CATALOG DISCLAIMER

Notwithstanding anything contained in this Catalog, NUC University - IBC Technical Division, reserves the right, wherever it deems advisable: (1) to change or modify its tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirements in connection with the foregoing, and (3) to change or modify any academic or other policy. Please be advised that due to printing deadlines, information in this Catalog may be updated. Changes in information in this Catalog and new academic regulations will be published each session as applicable. It is the responsibility of each student to ascertain current information that pertains to the individual programs particularly with regard to satisfaction of degree requirements, through frequent reference to the Catalog and its addendum, enrollment agreement, the webpage tecnicos.nuc.edu/, and by consultation with the Counselor, the Academic Director, and other appropriate offices such as the Registrar or Financial Aid. In preparing this catalog, efforts are made to provide pertinent and accurate information; however, NUC University - IBC Technical Division assumes no responsibility for Catalog errors or omissions.

An electronic copy of this Catalog is available at tecnicos.nuc.edu/ Printed copies are available in all locations of NUC University - IBC Technical Division.

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:
Mrs. Dinia M. Rivera Ortiz
Human Resources Department
#56 Road 20
Guaynabo, PR 00966
Telephone: 787-982-3000 Ext. 1069
Fax: 787-982-3080
Email: dmrivera@edukgroup.com

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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.


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), Florida Technical College (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 process