of three terms. For financial aid purposes, the academic year is defined as one of 36 credits and 48 weeks.

PROGRAMS LEADING TO DIPLOMA

Diploma-level programs are offered in standard semester terms. A full academic year consists of two semesters. For financial aid purposes, the academic year is defined as one of 24 credits and 32 weeks.

INSTITUTIONAL GRANTS

This policy applies to all students who enroll at NUC and meet the eligibility criteria of the grants to which it applies. Students may participate in any of these grants, regardless of whether they receive other (non-institutional) financial aid, as long as they meet the requirements set forth in this policy.

These grants are not available to students enrolled in continuing education courses. Students may only participate in one institutional grant.

Institutional Grant: High School Senior

The High School Seniorgrant awards $200.00 to students enrolled in programs leading to a diploma and $300 to students enrolled in programs leading to an associate's or bachelor's degree. The grant is applicable to one academic term. An additional $200.00 will be awarded to students who demonstrate completion of high school with a cumulative GPA of 3.2 or higher.
To be eligible, students must meet the following requirements:

1. Complete the High School Senior Grant application no later than June 30
2. Have completed high school in the year he/she was admitted to NUC
3. Maintain satisfactory academic progress

Institutional Grant: Healthcare Heroes

The Healthcare Heroes grant awards $200.00 to students enrolled in programs leading to a diploma and $300 to students enrolled in programs leading to an associate's, bachelor's or master's degree. The grant is applicable to one academic term. An additional $200.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the Healthcare Heroes Grant application no later than June 30
2. Maintain satisfactory academic progress
3. Enroll in one of the health care programs listed below:
    - Diploma Programs
        - Practical Nursing with Electrocardiography (EKG)
        - Emergency Medical Technician-Basic
        - Pharmacy Technician
        - Geriatric Technician
    - Associate's, Bachelor's or Master's Degree Programs
        - Associate's Degree in Emergency Medical Technician - Paramedic
        - Associate's Degree In Applied Sciences in Cardiorespiratory Care
        - Associate's Degree In Applied Sciences in Clinical Sonography
        - Associate's Degree In Applied Sciences in Radiologic Technology
        - Associate's Degree in Pharmacy Technician
        - Associate's Degree in Physical Therapist Assistant
        - Associate's Degree in Nursing
        - Bachelor's Degree in Science in Nursing
        - Bachelor's Degree in Science in Nursing (RN to BSN)
        - Master's Degree in Science in Nursing

Institutional Grant: "Creciendo Contigo"

The **"Creciendo Contigo"** grant awards $200.00 to students enrolled in programs leading to a diploma and $300 to students enrolled in programs leading to an associate's, bachelor's, or master's degree. The grant is applicable to one academic term. An additional $200.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the **"Creciendo Contigo"** grant application no later than June 30
2. Enroll in a new program after previously completing a program at one of NUC's locations
3. Maintain satisfactory academic progress

Institutional Grant: "Por ti, Contigo"

The **"Por ti, Contigo"** grant awards $200.00 to new students enrolled in programs leading to a diploma, and $300 to newly enrolled students in programs leading to an associate's, bachelor's or master's degree. The grant is applicable to one academic term. An additional $100.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the **"Por ti, Contigo"** grant application no later than June 30 of the current award year
2. Being a new student
3. Maintain satisfactory academic progress

Students applying for any NUC-administered financial aid are required to report any additional external

financial aid they expect to receive to fund their studies *(Veterans, Vocational Rehabilitation, AmeriCorps, etc.).*

Applications are available and must be submitted to the Financial Aid Office. Applications will be evaluated on a first-come, first-served basis; therefore, NUC University encourages you to apply promptly, as funds available for these grants are limited. NUC University will disburse the awarded grant amount at the end of the academic term for which the funds were allocated.

REGISTRAR

The Registrar's Office of each locations keeps its students' academic records. It is responsible for the enrollment and registration of course programs and the dispatch of students' credit transcripts, certifications, academic progress reports and diplomas.

CONSECUTIVE ABSENCES AND ADMINISTRATIVE WITHDRAWALS

When a student is absent two (2) consecutive days to one or more of his/her courses, his/her professors will notify the Counselor's Office. The Counselor and/or Retention Coordinator will contact the student via telephone or letter and will proceed to schedule him/her for an appointment in his/her office. If the student does not respond or attend the appointment, the applicable partial or total administrative withdrawal may be processed against the student. The absent student has the right to be readmitted to class after presenting and explaining his/her reason for absence to one of the following officers:

1. Counselor – studies the case, approves and issues the readmission to class document.
2. Professor – the last professor to sign the document will return it to the Counselor's Office.

No student will be readmitted to class without having gone through the readmission process after having been reported to Counseling. If a student is absent for 14 consecutive days (including Saturdays, Sundays and holidays), this will be considered as an unauthorized abandonment of the training and the Registrar's Office will immediately process the applicable partial or total administrative withdrawal. Any Armed Forces member enrolled, including reserve components and National Guard members will be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.

CHANGE OF ADDRESS

At enrollment, students must provide the address where they are located on their enrollment agreement. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request a change through the Student Portal at the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

PROGRAM CHANGES

Students may request a program change at the end of the first session by presenting the corresponding form in the Registrar's Office. Program changes are approved by the locations Academic Director.

GRADUATION CERTIFICATE, CREDIT TRANSCRIPTS AND OTHER OFFICIAL DOCUMENTS

Graduate Student:
The student must complete all academic, administrative and financial institution requirements before applying for any official document (s).

Cost:
The graduate student who complete all graduation requirements, and do not have any debts with the Institution may submit the request for a transcript free of charge in the Registrar Department. Additional requests will have an additional cost, as established in the Tuition Costs and Other Fees in effect at the time of the request.

Active Student:
All students must maintain their payment(s) plan up to date in order to request any official documents. In addition, the student must meet all administrative and financial requirements with the institution.

Other Official documents:
All Students may request official documents (not including transcripts) if they have completed all academic, administrative and financial requirements with the institution.

DEADLINE FOR SUBMITTING A PARTIAL OR TOTAL WITHDRAWAL

The deadline for requesting a partial or total withdrawal will be the last day before final exams. The date will be indicated in the Institution's academic calendar. Students will request the corresponding form for the partial or total withdrawal directly from the Registrar's Office, where the process will begin and end.

ENROLLMENT PERIODS

Enrollment will take place on the days and hours established in the Academic Calendar. After enrollment, students may make modifications to their program of study during the late enrollment period.

Modifications during the period of change: In order to add or delete courses or change sections, students must complete a form for program changes.

ENROLLMENT CANCELLATION POLICY

Circumstances:

- The student will request the cancellation of his/hers enrollment on or before the deadline established by the institution.
- The institution will determine the enrollment cancelation if the student does not comply with the institutional policies.
- The student and/or agencies would receive 100% refund of any paid amount with exception of any non refundable fees.

TRANSFER CREDIT POLICY

Transfer Credits from other Institutions (Associate Degree and Diploma)

Will be considered for credit transfer all those approved courses that are contemplated in a curricular outline of a Higher Education and/or Post-secondary Non-University institution authorized at the national level (Puerto Rico and the United States) or its equivalent abroad.

Due to the occupational nature of our programs, the institution may transfer, according to the program to enroll, as follows:

Associate Degree - up to 50% of the total credits required to complete the program to enroll.

Diploma - up to a maximum of six (6) credits in the 24-credit programs, up to eight (8) credits in the 36-credit programs and up to ten (10) credits in the 48-credit programs.

The validation of courses will apply according to the fulfillment of the current curricular outline in both alignment of content and conversion of credit hours. The number of credit hours of the courses to validate

must not be less than the new curriculum and, likewise, the content of the courses must be consistent with the content of the courses of the current curriculum.
The courses to validate must be no more than six (6) years old and approved with a minimum grade of 2.0 or "C".
The Academic Director will evaluate the application and determine whether to transfer. In the absence or vacancy of this official, the Lead Professor of the program will assume this task.

Transfer courses will be marked "Y" on the student's credit transcript and will have no effect on the computation of the GPA.

Requirements and processes to follow:

1. The student will request the *Transfer Credit Request Form* at the Admissions Office, during the enrollment process, no later than the first two (2) weeks from the start of classes in the first academic session of his/her program of study with the institution. No applications will be handed after this date.
2. The student must request an official credit transcript and a copy of the catalog from the institution of origin that includes the description of the courses and the number of credit hours, if it is not available on the institution's website. NUC-IBC can request from the student a copy of the official course syllabus and any other document necessary to corroborate the content, number of credits and duration of the course, when the description in the other institution's catalog is not specific.
3. The student will complete the *Transfer Credit Request Form* and will submit it along with a copy of the credit transcript to the Admissions Office. Applications will not be accepted after the date established in item #1. The validation will be made taking into consideration the official transcript received from the institution of origin.
4. The Registrar's Office will only accept one application for validation of courses and one reconsideration or appeal of that application.
5. The student is responsible for ensuring that his/her documents are received at the Registrar's Office, on or before 30 days from the start of classes, specifically the official transcript of all courses for which he/she has requested validation. When a student's transcript arrives at the Registrar's Office with unofficial documents for course validation, the Registrar will assign a *Hold Registration* status in the Student Administration System, which will restrict his/her next enrollment. This hold can be removed as long as the student submits the official transcript or enrolls in the courses he/she had requested to be validated in the next term, according to availability.
6. The Registrar's Office will process the validation in the System and will notify the student officially about the transferred credits.
7. The student may submit a written appeal to the Academic Director's office if he/she disagrees with the decision. The student will have a period of ten (10) working days from receipt of the notification to submit the appeal.

Transfer Credits Previous Programs in NUC University- IBC Technical Division
(Associate Degree and Diploma)

Will be considered for credit transfer all those courses approved and are included in a curricular outline of a program at the Associate Degree or Diploma level from IBC Technical Division.

Any graduate of an IBC Technical Division program, or a student who has passed course(s) and applies for admission to another program at both the Associate Degree and Diploma levels, can apply for the transfer of courses, as follows:

Associate Degree - up to 80% of the total credits required to complete the program of study at the Associate Degree level.

Diploma - up to a maximum of **16 approved credits**.

The transfer of courses will apply according to the fulfillment of the current curricular outline in both alignment of content and credit hours. The content of the courses must be equivalent with the content of the courses of the current curriculum.

The transfer courses must be no more than six (6) years old and have been approved with a minimum grade of 2.0 or "C".

The Academic Director will determine whether to transfer the courses requested by the student. In the absence or vacancy of this official, the Lead Professor of the program will assume this task.

The courses corresponding to externships, reviews for licensure exams of any of the programs and the course of Basic Culinary Techniques corresponding to the programs of the Culinary Arts group are not considered as part of the transfer courses.

Courses transferred to the new program will be listed as "T" on the student's credit transcript, with the grade obtained, and will be considered in determining the total credits for the program to enroll and in determining the computation of the cumulative grade point average (GPA).

Requirements and processes to follow:

1. In order for transfer requests to be evaluated, applicants must have been admitted to the corresponding program.
2. The student will request the *Transfer Credit Request Form* at the Admissions Office, during the enrollment process, no later than the first two (2) weeks from the start of classes in the first academic session of its new study program.
3. The student must request an official transcript of credits at the Registrar's Office of the location enrolled; this document will be included with the *Transfer Credit Request Form* and the rest of the documents that are part of the student's file.
4. The student will be officially notified of approved and transferred courses through the Registrar's Office.
5. The student can file a written appeal to the Academic Director’s Office if he/she disagrees with the decision. The student will have a period of ten (10) working days from receipt of the notice to submit the appeal.
6. The Registrar's Office will process credit transfers in the institution's system.

Transfer Credits to Complete Program of Study
(Associate Degree and Diploma)

Will be considered for credit transfer all those courses approved and are included in a curricular outline of a program at the Associate Degree or Diploma level from IBC Technical Division.

Those students, who withdrew from the last academic session of a program, returning after 180 days and before three (3) years after the withdrawal date, can request the transfer credits **to complete the program of studies**.

A student who has withdrawn and returns after 180 days to complete the program from which he or she withdrew (same program) must submit an admissions application (new contract) and will be eligible for transfer of all courses successfully completed under the academic requirements of the institution and academic program in which the student was enrolled.

The transfer courses must be no more than six (6) years old and have been approved with a minimum grade of 2.0 or "C".

The transfer credits will apply according to the fulfillment of the current curricular outline in both alignment of content and credit hours. The number of credit hours of the courses transferred must not be less than the new curriculum and, likewise, the content of the courses must be equivalent with the content of the courses of the current curriculum.

The Academic Director will determine whether to transfer the courses requested. In the absence or vacancy of this official, the Lead Professor of the program will assume this task.

Courses transferred to the new program will be listed as "T" on the student's credit transcript, with the grade obtained, and will be considered in determining the total credits for the program to enroll and in determining the computation of the cumulative grade point average (GPA).

Requirements and processes to follow:

1. The student will request the *Credit Transfer Request Form* at the Admissions Office during the readmission process no later than the first two (2) weeks from the start of classes in the first academic session of his/her new enrollment contract with the institution. After this date, no new applications will be accepted.
2. The student must request an official credit transcript at the Registrar's Office of the location enrolled. This document will be included with the *Credit Transfer Request Form* and the rest of the documents that are part of the student's file.
3. The student will be officially notified of approved and transferred courses to complete its program of study; through the Registrar's Office.
4. The student may file a written appeal to the Academic Director's office if disagrees with the decision. Will have a period of ten (10) working days from receipt of the notice to submit the appeal.
5. The Registrar's Office will process credit transfers in the institution's system.

General statement:
Transfers of credits from the IBC Technical Division to other institutions
The determination of whether credits taken in IBC Technical Division programs are or will be recognized by other institutions is at the discretion of the receiving institution.

Validation by Competencies Exam (Associate Degrees and Diploma)

A student who understands that he or she possesses the knowledge or professional experience taught in a course may challenge that course through examinations, subject to academic evaluation and availability. Not all courses are available to be taken by competencies exam.

This educational alternative for demonstrating proficiency of knowledge and skills in students applies to the level of programs leading to the Associate Degree and Diploma.

The student may not challenge more than two (2) courses per academic session in the associate degree programs and one (1) course per academic session in the diploma programs, as long as he/she does not exceed the maximum number of transfer credits established in the Transfer Credit Policy. Will not be challenged courses in preparation for licensure exams, externship courses at both levels, and courses in which the student has been enrolled and active.

The student will pay at the Student Accounts Office the current tuition and fees, which are non-refundable for each of the courses he/she is interested in challenging, and will submit the application with the Student Accounts Office stamp to the Academic Director's Office.

Validated credits will be marked "YR" on the student's credit transcript and will have no effect on the calculation of the GPA.

Requirements and processes to follow:

1. The student will request to challenge a course by filling out the *Request for Competencies Exam (Challenge)* form at the Registrar's Office and must take the test on or before the end of the period of changes established in the academic calendar.
2. The student must make the corresponding payments at the Student Accounts Office before starting the coordination and administration process of the exam. No extensions or payment plans is allowed.
3. The Academic Director will be responsible for the coordination processes to select the faculty members who will administer and evaluate the exam. In addition, he/she will notify the student of the time and place where the test will be held. This official will be the one to disclose to the student the results of the exam and the one to deliver the corresponding documentation to the Registrar's Office so that they can be kept in the student's file.
4. The period for coordinating and administering the competencies exam will be during the period of changes established in the academic calendar.
5. The student will have only one opportunity to pass the competencies exam, which means, if he/she does not pass it, must enroll in the course.
6. The Registrar's Office will process in the system the courses approved by validation by competencies exam.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Declaration

NUC University adopts this Satisfactory Academic Progress Policy in accordance with its academic and federal regulations, specifically 34 CFR 668.34.

Applicability of Satisfactory Academic Progress Policy

This policy applies to all students enrolled in NUC University, Campuses and IBC Technical Division units located in Puerto Rico, regardless if they are full-time or part-time students or if they receive federal financial aid, or any other type of aid. The policy does not apply to students enrolled in Continuing Education courses.

Definition of Satisfactory Academic Progress

NUC University defines Satisfactory Academic Progress as the required measurement of student's academic progress towards completing their academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits Successfully Completed).

Students must maintain the required GPA and successfully pass the necessary credits in order to meet the qualitative and quantitative components of SAP (Satisfactory Academic Progress). In order for the student to complete the approved academic program within the maximum time frame established for the program (the quantitative component of SAP) The student must also maintain a steady pace of completed and approved courses throughout the duration of his/her academic program.

An evaluation of the SAP is not completed until both the qualitative and quantitative components measures are reviewed. If the evaluation shows that, a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds *(Federal Student Aid)* unless they are placed on Financial Aid Warning or, after a successful appeal, on Financial Aid Probation.

Roles and Responsibilities

Roles	Responsibilities[1]
Appeal Committee	The Appeals Committee consist of representatives of the Office of Student Services, Registrar, Financial Aid, Student Accounts, Academics, and Professional Counselor or its equivalent.
Submission of Appeal Request	The student will submit the Satisfactory Academic Progress Appeal request to the Dean of Academic Affairs and/or Academic Director, who will convene the Appeal Committee for an appropriate evaluation.

[1] If the location does not have the staff designated in this policy, it must reassign the responsibility to a properly trained staff previously approved by the Corporate Office of Student Affairs and Effectiveness.

Satisfactory Academic Progress Policy Requirements

Qualitative Component, Cumulative GPA:

In order to meet the graduation requirements, students must achieve the minimum grade point average at each specified evaluation points. Students need to achieve the minimum overall academic average at each evaluation point (*For more details, please refer to the Satisfactory Academic Progress Evaluation Chart*).

Quantitative Component (Credits Successfully Completed):

A student must progress through the program at the minimum pace for the specified evaluation points in order to finish the academic program within the allowable maximum time. This component must be

monitored to ensure that students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time frame section.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum SAP standards *(For more details, please refer to the Academic Progress Evaluation Charts).*

The chart below provides information about how grades affect the Qualitative (GPA) and Quantitative (credits) components.

Grade Type	Grade	GPA	Credits/ Hours Attempted	Credits Completed	Maximum Time Frame
Passing Grades	A, B, C, CNP, D, DNP	Yes	Yes	Yes	Yes
Additional Passing Grades	CE, P, YP,YR	No	Yes	Yes	Yes
Fail Grade	F, *DGA	Yes	Yes	No	Yes
No Pass Grade	NP, NR	No	Yes	No	Yes
Incompletes	IA, IB, IC, ID, IF	Yes (validate)	Yes	Yes	Yes
Drop Courses	W, AW, FW*	No	Yes	No	Yes
Emergency Drop Courses	EW	No	No	No	No
Repeated Courses	An * will appear next to the grade	Highest grade obtained	Yes	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from prior programs at NUC U accepted towards current program	Refer to grades above	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)
Credits transferred from other institutions that were accepted	TC, TD**, Y	No	Yes	Yes	Yes

towards current program					
***Extended Practicum (NUC U – División Técnica-IBC)	PE	No	No	No	No
Course transferred from previous programs at NUC U – División Técnica-IBC accepted into the new program or accepted to complete the same program when the student returns after 180 days.	TA, TB, TC	Yes	Yes	Yes	Yes

**Applies only to core courses and associated degree concentration*
***Applies only to students who have an Associate Degree in Nursing*
**** Applies only to students enrolled in diploma programs with extended internships*

Grade Type	Grade	GPA	Credits Attempted	Credits Completed	Maximum Time Frame
Additional Passing Grade	P	No	Yes	Yes	Yes
Emergency Drop Courses	EW	No	No	No	No
Repeated Courses	Refer to grades above	Highest grade obtained	Yes	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from prior programs at FTC accepted towards current program	Refer to grades above	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from comparable courses	TA, TB, TC, TD	Yes	Yes	Yes	Yes

Grade Type	Grade	GPA	Credits Attempted	Credits Completed	Maximum Time Frame
completed previously at FTC accepted toward current programs when seeking an additional credential.					
Transferred Credits/Hours from Other Schools accepted towards current program or Credit by Examination	T, CE	No	Yes	Yes	Yes

Maximum Timeframe
Students are required to complete their program within a reasonable period. Federal regulations define the maximum period as 150% of the published length of the study program.

The maximum time is based on credits attempted and is determined by multiplying the amount of credits published in the program by 1.5. For example, a 64-credit program would have a maximum period of 96 credits to complete the program.

A student does not meet the maximum time standards when it becomes mathematically impossible to complete the program within 150% of the time.

A student who does not meet the maximum time standards loses eligibility for financial aid, unless the student completes an appeal process and it is approved. (*For more information, see the Extended Appeal and Enrollment Process*).

Evaluation Procedure
The Registrar's Office will evaluate the academic progress of all programs, with the exception of diplomas started before August 2019, at the end of each payment period. The academic progress of diploma programs begun before August 2019 will be evaluated once the student satisfactorily completes the credits and the required weeks in each payment period. (*For details, refer to the SAP Evaluation charts*)

Reevaluation Procedure
The Registrar Office will reevaluate the Satisfactory Academic Progress for students for whom a grade change or removal of incomplete or for a final grade received where the faculty failed to submit a grade. The Registrar will send written communication, notifying the results of the evaluation to the students, where the impact of the reevaluation, fails to meet the standards of satisfactory academic progress.

Satisfactory Academic Progress Statuses and Notification Process
If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the satisfactory academic progress status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

Financial Aid Warning
Financial Aid Warning is a status assigned to a student who fail to comply with the qualitative and / or quantitative component as established in the Satisfactory Academic Progress policy.

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the pay period following the period in which the student failed to meet satisfactory academic progress standards. Students are expected to improve their academic performance during this Warning period.

If a student fails to meet the minimum qualitative and quantitative standards described above during the Financial Aid Warning period, the student will lose eligibility for FSA programs unless a financial aid appeal is filed and approved. If the appeal is approved, the student will be placed under a financial aid probation period.

Financial Aid Probation
This status applies to those students who have not been able to meet the academic progress requirements, but subsequently complete the appeal process and their appeal is approved (Please refer to the Appeal Process below).

The Financial Aid Probation period is only for an academic term.

The approval of an appeal will require that the student be placed on an academic plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate within the maximum time frame (*Please refer to the Appeal process and Academic Plan*).

Students will be eligible for financial aid during the payment period under a Financial Aid Probation status. Once the probation period ends, students must be able to show they meet the requirements of the Satisfactory Academic Progress or the academic plan to maintain eligibility for financial aid.

Appeal Process
An appeal is a process where a student who is not meeting SAP standards asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the academic progress requirements in the period evaluated.

If a student affirms that his/her condition for not having a satisfactory academic progress status is due to the fact that the determination made by the institution was the result of an administrative error; or because during the evaluation period there were extenuating circumstances that prevented from complying with the requirements, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- Distress in the family unit, such as: divorce or death of parents, spouse or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Disabilities not previously documented
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student’s control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days from the date of receipt of the notification. The application is available at the Registrar, Counseling and Academics offices.
The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application and determine if at the end of the next term the student will be able to meet the standards of academic progress or an academic plan.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Dean of Academic Affairs or designee of the decision. This Committee must establish a meeting schedule for each academic term; with a set period of time for the student to document his/her case and present it to the Committee. The Registrar's Office will send the student written notice no later than five calendar days from the date of the committee's decision. This notification will be set up and sent from the Student Administration System, and will be accessible to the Academic, Registration, Counseling, Financial Aid and Student Accounts offices.

If the application is approved, the student will be eligible for financial assistance during the probation term. Once the probation period ends, in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or the academic plan.

The student has the opportunity to appeal again, if he/she fails to comply with the agreements established for the probation period.

Academic Plan
Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards for a specific point of time.

If a student successfully appeals and is placed in an SAP probation period and in an academic plan, the student's SAP will be reviewed at the end of each subsequent period, as long as the student meets the requirements of the academic plan. To continue in the academic plan after the initial probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the academic plan.

Suspension of Financial Aid
Students will lose eligibility for financial aid if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed.

Students will receive written notification of Financial Aid Suspension from the Registrar’s Office. The Registrar will also be notifying the Dean of Academic Affairs, Financial Aid and the Student Account’s Office of the student’s ineligibility for financial aid.

Students may continue studies without the aid of financial aid after suspension if otherwise permitted academically. If the student continues without financial aid, the student will be responsible for the full cost that may apply during that period of enrollment.

Reestablishing Eligibility
The loss of eligibility for financial assistance for not meeting SAP standards can be reestablished once the student meets the qualitative (GPA) and quantitative (Credits) standards.

Extended Enrollment
A student who does not meet the maximum time standards and the criteria of the probation period loses eligibility for financial assistance, but may be allowed to continue studies under an Extended Enrollment period.

The committee may place the student in an Extended Enrollment period if it is determined that the student needs more than one additional term to complete their program. Students who have been placed in the Extended Enrollment period will lose eligibility for financial aid and will be responsible for the total costs that may apply during this period.

Satisfactory Academic Progress Charts for Standard Terms

Requirements for Satisfactory Academic Progress: Satisfactory Academic Progress will be evaluated at the end of each academic term, meaning each payment period. At each assessment point, students must achieve a cumulative GPA and a minimum of required credits, as shown in the SAP charts below (Applicable SAP charts for each program is identified in the program charts below):

Diplomas

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Administrative Assistant with Medical Billing	36	54	2.00	66.66%
Advanced Hairstyling and Design	24	36	2.00	66.66%
Application Development and Web Design Specialist	36	54	2.00	66.66%
Assistant in Education for Personnel with Special Conditions	36	54	2.00	66.66%
Banking Operations	36	54	2.00	66.66%
Barbering and Hairstyling	36	54	2.00	66.66%
Mixology/Bartending	24	36	2.00	66.66%
Coding and Medical Billing	24	36	2.00	66.66%
Computer Repairs and Network Technician	24	36	2.00	66.66%
Construction Technician (Handyman)	24	36	2.00	66.66%
Conversational English	24	36	2.00	66.66%
Cosmetology	36	54	2.00	66.66%
Dental Assistant with	36	54	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Expanded Functions				
Electricity with Renewable Energy	36	54	2.00	66.66%
Emergency Medical Technician-Basic	24	54	2.00	66.66%
Esthetics	36	54	2.00	66.66%
Funeral Home Management and Embalming	48	72	2.00	66.66%
Geriatric Technician	24	36	2.00	66.66%
Graphic Design	36	54	2.00	66.66%
International Pastry and Baking	36	54	2.00	66.66%
Master en Barbería	24	36	2.00	66.66%
Nail Technology	24	36	2.00	66.66%
Network Administration	36	54	2.00	66.66%
Pharmacy Technician	48	72	2.00	66.66%
Plumbing Technician	24	36	2.00	66.66%
Practical Nursing with Electrocardiography (EKG)	36	54	2.00	66.66%
Preschool Teacher Assistant	36	54	2.00	66.66%
Private Investigator with Bodyguard	36	54	2.00	66.66%
Professional Massage Therapist	36	54	2.00	66.66%
Refrigeration and Air Conditioning with Inverters	36	54	2.00	66.66%
Culinary Arts	36	54	2.00	66.66%
Sound and Security Alarm Technician	36	54	2.00	66.66%
Tourism and Hotels	36	54	2.00	66.66%
Training and Physical Conditioning Technician	36	54	2.00	66.66%

Associate Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Associate's Degree in Business Administration	69	103	2.00	66.66%
Associate's Degree in Business Administration with major in Entrepreneurship	67	100	2.00	66.66%
Associate's Degree in Physical Therapist Assistant on/after 2016	77	115	2.00	66.66%
Associate's Degree in Dental Assistant with Expanded Functions on/after 2007	81	121	2.00	66.66%
Associate's Degree in Dental Assistant with Expanded Functions on/after on/after 2014	78	117	2.00	66.66%
Associate's Degree in Emergency Medical Technician - Paramedic	77	116	2.00	66.66%
Associate's Degree in Gastronomy and Culinary Management	72	108	2.00	66.66%
Associate's Degree in Accounting	64	96	2.00	66.66%
Associate's Degree in Nursing on/after 2008	81	121	2.00	66.66%
Associate's Degree in Nursing on/after 2014	70	105	2.25	66.66%
Associate's Degree in Medical Billing and Coding	61	91	2.00	66.66%
Grado Asociado en Instrumentación	85	127	2.00	66.66%
Associate's Degree in Criminal Justice	71	106	2.00	66.66%
Grado Asociado en Sistemas de Oficina en Procesamiento de Información	82	123	2.00	66.66%
Associate's Degree in Office Systems with major in Medical Secretary	84	126	2.00	66.66%
Associate's Degree in	87	130	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Pharmacy Technician on/after 2007				
Associate's Degree in Pharmacy Technician on/after 2014	76	114	2.00	66.66%
Associate's Degree in Information Technology in Health	61	91	2.00	66.66%
Associate's Degree in Electrical Engineering Technology with Renewable Energy	80	120	2.00	66.66%
Grado Asociado en Tecnología de Ingeniería Electrónica en Telecomunicaciones	86	129	2.00	66.66%
Associate's Degree in Network Technology and Applications Development on/after 2011	87	130	2.00	66.66%
Associate's Degree in Network Technology and Applications Development on/after 2013	74	111	2.00	66.66%
Associate's Degree in Physical Therapy	78	117	2.00	66.66%

Bachelor's Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Bachelor's Degree in Business Administration with major in Healthcare Management	120	180	2.00	66.66%
Bachillerato en Administración de Empresas con concentración en Banca	125	187	2.50	66.66%
Bachelor's Degree in Business Administration with major in Accounting on/after 2010	129	193	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Bachelor's Degree in Business Administration with major in Accounting on/after 2013	121	181	2.00	66.66%
Bachelor's Degree in Business Administration with major in Management	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Business Intelligence	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in International Business	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Human Resources	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in General Business	120	180	2.00	66.66%
Bachillerato en Administración de Sistemas de Oficinas	126	189	2.00	66.66%
Bachelor's Degree in Science in Nursing on/after 2008	126	189	2.25	66.66%
Bachelor's Degree in Science in Nursing on/after 2014	122	183	2.50	66.66%
Bachelor's Degree in Science in Nursing (RN to BSN) on/after 2013	45	67	2.50	66.66%
Bachelor's Degree in Science in Nursing (RN to BSN) on/after 2014	52	78	2.50	66.66%
Bachillerato en Educación con concentración en Educación para la Salud	125	187	3.00	66.66%
Bachillerato en Educación con concentración en Educación Preescolar	131	196	3.00	66.66%
Bachelor's Degree in	120	180	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Criminal Justice with major in Cyber Crimes				
Bachelor's Degree in Criminal Justice with major in Forensic Investigation	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Homeland Security	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Human Services	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2007	121	181	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2012	117	175	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2013	120	180	2.00	66.66%
Bachelor's Degree in Information Technology	133	199	2.00	66.66%
Bachelor's Degree in Information Technology with major in Network Administration	120	180	2.00	66.66%
Bachelor's Degree in Information Technology with major in Software Analysis and Development	120	180	2.00	66.66%
Bachelor's Degree in Information Technology with major in Information Assurance and Security	120	180	2.00	66.66%
Bachelor's Degree in Information Technology on/after 2016	120	180	2.00	66.66%
Bachelor's Degree in Network Technology and Applications Development on/after 2011	133	199	2.00	66.66%
Bachelor's Degree in Network Technology and	120	180	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Applications Development on/after 2013				

Master's Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Mínimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Master's Degree in Business Administration	39	58	3.00	66.66%
Master's Degree in Business Administration with major in Digital Marketing	39	58	3.00	66.66%
Master's Degree in Business Administration with major in Planning and Strategy	39	58	3.00	66.66%
Master's Degree in Education in Curriculum	39	58	3.00	66.66%
Master's Degree in Education with Major in Educational Leadership	39	58	3.00	66.66%
Master's Degree in Business Administration in Human Resources	39	58	3.00	66.66%
Master's Degree in Education in Assessment and Effectiveness	39	58	3.00	66.66%
Master's Degree in Science in Nursing in Education	36	54	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Medical-Surgical and Role in Education	36	54	3.00	66.66%

Satisfactory Academic Progress Charts

(Applicable to students who started any of the programs listed below before August 2019)

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the charts below:

Academic Programs:
Maximum Time:

Program	**Program Credits**	**Maximum Time to Complete the Program in Credits**
Advanced Hairstyling and Design *(version 2016 and later)*	36	54
Construction Technician (Handyman)	36	54
Conversational English *(version 2016 and later)*	36	54

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

The satisfactory academic progress will be evaluated at the end of each academic term.

Completed Term	**Grade Point Average (GPA)**	**Minimum of Credits Successfully Completed**
1 or more	2.00	66.66%

Academic programs of 36 credits and 32 weeks:

- Mixology/Bartending
- Advanced Hairstyling and Design (version 2016 and later)
- Conversational English (version 2016 and later)
- Plumbing Technician
- Nail Technology
- Computer Repairs and Network Technology

Summary of the program:

Program Credits	**Program Weeks**	**Maximum Time to Complete the Program in Credits**
36	32	54

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Succesfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	36	32	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

Academic Programs of 38 Credits and 32 Weeks:

- Geriatric Technician

Maximum time:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
38	32	57

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Successfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	38	32	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

Academic Programs of 54 Credits and 48 Weeks:

- Administrative Assistant with Medical Billing
- Application Development and Web Design Specialist
- Assistant in Education for Personnel with Special Conditions
- Banking Operations
- Barbering and Hairstyling

- Cosmetology
- Culinary Arts
- Dental Assistant with Expanded Functions
- Electricity with Renewable Energy
- Emergency Medical Technician-Basic
- Esthetics
- Graphic Design
- International Pastry and Baking
- Network Administration
- Practical Nursing with Electrocardiography (EKG)
- Preschool Teacher Assistant
- Private Investigator with Bodyguard
- Professional Massage Therapist
- Refrigeration and Air Conditioning with Inverters
- Sound and Security Alarm Technician
- Tourism and Hotels

Summary of the program:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
54	48	81

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Successfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	36	32	2.00	66.66%
3	54	48	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

Academic Programs of 72 Credits and 64 Weeks:

- Pharmacy Technician
- Funeral Home Management and Embalming

Summary of the program:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
72	64	108

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Successfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	36	32	2.00	66.66%
3	54	48	2.00	66.66%
4	72	64	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

PROCEDURE FOR TRANSFERS

The procedure for transferring from one location to another should be initiated by the interested student with the location's Registrar's Office where the student is enrolled on the dates identified in the Academic Calendar; and conclude in the Registrar's Office of the location where s/he is transferring.

In order for the application to transfer be considered, the student must present evidence of having achieved a Satisfactory Academic Progress and must have complied with all the institution's contractual commitments.

GRADUATION REQUIREMENTS

a) Apply for graduation within the term stipulated in the institution's Academic Calendar.
b) Complete all courses required by the program of study.
c) Obtain a grade point average (GPA) of 2.00 points or more.
d) In the case of associate's degree programs, obtain a GPA of 2.00 points.
e) For the Associate's Degree in Emergency Medical Technician – Paramedic & Gastronomy and Culinary Management; must approve core or major courses with a grade of no less than C. For the Associate's Degree in Pharmacy Technician & Dental Assistant with Expanded Functions, all major courses, and those general education and core courses identified in the curricular secuence must be approved with a minimum grade of C.
f) In the case of associate's degrees, if a student obtains a grade lower than C (D or F), s/he must repeat the course and complete the corresponding application, evaluation and enrollment processes.
g) Comply with the academic standards established by the institution's Satisfactory Academic Progress Policy.

These graduation requirements apply to any Armed Forces member enrolled, including reserve components and National Guard members.

COURSE CODING SYSTEM

A four-letter code and four digits precede course titles. The four letters abbreviate the name of the program or course. For the diploma programs, the number is arbitrary. For the associate's degree programs, courses are numbered in the 2000-3999 range, some general education courses are numbered in the 1000 range . The sequence in which they are taken may vary, so long as pre-requisites are not violated.

ACADEMIC COUNSELING AND RETENTION

Aware of the fact that our students experience decisive moments in their lives that require adjustments to their personal and family lives, NUC University – IBC Technical Division offers orientation and counseling services. We offer a variety of activities aimed toward helping them achieve a better understanding of themselves and the maximum development of their potential. Among them are individual and group orientations, seminars, workshops, group dynamics and all applicable vocational tests. This office also intervenes in cases of applicable academic probations, repetition of courses, readmissions, section changes, transfers and all situations that may affect students academically. The Retention Office directly works with attendance problems, authorizations of readmission to courses, excuses and any situation related to the daily classroom attendance. The school provides point of contacts for all eligible Military Service members to speak students requiring assistance in Academic, Financial or Disability counseling.

PLACEMENT

The Placement Office helps active students and graduates in the development of skills to help them seek employment by means of orientations, workshops, simulated interviews, job fairs, etc. Students are referred to employment interviews in their areas of study. It is important for the Institution that students find jobs,

however, NUC University – IBC Technical Division does not guarantee that students will find a job during or after they have completed their program of study. It also does not guarantee specific salaries for the job offers that are available in the market. Students who graduate from programs that require Board examinations receive orientation in this service area.

DISTANCE EDUCATION

Distance education at NUC University – IBC Technical Division is the modality of study or process of independent formation assisted by technology, with the purpose of promoting learning without limitations of location, occupation and schedules. It is a self-directed study by the student, who must plan and organize their time, comply with the material and study assignments to meet the requirements of the courses selected in the study programs.

This mode of study is characterized, fundamentally, by the physical separation of faculty; the use of information and communication technology (printed material, digitized material, audiovisual material, computer resources, other materials and media), for instruction and interaction between teachers and students and students among themselves; the provision of continuing education strategies and equal study opportunities to the entire student population.

NUC University - IBC Technical Division has a wide academic offer where the main methodology of study is the on ground education and integrates the online modality. In both modalities of study the student is guaranteed equal content, quality in teaching and the provision of administrative services that overcome geographical barriers and facilitate communication. To this end, direct and personal service and technology are adequately used for the development of new modalities in the teaching and learning process.

Support Staff:

- Coordinator of Distance Education
- Administrator LMS
- Counseling and Retention
- Compliance and Regulations
- Information Technology Technicians
- Registrar
- Virtual Library

Academic offer:
At NUC University -Technical Division IBC, distance education courses (online) are offered through the Canvas Platform for the associate degree level and the theory courses of the diploma programs use institutional email with synchronous interactions through the Microsoft TEAMS technology tool.

Students are required to have technological devices with Internet access where they will receive materials and send their assignments and other work. Communication and interactivity between faculty-student and student-student is mainly through the Internet, e-mail, discussion forums and chats. If students wish to access the courses from out of NUC University - IBC Technical Division, the Institution offers them alternatives to acquire technological devices and remote access service.

Available Academic Offer for Distance Education:
NUC University – IBC Technical Division offers courses through a combined mode of on ground and distance education. The programs and courses detailed below are the academic offer available through online education mode:

Associate Degree Level: Gastronomy and Culinary Management:
Online courses:

- ESPA 2101 College Spanish I
- INGL 2101 College English I
- MATE 2101 College Mathematics I
- CISO 2101 Introduction to Social Sciences
- COMP 2113 Introduction to Computers
- HUMA 2101 Introduction to Humanities
- MGMT 2101 Management and Supervision of Food and Beverage I
- LTUS 2093 Electronic Spreadsheets (Excel)

Diploma level:
The courses available and offered in distance education are theory courses that do not involve external laboratory or externship activities.

Admission Requirements:
Admission requirements for academic programs leading to associate degrees and diplomas will be the same for traditional classroom and distance education.

Enrollment and initial orientation processes:
Students interested in being enrolled in the courses established for the online modality will be provided with an Initial Orientation by the Academic Advisors. Students must take the **Introductory Course ITOL 1001- Introduction to Online Learning** as part of the enrollment process.

Students enrolled in diploma programs and theory courses are offered a virtual **orientation and tutorial on the use and management of Microsoft TEAMS.**

The official enrollment process and the administrative services to enroll in courses is the same with onground students as well as distance education student population.

Validation of identity in distance education courses:
Students enrolled in online courses will be required to enter the modules (courses) weekly to participate in learning activities that will include: online readings, demonstrations, chat discussion, collaborative learning, multimedia presentation, online text presentation, exercises, research, case study, observation and problem solving. In order for students to register for attendance, they must access the courses and complete the assignments and/or work assigned on the determined dates.

Students enrolled in theory courses and distance education will be required to use institutional email for asynchronous interactions and to participate in at least two (2) virtual and interactive (synchronous) meetings through the TEAMS platform.

To ensure security of access, NUC University - IBC Technical Division assigns a user name and password to students. These credentials are unique to the students to whom they are assigned and cannot be duplicated.

Regarding information technology (IT) security and identity protection, the student's Social Security number does not appear, is not given or published in full at any time or during transactions or services offered by CANVAS or by TEAMS.

Attendance Policy for Online Students:

NUC University – IBC Technical Division acknowledges how the professional and personal responsibilities of students have varied. With their obligations, many students choose to complete a career through a combination of learning experiences with an on ground and distance education mode. Online education mode provides academic flexibility and diversity to meet the variety of learning needs of the students and its respective styles. The online learning is a combination of individual studies and the commitment with other students in a structured learning environment. Therefore, NUC University – IBC Technical Division expects that students meet their academic obligations with a high level of responsibility and punctuality. However, expects that Faculty maintain the flexibility to meet the needs of the students.

To remain in compliance with state and federal regulations, NUC University – IBC Technical Division has an obligation to maintain accurate attendance records in all courses. In this aspect, online courses are no different from the traditional on ground courses. However, attendance is managed in a different manner from on ground mode. The students' attendance in the online courses is defined as the active participation in the course. Students are primarily responsible for the class and attendance is expected and to complete by deadline the assignments required in each course. We encourage students to revise the course syllabus to know in detail the necessary activities that constitute active participation.

Failure to meet attendance can lead to administrative withdrawal. Participation is captured and recorded as the last date of attendance (LDA) in the system and student's file. Student participation will be updated consecutively as students perform academic related activities. This provides a dynamic update to the LDA in the student's academic record for the monitoring of their participation throughout the term. In case a student starts the course and requests a withdrawal or a withdrawal is necessary, the LDA will be used as the official date of withdrawal.

Students must communicate to the instructor an absence in advance. It is discretion of the instructor to accept assignments outside the deadline or allow make up work due to an absence. To this end, each course syllabus clearly outlines expectations about student's notification of absence to instructors, class participation and acceptance of the work out of date.

Students that will request a withdrawal from one or all courses after the period of changes in enrollment (first week of the academic session) must refer to the Withdrawal and Financial Aid Policy of NUC University – IBC Technical Division and meet with the Academic Advisor to know the options. For students who stop attending classes will apply the Consecutive Absences and Administrative Withdrawal Policy as established in the Institutional Catalog.

Library resources and services:

The library resources will be online through the institutional web page, Library web page (including dictionaries, encyclopedias, newspapers, e-books, databases, translators, grammar) and education resource area.

Online resources include full text resources in the form of MS Word, Excel, PowerPoint and PDF documents. In addition, the library resources will be available online through both, institutional website and the platform. Online and on ground students, have the same access to all learning resources through institutional website libguides.crev.nuc.edu/virtual.

Service for Online Students

Students participating in online courses have scheduled on ground courses in the institution as well. Therefore, these must be included in the service support and in work plans, projects, financial aid and services as offered to the traditional on ground student population.

Fees for Online Students:
Fees are not different for students participating in online courses.

Academic Calendar:
Students participating in online courses utilize the Institutional Academic Calendar where the periods and/or academic sessions for the associate's degree and diploma programs are pre-established with the start dates, learning evaluations, transfer and closing of session.

Consortium Agreement for Courses in other Locations of NUC University – IBC Technical Division Online Courses:
Students have the option to complete a portion of their program of study through online courses. The courses taken online may vary by student and by program, subject to availability and institutional policies. Online courses are supported through services provided by the NUC University – IBC Technical Division Caguas. These online courses are specifically designed for students who will be accessing online courses from a standard home or personal computer. Students will not incur in any additional costs as a result of enrolling in online courses. For more information, contact the Academic Affairs Office for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. The NUC University – IBC Technical Division Caguas located at Carretera #1, Km. 33.7, Lote 3, Urbanización Bairoa, Caguas, Puerto Rico 00726-0000 will be providing the portion of the educational program that Ponce, Fajardo, Bayamón, Escorialand Manatí will not be providing. The method of delivery will be through distance education.

Additional Information:
All student enrolled in a particular location and is interested in taking courses in another location of NUC University – IBC Technical Division can do so without requesting a formal transfer; as long as it is less than 50% of their study program. In cases where the amount of credits is greater than 50% of their study program, the student must take necessary steps with the Registrar's Office to formalize the transfer request from one location to another. This applies to the Diploma and Associate Degree levels in residential or on-line study modalities. This alternative will also be provided to students in cases where they have a special program and do not have classes available in their location during some academic term.

To request authorization to take courses in another location different from the one enrolled, students must complete the application at the Registrar's Office. Then, the Academic Director will evaluate and approve the application. Once the student's application is approved, the Academic Director will establish communication with the Academic Director from the hosting locations that will receive the student for the corresponding academic coordination.

ACADEMIC POLICIES

DEFINITION OF THE ACADEMIC YEAR

PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE

The academic year is defined as one of 36 credits. In a regular, full-time program of study, it will normally take a student 3 sessions of 16 weeks to complete one academic year and 5 to 6 sessions of 16 weeks to complete a program. The number of sessions will depend on the total duration of the program in 72 and 83 credits. It will also depend on the amount of credits the student enrolls in for each session and the credits that are validated. The maximum time allowed to complete a program is 1.5 times the normal duration of the program.

PROGRAMS LEADING TO A DIPLOMA (Non-Term)

The academic year is defined as one of 36 credits. In a regular, full-time program of study, it will normally take a student 4 academic sessions of 8 weeks to complete one 36 credit program, 6 academic sessions of 8 weeks to complete a 54 credit program and 8 academic sessions of 8 weeks to complete a 72 credit program. The maximum time allowed to complete a program is 1.5 times the normal duration of the program.

DIPLOMA PROGRAMS (Standard Term)

Effective August 2019, the programs leading to a diploma are structured in a Standard Term calendar. The academic year is defined as one of 24 credits and 32 weeks.

The definitios listed in this section of length of program apply to any Armed Forces member enrolled, including reserve components and National Guard members.

UNITS OF CREDIT

PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE

Academic associate's degree programs are structured into semester credits. One credit-hour is equivalent to 15 hours of instruction in a classroom (and for every one hour in a classroom, two hours of tasks or work done by students outside of the classroom), 30 hours of laboratory, and 45 hours of externship during a 16-week session.

PROGRAMS LEADING TO A DIPLOMA (Non-Term)

Diploma programs are structured into quarter credits. One credit-hour is equivalent to 20 hours of theory instruction or laboratory, plus a minimum of 5 hours of tasks or work done by the student outside of the classroom and 30 hours of externship during an 8-weeks academic session.

PROGRAMS LEADING TO A DIPLOMA (Standard Term)

The diploma programs are structured in semester credits. One credit-hour is 30 hours of classroom or lab instruction, plus a minimum of 7.5 hours of assignments or work done by students outside the classroom and 45 hours of externship during an academic session.

DEFINITION OF CLOCK HOUR TO CREDIT HOUR

FOR ASSOCIATE'S DEGREE PROGRAMS

One (1) unit of a trimester-credit is the equivalent to, at a minimum of one (1) hour of classroom instruction and two (2) hours of out of class work, two (2) hours of laboratory experiences, or three (3) hours of externship during sixteen (16) weeks (academic trimester).

PROGRAMS LEADING TO A DIPLOMA (Non-Term)

For diploma or certificate programs subject to the US Department of Education "clock-to-credit hour conversion" definition:
One (1) unit of a quarter-credit is twenty (20) contact hours of classroom or laboratory instruction, plus a minimum of five (5) hours of additional assignments or out-of-class work hours or thirty (30) hours externship during a term of eight (8) weeks.

PROGRAMS LEADING TO A DIPLOMA (Standard Term)

For standard term calendar diploma programs the U.S. Department of Education definition of "clock-to-credit hour conversion":
One (1) semester hour unit is equivalent to thirty (30) hours of classroom or laboratory instruction, plus a minimum of 7.5 hours of additional assignments or out of class work or forty-five (45) hours of practice during a 16-week semester term.

STUDENT ACHIEVEMENT OUT-OF-CLASS ACTIVITIES AND ASSIGNMENTS

As required by federal regulation, NUC University – IBC Technical Division non-degree academic programs seek to combine the contact hours of instruction with out-of-class activities and assignments. The hours of out-of-class activities and assignments will vary depending on the amount of credit hours of each course, and will be part of each course's evaluation criteria as corresponding.

The total of these assignments will involve an estimate of 7.5 hours for every 30 hours of each course. The instructor will give assignments as part of the syllabi such as group work, special projects, assignments, portfolio, among others, which will be evaluated and assessed by faculty.

ACADEMIC SESSION

PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE

An academic session is each one of the three (3) sixteen (16) weeks session into which we divide our academic year known as a session. Our calendar consists of Fall, Spring, and Summer sessions.

PROGRAMS LEADING TO A DIPLOMA

An academic session is one of the six (6) eight (8) week lective periods into which we divide the yearly calendar.

ACADEMIC LOAD

A program of study is complete when students approve the courses indicated by their program of study. In other words, 8 to 10 credits per 8-weeks academic session in Diploma programs and 12 to 16 credits per session in Associate's Degree programs.
Students who wish to increase their academic load per academic session must complete and submit the program changes form, which must be approved by the Academic Director.

NUMBER OF EVALUATIONS

The evaluation process for each course requires the administration of a minimum of five (5) formal evaluations, including a grade for daily attendance and a grade for outside of class assignments; as well as any other requirements previously established by the professor.
Students that belong and were certified as NUC University – IBC Technical Division Distinguished Students will be exempt from final exams from those courses corresponding to the class schedule and certification period. These students must have the opportunity to be evaluated with a minimum of five (5) formal evaluations, including a grade for daily attendance and a grade for outside of class assignments.

GRADING EVALUATION SYSTEM

The process of evaluating student achievement is an alphabetical system where the grade is determined based on a score on a 0-4 point scale (GPA) or by percent. This alphabetical system has the following rating:

A	=	Excellent
B	=	Good
C	=	Satisfactory
D	=	Deficient
DGA[1]	=	Deficient (Associate Degree Programs)
F	=	Failed
I(G)[2]	=	Incomplete
NP[3]	=	Not Pass (Fail)
NR[3]	=	Grade not received
P[3]	=	Pass
PE[3]	=	Extended Practicum
T(G)[4]	=	Transferred Grade
W	=	Withdrawal
Y	=	Course accepted through credit transfer
YP[5]	=	Approved by Professional Experience
YR	=	Approved Credit by Exam

The GPA is calculated by multiplying the total number of attempted credits by the respective numerical values of the grades (0.00 to 4.00) and the sum of these products is divided by the total number of credits completed.

GPA	**/**	**Percent**
4.00 – 3.50	/	100 – 90
3.49 – 2.50	/	89 – 80
2.49 – 1.60	/	79 – 70
1.59 – 0.80	/	69 – 60
0.79 – 0	/	59 – 0

Grades with corresponding Numerical Value

A	= Execellent	= 4.0
B	= Good	= 3.0
C	= Satisfactory	= 2.0
D	= Deficient	= 1.0
DGA[1]	= Deficient Associate Degree	= 1.0
F	= Failed	= 0.0

Grades with no corresponding Numerical Value

I(G)[2]	=	Incomplete
NP[3]	=	Not Passed
NR[3]	=	Grade not received
P[3]	=	Pass
PE[3]	=	Extended Practicum
T(G)[4]	=	Transferred Grade
W	=	Withdrawal
Y	=	Course accepted through credit transfer
YP[5]	=	Approved by Professional Experience
YR	=	Approved Credit by Exam

[1]Only for associate degree programs.
[2]Until the final grade is received. If it is not replaced, in the case of I(G) the "G" grade will be changed to the final grade. In the case of NR, the course will not be considered as attempted
.[3]Only used in the externships of the Culinary Arts and Beauty programs.
[4]T (G) where the "G" will be the grade to be transferred.
[5]Grading was discontinued as of January 2019

PASS (APPROVED)/NOT PASSED (NOT APPROVED)

The pass or not-passed policy only applies to externship courses for the following academic programs leading to a diploma: Culinary Arts, International Pastry and Baking, Mixology/Bartending, Cosmetology, Barbering and Hairstyling, Nail Technology and Esthetics. These courses are taken under circumstances in which it is difficult to use the established grading evaluation system.

When a student receives a P in an external course, s/he has complied with the requirements of the practice and progresses in the Intended Credits. This grade acknowledges that the course credits have been approved, but it does not affect the calculation of the accumulative grade point average. When a student does not complete the assigned hours of a practice course or is suspended from said course by the practice supervisor, s/he receives an "NP" and an Incomplete, which can be removed by completing the missing hours in the following academic session. If the student does not complete the hours, then the "NP" and Incomplete becomes an "NP" and the student will not be eligible to obtain his/her diploma until the NP is removed.

POLICY FOR REQUESTING, AWARDING AND REMOVING PROVISIONAL INCOMPLETE GRADE

An incomplete is a grade given to a student who, for justifiable reasons, has failed to complete all required coursework during the academic term. A student may request a provisional incomplete grade due to the following extenuating circumstances: student's health condition, health condition of a close relative, death of a close relative, military reasons, accident, or incomplete practice hours.

General process for requesting a provisional incomplete grade:

1. The student will request the form Request for Provisional Incomplete Grade from the Registrar's Office.
2. The Request for Provisional Incomplete Grade must be duly completed, signed and accompanied by the appropriate evidence.
3. The student will submit the documents and evidence on or before the deadline established in the academic calendar for the term in which the student wishes to request a provisional grade. These documents must be submitted to the course professor.
4. The course professor will evaluate the documents, determine whether to grant the request, and present it to the Dean of Academic Affairs for approval. The course professor will notify the student of the decision and will coordinate with the student the date for the replacement of the assignments or hours.
5. The student must complete the incomplete removal process on or before the deadline established in the academic calendar.

General process for requesting the removal of an incomplete grade:

1. The student will complete and submit the required assignments to the course professor on or before the deadline established in the academic calendar. The assignments will be sent to the professor through the institutional e-mail, if possible according to the type of work. If the professor is not available, the documents will be given to the Dean of Academic Affairs, Office of the Academic Director or designated person, as appropriate, who will acknowledge receipt of the documents.

Note: If the student does not complete the process of removing the provisional incomplete grade, the grade given by the professor will prevail. A second request for an incomplete will not be authorized for the same course. If the student does not agree with the final grade received, he/she may request a review. Refer to the Grade Change process. Special situations will be referred with their evidence for the corresponding evaluation to the office of the Vice President of Academic Affairs of the Technical Programs Division.

COURSE ELIMINATION AND OTHER CHANGES

The Institution reserves the right to eliminate courses, consolidate sessions, change schedules and professors and make changes to the Academic Calendar according to the institution's circumstances or needs.

COURSE REPETITION POLICY

A student can repeat a course if interested in improving his/her grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an "F".

For satisfactory academic progress purposes, each time a course is taken counts as an attempt; but only the first time a passing grade is received is it counted as completion. Only the highest grade will be used in the calculation of the cumulative grade point average.

CONSORTIUM AGREEMENT FOR COURSES IN OTHER LOCATIONS OF NUC UNIVERSITY – IBC TECHNICAL DIVISION

On Ground Shared Courses:

Students have the option to complete a portion of their program of study through shared courses in another location. The traditional courses (in the classroom) taken may vary by student and by program, subject to availability and institutional policies. Shared courses are supported through services provided by the NUC University – IBC Technical Division. Students will not incur in any additional costs as a result of enrolling in a shared course. For more information, contact the Academic Affairs Office for additional policies to ensure an optimal learning experience in traditional shared courses. The method of delivery will be through traditional education.

Online Courses:

Students have the option to complete a portion of their program of study through online courses. The courses taken online may vary by student and by program, subject to availability and institutional policies. Online courses are supported through services provided by the NUC University – IBC Technical Division, Caguas. These online courses are specifically designed for students who will be accessing online courses from a standard home or personal computer. Students will not incur in any additional costs as a result of enrolling in online courses. For more information, contact the Academic Affairs Office for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. NUC University – IBC Technical Division Caguas, located at Carretera #1, Km. 33.7, Lote 3, Urbanización Bairoa, Caguas, Puerto Rico 00726-0000 will be providing the portion of the educational program that the Ponce, Fajardo and Manatí locations will not be providing. The method of delivery will be through distance education.

Additional Information:

All student enrolled in a particular location and is interested in taking courses in another location of NUC University – IBC Technical Division can do so without requesting a formal transfer; as long as it is less than 50% of their study program. In cases where the amount of credits is greater than 50% of their study program, the student must take necessary steps with the Registrar's Office to formalize the transfer request from one location to another. This applies to the Diploma and Associate Degree levels in residential or on-line study modalities. This alternative will also be provided to students in cases where they have a special program and do not have classes available in their location during some academic term.

To request authorization to take courses in another location different from the one enrolled, students must complete the application at the Registrar's Office. Then, the Academic Director will evaluate and approve the application. Once the student's application is approved, the Academic Director will establish communication with the Academic Director from the hosting location that will receive the student for the corresponding academic coordination.

ACADEMIC STUDENT ACTIVITIES

Community Resources Activities:

A variety of individuals, organizations, or business that provide information, guidance or support to a specific program of study or career opportunity, such as professional and trade associations, employers, and guest speakers. They are coordinated and supervised by the Professor and/or Program Lead, approved by the Academic Director and authorized by the Executive Director.

Co-Curricular Activities:

Are those actions that reinforce fundamental academic activities; these try to capture the attention of the student to develop their preparation. These activities are closely related and aligned with the curriculum. For example: debates, exhibits, health clinics, community service, among others. They are coordinated and supervised by the Professor and/or Program Lead, approved by the Academic Director and authorized by the Executive Director.

Extracurricular Activities:

Extracurricular activities shall be based on well-defined purposes. These activities shall be designed primarily to serve the educational needs of the students, and the institution shall provide guidance and supervision for them.

These are all activities related to students' skills development outside an academic environment; based on their educational needs and general interest activities. Theyare defined and monitored by the institution and are some of the events that will be part of their student life. They are coordinated and supervised by the Professor and/or Program Lead, approved by the Academic Director and authorized by the Executive Director.

Community Service Activities:

We consider that a significant part of a student attending an educational institution is the opportunity to participate in activities related to their field of study in which they engage within community service. These are health, culinary, beauty, technical and administration and informatics clinics within various community settings. During these types of activities, students have the opportunity to practice with community members the skills learned during their program of study. They are coordinated and supervised by the Professor and/or Program Lead, approved by the Academic Director and authorized by the Executive Director.

UNIFORMS

The Health, Culinary Arts, Beauty and Technical (Construction Technician (Handyman)) programs require the use of the institutional uniform. It is the responsibility of each student to wear the uniform designated for the program during classes with lab and externship components. For academic programs not assigned an institutional uniform, students must meet the student standard of professional appearance and image.

PROFESSOR TARDINESS OR ABSENCE

Students are obligated to wait for professors in the classroom for 15 minutes for each class hour (1) and if the class has a two (2) hour duration, then students must wait for 30 minutes.

ATTENDANCE TO CLASS POLICY

NUC University – IBC Technical Division recognizes that attendance to class is fundamental for the development of the educational and formative process. For this reason, it establishes with emphasis attendance to class. If the student has two (2) consecutive absences to class, his case will be referred, by the Professor, to the Counseling and Retention Office.

The fact that the student has excessive absences could be a motive to recommend an administrative withdrawal from the institution. Additionally, by disposition of the Federal Regiment, we have to suspend the student from the economical federal aid programs. In the case the student loses eligibility to his economic aids due to absences, he or she will assume total responsibility for payment not allocated by his aids.

The Professor and the Counselor have the authority of accepting absences in which the student presents a written excuse; be it because of sickness, death in the family, military service, subpoena from the justice court, subpoena to governmental agencies and any other reason considered justifiable by the Professor and the Counselor.

In cases where a conflict of interest in the evaluation of a justifiable excuse exists, between the Professor and the Counselor, the Academic Director will serve as a mediator and emit his or her final decision regarding the justification of the absence.

In the extreme case that an absence cannot be avoided, the Professor of that area of study will assign an experience or assignment of equal characteristics. This way, if a student is unable to attend to one or more meeting of class, he or she is responsible of realizing a practice or written work in the dates that were stipulated and agreed. Absences recovered through assignments are considered as time spent in class and approved curricular content, if the student replaces and complies with the tasks assigned through replacement.

1. The students will be responsible of recuperating his or her loss of time in class through assignments that are highly related to the material and development of the skills not acquired by his or her absences and lack of performance. The student will have the opportunity to recover up to a maximum of ten (10) justified absences.
2. Each Professor will hand in the *Replacement Plan and its Registry Sheet* for each one of his or her students with justifiable absences to the Counseling and Retention Office weekly to be able to realize the entry of the replacements in the system for each of his or her courses.
3. At the moment of the final evaluation of the course the students with justifiable absences and that have completed their replacement plan, only the attendance grade of class will be affected and not other criteria and/or evaluation indicators included in the final calculation of the grade of the course.
4. In cases where the student does not have any reasonable justification for his absences he or she will not be able to claim that a replacement plan be handed to him or her. Therefore, students with unjustified absences and accumulated to a 30% (10 absences); the attendance grade given by the Professor will be (F) failure. The academic execution and performance of the student with the course will be evaluated according to the educational contents and objectives and the final

calculation (final grade) will integrate the attendance grade and marks obtained in the rest of the assignment evaluation criteria.

5. Those students with justifiable excuses, those who got a Replacement Plan and did not comply with it, he or she will not be able to request plans and/or additional alternatives to recover class time. Therefore, students with accumulated absences of 30% (10 absences); the attendance grade that will be given by the Professor will be (F) fail. The academic execution and performance of the student with the course will be evaluated according to the educational contents and objectives and the final calculation (final grade) will integrate the attendance grade and marks obtained throughout the rest of the assignment evaluation criteria.
6. For Armed Forces member enrolled, including reserve components and National Guard members faculty should accommodate short absences for such services in the Armed Forces.

The Attendance to Class Policy will be part of the introduction to each class and/or assignment, the Professor will have the responsibility of discussing with the students the contents, scope, and conditions of the policy. Additionally, he or she will notify the student previously about the criteria and/or indicators of the course evaluation, attendance grade calculation and final grade.

COPYRIGHT POLICY

PURPOSE

The purpose of the Copyright Compliance Policy is to provide a general understanding of copyright principles as it relates to the use of copyrighted works and to provide guidelines and procedures for obtaining copyright permission to use copyrighted works.

Unauthorized use and distribution of copyrighted works can deprive creators and publishers of a fair return on their work and inhibit the creation of new works. Respect for the intellectual and creative work and property of others has always been essential to the mission of institution. As members of the academic community, we value the free exchange of ideas. Just as we do not tolerate plagiarism, we do not condone the unauthorized use and distribution of intellectual and creative work.

Unauthorized use and distribution of copyrighted works can harm the entire academic community. If unauthorized use and distribution proliferate on a location, the institution may incur a legal liability. In addition, the institution may find it more difficult to negotiate agreements that would make copyrighted products more widely and less expensively available to members of the academic community.

This policy covers classroom issues such as photocopying, online and computers and software users, and course packs. It also covers library uses for print and electronic reserves, library and document delivery. Other copyright and intellectual property policies may complement this policy by either supplementing and/or complementing the material described here.

This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice, and proper legal advice should be obtained when necessary.

COPYRIGHT DEFINITION

Copyright law falls within the ambit of intellectual property. Copyright is a limited right to certain original material that has been written or otherwise recorded. However, the bundle of rights that a copyright owner has (i.e., reproduce, distribute, make derivative works, publicly display, publicly perform, and the like) may be limited by certain exemptions and exceptions such as, for example, the right of first sale, the TEACH Act, fair use, the library exception, the right to make archival copies, among others.

COPYRIGHT PROTECTED

Copyright" protects the original content of an authored work for a limited time as defined by the Copyright Act. The "authored work" must be "fixed" in a physical medium in which the content is either readily perceived or may be perceived with the aid of a machine or other device. Because the copyright subsists regardless of the nature of the physical medium, it is an *intangible* right and hence a type of *intellectual* property right.

Generally, the reproduction, preparation of a derivative work, distribution, public display, and/or public performance of an authored work is the exclusive province of the copyright owner. However, the copyright owner may license one or more of these rights to another third party.

Copyright law does not protect ideas, procedures, principles, methods of operation, or facts, although compilations containing this information may be protected. In other words, the entire content of an authored work is not generally protected word-for-word, but to the extent that it contains *original* expression, it is this original content which is protected. One notable exception to this, however, is that works of the United States (i.e., the federal government or other instrumentality of the United States) are generally not protected by copyright.

TEACH Act

The "TEACH" Act is also referred to the Technology, Education, and Copyright Harmonization Act of 2002. It provides a copyright exemption whereby an instructor or a student may display or perform *legally acquired (or legally made)* copyrighted material in face-to-face teaching or distance learning so long as it is directly relevant to the course without needing permission from the copyright owner so long as the copyrighted material has been made by, at the direction of, or under the actual supervision of an instructor. The material must be relevant to the course. A notice should be provided which states that the material may be subject to copyright protection.

For face-to-face teaching, virtually any kind of copyrighted work may be displayed or performed so long as it is relevant to the course topic.

FACULTY

If a faculty member or instructor wants to show or play during a class certain relevant copyrighted work such as a movie, music clips, or show images of artworks, no copyright permission is necessary. Also, it is not necessary cover any licensing fee required in the context of a ***face-to-face*** teaching activity in a traditional classroom setting.

However, this exception does not cover copyrighted works that are designed or otherwise marketed for ***distance learning*** and/or for textbooks, workbooks, **academic course packs**, and other materials that students generally purchase for class. Additional, this exception also does not cover any material which the instructor wants students to study, read, listen, or watch on their own time *outside of class*.

Therefore, unless such an exception such as the "face-to-face teaching" exception (i.e., TEACH Act) or fair use applies or unless the work is not covered by copyright (e.g., expired copyright, work dedicated to the public domain, etc.), one must obtain *copyright permission* to use the work (including reproduce, distribute, make a derivative work, publicly perform, and/or publicly display).

ACADEMIC INTEGRITY POLICY

NUC University – IBC Technical Division promotes an ethic intelectual culture that inclines in the academic integrity of all the members of our community. Students, Faculty and staff must comply with a conduct of intellectual honesty and academic integrity that enhances the originality and creativity in the academic work. Dishonesty, plagiarism, fraud and any other behavior deemed dishonest or sabotage of integrity and intellectual honesty, intentional or not, will not be tolerated. This policy applies to all academic activities and all students enrolled in the residential and distance modality and to any form of convalidation of credits.

NUC University – IBC Technical Division established in the Student Rules Handbook sanctions and processes according to the student's offense, in order to educate them before applying a higher penalty. Under certain circumstances, this policy could be applied to students who have withdrawn or graduated from the institution, when it is alleged that they committed acts of academic dishonesty during the time they were enrolled or as a way to be admitted or enrolled.

NUC UNIVERSITY – IBC TECHNICAL DIVISION DISTINGUISHED STUDENT PROGRAM

This program recognizes the effort, perseverance and consistency in academic excellence of students by obtaining a minimum grade point average of 3.75 to 4.00 in high school or in NUC University – IBC Technical Division. The awarded students will receive the benefits and academic recognition established in our institution through Honor Roll. However, it will also include recognition activities, special exemptions and the inclusion of these students in projects and/or educational initiatives that require leaders and mentors in the student population.

Responsible Staff:

The staff in charge of the certification and validation process of admissions requirements and permanency in the program is: the Academic Director, Faculty and Registrar of each location.

The documentation related to certification, disclosure of benefits and exemptions will be issued by the Registrar's Office and will be archived in the academic file.

Requirements for new students:

1. Graduate from high school or its equivalent.
2. Have a minimum grade point average of 3.75 in high school or in an educational program of alternate mode duly authorized by the Department of Education and/or the Junta de Instituciones Postsecundarias.
3. Fully comply with admissions requirements for the academic program to which was enrolled and the financial aid programs that qualify.
4. Attendance record by course of 90% or more during the academic session.
5. Comply with the academic requirements by course and obtain grades of A before final exams period.
6. Not been penalized for breach of agreement of the Academic Policies or the articles contemplated in the Students Regulations.
7. An interview with the Academic Director or Academic Counselor, aimed to identify the interest and the student's academic commitment with its studies and the characteristics and/or qualities of leadership of the candidate.
8. Signed Academic Commitment Contract

Requirements for continuing active students and transferred from other locations:

1. Have a grade point average of 3.75 or more.
2. Fully comply with the transfer and education requirements of the academic program in which belongs. Complete the required documents for eligibility and continuation of the financial aid programs that qualify.
3. Attendance record by course of 90% or more during the academic session.
4. Comply with the academic requirements by course and obtain grades of A before the final exams period.
5. Not been penalized for breach of agreement of the Academic Policies or the articles contemplated in the Students Regulations.
6. Letter of recommendation of a professor certifying participation in the co-curricular and educational activities of the location.
7. Handle all corresponding paperwork to the certification process for each academic session for the Distinguished Program.

CULINARY ARTS SCHOOL GRADUATE RECOGNITION

Eligibility Requirements for ACF Chapter PR011 Special Scholarship Candidates

The Culinary Arts School Graduate Recognition grants graduates from the Associate Degrees in Gastronomy and Culinary Management, Diplomas in Culinary Arts, and International Pastry and Baking the opportunity to receive assistance to obtain professional certifications from the American Culinary Federation Education Foundation Accrediting Commission (ACF).

To be eligible, graduates must meet the requirements described below:

1. Be a graduate of a center and program accredited by the American Culinary Federation Education Foundation Accrediting Commission (ACF).
2. Be a graduate by the January 2021 term.
3. Have fulfilled all financial responsibilities related to the cost of the program and institution fees.
4. Request and present a transcript of credits with the level or degree granted.
5. Evidence of membership of the American Culinary Federation Education Foundation Accrediting Commission.
6. For graduates of diploma programs, complete and submit evidence of at least one year of employment in the industry (Employment Documentation Form). Not applicable for associate degree graduates.
7. Complete the Application for Graduate Certification by the American Culinary Federation Education Foundation at the Placement Office by April 5, 2021.

** Will be awarded 10 scholarships per center and will be processed on a first-come, first-served basis.*

DIPLOMAS AND HONORS

PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE

The Institution grants an associate's degree that certifies a student has completed the requirements of an undergraduate level academic program, as defined by the regulatory entities of the institution.

PROGRAMS LEADING TO A DIPLOMA

The Institution grants a diploma that certifies a student has completed the requirements of a technical/professional, post-secondary, non-university program associated with an occupation as defined by the Dictionary of Occupational Titles published by the Department of Labor of the United States of America.

AWARDING OF HONORS

PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE

Suma Cum Laude will be awarded to students with a grade point average 3.90 to 4.00; Magna Cum Laude to students with a grade point average of 3.75 to 3.89 and Cum Laude to students with an average of 3.50 to 3.74. Graduated students must claim their diplomas in the Registrar's Office no later than one year after the graduation. The Institution will not be responsible for unclaimed diplomas after said session.

PROGRAMS LEADING TO A DIPLOMA

High honors are awarded to students with a grade point average (GPA) of 3.90 to 4.00; honors, to students with an average of 3.75 to 3.89; and honorable mention to students with an average of 3.50 to 3.74.

PARTICIPATION IN THE GRADUATION CEREMONY

The graduation ceremony will occur once in the academic year, during the month of December or January, as indicated in the academic calendar. A student's participation in the graduation ceremony, a payment of tuition costs, or listing of the student as a candidate for graduation on any document or invitation, does not guarantee that a certificate of graduation will be granted.

LIBRARIES

The library is a fundamental component of our Institution. An academic center consists of an organized collection of a variety of resources and materials and is managed by qualified personnel who offer support services to the teaching and learning process. The library gathers orders and circulates bibliographical materials and the didactic and informational resources available to the Institution to foster studying, reading, researching and support to the learning of the academic community.

The center has the following areas: space and/or study hall, Reserve Collection, periodicals and computers with Internet access and Microsoft Office applications.

STUDY HALLS

Our study halls provide students with a center of resources to complement the learning acquired in the academic programs. These contain various book collections and provide an efficient information service. They maintain books, professional magazines and national newspapers as references for the subjects taught at the Institution; as well as Internet facilities and other audio-visual equipment.

CLASSROOMS AND LABS

The institution has the classrooms and labs required by the academic programs. The labs provide instructional equipment and materials that support the achievement of each program's educational objectives.

GRIEVANCE PROCEDURE

NUC University – IBC Technical Division, being well aware of a student's right to differ, has established a procedure for submitting and presenting grievances or complaints. Students who have a complaint related to academic or administrative services may present a written complaint before the Executive Director, explaining the situation.

The Director will meet with the applicable parties and will respond to the complainant within fifteen (15) days from the date of the complaint. If the complainant is not satisfied with the decision, s/he may appeal, in writing, before the Vice-president or Director of the corresponding area within the next five (5) business days from the date on the letter from the Executive Director. The appropriate Vice-president or Director will evaluate the situation and, if necessary, will conduct a hearing and will respond to the complainant, in writing, within the next ten (10) business days from the date the appeal letter is received or ten (10) additional business days if the appeal requires a hearing.

The complainant may notify, in writing, any concerned agency or agencies, if s/he understands that his/her complaint was not resolved:

Junta de Instituciones Postsecundarias

Tel. (787) 722-2121
Departamento de Estado
Calle San José,
San Juan, Puerto Rico 00901

PO Box 9023271,
San Juan, Puerto Rico 00902-3271

Middle States Commission on Higher Education

Tel. (267) 284-5000
3624 Market Street,
Philadelphia, PA, 19104

INSTITUTIONAL POLICIES

PRIVACY OF EDUCATIONAL RECORDS POLICY

NUC University – IBC Technical Division fully complies with the clauses in the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended). This act protects the private nature of the students' academic records and establishes their right to inspect and review them. It also provides guidelines to correct the accuracy of the information through informal and formal means. Students have the right to file a complaint related to the Institution's alleged non-compliance of the law, if they so desire, before the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

In compliance with the law, copies of the institutional policy established by NUC University – IBC Technical Division may be found in the Registrar's Office and in the Financial Aid offices. These offices keep a list of all the academic records managed by the institution, as well as the location of these records.

EQUAL OPPORTUNITY POLICY

NUC University – IBC Technical Division provides equal opportunities to students and employees in academics and in the enjoyment of the academic services and programs offered. The Institution does not exclude participation nor does it discriminate against any person for reasons of age, race, sex, color, place of birth, origin or social status, physical or mental disability or political or religious beliefs.

Any candidate for admission or student who understands he or she has been the object of discrimination for any of the previously mentioned reasons may file a written complaint before the designated officer. The establishment and compliance of this policy, as well as its publication, are in accordance with the federal regulations implemented by Title IV of the Federal Higher Education Act of 1965, as amended, and with Section 504 of the Rehabilitation Act of 1973.

DRUG AND ALCOHOL ABUSE POLICY AND PREVENTION PROGRAMS

NUC University – IBC Technical Division in compliance with Federal Department of Education and State laws has established a Declaration against the distribution, manufacture, and use and abuse of drugs and alcohol as well as prevention programs to the student body and employees community.

LAW #56 - USE OF ASTHMA MEDICATION POLICY

In accordance with what is established in Law 56 of 1 February 2006, (Treatment of Students that Suffer from Asthma) and with the purpose of ensuring compliance with the requirements of this law, students may possess and use their asthma medication (i) during their stay in our facilities, (ii) during an activity sponsored by the Institute, (iii) during and under the supervision of the Institution's personnel.

LAW #186 - RESTRICTIONS IN THE USE OF THE SOCIAL SECURITY NUMBER POLICY

In accordance with what is established in Law 186 of 1 September 2006 (Restrictions on the Use of the Social Security Number) and to ensure compliance with the requirements of the law, the Institution will not display nor exhibit the Social Security number of any student in a location or object that is visible to the general public with the purpose of identifying him/her, nor will place or publish grade lists or lists of students enrolled in courses or any other lists delivered to professors; nor will include it in student directories nor any similar lists, except for internal confidential use; nor will make it accessible to any person without a need to know or authorized access to this information.

LAW #37- PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING POLICY

In accordance with the establishments of Law 37 of 10 April 2008 (Prohibition of School Harassment) and with the purpose of ensuring compliance with the requirements of this law:

At NUC University – IBC Technical Division we acknowledge the student's right to personal safety, free of harassment, intimidation and bullying; to study in a safe environment; to their personal intimacy and dignity; to promote the formation of student organizations; to a fair evaluation of his/her academic work; to the proper guarding of any documents related to their academic history and student life; to freely select his/her job or profession; to receive vocational orientation services and other specialized services; to an education that allows him/her to pursue higher education or provides access to the job market in or outside of Puerto Rico; to organize and participate in the activities of his/her center of study.

PREVENTION OF CYBERBULLYING POLICY

In keeping with the prevention of cyberbullying, defined as bullying through electronic information (text messages, websites, mobile, social media, email, instant messaging, blogs, etc…), NUC University – IBC Technical Division recognizes the right of students to their personal safety; free from harassment and intimidation by technology (cyberbullying); to study in a healthy environment; for their privacy and personal dignity; to an education that enable them to pursue higher education or provide them access into the labor market within and outside Puerto Rico, and to organize and participate in the activities of their study centers.

NUC University – IBC Technical Division will not allow any student to be exposed to treatment that will cause emotional distress and concern. The institution will not allow threats, sexual connotations, pejorative labels written in different electronic media regarding false and defamatory information of any student.

If a student of NUC University – IBC Technical Division understands that is being cyber bullied, he or she has the right to file a complaint with the Counselors Office. The counselor will provide immediate intervention the concerned student and will guide through the process of filing a complaint against the offending student.

LAW #25 - SCHOOL VACCINATION POLICY

The governance of the NUC University – IBC Technical Division strongly supports the efforts of the Department of Health of the Government of Puerto Rico to immunize or vaccinate all students duly enrolled in educational institutions in Puerto Rico. Our strong belief in the overall health of our students fosters compliance with School vaccination Law #25. Any student under the age of twenty one (21) must present the Vaccination Certificate, PVAC-3 (green document) as evidence of vaccination.

It is the responsibility of the directors and administrators of educational institutions to annually submit a report to the Department of Health in relation to students' compliance with the Vaccination Law #25. Failure to comply with this requirement is a violation of Law #25, which can lead to penalties and sanctions to the authorities of our institution. The Registrar's Office will record the information in the PVAC-3 document in the electronic record of the Department of Health under the PRIR.salud.gov.pr. In addition, will coordinate with the designated officer of the Department of Health the registration of the PVAC-3 effective December 30th of each school year.

LAW #250 - POSTSECONDARY EDUCATIONAL PASSPORT OF REASONABLE ACCOMMODATION

NUC University – IBC Technical Division adjusts the individualized admissions and evaluation process in order to meet the needs of students and candidates with disabilities. The institution seeks to ensure specific reasonable accommodation consonant with the disability of the student or prospect, and once admitted that

these can lead to perform successfully yet in accordance with their limitations during their course of study at the institution.

All people with disabilities are entitled under Article 6 of Law No. 250 of 2012, the Postsecondary Educational Passport of Reasonable Accommodation to voluntarily claim an extended admissions process. Students shall be welcomed under the legal principles of the regulations, rules and procedures under this law.

The institution is committed to adapt, modify and properly adjust those that allow a person with disabilities to participate in all aspects; educational activities, curricular and extracurricular, educational settings, recreational, sports, and cultural as part of the formal learning process and perform in the educational environment in an inclusive, accessible and comparable manner.

LAW #179 - REGISTRY OF FRATERNITIES, SORORITIES AND ASSOCIATIONS

NUC University – IBC Technical Division certifies compliance as required by the Law No. 179 of June 30, 1999 and the Regulations on Registration of Fraternities, Sororities and Associations, which the locations of the institution remain in effect and promulgate the current and updated institutional regulations on students' organizations. The institution complies with Articles 10, 11 and 12 of the Regulation on Registration of Fraternities, Sororities and Associations established by the institutions and authorized by the Junta de Instituciones Postsecundarias.

ACCESS TO THE INFORMATION POLICY

The libraries and study halls of the NUC University – IBC Technical Division are a resource center aimed to offer services to the institution's academic community. It offers service to institution's students duly enrolled in the different programs, to staff and faculty members.

- **Resources Loan**: The student requesting borrowed library materials must present identification and fill out a loan application request. The books in the circulating collection are loaned for a period of two weeks. All other library materials are for use within the library or study hall. The same policy applies to faculty.
- **Reference services**: During orientation, management and location of collection materials will be established at the beginning of each quarter a schedule of orientation for new students. The faculty members that give assignment to a group of students should coordinate with the library or study hall staff.
- **Photocopying of printed material**: Any student or faculty member that uses the library or study hall may photocopy the materials needed in the machines provided as long as they carry out the standards set in the Copyright Act and pay for the service (in the case of students). The faculty members have access to the photocopy machine at no cost.
- **Computer Laboratory**: Students have access to the use of computers and its software to perform assigned jobs, navigate the Internet and carry out other activities of personal interest. Each student has a maximum of half an hour to use the computer in case there are others requesting the service. Students must sign the computers usage log and provide the time and academic program in which they are enrolled. Users can print their work, but must provide the paper.
- **Finding information online or accessing the Internet:** Is available for use by students and faculty members in the properly identified computers. You can print up to five pages at no cost.
- **Loan of audiovisual equipment:** Audiovisual equipment must be separated with a week in advance. Faculty members or users who needs the equipment to conduct presentations, reports, classes , etc.; should complete a loan application form indicating date, time and place where

the equipment will be used. The person requesting the equipment is responsible for returning it to the library or study hall and ensures the proper use and conservation.

INTERLIBRARY SERVICES POLICY

This policy is focused to the necessity of students in the facility to share the library or study hall resources with libraries of other NUC University – IBC Technical Division locations. This provides students easy access to books and other type of documents available in other libraries and study halls. This service is available to the general institutional community, students and faculty with the purpose of facilitating bibliographic resources not available.

In order to make use of interlibrary loans the following policy has defined:

- The user of this service agrees in writing to cover the cost of lost or damaged books.
- The user must request the loan in the library or study hall of the location enrolled, and must present student, employee or faculty member identification card.
- The processing service will take one (1) to two (2) weeks to be notified to the user requesting the loan. It may take longer than specified, depending on the geographic area where the book or document has been requested.
- The lending location determines the length of the book or document loan. The user must return the book or document on the indicated due date.
- Any requested book or document cannot be removed from the library or study hall where the loan is requested.
- The institutional community, students and faculty members have the right to use the interlibrary loan service.

Note: Reproduction of Documents (Copyright)

Students must ensure compliance with copyright laws before photocopying materials. The U.S. Copyright Act, Title 17 controls the photocopy or other reproduction of copyrighted materials.

Under the specific conditions of the Act, libraries and archives are authorized to provide photocopy or reproduction. One of these conditions is that the photocopy or reproduction "will not be used for any purpose other than private, academic or research study." If the user requests a photocopy or reproduction for other purposes that exceed the "fair use", can be prosecuted for infringement of copyright.

The library or study hall reserves the right to reject any request for reproduction, which, in his/her view, involves violation of Copyright Act.

LAW #267 - PROTECTION OF STUDENTS IN THE USE AND MANAGEMENT OF INTERNET

NUC University – IBC Technical Division ensures the security and well being of our student body in order to prohibit and restrict the use and management of Internet in classrooms/laboratories, libraries and study halls were are available computers for students and faculty; with no access to pornographic material such as videos, photos, texts, audio and any other form of material which undermines the well being of our educational community, regardless of the age of our students and employees.

The Institution has an Information Technology Department wich installs, monitors and protects technological devices with the purpose of filtering, limiting and interrupts the access to pornographic and obscene material that results harmful and detrimental to the physical and emotional security and to the development of students and employees. All students and employees will be under the legal principles of the policy, norms and procedures within the law.

NUC University – IBC Technical Division is commited to adapt, modify and adjust appropriately all that allows our student community to respect and recognize the sanction procedure for those who violate the use and management of institutional and personal computers; prohibiting the access, management and share of pornographic and obscene material that goes against the well being of the students and employees while within the facilties and grounds of our schools.

CONTINUITY OF OFFERING COURSES ACCORDING WITH THE CURRICULAR SEQUENCE

NUC University – IBC Technical Division is committed to the academic development of its students and in providing learning opportunities that trains them to incorporate into the workforce in high-demand careers in the maximum time allowed under the Satisfactory Academic Progress Policy.

NUC University – IBC Technical Division is responsible for providing continuity to the programs after the student is admitted to the program. At NUC University – IBC Technical Division keeps each program with an updated course outline, which serves as a guide to the academic community to maintain an effective courses offering. Students who come in as transfer and validate courses will be oriented to eventually enter the sequence of their program. At NUC University – IBC Technical Division we will take into consideration the needs of courses as students' progress following the pace of studies stipulated in the sequential and academic offerings. NUC University – IBC Technical Division will ensure that students who follow the curriculum sequence and take scheduled courses can complete their program of study in the time regulated by the Satisfactory Academic Progress Policy.

Students will be responsible for taking the courses when scheduled in order to avoid have pending courses when close to completion of their studies. Students will be responsible in keeping control of their study program and assume the consequences of courses withdrawn without a valid reason.

However, it reserves the right to eliminate course, consolidate sections, make changes in the programs, or request moratorium on study programs when deemed necessary or appropriate according to institutional circumstances.

This policy applies to all academic programs offered at the institution.

CONTINUITY OF THE OFFERING TO STUDENTS ENROLLED IN PROGRAMS TO BE CLOSED OR PLACED IN MORATORIUM

The institution has the policy to ensure that students can finish their degree as announced. However, it reserves the right to eliminate courses, consolidate sections, make changes in the programs, or request moratorium on study programs when deemed necessary or appropriate according to institutional circumstances.

NUC University – IBC Technical Division recognizes its obligation and responsibility to the development of educational and training process of students who have placed their trust in their programs of study. For such purposes, the following shall be established:

- ✓ Maintain effective communication with accrediting agencies to inform them on decisions to proceed on closing programs of study in order for them to take action according to the accreditation: temporary moratorium, program elimination, or program revisions.
- ✓ Announce and facilitate the provision of other programs of study at the institution, in which courses (if applicable) will be validated to students interested in transferring to another program of study.
- ✓ Announce and facilitate procedures for transfer of the institution (IBC) to another institution of higher education of interest to students, either by agreement or formal communication between the institutional authorities.

- ✓ Plan through enrollment contract or other strategy the necessary courses to complete the degree in the institution.
- ✓ Accept grades of similar courses taken by students at other higher education institutions either by permission granted by the institution of origin or by agreement.
- ✓ Plan and implement an accelerated courses schedule, tentative with the purposes that enrolled students complete their program of study in a short period of time.
- ✓ Refund fees according to applicable regulations.

MISREPRESENTATION POLICY

NUC University – IBC Technical Division recognizes the importance of developing, implementing and maintaining a policy against deliberate false representation. Therefore, to comply with this policy, the institution has developed procedures to ensure that no misrepresentation concerning the nature of the study programs offered, financial costs or on employability and retention of its graduates. NUC University – IBC Technical Division wants to offer its prospects, regular students, administrators, faculty and the community in general accurate and truthful information related to their licenses, accreditations, locations, costs of studies, financial aid and rates of employability and retention of their graduates, physical facilities, equipment, academic programs.

INSTITUTIONAL POLICY ON CAMPUS SECURITY (Clery ACT)

NUC University – IBC Technical Division recognized as legitimate institutional interest to facilitate the protection of life and safety by keeping a safe environment for students, employees and visitors. State and federal law requires educational institutions that receive Title IV funds the responsibility of providing protection and security to the members of its academic community. NUC University – IBC Technical Division reaffirms commitment to improve and expand security measures and protection in favor of the academic community and all external community that benefits from the services of the institution. Promoting healthy lifestyles prevention and security programs that help improve the quality of life of our community. This policy aims to promote and maintain a safe working and study environment, risk-free, violence and danger. It also recognizes the right of students, prospects, and academic community in general to be informed about any criminal act occurred on campus and on public property, also data is collected, information is disclosed and the community is kept informed throughout about criminal incidents occurred at NUC University – IBC Technical Division institutions. Anyone who by action or omission violates any state or federal statute shall be subject to disciplinary measures established by the institution or may be civil or criminally prosecuted by the laws that apply.

Section 304 (SAVE ACT), of Sexual Campus Violence, Domestic Violence, Dating Violence and Stalking Education and Prevention of Violence Against Women Reauthorization Act (VAWA), approved on March 7, 2013, amended the Jeanne Clery Act which imposes educational institutions report criminal incidents that arise on Domestic Violence, Dating Violence, Stalking and Sexual Assault. In turn, they are required to develop policies and procedures in this regard.

INSTITUTIONAL POLICY ON TITLE IX AGAINST DISCRIMINATION ON THE BASIS OF SEX

NUC University – IBC Technical Division, promotes a healthy environment, free from intimidation, harassment and discrimination, and in an affirmative manner, prevent, discourage and attends any conduct that could be interpreted as discriminatory on the basis of sex in accordance with the amendments on Title IX which states that:

"No person in the United States and territories shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity

receiving Federal financial assistance."

It is policy to ensure equal opportunities to their applicants for job and admissions, as well as students and employees, both in terms of educational opportunities and employment, as in the enjoyment of academic services and programs offered and on terms and conditions of employment.

NUC University – IBC Technical Division does not exclude from participation, deny benefits, or discriminate against any person regardless of gender, sexual orientation, gender identity, status of full or part time studies, disability, race or national origin in its programs and educational activities.

LAW #109 OF 2003 - MEASURES FOR THE PROTECTION OF STUDENTS ACTIVATED BY THE ARMED FORCES OF THE UNITED STATES AND THE PUERTO RICO NATIONAL GUARD

As required by law and to foster the intellectual development of students who are members of the Reserves of the U.S. Armed Forces in PR and the National Guard, NUC University establishes that when a student is activated by the military corps to which he/she belongs, the institution will ensure a space in all courses in which he/she is enrolled. When the military student receives an activation order from the U.S. Armed Forces Reserves in PR or the National Guard, he/she must present original evidence of the order to the Registrar's Office. Before the following two scenarios, the corresponding process will apply:

- ✓ If the student is enrolled at the time of activation, he/she must process a total withdraw indication in the document that it is for military activation. The Institution will make the adjustments to charges according to the law. The student will not be evaluated or penalized for Satisfactory Academic Progress in the specific term corresponding to the activation.
- ✓ If the student has been activated for the next term of study, he/she may request a Leave of Absence for military reasons. The curriculum in which the student is enrolled will be validated upon completion of the period for which the student was authorized to be absent.

Furthermore, the institution must guarantee the activated student, and once the term of activation has ended and he/she wishes to continue his/her studies, the accommodation and reasonable priority in the courses in which he/she was enrolled, or its equivalent at the time of his/her activation. This will be according to the availability of courses during that term. Activated students who are candidates for graduation during the term of their activation, will have priority over other students in the accommodation of courses. Likewise, the institution must indicate in the official transcript of credits of the activated student that the reason for the student's withdrawal or classification of incomplete studies during the current semester was due to the activation order.

INSTITUTIONAL POLICY FOR VETERAN STUDENTS

Approval
NUC University is approved for veterans' education training. The Puerto Rico Approving Agency of Veterans has approved NUC University for veterans' education training. Veteran's Education Benefits are provided by the Department of Veterans Affairs, a third-party provider. The student interested in Veterans' Educational Benefits should contact the campus certifying official or the Registrar's Office.

Admission

Any veteran student and recipient must submit admissions documents before the 1st day of classes.

Our policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date, the institution certified tuition and fees following the receipt of the certificate of eligibility.

Our policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to certify the enrollment as described in other institutional policies properly.

Validation of prior credit/hours from previous studies

Each Certifying Officer must ensure that the student with previous studies at another institution submits for evaluation an official transcript from all previously attended institutions and programs of origin. This includes but is not limited to the Joint Service Transcript (JST). The student must request credit validation following the procedures established by the institution. The institution ensures that to validate credit/hours from previous studies, the cost and duration of the program shall be reduced proportionately.

Satisfactory Academic Progress

NUC University defines Satisfactory Academic Progress as the required measurement of students' academic progress towards completing their educational program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Credits Successfully Completed).

Students must maintain the required GPA and successfully pass the necessary credits to meet the qualitative and quantitative components of SAP (Satisfactory Academic Progress). For the student to complete the

approved academic program within the maximum time frame established for the program (the quantitative component of SAP), the student must also maintain a steady pace of completed and approved courses throughout their academic program.

An evaluation of the SAP is not completed until both the qualitative and quantitative components measures are reviewed. If the evaluation shows that, a student does not have the required GPA or is not maintaining the required pace, they become ineligible for FSA funds *(Federal Student Aid)* unless they are placed on Financial Aid Warning or, after a successful appeal, on Financial Aid Probation.

Probationary Period (to receive educational benefit)

Students, who fail to accumulate a minimum grade point average (GPA) of 2.00 at the end of the grading period or term, will be placed on probation for their benefit. Failure to achieve the minimum grade point average (GPA) of 2.00 at the end of the term in which is in probation, the benefit will be suspended. If a program consists of only two periods or terms and does not achieve a minimum grade point average (GPA) of 2.00, the student will not be certified for the second period or term.

Reinstalling the educational benefit

After the educational benefit has been suspended for unsatisfactory progress and once the next term of the class has passed, if the veteran student has earned a minimum grade point average (GPA) of 2.00, the educational benefit will be reinstalled. After the student returns from his or her suspension and fails to achieve the minimum GPA of 2.00; the benefit will be suspended until the student meets the minimum GPA of 2.00.

Satisfactory Attendance (to continue receiving educational benefit)

NUC University must maintain accurate attendance records in all courses to comply with state and federal regulations. In this aspect, online courses are no different from traditional on-ground courses. However, attendance is managed in a different manner from on-ground mode. The student's attendance in the online courses is defined as active participation in the course. Students are primarily responsible for the class, and attendance is expected to complete the assignments required in each course by the deadline. We encourage students to revise the course syllabus to know the necessary activities that constitute active participation.

Failure to meet attendance can lead to administrative withdrawal. Participation is captured and recorded as the last date of attendance (LDA) in the system and student's file. Student participation will be updated consecutively as students perform academic-related activities. This provides a dynamic update to the LDA in the student's academic records to monitor their participation throughout the term. If a student starts the course and requests a withdrawal or a withdrawal is necessary, the LDA will be used as the official withdrawal date.

Students must communicate to the instructor an absence in advance. It is the discretion of the instructor to accept assignments outside the deadline or allow make-up work due to an absence. To this end, each course syllabus clearly outlines expectations about students' absence notification to instructors, class participation, and acceptance of the work out of date.

Students that will request a withdrawal from one or all courses after the period of changes in enrollment (first week of the academic session) must refer to the Withdrawal and Financial Aid Policy of NUC University and meet with the Academic Advisor to know the options. For students who stop attending classes will apply the Consecutive Absences and Administrative Withdrawal Policy as established in the Institutional Catalog.

For Non-College Degree (NCD) Schools, the Veterans Administration will only pay for the program's total hours. The veteran student will be certified by the Certifying Officer according to the hours they are enrolled in the respective period, term, or session.

The Certifying Officer will conduct an attendance evaluation at the end of each period, term or session. Only 10% of justified absences will be permitted of the total hours corresponding to the month, period, term, or session. In case of justified absences, these need to be replaced and must be evidenced immediately returning to classes after the absence (according to the reasons outlined in the institutional catalog as justified or authorized absences).

Therefore, a student receiving educational benefits must keep at all times a satisfactory attendance whether their training is at an Institute of Higher Learning (IHL) or Non-College Degree (NCD).

Repeating Courses
Repeating classes that are completed successfully may not be certified again for VA purposes. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again.

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA.*

PUBLICATIONS

The Financial Aid Student Guide and the Student Regulations Handbook supplement this Catalog. The purpose of this publication is to increase the information offered to students in relation to the norms, procedures and policies that are in force within our Insitution.

GENERAL POLICIES

STUDENT RESPONSIBILITIES

The objectives of the institution demand the administrative responsibility to formulate and enforce the appropriate and necessary rules of conduct for the progress of its educational programs and its normal and essential activities. When enrolling, students accept these rules and the authority of the institution to exercise its disciplinary power.

Students are responsible for complying with existing applicable regulations and policies in this catalog, as well as the Financial Aid Student Guidelines and the Student Regulations 2014-2015, which contains the Institutional Policy on the Manufacturing, Distribution, Sale, Possession and Illegal Use of Controlled Substances and Alcohol and every other document that has been enacted. It is also the student's responsibility to stay informed of all the norms that affect his/her status. For more information visit tecnicos.nuc.edu/ and/or request a printed copy at the Financial Aid and Admissions Office.

NUC University – IBC Technical Division reserves the right to revise and change the rules, tuition costs, fees, stipulations, programs, courses, schedules, graduation requirements, professors and/or any other institutional rules or regulations that affect students, whenever necessary.

VISITORS

The presence of visitors is limited to the administrative areas. In order to access any other area, a representative of the institution must accompany them. Children's access to classrooms is not permitted. Their presence is limited to the administrative area, while accompanied by an adult, for their own safety.

POSTERS OR PROMOTIONS

The placement or distribution of announcements must have the Executive Director's approval. Placement of announcements or distribution of promotional materials is not permitted without previous authorization. It is also prohibited to promote the particular interests of students or entities.

LAW # 40- NON SMOKING AREAS

Smoking is not permitted in classrooms, service offices, labs, study halls, libraries or in the institution's hallways. Signs placed in areas delimited for smoking warn students.

TUITION COSTS AND OTHER FEES

(Revised 10/20/2022)

The tuition, fees, and other charges listed below are applicable to all students enrolled at NUC University-División Técnica IBC (NUC-IBC), with the exception of students enrolled in continuing education courses. The institution reserves the right to review costs as needed. These changes are duly notified to students prior to its implementation. Students are encouraged to be attentive for announcements regarding Tuition, Fees and Other Charges, which are published at the following link: http://tecnicos.nuc.edu/

TUITION AND FEES

The tuition and fees listed below are costs related to the offering of the courses and are applicable to each academic term for which the student is enrolled.

Refer to the Institutional Refund Policy for details regarding how NUC-IBC will handle charges when a student cancels their enrollment, adds or deletes courses during the change period, or withdraws before completing a payment period.

TUITION

Associate Degree Programs[1]	**COST PER TERM**	
Term Credits	**Health Programs**	**Other Programs**
12-20	3,224.00	3,144.00
9-11	2,418.00	2,358.00
6-8	1,612.00	1,572.00
3-5	806.00	786.00
2	538.00	524.00
1	269.00	262.00

[1] Effective for Terms Starting from 07/01/2022. Audit and non-degree seeking students will pay $175.00 per credit.

Diploma Programs	Cost Per Program
Administration and Informatics	
Administrative Assistant with Medical Billing	$10,888
Network Administration	$11,137
Tourism and Hotels	$10,888
Culinary Arts	
Culinary Arts	$11,137
International Pastry and Baking	$11,137
Mixology/Bartending	$7,358
Arts and Technology	
Graphic Design	$11,137
Preschool Teacher Assistant	$10,888
Beauty	
Advanced Hairstyling and Design	$7,358
Barbering and Hairstyling	$11,137
Cosmetology	$11,137
Esthetics	$11,137
Master in Barbering	$7,358
Nail Technology	$7,358
Health	
Dental Assistant with Expanded Functions	$10,951
Emergency Medical Technician-Basic	$7,234
Funeral Home Management and Embalming	$14,668
Geriatric Technician	$7,234
Pharmacy Technician	$14,668
Practical Nursing with Electrocardiography (EKG)	$10,951
Professional Massage Therapist	$10,951
Training and Physical Conditioning Technician	$10,951
Technical	
Computer Repairs and Network Technician	$7,358
Construction Technician (Handyman)	$7,358
Electricity with Renewable Energy	$11,137
Plumbing Technician	$11,137
Refrigeration and Air Conditioning with Inverters	$11,137

FEES

DESCRIPTION	AMOUNT
Associate Degree Programs	
Technology Resources and Administrative Services (Per Term)	355.00
Diploma Programs	
Technology Resources and Administrative Services (Per Program)	200.00
Repeated Course (per credit)	189.00
All Programs[2]	
Electronic Device	390.00

[2] The student may opt out of this charge. The electronic device fee varies according to the model of the equipment and applies only to the term in which the student receives the equipment and will not be refundable unless the student returns the equipment unused (sealed box), or certified defective by authorized personnel of the institution.

OTHER CHARGES

The charges listed below are discretionary and are handled at the student's request.

Description	Fees
Change of Course(s)	$30.00
Program/Concentration Change	$30.00
Collection Agency Fees (up to an additional 30% per balance referred to an agency)	$0.30
Certifications	$2.00
Certification of Contact Hours – Continuing Education	$10.00
Copy of Official Enrollment	$2.00
Duplicate of Student ID	$5.00
Diploma Duplicate	$10.00
Academic Evaluation	$2.00
Evaluation of Foreign Academic Credentials	$100.00
Competency Exams (Per Credit)	$100.00
Incomplete Removal (per course)	$50.00
Unofficial Credits Transcript	$3.00
Official Credits Transcript	$5.00
Recharge for printing and/or photocopying (per term)	$5.00
Printing, Photocopying and Scanning Costs (per page/per side)	
Letter Size - Black & White	$0.10
Letter Size - Color	$0.25
Legal Size - Black & White	$0.15
Legal Size - Color	$0.30
Scanning/E-mailing	$0.50
Printing Token	$3.00

DESCRIPTION OF TUITION AND FEES

Tuition - Supports costs associated with course development and instruction. It include costs related to providing the student with high quality laboratories, including costs associated with, but not limited to the cost of furniture, equipment, software, and special materials used in the laboratory. It also supports the costs associated with creating and maintaining an environment that offers the student the opportunity to learn and practice in a workplace setting. The amount charged is based on the total credits registered for the corresponding period.

Electronic Device - Provides the student with the opportunity to acquire the equipment needed to complete their distance learning courses at a price below the competitive market rate. The equipment is available upon the student's request and subject to availability.

Students may choose not to pay this fee. If the student chooses not to pay this fee, the student will be responsible for the purchase of the equipment.

General Description	Fee
HP 14 Notebook 14"	$390.00

Technology Resources and Administrative Services - Supports the availability of educational and administrative technology services including, but not limited to, the following: multimedia, access to digital resource data network, library access system enhancements, updating of e-learning systems, accident insurance, degree granting process, technology safety systems, data protection systems, and technologies to support student services.

ACADEMIC OFFERINGS

STUDY PROGRAMS SEQUENCE-ASSOCIATES DEGREE

ASSOCIATE DEGREE IN GASTRONOMY AND CULINARY MANAGEMENT

The Associate Degree Program in Gastronomy and Culinary Management will train students in the analysis of the fundamentals and procedures necessary for the planning and preparation of foods and beverages according to quality standards established by the gastronomic industry. Graduates of this program will be able to apply basic and advanced principles in the preparation of food and pastry products, taking into account nutrition principles, safety aspects in equipment and food handling, and cost and inventory control. In addition, they will be able to demonstrate knowledge of classic, modern, and innovative culinary techniques, menu design with local and international dishes, and the business requirements for the development, establishment, management, and supervision of a small or medium-sized business. Likewise, they will be able to apply their skills in the preparation and assembly of a buffet, banquet, or catering service, à la carte and table services presentation, and pairing offering as established in the basic level of their profession.

CODE	TITLE	CREDITS
ESPA 2101	College Spanish I	3
INGL 2101	College English I	3
MATE 2101	College Math I	3
CISO 2101	Introduction to Social Sciences	3
	TOTAL	**12**
COMP 2113	Introduction to Computers	3
NUHS 2004	Nutrition, Hygiene, and Sanitation	4
COLI 2101	Culinary History and Culture	2
MGMT 2101	Management and Supervision of Food and Beverage I	4
	TOTAL	**13**
MGMT 2102	Management and Supervision of Food and Beverage II	3
LTUS 2093	Electronic Spreadsheets (Excel)	3
COCI 2008	Meat Cutting and Fish and Seafood Handling Lab	2
MATE 2010	Mathematics for Culinary Arts	3
COCI 2006	Culinary Techniques I (Basic)	3
	TOTAL	**14**
COLI 2106	Culinary Techniques II (Advanced)	2
HUMA 2101	Introduction to Humanities	3
COLI 2108	Table Services Lab	3
COCI 2113	Continental Cuisine Lab	2
COCI 2014	Bakery and Confectionery I Lab	2
FACI 2000	Menu Planning, Costs, and Inventory	2
	TOTAL	**14**
COCI 2015	International Cuisine Lab	2
COCI 2016	Garde Manger, Breakfast, Banquets, and Catering	2
COCI 2017	Bakery and Confectionery II (Advanced) Lab	2
COLI 2107	Modern Culinary Trends and Healthy Kitchen	3
MGMT 2103	Ethics in the Food and Beverage Industry and Human Resources	2
COCI 2018	Creative Puerto Rican Cuisine	1
	TOTAL	**12**
MIXO 2116	Principles of Mixology, Enology, and Pairing	3
COCI 2114	Externship	4
	TOTAL	**7**
	TOTAL CREDITS	**72**

*External practices are carried out in establishments outside the Institution, according to availability. Specific centers, days and times are not guaranteed.

ASSOCIATE DEGREE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

The Associate Degree in Emergency Medical Technician/Paramedic trains students in the theoretical and advanced practical knowledge required for managing medical emergencies. Students will be able to apply principles of anatomy, physiopathology, and the fundamentals of public health as well as prehospital medicine, including the assessment and management of newborn, pediatric, adult, aging, medical high technology-dependent, and hearing-impaired patients. In addition, they will carry out psychiatry emergency medical protocols, flight physiology, and air medical transport. Graduates will be able to apply immediate response skills in emergencies by using and managing surgical medical equipment, administering medications, and caring for polytraumatized patients with heart, respiratory, obstetric-gynecological, pediatric, or neurological diseases, as established at the basic level of their profession.

CODE	TITLE	CREDITS
ESPA 2101	College Spanish I	3
MATE 2101	College Mathematics I	3
BIOL 2300	Human Biology	4
EMTP 2000	Introduction to Medical Emergencies	3
	TOTAL	**13**
CISO 2101	Introduction to Social Sciences	3
EMTP 2030	Pharmacology	3
EMTP 2011	Patient Assessment	2
EMTP 2021	Pathophysiology and Fundamentals of Public Health	3
	TOTAL	**11**
COMP 2113	Introduction to Computers	3
EMTP 2060	Medical Emergencies	4
EMTP 2040	Respiratory and Neurological Emergencies	4
INGL 2101	College English I	3
	TOTAL	**14**
EMTP 2051	Cardiovascular Emergencies	5
EMTP 2080	Obstetric and Gynecological Emergencies	4
HUMA 2101	Introduction to Humanities	3
	TOTAL	**12**
EMTP 2070	Polytraumatic Emergencies	5
EMTP 2100	Geriatric and Psychiatric Emergencies	3
EMTP 2113	Special Operations, Rescue, and Hazardous Materials Handling	3
EMTP 2111	Sign Language	2
	TOTAL	**13**
EMTP 2090	Pediatric and Neonatal Emergencies	4
EMTP 2114	Fundamentals of Aviation Physiology and Air Transport	2
EMTP 2112	Preparatory Course for Paramedic Board Exam	3
EMTP 2120	Integrated Practice	5
	TOTAL	**14**
	TOTAL CREDITS	**77**

*Clinical practice is offered with external ambulance service providers (public or private) or in clinical facilities. Specific sites, days, or schedules cannot be guaranteed. The Commonwealth of Puerto Rico requires a license issued by the Board of Examiners of the Emergency Medical Technicians of Puerto Rico in order to work in this field. Graduates interested in becoming an ambulance operator (driver) must meet all requirements established by the Public Service Commission of Puerto Rico to obtain the license.

ASSOCIATE DEGREE IN DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

The Associate's Degree in Dental Assistant with Expanded Functions trains students in the theoretical and practical knowledge needed to work in a dental clinic or office through learning experiences in the classroom, labs, or lab simulations. Graduates of this program will be able to perform tasks delegated and supervised by a dentist, which require the application of acquired knowledge and skills in the areas of digital imaging, oral disease prevention, dental restoration, and infection control. In addition, they will be able to perform basic medical and dental insurance billing.

CODE	TITLE	CREDITS
BIOL 1010*	Introduction to Biology	3
DEAS 1101L	Dental Anatomy, Nomenclature and Laboratory	2
DEAS 1300	Dental Materials Sciences	2
DEAS 1311L	Dental Materials Sciences Laboratory	2
ITTE 1031L	Computer Literacy and Laborato	3
SEMI 1001	University Environment Seminar	1
	TOTAL	**13**
BIOL 2000*	Human Anatomy and Physiology	3
DEAS 1220	Oral Anatomy, Head and Neck	3
DEAS 1500	Instruments and Clinical Sciences I	2
DEAS 1511L	Instruments and Clinical Sciences I Laboratory	2
DEAS 1811L	Oral Microbiology & Infections Control Laboratory	2
	TOTAL	**12**
DEAS 1600	Oral Pharmacology	3
DEAS 1420	Digitizing of Dental Images	3
DEAS 1421L	Digitizing of Dental Images Laboratory	2
SPAN 1010*	Basic Spanish I	3
DEAS 2700	Histology, Embryology and Oral Pathology	2
	TOTAL	**13**
DEAS 2600	Instruments and Clinical Science II	2
DEAS 2611L	Instruments and Clinical Science II Laboratory	2
DEAS 2920	Preventive Dental Treatment	2
DEAS 2921L	Preventive Dental Treatment Laboratory	2
SPAN 1020	Basic Spanish II	3
ENGL 1010*	Basic English I	3
	TOTAL	**14**
DEAS 2000	Expanded Functions in Restorative Pre-Clinic Science	2
DEAS 2011L	Expanded Functions in Restorative Pre-Clinic Science Laboratory	2
DEAS 2031	Expanded Functions Preventive Science Clinic Seminar	2
DEAS 2041P	Expanded Functions Preventive Science Clinic Practice	2
MESE 2031L	Medical Billing, Electronic Record and Laboratory	2
ENGL 1020	Basic English II	3
	TOTAL	**13**
DEAS 2055	Integrative Seminar for Dental Assistant with Expanded Functions	2
DEAS 2061P	Expanded Functions Restorative Science Clinic Practice	2
SOSC 1010	Social Science I	3
OR	**OR**	
HUMA 1010	Humanities I	
MATH 1010*	Basic Mathematics	3
ELECTIVE	Elective	3
	TOTAL	**15**
	TOTAL CREDITS	**78**

*All general education courses with an asterisk and all core, major and electives courses must be passed with at least a "C" grade.

** The practice courses requires 180 hours of clinical practice in a authorized dental office, for a total of 360 hours of practice. Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program. It's also required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), a health certificated issued by the Puerto Rico Health Department, and certification of Hepatitis vaccines, between others requirements.

Note: Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.

ASSOCIATE DEGREE IN PHARMACY TECHNICIAN

The Associate's Degree in Pharmacy Technician trains students in the knowledge and competencies required by the profession under the supervision of an authorized licensed pharmacist. Students will apply their theoretical and practical knowledge in the preparation, compounding, and dispensing of medications and the administration of a pharmacy's operations. Graduates of this program will be able to perform as pharmacy technicians in different public and private scenarios, such as institutional pharmacies (hospitals), community pharmacies, wholesale drugstores, and health insurance companies, among others, in compliance with the laws and standards of the profession and the Puerto Rico Board of Pharmacy.

CODE	TITLE	CREDITS
BIOL 1010	Introduction to Biology	3
MATH 1010*	Basic Mathematics	3
PHAR 1000	Pharmaceutical Theory	3
ITTE 1031L	Computer Literacy and Laboratory	3
SEMI 1001	University Environment Seminar	1
	TOTAL	**13**
PHAR 1120	Pharmaceutical Mathematics	4
CHEM 1010*	General Chemistry for Health Sciences	3
CHEM 1011L*	General Chemistry for Health Sciences Laboratory	1
BIOL 2000*	Human Anatomy and Physiology	3
PHAR 2250	Pharmaceutical Legislation	3
	TOTAL	**14**
PHAR 2560	Pharmacology I	3
PHAR 1050	Pharmaceutical Chemistry	3
SPAN 1010*	Basic Spanish I	3
PHAR 2361L	Pharmacy Administration Laboratory	2
PHAR 2051L	Composition and Dispensing Laboratory	2
	TOTAL	**13**
PHAR 2350	Posology	3
ENGL 1010*	Basic English I	3
PHAR 2570	Pharmacology II	3
PHAR 2700	Pharmacy Internship Seminar I	1
PHAR 2711P	Pharmacy Internship I	2
	TOTAL	**12**
SOSC 1010	Social Sciences I	
OR	**OR**	
HUMA 1010	Humanities I	3
PHAR 2580	Pharmacology III	3
PHAR 2800	Pharmacy Internship Seminar II	1
PHAR 2811P	Pharmacy Internship II	2
SPAN 1020	Basic Spanish II	3
	TOTAL	**12**
PHAR 2900	Pharmacy Internship Seminar III	1
PHAR 2911P	Pharmacy Internship III	2
PHAR 2920	Pharmacy Integrated Seminar	3
ENGL 1020	Basic English II	3
ELECTIVE		3
	TOTAL	**12**
	TOTAL CREDITS	**76**

*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a "C" grade.
Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
The Associate's Degree in Pharmacy Technician Practice is equivalent to two (2) internships of 350 hours each and one (1) of 300 hours.
For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), between others requirements
Note: Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN ENTREPRENEURSHIP

The Associate's Degree in Business Administration with Major in Entrepreneurship trains students in the skills essential to planning, establishing, and managing a business operation. Students in this program will develop a business plan from the formulation of an idea to its execution, evaluation, and optimization. The program aims to prepare professionals with the managerial, ethical, and legal knowledge necessary to develop and manage socially responsible businesses.

CODE	**TITLE**	**CREDITS**
SPAN 1010	Basic Spanish I	3
MATH 1010	Basic Mathematics	3
BUMA 1000	Introduction to Business	3
ITTE 1031L	Computer Literacy and Laboratory	3
SEMI 1001	University Environment Seminar	1
	TOTAL	**13**
SPAN 1020	Basic Spanish II	3
ENGL 1010	Basic English I	3
ACCO 1000	Introduction to Accounting I	4
BUMA 1050	Introduction to Entrepreneurship	3
	TOTAL	**13**
ENGL 1020	Basic English II	3
MATH 1050	Business Mathematics	3
ACCO 2000	Fundamentals of Accounting and Financial Management for the Entrepreneur	3
BUAD 2000	Fundamentals of Management	3
	TOTAL	**12**
SOSC 1010	Social Sciences I	3
OR	**OR**	
HUMA 1010	Humanities I	
BUMA 2010	Legal, Tax and Social Responsibility in Business	3
MKTG 1010	Marketing Principles	3
BUMA 2050	Small Business Planning	3
	TOTAL	**12**
ECON 2000	Micro Economics	3
BUMA 2250	Small Business Planning II	3
MKTG 2050	Introduction to Digital Marketing	3
BUAD 3000	Human Resources Administration	3
BUAD 3050	Ethics in Business	3
	TOTAL	**15**
	TOTAL CREDITS	**65**

Note: Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.

ADMINISTRATION AND INFORMATICS

NETWORK ADMINISTRATION

The program of Computer System Administration offers the theoretical knowledge and practical skills to provide day-to-day administration, maintenance, and support of computer systems and networks, as well as advice for computer users. The program fosters the development of skills such as maintaining network hardware and software, analyzing problems, and monitoring the network to ensure its availability to system users. Students will have an opportunity to apply to various jobs found in industry, such as: technical support specialist, assistant desk technician, system administrator, etc. Also, this program gives the opportunity to qualify for IT Industry Certification such as: Microsoft System Administrator (MCSA), Desktop Support Technician (MCDST), Professional (MCP) and Comp TIA Network+.

CODE	**TITLE**	**CREDITS**
LITE 1001	Computer Literacy	2
MATE 1221	Applied Mathematics	2
DETE 1003	Keyboard Skills	2
	TOTAL	**6**
ADRE 1097	Computer Telecommunications	2
INGL 1109	Basic English I	2
HARD 1204	PC Hardware and Assembly	2
	TOTAL	**6**
ADRE 1004	Network Operations	2
OPCO 2096	Computer Operating Systems (Windows)	2
INTE 1215	Internet Fundamentals and Managements	2
	TOTAL	**6**
REDE 1215	Installation, Configuration, Administration and Support of Operating Systems (Windows)	2
OPCO 2097	Operating Systems Open Sources	2
ADRE 1005	Network Operations I- Environment	2
	TOTAL	**6**
ADRE 1006	Network Operations II- Infrastructure	2
REDE 1216	Server Applications	2
SERV 2011	Computer Users Support and Technical Writing	2
	TOTAL	**6**
SERE 3001	Network Security	2
VIRT 1001	Virtualization	2
RENE 1001	Preparatory Course for Certifications in Computer Systems Administration	2
	TOTAL	**6**

TOTAL CREDITS 36

BANKING OPERATIONS

This study program offers the student the knowledge of the procedures, norms, products, services, and regulations of the commercial bank, mortgage bank and other financial institutions. It also includes technological advances in the transactions areas and forms of payment, through the handling of computerized terminals for banking tellers. The graduates from this program will be able to fill positions, such as: Teller Banking, Customer Service, or other similar positions in financial institutions.

CODE	**TITLE**	**CREDITS**
MADO 1003	Keyboard Skills	2
SERV 3001	Customer Services	2
ESPA 1007	Basic Spanish	2
	TOTAL	**6**
COMP 2014	Computer Application Programs (PowerPoint, Outlook, Internet)	2
MATE 1222	Basic Mathematics	2
OPBA 3002	Banking Operations I	2
	TOTAL	**6**
OPBA 3003	Banking Operations II	2
MATE 1223	Business Mathematics	2
EXCL 1001	Electronic Spreadsheet (Excel)	2
	TOTAL	**6**
REPA 1023	Teller I (Manual)	2
CONT 1095	Elementary Accounting I	2
INGL 1109	Basic English I	2
	TOTAL	**6**
REPA 1024	Teller II (Computerized)	2
CONT 1096	Elementary Accounting II	2
INGL 1110	Basic English II	2
	TOTAL	**6**
REPA 1025	Teller III (Computerized)	2
INGL 2104	Conversational English	2
BANC 1012	Sales and Finances	2
	TOTAL	**6**

TOTAL CREDITS 36

ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING

This study program offers the student the knowledge, skills, and abilities required in the medical secretary field. It focuses on the medical procedures, document administration, handling of equipment, filing, and invoicing of medical plans by electronic programs. The course incorporates computer application programs (Word and Excel) for processing information and document production. The graduates from this program will be able to fill positions such as Secretary, Clerk, Medical Billing, or other similar positions in private medical offices, hospitals, laboratories, etc.

CODE	**TITLE**	**CREDITS**
PROA 1001	Office Administration Procedures	2
ESPA 1007	Basic Spanish	2
ADDO 1002	Document Administration	2
	TOTAL	**6**
MADO 1003	Keyboard Skills	2
FUNS 1003	Clinical Principles	2
INGL 1109	Basic English	2
	TOTAL	**6**
PRCO 1002	Production of Medical Documents and Electronic Record	2
CODI 3003	Coding of Services and Procedures	2
INGL 1110	Basic English II	2
	TOTAL	**6**
REME 1002	Production of Medical Documents and Electronic Record	2
CODI 3004	Coding of Services and Procedures	2
FACT 3012	Medical Plans Billing (Manual)	2
	TOTAL	**6**
CONT 1095	Elementary Accounting	2
FACT 3013	Electronic Medical Plans Billing I	2
EXCL 1001	Electronic Spreadsheet (Excel)	2
	TOTAL	**6**
INGL 2104	Conversational English	2
FACT 3014	Electronic Medical Plans Billing II	2
OFIC 3008	Externship*	2
	TOTAL	**6**

TOTAL CREDITS 36

* *There is no guarantee of specific centers, days, and schedule.*

TOURISM AND HOTELS

This study program offers the student the knowledge of the operational processes, products, services, and regulation in the Hotel, Air Line and Tourism Industries. It also includes the structure, organization, administration (basic principles), and operation of the department of services in the hotel, with emphasis in the Activities Department (coordination of meetings, conventions and banquets). The course incorporates a computer complement for hotel reservations and SABRE for issuing electronic tickets. In addition, they will acquire knowledge and abilities to be able to identify the tourist zones, places, hotels, restaurants, and the rest of the basic services required for vacations or to visit Puerto Rico and other countries.

CODE	**TITLE**	**CREDITS**
TURI 2101	Introduction to Tourism and Hotels	2
SERV 3001	Customer Services	2
ESPA 1007	Basic Spanish	2
	TOTAL	**6**
COMP 2014	Computer Application Programs (PowerPoint, Outlook, Internet)	2
CONT 1095	Elementary Accounting I	2
GEOG 1007	Puerto Rico Tourism Geography	2
	TOTAL	**6**
HOTE 3002	Hotel Operations	2
INGL 1109	Basic English I	2
GEOG 1008	Universal Tourism Geography	2
	TOTAL	**6**
COST 1003	Food and Beverage Cost Control	2
MERC 2102	Tourism Marketing	2
INGL 1110	Basic English II	2
	TOTAL	**6**
INGL 2104	Conversational English	2
LINE 3001	Air Lines	2
CONV 3001	Conventions and Banquets	2
	TOTAL	**6**
HOTE 3003	Hotel Management and Supervision	2
GUIA 1103	Cultural Tourism Guide	2
RESE 3001	Computerized Reservations (SABRE)	2
	TOTAL	**6**

TOTAL CREDITS 36

PRIVATE INVESTIGATOR WITH EXECUTIVE PROTECTION (BODYGUARD)

The Private Detective with Executive Protection (Bodyguard) Diploma Program trains graduates in the theoretical knowledge and procedures necessary for investigation, handling of evidence and personal protection. Graduates of this program will be able to examine the laws and ethics of the profession, technological equipment, and effective strategies, among other matters pertinent to the private investigation industry and social order. Moreover, they will evaluate business elements aimed at the establishment, development, and administration of a small or medium-sized business within the private investigation and personal protection industry. Consequently, they will apply their knowledge and skills to the execution of the role of bodyguard in the field of private investigation.

CODE	TITLE	CREDITS
DEPR 1000	Introduction to the Private Investigator Profession	2
ESPA 1007	Basic Spanish	2
LITE 1001	Computer Literacy	2
	TOTAL	**6**
DEPR 1012	Criminal Judicial System in Puerto Rico	2
DEPR 1013	Security Technology and Research Lab	2
DEPR 1014	Constitutional Law	2
	TOTAL	**6**
DEPR 1015	Criminal Law	2
DEPR 1016	Private Investigation and Ethics of the Profession Lab	2
DEPR 1017	Special Criminal Laws	2
	TOTAL	**6**
DEPR 1018	Rules of Evidence Lab	2
DEPR 1019	Criminal Investigation I Lab	2
DEPR 1020	Rules of Criminal Procedure	2
	TOTAL	**6**
DEPR 1021	Introduction to Executive Protection (Bodyguard) Lab	2
DEPR 1022	Criminal Investigation II Lab	2
DEPR 1023	Dactyloscopy and Forensic Photography Lab	2
	TOTAL	**6**
ENFE 1000	Emergency Situations and First Aid	1
PDEP 1100	External Practice	3
DEST 1005	Small Business Development and Supervisory Skills	2
	TOTAL	**6**
		TOTAL CREDITS 36

** The external practice will be carried out in private security agencies, depending on availability. Specific centers, days, or hours are not guaranteed.*

CULINARY ARTS

MIXOLOGY/BARTENDING

The Mixology/Bartending program will train students in the creation of new cocktails using local raw materials and novel techniques, and in the preparation of classic cocktails using standardized processes. Furthermore, they will apply knowledge for cost and inventory control, and for demonstrating best service practices, according to consumers' needs. Moreover, they will examine concepts and fundamentals related to coffee, with special emphasis on Puerto Rican coffee. They will apply the acquired knowledge and skills in coffee preparation with professional performance, according to market norm.

CODE	TITLE	CREDITS
BARR 1014	Introduction to the Bar	2
INGL 2104	Conversational English	2
BARR 2006	Customer Services and Table Service	2
	TOTAL	**6**
BEBI 1002	Beverage Preparation and Service Lab I	2
BARR 1017	Introduction to Restaurants and Hospitality	1
BARR 1015	Bar Operation and Management	2
BARR 1018	Other Cocktail-Making Techniques (Working Flair and Competition Techniques)	1
	TOTAL	**6**
BEBI 1003	Beverage Preparation and Service Lab II	2
BEBI 1007	Applied Mixology	2
VINO 1002	Wine Service	2
	TOTAL	**6**
BEBI 1008	Barista Services	2
PRTR 1006	Occupational Seminar	1
PRAC 1018	Externship*	3
	TOTAL	**6**

TOTAL CREDITS 24

* *The externships will be in establishments that are outside of the Institution, as available. Specific centers, days, or hours cannot be guaranteed.*

CULINARY ARTS

The Culinary Arts Program prepares students to acquire the theoretical fundamentals and practical skills required to perform as a cooking professional. Graduates will be able to employ their skills in the application of cuts, cooking methods, preparation of desserts, sauces, and local and international dishes, as well as pairing combinations. They will also be able to demonstrate their knowledge in the safe handling of foods and kitchen equipment, the design of a variety of menus according to cost and inventory management, and in the correct procedure for a la carte and table services, as established by the basic level of their profession.

CODE	TITLE	CREDITS
ORGA 1002	Culinary History and Kitchen Organization	2
NUHS 1002	Nutrition, Hygiene, and Sanitation	2
MATE 1224	Culinary Math	2
	TOTAL	**6**
INGL 1109	Basic English I	2
GAST 1001	Basic Culinary Techniques	2
COCI 1034	Bakery and Confectionery	2
	TOTAL	**6**
INVE 1011	Storage, Cost Control and Inventory	2
DESA 1004	Garde Manger, Breakfast, Banquets, and Catering	2
CORT 1011	Meat,Fish, and Poultry Cutting	2
	TOTAL	**6**
FACI 1002	Facilities and Menu Planning	2
SERV 1003	Restaurant Service Lab	2
COCI 1031	Continental Cuisine	2
	TOTAL	**6**
DEST 1005	Supervisory Skills and Small Business Development	2
SERV 1004	Cafeteria Service Lab	2
COCI 1032	International Cuisine Lab	2
	TOTAL	**6**
MARI 1003	Principles of Mixology, Enology, and Pairing	2
PRTR 1006	Occupational Seminar	1
COCI 1033	Externship *	3
	TOTAL	**6**

TOTAL CREDITS 36

**The externship is offered in external food service facilities. There is no guarantee of specific locations, days or schedules.*

INTERNATIONAL PASTRY AND BAKING

The International Baking and Pastry Program teaches students the theoretical foundations and practical skills required to work as a professional pastry cook. Graduates of this program will be able to apply their skills in the handling of piping tips and icing spatulas, cake coating, bread production, knife cuts, food cooking methods, sauces, and the preparation of local and international desserts. Furthermore, they will be able to demonstrate their knowledge of hygiene protocols, safe handling of food, and pastry equipment, the design of a variety of menus based on cost and inventory management, and the correct procedure of à la carte and table service, as established in their profession's basic level.

CODE	TITLE	CREDITS
ORGA 1002	Culinary History and Kitchen Organization	2
NUHS 1002	Nutrition, Hygiene and Sanitation	2
MATE 1224	Culinary Math	2
	TOTAL	**6**
INGL 1109	Basic English I	2
GAST 1001	Basic Culinary Techniques	2
COCI 1034	Bakery and Confectionary	2
	TOTAL	**6**
INVE 1011	Storage, Cost Control, and Inventory	2
DECO 1003	Cake Decoration I: Lab	2
PANI 1003	Introduction to Bakery	2
	TOTAL	**6**
FACI 1011	Menu Planning and Buffets	2
CONF 1003	Confectionary I Lab	2
DECO 1004	Cake Decoration II: Lab	2
	TOTAL	**6**
DEST 1005	Supervisory Skills and Small Business Development	2
CONF 1004	Confectionary II (Commercial): Lab	2
CHOC 1002	Chocolate and Sugar Artistry: Lab	2
	TOTAL	**6**
PAST 1006	Technique Integration Lab	2
PRTR 1006	Occupational Seminar	1
CONF 1018	Externship *	3
	TOTAL	**6**

TOTAL CREDITS 36

**Externships are completed in establishments other than the Institution, depending on availability. Specific practice locations, days, and times cannot be guaranteed.*

HEALTH

GERIATRIC TECHNICIAN

The students will acquire the knowledge, skills, and abilities to enable them to provide physical and social health care to aged and disabled patients, under the supervision of a MD, health professional or a graduate nurse. By means of supporting services, this health care assistant will also participate in ambulatory treatments and rehabilitation care. Additionally, the graduates could fill special needs of members of this group by managing personal and administrative affairs.

CODE	TITLE	CREDITS
ASSH 1510	Home Health Care Assist Fundamentals	2
ENFE 1421	Human Development	2
ENFE 1422	Introduction to the Study of Illness	2
	TOTAL	**6**
ASSH 1421	Nourishment/Diet-therapy/Medical Administration	2
ASSH 1511	Fundamentals of Health Care Interventions	2
ASSH 1005	Home Health Care Assist Services I	2
	TOTAL	**6**
ENFE 1423	Introduction to Geriatrics	2
ASSH 1006	Home Health Care Assist Services II	2
ENFE 1515	Introduction to Mental Health	2
	TOTAL	**6**
ASSH 1007	Occupational Seminar	2
ASSH 1008	Clinical Externship*	4
	TOTAL	**6**

TOTAL CREDITS 24

*Note: *The Clinical Externship is offered in external hospitals or clinical facilities. There is no guarantee of specific sites, days or schedules. The Commonwealth of Puerto Rico does not require a certification or license to be able to work as a Homecare Assistant.*

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

This study program offers the student the knowledge, skills, and abilities that will enable them to collaborate with the dentist in the orientation to the patients, the preparation of equipment, and assistance in the dental treatments. The program also includes steps of hygiene and sanitation, nutrition, handling of equipment, and dental treatments. The graduates from this program will be able to fill positions as, Dental Assistant in private dentist offices, hospitals, or other medical institutions.

CODE	TITLE	CREDITS
EMME 1021	Anatomy and Physiology Principles	2
ASDE 1011	Dental Anatomy	2
ASDE 1012	Head and Neck Anatomy	2
	TOTAL	**6**
ASFE 1001	Preventive (Oral Health and Prevention)/Microbiology	2
ASDE 2006	Dental Materials	2
LASD 2006	Dental Materials- Lab	2
	TOTAL	**6**
ASDE 2007	Clinical Sciences/Pharmacology	2
LASD 2007	Clinical Sciences- Lab	4
	TOTAL	**6**
ASDE 2008	Dental Radiology	2
LASD 2008	Dental Radiology- Lab	2
MASD 1001	Management Office and Dental Billing	2
	TOTAL	**6**
ASFE 1011	Expanded Medical Function: Preventive and Restorative Dentistry	2
LAFE 1011	Expanded Medical Function: Preventive and Restorative Dentistry- Lab	4
	TOTAL	**6**
ASDE 2009	Preparatory Course for Dental Assistant Board Exam and Certification of Expanded Medical Functions	2
PASD 2000	Clinical Practice (Externship)*	4
	TOTAL	**6**

TOTAL CREDITS 36

*Notes: * The Clinical Externship is offered in external medical or clinical facilities. There is no guarantee of specific sites, days or schedules.*

The Commonwealth of Puerto Rico requires a certification issued by the PR or any USA Dental Examination Board to be able to work in this field. See the section in this catalog (final pages) related to the Exam Board requirements.

PRACTICAL NURSING WITH ELECTROCARDIOGRAPHY (EKG)

The Practical Nursing Program (LPN) with Electrocardiography trains students in the practical and theoretical fundamentals needed to offer nursing care to clients, families, and communities. Students will apply knowledge and skills in aseptic techniques, health promotion, disease prevention, handling of emergencies, and other tasks related to nursing interventions and healthcare plans selected by the multidisciplinary health team. In addition, students will understand the basic concepts of the heart's anatomy and physiology required for performing an electrocardiogram. Graduates of this program will employ the ethical-legal aspects that govern the Practical Nursing profession in Puerto Rico in their professional performance.

CODE	TITLE	CREDITS
ENFE 1001L	The Profession of Nursing: Lab	2
EMME 1021	Principles of Anatomy and Physiology	2
INGL 1109	Basic English I	2
	TOTAL	**6**
ESPA 1007	Basic Spanish	2
MICR 1001	Microbiology Principles	2
ENFE 1100L	Fundamentals of Nursing I: Lab	2
	TOTAL	**6**
ENFE 1201	Medical-Surgical Nursing	2
ENFE 1200L	Fundamentals of Nursing II: Lab	2
ENFE 1200P	Fundamentals of Nursing Clinical Practice	2
	TOTAL	**6**
ENFE 1300L	Modern and Newborn Care: Lab	2
ENFE 1301L	Pediatric Nursing: Lab	2
ENFE 1302P	Clinical Practice – Phase I (Externship)	2
	TOTAL	**6**
ENFE 1424	Psychiatric Nursing	2
ENFE 1425P	Clinical Practice – Phase II (Externship)	2
EKGL 1002L	Basic Electrocardiography: Lab	2
	TOTAL	**6**
ENFE 1516	Occupational Seminar – Preparatory Course for the Practical Nursing Board Exam	2
ENFE 1517P	Clinical Practice – Phase III (Externship)	4
	TOTAL	**6**
		TOTAL CREDITS 36

**Clinical practices (externships) are offered in hospitals or clinical facilities, according to availability. Specific centers, days, or hours cannot be guaranteed.*

Note: Graduates of this program must pass the Board of Examiners of Nurses exam to be able to exert the profession in PR.

EMERGENCY MEDICAL TECHNICIAN – BASIC

The Emergency Medical Technician Basic Program trains students in the theoretical and practical knowledge required for managing basic medical emergencies. Graduates of this program will be able to apply basic principles of anatomy and physiology, as well as those pertaining to prehospital medicine, including the assessment and management of newborn, pediatric, adult, aging, medical technology-dependent, and hearing-impaired patients. In addition, they will be able to apply basic immediate response skills in emergencies by using and managing surgical medical equipment, administering certain medications, and caring for polytraumatized patients with heart, respiratory, obstetric-gynecological, or pediatric diseases, as established at the basic level of their profession.

CODE	TITLE	CREDITS
EMME 1011	Fundamentals of Medical Emergencies, Communication, Medical Control, and Dispatch Techniques	2
EMME 1021	Principles of Anatomy and Physiology	2
MATE 1222	Basic Mathematics	2
	TOTAL	**6**
INGL 1109	Basic English I	2
EMME 1037	Fundamentals of Pharmacology	1
EMME 1028	Patient Assessment and Management of Medical Technology-Dependent Persons	1
EMME 1072	Internal Medicine and Public Health Emergencies	1
EMME 1403	Rescue and Forensic Scene and Hazardous Materials Management	1
	TOTAL	**6**
EMME 1053	Cardiovascular Emergencies and Shocks	1
EMME 1063	Respiratory Emergencies	1
LEME 1492	Trauma Emergencies Lab	1.5
SING 1002	Sign Language	1.5
EMME 1077	Obstetric and Gynecological Emergencies	1
	TOTAL	**6**
EMME 1082	Neonatal and Pediatric Emergencies	1
EMME 1404	Fundamentals of Aviation Physiology and Air Transport	1
EMME 1102	Preparatory Course for the Basic Certification Exam	2
EMME 1203	External Clinical Practice*	2
	TOTAL	**6**
	TOTAL CREDITS	**24**

* External clinical practice is done in hospitals or physician's offices, as available. Specific centers, days, or hours cannot be guaranteed. Note: Graduates of this program must pass the exam offered by the corresponding examining board to practice the profession.

PROFESSIONAL MASSAGE THERAPIST

This program offers the students the opportunity to acquire specific theoretical knowledge on adequate body stretching and therapeutic massage manipulating techniques to deal with different physical and/or emotional disorders existing in different kinds of clients. It includes massage-related treatments like Shiatsu Oriental Techniques, Aromatherapy, and Sport Massages. Students graduated from this program will be able to work, as a Massage Therapist in institutional establishment (hotels, hospitals, clinic, etc.) or in his/her own business.

CODE	TITLE	CREDITS
MASJ 1001	Introduction to Massage Techniques	2
ESPA 1007	Basic Spanish	2
EMME 1021	Anatomy and Physiology Principles	2
	TOTAL	**6**
INGL 1109	Basic English I	2
MASJ 1142	Principles of Medical Terminology/Clinical Pathology and Trauma	2
MASJ 1143	Swedish Massage	2
	TOTAL	**6**
MASJ 1145	Structured Kinesiology and Biomechanics	2
MASJ 1144	Lymphatic Massage	2
MASJ 1146	Somatic Therapy	2
	TOTAL	**6**
MASJ 1147	Trigger Point and Deep Tissue Therapy	2
MASJ 1148	Oriental Techniques (Shiatsu and Thailand)	2
REFL 1002	Music Therapy and Reflexology	2
	TOTAL	**6**
MASJ 1149	Sport Massage	2
MASJ 2012	Development and Administration of Massage Business (Spa)	2
MASJ 1150	Hydrotherapy and Special Populations Massage	2
	TOTAL	**6**
MASJ 1151	Preparatory Course for Massage Board Exam	2
MASJ 2008	Externship Practice*	4
	TOTAL	**6**

TOTAL CREDITS 36

** There is no guarantee of specific sites, days or schedules.*
**The graduates of this program should have passed the Massage Therapists Board Exam to work in this profession in Puerto Rico.*

PHARMACY TECHNICIAN

The Pharmacy Technician program is designed to prepare the student with the knowledge, principles and skills necessary to occupy starting positions as a Pharmacy Technician within the framework of health-related services. Develop skills and knowledge to successfully perform functions such as: composition of pharmaceutical preparations, according to prescriptions issued by doctors, dentists, veterinarians, podiatrists and odontologist; receiving, storage, marking and arrange of merchandise; supply of materials and equipment necessary for the dispatch of medicines, cleaning and maintenance of the equipment in the work area. These functions will be performed under the supervision of an authorized pharmacist.
The graduates of this program should have passed the Pharmacy Technician Board Exam to work in this profession in Puerto Rico. Students graduated from this program will be able to work in entry-level positions as a Pharmacy Technician in chain or community pharmacies, hospitals, and medical centers.

CODE	**TITLE**	**CREDITS**
COMP 2014	Computer Application Programs (PowerPoint, Outlook and Internet)	2
EMME 1021	Anatomy and Physiology Principles	2
FARM 1135	Theoretical Pharmacy	2
	TOTAL	**6**
FARM 1136	Pharmaceutical Math	2
FARM 1137	Pharmaceutical Chemistry	2
FARM 1138	Pharmaceutical Law	2
	TOTAL	**6**
FARM 1139	Posology	2
FARM 1140	Pharmacy Applications Laboratory	2
FARM 1141	Pharmacology	2
	TOTAL	**6**
FARM 1142	Pharmacy Lab	2
FARM 1143	Hospital Pharmacy	2
FARM 1144	Board Examination Review	2
	TOTAL	**6**
FARM 1145	Pharmacy Practice I *	6
	TOTAL	**6**
FARM 1146	Pharmacy Practice II *	6
	TOTAL	**6**
FARM 1147	Pharmacy Practice III *	6
	TOTAL	**6**
FARM 1148	Pharmacy Practice IV *	6
	TOTAL	**6**

TOTAL CREDITS 48

** The externship will be carried out in hospitals or medical centers, depending on availability. Specific centers, days and times are not guaranteed.*

TRAINING AND PHYSICAL CONDITIONING TECHNICIAN

This academic program prepares the students to obtain entry- level positions as Training and Physical Conditioning Technician, coach or leader for recreation and sports. It responds to the need for everyone to maintain a lifestyle that improves and assures his/her quality of life.

Through academic preparation and externship training, the graduates of the program will provide a variety of services that include the prevention of injuries, identification and evaluation of physical capacity, exercise management and programming, orientation and counseling geared toward increasing the individuals' physical capacity.

The graduates of this program are able to work in public or private institutions dedicated to sports, in communities, gymnasiums, weight control clinics, schools, medical offices, athletic organizations, and others. Additionally, the graduates may take the Personal Trainer Certification issued by Puerto Rico Institute for the Development for Sports and Recreation.

CODE	TITLE	CREDITS
EMME 1021	Anatomy and Physiology Principles	2
COMP 2014	Computer Applications Programs (Power Point, Outlook and Internet)	2
DEPO 1128	Physical Efficiency	2
	TOTAL	**6**
DEPO 1129	Sports Nutrition	2
DEPO 1130	Biomechanics and Structural Kinesiology	2
DEPO 1131	Clinical Pathology and Medical Terminology	2
	TOTAL	**6**
DEPO 1132	Exercise Principles	2
DEPO 1133	Prevention and Sports Injuries I	2
DEPO 1134	Techniques Integrated to the Exercise	2
	TOTAL	**6**
DEPO 1135	Sports Training	2
DEPO 1136	Prevention and Sports Injuries II	2
DEPO 1137	Therapeutic Exercises and Rehabilitation	2
	TOTAL	**6**
DEPO 1138	Exercise for Special Populations	2
DEPO 1139	First Aid in Sports	2
DEPO 1140	Ethics and Administrative Aspects	1
DEPO 1141	Preparatory Course for Personal Trainer Certification	1
	TOTAL	**6**
DEPO 1142	Clinical Practice *	6
	TOTAL	**6**

TOTAL CREDITS 36

** The externship will be carried out in hospitals or medical centers, depending on availability. Specific centers, days and times are not guaranteed.*

FUNERAL HOME MANAGEMENT AND EMBALMING

The Funeral Management and Embalming Program trains students in the theoretical and practical principles of mortuary sciences. Students will be able to apply knowledge of anatomy and physiology, as well as legal principles and those of forensic medicine, embalming, public health, infectious-contagious diseases, restorative art, and funeral home administration. Graduates of this program will employ their skills in methods and techniques for preservation, major and minor restoration, funeral home administrative procedure management, and orientation and support to families in decision making during the mourning stage for the provision of cremation, transfer, and wake services.

CODE	TITLE	CREDITS
EMBA 1138	Fundamentals of Organic and Inorganic Chemistry	2
ESPA 1007	Basic Spanish	2
BIOL 1124	Human Anatomy and Physiology I	2
	TOTAL	**6**
EMBA 1149	Microbiology and Epidemiology	2
BIOL 1125	Human Anatomy and Physiology II	2
EMBA 1136	Embalming I	2
	TOTAL	**6**
EMBA 1137	Embalming II	2
EMBA 1145	Principles of Legal Forensic Medicine	2
EMBA 1140	Principles of Pathology	2
	TOTAL	**6**
EMBA 1139	Embalming III	2
EMBA 1144	Basic Principles of Toxicology	2
EMBA 1141	Fundamentals of Transmissible and Infectious-contagious Disease	2
	TOTAL	**6**
EMBA 1146	Principles of Funeral Home Administration	2
EMBA 1148	Psychological Fundamentals of Death	2
EMBA 1142	Embalming IV	2
	TOTAL	**6**
EMBA 1147	Restorative Art and Cosmetology	2
INGL 1109	Basic English I	2
EMBA 1143	Public Health Fundamentals	2
	TOTAL	**6**
COMP 2014	Computer Applications Programs (Power Point, Outlook and Internet	2
EMBA 1150	Business Development	2
EMBA 1151	Practice Seminar and Board Exam Review	2
	TOTAL	**6**
EMBA 1152	Practice *	6
	TOTAL	**6**

TOTAL CREDITS 48

** The external clinical practice is carried out in funeral homes and the demographic registry according to availability. Specific centers, days, or hours cannot be guaranteed.*

Note: Graduates of this program must pass the corresponding Board of Examiners of Embalmers exam to be able to exert the profession.

TECHNICAL

ELECTRICITY WITH RENEWABLE ENERGY

The Electricity with Renewable Energy Program will train students in the theoretical and practical knowledge of installing, maintaining, and repairing electrical systems at the residential, commercial, and industrial levels. Students will examine the laws that regulate the profession, electrical principles, and formulas, as well as aspects of the development and management of the electrical technician. They will also develop skills in occupational safety, electrical instrumentation, lighting, and electrical systems, among others. Upon completing 500 hours of study, students will be able to take the Expert Electricians Assistant exam offered by the Puerto Rico Board of Examiners of Expert Electricians. After fulfilling all legal requirements, students can practice their profession as expert electricians.

CODE	**TITLE**	**CREDITS**
SEGU 1044	Occupational Safety	2
ELED 1001	National Electric Code (NEC) and Regulations of the Electrical Professional	2
TECN 1003	Development and Management of the Technician	2
ELED 1002	Principles and Formulas of Electricity	2
LAED 1002	Use and Identification of Measurement Devices and Instruments: Laboratory	2
ELED 1003	Residential and Commercial Electrical Systems	2
	TOTAL	**12**
ELED 1004	Illumination: Laboratory	2
LAED 1003	Electrical Branch Circuits: Laboratory	4
ELED 1005	Low Voltage Circuits: Laboratory	2
LAED 1005	Transformers and Electrical Substations: Laboratory	4
	TOTAL	**12**
ELED 1006	Industrial Electrical Equipment	2
LAED 1006	Magnetic Controllers, PLC and Motors: Laboratory	4
ELED 1007	Preparatory Course for Board Exam	4
ELED 1008	Renewable Energy Systems	2
	TOTAL	**12**

TOTAL CREDITS 36

Note: Graduates of this program who want to work as independent certified electrical contractors, master electricians or assistant electricians must pass the Exam offered by the Board of Electricians of Puerto Rico. See the Examination Boards Information section of this catalog.
Modules have a duration of 8 weeks, for a total program length of 48 weeks.

REFRIGERATION AND AIR CONDITIONING WITH INVERTERS

This study program offers the student the technical and practical knowledge to make installation tasks, provide service, and repair refrigeration and air conditioning equipment with inverters at residential, commercial and industrial level. It also includes occupational safety measures, equipment operation, reading and interpretation of refrigeration diagrams, and automotive air conditioning systems. The graduates from this program will be able to fill positions as: Refrigeration Technician in manufacturing, construction firms, refrigeration and air conditioning companies, and in their own business.

CODE	TITLE	CREDITS
SEGU 1043	Occupational Safety	2
MATE 1221	Applied Mathematics	2
INGL 1109	Basic English I	2
	TOTAL	**6**
ELED 1000	Fundamentals of Electricity	2
LATE 1202	Electrical Instrumentation- Lab	2
AIRR 1175	Principles of Refrigeration	2
	TOTAL	**6**
LATE 1221	Mechanical Instrumentation-Lab	2
AIRR 1176	Domestic Refrigeration and A/C (Inverters)	2
LARE 2072	Domestic Equipment - Lab	2
	TOTAL	**6**
AIRR 1177	Commercial Refrigeration	2
LARE 2073	Commercial Equipments - Lab	2
AIRR 2004	Commercial Air Conditioning with Inverters	2
	TOTAL	**6**
AIRR 2005	Automotive Air Conditioning	2
LAIR 2003	Automotive Air Conditioning - Lab	4
	TOTAL	**6**
AIRR 3017	Preparatory Course for Board Exam	2
TPLC 3001	Programmable Logic Controller Units (PLC)	2
TECN 1001	Development and Management of the Technician	2
	TOTAL	**6**

TOTAL CREDITS 36

Note: A graduate from this program who wants to work as an independent refrigeration and AC contractor must pass the Exam offered by the Board of Refrigeration and Air Conditioning of Puerto Rico. Also, for the handling of refrigerants, an EPA License is required.

SOUND AND SECURITY ALARM TECHNICIAN

This program offers students the opportunity to acquire the theoretical knowledge, skills, and capabilities required to perform the tasks and duties of a sound and alarm systems technician. It includes Principles of Sound and Acoustics, Sound and Video Equipment, Acoustical Design (loudspeakers) and Cost Estimates. The graduates from this program will be able to apply for positions as sound equipment installers, sound equipment "bench" technicians, video equipment installers, car audio technicians and other similar positions in audio, video and alarm service shops, TV and radio stations, and electronic shops. Also, he/she will have the option to be self-employed as a sound, video, or alarm technician.

CODE	TITLE	CREDITS
SEGU 1043	Occupational Safety	2
MATE 1221	Applied Mathematics	2
SONI 1014	Principles of Sound and Acoustic	2
	TOTAL	**6**
ELED 1000	Fundamentals of Electricity	2
LATE 1202	Electrical Instrumentation – Lab	2
MECA 1001	Introduction to Auto Electricity	2
	TOTAL	**6**
ELEC 2001	General Electronics	2
AUDI 1002	Sound and Video Equipment (Residential, Commercial and Auto)	2
AUDI 1003	Maintenance and Repairs of Sound and Video Equipment – Lab (Residential, Commercial and Auto)	2
	TOTAL	**6**
ACUS 1002	Acoustic Design (Loudspeakers and Acoustic Rooms)	2
SONI 1015	Security Alarm Systems (Residential)	2
ALRM 1004	Installations of Security Alarm Systems – Lab (Residential)	2
	TOTAL	**6**
SONI 1016	Security Alarm Systems (Commercial and Auto)	2
ALRM 1005	Installation of Security Alarm Systems (Commercial and Auto Systems)- Lab	2
ACUS 1003	Customization and Alarm Designs	2
	TOTAL	**6**
CCTV 1001	CCTV Surveillance Systems	2
LCCT 1002	Laboratory CCTV Surveillance Systems	2
TECN 1001	Development and Management of the Technician	2
	TOTAL	**6**

TOTAL CREDITS 36

PLUMBING TECHNICIAN

The Plumbing Technician program will provide students with technical and practical knowledge in the plumbing field at a residential and commercial level. Program graduates will be able to apply skills related to occupational safety, equipment operation, reading and interpretation of plumbing plans, pluvial systems, as well as installation, maintenance, and repair techniques for plumbing equipment and accessories. After complying with the requirements of the regulatory laws, the student will be able to work as a plumbing technician.

CODES	**TITLE**	**CREDITS**
SEGU 1044	Occupational Safety	2
MATE 1221	Applied Mathematics	2
TECN 1003	Development and Management of the Technician	2
PLOM 1023	Use and Handling of Copper Welding Tools	2
PLOM 1024	Introduction to the Plumbing Technician Occupation	2
PLOM 1016	Basic Plumbing Plans and Designs	2
	TOTAL	**12**
PLOM 1025	Intermediate Plumbing Plans and Designs	2
PLOM 1026	Sanitary and Potable Water Systems (Residential and Commercial)	4
PLOM 1027	Design of Tank Systems, Water Pumps, Handling of Liquids and other Fluids	2
PLOM 1028	Advanced Plumbing Plans and Designs	4
	TOTAL	**12**
PLOM 1029	International Plumbing Code (IPC) and Regulations	2
PLOM 1030	Septic, Aqueduct and Sewer Systems	2
PLOM 1031	Gas Piping, Fire Fighting, and Agricultural Irrigation Systems	2
PLOM 1032	Preparatory Course for the Theoretical Board Exam	2
PLOM 1033	Preparatory Course for the Board Exam: Drawing	2
PLOM 1034	Preparatory Course for the Practical Board Exam	2
	TOTAL	**12**
	TOTAL CREDITS	**36**

Note: Modules have a duration of 8 weeks, for a total program length of 48 weeks.
Graduates from this program must pass exams offered by the Plumbers Examination Board in order to work in Puerto Rico as a plumber or master plumber. See the Examination Boards Information section of this catalog.

COMPUTER REPAIRS AND NETWORK TECHNICIAN

The Computer and Network Technician program offers theoretical and practical training that prepares the student for employment in the areas of computers and network systems. The program fosters the development of skills such as planning, installing, and configuration, repairing, maintaining, troubleshooting, and administrating "stand-alone" computers or computers in network settings. It also includes a preparatory course for the CompTIA A+ Exams.

CODE	TITLE	CREDITS
ELED 1000	Fundamentals of Electricity	2
LITE 1001	Computer Literacy	2
MATE 1221	Applied Mathematics	2
	TOTAL	**6**
OPCO 2096	Computer Operating Systems (Windows)	2
ADRE 1004	Network Management	2
RECO 1003	Computers Repairs I	2
	TOTAL	**6**
RECO1004	Computers Repairs II	2
SEGU 1001	Information Technology Security I	2
TECN 1001	Development and Management of the Technician	2
	TOTAL	**6**
SEGU 1002	Information Technology Security II: Standard Operational Procedures	2
RECO 1005	Mobile Devices Troubleshooting and Repair	2
PRCE 1211	Preparation for Comp TIA A+ Certification (Hardware & OS	2
	TOTAL	**6**

TOTAL CREDITS 24

CONSTRUCTION TECHNICIAN (HANDYMAN)

This curriculum provides students with the knowledge and skills to perform various tasks related to light construction, such as basic welding, carpentry, masonry, and gypsum board. It also addresses how to handle materials, equipment, tools, and welding in accordance with safety standards.

In occupational fields related to construction, students will be able to perform tasks related to designing and manufacturing gypsum board and fascias, light arc welding, and installing acoustic ceiling, as well as tasks related to the role of an assistant to cabinetmakers, carpenters, and masons.

Graduates of this program may work as handyman in residential or commercial buildings, manufacturing companies, construction companies, service companies, and small or medium-sized business development, among others.

CODE	TITLE	CREDITS
MATE 1221	Applied Mathematics	2
SEGU 1043	Occupational Safety	2
TECN 1001	Development and Management of the Technician	2
	TOTAL	**6**
HAND 1042	Handling of Equipment and Tools	2
HAND 1044	Electric Arc Welding	2
LHAN 1001	Electric Arc Welding Lab	2
	TOTAL	**6**
HAND 1046	Basic Woodworking	2
HAND 1047	Masonry	2
HAND 1048	Finishes, Painting, and Tiles	2
	TOTAL	**6**
HAND 1043	Gypsum Board Design	2
LHAN 1000	Gypsum Board Design Lab	2
HAND 1045	Acoustic Ceilings	2
	TOTAL	**6**

TOTAL CREDITS 24

BEAUTY

BARBERING AND HAIRSTYLING

The Barbering and Hairstyling Program trains students in all areas of the profession through the use of fundamental techniques and concepts that allow for the acquisition of the versatility and safety that are needed for a successful development. The graduates of this program will apply the knowledge acquired as professional barbers, educators, managers, or business owners. In addition, students will use skills in cutting, coloring, beard and mustache shaving, business administration, among other techniques, to pass their board exam and practice the profession of barbering and styling.

CODE	TITLE	CREDITS
BARB 1006	The Profession: Barbering and Hairstyling	2
COSM 1102	Hair Conditioning, Care, and Disorders	2
COSM 1202	Product Chemistry and Electricity	2
	TOTAL	**6**
COSM 1301	Skin and Face Care Principles (Esthetics)	2
BARB 1103	Beard/Mustache Shaving and Styling	2
LCOS 1016	Chemical Hair Processes	2
	TOTAL	**6**
COSM 1103	Hair Drying Techniques	2
LBAR 1104	Hair Cutting Design: Lab	2
COSM 1015	Hair Coloring Techniques	2
	TOTAL	**6**
LBAR 1105	Men's Classic Haircutting Design: Lab	4
LBAR 1201	Men's Hairstyling	2
	TOTAL	**6**
LBAR 1106	Hair Cutting Design with Clippers: Lab	2
BARB 1005	Men's Manicure	2
COSM 1014	Salon Layout, Design and Management	2
	TOTAL	**6**
BARB 1007	Preparatory Course for Barbering Board Exam	2
PBAR 1008	Externship*	4
	TOTAL	**6**

TOTAL CREDITS 36

** The externships are carried out in establishments outside the Institution, according to availability. Specific practice centers, days, and times are not guaranteed.*

COSMETOLOGY

The Cosmetology Program trains students as beauty specialists, including the established requirements to exert their profession. Graduates of this program will apply acquired theoretical and practical knowledge to hair treatments by using chemical processes and hair-drying techniques, according to the fashioned haircut, hair texture, porosity, and density. Furthermore, they will employ skills related to facial care techniques, makeup according to the occasion and the individual's features, and hands and feet beautification, as established by their profession level.

CODE	TITLE	CREDITS
COSM 1017	The Profession: Cosmetology	2
COSM 1102	Hair Conditioning, Care, and Disorders	2
COSM 1202	Product Chemistry and Electricity	2
	TOTAL	**6**
COSM 1301	Skin and Face Care Principles (Esthetics)	2
COSM 1013	Manicure and Pedicure	2
LCOS 1013	Makeup: Lab	2
	TOTAL	**6**
COSM 1103	Hair-Drying Techniques	2
LCOS 1102	Hairstyles	2
LCOS 1202	Curls, Waves, and Ringlets	2
	TOTAL	**6**
LCOS 1014	Hair Cutting I: Lab	2
LCOS 1016	Chemical Hair Processes	2
COSM 1015	Hair Coloring Techniques	2
	TOTAL	**6**
LCOS 1015	Haircutting II and III: Lab	4
COSM 1014	Salon Layout. Design, and Management	2
	TOTAL	**6**
COSM 1016	Preparatory Course for the Beauty Board Exam	2
PCOS 1008	Externship*	4
	TOTAL CREDITS	**36**

**The externship is offered in external hair salon or hairdressing facilities. There is no guarantee of specific sites, days or schedules.*

ESTHETICS

The Esthetics Program trains the students in different manipulative techniques, equipment use, hair removal, and treatments to properly improve skin conditions. Graduates of this program will demonstrate the theoretical and practical knowledge on product application for facial and body esthetic treatments to perform as a professional esthetician. Furthermore, they will employ basic makeup skills for the proper application of cosmetic products or over-the-skin decorative elements, such as coloring and contouring.

CODE	TITLE	CREDITS
COSM 1012	The Profession	2
EMME 1021	Principles of Anatomy and Physiology	2
ESTE 1014	Bacteriology and Sterilization	2
	TOTAL	**6**
ESTE 2002	Skin Analysis, Disorders and Treatments	2
ESTE 1011	Esthetic Treatments for Hands and Feet: Lab	2
ESTE 1023	Principles of Esthetics (Facial Cleansing)	2
	TOTAL	**6**
ESTE 1031	Chemistry, Electricity and Esthetics Equipment	2
ESTE 1024	Facial Treatments I: Lab	2
ESTE 1401	Hair Removal (Depilation): Lab	2
	TOTAL	**6**
ESTE 1025	Facial Treatments II: Lab	2
COSM 3044	Professional Makeup I	2
ESTE 1012	Body Treatments I (Microdermabrasion and Cellulite Treatments)	2
	TOTAL	**6**
COSM 3050	Professional Makeup II	2
ESTE 1013	Body Treatments II (Medical Esthetics)	2
AROM 1002	Aromatherapy	2
	TOTAL	**6**
COSM 3048	Business Development	2
ESTE 1072	Externship *	4
	TOTAL	**6**

TOTAL CREDITS 36

** The externships are offered in external institutions, according to availability. Specific centers, days, or hours cannot be guaranteed.*

ADVANCED HAIRSTYLING AND DESIGN

The Advanced Hairstyling and Design Program trains students in the techniques and skills necessary to create an innovative look. Graduates from this program will develop advanced cutting and styling techniques for hair with different lengths using different materials, equipment, and chemical products to achieve hair transformation. Students will also apply visagism skills and the differentiating elements among men and women, with the goal to thrive as influencers, make-up artists and educators, as established in their profession's level.

CODE	TITLE	CREDITS
COSM 3041	Professional Image and Consulting	2
COSM 3048	Business Development	2
COSM 3051	Hairstyles (Long Hair)	2
	TOTAL	**6**
COSM 3049	Hair Coloring: Lab	4
COSM 3105	Advanced Hair Cutting Techniques	2
	TOTAL	**6**
COSM 3047	Chemical Hair Processes (Advanced)	2
COSM 3052	Hairstyles (Short and Medium Hair)	2
COSM 3106	Advanced Techniques and Trending Cuts	2
	TOTAL	**6**
COSM 3044	Professional Makeup I	2
COSM 3053	Hairpieces, Extensions, and Ornamentation	2
COSM 3046	International Hairstyling and Design	2
	TOTAL	**6**

TOTAL CREDITS 24

NAIL TECHNOLOGY

The Nail Technology Program trains the students to offer services in manicure, pedicure, treatments, and procedures dedicated to the care of hands and feet. Once the graduates satisfactorily complete this program, they will demonstrate theoretical and practical knowledge in tool utilization and the application of diverse chemicals and coatings for artificial and sculptural nails. Furthermore, they will employ highly competitive artistic skills in the creation of brush designs, reliefs, and commercial acrylic and gel techniques.

CODE	TITLE	CREDITS
COSM 1012	The Profession	2
TEDU 1007	Brush Design	4
	TOTAL	**6**
COSM 1013	Manicure and Pedicure	2
LTED 2010	Acrylic Nails: Lab	4
	TOTAL	**6**
LTED 2007	Sculptural Nails: Lab	2
LTED 2008	The Creative Touch	4
	TOTAL	**6**
COSM 1014	Salon Layout, Design, and Management	2
LTED 2009	Gel Nails: Lab	2
PTED 1078	Externship *	2
	TOTAL	**6**

TOTAL CREDITS 24

**The externship is offered in external facilities. There is no guarantee of specific sites, days or schedules.*

MASTER IN BARBERING

This program provides graduates of the Barbering and Hairstyling Program with the advanced knowledge and skills needed to practice the occupation. This includes knowledge of new fashion trends worldwide in terms of cutting, coloring, chemical restructuring, and long to short hair styling for men.

Hair removal, make-up, and body design techniques are also discussed and applied. In addition, the program gives students the opportunity to develop their creativity and their own style in the occupational field.

The program has a business development component to drive the entrepreneurship of those who aspire to establish their own salon.

CODE	TITLE	CREDITS
MBAR 3000	Advanced Shaving Design for Men	2
COSM 3048	Entrepreneurship Development	2
COSM 3047	Chemical Hair Process (Advanced)	2
	TOTAL	**6**
MBAR 3001	Eyebrows Hair Removal and its Techniques	2
COSM 3049	Hair coloring - Lab	4
	TOTAL	**6**
MBAR 3004	Makeup and Body Design	2
MBAR 3003	Advanced Long To Short Textured Haircuts	4
	TOTAL	**6**
MBAR 3002	Structural Hair Design	2
MBAR 3005	New World Trends (Haircut, Men Hairstyle)	4
	TOTAL	**6**

TOTAL CREDITS 24

ARTS AND TECHNOLOGY

CONVERSATIONAL ENGLISH

Conversational English Program is an instructional program for individuals whose dominant language is not English. The principal objective of the program is to increase the English language proficiency of eligible students or professional who have pre-existing vocational knowledge, skills or training, but they English speaking deficiency limits them to integrate to the labor force, finding a new job, getting a promotion or a transfer overseas, or of going on foreign business.

The program is based on an integrated-skills approach with listening, speaking, reading, writing and grammar components. Fluency and accuracy in both spoken and written English are emphasized. This is a 36 credit/hours program with a length of 8 months or 32 weeks leading to a Diploma. The institution administers an entrance and exit nationally recognized test of English comprehension (Berlitz Proficiency Test). Testing at the beginning of the program will determine students' class placement according to the results. However, the final or exit test results will reflect the students language ability and proficiency.
The placement of the student will be based on the following score:

- 80 to 223: Basic user, introductory or beginner level
- 224 to 363: Basic user, intermediate or basic conversation level
- 364 to 503: Independent user, passing level
- 504 to 643: Independent user, advanced or independent level
- 644 to 783: Proficient user, autonomous level
- 784 to 800: Proficient user, advanced level

The program offers three levels of study ranging from basic to advance. To complete the Conversational English program, students can earn 9 credits by session and they must meet the level of course content by completing all requirements of the course before credit can be earned. Courses are based on English speaking proficiency requirements and grades system. Completion of all program courses is required for graduation.

CODE	**TITLE**	**CREDITS**
ENGL 1003	Conversational English- Basic	2
LENG 1003	English Communication Lab: Basic	2
PRON 1001	Pronunciation and Accent Reduction	2
	TOTAL	**6**
ENGL 1004	Conversational English- Intermediate	2
LENG 1004	English Communication Lab: Intermediate	2
VOCB 1004	Reading and Vocabulary I	2
	TOTAL	**6**
ENGL 1005	Conversational English- Advanced	2
LENG 1005	English Communication Lab: Advanced	2
VOCB 1005	Reading and Vocabulary II	2
	TOTAL	**6**
BUSS 1001	Business English	2
LENG 1011	English Writing Workshop	2
VOCB 1006	Advanced Reading and Vocabulary	2
	TOTAL	**6**

TOTAL CREDITS 24

GRAPHIC DESIGN

The program of Graphic Design provides the student the opportunity to acquire the knowledge and skills to plan, analyze and create visual solutions to communication problems. The students will learn the principles and techniques of color, typography, illustration, photo management, printing and sketching, which will help to create arguments for the visual communication. Also, includes the element of multimedia design, Web and social networking, as innovative aspects of the career. The course of fundamentals of Management provides aspects related to entrepreneurship focused on the development, establishment and management of small and medium enterprises in the graphic design industry. The graduate of this program can serve as Graphic Designer or Artist at publishers, marketing and public relations agencies, and business enterprises with establishments or on the Web.

CODE	**TITTLE**	**CREDITS**
GDAR 1001	Graphic Design Principles	2
LITE 1001	Computer Literacy	2
ESPA 1007	Basic Spanish	2
	TOTAL	**6**
OPCO 2098	Computer's Operating Systems (Macintosh)	2
GADE 1022	Basic Typography	2
GADE 1003	Sketch Techniques	2
	TOTAL	**6**
GADE 1039	Digital Photography for Advertising	2
GDAR 1023	Color Theory	2
TEMA 1023	Scanning and Digital Image Manipulation	2
	TOTAL	**6**
GADE 1040	Publications Digital Design	2
GADE 1041	Commercial Digital Design	2
GDAR 1024	Creativity in Graphic Design	2
	TOTAL	**6**
GADE 1043	Design for Multimedia and Web	2
GADE 1042	Graphic Design in Publicity	2
GADE 1044	Post Production and Video Editing	2
	TOTAL	**6**
TEMA 1024	Digital Reproduction	2
GADE 1045	Studio Portfolio	2
ADMI 2033	Business Administration and Management	2
	TOTAL	**6**

TOTAL CREDITS 36

PRESCHOOL TEACHER ASSISTANT

The program of Preschool Teacher Assistant provides students with the knowledge and skills necessary to attend and share the educational work of the preschool teacher. It includes the study of new trends, teaching methods, evaluation techniques and the application of laws and educational standards for this level in Puerto Rico. In addition, trains students in the assembly processes, organization, supervision and control of a preschool center.

The emphasis of the curriculum program is based on diverse teaching methodologies and teaching techniques that allow the student to be part of activity planning, selection and use of resources and materials that encourage the development of children. The practical phase of the course develops in our laboratory (simulation of a pre-school), where they perform case studies, demonstrations and real educational activities that encourage motor development, cognitive, emotional, social, linguistic and creative expression in preschool children. In addition, we study the principles of nutrition, first aid techniques and integration of technology as a support tool in the teaching and learning process.
The graduate of this program may serve in positions such as Preschool Teacher Assistant or other similar positions in different educational sceneries, preschool care centers and their own business.

CODE	TITLE	CREDITS
EDUC 1001	Principles of Preschool Education	2
ESPA 1007	Basic Spanish	2
TECN 1002	Fundamentals of Educational Technology	2
	TOTAL	**6**
ENFE 1421	Human Development	2
EDUC 1006	Childhood, Family and School	2
EDUC 1015	Psychomotor Development in Children	2
	TOTAL	**6**
EDUC 1501	Preschool for Exceptional Children	2
EDUC 1016	Social / Emotional and Cognitive/ Moral Development in Children	2
SALD1001	Preschool Health and Nutrition	1
ENFE 1000	Emergency Situations and First Aid	1
	TOTAL	**6**
EDUC 1017	Curricular Design	2
INFA 1001	Organization of a Preschool Center	2
EDUC 1018	Stimulation and Language Development	2
	TOTAL	**6**
EDUC 1019	Children's Literature	2
JUEG 1001	Play and Creative Expression	2
EVAL 1001	Assessment in Preschool Education	2
	TOTAL	**6**
SEMI 1001	Occupational Seminar	2
MAET 1001	External Practice	4
	TOTAL	**6**

TOTAL CREDITS 36

ASSISTANT IN EDUCATION FOR PERSONNEL WITH SPECIAL CONDITIONS

The Assistant in Education for Personnel with Special Conditions program provides students the knowledge and skills, to work with the population of people with special needs. This is in order to contribute the student training to respond with a positive attitude and a high sense of commitment to the inclusion of people with disabilities in care centers. In addition, the program includes the discussion of laws and rights that protect people with special needs and their families.

The students learn special assistant techniques to support a Special Education Teacher in the planning and design of the activities in order to develop adaptation skills according to the ages and abilities of people with impediments. In addition, the program includes the preparation and selection of instructional materials and technology assistant for people with special needs.

Graduate students of the program will enable to work as a Special Education Teacher Assistant in day care centers (private or public), social services or public local agencies, schools with special education program, substitute homes, children or adults with disabilities care centers, and self-employment.

CODE	**TITLE**	**CREDITS**
ESPA 1007	Basic Spanish	2
EMME 1021	Anatomy and Physiology Principles	2
COMP 2014	Computer Applications Programs (Power Point, Outlook and Internet)	2
	TOTAL	**6**
ASEN 1116	Supervision and Administration of Child Centers	2
ENFE 1421	Human Development	2
ASEN 1117	Legal Aspects of Special Education	2
	TOTAL	**6**
ASEN 1118	Early Intervention for Persons with Special Conditions	2
ASEN 1119	Development of Special Children	2
ASEN 1120	Braille System	2
	TOTAL	**6**
ASEN 1121	Behavior Management	2
ASEN 1122	Games and Adapted Activities	2
ASEN 1123	Infant Disabilities	2
	TOTAL	**6**
ASEN 1124	Sign Language	2
ASEN 1125	Practice Seminar & Clinical Documentation	2
ASEN 1126	Technology Assistance with Instructional Materials	2
	TOTAL	**6**
CPRP 1102	CPR and First Aid	2
ASEN 1127	Practice *	4
	TOTAL	**6**

TOTAL CREDITS 36

**The externship is offered in care centers, based on availability. There is no guarantee of specific sites, days or schedules.*

COURSE DESCRIPTIONS-ASSOCIATES DEGREE PROGRAMS

ASSOCIATE'S DEGREE

GENERAL EDUCATION

ESPA 2101 College Spanish I
3 credits
(Prerequisite: None)
The College Spanish I course is directed to provide the student the control of the grammatical syntactic and morphological skills, lexical-orthographical and semantics, fundamental areas of the linguistic formation. These aspects are supported in the progressive study from the simple sentence to the paragraph utilizing the comprehensive and interpretive reading as means of study of the orthography and editing based on the verbal communication, basic linguistic structures (the sentence and the paragraph), spelling practices, reading and analysis of texts.

INGL 2101 College English I
3 credits
(Prerequisite: None)
English 2101 will develop in the students an awareness of the importance of English as a universal language. It will develop listening, speaking, reading, and writing skills through the practice of basic structures of the language. It will also develop reading skills through the interpretation and analysis of reading material and through the discussion of selected topics and issues.

MATE 2101 College Mathematics I
3 credits
(Prerequisite: None)
This course provides the student with an initial understanding of college level mathematics theory as it relates to the contemporary world. Topics include critical thinking, set theory, logic, number systems, practice and application toward the solution of problems in the operation areas with groups, real numbers, exponentiation, scientific notation, polynomial and other subjects making use of the calculator as a working tool. Other topic includes an introduction to Algebra.

CISO 2101 Introduction to the Social Sciences
3 credits
(Prerequisite: None)
Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong.

HUMA 2101 Introduction to Humanities
3 credits
(Prerequisite: None)
In this course the origin of the human being is studied and its evolution since the prehistory to history. It includes the study of the cultural contributions of Greece to the Western World with emphasis on the art works, literature and religion.

FUNDAMENTAL EDUCATION- MEDULAR

BIOL 2300 Human Biology
4 credits
(Prerequisite: None)
This course is the study of the structure and function of the various systems of the human body. The anatomy and physiology of the following elements and systems are discussed and analyzed: cells, tissues, integumentary system, skeletal system, muscular system, nervous system, sensory organs, endocrine system, cardiovascular system, lymphatic and immune system, respiratory system, digestive system, urinary system, and reproductive system.

COMP 2113 Introduction to Computers
3 credits
(Prerequisite: None)
This course offers the student the basic knowledge concerning the history and development of the different equipment used for data processing and the interrelation of the user with the computer to develop and present systems and programs. The introduction to computers course is directed to the student's interest to know how to manage a computer for the simplification of works and tasks, as well as initiating its knowledge in the data processing field.

LTUS 2093 Electronic Spreadsheets (Excel)
3 credits
(Prerequisite: None)
The students in this course will relate with theory and practice of the worksheet program Microsoft Excel. Include the worksheet development in different applications, graphics utilization and data base system. The theoretic concepts in class will be applied in laboratory exercises.

CONCENTRATION EDUCATION

ASSOCIATE DEGREE IN GASTRONOMY AND CULINARY MANAGEMENT

COLI 2101 Culinary History and Culture
2 credits
(Prerequisite: None)
In this course, students will evaluate the history and evolution of the kitchen as a foundation for understanding the environment, functions, job classifications, and opportunities in the profession. They will analyze the different areas and specialties of the gastronomic industry, such as the preparation of food, beverages, bakery, pastry-making, and confectionery from an economic and social perspective. Identification, classification, organization, costs, and correct use of kitchen equipment (by specialty) are included as work tools.

MATE 2010 Mathematics for Culinary Arts
3 credits
(Prerequisite: MATE 2101)
In this course, students will review of basic math operations (addition, subtraction, multiplication, and division) to make cooking and bakery recipe conversions. They will apply this knowledge in weighing and measuring for use during recipe-making and conversion.

MGMT 2101 Management and Supervision of Food and Beverage I
4 credits
(Prerequisites: None)
In this course, students will analyze business opportunities and the process needed to establish a business. Furthermore, they will examine the critical factors related to the conception, initiation and development of a food and beverage business, emphasizing the administration and management processes of this type of company. Additionally, students will evaluate the menu development process according to the type of operation and the management of operational costs. They will recognize the different types of grocery products available by category, and a wide variety of ingredients and materials. Students will demonstrate knowledge of the demands of the current business environment regard the achievement of quality standards, the optimal development of personnel, production and obtaining results at low cost, and the permanent efforts to improve quality and customer satisfaction.

MGMT 2102 Management and Supervision of Food and Beverage II
3 credits
(Prerequisites: MGTM 2101)
In this course, students will evaluate the financial aspects of the study and analysis of marketing and strategies of a business, from the facilities and the feasibility study to the equipment and everything necessary for operation, including the required patents and permits. They will elaborate a food and beverage business plan, in compliance with the standards and stipulations of the Small Business Administration and the Government Development Bank. Furthermore, students will analyze primary aspects of sustainable development as part of the procedures, purchases, manufacturing, and waste management to achieve responsible business leadership.
Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform assignments and services directly in the cafeteria.

MGMT 2103 Ethics in the Food and Beverage Industry and Human Resources
2 credits
(Prerequisites: None)
In this course, students will demonstrate the highest standards of conduct, abiding by basic ethics terms and codes. They will recognize the importance of the principles of honesty, responsibility, morality, and respect for diversity. Students will practice sanitation, hygiene, and nutrition standards in the foods they prepare. They will also apply professional integrity in the recruitment process and the best practices when interacting with internal and external personnel. Additionally, they will demonstrate the skills to work in a respectful environment in accordance with the laws and customs of society and the environment.

MIXO 2116 Principles of Mixology, Enology, and Pairing
3 credits
(Prerequisites: None)
In this course, students will learn about the concept of mixology and the different methods for preparing alcoholic and non-alcoholic beverages. They will discuss the distillation process and its varieties, along with juice, soda, and liquor blends. Also, students will evaluate the grape fermentation process, pressing and bottling. Furthermore, they will discuss the characteristics of tasting and how these apply to pairing in gastronomy. Students will also practice the creation of menus, applying pairing with alcoholic beverages and varied wines.

NUHS 2004 Nutrition, Hygiene, and Sanitation
4 credits
(Prerequisites: None)
In this course, students will analyze the principles of nutrition, hygiene, and sanitation with the objective of using them as regulations for the confection and preparation of all kinds of food. In addition, they will discuss the importance of workplace safety norms and the legal implications of accidents, hygiene, and sanitation issues in establishments.

COCI 2006 Culinary Techniques I (Basic)
3 credits
(Prerequisites: None)
In this course, students will analyze the preparation of bases, broths, and sauces. Likewise, they will evaluate the combination of starches in sauce preparation as agents of color, flavor, and stability in prepared foods. Students will also work with emulsions and their most common uses.

COLI 2106 Culinary Techniques II (Advanced)
2 credits
(Prerequisites: COCI 2006)
In this second course of Culinary Techniques, students will continue developing knowledge, skills and advanced techniques related to the use of equipment and tools to carry out the work of a chef. They will evaluate the preparation and advanced confection of starches and the learning of modern techniques in the confection of sauces, soups, consommés, and other recipes of contemporary cuisine. Students will also apply food presentation techniques, ensuring the nutritional value of each prepared dish.

COCI 2008 Meat Cutting and Fish and Seafood Handling Lab
2 credits
(Prerequisites: None)
In this course, students will demonstrate knowledge of the cuts of meat used in a menu, in accordance to the Meat Buyer's Guide (primary cuts and portions). They will apply the principles of sanitation, safety, grades of each cut of meat, storage, tests, control means, and the costs implications of each cut. Students will also practice the management and cuts of fish and seafood, as well as the security measures necessary

to work with them.

FACI 2000 Menu Planning, Costs, and Inventory
2 credits
(Prerequisites: MATE 2010)
In this course, students will recognize the basic elements of raw materials, as well as techniques for purchase, receipt, storage, and registry of solicited food and beverage inventory. To achieve this, they will evaluate state and federal laws that establish controls in the food and beverage industry. Furthermore, students will evaluate the documentation and information required to determine the value of labor and the costs of food and beverages, and the preparation of reports, budgets, and inventories. They will demonstrate knowledge about profit and loss reports, and the application of analysis for the benefit of the establishment. Students will practice basic techniques for planning and the preparation of hotel, restaurant, and institution menus. They will also apply skills for planning, design, and adapting facilities according to the type of establishment, bearing in mind the relationship that must exist between menu planning, shopping, production, and the services to be offered.

COLI 2108 Table Services Lab
3 credits
(Prerequisites: None)
In this course, students will evaluate banquet presentation in all its variations, the history, and new trends in the service. They will examine the variety of services, functions, and managerial tasks of restaurant operation and management. Additionally, students will practice ways of serving food in the American, Russian, French, and buffet, as well as everything related to the production and presentation of food and beverage services. They will apply their knowledge and skills related to the principles of customer service, sanitation, and hygiene.

COCI 2113 Continental Cuisine Lab
2 credits
(Prerequisites: COCI 2006, COCI 2008, NUHS 2004)
In this course, students will acquire the knowledge and skills needed to prepare established and indigenous recipes from different continents across the globe. They will analyze the importance of continental cuisine in the current gastronomic world, the cultural differences, and their different legacies in the kitchen.

COCI 2015 International Cuisine Lab
2 credits
(Prerequisites: COCI 2006, COCI 2008, NUHS 2004)
In this course, students will evaluate Old World cuisine, continuing the study of cuisines from the European Union, Africa, Asia, Russia, the Mediterranean, among others. They will discuss the different techniques that characterize each of these regions of the world and the ingredients they utilize, emphasizing on typical dishes, indigenous ingredients, and different culinary influences in international cuisine.
Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform assignments and services directly in the cafeteria.

COCI 2016 Garde Manger, Breakfast, Banquets, and Catering
2 credits
(Prerequisites: COCI 2006)
In this course, students will analyze the confection of nutritious breakfasts that include the four basic food groups and ensure energy acquisition and less irritability in the clientele consuming them. Furthermore, they will evaluate the design and preparation of different dressings, as well as the confection of salads, sandwiches (tea, finger, open), appetizers, and canapés. Students will practice the preparation of cheese trays and cold cuts, and fruit and vegetable carving, which are often used in buffets for activities in hotels

and restaurants.

COCI 2014 Bakery and Confectionery I Lab
2 credits
(Prerequisites: None)
In this course, students will acquire the skills to prepare classic bakery and confectionary used commercially in hotels and restaurants. They will practice the confection of French pastry, shortbread, cakes, fruit tarts, cookies, and breads, among others. Students will also demonstrate the appropriate use of the scale, liquid measurements, and the identification of bakery equipment.

COCI 2017 Bakery and Confectionery II (Advanced) Lab
2 credits
(Prerequisites: COCI 2014)
In this second bakery and confectionary course, students will demonstrate their mastery of the skills in this area and their knowledge of baking. They will practice the preparation of creams, salsas, sorbets, mousse, chocolate work, filo, and plated desserts. Students will demonstrate daily dessert presentation techniques, which will provide them with a more realistic vision of hot and cold commercial bakery. They will also apply their knowledge of the preparation of classic desserts, such as crème brûlée, among others.

COLI 2107 Modern Culinary Trends and Healthy Kitchen
3 credits
(Prerequisites: COLI 2106, COCI 2008, NUHS 2004)
In this course, students will evaluate everything related to the new trends in gastronomy through research and validation of new styles, both at local and international levels. They will investigate healthy ways of eating and the basis of nutrition. Furthermore, students will practice the preparation of recipes using health-beneficial cooking methods. With what they have learned, students will demonstrate their ability to create balanced meals and substitute food for good nutrition, taking as a spearhead the emergence of nouvelle cuisine to this day. Students will also recognize the difference between what is a trend and a gastronomic fad. The course is developed with presentations, demonstrations, case analysis, and laboratory experience.

COCI 2018 Creative Puerto Rican Cuisine
1 credit
(Prerequisite: COCI 2006, COCI 2008, NUHS 2004)
In this course, students will practice basic and advanced techniques, as well as modern trends to prepare creative foods with products from local agriculture and resources. They will have the opportunity to create new recipes, fusing classical and modern culinary techniques.

COCI 2114 Externship
4 credits
(Prerequisite: To have passed all previous courses except for MIXO 2116)
In this course, students will evaluate the work learning experience that occurs in the industry's different job settings, including the different kitchen stations. During the experience, students will demonstrate that they have a better view of the industry's demands and expectations.

ASSOCIATE DEGREE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

BIOL 2300 Human Biology
4 credits
(Prerequisite: None)
In this course, students will examine the structure and function of diverse human body systems. Students will analyze the anatomy and physiology of cells, tissues, sense organs, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immunological, respiratory, digestive, urinary and reproductive systems.

EMTP 2000 Introduction to Medical Emergencies
3 credits
(Prerequisite: BIOL 2300)
In this course, students will assess the current requirements and laws regulating the emergency medical technician profession. Along with this, students will recognize the legal responsibility and role of the paramedic in the exercise of their functions in an emergency. Students will also apply medical terminology used in patient management.

EMTP 2030 Pharmacology
3 credits
(Prerequisite: MATE 2101)
In this course, students will analyze pharmacology concepts, the origin of drugs, their application, and secondary effects. They will assess administration routes and dosage, as well as the metric system, weights and measures, in drug administration through the different absorption routes. Students will identify rules and regulations governing the management and administration of drugs by paramedics.

EMTP 2011 Patient Assessment
2 credits
(Prerequisite: BIOL 2300)
In this course, students will evaluate techniques for performing physical examinations of the patient's body systems and detecting anomalous symptoms suggesting a medical disorder. They will develop skills for taking vital signs in adult, pediatric, and infant patients.

EMTP 2021 Pathophysiology and Fundamentals of Public Health
3 credits
(Prerequisite: BIOL 2300)
In this course, students will analyze the pathophysiological fundamentals relevant to the evaluation and management of patients in a medical emergency. They will apply pathophysiological knowledge for the assessment and management of patients with a hemorrhage and with other types of shock. In addition, students will examine the principles of illness and injury prevention in emergency care within a public health context.

EMTP 2060 Medical Emergencies
4 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will develop skills for patient assessment, diagnostics, and the appropriate treatment of metabolic, abdominal, and medical disorders. In addition, they will gain necessary knowledge for the diagnosis and management of patients with physical and mental impairments, and chronic illnesses.

EMTP 2040 Respiratory and Neurological Emergencies
4 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will recognize techniques for managing and treating different disorders affecting the respiratory and nervous systems. In addition, they will apply fundamental concepts and techniques for basic and advanced airway management, assisted oxygenation and ventilation.

EMTP 2051 Cardiovascular Emergencies
5 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will evaluate the cardiac muscle anatomy and its electrical and mechanical physiology, as well as drug interactions affecting it, as established by the American Heart Association protocols. Students will recognize different myocardial disorders, with emphasis on infarction, angina, hypertension, heart failure, and dysrhythmia.

EMTP 2080 Obstetric and Gynecological Emergencies
4 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will evaluate the theoretical and practical concepts that will enable them to recognize and manage gynecological and obstetric emergencies, including newborn care. They will identify fetus development and all possible complications that could arise during pregnancy, as well as obstetric-gynecological patient assessment processes in normal or premature labor management. They will describe signs the emergency medical technician looks for in order to detect the beginning of labor and whether it is a question of imminent or multiple delivery.

EMTP 2070 Polytraumatic Emergencies
5 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will evaluate concepts related to the management and treatment of polytrauma patients, with emphasis on techniques to keep the injured patient alive during the emergency transfer. They will develop ability in the use and handling of specialized material and equipment to immobilize, and stabilize the patient, ensuring effective treatment. In addition, students will apply skills in the management of burns and wounds, as well as diagnosis and treatment of hematological infectious diseases.

EMTP 2100 Geriatric and Psychiatric Emergencies
3 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will examine first-aid theoretical knowledge and practical skills that allow them to assess and apply necessary pre-hospital care in elderly patients, as well as recognize common conditions in this group. In addition, they will gain knowledge and skills in identifying the most common patient behavioral disorders and managing these in a pre-hospital environment.

EMTP 2114 Fundamentals of Aviation Physiology and Air Transport
2 credits
(Prerequisites: MATE 2101, EMTP 2030, EMTP 2011, EMTP 2021, EMTP 2060, EMTP 2040, EMTP 2051 y EMTP 2070)
In this course, students will examine essential safety concepts in landing zones and its surroundings during air medical operations and transport. They will explore the advantages and disadvantages of air transportation, the types of air transport, and the basic criteria for an air medical response. Students will also gain knowledge and skills related to the clinical management of patients during air medical operations.

EMTP 2113 Special Operations, Rescue, and Hazardous Materials Handling
3 credits
(Prerequisite: None)
In this course, students will examine a range of information on regulations governing special rescue operations and the use of communication media in emergency situations. They will reflect on theoretical and practical concepts that will enable them to perform rescue missions in aquatic and land settings, as well as special or confined spaces, including extrication techniques, rappelling and the use of needed personal protection equipment. In addition, they will review the command system in place during disasters, as well as in incidents with hazardous materials, bioterrorism, and arms of mass destruction.

EMTP 2111 Sign Language
2 credits
(Prerequisite: None)
In this course, students will examine theoretical concepts on ear anatomy and physiology focusing on different types of hearing loss and its effect in the communication process. They will assess idiosyncrasies of deaf culture and important aspects of pragmatics for managing deaf patients, as well as protecting laws for hearing-impaired persons. They will apply proper techniques and skills so that professionals in this field achieve effective communication with deaf people in a medical emergency.

EMTP 2090 Pediatric and Neonatal Emergencies
4 credits
(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)
In this course, students will examine theoretical and practical knowledge in recognizing and managing neonatal and pediatric emergencies. Likewise, they will bring physio-pathological principles into the assessment and diagnostic impression processes.

EMTP 2112 Preparatory Course for Paramedic Board Exam
3 credits
(Prerequisites: EMTP 2000, EMTP 2011, EMTP 2021, EMTP 2030, EMTP 2040, EMTP 2051, EMTP 2060, EMTP 2070 y EMTP 2080)
In this course, students will review all material that has been learned, focusing on theoretical aspects to take the first part of the state and national certification test with minimal difficulty. They will review clinical and safety skills in practical stations, for the management of medical emergencies evaluated in the practical certification exam. They will test their comprehension on clinical concepts and patient assessment, ventilation management, intravenous therapy, drug administration, static and dynamic cardiology, human behavior alteration, and management of disasters and multiple-victim incidents, among others.

EMTP 2120 Integrated Practice
5 credits
(Prerequisites: BIOL 2300, EMTP 2000, EMTP 2011, EMTP 2021, EMTP 2030, EMTP 2040, EMTP 2051, EMTP 2060, EMTP 2070 y EMTP 2080)
In this course, students will apply what was learned during the Emergency Medical Technician /Paramedic program in different preselected clinical environments to consolidate the appropriate knowledge and skills of the profession. They will demonstrate their practical knowledge through two hundred twenty-four hours (225) of clinical service in the areas of emergency rooms, ambulance dispatch, and public or private medical emergency systems. They will also integrate discussion of specialized subjects about paramedical practice to consolidate necessary competencies to enter the job market.

ASSOCIATE DEGREE IN DENTAL ASISTANT WITH EXPANDED FUNCTIONS

BIOL 1010 Introduction to Biology
3 credits
(Prerrequisite: None)
In this course, students will evaluate the importance of the organization of the human body. They will explain the anatomy of the various body systems, their constituent organs, and their basic functions. They will justify the interrelationship that exists between the systems in the human body. In addition, they will analyze the most common pathologies that affect the different systems.

BIOL 2000 Human Anatomy and Physiology
3 credits
(Prerrequisite: BIOL 1010)
In this course, students will evaluate the main components of the human body. They will apply the basic concepts of anatomy in the examination of the functioning of each of the body systems and the relationship between them. In addition, they will analyze the most common diseases, abnormalities, and disorders affecting each body system.

DEAS 1101L Dental Anatomy, Nomenclature and Laboratory
2 credits
(Correquisite: BIOL 1010)
In this course, students will analyze different anatomical structures of teeth, the oral cavity, and dental abnormalities affecting enamel and dentin. Likewise, they will classify primary (deciduous) and permanent teeth using different dental numbering systems, such as the Universal, Palmer, and FDI (World Dental Federation) systems. Additionally, students will compare different anatomical structures of primary, permanent maxillary, and mandibular teeth. Finally, they will create wax anatomical models of different permanent teeth.

DEAS 1220 Oral Anatomy, Head and Neck
3 credits
(Prerrequisite: BIOL 1010, DEAS 1101L) (Correquisite: BIOL 2000)
In this course, students will analyze different planes and regions of the head and neck region of the human body. They will determine parts and functions of muscular, skeletal, nervous, lymphatic, vascular, and glandular systems, temporomandibular articulation, and the correlation between these structures and the oral cavity. Students will likewise examine irrigation and drainage structures in the oral cavity, cranial pairs, and salivary gland and saliva function.

DEAS 1300 Dental Materials Sciences
2 credits
(Correquisite: DEAS 1311L)
In this course, students will learn basic concepts related to the chemical and physical properties of dental materials. Furthermore, they will justify the use of dental materials in the field of odontology. Additionally, students will apply techniques for the manipulation of dental materials. They will likewise implement safety measures required for the use and handling of dental materials.

DEAS 1311L Dental Materials Sciences Laboratory
2 credits
(Correquisite: DEAS 1300)
In this course, students will identify the different materials used in a dental office. They will examine the properties of the different materials, as well as the chemical and physical reactions that occur upon mixing them. In addition, they will distinguish the adequate management of dental materials before, during, and after procedures. Furthermore, they will prepare the mixes of the materials used in a dental office according to adequate procedures and safety measures.

DEAS 1420 Digitizing of Dental Images
3 credits
(Prerrequisite: DEAS 1101L, DEAS 1220) (Correquisite: DEAS 1421L)
In this course, students will analyze the origin, development, and evolution of x-ray equipment, as well as the different protection strategies for the patient and operator before, during, and after exposure. In addition, they will contrast the different intraoral and extraoral x-ray machines, and the instruments and films used for x-ray imaging. Students will integrate the concepts of infection control in the execution of x-ray techniques during their processing, as well as the steps for x-ray imaging assembly. Finally, they will evaluate radiographic errors and their causes, as well as the anatomical landmarks and oral pathologies that can be observed in dental radiographies.

DEAS 1421L Digitizing of Dental Images Laboratory
2 credits
(Prerrequisite: DEAS 1101L, DEAS 1220) (Correquisite: DEAS 1420)
In this course, students will analyze basic dental radiology concepts, the digitization of dental imaging and conventional dental radiology, as well as the safety, protection, and infection control measures during x-ray exposure. They will compare photographic processing procedures, as well as the different kinds of dental radiography according to usage and the relevant anatomical area. They will demonstrate proficiency in taking conventional and digital x-rays with mannequins, as well as the identification of the observed anatomical structures and radiographic errors.

DEAS 1500 Instruments and Clinical Sciences I
2 credits
(Prerrequisite: DEAS 1101L, DEAS 1300, DEAS 1311L)
(Correquisite: DEAS 1511L, DEAS 1220, DEAS 1811L)
In this course, students will discuss basic concepts of four-handed dentistry. They will relate dental instruments to their respective procedures, as used in clinical odontology. Students will describe the function of different equipment used in the dental office. Additionally, they will explain different preventive and restorative procedures performed in general odontology. This course includes the use of simulator.

DEAS 1511L Instruments and Clinical Sciences I Laborator
2 credits
(Prerrequisite: DEAS 1101L, DEAS 1300, DEAS 1311L)
(Correquisite: DEAS 1500, DEAS 1220, DEAS 1811L)
In this course the students will examine the instruments and equipment used by the dentist in various dental procedures. They apply the process of universal precautions, disinfection unit, and placement of protective barriers and disposal of biomedical waste. Students identify the equipment and instruments according to dental procedures. In addition, they will examine different clinical procedures in the area of restoration and prevention.

DEAS 1600 Oral Pharmacology
3 credits
(Prerrequisite: BIOL 1010, BIOL 2000, DEAS 1811L)
In this course, students will analyze the basic concepts and processes of oral pharmacology and its evolution throughout history, as well as its applicability in odontology. They will identify the medications used in odontology by their commercial and generic names, therapeutic category, indications, contraindications, adverse reactions, and mechanisms of action. Students will also evaluate the dosage, available commercial presentations, common interactions, auxiliary labels, and medication storage. Furthermore, they will determine the effect of different eating disorders in oral health and the oral hygiene products available.

DEAS 1811L Oral Microbiology & Infections Control Laboratory
2 credits
(Prerrequisite: BIOL 1010, DEAS 1011L) (Correquisite: BIOL 2000, DEAS 1220)
In this course, students will examine different microorganisms which cause oral disease, using different laboratory equipment and staining techniques. They will explain basic concepts of general microbiology and the pathogenesis of microbial diseases in human beings. Students will identify the importance of the immunological system in defense against microbial disease and the necessity of maintaining oral health in optimal condition. They will also apply different infection control techniques in odontological practice.

DEAS 2000 Expanded Functions in Restorative Pre-Clinic Science
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2600, 2611L, 2700, 2920, 2921L) (Correquisite: DEAS 2011L, DEAS 2031, DEAS 2041P)
In this course, students will analyze the basic concepts of odontology such as four-handed dentistry. They will examine the manipulation techniques of cements and coatings, classification of cavities, anatomical structures, and isolation methods following established protocols. Students will evaluate different techniques for developing images, taking X-rays, and using radiographic positioners. They will explain the protocols for amalgam restorations, the use of drill burs, abrasive rubber heads, and rotary tools.

DEAS 2011L Expanded Functions in Restorative Pre-Clinic Science Laboratory
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2600, 2611L, 2700, 2920, 2921L) (Correquisite: DEAS 2000, 2031, 2041P)
In this course, students will implement knowledge, principles, and manual skills in four-handed dentistry. They will carry out dental printings and study models, as well as placement, festooning, and polishing procedures for dental restorations. They will demonstrate proficiency in the manipulation and usage of dental cements and sealants, as well as in the usage of dental instruments on different procedures such as absolute isolation, matrix band placement, and Class II cavity restoration.

DEAS 2031 Expanded Functions Preventive Science Clinic Seminar
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, BIOL 1010, BIOL 2000) (Correquisite: DEAS 2000, 2011L, 2041P)
In this course, students will evaluate functions and the situations presented in the clinical practice with the odontologist, in agreement with practice regulations and laws regulating the pursuit of this profession. They will analyze different dental care methods from prophylaxis to fluoride treatments and patient and community dental education. In addition, they will examine basic concepts for diagnosis through clinical examination, x-ray imaging, and cavity preparation.

DEAS 2041P Expanded Functions Preventive Science Clinic Practice
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, BIOL 1010, BIOL 2000) (Correquisite: DEAS 2000, 2011L, 2031)
In this course, students will evidence their attendance, participation, and performance as a dental assistant with expanded functions, in compliance with their 180 practice hours in a general or pediatric dental office or clinic. They will apply their knowledge and skills in the areas of prophylaxis, fluoride treatments, clinical examination, sealants, x-ray imaging, and preventive patient education. Students will also employ preventive techniques and procedures, as well as administrative processes under the supervision of an odontologist and according to the standards and regulations applicable to the profession.

DEAS 2055 Integrative Seminar for Dental Assistant with Expanded Functions
2 credits
(Prerrequisite: BIOL 1010, BIOL 2000, DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, MESE 2031L) (Correquisite: DEAS 2061P)
In this seminar, students will analyze the situations presented during the restorative clinical practice and the rotation in the clinic, in order to optimize their professional skills, in accordance with the rules and regulations applicable to their profession. They will evaluate concepts and processes that will be included in the dental assistant certification exam such as radiology, instrumentation, and applied sciences. They will apply the processes for the use and management of equipment in a dental clinic.

DEAS 2061P Expanded Functions Restorative Science Clinic Practice
2 credits
(Prerrequisite: BIOL 1010, BIOL 2000, DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, MESE 2031L) (Correquisite: DEAS 2051)
In this course, students will analyze the rules and regulations applicable to restorative practice, as well as the laws that regulate the practice of the Dental Assistant profession in Puerto Rico. They will make amalgam and resin restorations following the established protocols under the supervision and support of a general or pediatric dentist. In addition, they will apply the procedures for dental assistance with the four-handed technique, the efficient management of X-rays, and the composition of dental cements in their practice as a dental assistant with expanded functions. They will also present the infection control process in their practice as a dental assistant with expanded functions.

DEAS 2600 Instruments and Clinical Science II
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 2700)
(Correquisite: DEAS 2611L, 2920, 2921L)
In this course, students will distinguish the dental instruments used in various dentistry specialties. In turn, they will differentiate dental procedures in these specialties-pedodontics, endodontics, periodontics, oral surgery, orthodontics, and prosthodontics. Furthermore, they will assess the role of the dental assistant in each of these procedures.

DEAS 2611L Instruments and Clinical Science II Laboratory
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 2700)
(Correquisite: DEAS 2600, 2920, 2921L)
In this course, students will examine the equipment, materials, and instruments used in dental procedures according to the different dentistry specialties. They will prepare specialized dental procedure trays by selecting the required instruments and materials. They will apply the process for the transfer of instruments in the correct sequence according to the required clinical procedure.

DEAS 2700 Histology, Embryology and Oral Pathology
2 credits
(Prerrequisite: BIOL 1010, BIOL 2000, DEAS 1101L, DEAS 1220)
(Correquisite: DEAS 1420, DEAS 1421L)
In this course, students will analyze basic elements of the embryological and histological development of the oral cavity. Additionally, they will examine tissue histological components of the oral cavity. Students will likewise distinguish clinical manifestations of inflammation mechanisms, would healing, and other conditions of the head and neck region.

DEAS 2920 Preventive Dental Treatment
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2700)
(Correquisite: DEAS 2921L, 2600, 2611L)
In this course, students will analyze the history of dentistry, the legal aspects affecting the profession, as well as the basic concepts of preventive dentistry to control the transmission of infectious diseases. They will prepare the medical and dental history of the patient to facilitate the diagnosis and preventive treatment for the dentist. They will justify the need and importance of preventive treatments for periodontal diseases. In addition, they will develop a preventive education and nutrition plan for the promotion of optimal oral health and for the management of patients with special conditions.

DEAS 2921L Preventive Dental Treatment Laboratory
2 credits
(Prerrequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2700)
(Correquisite: DEAS 2920, 2600, 2611L)
In this course, students will apply the basic concepts of preventive dentistry through dental orientation sessions for community patients to control the transmission of infectious diseases. They will prepare the patient's medical and dental history to facilitate the patient's diagnosis and preventive treatment by the dentist. Additionally, they will evaluate dental care alternatives in the prophylaxis phase, fluoride treatments, required clinical examination, and necessary sealants by experimenting with these procedures in laboratory mannequins. Furthermore, they will develop an educational and nutritional preventive plan to promote optimal oral health and treat patients with special conditions.

ENGL 1010 Basic English I
3 credits
(Prerrequisite: None)
In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

ENGL 1020 Basic English II
3 credits
(Prerrequisite: ENGL 1010)
In this course students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing.

HUMA 1010 Humanities I
3 credits
(Prerrequisite: None)
In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

ITTE 1031L Computer Literacy and Laboratory
3 credits
(Prerrequisite: None)
In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

MATH 1010 Basic Mathematics
3 credits
(Prerrequisite: None)
In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

MESE 2031L Medical Billing, Electronic Record and Laboratory
2 credits
(Prerrequisite: BIOL 1010, BIOL 2000)
In this course, students will discuss the basic concepts of manual or electronic invoicing in the office or other health service environment. Students will examine the procedures for handling billing and processing each of the health services provided to patients. In addition, they collect the information required to identify the following in their clinical record: diagnosis, procedure and treatment offered to the patient, either manually or electronically.

SEMI 1001 University Environment Seminar
1 credit
(Prerrequisite: None)
In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

SOSC 1010 Social Sciences I
3 credits
(Prerrequisite: None)
Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to.

SPAN 1010 Basic Spanish I
3 credits
(Prerrequisite: None)
In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

SPAN 1020 Basic Spanish II
3 credits
(Prerrequisite: SPAN 1010)
In this course, the student will critically analyze different literary genres such as poetry, theater and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

BIOL 1010 Introduction to Biology
3 credits
(Prerrequisite: None)
In this course, students will evaluate the importance of the organization of the human body. They will explain the anatomy of the various body systems, their constituent organs, and their basic functions. They will justify the interrelationship that exists between the systems in the human body. In addition, they will analyze the most common pathologies that affect the different systems.

BIOL 2000 Human Anatomy and Physiology
3 credits
(Prerrequisite: BIOL 1010)
In this course, students will evaluate the main components of the human body. They will apply the basic concepts of anatomy in the examination of the functioning of each of the body systems and the relationship between them. In addition, they will analyze the most common diseases, abnormalities, and disorders affecting each body system.

CHEM 1010 General Chemistry for Health Sciences
3 credits
(Prerrequisite: MATH 1010) (Correquisite: CHEM 1011L)
In this course, students will analyze the properties and changes of matter as well as its anatomic structure. In addition, they will examine the formation of chemical bonds and different chemical reactions. Furthermore, they will evaluate different organic compounds, along with as the structure and function of biological molecules.

CHEM 1011L General Chemistry for Health Sciences Laboratory
1 credit
(Prerrequisite: MATH 1010) (Correquisite: CHEM 1010)
In this course, students will apply the safety rules in the chemistry lab when performing experiments and handling laboratory instruments. Through a variety of experiments, they will investigate matter properties and changes, mixture separation methods, the molecular geometry of a compound, as well as ion and pH indicators in aqueous solutions. Also, students will evaluate different chemical reactions and factors that alter the kinetics of the reaction. Finally, they will analyze the equivalence point in an acid-base titration, as well as the properties and chemical reactions in organic compounds.

ENGL 1010 Basic English I
3 credits
(Prerrequisite: None)
In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

ENGL 1020 Basic English II
3 credits
(Prerrequisite: ENGL 1010)
In this course students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and

the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing.

HUMA 1010 Humanities I
3 credits
(Prerrequisite: None)
In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

ITTE 1031L Computer Literacy and Laboratory
3 credits
(Prerrequisite: None)
In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

MATH 1010 Basic Mathematics
3 credits
(Prerrequisite: None)
In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

PHAR 1000 Pharmaceutical Theory
3 credits
(Prerrequisite: None)
In this course, students will examine the evolution and history of the discipline of pharmacy, as well as concepts of ancient and modern medicine. They will discuss topics related to professional ethics and the role of the pharmacy technician on duty. Students will apply basic concepts in the process of pharmaceutical products classification process, dosage forms, administration routes, pharmaceutical abbreviation reading, and the parts of a prescription or medical order. Additionally, they will analyze pharmacy federal and state legislation. (This course includes the use of simulator)

PHAR 1050 Pharmaceutical Chemistry
3 credits
(Prerrequisite: PHAR 1000, CHEM 1010, CHEM 1011L, MATH 1010)
In this course the students will identify the different functional groups present in the chemical and molecular structure of drugs. Relate the different compounds, formulas and chemical reactions applied in practice when reading literature on drugs and their action mechanisms.

PHAR 1120 Pharmaceutical Mathematics
4 credits
(Prerrequisite: PHAR 1000, MATH 1010)
In this course, students will evaluate different mathematical operations carried out in pharmacies using different pharmaceutical systems. Additionally, they will employ conversion concepts of different unit systems, ratios, and proportions through a dimensional analysis of prescriptions. Furthermore, they will develop different techniques to determine the medication dosage to be dispensed according to medical prescription indications.

PHAR 2051L Composition and Dispensing Laboratory
2 credits
(Prerrequisite: BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2250) (Correquisite: PHAR 2361L)
In this course, students will analyze the duties of a pharmacy technician and the ethical aspects of the profession. They will develop prescriptions and composition recipes according to chapter USP 795: Pharmaceutical compounding – nonsterile preparations of the United States Pharmacopeia. Students will prepare compositions following the appropriate aseptic techniques established in chapter USP 797: Pharmaceutical compounding – sterile preparations of the United States Pharmacopeia.

PHAR 2250 Pharmaceutical Legislation
3 credits
(Prerrequisite: PHAR 1000)
In this course, students will analyze laws and rulings of the operational processes in drugstores in Puerto Rico. Additionally, they will examine some laws and procedures related to medication dispensing, as well as other regulations concerning the professional practice. Likewise, they will resolve issues that arise in the pharmacy according to current laws and regulations.

PHAR 2350 Posology
3 credits
(Prerrequisite: BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120)
In this course the student will study aspects related to patient dosage, advantages, disadvantages and the factors to consider when dosing. The student will solve dose calculation problems using different routes of administration and dosage forms. Also, will determine the safety of dose per body weight and infusion rate in intravenous solutions.

PHAR 2361L Pharmacy Administration Laboratory
2 credits
(Prerrequisite: MATH 1010, PHAR 1000, PHAR 1120, PHAR 2250)
In this course, students will analyze basic administration and marketing concepts necessary for writing a proposal for the establishment of a pharmacy. Likewise, they will apply processes associated with medication billing, patient profile, prescriptions, and medical orders. In turn, students will resolve cost mathematical problems, discounts, retail price, and profit margin. Additionally, they will establish different strategies for inventory control, storage, and medication conservation.

PHAR 2560 Pharmacology I
3 credits
(Prerrequisite: BIOL 1010, BIOL 2000, PHAR 1000)
In this course, students will analyze basic concepts of pharmacology. They will explain indications, contraindications, adverse reactions, and mechanisms of drug action. Likewise, students will classify drugs according to their therapeutic group. Additionally, they will examine components, disorders, and treatment options for the central nervous system. (*This course includes the use of simulator)*

PHAR 2570 Pharmacology II
3 credits
(Prerrequisite: PHAR 1000, PHAR 2560, BIOL 1010, BIOL 2000)
In this course students classify antineoplastic drugs, the gastrointestinal, reproductive, and urinary system, bone diseases, and natural and organic products. They will distinguish between the brand name and generic name, the therapeutic group they belong to and their indications. Students explain the contra- indications, adverse reactions and mechanism of action of each drug identified. They will determine the dose, the type of interaction and modes of administration according to the condition and age of the patient. Students will label and store the drugs following the established protocol.

PHAR 2580 Pharmacology III
3 credits
(Prerrequisite: PHAR 1000, PHAR 2560, BIOL 1010, BIOL 2000)
In this course, students will analyze the components, disorders, symptoms, and treatment options for conditions that impact the cardiovascular, respiratory, and endocrine systems. They will classify cardiovascular drugs, blood modifiers, antihyperlipidemics, drugs to treat respiratory system conditions and those used to treat diabetes and thyroid conditions that occur in the endocrine system according to their therapeutic group. Also, students will explain the mechanisms of action according to their therapeutic group, indications, contraindications, and adverse reactions of the drugs presented.

PHAR 2700 Pharmacy Internship Seminar I
1 credit
(Prerrequisite: BIOL 1010, BIOL 2000, CHEM 1010, CHEM 1011L, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR2361L, PHAR 2560) (Correquisite: PHAR 2711P)
This seminar is taken in conjunction with the course PHAR 2711P Pharmacy Internship I. In this course the students will discuss aspects and situations experienced in the internship. Students apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, students apply the laws and regulations governing the profession of pharmacy technician and their respective amendments in the performance of their internship.

PHAR 2711P Pharmacy Internship I
2 credits
(Prerrequisite: BIOL 1010, BIOL 2000, CHEM 1010, CHEM 1011L, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2361L, PHAR 2560)
(Correquisite: PHAR 2700)
During this practice internship, students will apply administration knowledge from their role as pharmacy technicians. They will conduct the following procedures: reception, interpretation, labeling, dispatch, use of auxiliary labels, purchase orders, merchandise comparison, and inventory management following the laws and regulations of the pharmacy. This internship can take place in community pharmacies or hospitals.

PHAR 2800 Pharmacy Internship Seminar II
1 credit
(Prerrequisite: CHEM 1010, CHEM 1010L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P) (Correquisite: PHAR 2811P)
This seminar is taken in conjunction with the course PHAR 2811P-Pharmacy Internship II. In this course, students will discuss issues and situations experienced in their pharmacy internship. They apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, students

apply the laws and regulations governing the profession of pharmacy technician and their respective amendments.

PHAR 2811P Pharmacy Internship II
2 credits
(Prerrequisite: CHEM 1010, CHEM 1011L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P) (Correquisite: PHAR 2800)
This internship can take place in community pharmacies or hospitals. The law requires that an authorized pharmacist supervise the intern's performance as pharmacy technician. At Internship II, the students will continue to strengthen their technical and administrative skills delegated by the pharmacist. Students must complete 350 hours of internship at the Practice Center.

PHAR 2900 Pharmacy Internship Seminar III
1 credit
(Prerrequisite: CHEM 1010, CHEM 1011L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P, PHAR 2800, PHAR 2811P) (Correquisite: PHAR 2911P)
This seminar is taken in conjunction with the course PHAR 2911P- Pharmacy Internship III. In this course, students will discuss issues and situations experienced in their pharmacy internship. They will apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, they apply the laws and regulations governing the profession of pharmacy technician and their respective amendments.

PHAR 2911P Pharmacy Internship III
2 credits
(Prerrequisite: CHEM 1010, CHEM 1011L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P, PHAR 2800, PHAR 2811P) (Correquisite: PHAR 2900)
This internship can take place in community pharmacies or hospitals. The law requires that an authorized pharmacist supervise the student's performance as pharmacy technician intern. In Internship III, students enrich their technical and administrative skills delegated by the pharmacist. Students must complete 350 hours of internship at the Center for Practice.

PHAR 2920 Pharmacy Integrated Seminar
3 credits
(Prerrequisite: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, PHAR 1000, 1050, 1120, 2051L, 2250, 2350, 2361L, 2560, 2570, 2580, 2700, 2711P, 2800, 2811P) (Correquisite: PHAR 2900, PHAR 2911P)
In this course students will review and strengthen the knowledge, skills and attitudes required in their functions as pharmacy technician. They will apply concepts and skills acquired in various topics such as: theoretical techniques with pharmaceutical abbreviations, pharmacy administration, pharmaceutical legislation, and pharmacology, pharmaceutical mathematics, dispensing techniques, institutional pharmacy and dosage, among others. Students will comply at all times with the ethical standards of the profession. They will complete exercises similar to those presented in the professional certification exam to practice as a pharmacy technician.

SEMI 1001 University Environment Seminar
1 credit
(Prerrequisite: None)
In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

SOSC 1010 Social Sciences I
3 credits
(Prerrequisite: None)
Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to.

SPAN 1010 Basic Spanish I
3 credits
(Prerrequisite: None)
In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

SPAN 1020 Basic Spanish II
3 credits
(Prerrequisite: SPAN 1010)
In this course, the student will critically analyze different literary genres such as poetry, theater and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN ENTREPRENEURSHIP

ACCO 1000 Introduction to Accounting I
4 credits
(Prerrequisite: MATH 1010)
In this course, students will analyze the fundamentals of accounting and their impact on business operations. They will categorize account types for registering transactions in the corresponding ledgers. Also, they will create the necessary financial reports when completing the accounting cycle of a business.

ACCO 2000 Fundamentals of Accounting and Financial Management for the Entrepreneur
3 credits
(Prerrequisite: ACCO 1000)
In this course, students will examine basic concepts of finance, accounting, and economic indicators from the perspective of the businessperson. They will analyze the significance of accounting management, financial reports, and the professional and technological resources available to record the business's financial information. Students will discuss the value of financial reports and business ledgers in evaluating performance, making sound business decisions, and obtaining financing.

BUAD 2000 Fundamentals of Management
3 credits
(Prerrequisite: BUMA 1000)
In this course, the students will critically analyze the main concepts about management and the organizational environment. In addition, they will assess the impact of the different schools of management thought and their exponents on contemporary management. Furthermore, they will integrate the concepts and processes related to planning, organization, management, and control into the essential functions of the manager.

BUAD 3000 Human Resources Administration
3 credits
(Prerrequisite: None)
In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

BUAD 3050 Ethics in Business
3 credits
(Prerrequisite: None)
In this course, students will analyze the origin and development of ethics as a philosophical principle, as well as its relationship and application in the business and professional environment. They will also evaluate the principles that promote a greater social responsibility inside and outside of an organization as a solution to current ethical problems. In addition, they will distinguish between the applicable principles and codes of ethics according to the type of organization or business. Furthermore, students will outline a code of ethics that meets the needs of a profession or organization.

BUMA 1000 Introduction to Business
3 credits
(Prerrequisite: None)
In this course, students will understand the basic elements of business. They will examine the administrative and operational areas of a company, as well as the internal and external forces it faces in its business environment. At the same time, they will analyze the value of these basic elements for fulfilling the organizational objectives when managing a business.

BUMA 1050 Introduction to Entrepreneurship
3 credits
(Prerrequisite: None)
In this course, students will analyze the general aspects, techniques and basic skills needed to develop a company. They will justify the planning and development of a business plan. Additionally, they will explain and develop an ethical and social conscience that will allow them to have good performance in the business world.

BUMA 2010 Legal, Tax, and Social Liabilities in Businesses
3 credits
(Prerrequisite: BUMA 1050)
In this course, students will apply corporate social responsibility concepts and their ethical foundations. They will also recognize the stakeholders and actors involved in a corporation. Likewise, they will value the importance of the common good as the basis for a fair and inclusive society. Furthermore, students will evaluate processes related to the implementation of a socially responsible system.

BUMA 2050 Small Business Planning
3 credits
(Prerrequisite: BUMA 1050)
In this course, students will analyze the types of legal structures, the market, and strategies for the operational viability of a business. They will also evaluate the structure of the internal and external environment of a business for decision making in the market study. Furthermore, students will apply planning concepts for a small business, including idea proposal, business model, market research phases, and starting the business plan.

BUMA 2250 Small Business Planning II
3 credits
(Prerrequisite: BUMA 2050)
In this course, students will evaluate strategies for asset management, as well as risk factors and vulnerability mitigation in a business. They will also analyze financial data of a business plan for a small business. Furthermore, students will apply management concepts in the business plan for the development of marketing strategies and a financial plan with projections for a small business.

ECON 2000 Micro economics
3 credits
(Prerrequisite: None)
In this course, students will examine basic elements of micro economics, taking into consideration economic and political problems. Justify the theory of consumer and producer behavior, emphasizing different types of markets and their agents. Evaluate models of supply and demand and their changes, the concept and model of elasticity, and state intervention. Also, explain different market structures, evaluating the efficiency, equity, and their failures.

ENGL 1010 Basic English I
3 credits
(Prerrequisite: None)
In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

ENGL 1020 Basic English II
3 credits
(Prerrequisite: ENGL 1010)
In this course, students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing.

HUMA 1010 Humanities I
3 credits
(Prerrequisite: None)
In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

ITTE 1031L Computer Literacy and Laboratory
3 credits
(Prerrequisite: None)
In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

MATH 1010 Basic Mathematics
3 credits
(Prerrequisite: None)
In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

MATH 1050 Business Mathematics
3 credits
(Prerrequisite: MATH 1010)
In this course, students will solve business administration problems using basic concepts of algebra and geometry. They will analyze reasoning, proportion, and progression exercises in finance. In addition, they will solve problems of systems of linear equations through any solution method and determine the factors that can influence profit on an investment.

MKTG 1010 Marketing Principles
3 credits
(Prerrequisite: None)
In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. Evaluate the cultural, social, economic, and political marketing dimensions taking into consideration the basics such as: product, price, promotion, and location. Design product, price, promotion, and location (distribution) strategies, to compete successfully in domestic and international markets.

MKTG 2050 Introduction to Digital Marketing
3 credits
(Prerrequisite: None)
In this course, students will evaluate the advantages of digital marketing and its importance for the success of the overall marketing strategy of small and medium-sized businesses. They will develop the elements of a digital marketing plan along with the different digital channels, their advantages, and ways of integration. Moreover, they will apply search engine optimization (SEO) and website development strategies. They will analyze ways to obtain information on trends linked to the execution, development, and impact of digital marketing on the success of companies.

SEMI 1001 University Environment Seminar
1 credit
(Prerrequisite: None)
In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

SOSC 1010 Social Sciences I
3 credits
(Prerrequisite: None)
Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to.

SPAN 1010 Basic Spanish I
3 credits
(Prerrequisite: None)
In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

SPAN 1020 Basic Spanish II
3 credits
(Prerrequisite: SPAN 1010)
In this course, the student will critically analyze different literary genres such as poetry, theater and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

COURSE DESCRIPTIONS-DIPLOMA PROGRAMS

ADMINISTRATION AND INFORMATICS

NETWORK ADMINISTRATION

LITE 1001 Computer Literacy
2 credits
Prerequisite: None
This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

MATE 1221 Applied Mathematics
2 credits
Prerequisite: None
This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as addition, subtraction, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

DETE 1003 Keyboard Skills
2 credits
Prerequisites: None
This course provides learning activities designed to learn, and dominate the alphanumeric keyboard and numeric keyboard of ten digits in a computer system. Introduce to the students basic components (hardware) of computers and the principles of word processing. Develop basic skills that enable students to enter, recover, edit and print information in a computerize system; and speed to a minimum of 16 words per minute with a maximum of 6 mistakes, in a 2 minute test.

OPCO 2096 Computer Operating Systems (Windows)
2 credits
Prerequisite: HARD 1204
In this course the basic concepts, structure and functions of a computer are discussed. The student will learn the basic commands, techniques and procedures for handling a computer, through operating systems and application programs. Practical exercises will be performed in the lab with the purpose of exposing the students to the basic and intermediate use of Windows operating systems and application programs for computers. In addition, the course encourages students to develop skills in research, analysis and comparison, by conducting a project where multiple operating systems are compared.

INGL 1109 Basic English I
2 credits
Prerequisite: None
This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

HARD 1204 PC Hardware and Assembly
2 credits
Prerequisites: None
This course provides to the students with the knowledge, skills and techniques necessary for the identification, installation and configuration of computer components, external peripherals and

communication devices. It is included, the assembly process of a computer including internal and external peripherals.

ADRE 1004 Network Operations
2 credits
Prerequisites: HARD 1204
In this, course students learn the basic concepts and techniques that prepare them for computer troubleshooting and network administration. It includes learning technical installation, configuration and testing of functionality of Microsoft Windows Server and Novell NetWare operating systems. Also by developing an application project, students will put into practice the knowledge acquired.

OPCO 2097 Operating Systems Open Sources
2 credits
Prerequisites: OPCO 2096
This course provides activities to learn techniques for managing, installing and administrating open sources systems. It includes the basics principles to be able to use the Linux and other systems and information about what are open sources systems.

INTE 1215 Internet Fundamentals and Managements
2 credits
Prerequisites: ADRE 1097
This course provides students with the knowledge, basic tools and resources available to work on the Internet. Providing an overview of the Internet, how to configure and operate the World Wide Web and the training needed to work with such functions as; browsers, search, configurations, history and cookies. Also provides basic knowledge in web designing.

REDE 1215 Installation, Configuration, Administration and Support of Operating Systems (Windows)
2 credits
Prerequisites: ADRE 1004
In this course, the student learns to provide support to end users who use desktop operating systems (Microsoft Windows) in a home environment. The student should be able to solve problems with the operating system via telephone, remote desktop connection or visiting the end user's desktop. Must have knowledge in the installation and configuration of Windows operating systems, open images on a network system and manage operations in a workgroup or Active Directory domain environment and how the user is affected by each environment.

SERV 2011 Computer Users Support and Technical Writing
2 credits
Prerequisites: LITE 1001, HARD 1204 and concurrent with ADRE 1006
This course provides useful methods in the implementation of support services to users and computer systems. Students will put together necessary documentation with the context of, end user support services and will participate in individual and group activities. This course presents case studies of projects and practices to develop student knowledge and skills.

ADRE 1005 Network Operations I - Environment
2 credits
Prerequisites: ADRE 1004
This course explores the hardware, software, personnel and procedures needed to manage and maintain computer networks. It provides students the opportunity to plan and implement networks and administrate servers. Issues related to CompTIA Network+ Microsoft certifications and network performance and

monitoring will be include.

ADRE 1006 Network Operations II - Infrastructure
2 credits
Prerequisites: ADRE 1005
Skill development in the implementing, managing and maintaining the infrastructure and services of a Microsoft Windows Server. Topics include cabling, cable closets, management devices, selection and installation of network devices, protocols, and sub netting. Subject matter related to CompTIA Network+ Microsoft certifications.

REDE 1216 Server Applications
2 credits
Prerequisite: Concurrent with ADRE 1006
This course provides students with the knowledge and skills required to install, configure, manage, and troubleshoot a secure messaging infrastructure by using Microsoft Exchange Server. This course offers a significant number of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support this messaging application. Subject matter related to CompTIA Network+ Microsoft certifications.

ADRE 1097 Computer Telecommunications
2 credits
Prerequisites: None
This course is about the role of telecommunications and computer networks in information management systems. It includes technical fundamentals, design of telecommunications, computer networks and strategies, tools and techniques for network planning, implementation, management, maintenance, and security. Subject matter related to CompTIA Network+ Microsoft certifications.

SERE 3001 Network Security
2 credits
Prerequisite: ADRE 1006
This course includes intensive study of the techniques used to protect computer systems from intrusion, explaining in detail the techniques of defense and factors to consider when trying preventing attacks from outside. It will also instruct the student in the latest security industry recommendations and how to properly protect Windows and Windows Server, servers in a variety of settings and how to conduct security audits. Subject matter related to CompTIA Network+ Microsoft certifications.

VIRT 1001 Virtualization
2 credits
Prerequisites: OPCO 2096
This course emphasizes the creation of virtual hardware and software platforms, rather than creating them physically. This will create computers, servers and virtual networks in order to reduce costs involved in the physical creation of these platforms. It also offers the advantage of virtually testing new equipment before being physically acquired, ensure that it is working and not lose the investment of buying a machine does not work as expected. Other benefits include implementation of security measures and management resource in a flexible and centralized environment.

RENE 1001 Preparatory Course for Certifications in Computer Systems Administration
2 credits
Prerequisite: Concurrent with SERE 3001 and VIRT 1001
This is a preparatory course for the CompTIA Network + Certification. The CompTIA organization is the largest independent company in the world. It is developed with the support of leading technology companies and are validated by experts around the world. The CompTIA Network + certification validates the ability of a professional to select, connect, configure and troubleshoot basic networking, including wireless and security technologies.

BANKING OPERATIONS

MADO 1003 Keyboard Skills
2 credits
Prerequisite: None
This course comprises the mastering of the different keyboarding features of the alphanumeric keyboard. It covers the basic techniques, proofreading and centering. The student develops the ability to write 19 WPM with a maximum of five errors and will acquire skills that validate their abilities as a specialist in Microsoft Office products through the Word Certification Program at a basic level. They can perform existing positions in private offices, government agencies and businesses. The student, as part of the course, will meet different people who master the keyboard acquiring an overview of the advantages of this.

ESPA 1007 Basic Spanish
2 credits
Prerequisite: None
This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

SERV 3001 Customer Services
2 credits
Prerequisite: None
This course provides students the opportunity to learn about the cycle of service and customer service, as an element of competitiveness in the industry. The study of basic concepts and principles of service, structural organization of the Customer Service Department, characteristics and requisites of the contact person, types of customers, necessities and expectations of the consumer, successful strategies for quality services and increment of satisfaction, control and evaluation of the company's customer attention processes. They will also discuss the following service techniques and customer attention: direct attention to the internal and external client, call center and communication process as an important tool in the service and staff performance.

OPBA 3002 Banking Operations I
2 credits
Prerequisite: None
The student will acquire basic principles of some of the daily operations performed in different financial institutions such as commercial banks, savings and credit associations, consumer and credit unions, mortgage banks, finance companies and investment banks. They will acquire knowledge about the history and development of the banking system, money changing, and organizational structure of financial systems, the Federal Reserve System, cash procedures, current account and other bank procedures. Also includes, the search of information through interviews and visits to financial institutions.

MATE 1222 Basic Mathematics
2 credits
Prerequisites: None
This Basic Math course is designed for students to master accurately and quickly the four mathematical operations (addition, subtraction, multiplication, and division) in numerals, integers, decimals and fractions.

COMP 2014 Computer Application Programs (PowerPoint, Outlook, Internet)
2 credits
Prerequisite: None
This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

OPBA 3003 Banking Operations II
2 credits
Prerequisite: OPBA 3002
The student will continue his/her acquisition of knowledge about banking operations. The student will be familiarized with the functions of the safes, and banking accounting, regulations, collections and auditing. In addition, subject covered are: basic concepts of commercial credit offered by different financial institutions, credit history, federal rules and regulations, direct or indirect loans, financing, electronic fund transfers, processing leases, the Fair Debt Collection Act practices and other loan recovery procedures. Special projects included through interviews, surveys and visits to financial institutions.

MATE 1223 Business Mathematics
2 credits
Prerequisite: MATE 1222
This is a basic mathematics course focusing on related business activities. Students will acquire fundamental knowledge for the technical / mathematical understanding of business; especially in the banking industry and other businesses. Among the topics included are percentages, simple and compound interest, operating procedures of commercial loans and mathematical terms. Solving problems quickly and accurately is emphasized.

EXCL 1001 Electronic Spreadsheet (Excel)
2 credits
Prerequisites: None
In this course the student, get acquainted with the theory and practice of the worksheet in the Microsoft Excel program. It includes the development of worksheets through different applications while working with graphs and database systems. The theoretical concepts will be applied in laboratory exercises. Students will search for documents to be modified, using the knowledge acquired in the course. Prepare a portfolio of daily class where the work done in class and those obtained by the external search will be organized. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft Excel. This course will cover all the topics specified by the MOS Program – Score Level.

REPA 1023 Teller I (Manual)
2 credits
Prerequisite: OPBA 3003
This course offers students theoretical and practical knowledge about the main features, requirements and job expectations Receptor-Payer in financial institutions. It includes the study and practice through exercises and simulations on the concepts of the payment function, money management, security, bank fraud and manual bank transactions.

CONT 1095 Elementary Accounting I
2 credits
Prerequisite: MATE 1223
This is an introductory course on the basics of accounting cycle for a service business. Topics of study include accounting equation, T accounts, transaction analysis, financial statements and payroll.

INGL 1109 Basic English I
2 credits
Prerequisite: None
This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

REPA 1024 Teller II (Computerized)
2 credits
Prerequisite: REPA 1023
This course provides students with knowledge and skills related to computerized transaction processing terminals. The course is offered in the laboratory, where students will implement everything learned during the previous session and will start to learn the IBC Teller System.

CONT 1096 Elementary Accounting II
2 credits
Prerequisite: CONT 1095
This course will broaden new topics within the accounting field aiming to facilitate the student's encountering with more areas that are difficult. Topics such as financial statement, the complete accounting cycle for a service business, payroll system, uncollectible accounts, ledger closing, note's interests accounting, and banking reconciliation will be discussed.

INGL 1110 Basic English II
2 credits
Prerequisite: INGL 1109
This course will continue focusing on the English grammar structure needed to strengthen the student's communication skills. Emphasis is given on reading and writing in order to increase basic vocabulary.

REPA 1025 Teller III (Computerized)
2 credits
Prerequisite: REPA 1024
This course offers the student opportunity to continue acquiring and refining their knowledge and skills in the banking transaction by using of the program IBC Teller System. It includes the execution and processing of diverse transactions that required in the commercial banks, mortgage banks, associations of credit, financiers and cooperatives of savings. The course emphasized in the development of the speed, exactitude and handling of the computerized systems.

INGL 2104 Conversational English
2 credits
Prerequisite: INGL 1110
This course is geared towards the improvement of verbal communication through the intensive practice of phonological patterns of English and structured communicative activities involving a relevant social and functional formulas of the language. In addition, listening discrimination and comprehensive skills are reinforced with drills and natural speech in structured situations.

BANC 1012 Sales and Finances
2 credits
Prerequisite: None
This course is designed to contribute to the knowledge and mastery of new sales techniques of both products and services in the banking industry, consumer behavior and sales management. Also studies financial aspects such as: money markets, capital investments, financial management, value for money, business

cycle, efficient diversification, shifting resources, among others.

ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING

PROA 1001 Office Administration Procedures
2 credits
Prerequisite: None
This course has been designed to introduce students in their profession and in the medical billing field. There is emphasis on the importance of basic qualities that an administrative assistant and a medical biller should possess in order to efficiently perform their work in the market. Interpersonal relations are noted, as well as work ethics, communication, and quality in client service. In addition, students will know the basic principles of management, administrative undertaking, marketing, human resources, medical records and applicable legislation, as well as the proper handling of medical records.

ESPA 1007 Basic Spanish
2 credits
Prerequisite: None
In this course, the student is offered the opportunity to strengthen, refine and enrich the basic skills of oral expression, writing and linguistic concepts. Emphasis will be given to the spelling and syntactic aspects that will include the rules of syllabic division, spelling, punctuation, use of uppercase and lowercase letters, reading comprehension and vocabulary development.

ADDO 1002 Document Administration
2 credits
Prerequisite: None
This course offers the student activities aimed to learn the organization and procedures for filing documents, according to alphabetic and numerical systems. It includes the teaching of methods and modern techniques in management, database and document control. In addition, knowledge of the laws governing document management and organizing documents in computerized systems.

MADO 1003 Keyboard Skills
2 credits
Prerequisite: None
This course comprises the mastering of the different keyboarding features of the alphanumeric keyboard. It covers the basic techniques, proofreading and centering. The student develops the ability to write 19 WPM with a maximum of five errors and will acquire skills that validate their abilities as a specialist in Microsoft Office products through the Word Certification Program at a basic level. They can perform existing positions in private offices, government agencies and businesses. The student, as part of the course, will meet different people who master the keyboard acquiring an overview of the advantages of this.

FUNS 1003 Clinical Principles
2 credits
Prerequisite: None
This course provides students with the knowledge and skills related to the most common medical terminology in medical plans billing. Class discussions include medical abbreviations used in medical diagnoses and procedures. In addition, students will learn human anatomy and physiology. Included is the study of chronic diseases that affect the human body and the specialist who treats each of them.

INGL 1109 Basic English I
2 credits
Prerequisite: None
This course is intended to promote the correct use of the English language. It will reinforce the basic skills

such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

PRCO 1002 Production of Business Documents (Basic)
2 credits
Prerequisite: MADO 1003
This second course provides students with the skills needed for the preparation of commercial letters, end block and modified block styles, with indentation and traditional and simplified memos, from draft to acceptable formats. Students will carry out a search (special project) of documents, classifying them by type and use. Student will develop the ability to write a minimum of 23 words per minute with a maximum of 4 errors on tests of three minutes. They will also gain knowledge on mail merge functions, labels, and envelopes.

CODI 3003 Codification of Diagnostics and Injuries
2 credits
Prerequisite: FUNS 1003
This course provides students the knowledge and basic skills required for the coding of diagnostics and injuries in patients. Practical exercises will be included in order to search for coding of diseases, conditions, and injuries, using the ICD-10-CM manual as a resource for medical diagnoses.

INGL 1110 Basic English II
2 credits
Prerequisite: INGL 1109
This course will continue focusing on the English grammar structure needed to strengthen the student's communication skills. Emphasis is given on reading and writing in order to increase basic vocabulary.

REME 1002 Production of Medical Documents and Electronic Record
2 credits
Prerequisite: MADO 1003
This course provides the student with learning activities to refine the highest possible level skills in managing the computer system and the theoretical and technical knowledge acquired previously. The use of the templates provided by the system to prepare professional documents including elements of art, newspaper columns, tables and medical forms, agendas, minutes, and other documents that are performed in a medical office. It provides the tools to manage the office with control and efficiency. It allows the student to understand the handling of electronic medical records in a complete and efficient manner, by using the Secure EMR program and Inmediata. The following functions will be studied: personal agenda, messages, new patient appointments, follow-up appointments, patient demographic information, plan registration, adjustment of co-payments, among others.

CODI 3004 Coding of Services and Procedures
2 credits
Prerequisite: CODI 3003
This course provides students the knowledge and basic skills required for the coding of medical services and procedures. Practical exercises will be included in order to search for coding of services, procedures, and treatments, using the CPT code manual as a resource for services and procedures.

FACT 3012 Medical Plans Billing (Manual)
2 credits
Prerequisite: CODI 3003
During this course, the students will acquire the knowledge needed to delve into the medical and dental billing market. They will learn the terminology used for billing; manage the documentation used in the

billing process, as well as laws and regulations relevant to health institutions and how to apply correctly the coding required for billing.

CONT 1095 Elementary Accounting I
2 credits
Prerequisite: None
This is an introductory course on the basics of accounting cycle for a service business. Topics of study include accounting equation, T accounts, transaction analysis, financial statements and payroll.

FACT 3013 Electronic Medical Plans Billing I
2 credits
Prerequisite: FACT 3012
In this course, the student will learn how to properly manage and use the billing program and clearing house, Secure Claim. It includes learning and mastering system functions such as: Front Desk, Claim Center, Back Office, Analytics, and Support. With this electronic program, the student will be able to create and maintain patient information, bill preparation, electronic issuance and reconciliation of payments. The student will gain the knowledge and skills necessary to meet and address the main demands of the labor market in relation to the electronic processing of professional, dental and institutional medical billing for the recovery for medical services rendered.

EXCL 1001 Electronic Spreadsheet (Excel)
2 credits
Prerequisite: MADO 1003
In this course the student, get acquainted with the theory and practice of the worksheet in the Microsoft Excel program. It includes the development of worksheets through different applications while working with graphs and database systems. The theoretical concepts will be applied in laboratory exercises. Students will search for documents to be modified, using the knowledge acquired in the course. Prepare a portfolio of daily class where the work done in class and those obtained by the external search will be organized. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft Excel. This course will cover all the topics specified by the MOS Program – Score Level.

FACT 3014 Electronic Medical Plans Billing II
2 credits
Prerequisite: FACT 3013
In this course, students will acquire the necessary knowledge to delve into the dental billing market, as well as learning to adequately operate the electronic dental billing program "Secure Claim." In addition, students will understand auditing processes. This includes learning and mastering system functions such as patient registration and records, dental billing processes, and printing of documents. Students will learn the dental anatomy needed for effective billing, and will identify and manage necessary documentation to carry out audits. This will place students in a more competitive level on today's job market.

INGL 2104 Conversational English
2 credits
Prerequisite: INGL 1110
This course is geared towards the improvement of verbal communication through intensive practice of phonological patterns of English and structured communicative activities involving a relevant social and functional formulas of the language. In addition, includes reinforcement of listening discrimination and comprehensive skills with drills and natural speech in structured situations.

OFIC 3008 Externship
2 credits
Prerequisite: PRCO 1002, REME 1002, FACT 3013
In this course, students will apply and practice all the skills and knowledge acquired to demonstrate mastery of the procedures in documentation management within a medical office. Among the documents and tasks to be performed are letters, memos, reports, tables, payroll, schedules, legal documents, presentations, electronics agendas, medical billing and archiving among others. It is expected that the student learn to use the highest possible level all office equipment.

TOURISM AND HOTELS

TURI 2101 Introduction to Tourism and Hotels
2 credits
Prerequisite: None
This course offers the student the opportunity to acquire the theoretical knowledge at the historic development of the tourism. The main components are described of the tourism, with emphasis in hospitality industry. It studies the different modalities of travel, legislation, agencies and professional associations that regulate and support the tourism. It is included, documentations required for international travel, the influence of the tourism in the development of P.R. economy, offering, demand, market requisites (employment), the professional image and the benefits of a career in the tourism industry.

SERV 3001 Customer Services
2 credits
Prerequisite: None
This course provides students the opportunity to learn about the cycle of service and customer service, as an element of competitiveness in the industry. The study of basic concepts and principles of service, structural organization of the Customer Service Department, characteristics and requisites of the contact person, types of customers, necessities and expectations of the consumer, successful strategies for quality services and increment of satisfaction, control and evaluation of the company's customer attention processes. They will also discuss the following service techniques and customer attention: direct attention to the internal and external client, call center and communication process as an important tool in the service and staff performance.

ESPA 1007 Basic Spanish
2 credits
Prerequisite: None
This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

COMP 2014 Computer Application Programs (PowerPoint, Outlook, Internet)
2credits
Prerequisite: None
This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

CONT 1095 Elementary Accounting I
2 credits
Prerequisite: None
This is an introductory course on the basics of accounting cycle for a service business. Topics of study include accounting equation, T accounts, transaction analysis, financial statements and payroll.

GEOG 1007 Puerto Rico Tourism Geography
2 credits
Prerequisite: None
Study of all aspects and concepts of the geography of Puerto Rico focused on the tourism activity. Analysis

of the Puerto Rico landscaping, climate, flora and fauna, tourist attractions, and historical sites. Study of the traditions, folklore, local arts, and crafts. Historical synthesis is presented in order to better understand and analyze Puerto Rico traditions and folklore is featured.

HOTE 3002 Hotel Operations
2 credits
Prerequisite: None
This course provides the student the opportunity to know basic principles on the hotel operations. It include, the structure of the hotel's department studies with emphasis in three key areas (Reservations, Front Desk and Back Office), classification of hotels, positions and tasks, personality and skills of resources, guest's services and preparation of reports. In addition, discusses the functions and procedures related to hotel reception, lodging, services, collections and reservations.

INGL 1109 Basic English I
2 credits
Prerequisite: None
This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

GEOG 1008 Universal Tourism Geography
2 credits
Prerequisite: None
Study of the concepts of worldwide geography focused through the tourist activity. Analysis of the world main tourist attractions and its characteristics. Also includes, the basic analysis of worldwide cartography and geographic vocabulary.

COST 1003 Food and Beverage Cost Control
2 credits
Prerequisite: None
The course is addressed to the learning and practice of handling cost controls on the preparation of food and beverages. The factors determining sales and prices, reporting and record keeping and safety measures are also discussed. The course exposes students to experiences and knowledge all related processes in restaurants, hotels and other related businesses related to culinary arts.

MERC 2102 Tourism Marketing
2 credits
Prerequisite: None
In this course, the students learn the basic concepts, principles and new marketing techniques of products and services in the tourism industry. It analyzes the current situation of the tourism companies, marketing department characteristics, types of advertising and promotional campaigns. It is includes the description of the Tourism Strategic Marketing System and its various stages.

INGL 1110 Basic English II
2 credits
Prerequisite: INGL 1109
This course will continue focusing on the English grammar structure needed to strengthen the student's communication skills. Emphasis is given on reading and writing in order to increase basic vocabulary.

INGL 2104 Conversational English
2 credits
Prerequisite: INGL 1110
This course is geared towards the improvement of verbal communication through the intensive practice of phonological patterns of English and structured communicative activities involving a relevant social and functional formulas of the language. In addition, listening discrimination and comprehensive skills are reinforced with drills and natural speech in structured situations.

LINE 3001 Air Lines
2 credits
Prerequisite: None
Learning of skills and activities related to the airline industry, cruises and tours and its basic principles, regulations, products and services. Special terminology, issuance and procedures of reservations and ticketing, international and domestic rates system.

CONV 3001 Conventions and Banquets
2 credits
Prerequisite: None
This course offers to students the opportunity to acquire the theoretical knowledge and skills that will help them enter in the event planning field, with emphasis in related activities such as conventions, meetings and banquets in the hotel industry. It studies the structure of the Department of Activities, profile resources, types of clients, sales strategies, event planning, invoicing and preparation of evaluation reports.

HOTE 3003 Hotel Management and Supervision
2 credits
Prerequisite: HOTE 3002
The course is designed to introduce students to the basic principles of supervision and management in the hotel area. The students will acquire the ability to contribute in the planning, organization and management of enterprises in the hospitality industry. In addition, students will gain the skills, knowledge and practices that will enable them to occupy positions as administrative officers in various departments of the hotel, where they can apply the concepts learned in business management. Students will put together a professional portfolio as part of the job search according to the department of Human Resources.

GUIA 1103 Cultural Tourism Guide
2 credits
Prerequisite: GEOG 1007
This course offers students the opportunity to acquire the knowledge of tour guide and its environment in the receptive country's culture. Includes information on various tour guides and their professional role; as well as planning and organizing an excursion for a determined group of tourists. The student will identify and understand the importance of the culture and its classifications, such as agro-tourism, eco-tourism, among others. Students will know the economic impact of how the culture and excursions, helping the sustainable tourism of the receptive or visited country through actual market methods.

RESE 3001 Computerized Reservations (SABRE)
2 credits
Prerequisite: LINE 3001
Introduction to the airline reservation system that is designed to provide with a fast way to meet the modern travelers demands. The student will learn to understand the basic transactions such as preparing a traveler’s record, airline booking and complete a ticketing transaction using SABRE program.

PRIVATE INVESTIGATOR WITH EXECUTIVE PROTECTION (BODYGUARD)

ESPA 1007 Basic Spanish
2 credits
(Prerequisite: None)
In this course, students will produce oral and written texts using the rules that govern the Spanish language. Furthermore, they will examine written texts with varying degrees of complexity. Moreover, they will compose various written texts. As a result, they will demonstrate the proper use of language in their texts.

ENFE 1000 Emergency Situations and First Aid
1 credit
(Prerequisite: Concurrent with PDEP 1100)
In this course, students will evaluate the principles and techniques of first aid and emergency response situations. They will explain the incidence and common causes of accidents, and preventive measures. They will analyze the legal framework and jurisprudence applicable to emergency situations. Furthermore, they will apply the specific procedures for each situation, such as respiratory emergencies and cardiac conditions, hemorrhages, wounds, fractures, shock, intoxication, poisoning, injuries, burns, bites, drowning, etc.

LITE 1001 Computer Literacy
2 credits
(Prerequisite: None)
In this course, students will analyze the utility of productivity tools, databases and computerized systems in their learning process. They will distinguish basic concepts of technology, the information processing cycle, its devices and the role of computer programs. Additionally, they will examine core aspects related to the services, security, privacy and ethics of the Internet, and to technological assistance. Lastly, they will demonstrate technological competencies in the use of digital tools for the creation of documents in word processors, presentations and electronic spreadsheets.

DEST 1005 Small Business Development and Supervisory Skills
2 credits
(Prerequisite: None)
In this course, the student will analyze the most up-to-date information about the aspects related to the establishment, development, and management of a small business, including training and technical assistance. Furthermore, they will evaluate the incorporation regulations and documents required for small businesses. Moreover, they will develop a business plan that includes the study of viability, the commercial plan development, and information regarding finances, production, organization, supervision, management, and marketing.

DEPR 1000 Introduction to the Private Investigator Profession
2 credits
(Prerequisite: None)
In this course, students will evaluate the definitions of executive protection, security guard and private detective. Moreover, they will identify the traits a private detective must possess, as well as job options, the investigations that are allowed, and the importance of documenting everything related to the investigative process. Furthermore, the student will recognize the requirements and procedures to obtain the private investigator license.

DEPR 1015 Criminal Law
2 credits
(Prerequisite: DEPR 1014)
In this course, students will analyze the basic principles of criminal law and its resources. Likewise, they will identify the constituent elements of a crime, as well as the factors used as defense mechanisms for the acquittal of criminal responsibility. Furthermore, students will examine the subject of the penalty and the consequences of the crime.

DEPR 1012 Criminal Judicial System in Puerto Rico
2 credits
(Prerequisite: None)
In this course, students will discuss the structure, organization, and administration of the criminal justice and public security system in Puerto Rico. They will analyze the roles of the components of these systems and their effectiveness regarding the application of laws and penalties. Moreover, students will evaluate the public policy for social order and crime prevention. Additionally, they will examine the constitution of the Commonwealth of Puerto Rico, as well as the powers of the State.

DEPR 1014 Constitutional Law
2 credits
(Prerequisite: None)
In this course, students will analyze the norms and principles that regulate the relationships between natural persons, public entities and legal persons. Similarly, they will identify the rights and fundamental duties of human beings established in the state constitution, as well as in the Constitution of the United States of America. They will recognize jurisprudence related to the rights and duties of human beings in local and federal forum provisions.

DEPR 1020 Rules of Criminal Procedure
2 credits
(Prerequisite: DEPR 1014)
In this course, students will analyze the theoretical concepts of the Criminal Procedure Rules used in the Puerto Rico judicial system during all stages of the criminal procedure. They will evaluate the processes that govern the investigative stage and the different judicial stages pretrial, simultaneous, and posttrial, considering the public security component, the private security agencies, and the different courts in Puerto Rico. Lastly, students will apply the legal concepts and procedures used by the different participants and components during the criminal process in the context of the role of private investigator and security guard.

DEPR 1021 Introduction to Executive Protection (Bodyguard) Lab
2 credits
(Prerequisite: DEPR 1014)
In this course, students will examine the theoretical and practical concepts related to Executive Protection (Bodyguard). They will analyze the organization of its functions, including aspects related to the work plan, legal and ethical aspects, potential clients and their profiles, as well as the duties and responsibilities of the escort personnel. Additionally, students will evaluate factors and procedures related to individual and group security, movement of people, direct protection, property security, supervision and use of equipment. Moreover, they will demonstrate basic self-defense techniques considering strength levels.

DEPR 1013 Security Technology and Research Lab
2 credits
(Prerequisite: None)
In this course, students will examine the theoretical and practical concepts related to technology applied to security and investigation. They will analyze the legal framework for the use of technology in security and private investigation, taking constitutional rights into account. Student will also compare the technology used in private security and its role as an investigation tool, according to the available equipment in the current market. Lastly, students will explain the use and handling of electronic security equipment.

DEPR 1018 Rules of Evidence Lab
2 credits
(Prerequisites: DEPR 1014, DEPR 1015)
In this course, students will analyze the procedures applicable in the General Justice Court in procedures of a civil and criminal nature. Furthermore, they will evaluate the Rules of Evidence, their interpretation, applicability, admissibility, presumptions, privileges, witnesses, obligations and other concepts used in the courts of justice. They will examine the order of interrogation during the trial and its characteristics. Lastly, they will explain the adjudication of the terms of the evidence during the judicial process.

DEPR 1019 Criminal Investigation I Lab
2 credits
(Prerequisite: DEPR 1014)
In this course, students will analyze the historical background and general aspects of criminal investigation. They will explain the role and contribution of the key figures of criminal investigation related to the clarification of crime. Lastly, they will apply the steps for scientific crime scene processing.

DEPR 1016 Private Investigation and Ethics of the Profession Lab
2 credits
(Prerequisite: DEPR 1000)
In this course, students will analyze the theoretical concepts of the private investigation field and the ethics of the private investigator. They will apply their knowledge and skills in private investigation from an ethical-legal framework. Lastly, they will develop documents for private investigation management, such as contracts, worksheets and investigative reports adjusted to the due process of law.

PDEP 1100 External Practice
3 credits
(Prerequisite: Approved all courses except: ESPA 1007; LITE 1001; ENFE 1000, DEST 1005)
In this course, students will apply the knowledge acquired and the skills developed in the Private Investigator and Executive Protection program in a practical way, in workplaces such as criminology, criminal investigation, personal protection, and private investigation, among others. They will use the concepts of criminology, criminal code, criminal procedure, evidence, surveillance equipment management, and others necessary to evaluate their skills and knowledge. They will incorporate the class work, evidence of their practice, and the necessary information for their studies and for the review class into their portfolio.

DEPR 1017 Special Criminal Laws
2 credits
(Prerequisite: DEPR 1014)
In this course, students will analyze the fundamentals and principles for the establishment of special criminal laws. They will describe special criminal laws and their connection to the operation of the Criminal Justice System. Furthermore, students will review jurisprudence where special criminal laws have been applied.

DEPR 1022 Criminal Investigation II Lab
2 credits
(Prerequisites: DEPR 1014, DEPR 1013)
In this course, students will analyze the overview of the investigative process and the types of investigations that a private investigator may carry out. They will evaluate surveillance and monitoring techniques, and related legal aspects. Furthermore, students will examine the different sources of information and techniques for handling informants and confidants.

DEPR 1023 Dactyloscopy and Forensic Photography Lab
2 credits
(Prerequisites: DEPR 1019, DEPR 1013)
In this course, students will examine basic fingerprint patterns and their subcategories. They will contrast the types of fingerprints and the techniques for their detection and identification. Furthermore, students will justify the use of photography in the process of identifying evidence and its value in the criminal and procedural process.

CULINARY ARTS

MIXOLOGY/BARTENDING

BARR 1014 Introduction to the Bar
2 credits
(Prerequisite: None)
In this course, students will discuss the occupational definition of a bartender, professional profile and characteristics, and job tasks, as well as existing professional associations (certifications). They will examine the origin and history of the bar, its structure, typology, and equipment. They will also demonstrate their knowledge of the origin and history of fermented and distilled alcoholic beverages (processes and components).

INGL 2104 Conversational English
2 credits
(Prerequisite: None)
In this course, students will demonstrate improvement of verbal communication through intensive practice of phonological patterns of English, and structured communicative activities involving a relevant social and functional formulas of the language. In addition, students will practice listening and comprehension skills with drills and natural speech in structured situations.

BARR 2006 Customer Service and Table Service
2 credits
(Prerequisite: None)
In this course, students will evaluate the service cycle and customer service as an element of competitiveness within the food and beverage industry. They will analyze basic service concepts, types of clients, consumer needs and expectations, successful strategies for quality service and increased satisfaction, and control and evaluation of the establishment's attention processes toward the client. They will practice table setting etiquette, the main elements of a table, table linens, tableware, cutlery placement, assembly, and decoration, while considering various types of service, such as French, Russian, English, banquet, family, and American.
Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform the tasks and services directly in the cafeteria.

BEBI 1002 Beverage Preparation and Service Lab I
2 credits
(Prerequisite: None)
In this course, students will learn to create different recipes for the preparation of beverages. They will participate in presentations and simulations in the laboratory regarding the selection of ingredients, presentation techniques, service and cost of non-alcoholic beverages, and cocktails with the proper classifications of pre-dinner, after-dinner, and long drink, with a preparation base of rum, vodka, and gin. They will execute various commercial-style fruit cuts, billing methods, and equipment and glassware cleaning before and after every service.
Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform the tasks and services directly in the cafeteria.

BARR 1017 Introduction to Restaurants and Hospitality
1 credit
(Prerequisite: None)
In this course, students will analyze the historic development of Puerto Rico, the gastronomic industry, and tourism, as well as places of touristic importance, guesthouses and inns, and gastronomic and entertainment venues in Puerto Rico.

BARR 1015 Bar Operation and Management
2 credits
(Prerequisite: None)
In this course, students will learn about the fundamentals of beverage administration, operation, and cost control, known as F&B, a business unit in charge of maintaining internal controls of the items consumed in this department. Students will acquaint themselves with professional terminology and the process for the recruitment, selection, supervision, and training of personnel. In addition, they will know the inventory reports and documents regarding marketing and permit applications.

BARR 1018 Other Cocktail-Making Techniques (Working Flair and Competition Techniques)
1 credit
(Prerequisite: BARR 1014)
In this course, students will demonstrate basic knowledge and skills in the new trends in the area of working flair and competition techniques. They will practice the techniques, basic choreography, and movements, as well as the preparation of beverages often used in working flair, competition components, and the necessary skills for competing.

BEBI 1003 Beverage Preparation and Service Lab II
2 credits
(Prerequisite: BEBI 1002)
In this course, students will practice creating various recipes for the preparation of alcoholic beverages. They will execute tasks, simulations, and practical exercises in the lab related to preparation methods, cocktail creation, presentation techniques, and cocktail service with tequila, whisky, brandy, and cordial bases. In addition, they will identify proper glassware for each cocktail, as well as the costs of each type of cocktail, billing methods, and equipment and glassware cleaning before, during, and after each service.

BEBI 1007 Applied Mixology
2 credits
(Prerequisite: BEBI 1002; Corequisite: BEBI 1003)
In this course, students will practice new trends in the beverage preparation and service area, such as mixology. They will explain the different techniques and equipment used in mixology. In addition, they will demonstrate the culinary techniques and trends in the preparation of beverages.

VINO 1002 Wine Service
2 credits
(Prerequisite: None)
In this course, students will demonstrate basic knowledge of the history and preparation of wine. They will identify various types of grapes and their regions, as well as different regulatory agencies for wine production and sales. They will also apply theoretical knowledge with different types of sensory tests that will help in sharpening their senses through tastings and seminars.

BEBI 1008 Barista Services
2 credits
(Prerequisite: BARR 2006)
In this course, students will demonstrate the basic knowledge and skills of new trends in area of beverage preparation and service, such as barista services. They will discuss relevant information about coffee, its derivative drinks, and their preparation techniques. In addition, they will explain the different techniques and equipment used in barista service and in coffee-based beverage preparation.

PRTR 1006 Occupational Seminar
1 credit
(Prerequisite: None)
In this course, students will analyze opportunities in the food and beverage industry and the strategies for the acquisition and retention of a position based on the job market, as well as ethical codes and legal and professional regulations. They will participate in a real job search process, completing the following steps: filling out a job application, designing and collecting documents required by employers (résumé), and preparing for a job interview and its subsequent evaluation.

PRAC 1018 Externship
3 credits
(Prerequisite: To have passed all previous courses, except for PRTR 1006 and BEBI 1008)
In this course, students will apply concepts, knowledge, and skills in a real work setting. They will practice the full cycle of preparation and service of drinks and cocktails, including presentation, bar management, health and safety practices, table and wine service, fruit cutting, cash register management, and customer service. Finally, students will demonstrate the knowledge and skills necessary to enter the food and beverage industry.
Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform the tasks and services directly in the cafeteria.

CULINARY ARTS

ORGA 1002 Culinary History and Kitchen Organization
2 credits
(Prerequisite: None)
In this course, students will examine the history and evolution of cooking as a basis for understanding the environment, functions, job classifications, and employment opportunities in the culinary services job market. They will analyze the different tasks within this setting from an economic and social perspective, including the identification, classification, organization, costs, and presentation of kitchen equipment as work tools. Additionally, they will discuss the different cooking methods and basic principles of the art of seasoning and flavoring.

NUHS 1002 Nutrition, Hygiene, and Sanitation
2 credits
(Prerequisite: None)
In this course, students will evaluate the principles of nutrition, hygiene, and sanitation with the objective of using them as regulation for the confection and elaboration of all kinds of foods. In addition, they will analyze safety rules in the workplace and the legal implications of accidents and hygiene and sanitation issues in establishments.

MATE 1224 Culinary Math
2 credits
(Prerequisite: None)
In this course, students will review basic math operations to make cooking and bakery recipe conversions. They will apply this knowledge on weighing and measuring tasks for use during recipe making and conversion.

INGL 1109 Basic English I
2 credits
(Prerequisite: None)
In this course, students will demonstrate command of the standard conventions of English grammar and their usage when listening, speaking, reading, and writing. Students will reinforce their knowledge of vocabulary to allow them to have a better understanding of the English language in day-to-day situations. Students will explain the importance of the English language when searching for future job opportunities in the professional field.

GAST 1001 Basic Culinary Techniques
2 credits
(Prerequisite: None)
In this course, students will acquire the required skills to manage techniques involving equipment use, tools, and other components to carry out a chef's job. They will apply these skills in fruit and vegetable preparation, cuts, and confection, ensuring color preservation, texture, flavor, and nutrients. Likewise, they will evaluate the combination of starches in sauce preparation as thickening agents giving color, flavor, and stability to prepared foods and in factors affecting their preparation. Students will work on broths, mother sauces, dessert sauces, and their derivatives.
This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

CORT 1011 Meat, Fish, and Poultry Cutting
2 credits
(Prerequisites: NUHS 1002, GAST 1001)
In this course, students will evaluate meat, fish, and poultry cuts used in menus in accordance with the Meat Buyer's Guide (primal and portions). Will review again sanitation principles, safety, cut grading, storage (temperature and methods), tests and control forms, and costs involved in each cut.
This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

INVE 1011 Storage, Cost Control, and Inventory
2 credits
(Prerequisite: MATE 1224)
In this course, students will practice techniques for purchasing, receiving, storage, and registration of requisitioned foods and beverages. For this, they will become acquainted with state and federal laws establishing controls in the food and beverage industry. Furthermore, students will relate to the required documentation and information for report preparation, such as labor value and food and beverage costs, as well as managing documents related to permit applications, reports, and inventories. Also, they will evaluate the commercial aspects of the operation and the role of future employees in the control systems of the gastronomic industry.

DESA 1004 Garde Manger, Breakfast, Banquets, and Catering
2 credits
(Prerequisites: NUHS 1002, GAST 1001)
In this course, students will demonstrate mastery in the preparation of nutritious breakfasts that include the four basic food groups, which ensure energy acquisition and less irritability in the clientele that consumes them. Furthermore, they will apply their skills in the design and elaboration of different dressings and the preparation of salads, sandwiches (tea, finger, open), appetizers, and canapés. Students will practice the preparation of cheese and cold cuts platters, as well as fruit and vegetable carving, which are very used in buffets for hotel and restaurant activities.
This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

COCI 1034 Bakery and Confectionery
2 credits
(Prerequisite: None)
In this course, students will acquire the knowledge and skills required for the preparation of pastry, confectionery, and basic bakery. They will demonstrate knowledge of mixing methods for making quick breads, baking methods for cakes, cookie making, and confection of Puerto Rican desserts.

FACI 1002 Facilities and Menu Planning
2 credits
(Prerequisite: None)
In this course, students will evaluate basic techniques for planning and preparing hotel, restaurant, and institutional menus. Students will demonstrate skills to plan, draw on a table, and adapt to food service facilities the menu they will later prepare. In addition, they will justify the relationship that must exist between menu planning, purchases, production, and food services.

SERV 1003 Restaurant Service Lab
2 credits
(Prerequisite: None)
In this course, students will analyze the variety of services, functions, and managerial tasks of restaurant operation and management. They will practice the following service types: American, Russian, French, Chinese, buffet, and everything related to production and presentation of food and beverage services. Also, they will demonstrate skills in applying customer service, sanitation, and hygiene principles.

COCI 1031 Continental Cuisine
2 credits
(Prerequisites: NUHS 1002, GAST 1001, CORT 1011)
In this course, students will evaluate cultural knowledge of different countries in the American continent to apply what they have learned about the preparation and confection of world-renowned continental dishes. They will examine culinary practices from North American, Central American, and South American countries, as well as some of the Caribbean islands.

DEST 1005 Supervisory Skills and Small Business Development
2 credits
(Prerequisite: None)
In this course, students will examine updated information, training, and technical advice in all aspects of the development, setup, and management of a small business. They will analyze all regulations and documentation required for the incorporation of small businesses. Furthermore, students will apply their skills in business administration related areas, such as feasibility studies, business plan development, financing, marketing, production, organization, supervision, and management.

SERV 1004 Cafeteria Service Lab
2 credits
(Prerequisites: NUHS 1002, GAST 1001, CORT 1011)
In this course, students will learn the principles and successful practices of good cafeteria service. They will employ techniques for serving foods and beverages regularly served at this type of establishment, as well as table setting, proper equipment use, and cleaning as an essential element after service is rendered. This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

COCI 1032 International Cuisine Lab
2 credits
(Prerequisites: NUHS 1002, GAST 1001, CORT 1011)
In this course, students will acquire cultural knowledge from different countries to apply them in the preparation and confection of world-renowned international dishes. They will learn culinary practices from countries such as France, Japan, China, Greece, Africa, Italy, United States, Germany, India, and Mexico, among others.

MARI 1003 Principles of Mixology, Enology, and Pairing
2 credits
(Prerequisites: FACI 1002, GAST 1001, COCI 1031, NUHS 1002, CORT 1011)
In this course, students will analyze basic concepts on the history and elaboration of wines, spirits, liqueurs, coffees, and cheeses. They will show skills in tasting different types of wines and cheeses. They will also prepare recipes using different wines and spirits. Furthermore, students will practice wine and food pairing.

PRTR 1006 Occupational Seminar
1 credit
(Prerequisite: None)
In this course, students will acquire the required knowledge for understanding opportunities in the food and beverage field, as well as strategies for position acquisition and retention, in accordance with the job market, tasks, codes, and legal and ethical regulations. They will practice the completion of a job application, compilation and design of documents required by employers (resume), the interview, and the subsequent evaluation Also, they will participate in a real and active job search.

COCI 1033 Externship
3 credits
(To have passed all previous courses, except for PRTR 1006, MARI 1003, INGL 1109)
In this course, students will apply the knowledge and skills acquired throughout the program in real workplaces, like hotels and restaurants, that meet the requirements as practice centers. Within the work setting, students will demonstrate skills to implement management processes in the setting and prepare the studied dishes, using the respective principles of hygiene, safety, etc.
This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

INTERNATIONAL PASTRY AND BAKING

INGL 1109 Basic English I
2 credits
(Prerequisite: None)
In this course, students will demonstrate command of the standard conventions of English grammar and their usage when listening, speaking, reading, and writing. Students will reinforce their knowledge of vocabulary in order to allow them to have a better understanding of the English language in day-to-day situations. Students will explain the importance of the English language when searching for future job opportunities in the professional field.

ORGA 1002 Culinary History and Kitchen Organization
2 credits
(Prerequisite: None)
In this course, students will examine the history and evolution of the kitchen as a foundation for understanding its environment, functions, job classifications, and job opportunities. They will take part in the processes of identifying, categorizing, organizing, defining costs, and presenting kitchen equipment as a work tool. Students will discuss different cooking methods as well as the fundamental principles of seasoning and flavoring.

NUHS 1002 Nutrition, Hygiene and Sanitation
2 credits
(Prerequisite: None)
In this course, students will analyze nutrition, hygiene, and sanitation principles with the goal of using them as guidelines for the preparation and processing of all types of food. They will evaluate workplace safety standards and legal ramifications in the event of an accident, as well as hygiene and sanitation issues in establishments.

MATE 1224 Culinary Math
2 credits
(Prerequisite: None)
In this course, students will apply basic mathematical operations to convert cooking and baking recipes. They will demonstrate their skills and knowledge in the weighing process and measurement conversion during recipe preparation and development.

GAST 1001 Basic Culinary Techniques
2 credits
(Prerequisite: None)
In this course, students will apply techniques in the use of equipment, instruments, and other components to perform the duties of a chef. They will participate in the preparation, cutting, and packaging of fruits and vegetables, ensuring that color, texture, flavor, and nutrients are preserved. Similarly, they will combine starches in the preparation of sauces as thickening agents that provide color, flavor, and stability in the prepared food, and the factors that affect its preparation.

INVE 1011 Storage, Cost Control, and Inventory
2 credits
(Prerequisite: MATE 1224)
In this course, students will practice the techniques of purchasing, receiving, storing, and recording requisitioned food and beverages. In addition, they will differentiate the state and federal laws that establish food and beverage industry controls. Furthermore, they will identify the documentation and information

required for the preparation of labor value reports, food and beverage costs, permit applications, and other types of reports and inventories, as well as the documents required for permit applications, other types of reports, and inventories.

PANI 1003 Introduction to Bakery
2 credits
(Prerequisites: NUHS 1002, COCI 1034)
In this course, students will develop skills related to the fundamental principles of baking. They will examine the terminology used in the production of various breads, the identification of raw materials, products, and equipment, as well as the elaboration process and production of commercial and international breads and doughs. Furthermore, they will implement safety and hygiene standards in production areas.

COCI 1034 Bakery and Confectionary
2 credits
(Prerequisite: None)
In this course, students will demonstrate the knowledge and skills required to prepare basic pastry, confectionery, and bakery recipes. They will practice quick bread mixing techniques, cake and cookie baking techniques, as well as making Puerto Rican desserts.

FACI 1011 Menu Planning and Buffets
2 credits
(Prerequisite: None)
In this course, students will learn the fundamental processes for menu planning and design in hotels, restaurants, and institutions. They will plan the creation of menus from drawings and food service facility adaptations. They will examine the appropriate relationship between menu planning, purchasing, production, and food services. They will investigate the history of the buffet, its relationship with the kitchen, different types of buffets, dishes, presentations, set-ups, table services, and their decoration.

DECO 1003 Cake Decoration I: Lab
2 credits
(Prerequisites: NUHS 1002, COCI 1034)
In this course, students will make various cake decorations out of sugar, chocolate, buttercream, marzipan sheets, rolled fondant, and pastillage. They will assemble a traditional single tier cake as well as multitiered cakes using various lamination techniques. In addition, they will apply the various techniques they have learned in the preparation of a theme cake.

CONF 1003 Confectionary I Lab
2 credits
(Prerequisites: NUHS 1002, COCI 1034)
In this course, students will learn how to make various types of whipped cream to use as toppings for cakes, tarts, flans, French, Italian, and German cakes, among other ones. They will practice putting together and decorating cakes with marzipan, buttercream, ganache, rolled fondant, and meringue. In addition, as part of the dessert assembly, they will prepare various fillings such as pastry cream, Bavarian cream, mousse, and fruit glazes. They will also employ dessert plating techniques.

DEST 1005 Supervisory Skills and Small Business Development
2 credits
(Prerequisite: None)
In this course, students will analyze current information, training, and technical advice on all aspects of developing, establishing, and managing a small business. They will examine all applicable regulations and small business incorporation documents. Furthermore, students will recognize business administration-

related areas such as feasibility study, business plan development, financing, marketing, production, organization, supervision, and management.

DECO 1004 Cake Decoration II: Lab
2 credits
(Prerequisites NUHS 1002, COCI 1034, DECO 1003)
In this course, students will develop skills in the preparation of different cake decorations, which will be based on various decoration techniques and fundamentals. They will examine how to use different types of coatings, rolled fondant, advanced pastillage flowers, frostings, draping, quilting, drapery, lace, and other avant-garde decoration techniques correctly. In addition, they will put the skills they have learned to use in the creation of two theme cakes.

CONF 1004 Confectionary II (Commercial): Lab
2 credits
(Prerequisites: NUHS 1002, COCI 1034, CONF 1003)
In this course, students will learn how to make petit fours, pâte à choux, pastries made from laminated dough such as puff pastry, short dough, croissant, and danish dough. They will create fillings to go with the different laminated doughs and the most common shapes used in the confectionery industry, such as palm trees, bear claws, vol-au-vents, and coffee cakes, among others. Furthermore, they will put their skills to use in the mass production of commercial products such as donuts; meat, guava, and cheese pastries; biscuits; muffins; scones; and mini cakes, among others.

CHOC 1002 Chocolate and Sugar Artistry: Lab
2 credits
(Prerequisites: NUHS 1002, COCI 1034)
In this course, students will prepare sweets using chocolate and sugar as the main ingredients. They will examine the techniques for making these treats as well as the proper methods for modeling and tempering chocolate. Additionally, they will create sculptures, chocolate bonbons, fillings, chocolate-covered fruits and candies, hard candy lollipops, brittle, sponge cakes, and toppings.

PAST 1006 Technique Integration Lab
2 credits
(Prerequisites: To have completed all previous courses, except for PRTR 1006; CONF 1018; INGL 1109)
In this course, students will use the knowledge gained during their academic preparation to successfully integrate into the labor field. They will investigate various business situations related to the industry, such as preparing quotations, adjusting proposals based on the assigned budget, dealing with unexpected situations, and providing adequate alternatives based on the events presented, among other things. They will complete special assignments such as forms and research papers pertaining to the professional's performance in the industry, among other things. It will also create an illustrative professional portfolio with diverse proposals to meet the needs of industry and society.

PRTR 1006 Occupational Seminar
1 credit
(Prerequisite: None)
In this course, students will demonstrate the knowledge and skills required in the food and beverage industry, as well as strategies for acquiring and retaining a position in the labor market. Furthermore, they will apply the legal and ethical codes and regulations required in this labor market in their tasks. On the other hand, they will be involved in actual processes such as job application, resume development, job interview, and subsequent evaluation.

CONF 1018 Externship
3 credits
(Prerequisites: To have completed all previous courses, except for PRTR 1006; PAST 1006; INGL 1109)
In this course, students will demonstrate knowledge and skills gained in real workplaces and practice centers such as hotels, restaurants, bakeries, and confectioneries, among others. They will apply what they've learned about inventory control, hygiene, and safety protocols in food handling. In addition, they will use the presentation and service excellence principles they learned in school to prepare breads, cakes, and other desserts.

HEALTH

GERIATRIC TECHNICIAN

ASSH 1510 Home Health Care Assist Fundamentals
2 credits
Prerequisite: None
This course is a general view of the professional affairs as an HHCA. Job classifications, tasks performed, salaries, advisable personality traits, job market, ethical, legal, and psychological issues, malpractice incurrence, and record keeping are topic discussed. Included also are the educational program objectives, educational procedures and general orientation related to the practicum.

ENFE 1421 Human Development
2credits
Prerequisites: None
The course covers the aspects of growing and normal development of the human at different ages, his/her basic needs, health exams and vaccination, and the proper medical, loving care, and behavior changes.

ENFE 1422 Introduction to the Study of Illness
2 credits
Prerequisite: None
Definition, etiology and classification of several diseases and organism defenses against them.

ASSH 1421 Nourishment / Diet-therapy / Medical Administration
2 credits
Prerequisites: None
The study of body nourishment requirements according to age, activities performed by the individual, and climate. The importance of a balanced diet necessary for the healthy development and growth of each stages of life of the individual is stressed.

ASSH 1511 Fundamentals of Health Care Interventions
2 credits
Prerequisites: None
This general course is related to the different primary needs in intervention care for a patient, such as room preparation, first aid, bandages, taking vital signs, patient assistance in their daily activities, bathing and skin care. It also includes some basic care principles of patients with wounds, burns, fractures; collect samples, application of hot and cold treatments, oxygen and others.

ASSH 1005 Home Health Care Assist Services I
2 credits
Prerequisite ENFE 1421
This is the first of two courses concerning regular health home care offered to elders and disabled at nursing or at patient's home. Included are subject like prevention, supportive services regarding prescribed treatment, management of common diseases and community involvement.

ENFE 1423 Introduction to Geriatrics
2 credits
Prerequisites: None
In this course, the students carry out the activities through which they will develop the skills to face the nursing care for the elderly, and their social and economic needs. The student will visit health agencies concerned with elderly health matters.

ASSH 1006 Home Health Care Assist Services II
2credits
Prerequisite ASSH 1005
This is the second course in relation to home health care and assistance services. The emphasis is on the patient's recovery and rehabilitation process. The concept of rehabilitation is defined; the goals, agencies and health professionals related to this process are established, detailing the specific functions of the Geriatric Technician in rehabilitation services. The special considerations and needs to be considered in the rehabilitation plans by the patient and his/her family environment are discussed. In addition, the Geriatric Technician's assistance techniques, care procedures, and activities that can be performed to promote rehabilitation success and patient independence are practiced through simulation and hands-on exercises.

ENFE 1515 Introduction to Mental Health
2 credits
Prerequisite: None
The most common mental disorders and their treatment are studied. It includes the description of basic concepts in psychiatric terminology, personality, hyperactive and aggressive behavior, alcoholism, drug addiction and the community resources involved in these situations. It is expected that the student will be able to develop communication skills, logical reasoning when analyzing cases, critical and creative thinking.

ASSH 1007 Occupational Seminar
2 credits
Prerequisite: None
A view of the occupational and the search for the retention of a job. Discussion of the job search techniques, from accuracy in filling the job application to resume and letter writing. Include are the needed supporting documents, and the techniques used when encountering the job's interview.

ASSH 1008 Clinical Externship
4 credits
Prerequisite: Approved all previous courses, except ASSH 1007
This is the final stage of the occupational training. The student acquires a practical experience caring for elder or disable. All concepts learned are integrated in this externship under the supervision of a health care professional and an institutional coordinator.

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

EMME 1021 Anatomy and Physiology Principles
2 credits
Prerequisite: None
This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

ASDE 1011 Dental Anatomy
2 credits
Prerequisite: None
This course provides educational activities to make the student able to identify and understand the dental anatomy with emphasis on structures of the oral cavity, terminology, tooth morphology, embryology and histology of the head region and oral cavity.

ASDE 1012 Head and Neck Anatomy
2 credits
Prerequisites: None
This course provides educational activities to make the student able to identify and understand the head and neck anatomy. Topics to be covered include embryonic development of the head and neck, along with identification of the bones in the skull. Muscles of the head and neck will be identified along with their functions, insertion and origins. The vascular, lymphatic and nervous systems of the head and neck will be discussed along with the anatomical basis of the spread of infection.

ASFE 1001 Preventive (Oral Health and Prevention)/Microbiology
2 credits
Prerequisites: None
The course presents the study of nutrition in general with an emphasis on the effects it has on dental health. It includes the study of an adequate diet and the application of counseling strategies to help the patient achieve optimal oral health. Detailed information is given to the student on all aspects of microbiology and hygiene. It tries to place the individual in a healthy environment while presenting the different mechanisms used by the community to promote and maintain health. It includes the methods of sterilization and disinfection to prevent diseases, improve the quality of life and maintain optimal health conditions. In addition, the study of microorganisms includes an emphasis on the study of bacteria, which covers their morphology, physiology, control and other related topics such as sexually transmitted infections.

ASDE 2006 Dental Materials
2 credits
Pre-Requisites: None
Introduction to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory, and how to handle possible reactions.

LASD 2006 Dental Materials- Lab
2 credits
Prerequisites: Concurrent with ASDE 2006
This is the laboratory of ASDE 2006. The student will perform laboratory activities with dental materials applying the principle discussed in the theory class. Emphasis is placed on why particular materials and techniques are used, and on how dental materials can be safely handled.

ASDE 2007 Clinical Sciences/Pharmacology
2 credits
Prerequisites: ASDE 2006, LASD 2006
Introduction to the preclinical chair, assistance in procedures, instrumentation, infection and risk control protocol, safety and maintenance of equipment, provision of dental care, diagnosis and planning of oral treatment, anesthesia and pain control, dental instruments, procedures in dental emergencies and in the office. Basic terminology and classification of medications used in emergencies. The theoretical component of the course studies the legal aspect and regulations that control the use and distribution of drugs, the methods of administration and the effects of drugs on the different systems of the human body, routes of drug administration and the application of safety and aseptic precautions in the maintenance of drugs.

LASD 2007 Clinical Sciences - Lab4 credits
Prerequisites: Concurrent with ASDE 2007
This is the laboratory of ASDE 2007. The student will perform laboratory activities with dental clinical sciences applying the principle discussed in the theory class. The students practice the clinical procedures and the assembly of the dental trays.

ASDE 2008 Dental Radiology
2 credits
Prerequisites: ASDE 1011, ASDE 1012
This course focuses on oral radiology procedures. The students discuss information on physical, biological, technical, and diagnostic aspects of dental x-ray procedures. Through lectures, and seminars, the course emphasizes various radiographic techniques and interpretation as an essential component of gathering information for diagnosis and treatment planning.

LASD 2008 Dental Radiology - Lab
2 credits
Prerequisites: Concurrent with ASDE 2008
This is the laboratory of ASDE 2008. The student will perform laboratory activities with dental radiology procedures applying the principle discussed in the theory class.

MASD 1001 Management Office and Dental Billing
2 credits
Prerequisites: ASDE 1011
The principles and practice of dental administration, including the concepts of patient, office and dental team management will be presented for discussion. Emphasizes the written and computer management of patient charts and records, appointment scheduling, insurance forms, and billing as applicable to a dental office. Verbal and written communication are discussed, along with ethics and psychology in the dental practice.

ASFE 1011 Expanded Medical Function: Preventive and Restorative Dentistry
2 credits
Prerequisites: ASDE 2008, LASD 2008
Introduction to the scientific principles of restorative dentistry. Topics include nomenclature, ergonomics, isolation of the operating site, instrumentation, pulp protection, matrix and wedge techniques, occlusion, finishing and polishing of amalgam restorations and ethical and legal responsibilities. Fundamental concepts of Class I, II, III, V simple and complex amalgam restoration placement and techniques are presented.

LAFE 1011 Expanded Medical Function: Preventive and Restorative Dentistry- Lab
4 credits
Prerequisites: Concurrent with ASFE 1011
This is the laboratory of ASFE 1011. The student will perform laboratory activities with restorative dentistry procedures applying the principle discussed in the theory class.

ASDE 2009 Preparatory Course for Dental Assistant Board Exam and Certification of Expanded Medical Functions
2 credits
Prerequisite: ASDE 2006, ASDE 2007, ASDE 2008 and ASFE 1011
This course will prepare the student for take the Puerto Rico Dental Assistant Board Exams, in order to become a licensed dental assistant. Instruction includes: description of the occupation, description of the Board-By Laws, reviewing of topic included in the exams, such as: basic mathematics, general sciences, teeth anatomy /physiology, x-rays medications, equipment/materials used and the study of the laws and regulations related to the occupation. Also, include simulated board exam taking practices. Students will learn professionalism along with shop management and product/services sales.

PASD 2000 Clinical Practice (Externship)
4 credits
Prerequisites: Approved all previous courses, except ASDE 2009
During this practice, the students will perform integrated procedures of Dental Assistant in an outside place (dentistry office) selected by the institution, under the coordination of a teacher and supervision of a Dentistry specialist. It focuses on professional conduct and communication skills, delivering dental care, oral diagnosis and treatment planning, dental instruments and materials, dental radiology, expanded functions, and dental office management. The Clinical Practice is offered in external hospitals or clinical facilities.

PRACTICAL NURSING WITH ELECTROCARDIOGRAPHY (EKG)

EKGL 1002L Basic Electrocardiography: Lab
2 credits
(Prerequisite: EMME 1021)
In this course, students will examine the heart's anatomy and physiology, the cardiac conduction system, and electrocardiographic waves for the basic handling of the diagnostic procedure known as EKG. In addition, they will identify alterations in the cardiac conduction system along with the multidisciplinary health team. Lastly, they will practice proper handling of electronic medical records as well as the ethical documentation, respecting diversity.

MICR 1001 Microbiology Principles
2 credits
(Prerequisite: None)
In this course, students will identify the principles of microbiology, health promotion, and disease prevention. Furthermore, they will explain the pathogens, morphology, physiology, and control of infections. In addition, they will describe sterilization and disinfection methods for disease prevention, life quality improvement, and maintaining optimal health condition.

ENFE 1100L Fundamentals of Nursing I: Lab
2 credits
(Prerequisite: MICR 1001)
In this course, students will apply the different practical nursing intervention procedures and techniques. They will also identify first aid concepts, taking of vital signs, customer assistance in their daily activities, as well as injury and skin care. They will select the processes and documentation required for patient admission, stay, transfer, and discharge. Students will practice these skills in lab simulations.

ENFE 1200L Fundamentals of Nursing II: Lab
2 credits
(Prerequisite: ENFE 1100L, EMME 1021, MICR 1001)
In this course, students will demonstrate various practical nursing intervention procedures and techniques. In addition, they will apply the skills necessary to carry out nursing care tasks for clients with injuries and irrigations, burns, fractures, sample collection, oxygen therapy, and the application of heat and cold treatments, among others. Students will practice these skills in lab simulations.

ENFE 1200P Fundamentals of Nursing Clinical Practice (Externship)
2 credits
(Prerequisites: ENFE 1100L, EMME 1021, MICR 1001)
In this course, students will apply the different practical nursing intervention procedures and techniques. They will also demonstrate first aid concepts, vital signs estimates, patient assistance in their daily activities, as well as injury and skin care. They will select the processes and documentation required for patient admission, stay, transfer, and discharge. Furthermore, they will perform nursing care tasks for patients with injuries and irrigations, burns, fractures, sample collection, oxygen therapy, and the application of heat and cold treatments, among others. Students will carry out their clinical practice in lab simulations and different healthcare scenarios.

ENFE 1300L Mother and Newborn Care: Lab
2 credits
(Prerequisites: ENFE 1100L, ENFE 1200L, ENFE 1200P, MICR 1001
Co-requisite: ENFE 1301L)
In this course, the students will recognize the historic background of obstetric gynecology and the practical nurse's interventions. In addition, they will describe the process of human reproduction and proper handling of the pregnancy stages, as well as the processes of childbirth, postpartum, and newborn care. Furthermore, they will understand the importance of prenatal care and the functions and responsibilities of the practical nurse in each stage. Students will practice these skills in lab simulations.

ENFE 1301L Pediatric Nursing: Lab
2 credits
(Prerequisite: None Co-requisite: ENFE 1300L)
In this course, students will explain the characteristics of the stages of child growth and development, up to adolescence, and the practical nurse's intervention in the pediatric client care. They will also identify the strategies for satisfying basic needs in children's health promotion and disease prevention. Students will recognize the laws, norms, and regulations that protect the pediatric client's wellbeing within the society. Students will practice these skills in lab simulations.

ENFE 1424 Psychiatric Nursing
2 credits
(Prerequisites: None)
In this course, students will recognize the practical nurse's interventions in mental health and psychiatric care. They will also apply therapeutic communication and logical reasoning strategies when serving clients with mental health issues. Students will interpret case studies, using critical and creative thinking in the psychiatric client care.

ENFE 1302 P Clinical Practice – Phase I (Externship)
2 credits
(Prerequisite: EMME 1021, ENFE 1100L, ENFE 1200L, ENFE 1200P, MICR 1001)
In this course, students will apply nursing interventions for mothers, newborns, and pediatric client care. In addition, they will identify practical nursing handling of the pregnancy stages, and the processes of childbirth, postpartum, and newborn care. Furthermore, they will employ nursing processes for prevention, promotion, rehabilitation, and handling of the alterations that affect growth and development in the pediatric client. They will carry out the clinical practice in lab simulations and different healthcare scenarios.

ENFE 1425P Clinical Practice – Phase II (Externship)
2 credits
(Prerequisite: EMME 1021, ENFE 1100L, ENFE 1200L, ENFE 1200P, MICR 1001
Co-requisite: ENFE 1424)
In this course, students will apply the practical nurse's interventions in mental health and psychiatric care. Furthermore, they will select therapeutic communication and logical reasoning strategies for dealing with clients with mental health problems. They will carry out the clinical practice in lab simulations and different healthcare scenarios.

ENFE 1516 Occupational Seminar – Preparatory Course for the Practical Nursing Board Exam
2 credits
(Prerequisite: To have approved all previous courses except for ENFE 1517P)
In this course, students will review the categories of client needs as specified by the Board of Examiners of Nurses: safe and effective care environment, maintenance and promotion of health and psychosocial and physiologic integrity, as preparation for the practical nursing board exam. In addition, they will apply

practical nursing concepts and interventions to offer nursing care for clients, families and communities. Furthermore, students will develop different study strategies, such as clinical situations, in order to develop the critical thinking required for making assertive decisions and solving health problems.

ENFE 1517P Clinical Practice – Phase III* (Externship)
4 credits
(Prerequisite: EMME 1021, ENFE 1100L, ENFE 1200L, ENFE 1200P, ENFE 1201, ENFE 1300L, ENFE 1301L, ENFE 1302P, ENFE 1424, ENFE 1425P, EKGL 1002L, MICR 1001)
In this course, students will apply practical nursing interventions in medicine, surgery, and emergency room scenarios. They will employ aseptic measures in the handling of medical-surgical equipment and materials when providing healthcare. They will perform electrocardiograms to clients with cardiovascular alterations. Students will carry out the clinical practice in lab simulations and different healthcare scenarios.

ENFE 1001L The Profession of Nursing: Lab
2 credits
(Prerequisite: None)
In this course, students will examine the functions, tasks, responsibilities, laws, and requirements for obtaining the practical nursing license. Furthermore, they will recognize the importance of the adequate use of technological equipment and instruments for health promotion and disease prevention of the client, family, and community. In addition, students will discuss the nutritional importance and requirements of clients, according to their age, activity, and environment. Students will practice these skills in lab simulations.

EMERGENCY MEDICAL TECHNICIAN - BASIC

MATE 1222 Basic Mathematics
2 Credits
(Prerequisite: None)
In this course, students will apply basic math knowledge through practical exercises and in everyday life situations. They will solve basic mathematical operations, such as addition, subtraction, multiplication, and division of numerals, integers, decimals, and fractions. Likewise, they will develop accuracy and speed to solve these four basic mathematical operations.

INGL 1109 Basic English I
2 Credits
(Prerequisite: None)
In this course, the students will demonstrate command of the standard conventions of English grammar and their usage when listening, speaking, reading, and writing. Students will reinforce their knowledge of vocabulary in order to allow them to have a better understanding of the English language in day to day situations. The students will explain the importance of the English language when searching for future job opportunities in the professional field.

EMME 1011 Fundamentals of Medical Emergencies, Communication, Medical Control, and Dispatch Techniques
2 Credits
(Prerequisite: None)
In this course, students will examine the history of medical emergency systems, the roles of an emergency medical technician, the federal and state laws that govern the professional practice, and the management and care of specialized equipment. In addition, they will analyze the theoretical compendium related to the technical aspects and regulations of the communications used by medical emergency systems in Puerto Rico and the United States. They will apply knowledge of medical terminology, including Code 10 and Code Alpha, demonstrating an understanding of its morphology and composition.

EMME 1021 Principles of Anatomy and Physiology
2 Credits
(Prerequisite: None)
In this course, students will examine the basic principles and concepts of anatomy and physiology. They will analyze the structure and functioning of the various systems of the human body. Likewise, they will review organ malfunctions and their possible pathological effects on the human body.

EMME 1037 Fundamentals of Pharmacology
1 Credit
(Prerequisite: MATE 1222)
In this course, students will examine the origin, basic terminology, and classification of medications used in emergencies. They will analyze legal aspects and regulations governing the use and distribution of drugs, drug administration methods, and the effects of drugs on the various systems of the human body. They will also apply calculation methods for dosing infants, children, and adults. Furthermore, they will develop basic knowledge of drug administration as well as appropriate safety precautions and asepsis measures.

EMME 1028 Patient Assessment and Management of Medical Technology-Dependent Persons
1 Credit
(Prerequisite: None)
In this course, students will develop theoretical and practical knowledge of the structure and functioning of the human body to perform patient evaluations. They will examine the organs and systems of the human body, along with their functions. Likewise, they will apply basic knowledge of the management of patients that depend on medical technology for their livelihood.

EMME 1053 Cardiovascular Emergencies and Shocks
1 Credit
(Prerequisites: EMME 1021, EMME 1028, EMME 1037)
In this course, students will develop the theoretical and practical knowledge required for assessing and applying basic prehospital care for patients with cardiovascular disorders. They will explore the fundamental concepts of cardiopulmonary resuscitation and the external automatic defibrillator, as well as the pathologies of the cardiovascular system, including its management indications and corresponding treatment plans. They will apply theoretical knowledge of fluids and electrolytes in the human body, as well as the pathophysiological principles of shock.

EMME 1063 Respiratory Emergencies
1 Credit
(Prerequisites: EMME 1021, EMME 1028, EMME 1037)
In this course, students will develop the theoretical and practical knowledge required for assessing and applying basic prehospital care for patients with respiratory disorders. They will examine the pathologies of the respiratory system, as well as the corresponding management and treatment plan. Likewise, they will apply basic knowledge when attending to and managing respiratory emergencies.

EMME 1072 Internal Medicine and Public Health Emergencies
1 Credit
(Prerequisite: EMME 1021; Corequisites: EMME 1028, EMME 1037)
In this course, students will develop the theoretical and practical knowledge required for managing the diseases related to the field of internal medicine that may occur in emergency situations. They will examine the various pathophysiologies and disorders of the central nervous, endocrine, gastrointestinal, urinary, and renal systems. Additionally, they will apply basic knowledge of the management of adult, geriatric, environmental, infectious, and sexually transmitted disease emergencies.

LEME 1492 Trauma Emergencies Lab
1.5 Credits
(Prerequisites: EMME 1021, EMME 1028, EMME 1037; Corequisite: EMME 1053)
In this course, students will apply the theoretical and practical knowledge required for assessing and applying basic prehospital care for patients with various types of trauma. They will examine trauma statistics as well as the consequences and management of each trauma and their corresponding treatment plan for various parts of the body. Likewise, they will also explore the management of various equipment for patients with traumatic emergencies.

EMME 1077 Obstetric and Gynecological Emergencies
1 Credit
(Prerequisites: EMME 1021, EMME 1028, EMME 1037)
In this course, students will develop theoretical and practical knowledge of the management of gynecological and obstetric emergencies. They will examine the characteristics of the assessment of obstetric and gynecological patients. Finally, they will apply basic knowledge of care for an uncomplicated emergency delivery.

EMME 1082 Neonatal and Pediatric Emergencies
1 Credit
(Prerequisites: EMME 1021, EMME 1028, EMME 1037)
In this course, students will develop theoretical and practical knowledge of the basic management of neonatal and pediatric emergencies. To this end, they will explore the procedures related to neonatal and pediatric patient assessment. They will examine the most common diseases among neonatal and pediatric patients, as well as the implementation of basic emergency measures and care for such patients.

EMME 1403 Rescue and Forensic Scene and Hazardous Materials Management
1 Credit
(Prerequisites: EMME 1021; Corequisites: EMME 1028, EMME 1037)
In this course, students will develop theoretical knowledge of various rescue scenarios, operational control, and handling of hazardous materials. They will analyze the laws and regulations applicable to hazardous materials, equipment, and personal protective clothing. On the other hand, they will examine health hazards when responding to hazardous materials incidents and disasters as well as mass casualty incidents (MCI). They will also apply basic knowledge of extraction techniques, rappelling, and forensic scenes, including necessary protective and safety equipment.

EMME 1404 Fundamentals of Aviation Physiology and Air Transport
1 Credit
(Prerequisites: MATE 1222, EMME 1037, EMME 1028, EMME 1072, EMME 1063, EMME 1053, LEME 1492)
In this course, students will develop basic knowledge of safety in a landing zone during airborne medical operations. They will explore the advantages and disadvantages of air transportation, the types of air transport, and the basic criteria for an airborne medical response. Likewise, they will apply basic knowledge of the clinical management of patients during airborne medical operations.

SING 1002 Sign Language
1.5 Credits
(Prerequisites: None)
In this course, students will examine the anatomy and physiology of the human ear while focusing on the various types of hearing loss and their effects on the communication process. They will explore the idiosyncrasies of Deaf culture, as well as important aspects in the management of deaf patients and the various techniques for effective communication. They will review the laws that protect hearing-impaired people. Likewise, they will use basic sign language, including syntax, manual spelling, and the vocabulary necessary for the effective intervention and communication with deaf patients.

EMME 1102 Preparatory Course for the Basic Certification Exam
2 Credits
(Prerequisites: EMME 1028, EMME 1137, EMME 1053, EMME1063, EMME 1072, EMME 1077; Corequisite: EMME 1082)
In this course, students will examine basic theoretical and practical aspects of the emergency medical technician to prepare themselves for facing the first phase of their state certification exam with minimal difficulty. They will review topics on internal medicine, surgery, gynecology, pediatrics, and more. They will also apply basic knowledge of concepts, topics, techniques, and procedures used in practice stations for the certification exam.

EMME 1203 External Clinical Practice
2 Credits
(Prerequisites: Approval of all previous courses, except EMME 1082, EMME 1404, and EMME 1102)
In this course, students will apply basic theoretical knowledge and skills pertaining to their profession as emergency medical technicians. They will also demonstrate mastery of the emergency medical technician's basic functions in the various emergency and rapid response medical services. Likewise, they will perform specific functions in type II and type III ambulances or in communication centers.

PROFESSIONAL MASSAGE THERAPIST

MASJ 1001 Introduction to Massage Techniques
2 credits
Pre-requisite: None
This introductory course offers the students basic theoretical knowledge on the origin and historical evolution process of the therapeutic massages' profession, as well as principles and techniques of chair massage and aromatherapy. In addition, it includes different topics like: required equipment, supplies, and setup procedure to begin a massage practice, applicable hygiene, sanitation, and safety measures, type of clients, relevant professional, ethical and legal aspects of the career, the professional touch, common massage procedures and their indications and contraindications and other pertinent data.

ESPA 1007 Basic Spanish
2 credits
Pre-requisite: None
This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

INGL 1109 Basic English I
2 credits
Pre-requisite: None
This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

EMME 1021 Anatomy and Physiology Principles
2 credits
Pre-requisite: None
This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

MASJ 1143 Swedish Massage
2 credits
Pre-requisite: None
Students will learn the technique and how to apply a full body massage. The course includes a training to manage everyday stress through the Swedish massage and its benefits on the various systems of the body. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MASJ 1144 Lymphatic Massage
2 credits
Pre-requisite: None
Students will learn and apply the basic techniques of lymphatic drainage, which requires a thorough knowledge of anatomy as a fundamental understanding of the structure and function of the lymphatic system. You will then have the ability to apply gentle, rhythmic movements of lymphatic massage. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MASJ 1145 Structured Kinesiology and Biomechanics
2 credits
Pre-requisite: EMME 1021
This course introduces the Structural Kinesiology Massage. Topics include study of muscles, as they are involved in movement science, assessment methods, massage techniques and routines designed to develop the balance and the adequate functioning of the neuromuscular system.

MASJ 1142 Principles of Medical Terminology/Clinical Pathology and Trauma
2 credits
Pre-requisite: None
This course was designed in three parts; familiarize the student health field, medical language, the study of diseases and traumas. Topics include medical terminology (terms, abbreviations, acronyms, roots, suffixes, prefixes, etc.), its application to treatments, therapeutic massage routines and identify dysfunctions related to fractures, muscle and tendon trauma. Also, study the fundamental concepts of clinical pathology, health status, description, common symptoms and treatments of diseases.

MASJ 1146 Somatic Therapy
2 credits
Pre-requisite: EMME 1021
This course will offer to students the theoretical knowledge about the history of massage on the following topics: Chiromassage, Energetic Techniques, Zen Shiatsu, and Acupressure. The course includes an exploration of the body's' energy amplitude beyond the anatomic plane. Will discuss the effect of emotional problems on the human body in a physically, emotionally and spiritual way. Students will learn the benefits and contraindications of each of these somatic therapies and their overall effects. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MASJ 1147 Trigger Point and Deep Tissue Therapy
2 credits
Pre-requisite: MASJ 1145, MASJ 1143
This course discusses the deep tissue massage, knowledge of the successive layers of body tissue and the ability to work with them. The deep tissue work can be achieved pain relief, adopting better posture, increased flexibility and fluidity of movement. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MASJ 1148 Oriental Techniques (Shiatsu and Thailand)
2 credits
Pre-requisite: None
This course presents the theory and practical knowledge of oriental massage. Topics include massage techniques applicable to the physical, mental and emotional areas. These oriental techniques are studied in order to provide students the energy balance and stimulate energy channels through the body massage. These techniques help the stress relief and its prevention of some nervous disorders.

REFL 1002 Reflexology and Music Therapy
2 credits
Pre-requisite: EMME 1021
This course provides students with theoretical and practical knowledge about the art of reflexology and music therapy. Topics include stimulation techniques and pressure on certain areas of the hands and feet. It will give students the tools to use music as therapy in different moods. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services

directly in the Beauty Clinic.

MASJ 1149 Sport Massages
2 credits
Pre-requisite: MASJ 1147
This portion of this study program focuses on the discussion of lesions, traumas, and common pathologies caused by sport-related accidents. The component includes also the physiological and physical responses of sport's participant to situations like: sports-massage application techniques, recovery measures, and how to handle the effects of medications.

MASJ 2012 Development and Administration of Massage Business (Spa)
2 credits
Pre-requisite: None
This course is designed to provide the students with updated information, training, and technical assessment on fundamentals to manage and market a massage salon. In addition to cover subjects like regulations and documents required to incorporate a business, the students will get acquainted with fundamental administrative aspects of the business, like: the viability study, development of a commercial plan, financing, marketing, production, and organization, supervision of the human resources, development of the strategies for the job search; and other must-known basic aspects to manage and market a massage business.

MASJ 1150 Hydrotherapy and Special Populations Massage
2 credits
Pre-requisite: MASJ 1145
This course provide to students the knowledge and specific massage techniques for special groups such as pregnant women, pediatric and elder people. Also includes hot stone massage, body treatments, hydrotherapy, paraffin, infrared light and steam treatments. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MASJ 1151 Preparatory Course for Massage Board Exam
2 credits
Pre-requisite: EMME 1021, MASJ 1149, MASJ 1142, MASJ 1150, MASJ 1145 and MASJ 1143
This course aims to review the knowledge acquired by the student to enable them to take the revalidation exam of the Massage Therapists Board of Examinations. During this course, the student will be prepared to take a simulated revalidation exam, which will include the basic content covered in the board exam.

MASJ 2008 Externship
4 credits
Pre-requisite: Approved all previous courses except MASJ 1151, ESPA 1007, INGL 1109
This is the final stage of this occupational training program. The students will acquire a practical experience by integrating concepts, techniques, sanitation, and safety measures learned throughout the whole program, to be able to apply therapeutic massage. They will "work" with clients in a make believe environment under the coordination and supervision of a specialist of this field. The student will be evaluated according to established rules. The Clinical Practice is offered in external hospitals or clinical facilities. There is no guarantee of specific sites, days or schedules. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

PHARMACY TECHNICIAN

EMME 1021 Anatomy and Physiology Principles
2 credits
Prerequisite: None
This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

COMP 2014 Computer Application Programs (PowerPoint, Outlook and Internet)
2 credits
Prerequisite: None
This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

FARM 1135 Theoretical Pharmacy
2 credits
Prerequisite: None
This course is designed to create awareness in the students pursuing studies in the Pharmacy Technician Program regarding the information about the profession. The course focuses on the definition and the role of the pharmacist as well as that of the pharmacy technician in the work place. It prepares the students with knowledge and skills needed to perform their duties. It includes organization of the prescription area and the equipment, the most important parts, labeling and filing of medical prescriptions. Students learn the most common prefixes, suffixes, terms and abbreviations used by manufacturers, doctors, dentists, podiatrist, odontologists and veterinarians. It includes basic knowledge of the synonymies most used in Puerto Rico.

FARM 1136 Pharmaceutical Math
2 credits
Prerequisite: None
This course is designed to familiarize beginning students in the Pharmacy Technician with the measures and weights systems to establish the existing relationship between the Apothecary System and Avoirdupois, in addition to the Decimal Metric System. Emphasis is given to the calculations that meet the clinical needs of students in preparation for their professional practice and fundamental and specialized knowledge in the pharmacy field. The development of operational mathematics techniques to be used by the pharmacy technician in the work area is emphasized.

FARM 1137 Pharmaceutical Chemistry
2 credits
Prerequisite: None
This course is aimed to provide students a base to develop the necessary skills in chemistry. They will acquire knowledge regarding the chemical of the elements, their classification and characteristics. Students will also learn about the composition and properties of matter, the changes it goes through and the energy involved in these changes; emphasizing on theories, laws and chemical equations. The course provides a conceptual background of the basic components of drugs existing in nature such as water and minerals, fundamental elements in the study of Organic Chemistry. Students also learn concepts regarding theoretical applications of the administration of drugs and their uses and effects.

FARM 1138 Pharmaceutical Law
2 credits
Prerequisite: None
This course is designed to provide the student with knowledge about the Pharmaceutical laws of Puerto Rico. Students will learn how the Puerto Rico Board of Pharmacy is organized, its functions and the different regulations that apply to Act 247 the Puerto Rico Pharmacy Act.

FARM 1139 Posology
2 credits
Prerequisite: FARM 1136
This course is designed to provide students with the knowledge and an analysis of the processes in establishing the dose of a medication. It studies routes of administration, as well as doses forms. The course provides knowledge about the changes drugs experience as they travel through the different systems in the body, from the time it is administered until it is eliminated, and the factors that influence the effect of a dose of medication or drug in the body.

FARM 1140 Pharmacy Applications Laboratory
2 credits
Prerequisite: FARM 1136
This course provides students with the opportunity to apply concepts related to computer software for pharmacy operations**.**

FARM 1141 Pharmacology
2 credits
Prerequisite: None
This course is designed to study the normal functions of the different parts of the body. It focuses on the study of the conditions, disorders, and diseases of the human body. The course includes the medications or drugs available to treat, alleviate, or cure those diseases based on how the route of administration, mechanisms of action, secondary effects, and interactions those different medications have on the body.

FARM 1142 Pharmacy Lab
2 credits
Prerequisite: FARM 1135, FARM 1136, FARM 1138, FARM 1139, FARM 1140, FARM 1141
This course is designed to develop the skills needed to prepare compounded prescriptions. It involves weighing, pulverizing, preparation of creams and ointments, dilutions and concentrations of liquids and the interactions that can occur among them. As part of the course, students acquire general knowledge about medications that require medical prescriptions, as well as the opportunity to practice dispensing the prescriptions so they are prepared for their tasks at the externship center.

FARM 1143 Hospital Pharmacy
2 credits
Prerequisite: None
The course covers general knowledge about hospital pharmacies. Students will solve dissolution and concentration problems in the total amount of a solution or mixture of ingredients. Students will apply skills to calculate basic intravenous fluids. They will calculate the drop factor of the intravenous equipment and the speed of the infusion.

FARM 1144 Board Examination Review
2 credits
Prerequisite: FARM 1135, FARM 1136, FARM 1138, FARM 1141
This course was designed to develop the necessary skills to pass the board exam.

FARM 1145 Pharmacy Practice I
6 credits
Prerequisite: FARM 1135, FARM 1136, FARM 1137, FARM 1138, FARM 1139, FARM 1140, FARM 1141, FARM 1142, FARM 1143, FARM 1144
This course allows students to apply all knowledge and skills acquired during the theoretical phase. Students will be placed at different practice centers including community drugstores or institutional pharmacies. Authorized pharmacists supervise practice experiences at these locations.

FARM 1146 Pharmacy Practice II
6 credits
Prerequisite: FARM 1145
This course allows students to apply all knowledge and skills acquired during the theoretical phase. Students will be placed at different practice centers including community drugstores or institutional pharmacies. Authorized pharmacists supervise practice experiences at these locations.

FARM 1147 Pharmacy Practice III
6 credits
Prerequisite: FARM 1146
This course allows students to apply all knowledge and skills acquired during the theoretical phase. Students will be placed at different practice centers including community drugstores or institutional pharmacies. Authorized pharmacists supervise practice experiences at these locations.

FARM 1148 Pharmacy Practice IV
6 credits
Prerequisite: FARM 1147
This course allows students to apply all knowledge and skills acquired during the theoretical phase. Students will be placed at different practice centers including community drugstores or institutional pharmacies. Authorized pharmacists supervise practice experiences at these locations.

TRAINING AND PHYSICAL CONDITIONING TECHNICIAN

EMME 1021 Anatomy and Physiology Principles
2 credits
Prerequisite: None
This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

COMP 2014 Computer Applications Programs (PowerPoint, Outlook and Internet)
2 credits
Prerequisite: None
This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as: e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

DEPO 1128 Physical Efficiency
2 credits
Prerequisite: None
This course is oriented toward developing the students' skills in evaluation and measuring the components of physical efficiency concerning health and skills. The course includes evaluation of cardio respiratory condition, strength and muscular resistance, body composition, flexibility, agility, balance, speed, power and time of response.

DEPO 1129 Sports Nutrition
2 credits
Prerequisite: None
This course prepares students to demonstrate comprehension of the principles of sports nutrition, the food pyramid, the exercise pyramid and the principles of hydration. It emphasizes the importance of nutritional and dietary habits, a balanced diet in the human being.

DEPO 1130 Biomechanics and Structural Kinesiology
2 credits
Prerequisite: EMME 1021
This course includes a detailed study of the muscular-skeletal system. It focuses on the movement, levers, and description of articulation movements. Students learn the methods to evaluate muscular strength and the arc of movement and the corresponding variations.

DEPO 1131 Clinical Pathology and Medical Terminology
2 credits
Prerequisite: EMME 1021
This course is designed to provide the student with the knowledge about the main alterations to the normal function of the human body. In addition, they will learn and apply basic medical terms, and know how to use them in their documentation and communication with other health-allied professionals.

DEPO 1132 Exercises Principles
2 credits
Prerequisite: Concurrent with DEPO 1134
This course provides students with the necessary skills in physiology and to the components of different

types of exercises. It prepares students to identify and recognize differences, uses, indications and contraindications of isometric, isotonic, isokinetic exercises and exercises using training machines and free weights, among others. The course combines theoretical and laboratory experiences.

DEPO 1133 Prevention and Sports Injuries I
2 credits
Prerequisite: None
This course was designed to provide students with basic terminology, and prevention and care of sports injuries. It emphasizes evaluation, prevention and care of injuries to the head, neck, back and upper extremities. The course is complemented with laboratory practice for the application of the acquired skills.

DEPO 1134 Techniques Integrated to the Exercise
2 credits
Prerequisite: Concurrent with DEPO 1132
This course provides students with the skills and basic manipulations used to provide massage to athletes. Students will develop the manual skills that will allow them to assist the athlete to improve his or her performance, avoid lesions, and alleviate pain due to muscular skeletal conditions. Students learn about FNP (Spanish Acronym for Proprioceptive Neuromuscular Facilitation).

DEPO 1135 Sports Training
2 credits
Prerequisite: DEPO 1132
This course is a guided study of the basic principles of sports training. Students learn the different characteristics of aerobic and anaerobic training. They learn to recognize the principles of training and to be able to design training programs that respond to clients' needs.

DEPO 1136 Prevention and Sports Injuries II
2 credits
Prerequisite: DEPO 1133
This course is directed to the study of basic terminology, prevention and care of sports injuries. Emphasis is placed on evaluation, prevention and care of injuries to the pelvis and inferior extremities. It includes discussion of the bandages used for the anatomical areas studied. Practice laboratory experiences of the knowledge acquired complements the course.

DEPO 1137 Therapeutic Exercises and Rehabilitation
2 credits
Prerequisite: DEPO 1132
This course is geared to the study of the basic skills of therapeutic and rehabilitation exercises. It offers the students' knowledge about the rehabilitation of sports injuries. Among these are aquatic rehabilitation, machine rehabilitation, free weights, elastic bands and medicine balls. Besides, the course includes discussion of the physiological and therapeutic effects of the modalities of heat and cold.

DEPO 1138 Exercises for Special Populations
2 credits
Prerequisite: DEPO 1132
This course has been designed to provide students with the fundamental exercise techniques used with special population. Students learn to adapt the components and types of exercises when using them with special sectors of the populations, such as children, women, elderly, and persons with disabilities. Students can be evaluated through the indications, contraindications and precautions taken and through the adequate selection of exercises for each sector. The course combines the theoretical component with practical experiences.

DEPO 1139 First Aid in Sports
2 credits
Prerequisite: None
The course is directed toward preparing students with the required knowledge, skills, and techniques in order to perform evaluations, and provide immediate management in sport emergencies. Students will learn and apply immobilization techniques by anatomical areas according to the injury.

DEPO 1140 Ethics and Administrative Aspects
1 credit
Prerequisite: None
This course aims to provide students the concepts and practices related to the ethical and legal principles regarding Physical-Personal Training. Laws that are pertinent and applicable to the profession of Physical-Personal Trainer are discussed.

DEPO 1141 Preparatory Course for Personal Trainer Certification
1 credit
Prerequisite: DEPO 1128, DEPO 1129, DEPO 1130, DEPO 1131, DEPO 1132, DEPO 1133, DEPO 1134, DEPO 1135, DEPO 1136, DEPO 1137
This course was designed to develop the necessary skills in preparation for approving the board exam. Students will review topics related to the Fitness Aptitude Test in Puerto Rico Physical-Personal Training.

DEPO 1142 Clinical Practice
6 credits
Prerequisite: STUDENTS MUST HAVE PASSED ALL COURSES IN THE PROGRAM.
This course prepares students to enhance the knowledge they acquired in the institutional phase and apply these concepts in the real work scenario. Students will become familiar with their environment and will participate in different scenarios such as gymnasiums, weight control clinics, schools and colleges, industries, and sports teams.

FUNERAL HOME MANAGEMENT AND EMBALMING

EMBA 1138 Fundamentals of Organic and Inorganic Chemistry
2 credits
(Pre-requisite: None)
In this course, students will analyze the basic principles of organic and inorganic chemistry, applied in general mortuary sciences and the embalming process. They will describe the basic concepts and fundamentals of the periodic table elements, and the different substances, elements, compounds, solutions, solutes, solvents, and chemical reactions. They will also explain the use of embalming fluids by index, floats, humectants, anticoagulants, formaldehyde concentration, inactive and regulatory dyes, as well as of the hardening compounds and sealants, fungicides, inorganic salts, phenol, embalming powders, package application, preservatives, germicides, vehicles, and pre- and co-injection.

BIOL 1124 Human Anatomy and Physiology I
2 credits
(Pre-requisite: None)
In this course, students will examine the basic principles of human anatomy and physiology applied to mortuary sciences, with emphasis on the study of the body at a systemic level, the cell and its environment, tissues, and skin. They will also analyze the development of the muscular-skeletal, nervous, and endocrine systems.

EMBA 1149 Microbiology and Epidemiology
2 credits
(Prerequisite: None)
In this course, students will analyze the basic principles and the historic background of microbiology and epidemiology in the context of mortuary sciences and the embalming process. They will recognize the types of infectious agents, Koch's postulates, cellular theory, the pathogens present in foods that can cause diseases, the acquired immune system, and the life cycle of microorganisms. Students will also examine the importance of applying the universal measures for the handling of biodegradable waste, sanitation laws, and the procedures for disinfection and sterilization in the handling of corpses.

BIOL 1125 Human Anatomy and Physiology II
2 credits
(Prerequisite: BIOL 1124)
In this course, students will examine the basic principles of human anatomy and physiology, applied to mortuary sciences and embalming. They will analyze the study of the circulatory, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

EMBA 1136 Embalming I
2 credits
(Prerequisite: BIOL 1124)
In this course, students will analyze the history of embalming in the ancient, modern, and current periods, as well as the nature and purposes of embalming, and basic terminology in the study of mortuary sciences. They will recognize the skills and norms applicable in the embalming laboratory and the instruments, materials, and equipment used. Students will evaluate the social and personal duties and responsibilities of the embalmer, in addition to the pre- and post-mortem changes that affect the body's final treatment.

EMBA 1137 Embalming II
2 credits
(Prerequisites: BIOL 1125, EMBA 1136)
In this course, students will evaluate the vascular anatomy and the process of the variable factors of the case's analysis. They will analyze arterial embalming, solutions, and arterial, cavity, and supplementary embalming types. Furthermore, students will examine the injection method, blood vessel selection technique for injection and drainage, embalming fluids and chemicals, and the different types of the most used incisions and sutures.

EMBA 1145 Principles of Legal Forensic Medicine
2 credits
(Prerequisite: None)
In this course, students will analyze the functions, principles and duties, legislation, and regulation of forensic medicine. They will evaluate autopsy cases and the procedures for corpse identification, recognition, and disposition, as well as organ and tissue donations. Furthermore, students will recognize general information from the Forensic Science Institute, forensic pathology, and the various disciplines of forensic sciences, in addition to the functions of sections on controlled substances, custody control, dubious documents, polygraphy and forensic laboratories, toxicology, and chemistry.

EMBA 1140 Principles of Pathology
2 credits
(Prerequisite: None)
In this course, students will examine the different types of acute, chronic, and metabolic diseases, inflammatory processes, dysfunctions, organic disorders, and terminal conditions. They will analyze the pathologies that affect the different systems of the human body, including blood, cardio-venous, bone, integumentary or digestive dysfunctions, as well as the ones produced by external pathogens, such as fungi, viruses, and bacteria.

EMBA 1139 Embalming III
2 credits
(Prerequisites: EMBA 1136, EMBA 1137)
In this course, students will evaluate the pathological findings and changes, special precautions, and their general embalming treatment by analyzing particular cases. They will discuss treatment of the cranial cavity, clinical embalming, autopsied, and infant cases, as well as cases of organ and tissue donations, radiation, transfer, distention, exudation, subcutaneous gas, and cutaneous detachment. Students will explain the causes of embalming failure and the types of burns and scalds.

EMBA 1144 Basic Principles of Toxicology
2 credits
(Prerequisite: None)
In this course, students will analyze the basic principles and branches of toxicology, applied to mortuary sciences and the embalming process. They will evaluate the historic background of the discipline and its applications, including the principles and mechanisms of toxicity and risk assessment, and the disposal of toxins by absorption, distribution, excretion, and biotransformation. Students will also examine the concepts of toxicity and target organ response, carcinogenesis due to chemical substances, and toxic agents and their effects.

EMBA 1141 Fundamentals of Transmissible and Infectious-contagious Diseases
2 credits
(Prerequisite: None)
In this course, students will characterize infectious-contagious diseases, including the recognition of infection host, exit portal, pathogen transfer method, and biological entry. They will distinguish various transmissible diseases, such as AIDS, hepatitis, herpes simplex, tuberculosis, meningitis, septicemia, cytomegalovirus, Creutzfeldt-Jakob disease, syphilis, malaria, poliomyelitis and influenza. Students will also discuss methods for infection control, handling of contagious and infectious cases, and effective and safe ways of using disinfectants in embalming.

EMBA 1146 Principles of Funeral Home Administration
2 credits
(Prerequisite: None)
In this course, students will learn the fundamental processes and the historic background of management and marketing in funeral home administration. They will describe the duties and responsibilities of the funeral home administrator and director, as well as the required facilities for the operation and services that are offered to the public. Furthermore, students will examine the legal requisites and state and federal regulations for the establishment and operation of a funeral home or crematorium in Puerto Rico.

EMBA 1148 Psychological Fundamentals of Death
2 credits
(Prerequisite: None)
In this course, students will develop an understanding of the process of death, the stages of mourning and grieving from a holistic perspective, with the sensibility they deserve. They will evaluate how the individual's process of loss affects their family and its relationship to funeral rites. Finally, students will reflect on the process of dying and handling emotions, as well as on the effect of these processes in their lives.

EMBA 1142 Embalming IV
2 credits
(Prerequisites: EMBA 1136, EMBA 1137, EMBA 1139)
In this course, students will evaluate the pathological findings and changes, special precautions, and their general embalming treatment by analyzing particular cases. They will discuss the embalming treatment in cases of cancer, hematological diseases, cranial injuries, diabetes, emphysema, gangrene, peritonitis, influenza, pneumonia, nephritis, nephrosis, and uremia. They will also discuss the types of jaundice, cerebral hemorrhage, heart diseases, and circulatory disorders.

EMBA 1147 Restorative Art and Cosmetology
2 credits
(Prerequisite: EMBA 1142)
In this course, students will evaluate the history of restorative art and the process of corpse preparation, in shape and color, with emphasis on their memorial portrait. They will develop skills for the application of techniques for reconstruction of features and tissues in cases of trauma, accidents, and diseases, in accordance with the anatomical structure of facial bones, as well as facial and head structure and shape. Furthermore, they will recognize the objectives of facial makeup, the importance of studio photography, the types of races, and the treatments for before, during, and after the embalming, as well as major and minor restorations.

EMBA 1143 Public Health Fundamentals
2 credits
(Prerequisite: None)
In this course, students will analyze the basic principles of public health, applied to mortuary sciences and embalming. They will describe environmental health regulations and the factors that intervene in the embalming process, such as air, water, and the ground. They will also examine the causal morbidity statistics and the rate and increase of other events related to the embalming process and mortuary sciences.

EMBA 1150 Business Development
2 credits
(Prerequisite: None)
In this course, students will recognize the administrative and fundamental concepts and principles of the funeral industry. They will examine planning, organization, direction, and funeral control processes, applying the managerial, administrative, and basic marketing functions required to achieve an effective operation. Furthermore, students will develop effective communication, promotion, and public relations skills.

EMBA 1151 Practice Seminar and Board Exam Review
2 credits
(Prerequisites: EMBA 1138, EMBA 1149, EMBA 1136, EMBA 1137, EMBA 1145, EMBA 1140, EMBA 1139, EMBA 1144, EMBA 1141, EMBA 1146, EMBA 1148, EMBA 1142, EMBA 1143
Co-requisite: EMBA 1150)
In this course, students will reaffirm the skills and knowledge learned in classes during the externship in a real job scenario. They will integrate their learning of the profession by exposing themselves to the role of a funeral director or embalmer, as well as the work conditions, norms, procedures, responsibilities, and services offered in the field. Students will also review the documents and procedures required for the Board of Examiners of Embalmers, to apply for the theoretical board exam, as well as the material for said exam.

EMBA 1152 Practice
6 credits
(Prerequisites: EMBA 1138, EMBA 1149, EMBA 1136, EMBA 1137, EMBA 1145, EMBA 1140, EMBA 1139, EMBA 1144, EMBA 1141, EMBA 1146, EMBA 1148, EMBA 1142, EMBA 1143, EMBA 1150)
In this course, students will practice the skills and knowledge learned during their theoretical study phase in a real practice environment, such as funeral homes, crematoriums, and demographic registry offices.

TECHNICAL

ELECTRICITY WITH RENEWABLE ENERGY

SEGU 1044 Occupational Safety
2 credits
(Prerequisite: None)
In this course, students will examine the fundamental concepts of safety and health in the construction industry. They will also analyze preventive and remedial measures to respond effectively to possible accidents caused by electric shock, inhalation of toxic gases, fires, and the use of machinery and work equipment. Students will select the appropriate personal protective equipment for their work area. In addition, they will evaluate the regulations of the Department of Labor, Occupational Safety and Health Administration (OSHA), and PROSHO that apply to the construction industry.

ELED 1001 National Electric Code (NEC) and Regulations of the Electrical Professional
2 credits
(Prerequisite: None)
In this course, students will analyze the historical framework of the electrical profession and the laws that regulate it. They will examine concepts, definitions, and articles 90, 100, and 110 of the NEC. They will assess the importance of applying the safety standards and regulations of the electrical authorities in Puerto Rico.

TECN 1003 Development and Management of the Technician
2 credits
(Prerequisite: None)
In this course, students will analyze concepts, documents, and regulations related to the development and management of small businesses for electrical, refrigeration, computer and network repair, and construction technicians (handyman). Students will identify dress codes and guidelines for personal hygiene and physical appearance. They will apply skills for preparing, presenting, and conducting themselves during a job interview. Additionally, they will develop skills for preparing estimates and quotes for installation, repair and maintenance projects and services using various formats, spreadsheets, word processors, and presentations.

ELED 1002 Principles and Formulas of Electricity
2 credits
(Prerequisite: None)
In this course, students will apply basic mathematical operations such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. They will identify the fundamentals of electricity. Students will distinguish the theories, parameters, and devices necessary for designing, modifying, and constructing electrical circuits. They will also analyze the relationships between energy, electrical charge, voltage, current, resistance, magnetism, and power, as well as the rules and properties of electrical circuits.

LAED 1002 Use and Identification of Measurement Devices and Instruments: Laboratory
2 credits
(Corequisites: ELED 1002, ELED 1003)
In this course, students will apply the fundamentals of electricity by building safe electrical circuits. They will develop skills for properly using measuring instruments and testing parameters of all types of circuits. Students will verify the theories and properties of electrical circuits through measurements. They will construct electrical circuits according to National Electrical Code regulations.

ELED 1003 Residential and Commercial Electrical Systems
2 credits
(Corequisites: ELED 1002, LAED 1002)
In this course, students will examine electrical wiring symbols, schematics, diagrams, and circuit analysis. They will establish basic safety standards and regulations on the operation of electrical equipment to design residential and commercial electrical systems. In addition, students will analyze the National Electrical Code Supplementary Regulations of the Electric Power Authority, as well as wiring materials and methods, according to chapters 2 and 3 of the National Electrical Code.

ELED 1004 Illumination: Laboratory
2 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003)
In this course, students will examine the design of lighting systems for indoor or outdoor spaces and common and public areas. They will apply installation techniques for incandescent, led, high-pressure sodium, metal halide, magnetic induction, and mercury vapor lights, and internal components. In addition, students will implement safety standards in the installation, repair, and maintenance of these systems according to articles 410 and 411 of the National Electrical Code (NEC) and the Electrical Power Authority's Public Lighting Standards Manual.

LAED 1003 Electrical Branch Circuits: Laboratory
4 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003)
In this course, students will interpret blueprints, diagrams, and schematics following the procedure for installing electrical devices and testing electrical wiring at residential and commercial levels. Students will also examine the National Electrical Code® (NEC) standards, the Supplementary Regulations, the laws governing the profession, and the installation of electrical and wired devices in Puerto Rico. In addition, they will resolve everyday situations in a logical and coordinated manner, following the safety rules that apply.

ELED 1005 Low Voltage Circuits: Laboratory
2 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003)
In this course, students will interpret blueprints, diagrams, and schematics following the procedure for installing electrical devices and testing electrical wiring and equipment with less than 50 volts of direct or alternating current. Students will review articles 720, 725, and 760 of the National Electrical Code, as well as the National Fire Alarm and Signaling Code (NFPA 72) for installing fire alarms. They will practice installing a residential alarm system and a fire alarm system.

LAED 1005 Transformers and Electrical Substations: Laboratory
4 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003)
In this course, students will analyze the construction, cooling methods, winding, and protective devices of a transformer. Students will also differentiate between the various types of transformers and their operation characteristics, as well as the voltages related to the various electrical sub-stations. They will apply their knowledge on the installation and combinations of oil distribution and pad-mounted transformers. They will also evaluate Article 450 of the National Electrical Code (NEC), as well as the Regulations of the Puerto Rico Power Authority.

ELED 1006 Industrial Electrical Equipment
2 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003)
In this course, students will analyze electrical diagrams and blueprints at the industrial level. They will also explore different motors and control devices when installing electric motors. They will evaluate the installation scheme of magnetic controls and the ladder diagram for the basic programming of programmable logic circuits. In addition, they will relate the safety regulations and operation of electrical equipment for industrial applications according to article 430 of the National Electrical Code (NEC).

LAED 1006 Magnetic Controllers, PLC and Motors: Laboratory
4 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003) (Corequisites: ELED 1006)
In this course, students will associate the combination and installation of circuits of different motors and control devices. They will apply the safety and operation standards of electrical equipment for industrial applications and the installation of different controls for electric motors. Students will combine magnetic controls, sensors, voltage regulators, and basic programming of Programmable Logic Circuits. They will analyze articles 430 and 440 of the National Electrical Code (NEC) based on safety rules for motors, controls, and circuits. They will also perform tests, connections, preventive maintenance of motors, magnetic and reversible controls, variable frequency drive controls (VFD), PLC, sensors, and others.

ELED 1007 Preparatory Course for Board Exam
4 credits
(Prerequisites: ELED 1001, ELED 1002, ELED 1003, ELED 1004, ELED 1005, ELED 1006, LAED 1002, LAED 1003, LAED 1005, LAED 1006)
In this course, students will review the laws, current regulations, requirements, and documents necessary to apply for the Assistant Electrician license. They will also review the topics of occupational safety, electrical instrumentation, lighting, and electrical systems, among others, contained in the exams of the Board of Examiners for Expert Electricians of Puerto Rico. Students will apply knowledge on installing, repairing, and maintaining electrical equipment and systems. They will also test their skills and abilities as electricians by simulating different residential, commercial, and industrial electrical circuits.

ELED 1008 Renewable Energy Systems
2 credits
(Prerequisites: ELED 1002, LAED 1002, ELED 1003)
In this course, students will examine the theoretical concepts, components, and regulations fundamental to implementing and maintaining renewable energy systems. They will apply basic skills to design and install photovoltaic and wind power systems. In addition, students will show knowledge of the design, installation, maintenance, and repair of an interconnected (backup) and off-grid residential solar energy system.

REFRIGERATION AND AIR CONDITIONING WITH INVERTERS

SEGU 1043 Occupational Safety
2 credits
Prerequisite: None
This course emphasizes the fundamental knowledge and concepts related to occupational safety. Prevention and remedial measures to face accidents caused by electric shocks, and toxic gases inhalations, explosive, accidents with machinery and others are discussed. Regulation of the Department of Labor and OSHA, and OSHA Puerto Rico offices applicable to these industries is also covered.

MATE 1221 Applied Mathematics
2 credits
Prerequisite: None
This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as: sum, reduces, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

INGL 1109 Basic English I
2 credits
Prerequisite: None
This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

ELED 1000 Fundamentals of Electricity
2 credits
Prerequisite: None
This is an introductory course designed to introduce students to more advanced courses in programs of electricity, refrigeration, computer repair, plumbing, alarms and sounds. Theories, parameters and devices, which are necessary to design, modify, and build electrical circuits, will be studied. The relationship between energy, electric charge, voltage, current, resistance and power will be established.

LATE 1202 Electrical Instrumentation-Lab
2 credits
Prerequisite: Concurrent with ELED 1000
This course is designed to apply the fundamentals of electricity through the construction of electrical circuits. The suitable use of measuring and tests instruments is emphasized. It is verified by means of measurements, the theories and properties of electrical circuits. The relation between energy, the electrical charges, the voltage, current, resistance and power are established.

AIRR 1175 Principles of Refrigeration
2 credits
Prerequisite: None
Introduction to the basic refrigeration cycle, thermodynamics, application of pressure-enthalpy diagrams and major refrigeration components and systems. Refrigerant properties, transferring, evacuation and system recycling, pressure, vacuum, heat, temperature, heat transfer, sensible latent heat, states of matter, gas laws, pressure-temperature relationship of liquids and vapors, pressure-temperature relationship of refrigerants, compressor construction, condensers evaporators, refrigerant mastering devices, refrigerant characteristics and lubrication.

LATE 1221 Mechanical Instrumentation- Lab
2 credits
Prerequisite: AIRR 1175
This is a laboratory course to acquaint students with the basic principles of mechanical system of refrigeration and air-conditioning equipment, the tools, instrumentation and techniques used today in the industry. This includes general procedures of security and a basic technique to conservation of equipment is discussed. Students will be instructed on the 608 EPA Certification and the certification exam will be offered.

AIRR 1176 Domestic Refrigeration and A/C (Inverters)
2 credits
Prerequisite: AIRR 1175
In this course, the student studies the residential refrigeration cycle. This include, compressor types and operation, defrost methods, frost-free systems, hot gas and electric heat defrost, condensate disposal, room air-conditioner cycle and operating characteristics. Psychometrics, measuring of relative humidity. Use of psychometric charts is covered. In addition, the quote process and preparation of invoices for residential services, as well as safety measures during the installation and preventive maintenance is included.

LARE 2072 Domestic Equipment - Lab
2 credits
Prerequisite: Concurrent with AIRR 1176
Students are instructed in diagnosis, maintenance, installation and repair of residential air conditioning systems and refrigerators in this laboratory course. Students will learn safety procedures, installation of gauges, temperatures and pressure measurements, the using of sling psychrometer to measure relative humidity, test for refrigerant leaks, and to troubleshooting air conditioning and refrigeration systems mechanically, as well as preventive maintenance techniques and procedures to improve systems efficiency.

AIRR 1177 Commercial Refrigeration
2 credits
Prerequisite: AIRR 1176
In this course, the student studies the commercial refrigeration cycle. This includes sizing and selection of air conditioning and refrigeration equipment, familiarization of flow controls, pump down systems, defrost cycles (hot gas and electric), and pressure controllers. The structural components of different refrigerators, ice machines, bottle displays and walk-in cabinets; repair procedures in commercial applications using safety measures are also covered.

LARE 2073 Commercial Equipment - Lab
2 credits
Prerequisite: Concurrent with AIRR 1177
This is a laboratory course in which students is instructed in testing, maintenance, installation and repair commercial refrigeration and air conditioning systems following safety guidelines. This includes electrical and mechanical familiarization of high, medium and low temperature systems such as ice machine, ice fleers, thermobank, display cases, dual temperature systems, grocery cabinets, and water towers. Commercial quoting and billing is also included.

AIRR 2004 Commercial Air Conditioners with Inverters
2 credits
Prerequisite: AIRR 1176
In this course, the student studies the basic principles of the airflow, the method of designs and maintenance of conduits in commercial applications. This includes reading and interpretation of commercial system planes for the corresponding air distribution, types of conduits (flexible, galvanized, fiberglass and others),

equipment and tools, design of systems, selection and maintenance of ducts, and using the safety measures.

AIRR 2005 Automotive Air Conditioning
2 credits
Prerequisite: AIRR 1175
This course presents the theory and operation of the air-conditioned car. Auto electrical and electronic system, flow controls and replacements, types of compressors, condensers and evaporators are studied. Moreover, methods of installation, maintenance and repair of air conditioners of cars are described.

LAIR 2003 Automotive Air Conditioning – Lab
4 credits
Prerequisite: Concurrent with AIRR 2005
This laboratory allows students to apply the theoretical knowledge acquired in the class of AIRR 2001. Installation practices, maintenance and repair of air conditioning system car are made. Testing efficiency of the auto's electrical system, air valves, condensers, evaporators, and airflow passages are provided. Security measures are applied in a workshop.

AIRR 3017 Preparatory Course for Board Exam
2 credits
Prerequisite: Approved all previous courses except for: SEGU 1043; MATE 1221; INGL 1109; TPLC 3001; TECN 1001
This course will prepare the student for take the Puerto Rico Board of Refrigeration Technician Exams, in order to become a licensed apprentice, or technician. Instruction includes: description of the occupation, description of the Refrigeration Board Exam, reviewing of topic included in the exams; such as: basic mathematics, physics (especially of gases), recognition of refrigeration equipment and materials and the study of the laws and regulations related to the occupation. Also include, simulated board exam taking practices, and the development of a portfolio with the required documentation. Students will learn professionalism along with shop management and product/services sales.

TPLC 3001 Programmable Logic Controller Units (PLC)
2 credits
Prerequisite: ELED 1000
This course is designed to study the theory and programming of Programmable Logic Controller (PLC). It establishes the programming using logic circuits, diagrams of stairs and its conversion to mnemonics of the PLC language.

TECN 1001 Development and Management of the Technician
2 credits
Prerequisite: None
This course is related to the development and management of Electrical, Refrigeration, Computer and Network Repair Technicians and Handyman. Students will learn dress codes, personal hygiene and physical appearance. They will prepare for the job interview and receive technical advice on the development, documents and regulations related to establishing a customer service business. They will be trained in the preparation of project estimates and/or quotes of installation, repair and maintenance services using spreadsheets, word processing and presentations. This includes learning various formats for labor estimates, pricing tables and supplier directories for materials and accessories required to provide installation, repair and maintenance services. Students perform various practical exercises on the preparation of estimates, quotes and service invoices.

SOUND AND SECURITY ALARM TECHNICIAN

SEGU 1043 Occupational Safety
2 credits
Prerequisite: None
This course emphasizes the fundamental concepts related to safety and health in the industrial, manufacturing, and servicing industries. Prevention and remedial measures to face accidents caused by electric shocks, and toxic gases inhalations are discussed. The regulation of the Department of Labor, OSHA and PR OSHA applicable to these industries is also covered.

MATE 1221 Applied Mathematics
2 credits
Prerequisite: None
This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as addition, subtraction, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

SONI 1014 Principles of Sound and Acoustic
2 credits
Prerequisites: None
This is an introductory course in the physic of sound and acoustics. Topics include the nature of sound waves, simple harmonic motion, logarithms and antilogarithms, sound intensity and sound pressure, the decibel, complex waves, resonance and filtering, distortion, and sound transmission. The course introduces the use of instruments such as oscilloscopes, function generators, frequency counters, computerized filters and digital signal analyzers, speakers, equalizers, crossover networks, amplifiers, etc., basic sound system and functions of these.

ELED 1000 Fundamentals of Electricity
2 credits
Prerequisite: None
This course is for technical programs students needing to apply the basic concepts of electricity in order to operate instruments and equipment to carry out occupational projects. In the first portion, direct current circuits (DC), the students will get acquainted the theories, parameters, and devices which are necessary to design, modify, and built direct current electric circuits. In the second portion, alternate current circuits (AC), the students will study the theories related with generators, transformers, the concept of inductance and its effect in AC circuits, alternate current sources identification, sinusoidal signals, capacitance, filters and impedance.

LATE 1202 Electrical Instrumentation- Lab
2 credits
Prerequisite: Concurrent with ELED 1000
This course is designed to apply the discussed theories in course ELED 1041 by means of the construction of circuits of direct and alternate current. The suitable use of measuring instruments is emphasized and tests. It is verified by means of measurements, the theories and properties of electrical circuits of direct current. The relations will settle down between energy, the electrical charges, the voltage, current, resistance and power.

MECA 1001 Introduction to Auto Electricity
2 credits
Prerequisite: Concurrent with ELED 1000
Theoretical and practical course on the basics, operation, construction and operation of the various electrical and electronic automotive components such as; starting system, charging electronics and conventional ignition, panel instruments, lights, fuses and intermittent. In addition, identification and basic troubleshooting electrical system of the car is included.

ELEC 2001 General Electronics
2 credits
Prerequisite: ELED 1000
This introductory course is designed to introduce students to more advanced courses in computer repair programs and alarm sound. Theories, parameters and devices needed to design, modify and build electronic circuits (semiconductors and software) will be studied. Relations systems Semiconductor Rectifiers, Filters and binary number systems, octal, hexadecimal and logic gates will be established. Teaching theories related to magnetic induction, Transformers, sinusoidal signals, capacitance, AC rectification and digital logic circuits is included.

AUDI 1002 Sound and Video Equipment (Residential, Commercial and Auto)
2 credits
Prerequisite: ELED 1000
This course is designed to introduce students to the field of audio and video engineering for residential and commercial uses. The subjects studied will include; history of audio recording, equipment history, physics of audio, psychoacoustics, equipment, analog recording, digital recording, synchronization, field audio recording, studio recording, dialog, music and sound effects.

AUDI 1003 Maintenance and Repairs of Sound and Video Equipment- Lab
2 credits
(Residential, Commercial and Auto)
Prerequisites: Concurrent with AUDI 1002
This course covers the application, maintenance, troubleshooting and repair of sound, video and alarm products in residential, commercial and autos. Emphasis is placed on test equipment usage, development of troubleshooting skills, parts replacement (where to get and how to replace), original and generic replacement parts, semiconductors cross-reference manuals and electronic soldering.

ACUS 1002 Acoustic Design (Loudspeakers and Acoustic Rooms)
2 credits
Prerequisite: None
This is course in acoustic designed to introduce students to noise, loudspeakers, microphones and acoustic rooms. The subjects studied will include; the science of acoustics, acoustical environments, different, loudspeaker design, techniques for reduction of noises, etc.

SONI 1015 Security Alarm Systems (Residential)
2 credits
Prerequisite: ELED 1000
This course is designed to introduce students to the field alarm systems for residential uses. The subjects studied will include history of alarms, basic protective circuits, residential control panels and keypads, input and output devices, interior and exterior space protection devices, commercial central station monitoring, systems, underwriters laboratories, basic fire circuits, wireless alarm systems, basic CCTV theory and basic building construction and installation code.

ALRM 1004 Installations of Security Alarm Systems- Lab (Residential)
2 credits
Prerequisite: Concurrent with SONI 1015
This course is designed to develop practical skills in the installation, maintenance and repairs of alarm systems in residences. Hands-on practices will include installation and testing of basic protective circuits, control panels and keypads, input and output devices, residential central station monitoring systems, assembly of basic fire circuits and installation and testing of wireless alarm systems.

SONI 1016 Security Alarm Systems (Commercial and Auto)
2 credits
Prerequisite: SONI 1015
This course is designed to introduce students to the field alarm systems for commercial and automotive uses. The subjects studied will include: advanced protective circuits, commercial control panels and keypads, interior and exterior space protection devices, commercial central station monitoring systems, advanced basic fire circuits, wireless alarm systems, CCTV circuits, car alarm systems and commercial building construction and installation codes.

ALRM 1005 Installation of Security Alarm Systems (Commercial and Auto Systems) Lab
2 credits
Prerequisite: Concurrent with SONI 1016
This course is designed to develop practical skills in the installation, maintenance and repairs of alarm systems in commercial and car settings. Hands-on practices will include installation and testing of advanced protective circuits, commercial control panels and keypads, commercial central station monitoring systems, assembly of advanced fire circuits, car alarm systems and installation and testing of wireless alarm systems in commercial buildings.

TECN 1001 Development and Management of the Technician
2 credits
Prerequisite: None
This course is related to the development and management of Electrical, Refrigeration, Computer and Network Repair Technicians and Handyman. Students will learn dress codes, personal hygiene and physical appearance. They will prepare for the job interview and receive technical advice on the development, documents and regulations related to establishing a customer service business. They will be trained in the preparation of project estimates and/or quotes of installation, repair and maintenance services using spreadsheets, word processing and presentations. This includes learning various formats for labor estimates, pricing tables and supplier directories for materials and accessories required to provide installation, repair and maintenance services. Students perform various practical exercises on the preparation of estimates, quotes and service invoices.

ACUS 1003 Customization and Alarm Designs
2 credits
Prerequisite: Concurrent with SONI 1016
This course is designed to enable the student to learn the art of customization. The customization of multimedia, car and professional audio is included. It teaches design work using glass fiber, wood and other materials currently used.

CCTV 1001 CCTV Surveillance Systems
2 credits
Prerequisite: None
This course offers students the basics of circuit protection and monitoring, commercial and residential level. Theory, operation and configuration of security cameras, monitors, DVRs, cables and network is addressed,

among others.

LCCT 1002 Laboratory CCTV Surveillance Systems
2 credits
Prerequisite: Concurrent with CCTV 1001
The student will know the equipment protection circuits and monitoring commercial and residential, install and control their use. Emphasis is placed on systems security cameras and network.

PLUMBING TECHNICIAN

SEGU 1044 Occupational Safety
2 credits
(Prerequisite: None)
In this course, students will examine the fundamental concepts of safety and health in the construction industry. They will also analyze preventive and remedial measures to respond effectively to possible accidents caused by electric shock, inhalation of toxic gases, fires, and the use of machinery and work equipment. Students will select the appropriate personal protective equipment for their work area. In addition, they will evaluate the regulations of the Department of Labor, Occupational Safety and Health Administration (OSHA), and PROSHO that apply to the construction industry.

MATE 1221 Applied Mathematics
2 credits
(Prerequisite: None)
In this course, students will demonstrate knowledge of basic mathematical operations, such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. They will analyze the basic concepts of algebra, geometry, and trigonometry. In addition, they will apply the formulas used in their field of study for problem solving.

TECN 1003 Development and Management of the Technician
2 credits
(Prerequisite: None)
In this course, students will analyze concepts, documents, and regulations related to the development and management of small businesses for electrical, refrigeration, computer and network repair, and construction technicians (handyman). Students will identify dress codes and guidelines for personal hygiene and physical appearance. They will apply skills for preparing, presenting, and conducting themselves during a job interview. Additionally, they will develop skills for preparing estimates and quotes for installation, repair and maintenance projects and services using various formats, spreadsheets, word processors, and presentations.

PLOM 1016 Basic Plumbing Plans and Designs
2 credits
(Prerequisite: None)
In this course, students will interpret the most common symbols used in construction plans and plumbing, electrical and mechanical installations. They will demonstrate knowledge of the main principles of design for plumbing plans, the use and handling of architectural drawing instruments and equipment, and their applications in planning for the construction of a building. Students will draw sketches of conventional and complex lines, as well as freehand and isometric drawings of the parts used in a plumbing installation. They will also prepare orthographic plumbing plans that include titles, notes and legends.

PLOM 1023 Use and Handling of Copper Welding Tools
2 credits
(Prerequisite: None)
In this course, students will evaluate the functions of plumbing equipment and tools of different energy sources. Additionally, they will analyze the adequate handling of equipment and tools related to the construction industry such as technological and power tools for the detection of faulty pipes. They will employ copper welding procedures. Furthermore, they will examine the regulations of the Occupational Safety and Health Administration (OSHA), Puerto Rico Occupational Safety and Health Administration (PROSHA) and other federal and state laws and regulatory agencies.

PLOM 1024 Introduction to the Plumbing Technician Occupation
2 credits
(Prerequisite: None)
In this course, students will analyze the principles and fundamental conceptual models of the plumbing profession, as well as laws and regulations that govern it. They will examine job opportunities, the importance of reading and interpreting plans and sketches, as well as drawing instruments, tools, materials, and equipment necessary for performing work related tasks. They will also recognize eco-friendly plumbing and plumbing systems that reduce the use of drinkable water and the amount of water in treatment plants.

PLOM 1025 Intermediate Plumbing Plans and Designs
2 credits
(Prerequisite: PLOM 1016)
In this course, students will integrate knowledge about the design of plumbing plans for one-story buildings. They will draw orthographic and isometric plans for one-story buildings with the necessary perspectives and elevations. Students will examine contracting and offer analysis procedures for controlling costs during the construction process. Lastly, they will prepare budgets, commercial offers, and reliable and precise cost estimates.

PLOM 1026 Sanitary and Potable Water Systems (Residential and Commercial)
4 credits
(Prerequisite: PLOM 1023)
In this course, students will apply the techniques for installation, preventive maintenance and repair of sanitary fittings while considering the safety protocols and measures. They will identify the equipment and accessories designed for the reduction of water consumption that use technologies with an eco-friendly and high efficiency focus. Students can choose to request the Plumbing Technician Apprentice certification. This is a requisite for working directly under the supervision of a licensed master plumbing technician that will help them in their profession, complying with the regulatory laws of the plumbing profession in Puerto Rico.

PLOM 1027 Design of Tank Systems, Water Pumps, Handling of Liquids and other Fluids
2 credits
(Prerequisite: PLOM 1023)
In this course, students will distinguish between potable water cisterns for residential or commercial locations. They will perform a potable water cistern installation. They will also distinguish between submersible and non- submersible potable water pumps. Lastly, they will analyze rainwater collection and storage systems.

PLOM 1028 Advanced Plumbing Plans and Designs
4 credits
(Prerequisite: PLOM 1025)
In this course, students will design plumbing plans for buildings with two-stories or taller. They will draw orthographic and isometric plans for multiple-story buildings with the necessary perspectives and elevations. They will also prepare an analysis about contracted work or services and offers for cost control. Lastly, they will prepare budgets, commercial offers, and reliable and precise cost estimates.

PLOM 1029 International Plumbing Code (IPC) and Regulations
2 credits
(Prerequisite: None)
In this course, students will analyze the structure of the International Plumbing Code (IPC). They will examine the principles of using new plumbing materials and designs. Students will also identify the minimal

essential regulations in the IPC for a plumbing system, including sanitary drainage, ventilation, water supply, storm drainage, indirect waste, special waste, and wastewater elimination.

PLOM 1030 Septic, Aqueduct and Sewer Systems
2 credits
(Prerequisite: PLOM 1023)
In this course, students will differentiate between the provisional storage systems (septic tanks) that store wastewater in a residence or a moving or fixed mobile home. They will analyze the process of wastewater treatment in a sewage plant and its management so it can be reused in homes, businesses, and industries. They will also make a simulated installation on wastewater outlets from aqueduct and sewage companies.

PLOM 1031 Gas Piping, Fire Fighting, and Agricultural Irrigation Systems
2 credits
(Prerequisite: PLOM 1023)
In this course, students will analyze fire safety standards and requirements when installing gas pipelines. They will classify gas pipelines according to their operational category. Students will identify rigid fittings and pipes for the installation of fire sprinkler systems. They will distinguish between the farming irrigation methods used in orchards, gardens, and farms. They will also design a home irrigation system.

PLOM 1032 Preparatory Course for the Theoretical Board Exam
2 credits
(Prerequisites: PLOM 1016, PLOM 1023, PLOM 1024, PLOM 1025, PLOM 1026, PLOM 1027, PLOM 1028, PLOM 1029, PLOM 1030, PLOM 1031)
In this course, students will review the current laws, rules and regulations and the International Plumbing Code (IPC), as well as the requisites and documents necessary for the official plumbing technician license application. They will review the topics of occupational safety, applied mathematics, the environment, sanitary, potable water and sanitary systems, cistern systems, water pumps, management of liquids and other fluids, among others. Students will also demonstrate knowledge of theoretical content for the certification exam of the Board of Examiners of Master and Journeyman Plumbers of Puerto Rico.

PLOM 1033 Preparatory Course for the Board Exam: Drawing
2 credits
(Prerequisites: PLOM 1016, PLOM 1023, PLOM 1024, PLOM 1025, PLOM 1026, PLOM 1027, PLOM 1028, PLOM 1029, PLOM 1030, PLOM 1031)
In this course, students will apply the basic sketching and drawing process for plumbing systems. They will create plumbing plans for multiple-story buildings in preparation for the drawing exams of the Board of Examiners of Master and Journeyman Plumbers of Puerto Rico. Students will prepare a list of materials according to multiple-story plumbing plans. They will also make a quotation for parts of each one of the plumbing plans.

PLOM 1034 Preparatory Course for the Practical Board Exam
2 credits
(Prerequisites: PLOM 1016, PLOM 1023, PLOM 1024, PLOM 1025, PLOM 1026, PLOM 1027, PLOM 1028, PLOM 1029, PLOM 1030, PLOM 1031)
In this course, students will employ occupational safety techniques in plumbing installations. They will practice the installation of potable and sanitary water systems for a one-story and two-story building. Students will also perform plumbing installations in preparation for the practical exam of the Board of Examiners of Master and Journeyman Plumbers of Puerto Rico.

COMPUTER REPAIRS AND NETWORK TECHNICIAN

ELED 1000 Fundamentals of Electricity
2 credits
Prerequisite: None
This course is for technical programs students needing to apply the basic concepts of electricity in order to operate instruments and equipment to carry out occupational projects. In the first portion, direct current circuits (DC), the students will get acquainted the theories, parameters, and devices that are necessary to design, modify, and built direct current electric circuits. In the second portion, alternate current circuits (AC), the students will study the theories related with generators, transformers, the concept of inductance and its effect in AC circuits, alternate current sources identification, sinusoidal signals, capacitance, filters and impedance.

MATE 1221 Applied Mathematics
2 credits
Prerequisite: None
This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as addition, subtraction, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

OPCO 2096 Computer Operating Systems (Windows)
2 credits
Prerequisite: None
In this course the basic concepts, structure and functions of a computer are discussed. The student will learn the basic commands, techniques and procedures for handling a computer, through operating systems and application programs. Practical exercises will be performed in the lab with the purpose of exposing the students to the basic and intermediate use of Windows operating systems and application programs for computers. In addition, the course encourages students to develop skills in research, analysis and comparison, by conducting a project where multiple operating systems are compared.

TECN 1001 Development and Management of the Technician
2 credits
Prerequisite: None
This course is related to the development and management of Electrical, Refrigeration, Computer and Network Repair Technicians and Handyman. Students will learn dress codes, personal hygiene and physical appearance. They will prepare for the job interview and receive technical advice on the development, documents and regulations related to establishing a customer service business. They will be trained in the preparation of project estimates and/or quotes of installation, repair and maintenance services using spreadsheets, word processing and presentations. This includes learning various formats for labor estimates, pricing tables and supplier directories for materials and accessories required to provide installation, repair and maintenance services. Students perform various practical exercises on the preparation of estimates, quotes and service invoices.

LITE 1001 Computer Literacy
2 credits
Prerequisite: None
This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students

interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

ADRE 1004 Network Operations
2 credits
Prerequisites: Concurrent with OPCO 2096
In this, course students learn the basic concepts and techniques that prepare them for computer troubleshooting and network administration. It includes learning technical installation, configuration and testing of functionality of Microsoft Windows Server and Novell NetWare operating systems. Also by developing an application project, students will put into practice the knowledge acquired.

SEGU 1001 Information Technology Security I
2 credits
Prerequisite: ADRE 1004/LITE 1001
This course introduces basic security principles, such as establishing an effective security policy and the different types of hacker activities that a computer user is most likely to encounter. It also will instruct the student in the latest security industry recommendations and how to properly protect Windows and Windows servers in a variety of settings and how to perform security audits.

RECO 1003 Computers Repairs I
2 credits
Prerequisite: Concurrent with OPCO 2096
A course in hands-on training to understand and troubleshoot computers efficiently. Students will start by reviewing the basic components that make up a computer. Then, will begin by building fully functioning PC workstations from scratch. They are also introduced to the basics of DOS and the CMOS setup program, as well as the diagnostic tools that we use to check out the hardware.

RECO 1004 Computers Repairs II
2 credits
Prerequisite: RECO 1003
This course covers the application, maintenance, trouble shooting and repair of personal computers peripherals. These include monitors, printers, scanners, laptops and portable devices, network hubs and switches, routers, wireless devices, etc. Emphasis is placed on test equipment usage and development of troubleshooting skills.

SEGU 1002 Information Technology Security II: Standard Operational Procedures
2 credits
Prerequisite: SEGU 1001
This course includes intensive study of the most commonly used techniques for protecting computer systems from intruders. Defense techniques and factors to consider when trying to prevent attacks from the outside are explained in detail. It includes discussion of firewall and IDN systems, firewall configuration, VPNs, Trojan horses, and RFC security.

PRCE 1211 Preparation for Comp TIA A+ Certification (Hardware & OS)
2 credits
Prerequisite: Concurrent with RECO 1005/, SEGU 1002
This is a preparatory course for the CompTIA A+ Certification. The CompTIA A+ Certification is the industry-recognized credential that certifies the competence of Computer Service Specialists. The Computer Technology Industry Association (CompTIA) sponsors the Certification and the exams are administered by Sylvan-Prometric. Over 50 of the largest software and hardware manufacturers, vendors, distributors, resellers and publishers, support the program.

RECO 1005 Mobile Devices Troubleshooting and Repair
2 credits
Prerequisite: RECO 1004
In this course the basic concepts, structure and functions of the different mobile devices are discussed. The student will become familiar with the concepts, techniques and procedures for handling mobile devices, through operating systems and application programs. Practical exercises are conducted in the laboratory with the purpose of exposing students to basic and intermediate use of operating systems and mobile application programs. In addition, the course encourages students to develop research, analysis and comparison skills by conducting a project comparing various operating systems.

CONSTRUCTION TECHNICIAN (HANDYMAN)

MATE 1221 Applied Mathematics
2 Credits
(Prerequisite: None)
In this course, students will demonstrate knowledge of basic mathematical operations, such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. They will analyze the basic concepts of algebra, geometry, and trigonometry. In addition, they will apply the formulas used in their field of study for problem solving.

SEGU 1043 Occupational Safety
2 Credits
(Prerequisite: None)
In this course, students will examine the fundamental concepts related to occupational safety. In addition, they will analyze regulations of the Department of Labor and Human Resources and the Occupational Safety and Health Administration (OSHA) at the federal and state level (PROSHA) applicable to the construction industry. They will also assess preventive and remedial measures in the event of accidents caused by electric shock, inhalation of toxic gases, explosives, and accidents with machinery, among others.

TECN 1001 Development and Management of the Technician
2 Credits
(Prerequisite: None)
In this course, students will evaluate the options and aspects related to the development of a company dedicated to customer service or the purchase and sale of products according to their occupational area. They will determine the viability of a business based on market research. In addition, they will create a business plan in compliance with the code of ethics of their profession.

HAND 1042 Handling of Equipment and Tools
2 Credits
(Prerequisite: None)
In this course, students will evaluate the functions of equipment and tools that use different energy sources according to their professional field. In addition, they will analyze the proper use of equipment and tools related to the construction industry as stipulated by the regulations of the Occupational Safety and Health Administration (OSHA), the Puerto Rico Occupational Safety and Health Administration (PROSHA), and other laws and federal and state regulatory agencies. They will apply the safety standards recommended by the manufacturer in the handling of equipment and tools.

HAND 1044 Electric Arc Welding
2 Credits
(Concurrent with LHAN 1001)
In this course, students will analyze the techniques for the different types of electric arc welding, taking into account the relationship between the amperage, the caliber of the metal, and the dimension and position of the electrode. They will determine the type of amperage and electrode dimension required by an electric arc welding job. They will also evaluate safety rules when working with arc welding machines, including those related to the use of personal protective equipment (PPE).

LHAN 1001 Electric Arc Welding Lab
2 Credits
(Concurrent with HAND 1044)
In this course, students will apply the techniques for the different types of electric arc welding, taking into account the relationship between the amperage, the caliber of the metal, and the dimension and position of the electrode. In addition, they will implement safety rules when working with arc welding machines, including those related to the use of personal protective equipment (PPE). They will prepare different electrical arc welding work, taking into account the required type of amperage and electrode dimension. Finally, students will design a project for a welding job that includes material and labor costs.

HAND 1046 Basic Woodworking
2 Credits
(Prerequisite: HAND 1042)
In this course, students will understand the techniques and other basic elements of cabinetmaking. In addition, they will evaluate the use of tools to take measurements with the metric system as well as the English system. They will also analyze the proper use of hand and power tools employed in basic furniture repair and restoration. They will apply cabinetmaking techniques on a project, such as cutting, assembly, laminating, and painting, while considering the relevant regulations in an ethical and responsible manner.

HAND 1047 Masonry
2 Credits
(Prerequisite: HAND 1042)
In this course, students will evaluate the different construction materials that currently exist in the market. They will apply masonry techniques with different materials to cover surfaces. They will justify the selection and use of the appropriate tools for each project. In addition, they will prepare quotes based on the expenses and materials required for the project, taking into account responsibility, honesty, and work ethic.

HAND 1048 Finishes, Painting, and Tiles
2 Credits
(Prerequisite: HAND 1042, concurrent with LHAN 1000)
In this course, students will explain the different types of paints and the appropriate application techniques. They will analyze the processes and methods used in surface finishing. They will also evaluate the various types of tiles, as well as their uses and applications. Finally, they will create a small project that demonstrates the technique applications for installing baseboards, moldings and other textures in dry plaster, using the selected materials.

HAND 1043 Gypsum Board Design
2 Credits
(Prerequisite: HAND 1042, concurrent with LHAN 1000)
In this course, students will identify the concepts associated with the planning and design for performing a gypsum board job. They will determine the materials, tools, and equipment necessary for installing the framing for walls and fascias. They will also examine the importance of applicable safety measures recommended by the Occupational Safety and Health Administration (OSHA), including the proper use of personal protective equipment (PPE). Finally, they will design a project for a gypsum board job that includes the material and labor costs.

LHAN 1000 Gypsum Board Design Lab
2 Credits
(Prerequisite: HAND 1042, concurrent with HAND 1043)
In this course, students will evaluate the safety measures recommended by the Occupational Safety and Health Administration (OSHA) for the use of hand and power tools and personal protective equipment (PPE) for installing framing for walls and fascias. They will prepare the finishes of walls and fascias according to the designs made in the HAND 1043 course, including framing and plaster installation. Finally, they will quote the total costs, materials, and labor of each of the projects, as well as the total profit.

HAND 1045 Acoustic Ceilings
2 Credits
(Prerequisite: HAND 1042)
In this course, students will understand the basics of installing acoustic ceiling systems. They will evaluate the materials, tools, and techniques to be used for installing ceiling panels in these systems. They will design an acoustic ceiling system with the corresponding panel type, installation, and estimate. In addition, they will apply installation techniques for acoustic ceilings and seismic protection systems, taking into account the characteristics and needs of the construction project as well as the suspension systems.

BEAUTY

BARBERING AND HAIRSTYLING

BARB 1006 The Profession: Barbering and Hairstyling
2 credits
(Prerequisite: None)
In this course, students will explore the historical background of barbering and styling, in addition to the laws and regulations established by the Board of Examiners. Students will discuss issues related to professional image such as proper dress, grooming, hygiene, conduct, and ethics. In addition, they will analyze the different specializations in the field of beauty and the possible job options for future graduates. Finally, they will differentiate the materials, instruments, and sterilization methods for the prevention of bacteria and infections.

COSM 1102 Hair Conditioning, Care, and Disorders
2 credits
(Prerequisite: None)
In this course, students will identify the structure, distribution, growth, development, color, and loss of hair due to diseases and disorders that affect the scalp. Students will apply theoretical and practical knowledge to perform different treatments on the scalp, using the appropriate materials and products according to the condition of the hair. Furthermore, they will develop skills in the areas of client grooming, massage, hair washing, and rinsing techniques.

COSM 1202 Product Chemistry and Electricity
2 credits
(Prerequisites: None)
In this course, students will discover the chemical components used in the application of shampoo, conditioners, dyes, perms, straightening, curl reform (reverse), among others. Students will understand the effects of these products on hair and skin, and their contribution to improving quality and appearance. Alternatively, they will describe the different skin treatments with the use of electricity in the services offered in beauty establishments such as galvanic, faradic, and high frequency current. Likewise, they will discuss the safety measures and precautions required when handling electrical equipment and chemical products.

COSM 1301 Skin and Face Care Principles (Esthetics)
2 credits
(Prerequisite: None)
In this course, students will discuss preventive and corrective skin care methods. They will apply the basic procedures and manipulations to perform facials according to the skin condition and type of the client. Lastly, students will select, handle, and apply adequate products, equipment, and materials through the use of appropriate safety and hygiene measures. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

BARB 1103 Beard/Mustache Shaving and Styling
2 credits
(Co-requisite: COSM 1301)
In this course, students will apply beard, mustache, and eyebrow grooming skills. Students will develop proper shaving steps and movements required by the Examining Board. In addition, they will apply the use and management of equipment, materials, and products, emphasizing hygiene and safety in the work environment. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LCOS 1016 Chemical Hair Processes
2 credits
(Prerequisite: None)
In this course, students will analyze the processes, components, and chemicals used to alter hair texture. Students will use their skills and knowledge to select products that help improve the condition of the client's hair. Finally, they will carry out procedures and techniques for the application of perms, straightening, and reshaping of the reverse curl, required for the approval of the examination by the Examining Board.

COSM 1103 Hair-drying Techniques
2 credits
(Prerequisite: None)
In this course, students will use equipment and products required to perform different drying styles according to the length of the hair. Students will understand the use and handling of the manual dryer (blower), tongs, irons, and their temperatures, taking into consideration the safety measures for this type of service. Likewise, they will handle different types of brushes, combs, and the application and removal of products before and after drying.

LBAR 1104 Hair Cutting Design: Lab
2 credits
(Prerequisite: None)
In this course, students will develop the skills for the 0 and 45 degree cut with its variants, according to the morphology of the client's face. Students will master the techniques of blocking, the importance of sectioning, and the use of correct angles. In addition, they will demonstrate the correct use and handling of hair styling and cutting instruments.

COSM 1015 Hair Coloring Techniques
2 credits
(Prerequisite: None)
In this course, students will master the theories of hair coloring, as well as the formulation of basic and creative hair dye mixtures to achieve changes and special effects. They will identify the hair conditions that could affect the final result of a color in order to provide quality customer service. Furthermore, students will apply the different hair lightening techniques. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LBAR 1105 Men's Classic Hair Cutting Design: Lab
4 credits
(Prerequisite: LBAR 1104)
In this course, students will develop manual skills for cutting 90-degree, razor cuts, thinning and children's haircuts, among others, according to the morphology of the client's face. Students will demonstrate knowledge about the use of beauty salon instruments, sterilization and disinfection processes, and the application of safety measures. Also, they will apply skills for the development of the classic cut using the scissors technique on combs, necessary for the approval of the practical exam of the Barber Shop Examination Board. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LBAR 1201 Men's Hairstyling
2 credits
(Prerequisite: None)
In this course, students will explore the required fundamentals of new trends and styles of modern and classic hairstyles for men. Students will examine the study of theories, the main considerations of the

profession, as well as the instruments, equipment, and products of designs used in the creation of different styles of hairstyles. In addition, they will develop the necessary skills to create a variety of hairstyles in an effective production time. Likewise, students will use the necessary safety and hygiene measures for the work environment according to the stipulations of the profession. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LBAR 1106 Hair Cutting Design with Clippers: Lab
2 credits
(Prerequisite: LBAR 1105)
In this course, students will manipulate the different types of cuts, touch-ups, and delineations with the use of cutting razors, trimmers, and shavers. Students will efficiently employ the use and handling of each tool and its added components. Also, they will apply the sterilization and disinfection procedures, emphasizing the appropriate safety measures during the service. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

BARB 1005 Men's Manicure
2 credits
(Prerequisite: None)
In this course, students will analyze the anatomy of the hand, arm, and forearm, including the skeletal and muscular system. Students will correctly perform men's manicure accompanied by hand and forearm massages. Finally, they will perform the professional men's manicure service, emphasizing safety and hygiene measures in the correct preparation of the work area within an effective production time. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSM 1014 Salon Layout, Design, and Management
2 credits
(Prerequisite: None)
In this course, students will develop effective strategies for finding a job. In addition, they will apply body language skills, professional image, and attitudes for a successful interview. Lastly, they will design a business plan that includes the operational processes, documents, financial statements, and insurance for the management of their beauty establishment.

BARB 1007 Preparatory Course for Barbering Board Exam
2 credits
(Prerequisite: To have passed all previous courses, except for PBAR 1008)
In this course, students will review aspects related to the laws, required documents and calls established by the State to take the Barber Shop Examination Board exam. Students will apply knowledge of topics related to the history of the profession, work ethics, bacteriology, skin, hair cuticle, skeletal system, product chemistry and electricity, among others, in preparation for the theoretical exam of the Examining Board. In addition, they will develop proper time management skills in the areas of classic cut, chemical processes, men's facial, as well as beard and mustache shaving, suggested by the Examining Board for the approval of the practical exam.

PBAR 1008 Externship
4 credits
(Prerequisite: To have passed all previous courses, except for BARB 1007)
In this course, students will be integrated into a process of transition from school to work, with assistance and real experiences in all areas of the profession. They will apply the knowledge in the different service

areas such as hair washing, scalp treatments, chemical procedures, haircuts, hairstyles, and drying techniques. In addition, they will develop skills in facials, beard and mustache grooming, men's manicure, and client consultation. Finally, they will put their knowledge into practice within a barbershop or establishment that offers beauty services in general or one specialized in men or children. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSMETOLOGY

COSM 1017 The Profession: Cosmetology
2 credits
(Prerequisites: None)
In this course, students will explore the historical background of cosmetology and other specializations in the world of beauty, as well as the laws that regulate them today. They will discuss topics related to the professional/personal image, such as proper conduct, competence, attitude, hygiene, uniform, and makeup in the work environment. Furthermore, students will analyze the materials and tools used in the beauty salon and their cleaning processes by using aseptic, sanitation, sterilization, and disinfection methods. Lastly, future graduates will identify possible employment options in the field of beauty.

COSM 1102 Hair Conditioning, Care, and Disorders
2 credits
(Prerequisites: None)
In this course, students will identify the structure, distribution, growth, development, color, and loss of hair due to diseases and disorders that affect the scalp. Students will apply theoretical and practical knowledge to perform different treatments on the scalp, using the appropriate materials and products according to the condition of the hair. Furthermore, they will develop skills in the areas of client grooming, massage, hair washing, and rinsing techniques.

COSM 1202 Product Chemistry and Electricity
2 credits
(Prerequisites: None)
In this course, students will discover the chemical components used in the application of shampoo, conditioners, dyes, perms, straightening, curl reform (reverse), among others. Students will understand the effects of these products on hair and skin, and their contribution to improving quality and appearance. Alternatively, they will describe the different skin treatments with the use of electricity in the services offered in beauty establishments such as galvanic, faradic, and high frequency current. Likewise, they will discuss the safety measures and precautions required when handling electrical equipment and chemical products.

COSM 1301 Skin and Face Care Principles (Esthetics)
2 credits
(Prerequisites: None)
In this course, students will discuss preventive and corrective skin care methods. They will apply the basic procedures and manipulations to perform facials according to the skin condition and type of the client. Lastly, students will select, handle, and apply adequate products, equipment, and materials through the use of appropriate safety and hygiene measures.

COSM 1013 Manicure and Pedicure
2 credits
(Prerequisites: None)
In this course, students will analyze the natural nail anatomy as well as the muscular and skeletal systems of the arms, hands, legs, and feet. They will properly carry out procedures and massages required for a professional manicure and/or pedicure. Students will correctly use tools, materials, and equipment, taking the appropriate safety and hygiene measures for a good manicure and/or pedicure. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LCOS 1013 Makeup: Lab
2 credits
(Prerequisites: None; Corequisite: COSM 1301)
In this course, students will analyze casual, gala, sepia, brides, and fantasy makeup techniques. They will develop makeup techniques, considering facial morphology, skin conditions, and the occasion. Furthermore, they will apply false eyelashes, the right eyebrow arching, and depilation and epilation procedures. Also, the students will use necessary techniques to do makeovers within an effective production time, by making use of safety and hygiene measures when handling equipment, tools, and products.

COSM 1103 Hair-drying Techniques
2 credits
(Prerequisites: None)
In this course, students will use equipment and products required to perform different drying styles according to the length of the hair. Students will understand the use and handling of the manual dryer (blower), tongs, irons, and their temperatures, taking into consideration the safety measures for this type of service. Likewise, they will handle different types of brushes, combs, and the application and removal of products before and after drying. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LCOS 1102 Hairstyles
2 credits
(Prerequisites: None)
In this course, students will apply the fundamentals of modern hairstyles. They will discuss design principles, main considerations, new trends, tools, and equipment required to achieve different types of hairstyles. Furthermore, students will develop combing, updo hairstyles, braiding, looping, ringlet, among other techniques. Lastly, they will carry out demonstrative exercises to acquire the skills and capabilities to achieve hairstyles within an effective production time, taking into consideration the corresponding safety and hygiene measures. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LCOS 1202 Curls, Waves, and Ringlets
2 credits
(Prerequisites: None)
In this course, students will create different styles on damped hair to obtain shapes and movement in the result. They will implement hair curling techniques using different curlers, waves, and ringlet diameters, according to the client's hair features and desired hairstyle. Furthermore, students will master the procedures in the curler, wave, and ringlet disciplines.

LCOS 1014 Hair Cutting I: Lab
2 credits
(Prerequisites: None)
In this course, students will develop 0- and 180-degrees trim skills and their variants, according to the client's facial morphology. They will master blocking techniques, the importance of sectioning and proper angle use. Finally, students will demonstrate hair cutting and styling tool use and handling, following safety guidelines and studied techniques. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LCOS 1016 Chemical Hair Processes
2 credits
(Prerequisites: None)
In this course, students will analyze the processes, components, and chemicals used to alter hair texture. Students will use their skills and knowledge to select products that help improve the condition of the client's hair. Finally, they will carry out procedures and techniques for the application of perms, straightening, and reshaping of the reverse curl, required for the approval of the examination by the Examining Board.

COSM 1015 Hair Coloring Techniques
2 credits
(Prerequisites: None)
In this course, students will master the theories of hair coloring, as well as the formulation of basic and creative hair dye mixtures to achieve changes and special effects. They will identify hair conditions that could affect the final result of a color in order to provide quality customer service. Furthermore, the different hair lightening techniques. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LCOS 1015 Hair Cutting II and III: Lab
4 credits
(Prerequisite: LCOS 1014)
In this course, students will develop manipulative skills in 45- and 90-degrees trims. They will perform various types of trims using razor techniques, thinning, different types of fringes, among others. Finally, students will design new hair cutting styles, combining techniques acquired throughout the Hair Cutting I course. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSM 1014 Salon Layout, Design, and Management
2 credits
(Prerequisites: None)
In this course, students will develop effective strategies for finding a job. In addition, they will apply body language skills, professional image, and attitudes for a successful interview. Lastly, they will design a business plan that includes the operational processes, documents, financial statements, and insurance for the management of their beauty establishment.

COSM 1016 Preparatory Course for the Beauty Certification Exam
2 credits
(Prerequisites: Have passed all previous courses, except for PCOS 1008)
In this course, students will review aspects related to the laws, documents, and calls established by the State to take the Beauty Examining Board's exam. They will apply knowledge of the topics of the profession's history, professional ethics, bacteriology, skin care, trichology, anatomy and physiology, product chemistry and electricity, among others, related to the Examining Board's theoretical exam. Lastly, they will employ cuts, perms, makeovers, manicures, curls, ringlets, and facials within an effective production time and as suggested by the Examining Board to pass the practical exam.

PCOS 1008 Externship
4 credits
(Prerequisites: Have passed all previous courses, except for COSM 1016)
In this course, students will apply the skills acquired throughout the program in the professional field to grow as professionals through the acquisition of real-world experiences in all areas of the profession. They will employ knowledge in different service areas, such as hair washing, scalp treatments, chemical procedures, haircuts, hairstyles, and hair-drying techniques. Furthermore, they will apply skills in the areas

of facials, makeup, manicure, pedicure, and client consultation. Lastly, students will develop the learned skills in a beauty salon or establishment where services in general or services specialized in women and children are offered. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

ESTHETICS

COSM 1012 The Profession
2 credits
(Prerequisite: None)
In this course, the students will discover the history of beauty and its different specializations with possible employment options for future graduates. They will discuss topics related to the image of the future beauty professional, such as uniform, makeup and personal hygiene, in addition to conduct and attitudes. The students will properly apply the recommendations for the use of chemical materials, tools, and aseptic methods for bacteria and infection prevention in an establishment.

EMME 1021 Principles of Anatomy and Physiology
2 credits
(Prerequisite: None)
In this course, students will examine the basic principles and concepts of human anatomy and physiology. They will also analyze the structure and function of the various systems of the human body. Likewise, they will review organ malfunctions and their possible pathological effects on the human body.

ESTE 1014 Bacteriology and Sterilization
2 credits
(Prerequisite: None)
In this course, the students will explore in detail all aspects related to different pathogens and hygiene, disinfection, and sterilization methods. They will discuss the importance of biosafety in establishments, the proper use of chemical agents and procedures, esthetic equipment and tool decontamination methods and techniques. Lastly, the students will examine the mechanisms that are used in the community to promote a healthy environment in the workplace.

ESTE 2002 Skin Analysis, Disorders, and Treatments
2 credits
(Prerequisite: None)
In this course, the students will analyze the anatomy and physiology of the skin, including its needs, disorders, and care. They will evaluate disorders, common and special conditions corresponding to each type of skin, and possible treatments with adequate products. Furthermore, students will discover allergy control and prevention methods, and the proper nutrition to maintain a healthy skin.

ESTE 1011 Esthetic Treatments for Hands and Feet: Lab
2 credits
(Prerequisite: None)
In this course, the students will analyze the general anatomy and physiology of the hands and feet. They will manipulate the basic and/or special tissues in these parts of the human body using adequate tools, materials, and beauty products in a stimulating way. Furthermore, the students will identify hand and foot disorders and diseases from a preventive framework.

ESTE 1023 Principles of Esthetics (Facial Cleansing)
2 credits
(Prerequisite: None)
In this course, the students will explore the importance of client consultation, work area preparation, and the treatment procedures for the different types and conditions of both female and male skin. They will identify the most common facial characteristics and conditions, according to the client's genetics.

Furthermore, students will apply basic techniques for makeup removal, skin cleansing, and preparation for cosmetic application, depending on the cutaneous biotype.

ESTE 1031 Chemistry, Electricity, and Esthetic Equipment
2 credits
(Prerequisite: None)
In this course, the students will discover the importance of chemistry as applied to cosmetics, pH, active principles, and emulsions used in the diverse products for esthetic treatments. They will classify active principles in the skin to learn how they contribute to improving conditions, and which are the contraindications. Furthermore, they will describe the equipment and notions of electricity as applied to esthetics for the benefit of the face and body, taking into account their benefits and contraindications. Lastly, they will analyze safety measures and precautions for both client and professional when handling electrical equipment and chemical products, before and after each treatment.

ESTE 1024 Facial Treatments I: Lab
2 credits
(Prerequisite: ESTE 2002 and ESTE 1023)
In this course, the students will analyze the techniques, tools, products, and protocols assigned to facial treatment as required by each client. They will apply assessment and improvement techniques for facial conditions that can be treated in the field of esthetics. Furthermore, the students will perform appropriate facial manipulations for each case, be it to promote micronutrient absorption for toning or improve appearance and stimulate the skin. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

ESTE 1401 Hair Removal (Depilation): Lab
2 credits
(Prerequisite: None); Co-requisites: ESTE 1031)
In this course, the students will examine body hair theories and temporary hair removal methods, in accordance with the latest esthetic advancements. They will apply skills to depilate and epilate those parts of the body that correspond with the field of esthetics, using techniques, products, and tools needed for each case. Furthermore, they will employ the corresponding protocols for each case, following the necessary safety and hygiene guidelines in the process. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

ESTE 1025 Facial Treatments II: Lab
2 credits
(Prerequisite: ESTE 1024)
In this course, the students will continuously apply the techniques, protocols, and chemical processes established in esthetics to perform deep facial treatments. They will incorporate new equipment (machinery) and skin care products aimed at preventing and improving different skin concerns, such as acne, signs of aging, and spots, among others. Lastly, students will use necessary safety and hygiene measures in each esthetic process. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSM 3044 Professional Makeup I
2 credits
(Prerequisite: None)
In this course, the students will identify facial morphology and visagism in the proper selection of makeup. They will apply new trends, techniques, secrets, and details used in corrective makeup for brides, photography, television, cinema, men, and competitions. Lastly, students will use the latest international techniques, products, and equipment to expand their knowledge in the makeup industry.

ESTE 1012 Body Treatments I (Microdermabrasion and Cellulite Treatments)
2 credits
(Prerequisite: ESTE 1031)
In this course, the students will apply established techniques to perform body treatments, like cleansings, exfoliations, and body shaping, among others, using proper protocols. They will analyze product selection and their function, and the use of equipment (machinery) for the recommendation and application of personalized treatments. Furthermore, students will properly apply products aimed at improving bothersome tissue conditions, such as cellulitis, stretchmarks, and flaccidity, among others. Lastly, they will use necessary safety and hygiene measures in each process.

COSM 3050 Professional Makeup II
2 credits
(Prerequisite: COSM 3044)
In this course, the students will master, through various demonstrative exercises, advanced professional makeup techniques. They will create innovative makeup designs using new makeup techniques for brides, fantasy, photography, theater, television, characterization, period, runway, and high technology. Furthermore, the students will apply corresponding protocols and procedures according to the client's features, the type of makeup and cosmetic line, taking into account safety and hygiene measures.

ESTE 1013 Body Treatments II (Medical Esthetics)
2 credits
(Prerequisite: ESTE 1012)
In this course, the students will explore preparation procedures and postoperative care. They will identify the tools, equipment, and products that complement advanced surgical procedures. Students will discover immediate, medium, and late preparation and recovery treatments for tissues following a surgical procedure.

COSM 3048 Business Development
2 credits
(Prerequisite: None)
In this course, students will examine the operational and administrative aspects of a beauty salon or barbershop, such as location, management, staff, sources and use of funds, projected income, and cost projection. In addition, they will analyze the overall environment, potential market, and marketing plan of a beauty salon or barbershop. Furthermore, they will explain the laws governing the administration of a beauty salon or barbershop and the operating permits they require from various agencies.

AROM 1002 Aromatherapy
2 credits
(Prerequisite: None)
In this course, the students will apply facial and body treatments and manipulations using aromatherapy with oils and special essences as a base for muscle relaxation, ambiance, and the stimulation of energy channels. Furthermore, they will develop techniques for stress relief and the prevention of other disorders using phototherapy. Lastly, the students will identify the benefits and contraindications of essential oils for each cutaneous biotype, extraction methods, and the proper application or intake.

ESTE 1072 Externship
4 credits
(Prerequisites: To have approved all previous courses except AROM 1002)
In this course, the students will apply the skills acquired throughout the program in the professional field to grow as professionals through the acquisition of real-life experience in all areas of the profession. They will employ knowledge in the different service areas, such as esthetic procedures, manipulations, and facial

and body treatments. Furthermore, they will apply skills in the area of skin analysis, facial cleansing methods, hand and foot treatments, hair removal, professional makeup, aromatherapy, business development, and the correct use of equipment and machinery and their proper disinfection. Lastly, the students will further develop the skills learned throughout the course in esthetics centers, spas, or establishments where esthetics services are generally offered. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

ADVANCED HAIRSTYLING AND DESIGN

COSM 3041 Professional Image and Consulting
2 credits
(Prerequisite: None)
In this course, students will apply theoretical and practical knowledge in consulting and development to maximize the professional image. They will develop advanced techniques based on the concept of personal marketing, including facial morphology and visagism, body language and posture, esthetics, and protocols at the corporate level. Lastly, students will demonstrate skills in fashion and makeup tendencies and their application to the individual, as well as the design of a total look for a new image.

COSM 3048 Business Development
2 credits
(Prerequisite: None)
In this course, students will examine the operational and administrative aspects of a beauty salon or barbershop, such as location, management, staffing, sources and use of funds, projected income, and cost projection. In addition, they will analyze the overall environment, potential market, and marketing plan of a beauty salon or barbershop. Furthermore, they will explain the laws governing the administration of a beauty salon or barbershop and the operating permits required from various agencies.

COSM 3051 Hairstyles (Long Hair)
2 credits
(Prerequisites: None)
In this course, students will create innovative hairstyle proposals for long hair. In addition, they will design new hairstyles using advanced techniques for up-do's, formal, semi-formal, classic and contemporary hairstyles. Lastly, they will apply different equipment, materials, and accessories for the elaboration of complex and creative hairstyles. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSM 3049 Hair Coloring: Lab
4 credits
(Prerequisites: None)
In this course, students will analyze the evolution of hair coloring techniques for men. They will examine the chemical properties of color, the fundamental color application techniques, new product lines, innovative color combinations, and new color designs. They will follow the established safety methods to apply the color techniques learned. In addition, they will compare the different color charts of various manufacturers to know their numerical system and thus understand the color alternatives within each manufacturer's color scheme. Finally, they will create an original style according to trends from various seasons. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic..

COSM 3105 Advanced Hair Cutting Techniques
2 credits
(Prerequisites: None)
In this course, students will integrate new and familiar cutting techniques to create the trendiest and highly requested lines for long and medium hair. They will develop sculpting skills using different eras and seasons as inspiration. Furthermore, they will apply the correct use and management of different materials, products, and equipment, such as scissors, clippers, and razors, among others. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSM 3047 Chemical Hair Processes (Advanced)
2 credits
(Prerequisites: None)
In this course, students will apply products, tools, procedures, and the management of different styles of perms, relaxers, and flat irons according to each hair texture, to achieve a total hair transformation. They will analyze the client's hair to select the proper chemical products, intensive treatments such as botox, keratin, and stem cells, among others according to the volume, texture and condition of the hair. In addition, students will develop innovative techniques using intensive treatments such as perms, botox, stem cells, cold wax, capillary hair surgery, and relaxers, among others. Lastly, students will use the appropriate safety and sanitation measures in the beauty salon.

COSM 3052 Hairstyles (Short and Medium Hair)
2 credits
(Prerequisites: None)
In this course, students will create advanced hairstyles using products, equipment, materials, and tools for short and medium length hair. They will design hairstyles for short and medium length hair based on the newest fashion tendencies. Furthermore, students will correctly manipulate the equipment, materials, and accessories used for short and medium length hair.

COSM 3106 Advanced Techniques and Trending Cuts
2 credits
(Prerequisites: None)
In this course, students will apply advanced haircutting design techniques using the latest trends while standing out as an artist in capillary sculpting. They will design advanced and highly creative cuts taking into consideration current trends. Lastly, students will appropriately use the products, materials, and equipment necessary to perform capillary sculpting procedures. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

COSM 3044 Professional Makeup I
2 credits
(Prerequisites: None)
In this course, students will identify the anatomy and morphology of the face for the proper selection of makeup. They will create new trends, techniques, secrets and details used in corrective, photography, bridal, TV, movie, gentlemen and competition makeup. Students will use the latest international techniques and the products and equipment to expand their knowledge in the makeup industry.

COSM 3053 Hairpieces, Extensions, and Ornamentation
2 credits
(Prerequisites: None)
In this course, students will apply the maintenance, cleaning, and removal elements and procedures necessary for different accessories and hairpieces such as wigs, extensions, and ornamentation. They will develop oral and written communication skills to provide counseling to their clients on the proper use of accessories as an alternative to hair loss problems or requests for image changes quickly and according the the latest trends. In addition, students will perform demonstrative exercises on cleaning, cutting and dyeing hair extensions using safety and aseptic tools, equipment, and procedures.

COSM 3046 International Hairstyling and Design
2 credits
(Prerequisites: None)
In this course, students will create innovative haircuts, hairstyles and makeup using international techniques

according to the latest fashion trends. They will perform demonstrations on the latest lines, forms, directions and textures used internationally. Lastly, students will use innovative haircut, haircolor and hairstyle tools, equipment, and techniques to achieve a high-end international design.

NAIL TECHNOLOGY

COSM 1012 The Profession
2 credits
(Prerequisite: None)
In this course, students will discover the historical background of beauty and its different specializations with possible employment options for future graduates. They will discuss topics related to the image of the future beauty professional including uniform, makeup, personal hygiene, conduct, and attitudes. Students will properly apply recommendations for the use of chemical materials, tools, and aseptic methods to prevent bacteria and infections in an establishment.

TEDU 1007 Brush Design
4 credits
(Prerequisite: None)
In this course, students will integrate the study of color theory, the art of brush design, and nail decoration and embellishment to satisfy the needs and tastes of their future clientele. The students will design diverse creative nail decoration services for in-class demonstrations. In addition, they will carry out practical exercises in the creation of lines, basic brush design, floral design, landscapes, and others, using the proper equipment.

COSM 1013 Manicure and Pedicure
2 credits
(Prerequisites: None)
In this course, the students will analyze natural nail anatomy and the muscular and skeletal systems of the arms, hands, legs, and feet. They will properly carry out procedures and massages required for a basic professional manicure and pedicure. In addition, they will properly use tools, materials, and equipment, with attention to safety and hygiene measures applicable to manicure and pedicure. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LTED 2010 Acrylic Nails: Lab
4 credits
(Prerequisite: None)
In this course, the students will properly apply artificial nails, with attention to proper procedures and precautions and using the materials necessary for application, arrangement, maintenance, and removal. They will carry out exercises and demonstrations on basic coating on natural and artificial nails, breakage repair, and mastery of the smile technique (two-tone). Students will develop practical skills, using the correct materials and equipment. Furthermore, they will use safety and hygiene measures (asepsis) when carrying out practices until achieving the goal. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LTED 2007 Sculptural Nails: Lab
2 credits
(Prerequisite: LTED 2010)
In this course, students will develop the necessary skills and knowledge for sculptural nail application like tool manipulation, product control, artificial nail structure, maintenance, and removal process. They will use aseptic and safety procedures to ensure quality service. Furthermore, students will apply the proper use of materials and equipment for sculptural nail creation during in-class demonstrations. This course is part

of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

LTED 2008 The Creative Touch
4 credits
(Prerequisite: None)
In this course, students will identify the appropriate tools and equipment used in the creation of nail styles. They will apply innovative techniques in the art of nail design and decoration to embellish and enhance them. Moreover, students will create different effects, such as relief designs, commercial techniques, encapsulations and fantasy, among others.

COSM 1014 Salon Layout, Design, and Management
2 credits
(Prerequisite: None)
In this course, students will develop effective strategies when searching for employment within the beauty field. In addition, they will employ body language, professional image, and positive attitude skills for a successful interview. Students will also design a business plan that includes necessary operational processes, documents, financial statements, and insurances to be able to manage their own beauty establishment.

LTED 2009 Gel Nails: Lab
2 credits
(Prerequisite: None)
In this course, students will gain experience in everything related to the types of gel and their application, maintenance, and removal for both natural and artificial nails. They will demonstrate proper application and drying procedures with or without UV/LED light, the use of fiberglass wraps, nail polish application, commercial UV/LED techniques, and gel art. In addition, they will integrate the correct use of materials and equipment through exercises on natural and artificial nails. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic..

PTED 1078 Externship
2 credits
(Prerequisite: Passing all previous courses with the exceptions of COSM 1014 and LTED 2009)
In this course, the students will apply theoretical and practical knowledge acquired throughout their formal training in a real work scenario. The students will be integrated into a team of professionals that will facilitate the teaching and learning process and collaborate in the students' transition to the professional world. Lastly, the students will grow professionally in an outside beauty establishment where the areas of manicure, pedicure, application, maintenance, and removal of different types of artificial nails, among others, will be emphasized. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MASTER IN BARBERING

COSM 3047 Chemical Hair Process (Advanced)
2 Credits
(Prerequisite: None)
In this course, students will examine the technology of the most innovative chemical processes in hair treatment, including the effects and results of the application of different products. They will evaluate the characteristics and needs of each client's hair and select the most relevant product. Finally, they will correctly demonstrate the application techniques in the treatment and handling of hair.

COSM 3048 Entrepreneurship Development
2 Credits
(Prerequisite: None)
In this course, students will examine the operational and administrative aspects of a beauty salon or barbershop, such as location, management, staff, sources and use of funds, projected income, and cost projection. In addition, they will analyze the overall environment, potential market, and marketing plan of a beauty salon or barbershop. Furthermore, they will explain the laws governing the administration of a beauty salon or barbershop and the operating permits they require from various agencies.

COSM 3049 Haircoloring - Lab
4 Credits
(Prerequisite: None)
In this course, students will analyze the evolution of hair coloring techniques for men. They will examine the chemical properties of color, the fundamental color application techniques, new product lines, innovative color combinations, and new color designs. They will follow the established safety methods to apply the color techniques learned. In addition, they will compare the different color charts of various manufacturers to know their numerical system and thus understand the color alternatives within each manufacturer’s color scheme. Finally, they will create an original style according to trends from various seasons. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MBAR 3000 Advanced Shaving Design for Men
2 Credits
(Prerequisite: None)
In this course, students will examine advanced beard styling, its three main components, and its variations. In addition, they will use hygiene and safety measures when applying products and handling equipment and materials. Finally, they will evaluate classic and modern trends in shaping up or lining up the hairline and eyebrows. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MBAR 3001 Eyebrows Hair Removal and its Techniques
2 Credits
(Prerequisite: None)
In this course, students will analyze hair removal techniques and techniques for epilating parts of the face corresponding to the field of barbering, using products and tools relevant to each case. In addition, they will decide which procedure to follow in order to provide the client with a complete consultation before applying shaving, hair removal, and epilation techniques on the face. They will also determine the safety, public health, and hygiene measures required for a hair removal and epilation service.

MBAR 3002 Sculptural Hair Design
2 Credits
(Prerequisite: None)
In this course, students will evaluate the elements and foundations of sculptural hair design. They will also analyze cutting-edge designs taking into account the client's physical characteristics through consultations. Therefore, they will develop cutting skills and techniques using the right tools for sculptural design. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MBAR 3003 Advanced Long to Short Textured Haircuts
4 Credits
(Prerequisite: None)
In this course, students will develop skills in long and short textured haircuts, taking into account current fashion trends. They will analyze the safety and asepsis measures to follow during a haircut service, before and after the client's consultation. In addition, they will combine advanced techniques and innovative styles using equipment such as conventional scissors, texture scissors, cutting knives, and razors. Finally, they will analyze the basics of haircut for an impeccable service. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

MBAR 3004 Makeup and Body Design
2 Credits
(Prerequisite: None)
In this course, students will evaluate the anatomy and morphology of the face to select the appropriate make-up products and techniques. They will examine new make-up techniques and trends for corrections. They will also demonstrate male make-up skills at a professional level. Finally, they will create male make-up for photography, theater, television, film, and competitions.

MBAR 3005 New World Trends (Haircut, Men Hairstyle)
4 Credits
(Prerequisite: To have approved all previous courses except MBAR 3002)
In this course, students will analyze new trends in haircuts and hairstyles for men, taking into account international experience and fashion, as well as the rules for world competitions. In addition, they will creatively examine the use of equipment, tools, products, procedures, methods, and techniques for different haircuts and hairstyles to achieve a total look. Therefore, they will apply innovative techniques and styles to create artistic haircuts and hairstyles for men according to world trends.

ARTS AND TECHNOLOGY

CONVERSATIONAL ENGLISH

ENGL 1003 Conversational English- Basic
2 credits
(Prerequisite: English-speaking deficiency results in the entrance exam)
This course is designed for students who obtain an English-speaking deficiency results in the entrance exam. The course goal is to improve their conversational English skills, with emphasis in the listening comprehension and speaking abilities. The course will accomplish this through weekly English discussions, debates, role-playing activities, speeches, field trips, and various other activities in which the students will be able to practice conversational English. Students will be placed in the respective level of conversational English based on his/her level of knowledge and comprehension according to the entrance exam results. The placement of the student will be based on the following score:

- 80 to 223: Basic user, introductory or beginner level (Level 1 – 3)
- 224 to 363: Basic user, intermediate or basic conversation level (Level 4)

LENG 1003 English Communication Lab: Basic
2 credits
(Prerequisites: Concurrent with ENGL 1003 / English-speaking deficiency results in the entrance exam)
The English language lab focuses on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the course of ENGL 1003. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

PRON 1001 Pronunciation and Accent Reduction
2 credits
(Prerequisite: English-speaking deficiency results in the entrance exam)
The course introduces central themes relating to sound patterns and pronunciation in English language. Students will be given the opportunity to acquire knowledge and understanding of the production of sounds, and to acquire the skills necessary to describe, define and transcribe consonants, vowels and certain non-segmental features such as stress and rhythm. This course also includes individualized attention to accent reduction. The instructor works with students to help them modify their accent problems.

ENGL 1004 Conversational English: Intermediate
2 credits
(Prerequisite: ENGL 1003)
This intermediated-level class will continue to develop your skills in speaking, reading, writing, vocabulary and grammar. Class work will include lectures, group discussion, and a variety of tests, quizzes, and written assignments. The course focuses to improve students' ability to communicate in English in all areas with a focus on writing and speaking in different styles appropriate to different communicative contexts.

LENG 1004 English Communication Lab: Intermediate
2 credits
(Prerequisite: Concurrent with ENGL 1004)
The English language lab will continues to focuses on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the course of ENGL 1004. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

VOCB 1004 Reading and Vocabulary I
2 credits
(Prerequisite: PRON 1001)
This is the first reading and vocabulary course in the program. It has to help students to improve their reading skills and vocabulary. The class will explore literature through fiction and non-fiction, drama, short stories, and poetry. Active participation in class and effort on homework assignments will be necessary to pass the class.

ENGL 1005 Conversational English: Advanced
2 credits
(Prerequisite: ENGL 1004)
This advanced-level class will continue to develop student skills in speaking, reading, writing, vocabulary and grammar. It uses the most advanced teaching techniques of language functions. Class work will include lectures, group discussion, and a variety of tests, quizzes, and written assignments.

LENG 1005 English Communication Lab: Advanced
2 credits
(Prerequisite: Concurrent with ENGL 1005)
The English language lab will continue to focuses on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the course of ENGL 1005. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

VOCB 1005 Reading and Vocabulary II
2 credits
(Prerequisite: VOCB 1004)
This is the second reading and vocabulary course in the program. It has continued to help students to improve their reading skills and vocabulary. The class will explore literature through fiction and non-fiction, drama, short stories, and poetry. Active participation in class and effort on homework assignments will be necessary to pass the class.

BUSS 1001 Business English
2 credits
(Prerequisites: ENGL 1003, ENGL 1004 and ENGL 1005)
Business English skills are needed for people doing business with English-speaking countries, working in local companies that use English in the workplace, or working overseas. The course includes practical application of basic language usage skills with emphasis on fundamentals of business writing and oral communication in business context. Active participation in class and effort on homework assignments will be necessary to pass the class.

LENG 1011 English Writing Workshop
2 credits
(Prerequisites: ENGL 1005; LENG 1005)
This course will provide the basics of American English grammar and writing. The class focuses on helping students improve their English and writing skills, by using proper grammar rules and writing guidelines that are essential building blocks for creating clear and understandable thought processes and ideas.

VOCB 1006 Advanced Reading and Vocabulary
2 credits
(Prerequisite: VOCB 1005)
Advanced Reading and Vocabulary is the high-level course in a sequence of three reading courses. It is designed to prepare students for reading in their workplace. Emphasis is on critical and analytical skills, and advanced reading strategies for reading professional level textbooks, novels and periodicals. Students will continue to expand their vocabulary. Active participation in class and effort on homework assignments will be necessary to pass the class.

GRAPHIC DESIGN

GDAR 1001: Graphic Design Principles
2 credits
(Prerequisite: None)
The course provides students with the design principles and the basis for a good design. Examining issues of graphic composition, typography, use of colors, symbols, and reproduction materials. It also studies the history of design and what is its role and importance in society and how it has evolved in the area of visual communication.

LITE 1001: Computer Literacy
2 credits
(Prerequisite: None)
This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

ESPA 1007: Basic Spanish
2 credits
(Prerequisite: None)
This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

GADE 1003: Sketch Techniques
2 credits
(Prerequisite: None)
The student learns drawing techniques that will help in the creative process, promotion of ideas and design project presentations. The course develops the techniques of sketching in function to show the customer a possible graphic solution to their visual communications problem, as well as the designer explore alternatives and illustrate ideas on paper or computer.

OPCO 2098: Computer's Operating Systems (Macintosh)
2 credits
(Prerequisite: None)
Students will learn about the disk operating system OS X and the role of all on the MAC. In this hands-on class, students will use OS X and MAC commands to browse the contents of hard disks, and organize files and directories. Copying and moving files and formatting storage media will also be covered.

GADE 1022: Basic Typography
2 credits
(Prerequisite: None)
The course aims to the student to learn what the typography is, its parts and how to select a font, depending on the work that wants to perform, the message that wants to communicate and what type of consumer is directed. The student learns the basis to use the letters in a composition, both to communicate ideas as to configure the visual aspect of the piece of visual communication.

TEMA 1023: Scanning and Digital Image Manipulation
2 credits
(Prerequisite: Concurrent with GADE 1039)
The course engages the student in the productive processes of the graphic design, emphasizing management and optimization of the images through the manipulation of them. The course exposes the student to the Photo Shop program, related to the management and optimization of images as a tool of treatment for images.

GADE 1039: Digital Photography for Advertising
2 credits
(Prerequisite: Concurrent with TEMA 1023)
The course aims the student to enter in the use of the digital camera as an instrument of work. It will work different commercial photography techniques such as focus, composition and lighting. The student may also manipulate these digital images in the Adobe Photoshop program, and then use them in its own designs.

GDAR 1023: Color Theory
2 credits
(Prerequisite: GDAR 1001)
The course exposes students to different theories of color and its application in graphic design, both in print and on screen. The student will make a historical approach, entering then into a geographic perspective. The course will be based on the foundations of semiotics.

GDAR 1024: Creativity in Graphic Design
2 credits
(Prerequisite: GADE 1003)
Ongoing, is developed through case studies where students have to use their creativity, applied to solve marketing problems, advertising and visual communication. It will encourage the use of creative ideas and have the opportunity to work with learned techniques such as sketching and photography.

GADE 1040: Publications Digital Design
2 credits
(Prerequisite: GADE 1022)
In this course, the student becomes acquainted and learns the tools provided by Adobe InDesign to create publications such as newsletters, newspapers and magazines. The course includes topics such as performing layout and editorial layout. The student learns to create both corporate publications and modern editorials.

GADE 1041: Commercial Digital Design
2 credits
(Prerequisite: GADE 1022, GADE 1003)
The Commercial Graphic Design course will introduce the students to use artistic techniques to effectively communicate ideas and information to business and customer audiences via illustration and other forms of digital or printed media. Topics will emphasize career exploration, concept design, tools and various forms publishing mediums. The student will learn to use the tools of Adobe Illustrator to create and manage vector images for the production of commercial advertising pieces such as business cards, flyers, brochures, postcards, banners, logos and more.

GADE 1043: Design for Multimedia and Web
2 credits
(Prerequisite: GADE 1039 and Concurrent with GADE 1044)
This course focuses on the design, development, implementation, testing and updating of effective interfaces based on the principles of graphic design, interactivity and utility for the user. The course will develop themes related to navigation systems, CSS, visual hierarchy, basic animations, preparing images for web, and file transfer protocols. Will be highlighted the conceptual development and structure, together with the interactivity and design aesthetics. Also, discusses designs for advertising campaigns in social networks, benefits and business applications. We will study the different social networks and Web advertising promotion.

GADE 1042: Graphic Design in Publicity
2 credits
(Prerequisite: GADE 1039)
In this course, the student will know what is advertising and how graphic design is part of it. The student may create pieces to simulated advertising campaigns, using the programs and tools learned in previous courses.

GADE 1044: Post-Production and Video Editing
2 credits
(Prerequisite: Concurrent with GADE 1043)
The course aims to introduce students to the different formats of making videos, emphasizing the making of advertisement. Students will learn focus concepts, composition and motion pictures. Will be used video editing tools such as Adobe Premier and After Effects.

TEMA 1024: Digital Reproduction
2 credits
(Prerequisite: TEMA 1023)
In this course, students will delve into the processes of graphic reproduction. We will discuss the specifications for the different methods of commercial reproduction. Will have the opportunity to review previous work and prepare for printing. The course discusses issues such as paper, ink and finishing processes, its advantages and disadvantages.

GADE 1045: Studio Portfolio
2 credits
(Prerequisite: GADE 1039, GADE 1040, GADE 1041, GADE 1042, GADE 1043, GADE 1044)
In this course, the teacher assesses the work done by students in different courses of the program and offers recommendations for improvement. In addition, students create supplementary pieces necessary to assemble a professional portfolio and digital portfolio. This can be used after graduation as business card to potential employers. In addition, we discuss issues such as job interview and resume preparation.

ADMI 2033: Business Administration and Management
2 credits
(Prerequisite: None)
This course is designed to introduce students to the basic principles of the field of Business Administration and Management. We will discuss the administrative process and its components such as planning, organization, direction, control and decision-making. It includes the study of classical schools and major theories of management, types of managers, functions, and challenges of an administrator and use of technology in business management.

PRESCHOOL TEACHER ASSISTANT

EDUC 1001 Principles of Preschool Education
2 Credits
(Prerequisite: None)
Historical background of preschool education, social, cultural and its advances in knowledge related to the development and early learning process. We will discuss the main philosophical currents and their influence on curriculum models for preschool, legislation, standards and structure of public and private education system. Discussion and analysis of the Organic Law of the Department of Education in Puerto Rico.

ESPA 1007 Basic Spanish
2 Credits
(Prerequisite: None)
This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

EDUC 1006 Childhood, Family and School
2 Credits
(Prerequisite: None)
A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Effective listening and spoken techniques in parent/teacher conferences are developed along with communicating skills. The intellectual and emotional growth of children and parents will be taught as well as learning how to develop strategies for managing stressful situations and child abuse and current family life issues.

ENFE 1421 Human Development
2 Credits
(Prerequisite: None)
The course covers the aspects of growing and normal development of the human at different ages, his/her basic needs, health exams and vaccination, and the proper medical, loving care, and behavior changes.

TECN 1002 Fundamentals of Educational Technology
2 Credits
(Prerequisite: None)
This course is designed to introduce students with the basic learning theories and principles as bases in the design, development, implementation and evaluation of instruction using educational technology. They are exposed to both traditional and innovative technologies to facilitate and foster meaningful and effective learning. Researches and field observation on the effectiveness of any supporting material in teaching are utilized to further enhance and facilitate the delivery of instruction in the teaching-learning process.

EDUC 1015 Psychomotor Development in Children
2 Credits
(Prerequisite: None)
The major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills.

INFA 1001 Organization of a Preschool Center
2 Credits
(Prerequisite: None)
This course discusses the process of planning, organization, regulation, supervision and control of pre-school care center. Emphasis is given to the required state permits for the installation of a facility, structure, space allocation, furniture, schedules, academic staff, administration and types of services provided by care facilities that approach to encourage comprehensive development in children.

EDUC 1016 Social/Emotional and Cognitive/Moral Development in Children
2 Credits
(Prerequisite: ENFE 1421)
This course presents theoretical and practical concepts related to the socio-emotional development. In social development, issues discuss the trade between a person and the others, which should encourage appropriate development of the basic processes of child's identity, self-esteem, autonomy, expression of feelings and social integration. Educational activities will be undertaken to present the issues of values, norms and customs that are key in children's learning. The family is the context in which the child acquires his first experience, but in the environment or school, is where he begins his biggest socialization process.

SALD 1001 Preschool Health and Nutrition
1 Credit
(Prerequisite: ENFE 1421 and Concurrent with ENFE 1000)
This course aims to present the fundamentals and basic components of infant nutrition. We discuss issues related to the importance of good nutrition on growth and development of children, the nutritional value of foods and their influence to prevent and treat disorders and diseases. It includes the study of common diseases and accidents that occur during the preschool years, preventive methods and action at school. We finish the course with detailed discussion of the role of preschool education on the health care of children served.

ENFE 1000 Emergency Situations and First Aid
1 Credit
(Prerequisite: Concurrent with SALD 1001)
A first aid course which covers the assessment and initial treatment of the patient during emergencies, such as wounds, fractures, hemorrhages, respiratory emergencies, poisoning, burns, bites, drowning, etc. and all types of techniques used in these cases.

EDUC 1017 Curricular Design
2 Credits
(Prerequisite: ENFE 1421, TECN 1002, EDUC 1015 and EDUC 1016)
This course studies the principles of preschool curriculum and its implementation by the laws and standards of education in Puerto Rico. This course is designed for students to acquire an overview of new trends and forms of teaching at this level, the development of skills for the design, selection and evaluation of courses and programs. In addition, we study the criteria for preparation and selection of resources (textbooks), equipment and materials to develop learning activities for children.

EDUC 1501 Preschool for Exceptional Children
2 Credits
(Prerequisite: ENFE 1421, TECN 1002, EDUC 1015 and concurrent with EDUC 1016)
This course discusses the general characteristics, causes and needs of exceptional children. Emphasis will be given to laws that guarantee their right to education and current services offered in Puerto Rico. Includes visits to various preschool programs, methods, educational strategies and materials that are designed to meet the special needs of this population.

EDUC 1018 Stimulation and Language Development
2 Credits
(Prerequisite: ENFE 1421, TECN 1002, EDUC 1015 and EDUC 1016)
The study of theories, approaches and educational conditions that stimulate language development in children. We discuss the relationship between language and thought, planning activities to develop listening skills, speaking, understanding, interpretation and vocabulary enrichment. In addition, we analyze the role of teachers and educational assistants in creating an environment that promotes the development of language early in life.

EDUC 1019 Children's Literature
2 Credits
(Prerequisite: EDUC 1018)
This course studies genres in children's literature to use in educational activities that stimulate cognitive, emotional and linguistic development. We will study in detail the following genres short stories, poetry and children's theater, with emphasis on the Puerto Rican and universal context. Also, will be taught various techniques and creative strategies in various literary genres to implement educational programs.

JUEG 1001 Play and Creative Expression
2 Credits
(Prerequisite: ENFE 1421)
Course designed for analyzing the importance of developing creative expression in children at an early age. We study the basics of the new educational models based on the stimulation and development of creativity through, the game, body language (music) and visual arts. The course has a strong practical component based on case discussions, simulations, demonstrations and actual practice in the laboratory.

EVAL 1001 Assessment in Preschool Education
2 Credits
(Prerequisite: EDUC 1017)
Study of trends based on educational evaluation as part of the learning process. It defines the concepts of formative assessment and summative evaluation plans in preschool, data collection, interpretation, and application of evaluation results to modify teaching methods and educational materials in preschool. Will discuss the evidence and evaluation techniques used in Puerto Rico for learning and development of children.

SEMI 1001 Occupational Seminar
2 Credits
(Prerequisite: None)
This course offers the student knowledge and skills necessary to enter the workforce through orientations and workshops on job search, gathering documents and filling out applications, interview preparation, advice on professional image and jobs retention strategies.

MAET 1001 External Practice
4 Credits
(Prerequisite: APPROVED ALL PREVIOUS COURSES WITH EXCEPTION SEMI 1001)
The external practice of IBC in the program of Preschool Teacher Assistant allows students to review integrate and apply knowledge, methodologies and teaching techniques of assistance and support to teachers, (Preschool Teacher) learned during the course. The practice will take place outside the institution (outside center) in a classroom or any educational setting in preschool level for a period of eight (8) weeks. It takes 210 hours of practice and compliance with work and assignments to students under the supervision of the Coordinator of Practice (CIB) and the regular schoolteacher.

ASSISTANT IN EDUCATION FOR PERSONNEL WITH SPECIAL CONDITIONS

EMME 1021 Anatomy and Physiology Principles
2 credits
(Prerequisite: None)
This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

COMP 2014 Computer Applications Programs (PowerPoint, Outlook and Internet)
2 credits
(Prerequisite: None)
This course offers the student an introductory level training in the use of the following programs: Internet-performs searches, send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

ESPA 1007 Basic Spanish
2 credits
(Prerequisite: None)
This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

ENFE 1421 Human Development
2 credits
(Prerequisites: None)
The course covers the aspects of growing and normal development of the human at different ages, his/her basic needs, health exams and vaccination, and the proper medical, loving care, and behavior changes.

ASEN 1116: Supervision and Administration of Child Centers
2 credits
(Prerequisite: None)
This course is geared toward the development of basic administrative and supervisory skills of Pre-school Child Care Centers. It emphasizes the main leadership, supervision, administration theories and the laws and regulations that govern the development and maintenance of an adequate organizational environment. Topics discussed include everyday situations that help students make decisions, manage conflict, manage budgets and make short, mid, and long-term projections using a transformative leadership style.

ASEN 1117: Legal Aspects of Special Education
2 credits
(Prerequisite: None)
In this course, students study, analyze and discuss the laws that protect children with special needs and the legal responsibilities of the government agencies to guarantee compliance with the IDEA Act, ADA Act, Act 51, and section 504 of the 1973 Rehabilitation Act. Students study the Rosa Lydia Vélez case and the complaints of parents of children with disabilities.

ASEN 1118: Early Intervention for Persons with Special Conditions
2 credits
(Prerequisite: ENFE 1421)
In this course, students learn about early intervention with infants and pre-school children with development deficiencies. Students discuss the services provided to this sector of the population by the Health Department, the Family Department and the Department of Education and other agencies. Students analyze documents that guarantee the services that respond to the special needs of these children. The course includes a laboratory that consists of observation visits to agencies that offer services to infants and preschool children with disabilities.

ASEN 1119: Development Special Children
2 credits
(Prerequisite: None)
This course has been designed to provide students with knowledge of how to develop the functional abilities of children with handicaps by analyzing the tasks, modeling, and evaluation methods needed to measure their degree of progress. Skills analyzed include those regarding personal hygiene, language, fine motor skills and perception.

This course includes a laboratory where students develop and apply strategies to teach handicapped children the functional skills studied.

ASEN 1120 Braille System
2 credits
(Prerequisite: None)
This course is directed towards providing orientation about the Braille system. Students will learn about its history, creation and of the Braille alphabet, so it can be useful for a person who is visually impaired. At the same time, they will learn about the generator transforms common letters into the Braille alphabet. Students will also learn about movement techniques for visually impaired people.

ASEN 1121: Behavior Management
2 credits
(Prerequisite: None)
This course is designed for the study of behavior modification techniques. Emphasis is given to case study, preparing behavior modification plans and to parents' participation in the process.

ASEN 1122: Games and Adapted Activities
2 credits
(Prerequisite: None)
This course provides for the study of game theories and the possible adaptations to activities to meet the needs of the handicapped children. It includes the design of materials and the analysis of educational games in the market that help develop child's sensory integration.

ASEN 1123 Infant Disabilities
2 credits
(Prerequisite: None)
In this course, students learn the different neurological and development disorders. Students learn the characteristics, therapeutic and complementary alterations of each disorder.

ASEN 1124 Sign Language
2 credits
(Prerequisite: None)
This course is to prepare students to offer support and guidance to deaf people by learning and putting sing language into practice; knowing its culture and their own language. Students work with different signs of manual communication and different non-verbal communication techniques for a more effective interpretation.

ASEN 1125 Practice Seminar & Clinical Documentation
2 credits
(Prerequisite: None)
This course is designed to present students, the necessary documents for their externship training as Assistant in Health and Educational Services for Exceptional Children at their externship centers. Students are given orientation and simulations where they can practice the skills acquire before they start their externship.

ASEN 1126 Technology Assistance with Instructional Materials
2 credits
(Prerequisite: None)
This course is designed to prepare the student to use and gain knowledge of the importance of the instructional materials and technology in the teaching of children with disabilities. It also provides the opportunity to prepare different types of instructional materials and assistance equipment of low cost.

CPRP 1102 CPR and First Aid
2 credits
(Prerequisite: None)
This course prepares student with the knowledge and technical skills needed to provide immediate care in emergencies. Students study first aid aspects in injuries, hemorrhages, burns, poisoning, fractures, cardiopulmonary resuscitation, disasters, diabetic emergencies, animal and insect bites.

ASEN 1127: Practice
4 credits
(Prerequisite: ASEN 1116, ASEN 1117, ASEN 1118, ASEN 1119, ASEN 1120, ASEN 1121, ASEN 1122, ASEN 1123, ASEN 1124, ASEN 1125, ASEN 1126)
This course gives students the opportunity to apply the knowledge and skills acquired in the theoretical phase. It also provides opportunity to apply the knowledge acquired in caring for children with special needs, and for the development of skills and abilities. Facilities authorized by the Health Department and the Department of Education for the care of children with special needs will be used as externship centers through previous coordination among agency directors and their representatives.

PROGRAM OFFERINGS BY LOCATIONS

Credential Level	Program	Aguadilla	Arecibo	Bayamón	Caguas	Escorial	Fajardo	Guayama	Los Colobos	Manatí	Mayagüez	Moca	Ponce	Yauco
Associate Degree	Associate Degree in Emergency Medical Technician - Paramedic			✓	✓	✓				✓			✓	
	Associate Degree in Gastronomy and Culinary Management			✓	✓	✓	✓			✓			✓	
	Associate Degree in Dental Assistant with Expanded Functions					✓								
	Associate Degree in Pharmacy Technician					✓								
	Associate Degree in Business Administration in Entrepreneurship					✓								
Diploma	Administrative Assistant with Medical Billing	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
	Advanced Hairstyling and Design	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
	Application Development and Web Design Specialist													
	Assistant in Education for Personnel with Special Conditions													
	Banking Operations				✓									
	Barbering and Hairstyling	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Mixology/Bartending		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
	Computer Repairs and Network Technician	✓		✓	✓	✓		✓		✓	✓		✓	✓
	Conversational English			✓										
	Cosmetology	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Dental Assistant with Expanded Functions					✓		✓		✓				
	Electricity with Renewable Energy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Emergency Medical Technician-Basic		✓	✓	✓				✓		✓	✓	✓	✓
	Esthetics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
	Funeral Home Management and Embalming			✓	✓						✓		✓	
	Geriatric Technician				✓	✓		✓	✓	✓		✓	✓	✓
	Graphic Design	✓		✓	✓	✓	✓			✓	✓		✓	✓
	Construction Technician (Handyman)			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	International Pastry and Baking	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Master in Barbering	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
	Nail Technology	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Network Administration													
	Pharmacy Technician									✓				
	Plumbing Technician			✓	✓	✓		✓		✓	✓	✓	✓	
	Practical Nursing with Electrocardiography (EKG)			✓		✓	✓	✓	✓	✓			✓	✓
	Private Investigator with Bodyguard													

Credential Level	Program	Aguadilla	Arecibo	Bayamón	Caguas	Escorial	Fajardo	Guayama	Los Colobos	Manatí	Mayagüez	Moca	Ponce	Yauco
	Preschool Teacher Assistant	✓		✓	✓	✓		✓	✓		✓	✓	✓	✓
	Professional Massage Therapist	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Refrigeration and Air Conditioning with Inverters		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Culinary Arts	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Respiratory Care Technician													
	Sound and Security Alarm Technician													
	Surgical Technician													
	Tourism and Hotels			✓	✓								✓	
	Training and Physical Conditioning Technician	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
✓ *Program offered*														

ADMINISTRATIVE OFFICERS
NUC UNIVERSITY - IBC TECHNICAL DIVISION

Aguadilla

Mrs. Marilyn Del Valle	Executive Director
Mr. Victor Cardona	Academic Director
Mr. Carlos Arana	Evening Coordinator
Mrs. Yolanda Nieves	Study Hall
Mrs. Gloria Banchs	Admissions
Mrs. Dessiner Lamolli	Placement
Mrs. Alma Babilonia	Retention
Ms. Patricia Alemañy	Registrar
Mrs. Waleska Desarden	Academic Counseling
Mrs. Ivelina Ramos/Mr. Angel Acevedo	Financial Aid
Mrs. María Sanabria	Student Accounts

Arecibo

Mrs. Jacqueline Irizarry	Executive Director
Mr. Ángel González	Academic Director
Mrs. Wendy Flores	Evening Coordinator
Mr. Mayra Rodríguez	Study Hall
Mrs. Luz Nilda Ortíz	Admissions
Mrs. Janeliz Rivera	Placement
Mrs. Migdalia Torres	Retention
Mrs. Marianne Bayón	Registrar
Mrs. Osirys Irizarry	Academic Counseling
MrAlvin Pérez	Financial Aid
Mrs. Jacqueline Torres	Student Accounts

Bayamón

Mr. Olvin Marrero	Executive Director
Mrs. Aida V. Ramírez	Academic Director
Mr. Eliezer Rodríguez	Evening Coordinator
Mr. Herbert Luna	Study Hall
Vacant	Admissions
Mrs. Katia Salgado	Placement
Mrs. Lydiermarie Concepción	Retention
Mrs. Mildred Hernández	Registrar
Mr. Emmanuel Ortiz	Academic Counseling
Mrs. Rosa Martínez	Financial Aid
Mrs. Marvelia Vega	Student Accounts

Caguas

Mr. Carlos Lugo	Executive Director
Mrs. Lilliam Rivera	Academic Director
Mr. Héctor L. Castro	Evening Coordinator
Mrs. Yomarilly Meléndez	Library
Mr. Christian D. Vélez	Admissions

Mr. Félix Rivera	Placement
Mrs. Karla G. Rivera	Registrar
Mrs. Evelyn Cotto	Academic Counseling
Mrs. Virgen Torres	Financial Aid
Mr. José Arcay	Student Accounts

San Juan (Escorial)

Mr. Eliseo Martínez	Executive Director
Dr. Ilia Ortiz	Academic Director
Vacante	Evening Coordinator
Vacante	Study Hall
Mr. Carlos Ayala	Admissions
Mrs. Iris Rosario	Placement
Mr. Jorge Valette	Retention
Mrs. Maria De L. Burgos	Registrar
Mrs. Aixa Aguirre	Academic Counseling
Mr. Rubén Reyes	Financial Aid
Mrs. Mayra Quiñones	Student Accounts

Fajardo

Mrs. Riccia Burgos	Executive Director
Dr. Jamilette Ramos	Academic Director
Mrs. Elika Rosario	Evening Coordinator
Mrs. Alexia N. Molina	Library
Mrs. María. I. Alvelo	Admissions
Mrs. Frances A. Figueroa	Placement
Mrs. Maritza Hernández	Retention
Mrs. Sharon Cruz	Registrar
Mr. Jonatán Martínez	Academic Counseling
Mrs. Iris Hernández	Financial Aid
Mr. Carlos C. Rodríguez	Student Accounts

Guayama

Mrs. Ana Jackeline Rivera	Executive Director
Mrs. Betsy Alicea	Academic Director
Mrs. Lisandra Rodríguez	Evening Coordinator
Mrs. Yaritza Diaz	Study Hall
Mrs. Marines Martínez	Admissions
Mrs. Gladys Figueroa	Placement
Mrs. Denisse Rivera	Retention
Mrs. Gloria Miranda	Registrar
Vacant	Academic Counseling
Mrs. Emma Martínez	Financial Aid
Mrs. Marylú Sepúlveda	Student Accounts
Mrs. Nicole Moreno	Student Affairs

Los Colobos

Mr. Edgar Ayala	Executive Director
Mrs. Ana López	Academic Director
Mr. José Matos	Evening Coordinator

Mr. Emanuel Lugo	Study Hall
Mrs. Marlyn Rodríguez	Admissions
Mrs. María V. De la Rosa	Placement
Mrs. Maribel Soto	Retention
Mrs. Damitza Cruz	Registrar
Vacant	Academic Counseling
Mrs. Ammie Y. Romero	Financial Aid
Mrs. Bernalis Vélez	Student Accounts

Manatí

Mr. Benjamín Padilla	Executive Director
Mrs. Luz E. Manuel	Academic Director
Mr. Carlos Salgado	Students Affairs and Evening Coordinator
Mrs. Jovaleska Torres	Library
Vacante	Admissions
Mrs. Jennifer Negrón	Placement
Mr. Pedro Nazario	Retention
Vacante	Registrar
Mrs. Joharelys Soto	Academic Counseling
Mrs. Marangely Santos	Financial Aid
Mrs. Judy García	Student Accounts

Mayagüez

Mr. Ricardo Rodríguez	Executive Director
Mrs. Brenda Sánchez	Academic Director
Mrs. Miriana Ramos	Evening Coordinator
Mrs. María Mercado	Study Hall
Mrs. Yajaira De Jesús	Admissions
Mrs. Dessiner Lamoli	Placement
Mrs. Lymari Vazqueztell	Retention
Mrs. Rosecel González	Registrar
Mrs. Verónica Ramírez	Academic Counseling
Mr. Erick Vargas	Financial Aid
Mrs. Melinda Ramos	Student Accounts

Moca

Mr. Hermit Toro	Executive Director
Mrs. Nechmarie Torres	Academic Director
Mrs. Issallix Marquéz	Evening Coordinator
Mrs. Doris Muñiz	Study Hall
Mr. Armando Porrata	Admissions
Mrs. Nydia Méndez	Placement
Mrs. Omayra Villanueva	Retention
Mrs. Arlene Perez	Registrar
Mrs. Joselys Torres	Academic Counseling
Mrs. Sonia Santiago	Financial Aid
Mrs. Betzaida López	Student Accounts

Ponce

Mr. Raúl Morales	Executive Director
Mrs. Griselle Vázquez	Academic Director
Mrs. Olga Lugo	Evening Coordinator
Mrs. Jannice Soler	Library
Mrs. Daisy Figueroa	Admissions
Mr. Frankie Almodóvar	Placement
Mrs. Alfred Alicea	Retention
Mrs. Sonia Crespo	Registrar
Mrs. Waleska Justiniano	Academic Counseling
Mrs. Lourdes Román	Financial Aid
Mrs. Norma Irizarry	Student Accounts

Yauco

Mrs. Awilda Roche	Executive Director
Mrs. Carmen Jusino	Academic Director
Mrs. Nilda Luciano	Evening Coordinator
Mrs. Roxan Ghigliotti	Study Hall
Mrs. Tanya D. Echevarria	Admissions
Mrs. María Seda	Placement
Mrs. Yashira Meléndez	Retention
Mrs. Luzdelise Ortiz	Registrar
Vacant	Academic Counseling
Mrs. Julissabeth Rosado	Financial Aid
Mrs. Junmarys Garriga	Student Accounts

FACULTY

Aguadilla

Echevarría Avilés, Joaquín – Barbería
Emmas's Beauty Academy: Diploma in Barbering

González Quiñones, Hilda T. – Estilismo y Diseño Avanzado
Institute of Beauty Career Inc.: Diploma in Cosmetology and Advanced Hairstyling

Gordils Jiménez, Denisse – Asistente Administrativo con Facturación Médica
Universidad de Puerto Rico: Bachelor in Office Systems

Jiménez Seguinot, Clarissa-Cosmetología
Academia Morales: Diploma in Cosmetology

Medina Bonilla, Milagros-Tecnología de Uñas
Universal Training Institute: Diploma in Nail Technician

Mercado Flores, Domingo- Terapeuta de Masaje Profesional
ICPR: Diploma in Therapeutic Massage

Mercado Pluguez, Yaniel A. – Técnico Emergencias Médicas-Básico Diploma,
Instituto de Banca y Comercio: Diploma in Emergency Medical Technician-Paramedic

Noguera Vélez, Maria de Lourdes – Culinary Arts
Universidad del Este: Associate Culinary Science

Rodríguez Cardona, Luis A. – Técnico Reparación de Computadoras y Redes
Monroe College: Bachelor of Arts, Computer Systems Information

Rodríguez Pérez, Nidia – Cosmetología
Instituto de Banca y Comercio: Diploma in Cosmetology

Román Oquendo, Joann-Diseño Gráfico
Universidad de PR: BA Graphics Arts

Santiago Reverón, Luz M. – Tecnología de Uñas
Instituto Irma Valentín: Diploma in Nail Technician

Arecibo

Cabrera Rodríguez, José A. – Culinary Arts
Instituto de Educación Vocacional de Corozal. Puerto Rico, Diploma Clulinary Arts

Fuster González, Juan – Mixology/Bartending
National University College, Recinto de Arecibo- IBC Institute- Arecibo, Puerto Rico. Diploma, Bartending

Gonzalez Echevarria, Ruth – Panadería y Reposteria Internacional
Instituto de Banca y Comercio, Arecibo, Puerto Rico

Molina Rios, Michelle – Terapeuta de Masaje Profesional
Maison Estetique Academy, Puerto Rico. Diploma, Massage Therapist

Morales Acevedo, Jorge – Técnico de Entrenamiento y Acondicionamiento Físico
Universidad Interamericana, Recinto de Arecibo, Puerto Rico. Diploma, Personal Trainer

Rivera Castro, Anibal – Electricidad con Energía Renovable
Escuela de Peritos de Electricistas de Isabela, Diploma

Roman Molina, Carmen – Cosmetología
Cosmetology, Instituto "La Reiné", Diploma

Santiago Soto, Nereida – Barbería y Estilismo
Barbering and Styling, Puerto Rico Barbers, Cosmetology & Hairstyling College, Diploma

Torres Guzmán, Alex – Técnico de Emergencias Médicas-Básico
Instituto de Banca y Comercio de Manatí Puerto Rico, Diploma

Vázquez Maldonado, Grace – Tecnología de Uñas
Instituto de Banca y Comercio, Arecibo Puerto Rico, Diploma

Bayamón

Algarín Hernández, Niurka – Asistente de Maestro Preescolar
National University College: Bachillerato en Educación con concentración en Educación Preescolar

Algarin Pérez, Victor – Técnico de Emergencias Médicas-Básico
EDP College Puerto Rico: Grado Asociado en Emergencias Médicas Paramédico

Aponte Burgos, María E. – Terapeuta de Masaje Profesional
Therapeutic Massage & Asian Body Work, Instituto Professional (así suscribe) de Estética y Ciencias Corporales (IPECC): Diploma

Arroyo Rosa, Carmen I. – Barbería y Estilismo
Caribbean University. Beauty – Diploma en Barbería y Estilismo

Cabrera Lorenzana, José A. - Cocina Local e Internacional
Universal Career Counseling Center: Certificado de Artes Culinarias

Camacho Pérez, Reina K – Diseño Gráfico
Universidad de Puerto Rico: Bachillerato en Artes Gráficas

Caraballo Berrios, Edgardo – Gerencia Funeraria y Embalsamamiento
Escuela Metropolitana Miguel Such: Embalsamamiento y Director funerario

Class Pacheco, Ingrid – Enfermería Práctica con EKG
Atenas College: Bachillerato en ciencias de Enfermería

Crespo Serrano, Zulley- Estética
NUC University División Técnica IBC Bayamón: Diploma Estética

Cruz Hernández, Lizbeth – Tecnología de Uñas
Fontecha Institute San Juan: Diploma en Tecnología de Uñas

Cruz Negron, Maritza – Matemática
University of Phoenix: Maestría en artes de la educación
Universidad de Puerto Rico: 21 crds en matemáticas

Cruz Rivera, Carmen – Estética
Colegio Tecnológico de Puerto Rico, Bayamón: Diploma en Cosmetología
Colegio Tecnológico de Puerto Rico, Bayamón: Diploma en Estética

Estrada Guzmán, Jorvelyn - Enfermería Práctica con EKG
NUC University Recinto de Bayamón: Bachillerato en Ciencias de Enfermería

Garcia Toledo, Glenda C. - Cosmetología
Instituto Fontecha: Diploma Cosmetología Avanzada

Gil Rivera, Naleisha – Mixology/Bartending
NUC Universuty IBC Institute Bayamón: Bartending

González Ramos, Juan – Turismo y Hoteles
Western Maryland College: Maestría en Educación
Escuela Hotelera: Diploma en Guía Turístico

Hernández Reyes, Solangel – Barberia y Estilismo
Century College: Barbería y Estilismo

Huertas Rivera. Luis A. – Técnico de Emergencias Médicas-Básico
Centro de Estudios Multidisciplinario de P.R - Técnico de Emergencias Médicas Paramédico

Irizarry López, Damaris – Enfermería Práctica con EKG
National University College: Bachillerato en Ciencias de Enfermería

López Martínez, Javier – Refrigeración y Aire Acondicionado con Inverters
Colegio Técnico de Electricidad: Técnico de Refrigeración y Aire Acondicionado

López Morales, Manuel – Panadería y Repostería Internacional
Universal Career Community College: Diploma en Repostería Internacional

López Ramirez, Ernesto – Handyman
NUC University División Técnica IBC Bayamón: Diploma Técnico de Refrigeración y Aire Acondicionado y Técnico Plomero

Malavé Miranda, Ivette – Asistente de Maestro Preescolar
Maestría en educación: Educación Pre-Escolar

Maldonado Martínez, Yanira – Asistente Administrativo con Facturación Médica
Universidad Metropolitana: Maestría en Administración de Empresas Business Administración,

Universidad Central de Bayamón: Bachillerato en sistemas de Información

Mangual Pagán, Paola Z. – Estética
NUC University División Técnica IBC Bayamón: Diploma Estética

Morales Berrios, Glenda E. - Estética
Antilles College of Healt: Diploma Estética

Narváez Fuentes, Clara – Panadería y Repostería Internacional
Instituto de Banca y Comercio, Manatí: Panadería y Repostería Internacional

Narváez Ortega, Militza – Entrenamiento y Acondicionamiento Físico
ICP Junior College – Entrenadora Personal

Nieves Ríos, Widalys – Asistente Administrativo con Facturación Médica
American University de Puerto Rico: Bachillerato en Administración de Empresas

Nogue Ruiz, Francisco J. – Barbería y Estilismo
Instituto de Banca y Comercio: Barbería y Estilismo

Ocasio Almodovar, Miriam – Tecnología de Uñas
American Business College: Técnica de Uñas

Ortiz Angulo, José J. - Handyman
Cuarto año del Departamento de Educación

Otero Rivera, Edenil – Estética
Marugie Institute: Estética y Mquillaje

Padín Ruiz, Jose R. – Gerencia Funeraria y Embalsamamiento
Antilles College: Ciencias Mortuorias

Pagán Lebrón, Eileen – Tecnología de Uñas
National University College IBC Institute: Tecnología de Uñas

Parrilla Guzmán, Daisy – Senior Master Lead Artes Culinarias
Instituto de Banca y Comercio, Hato Rey: Grado Asociado en Cocina Local e Internacional

Pérez González, Jorge L. – Culinary Arts
Escuela Hotelera de San Juan: Especialista en Artes Culinarias

Pérez Vázquez, Evelyn – Educación General, Matemática
Caribbean University: Maestría en Artes de la Educación, currículo en Matemáticas

Pesante Rohena, Genghis – Diseño Gráfico
Universidad de Puerto Rico, Carolina: Bachillerato en Artes, Diseño Gráfico.

Ponce Vázquez, Ándres – Técnico de Entrenamiento y Acondicionamiento Físico
Universidad Metropolitana: Bachillerato en Educación con concentración en Promoción de la Salud y Acondicionamiento Físico

Ramírez Hernández, José – Entrenamiento y Acondicionamiento Físico
Huertas Junior College: Diploma en Entrenamiento Físico

Rivera Colón, José I. – Plomería
Escuela Superior Dr. Santiago Veve Calzada: Diploma en Plomería

Rivera Reices, Zuleika – Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

Rivera Rivera, Valeria – Estética
NUC University IBC Institute Bayamón: Estética

Rivera Sánchez, Jeanette - Panadería y Repostería Internacional
Universidad Interamericana: Certificado Técnico de Repostería y Panadería Comercial

Rodríguez Falcón, Mayra I. – Asistente Administrativo con Facturación Médica
Universidad Interamericana, Barranquitas: Bachillerato en Administración de Empresas, Manejo computarizado en sistemas de Información

Romero Yambó, José A. – Terapeuta de Masaje Profesional
Antilles Schools of Technical Careers, San Juan: Diploma en Terapeuta de Masaje

Ruiz Vera, Luis O. – Diseño Gráfico
Atlantic University College: Bachillerato en Diseño Gráfico Digital con animación computarizada

Salas Ortiz, Nelson – Barbería y Estilismo
Modern Hairstyling Institute: Barbería

Sanabria Quiñones, Luís I. - Español
Universidad de Puerto Rico: Maestría en Artes y Humanidades con Concentración en Estudios Hispánicos

Santiago Medina, Melanie – Estética
Caribbean University: Estética Profesional

Talavera Matos, Carmen. – Inglés
Phoenix University, Guaynabo; Maestría en Artes,
Caribbean University, Bayamón: Bachillerato en artes, inglés como Segundo Idioma

Toledo Rosario, Rafael L. – Entrenamiento y Acondicionamiento Físico
Universidad del Turabo: Maestría en Promoción de la Salud

Torres Albizu, Martha – Estetica
NUC University IBC Institute Bayamon: Estetica

Torres Navarro, Arlene – Cosmetología
D'Mart Institute, Vega Alta: Super Master en Cosmetología

Torres Pizzaro, Myrta – Estilismo y Diseño Avanzado / Cosmetología
Marugie Institute, Bayamón: Diploma en Cosmetología / cosmetología y Diseño Avanzado

Tricoche Brenes, Roberto – Terapeuta de Masaje Profesional
MBTI Business Training: Diploma en Terapeuta de Masaje

Vega Roque, Ramón – Técnico de Reparación de Computadoras
Universidad Interamericana: Bachillerato en Reparación de Sistema Informático

Zellek Camayd, Luis – Refrigeración y Aire Acondicionado con Inverters
Universidad de la Habana: Ingeniero Electricista

Caguas

Adams Matías, Nelson - Culinary Arts
Instituto de Banca y Comercio: Diploma, Cocina Regional e Internacional

Betancourt Castro, Tommy – Integral Bancario
Universidad Interamericana de PR: Bachillerato, Contabilidad

Colón Resto, Caroline - Associate Degree in Gastronomy and Culinary Management
Universidad del Este: Bachillerato Gerencia Culinaria

Carromero Carrasquillo, Rut - Cosmetología
Instituto de Cosmetología y Estética La Reiné II: Diploma, Cosmetología Básica y Estilismo

Castillo Gómez, Ángel - Técnico de Plomería
Esc. Superior Vocacional Ana Roque: Diploma, Plomería

Cintrón Castro, Shirley A. - Tecnología de Uñas
Modern Hairstyling Institute: Diploma, Técnico de Uñas

Flores Santiago, Fayska I. – Estética
MyrAngel Beauty Institute: Diploma, Estética y Maquillaje

Hernández Maldonado, Lidagmy – Asistente Dental con Funciones Expandidas
Huertas College: Grado Asociado, Asistente Dental con Funciones Expandidas

Hernández Verdejo, Lyza I. – Técnico Geriátrico
Huertas College: Bachillerato, Ciencias en Enfermería

Marcano Valdés, Raúl – Refrigeración y Aire Acondicionado con Inverters
Esc. Sup. Vocacional República de Costa Rica: Diploma, Refrigeración y Aire Acondicionado.

Martínez Centeno, Eva R. – Barbería y Estilismo
Instituto de Banca y Comercio: Diploma, Barbería y Estilismo

Martínez Fuentes, Hethzaida – Asistente de Maestro Preescolar
Universidad del Turabo: Bachillerato, Educación Preescolar y Primaria

Méndez Ortega, Antonia. – Terapeuta de Masaje Profesional
Ponce Paramedical College: Diploma, Terapeuta de Masaje Profesional

Montes Rivera, José O. – Diseño Gráfico
Universidad del Turabo: Bachillerato, Diseño Gráfico

Ortiz Silva, Mario L. - Técnico de Emergencias Médicas-Básico
EDIC College: Diploma, Técnico de Emergencias Médicas-Paramédico

Rivera Cartagena, Maritel – Panadería y Repostería Internacional
Instituto de Banca y Comercio: Diploma, Panadería y Repostería Internacional

Rodríguez Cardona, María T. - Turismo y Hoteles
Universidad del Sagrado Corazón: Bachillerato, Turismo

Rodríguez García, Oscar – Técnico Reparación de Computadoras y Redes
Universidad del Turabo: Bachillerato, Ingeniería, Computadoras

Sánchez Bernecer, Nelson R. – Técnico en Entrenamiento y Acondicionamiento Físico
Universidad Interamericana: Bachillerato, Educación Física Especialidad en Entrenamiento Atlético y Prevención y Manejo de Lesiones Deportivas

Santana Monserrate, Wanda I. - Asistente Administrativo con Facturación Médica
Universidad de Puerto Rico: Bachillerato, Ciencias Secretariales.

Tapia Torres, Edgardo R. – Cosmetología
Professional Training Academy: Diploma, Cosmetología Avanzada

Escorial

Agosto Torres, Raymond - Culinary Arts
Instituto de Banca y Comercio, Diploma

Andreu Reyes, Efraín - Electricidad con Energía Renovable
Escuela Técnica de Electricidad, Diploma

Arocho Rodriguez. Diego - Electricidad con Energía Renovable
Colegio Tecnológico de la Comunidad, Grado Asociado en Tecnología Electrónica

Benítez Gonzales, José- Barbería y Estilismo
Instituto Tecnología, Grado Asociado Tecnología Civil
D"Mart Institute Inc., Diploma

Calderón Elicier, Omar K - Barbería y Estilismo
National University College IBC Institute, Diploma

Campos Salas, Alberto - Técnico de Plomería
Instituto de Educación Universal, Diploma

Castro López, William - Refrigeración y Aire Acondicionado con Inverter
National University College, IBC Institute, Diploma

Colón Rodríguez, Oscar - Técnico de Construcción /Handyman
NUC IBC Institute, Diploma

Conde Adorno, Lizbeth - Enfermería Práctica con Electrocardiografía (EKG)
Universidad Metropolitana, Bachillerato

Coppin Bald, Annette - Asistente de Maestro Preescolar
Universidad del Este, Bachillerato en Educación Preescolar
Grado Asociado en Tecnología Radiológica

Dávila Ortiz, Mónica - Cosmetología
Escuela Vocacional Miguel Such, Cosmetología Básica, Diploma

Falero Mercado, Zaidybeth - Associate Degree in Gastronomy and Culinary Management
Universidad del Este, Bachillerato en Gerencia Culinaria Enfocado en la Administración y Manejo de Restaurantes.

Febres De Jesús, Morayma – Estilismo y Diseño Avanzado
Instituto de Banca y Comercio, Certificado Profesional
Escuela Vocacional Carlos F. Daniels Certificado Cosmetología

Fernández Vargas, Enrique - Técnico de Entrenamiento y Acondicionamiento Físico
Universidad Ana G. Mendez, Master in Business Administration

Gil Rodriguez, Melissa L. - Diseño Gráfico, The Art Institute of Fort Lauderdale, Graphis Desig & Associate of Science

Gilot Aquino, Lourdes - Panadería y Repostería International
Universidad Interamericana Metro, Diploma

González Torres, Alberto L – Matemática
Universidad del Turabo, Bachillerato en Artes en Educación Secundaria con Concentración en Matemáticas
Universidad del Turabo, Maestría Educación y Enseñanza de la Bellas Artes

Guzmán Reina, Edwin - Culinary Arts
National University College Recinto de Mayaquez, Master's Degreee in Business Administration in Human Resources
Universidad del Este, Bachelor Science Hosptitality & Culinary Arts

Guzmán Santiago, Francisco – Destrezas Básicas/Matemáticas
Universidad de Puerto Rico, Bachillerato Ingeniería Química
Universidad Interamericana, Maestría Enseñanza en Matemáticas

Hernández Ortiz, Zulma – Enfermería Práctica con Electrocardiografía (EKG)
Universidad de Puerto Rico, Maestría en Salud Pública
Universidad de Puerto Rico, Bachillerato en Enfermería Práctica

Hernández Villegas, Wilfredo - Electricidad con Energía Renovable
Professional Technical Institution, Inc, Diploma

Jaar Pérez, Ramón - Destreza Básicas de Ingles
Universidad del Sagrado Corazón, B.A. English
Universidad de Puerto Rico, Literatura de América

La Salle López, Verónica - Diseño Gráfico
Universidad de Puerto Rico, Bachillerato en Artes Gráficas

Latorre Kentish, Lorna - Enfermería Práctica con Electrocardiografía (EKG)
Dewey University, Bachillerato Ciencias de Enfermería

López Alago, Elizabeth - Enfermería Práctica con Electrocardiografía (EKG)
Dewey University, Bachillerato Ciencias de Enfermería

López Jiménez, Vivian - Asistente de Maestro Preescolar
Universidad Metropolitana, Bachillerato en Artes de la Educación

López Rosa. Obed O - Técnico en Entrenamiento y Acondicionamiento Físico
Universidad Ana G. Mendez, Master in Physical Educ.

Maldonado Rivera, Angel R. - Terapeuta de Masaje Profesional
Antilles College of Health, Diploma

Maldonado Santiago, José D - Terapeuta de Masaje Profesional
Maison D'Esthetique, Diploma

Martin Betancourt, Eva - Asistente Dental con Funciones Expandidas
Ramirez College of Business Technology, Diploma

Marzán Williams, Vanessa – Estética
Professional Training Academy, Diploma

Montes Delgado, Pablo R. - Refrigeración y Aire Acondicionado con Inverter
National University College, Diploma

Ocasio Rivera, Marisol – Asistente Administrativo con Facturación Médica
Columbia Central University, Maestría en Administración de Empresas Recursos Humanos

Ortiz Morales, Jeannine – Destrezas Básicas/ Inglés
Universidad Interamericana, Maestría Maestro de Inglés como Segundo Idioma

Ortiz Peña, Radamés – Técnico de Plomería
Universidad del Turabo, Bachillerato en Educación, concentración en Educación Vocacional Industrial
Escuela Vocacional República de Costa Rica en Caguas, Técnico de Plomería

Olmedo Bendlin, Julio C - Terapeuta de Masaje Profesional
Instituto de Banca y Comercio, Diploma

Parrilla Matta, Isaac - Asistente Dental con Funciones Expandidas
Universidad Nacional Pedro Henrique Ureña, Doctorado en Odontología
Universidad de Puerto Rico, Bachillerato en Biología

Pérez Carbonell, Miosottis - Asistente Administrativo con Facturación Médica
AFAMEP, Certificado Profesional
Universidad de Puerto Rico, Bachillerato en Humanidades

Ríos Pimentel, Christian E - Técnico de Reparación de Computadoras
Instituto de Banca y Comercio, Certificado Profesional
Colegio Universitario de San Juan, Bachillerato en Sistemas de Información

Rivera Alejandro, Carmen - Culinary Arts
Instituto de Banca y Comercio, Certificado Profesional
Universidad del Este, Grado Asociado en Cocina Local e Internacional

Rivera Ayala, Emanuel, Estética
Instituto de Banca y Comercio, Inc., Estética Facial y Corporal, Diploma

Rivera Quijano, Adairis – Destrezas Básicas/español
Universidad de Puerto Rico, Bachillerato en Educación Secundaria Español

Rivera Rohena, Jorge – Destrezas Básicas/español
Universidad of Phoenix, Maestría en Educación

Rodriguez Collazo, José - Electricidad con Energía Renovable
Liceo de Arte y Tecnología de San Juan, Diploma

Rodríguez Velázquez, Niurca – Cosmetología
Modern Hairstyling Institute, Diploma

Romero Carreras, Elsie – Estética
Universidad de Puerto Rico, Bachillerato en Ciencias Sociales
Instituto Estética y Belleza Marugie, Diploma Estética

Sánchez Cobo, Sergio - Refrigeración y Aire Acondicionado con Inverter,
National University College, Diploma

Santana Crispin, Elba N. - Panadería y Repostería Internacional
National University College IBC Institute, Diploma

Santiago Delgado, Carmelo – Mixology/Bartending
Escuela Hotelera de Puerto Rico, Diploma

Santiago Torres, Rickey - Técnico de Plomería
Universidad del Sagrado Corazón, B.A. Psicología
Esc. Vocacional Tomas C. Ongay, Diploma

Suarez Matos, José L - Barbería y Estilismo
Puerto Rico Barber College, Inc, Diploma

Torres Laureano, Ruth – Cosmetología
National University, División Técnica, Diploma

Torres Rodriguez, Laritza - Tecnología de Uñas

Professional Training Academy of Esthetics & Beauty Courses Inc., Diploma

Vázquez Cardona, Gabriel - Técnico en Entrenamiento y Acondicionamiento Físico
Huertas College, Graduado

Vargas, Alvarado, Maritza – Estética
MyrAngel Beauty Institute, Diploma

Vázquez Cruz, Joel – Culinary Arts
Caribbean Culinary Institute, Diploma

Vega Fournier, Juan – Cosmetología
Academia de Belleza Borinquén, Diploma

Fajardo

Chazulle Rivera, Ded – Mixología/Bartending
Bartender Association, Puerto Rico Certificate of Bartender

Conde Márquez, Wilfredo – Terapeuta de Masaje Profesional
Institute of Massage & Therapeutic Healing of PR: Diploma, Professional Massage Therapist

Guzmán García, Yazmín – Diseño Gráfico
Universidad de Puerto Rico en Humacao: Bachillerato en Tecnologías de la Comunicación con Énfasis en Diseño Gráfico

Laureano Vázquez, Mariano – Electricidad con Energía Renovable
Universidad de Puerto Rico: Bachillerato en Ingeniería Eléctrica

Mercado Fuentes, María Y. – Barbería y Estilismo
Esc. Superior Vocacional Dr. Ramos Urgell: Diploma in Barbering

Rosa Rodríguez, Rebekah – Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

Toledo Álamo, Luis M. – Refrigeración y Aire Acondicionado con PLC
Huertas College: Diploma en Tecnología en Refrigeración y Aire Acondicionado

Guayama

Feliciano Torres, Juan – Refrigeración y Aire Acondicionado con Inverters
Institute of Multiple Technology (antes Electronic College and Computer Programming): Diploma Técnico de Refrigeración y Aire Acondicionado

García Ferrer, Saray – Estilismo y Diseño Avanzado
Emma's Beauty Academy: Diploma Estilo Avanzado

Harris Maurás, Shirley - Panadería y Repostería Internacional y Bartending
NUC University, Recinto de Caguas-IBC Institute Guayama, Puerto Rico: Diploma en Panadería y

Repostería Internacional y Bartending

Morales Rivera, Ixia – Estilo y Diseño Avanzado
Serbia's Technical College, Guayama, Puerto Rico: Diploma Estilo y Diseño Avanzado

Nuñez Quiñones, Víctor M. – Master Barber
Emma's Beauty Academy, Juana Díaz, Puerto Rico: Diploma Barbería

Ochoa Martínez, José – Electricidad con Energía Renovable
John Dewey University: Diploma Programa de Electricidad

Ortiz Díaz, Iratxell – Artes Culinarias
NUC University, Recinto de Ponce- IBC-Ponce, Puerto Rico: Asociado en Cocina Local e Internacional

Ramos Torres, Marta – Artes y Tecnología
Universidad Católica de Puerto Rico, Ponce, Puerto Rico: Bachillerato en Educación Elemental, Concentración: Educación Primaria

Rodríguez Crespo, Xiomara – Artes Culinarias
Instituto de Banca y Comercio, Inc. Ponce, Puerto Rico: Asociado en Cocina Local e Internacional

Santiago Rivera, Lesllye – Panadería y Repostería Internacional
Instituto de Banca y Comercio-Recinto de Cayey, Puerto Rico: Diploma de Panadería y Repostería Internacional

Santiago Sánchez, Nilmarie – Tecnología de Uñas
Instituto de Banca y Comercio, Recinto de Guayama: Diploma en Tecnología de Uñas\

González Rodríguez, Alexander- Estilismo y Diseño Avanzado
Emma's Beauty Academy, Juana Díaz, Puerto Rico: Diploma Master Advanced Cosmetolgy

López Ortiz, Claribel- Asistente Administrativo con Facturación Médica
Universidad Interamerica de Puerto Rico, Guayama, Puerto Rico: Bachillerato Sistema de Oficinas

Rodríguez Cruz, Emma – Estética
Neo-Esthetique European Institute, San Juan, Puerto Rico: Diploma Estética

Santiago Rivera Lesllye – Panadería y Repostería Internacional
Instituto de Banca y Comercio, Cayey, Puerto Rico: Diploma Panadería y Repostería Internacional
Rosa Colón, Rocelyn- Panadería y Repostería Internacional
NUC IBC Institute, Guayama, Puerto Rico: Diploma Panadería y Repostería Internacional

Los Colobos

Adorno Rosa, Jesús – Electricidad con Energía Renovable, Lead Instructor
Instituto Educación Universal, Diploma

Alejandro Hill, Anilca – Asistente de Maestro Preescolar
Universidad del Este, Maestría en Niñez Temprana y Preescolar

Charriez Normandía, Maximiliane E. – Inglés,
Universidad del Sagrado Corazón, PR. Master of Arts, Literary Narrative Creation, Destrezas Básicas de Inglés

Cruz Moya Laura Y. – Artes Culinarias
Instituto de Banca Y Comercio, Fajardo P.R. Diploma

Collazo Torres Jose A. – Barbería y Estilismo,
John Dewey College, Diploma

Díaz Carrillo, Yesenia – Artes Culinarias,
Instituto de Banca y Comercio, Diploma

Escalera Avilés, Alfredo – Handyman, Lead Instructor
Bachillerato en Educación Secundaria, Educación Vocacional Industrial

Escalera Escalera, Wilfredo – Handyman
Universidad del Turabo, Grado Asociado en Administración de Empresas

Félix Flores, Frances – Técnico de Emergencias Médicas, Lead Instructor
Instituto de Banca y Comercio, Diploma

Figuera Calderón, Zoé – Tecnología de Uñas, Lead Instructor
NUC University, Recinto de Ponce Puerto Rico, Grado Técnico Técnica de Uñas

Flores Sánchez, Gamelee – Terapeuta de Masaje Profesional, Lead Instructor,
National fashion &Beauty College Diploma

Garcés Morales, Marisabel – Cosmetología
Metro College, Diploma

García Pérez, Sugeily – Programa de Enfermería con EKG, Lead Instructor
Universidad Metropolitana, Bachillerato en Enfermería

González Resto, José – Refrigeración y aire Acondicionado, Lead Instructor
York College, San Juan Puerto Rico

Guadalupe Díaz, Iris – Asistente Administrativo con Facturación Médica
Colegio Universitario de San Juan, Grado Asociado

Martínez Lozada, Wanda – Asistente de Maestro Preescolar, Lead Instructor
Universidad Interamericana, MA

Miranda Ortiz, Héctor – Programa General de Matemáticas
Maestría en Currículo de Matemáticas

Nieves Osorio, Nannette – Panadería y Repostería Internacional, Lead Instructor
Ivaen College, Diploma

Rivera Rolón, Migdalia – Cosmetología, Lead Instructor
Academia de Belleza Boriquén, Diploma

Rivera Saldaña, Angela – Estética, Lead Instructor
Academia de Estética Latín, Especialista en Estética y Maquillaje, Diploma

Rodriguez, Nelson – Técnico de Emergencias Médicas -Básico,
C.E.M, Diploma

Rodriguez Santiago, Nicol – Técnico de Emergencias Médicas
Instituto de Banca y Comercio, Diploma

Rosario Igartúa, Pedro M. – Artes Culinarias, Master Lead Instructor
Instituto de Banca y Comercio, Diploma Lead Instructor

Viera Hernández, Lisayda – Asistente Administrativo con Facturación Medica,
Universidad de Puerto Rico. BA Lead Instructor.

Manatí

Acevedo Rodríguez, Annette – Cosmetología
Instituto Educación Ocupacional La Reiné: Diploma in Basic Cosmetology

Alicea Vega, Waleska – Cosmetología
Institute of Beauty Careers: Diploma Cosmetología Avanzada

Alvarez Torres, Angel L. – Técnico de Emergencias Médicas-Paramédico
Instituto de Banca y Comercio: Diploma in Emergency Medical Technician-Paramedic

Andújar Rosario, Kelvin S. – Mixology/Bartending
Instituto de Banca y Comercio: Diploma in Bartender

Aponte Lliteras, Liz Y. – Panadería y Repostería Internacional
Instituto de Banca y Comercio: Diploma in Regional and International Cuisine
Instituto de Banca y Comercio: Diploma in International Pastry and Baking
Instituto de Banca y Comercio: Diploma in Bartending

Arocho Cardona, Hiram – Electricidad con Energía Renovable
Vocational School of Manatí-José A. Montañez Genaro: Diploma in Electrician

Arroyo Rivera, Yenitz – Tecnología de Uñas
Institute of Beauty Careers: Diploma in Full Specialist

Ayende Rivera, Wylnelis – Técnico en Entrenamiento y Acondicionamiento Físico
Departamento de Recreación y Deportes: Certificación Entrenador Personal
Universidad de Puerto Rico: Bachillerato en Sistemas de Oficina

Cabrera Rodríguez, Emanuel – Diseño Gráfico
Atlantic University College: Bachillerato en Diseño Gráfico Digital con Fotografía Digital

Cabrera Pérez, Darwin – Panadería y Repostería Internacional

Instituto de Educación Vocacional: Certification in Commercial Bakery and Pastry

Cans Luciano, Karla A. – Enfermería Práctica con Electrocardiografía (EKG)
Centro de Estudios Universitarios: Bachillerato en Ciencias de Enfermería

Carrión Núñez, Francisco – Barbería y Estilismo
Instituto de Banca y Comercio: Diploma in Barbering and Hairstyling

Chimelis Ortega, José O. – Técnico en Entrenamiento y Acondicionamiento Físico
Universidad de Puerto Rico: Bachillerato en Artes (Educación Física)

Classen Méndez, José A. – Técnico de Construcción (Handyman)
First Industrial Technological College, Inc.: Diploma en Soldadura Básica
Interamerican University: Bachelor of Science

Díaz Cruz, Verónica – Cosmetología
NUC University: Diploma Cosmetología
NUC University: Diploma Barbering and Hairstyling

Freytes Colón, Wanda E. – Enfermería Práctica con Electrocardiografía (EKG)
University of Puerto Rico: Barchelor of Science

González Díaz, Yelixsa – Contabilidad
Cambridge College: Master of Education/Mathematics
University of Puerto Rico: Bachelor of Business Administration/Accounting

González Méndez, Héctor M. – Diseño Gráfico
Atlantic University College: Bachelor in Digital Graphic Design

Hernández Ortiz, María – Enfermería Práctica con Electrocardiografía (EKG)
National University College: Master in Science in Nursing in Education

López de la Rosa, Leira E. – Panadería y Repostería Internacional
NUC University: Diploma International Pastry and Baking

López Pagán, Shayra I. – Tecnología de Uñas
Hispanic American College: Nails Specialist Technician
Maldonado Negrón, Zorigel – Estética
Institute of Beauty Careers: Curso Estética y Maquillaje

Marrero Meléndez, Ivelisse – Tecnología de Uñas
Institute of Beauty Careers: Diploma in Nail Technician

Marrero Rivera, Teresa – Cosmetología
Academia Moderna de Belleza: Diploma in Cosmetology

Marrero Vélez, Gretchen M. – Técnico en Entrenamiento y Acondicionamiento Físico
Departamento de Recreación y Deportes: Certificación Entrenador Personal
Antilles School: Diploma in Therapist Massage

Martínez Figueroa, Kevin O. – Técnico en Entrenamiento y Acondicionamiento Físico

University of Puerto Rico: Certification in Personal Trainer

Mercado Torres, Doris E. – Español
Interamerican University: Doctor of Education

Morales Rosado, Nancy J. – Estética
Academia Moderna de Belleza: Curso Estética Facial y Corporal

Motta Torres, María A. – Tecnología de Uñas
Quality Technical & Beauty College: Diploma in Nails Technology

Ortiz Salgado, Ivonne M. – Terapeuta de Masaje Profesional
Instituto de Banca y Comercio: Diploma in Professional Massage Therapist

Padilla Padilla, Ermelinda – Cosmetología
Modern Hairstyling Institute: Diploma in Basic Cosmetology
A-1Business and Tech. College: Diploma in Barbering and Hairstyling
Rogie's School of Beauty Culture: Diploma in Full Specialist

Pérez Acevedo, Luis J. – Terapeuta de Masaje Profesional
Instituto de Banca y Comercio: Diploma en Masaje Profesional

Pérez González, Eddie R. – Técnico de Construcción (Handyman)
NUC University: Electricity with Renewable Energy

Prieto Vázquez, Alfredo – Culinary Arts
Globelle Technical Institute, Inc.: Diploma en Cocina Profesional

Quiles Mercado, Clariliz – Culinary Arts
Universidad del Este: Bachelor in Culinary Management
Universidad del Este: Associate in Culinary Arts

Quiles Morales, Emmanuel – Culinary Arts
Escuela Hotelera de San Juan: Diploma Chef

Ramírez Cedeño, Edgardo C. – Física, Química
EDP University of Puerto Rico, Inc.: Master in Naturopathic Sciences
Caribbean University: BS in General Sciences

Rodríguez Acevedo, Wilma E. – Asistente Administrativo con Facturación Médica
University of Puerto Rico: Bachelor in Secretarial Sciences

Rodríguez Rosa, Laura E. – Matemática
Universidad de Puerto Rico: Bachillerato en Educación Elemental con Concentración en Matemáticas

Rosario Rodríguez, Abner R. – Técnico de Reparación de Computadoras y Redes
Instituto Tecnológico de Puerto Rico: Associate in Electronics Engineering Technology

Santiago Vallellanes, Alex F. – Español
Centro de Estudios Avanzados de Puerto Rico y el Caribe: Maestría en Artes
Santos Meléndez, Valerie – Técnico de Farmacia

National University College: Associate in Pharmacy Technician

Valentín Allende, Raúl – Electricidad con Energía Renovable
National University College-IBC Institute: Diploma in Computer Repairs and Network Technician
Cambridge Technical College: Diploma in Electricity Technician

Valentín Machado, Linnette – Enfermería Práctica con EKG
National University College: Bachillerato en Enfermería

Vallés Pérez, Carlos R. – Culinary Arts
Universidad del Este: Certificate Tech in Culinary Arts

Vargas Cruz, Elisamir – Cosmetología
Instituto Irma Valentín: Cosmetología Básica con Salon Fundamentals

Vázquez Rivera, Axel E. – Refrigeración y Aire Acondicionado con Inverters
Instituto de Banca y Comercio: Diploma in Refrigeration and Air Conditioning with PLC

Vázquez Santana, Yesenia I. – Asistente Dental con Funciones Expandidas
Instituto de Banca y Comercio: Diploma in Surgical Technician
National University College: Associate in Dental Assistant with Expanded Functions

Vélez Rosa, Vivian – Inglés
University of Puerto Rico: Master in Education/Teaching English Second Language
University of Puerto Rico: Bachelor in Arts/Elementary Education
University of Puerto Rico: Associate in Elementary Education

Mayagüez

Acevedo Mercado, Juan C. - Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Certificado en Panadería y Repostería Internacional
Universidad Interamericana de PR: Certificado en Técnico de Artes Culinarias

Acosta Ruiz, José David – Técnico de Emergencias Médicas -Básico Escuela Vocacional Pedro Perea:
Diploma en Técnico de Emergencias Médicas - Paramédico

Arvelo González, Eugene – Barbería y Estilismo
Maison D'Esthetique Academy: Diploma en Barbería

Arvelo Sánchez, William – Cosmetología
Emma's Beauty Academy: Diploma en Cosmetología

Crespo Aponte, Anthony – Terapeuta de Masaje Profesional
Escuela de Masajes RED: Diploma en Terapeuta de Masaje Profesional

Crespo Valentín, Emmanuel – Gerencia de Funeraria y Embalsamamiento
PR Tech Junior College: Certificado en Ciencias Mortuorias

Dros Rodríguez, Wanda – Tecnología de Uñas

Universal Training Institute: Diploma en Técnica de Uñas

Espinosa Rodríguez, Edgardo – Técnico de Construcción (Handyman)
Universidad Ana G. Mendez: Bachillerato en Educación Ocupacional

Estrada Fortuna, Luis – Técnico de Alarma y Sonido
Colegio Percy: Grado Asociado en Ingeniería Electrónica

Evertsz Seda, Jorge A. – Diseño Gráfico
Atlantic University College: Bachillerato en Diseño Gráfico Digital

Feliciano Mercado, Karl – Barbería y Estilismo
Emma's Beauty Academy: Diploma en Barbería

García Torres, Denira – Terapeuta de Masaje Profesional
ICPR Junior College: Certificado en Terapista de Masaje

González Rodríguez, David – Panadería y Repostería Internacional
Instituto de Banca y Comercio: Diploma en Panadería y Repostería Internacional

Hernández Castillo, Alice – Tecnología de Uñas
American Business College: Diploma en Técnica de Uñas

Jiménez Colón, Nancy – Barbería y Estilismo
PR Barber, Cosmetology and Hairstyling College: Diploma en Barbería

Jiménez González, Damián – Refrigeración y Aire Acondicionado con Inverters
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

Martell Segarra, Bárbara – Técnico de Acondicionamiento y Entrenamiento Físico
Universidad Interamericana de PR: Maestría en Entrenamiento y Rendimiento Deportivo

Martínez Morales, Edwin – Electricidad con Energía Renovable
Instituto de Banca y Comercio: Diploma en Electricidad con PLC

Mercado Rosado, Rosalin – Asistente de Maestro Preescolar
Universidad Interamericana de PR: Maestría en Educación en Niñez Temprana

Mercado Torres, Ileana – Estilismo Avanzado / Cosmetología
Instituto de Banca y Comercio: Diploma en Estilismo Avanzado
Emma's Beauty Academy: Diploma en Cosmetología y Pivot Point

Nieves Perez, Otilio – Plomería
Escuela Vocacional Manuel Garcia Perez: Diploma en Plomería

Ortiz Ramírez, María I. – Cosmetología
Emma's Beauty Academy: Diploma en Cosmetología

Quiñones Pellicier, Eladio – Matemáticas
University of Phoenix: Maestría en Currículo e Instrucción en Matemáticas
Universidad Interamericana de PR: Maestría en Enseñanza de Matemáticas

Rivera Irizarry, Jorge – Técnico de Reparación de Computadoras y Redes
Institute of Multiple Technology: Certificado en Programación de Computadoras

Rodríguez Pérez, Griselda – Cosmetología / Estilismo Avanzado
Emma's Beauty Academy: Diploma en Cosmetología Básica
Emma's Beauty Academy: Diploma en Estilo Avanzado

Santiago Rivera, Carmen – Cosmetología
Emma's Beauty Academy: Diploma en Cosmetología y Pivot Point

Serrano Pérez, Ivette – Español
Centro de Estudios Avanzados de PR y el Caribe: Maestría en Literatura de PR y el Caribe
Universidad Interamericana de PR: Bachillerato en Enseñanza de Español

Soto González, Rachel – Culinary Arts
Universidad del Este: Grado Asociado en Artes Culinarias
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional

Soto Gutiérrez, Norma – Culinary Arts
Escuela Hotelera de San Juan: Certificado en Especialista en Artes Culinarias

Torres Chardon, Marcos – Inglés
Caribbean University of PR: Maestría en Currículo y Enseñanza en Ingles

Vargas Ortiz, Edgar – Técnico de Emergencias Médicas -Básico
Escuela Vocacional de Mayagüez: Diploma en Técnico de Emergencias Medicas

Vega Acosta, Angel – Técnico de Emergencias Médicas-Básico
Ponce Technical School: Diploma en Técnico de Emergencias Médicas – Paramédico

Vélez Mejías, Angel – Master en Barbería
Hostos Barber College: Diploma en Barbería

Vélez Sepúlveda, Luis – Refrigeración y Aire Acondicionado con Inverters
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

Moca

Acevedo Cancela, Yester E. – Matemáticas
Universidad Interamericana de San Germán Puerto Rico: Maestría en Matemáticas Aplicadas
Universidad de Puerto Rico en Aguadilla: Bachillerato en Administración de Empresas concentración en Finanzas

Arocho Nieves, Wilfredo – Técnico de Plomería
Ana G. Méndez Universidad del Oeste en Aguadilla: Bachillerato en Educación Industrial Vocacional

Bonilla Martínez, Mariel – Estilismo y Diseño Avanzado
Instituto La Reiné en Manatí Puerto Rico: Diploma en Estilismo Avanzado

Brañas Rivera, Francisco- Electricidad con Energía Renovable
Universal Technology College of Puerto Rico Inc. en Aguadilla: Grado Asociado en Tecnología Eléctrica

Cabrera Velazquez, José- Culinary Arts
National University College Recinto de Mayagüez: Diploma en Cocina Local e Internacional

Calderón Machado, Zamia – Tecnología de Uñas
Instituto Irma Valentín: Diploma in Nail Technology

Crespo Ramos, Néstor – Técnico de Emergencias Médicas-Básico
Instituto de Banca y Comercio: Diploma Técnico de Emergencias Médicas

Diaz Trinidad, Marelyn- Asistente de Maestro Pre-Escolar
Universidad del Oeste Ana G. Mendez en Aguadilla: Bachelor of Early Chilhood and Primary Education

Feliciano Acevedo, Alex O. - Barbería y Estilismo
Institute of Beauty Occupation and Technology Course: Diploma Barbería y Estilismo

García Feliciano, José – Electricidad con Energía Renovable
Technological Institute of Puerto Rico en Manatí: Grado Asociado en Ingeniería Eléctrica

González Malavé, José – Culinary Arts
National University College: Diploma in Regional and International Cuisine

Hernández Rodríguez, Juan – Refrigeración y Aire Acondicionado con Inverters
Escuela de Perritos Electricistas de Isabela: Diploma en Refrigeración y Aire Acondicionado

Morales Villarubia, Jessica O.- Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

Muñiz Báez, Milhairy – Terapeuta de Masaje Profesional
National University College Mayaguez: Diploma Professional Massage

Muñiz Cruz, Euriel - Técnico en Refrigeración y Aire Acondicionado con Inverters
Universal Tecnology College of Puerto Rico: Diploma en Refrigeración y Aire Acondicionado

Ortiz Justiniano, Janitza- Cosmetología
Professional Training Academy of Esthetics and Beauty Courses Inc.: Diploma in Cosmetology

Pérez Medina, Luis- Mixology/Bartending
Bartender Waiters and Maitre'D Association of Puerto Rico: Diploma Bartending

Quintana Arce, Luis- Técnico en Refrigeración y Aire Acondicionado con Inverters
Universal Tecnology College of Puerto Rico: Diploma en Tecnología de Refrigeración y Acondicionadores de Aire

Ramos Santana, Lizmarie- Panadería y Repostería Internacional
National University College Mayaguez: Diploma Panadería y Repostería Internacional

Rivera Pérez, Migdalia – Inglés

Nova Southeastern University / Fort Lauderdale FL.: Master in Teaching and Learning Elementary Reading

Rodríguez Borrero, Marilesis – Tecnología de Uñas
Leston College en Isabela Puerto Rico: Diploma en Técnica de Uñas Profesional

Rodríguez Hernández, Eileen- Estilismo y Diseño Avanzado
National University College IBC Aguadilla: Diploma Estilismo y Diseño Avanzado

Velázquez Velázquez, Saúl- Técnico de Emergencias Médicas -Básico
EDP University of Puerto Rico Inc.: Grado Asociado en Técnico de Emergencias Médicas

Ponce

Abreu Toyéns, Marilyn – Estética
Sonage Institute: Certificado Estética Facial y Estética Facial Avanzada

Acosta Ortíz, Walter –Turismo y Hoteles
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Administración de Empresas, Mercadeo

Alequín López, Irisber – Educación General-Matemáticas
Universidad Interamericana de Puerto Rico: Maestría, Matemática Aplicada

Almodóvar Irizarry, Rakel – Terapeuta de Masaje Profesional
Ponce Paramedical College: Diploma Terapia de Masaje Profesional

Aponte Estremera, Jonathan – Barbería y Estilismo
Emma's Beauty Academy: Diploma Barbería y Estilismo

Ayala Cales, Eliel – Artes Culinarias
National University College, IBC Institute: Grado Asociado Cocina Local e Internacional

Ayala Delgado, Edwin – Técnico de Emergencias Médicas-Básico
Ponce Paramedical College: Diploma Técnico en Emergencias Médicas

Barrera Vélez, Vivian – Diseño Gráfico
Atlantic University College: Maestría en Artes Gráficas; Universidad de Puerto Rico: Bachillerato en Artes Ciencias Sociales; Psicología y Salud Mental

Beltrán Colón, Carlos – Panadería y Repostería Internacional
National University College, IBC Institute: Grado Asociado Cocina Local e Internacional/
Instituto de Banca y Comercio: Diploma Panadería y Confitería Internacional

Berríos Delgado, Carlos – Técnico de Emergencias Médicas-Básico
Escuela Vocacional Pedro Perea Fajardo: Diploma Técnico de Emergencias Médicas/Paramédico

Cabrera Velázquez, Javier – Panadería y Repostería Internacional
NUC University: Bachillerato en Administración de Empresas, National University College: Grado Asociado Cocina Local e Internacional, Diploma Instituto de Banca y Comercio: Diploma Panadería y Confitería Internacional, Cocina Local e Internacional

Caraballo Caraballo, Emmanuel – Barbería y Estilismo
Instituto de Banca y Comercio: Diploma Estilismo Avanzado; Diploma Barbería y Estilismo

Caraballo Oliveras, Harry- Técnico de Plomería
Universidad Católica de Puerto Rico: Bachillerato en Educación Secundaria: Biología; Escuela Superior Vocacional Bernardino Cordero Bernard: Diploma Plomería

Chico Cruz, Josué - Grado Asociado Gastronomía y Gerencia Culinaria
Universidad del Este: Bachillerato Administración en Ciencias, Artes Culinarias y Hospitalidad/Gerencia Culinaria

Collazo Rivera, William – Mixología/Bartending
Instituto de Banca y Comercio: Diploma Bartending

Cosme Rentas, José R. – Grado Asociado Gastronomía y Gerencia Culinaria
Instituto de Banca y Comercio- Grado Asociado en Cocina Local e Internacional, Diploma Cocina Local e Internacional

Curbelo González, Lisanette- Diseño Gráfico
The Art Institute of Portland: Bachillerato en Bellas Artes; Diseño y Fotografía

Díaz Gutiérrez, Sandra – Tecnología de Uñas
Profesional Training Academy of Esthetics & Beauty Course; Uñas Esculturales y Manicura

Feliciano Arroyo, Iván – Administración de Redes
Universidad del Este: Bachillerato en Sistemas de Información

Feliciano Cornier, Alexi – Técnico de Emergencias Médicas-Básico
Ponce Paramedical College: Diploma Técnico en Emergencias Médicas

Ferrer Torres, Michael – Técnico de Alarmas y Sonido
Universidad Politécnica de Puerto Rico: Bachillerato en Ciencias, Ingeniería Civil

Figueroa Colón, Sergio – Artes Culinarias
Instituto de Banca y Comercio: Diploma Cocina Local e Internacional

Franceschi Portalatín, Dora – Grado Asociado Gastronomía y Gerencia Culinaria
National University College: Maestría en Educación con Especialidad en Liderazgo Educativo, Lincoln Culinary Institute: Grado Asociado Panadería y Repostería Internacional
Instituto de Banca y Comercio: Diploma Cocina Local e Internacional

Giménez Rosario, Alex – Técnico de Reparación de Computadoras y Redes
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Administración de Empresas Concentración en Sistemas de Información

González Ortíz, Yamaris- Técnico de Emergencias Médicas Básico
NUC University: Maestría en Ciencias en Enfermería con Especialidad en Medicoquirúrgico y Rol en Educación, Bachillerato en Ciencias en Enfermería, Instituto de Banca y Comercio: Técnico de Emergencias Médicas/Paramédico
González Sanabria, Yazmín – Cosmetología

Emma's Beauty Academy: Diploma Cosmetología

Guzmán Alameda, Aileen – Asistente de Maestro Preescolar
Universidad Interamericana de Puerto Rico: Maestría en Educación Nivel Elemental; Bachillerato en Educación a la Niñez Temprana K-3

Jiménez Maldonado, Elizabeth – Técnico Entrenamiento y Acondicionamiento Físico
National University College, IBC Institute: Diploma Técnico Entrenamiento y Acondicionamiento Físico

Laugier Carrión, Rodolfo – Técnico de Construcción (Handyman)
Caribbean University: Créditos Ingeniería Civil; Universidad del Este: Bachillerato en Contabilidad

Lluch Figueroa, Flor – Gerencia Funeraria y Embalsamamiento
Universidad Interamericana de Puerto Rico: Maestría en Ciencias Ambientales, Bachillerato en Biología

López Domenech, Elaine – Educación General – Inglés
Universidad Católica de Puerto Rico: Maestría en Inglés como segundo idioma

Luccas Rosario, Xiomara – Asistente de Maestro Preescolar
Capella University: Doctorado en Educación, Universidad del Este: Bachillerato en Educación Temprana para la Niñez K-3
Morell Rivera, José A. – Diseño Gráfico
Atlantic University College: Bachillerato en Artes Gráficas

Mújica Santiago, Javier – Panadería y Repostería Internacional
Instituto de Banca y Comercio: Diploma Panadería y Repostería Internacional; Diploma Cocina Local e Internacional

Núñez Santiago, Sheila – Asistente de Maestro Preescolar
Universidad Interamericana de Puerto Rico: Bachillerato en Educación Temprana para la Niñez K-3

Quiñones Romero, José – Refrigeración y A/C con PLC
Escuela Vocacional Bernardino Cordero Bernard: Diploma Refrigeración

Ramos Reyes, Erick – Diseño Gráfico
Atlantic University College: Bachillerato en Diseño Gráfico

Rentas De Jesús, Juliana – Educación General/español
Pontificia Universidad Católica de Puerto Rico: Maestría en Estudios Hispánicos, Bachillerato en Educación Secundaria-Español

Rivera Álvarez, Albert – Electricidad con Energía Renovable
Escuela Técnica de Electricidad: Diploma Técnico Electricista

Rivera Bonilla, Alma – Cosmetología
Professional Training Academy of Esthetics and Beauty Courses: Diploma Cosmetología

Rivera González, Mario – Mixología/Bartending
Escuela Hotelera: Certificado Bartending

Robles Torres, Jennifer – Asistente Administrativo con Facturación Médica

Universidad de Puerto Rico: Bachillerato en Sistemas de Oficinas

Rodríguez Fernández, Carmen – Cosmetología
Emma's Beauty Academy: Diploma Cosmetología Básica; Diploma Barbería y Estilismo

Rodríguez Irizarry, Gabriel – Técnico de Entrenamiento y Acondicionamiento Físico
Universidad de Puerto Rico: Bachillerato en Ciencias Terapia Atlética

Rodríguez Lugo, Vanessa – Tecnología de Uñas
Escuela Vocacional Bernardino Cordero Bernard: Diploma Técnica de Uñas

Mercado Rodríguez, Karina – Tecnología de Uñas
National University División Técnica IBC: Diploma Tecnología de Uñas Diploma Cosmetología

Rodríguez Rosado, Edgardo – Barbería y Estilismo
Metro College: Diploma Barbería y Estilo

Rodríguez Silvagnoli, Frankie – Administración e Informática/Educación General-Matemáticas
Universidad Interamericana de Ponce: Bachillerato en Ciencias de Computadoras

Rodríguez Vera, Leonardi – Electricidad con Energía Renovable
Liceo de Artes y Tecnología: Diploma Técnico Electrónico Industrial con Electricidad

Romero Cruz, Milixza – Tecnología de Uñas.
Emma's Beauty Academy: Diploma Técnica de Uñas

Ruíz Rivera, Marangelly- Técnico Geriátrico
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Ciencias en Enfermería

Saldá Feliciano, Ivonne – Cosmetología
Emmas Beauty Academy: Diploma Estilo Avanzado, Instituto de Banca y Comercio: Diploma Cosmetología

Salicetti Santana, Carlos – Técnico de Emergencias Médicas Básico
National University College- IBC: Diploma Técnico de Emergencias Médicas-Paramédico

Santana Grandoné, Miguel – Gerencia Funeraria y Embalsamamiento
Escuela Vocacional Miguel Such: Diploma Ciencias Mortuorias

Santiago Rodríguez, Verónica – Enfermería Práctica con Electrocardiografía
Universidad Católica de Puerto Rico: Bachillerato en Ciencias de Enfermería

Santiago Sánchez, Lizette – Técnico Geriátrico
National University College: Bachillerato en Ciencias de Enfermería

Santiago Vázquez, Maritza – Enfermería Práctica con Electrocardiografía
National University College: Bachillerato en Ciencias de Enfermería

Soler Ithier, Omarilys – Grado Asociado en Gastronomía y Gerencia Culinaria
Universidad Ana G. Méndez: Bachillerato en Artes; Trabajo Social, Le Gordon Bleu: Grado Asociado Artes Culinarias

Texeira Rodríguez, Firpo – Grado Asociado en Técnico de Emergencias Médicas-Paramédico
NUC University: Bachillerato en Ciencias en Enfermería; Instituto de Banca y Comercio: Diploma Técnico de Emergencias Médicas/Paramédico

Torres Méndez, Rosa – Asistente Administrativo con Facturación Medica
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Ciencias Secretariales

Torres Montes, Jeannette – Educación General/Ingles
Universidad del Turabo: Maestría en Ingles como Segundo Idioma

Vargas Vargas, Zullyannette – Panadería y Repostería Internacional
Academia Serrant: Diploma Repostería Comercial

Yauco

Báez Camacho, Cynthia – Barbería y Estilismo/ Cosmetología.
Instituto de Banca y Comercio: Diploma en Barbería y Estilismo / Diploma en Cosmetología

Balbuena Rodríguez, Juan M. – Electricidad con Energía Renovable
Escuela Vocacional Dr. Pedro Perea Fajardo: Diploma en Electricidad

Berríos Santos, José A. – Barbería y Estilismo
Academy of Esthetics & Beauty Course, Inc.: Diploma en Barbería Básica

Bobé Pacheco, Carmen – Asistente de Maestro Pre-Escolar
University of Phoenix: Master of Arts in Education /Early Childhood

Canchani Fraticelli, Brenda L. – Inglés
Universidad del Este: Maestría en Artes en Educación/ Educación Bilingüe

Class Feliciano, Ramón – Electricidad con Energía Renovable
Instituto de Banca y Comercio: Diploma en Electricidad con PLC

Carcaño Pagán, Luciann – Diseño Gráfico
Atlantic University: Maestría en Artes Gráficas

Delgado Quiñones, José – Matemáticas / Contabilidad
Universidad Interamericana de PR: Maestría en Administración de Empresas, Finanzas

Galarza Báez, Enid – Enfermería Práctica con EKG / Técnico Geriátrico
Universidad de Puerto Rico: Bachillerato en Ciencias en Enfermería

Galarza Rivera, Abel – Diseño Gráfico / Panadería y Repostería Internacional
Universidad Sagrado Corazón: Bachillerato en Artes Visuales
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

Irizarry Flores, Norma I. – Asistente Administrativo con Facturación Médica
Universidad Interamericana de PR: Bachillerato en Ciencias Secretariales

López Quiñones, Jaime – Electricidad con Energía Renovable
Instituto de Banca y Comercio: Diploma en Electricidad con PLC

Medina Cancel, Yajaira – Asistente Administrativo con Facturación Médica
Universidad Interamericana de PR: Bachillerato en Ciencias Secretariales

Milián Torres, Luis F. – Técnico de Emergencias Médicas -Básico
Instituto de Banca y Comercio: Diploma en Técnico de Emergencias Médicas-Paramédico

Muñoz Dávila, Carlos M. – Matemáticas / Educación General
Universidad Católica de PR: Bachillerato en Matemáticas
University of Phoenix: Maestría en Educación

Ortiz Colón, Yolymilt – Culinary Arts
Escuela Hotelera de San Juan: Diploma en Cocina Profesional y Servicio de Mesa

Ortiz Cruz, Melitza A. – Enfermería Práctica con Electrocardiografía (EKG)
National University College: Bachillerato en Ciencias en Enfermería

Pagán Figueroa, Evelyn – Inglés
Universidad del Este: Maestría en Artes en Educación/ Educación Bilingüe

Pérez Torres, Javier A. – Terapeuta de Masaje Profesional
Ponce Paramedical College: Diploma in Professional Massage Therapyst

Ríos Ramírez, José A. – Refrigeración y Aire Acondicionado con Inverters
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

Rivera Rivera, José R. – Técnico de Reparación de Computadoras y Redes
Universidad Interamericana de PR: Bachillerato en Administración de Empresas
Ponce Paramedical College: Diploma en Reparación de Computadoras y Especialista en Apoyo Técnico

Rodríguez Granell, Marco G. – Refrigeración y Aire Acondicionado con Inverters
Universidad Católica de PR: Bachillerato en Gerencia
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con Inverters

Ruperto Gutiérrez, Rosa – Cosmetología / Diseño y Estilismo Avanzado
Escuela Vocacional Bernardino Cordero: Diploma in Basic Cosmetology
Emma's Beauty Academy: Diploma en Estilo Avanzado

Sacarello Torres, Tania – Asistente de Maestro Pre Escolar
Universidad Interamericana de PR: Maestría en Enseñanza en Nivel Elemental

Santaliz Trabal, George – Tecnología de Uñas
Instituto de Banca y Comercio: Diploma en Tecnología de Uñas

Tirado Vega, Maritza – Panadería y Repostería Internacional
Instituto de Banca y Comercio: Diploma en Panadería y Repostería Internacional

Torres Ruiz, Daribette – Cosmetología / Estilismo y Diseño Avanzado

Instituto Educativo Premier: Diploma en Master Advanced Cosmetology
Emma's Beauty Academy: Diploma en Cosmetología Básica

Velázquez Vargas, Reinaldo – Culinary Arts
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional

ACADEMIC CALENDAR

For the current academic calendar, please visit the following link:
https://tecnicos.nuc.edu/calendario-academico/

DISCLOSURE

We hereby certify that this catalog is, to the best of our knowledge, a truthful representation of our offering, curricula, and facilities.

To this effect, we hereby submit the same on October 31, 2022.

Mr. Michael Bannett
President

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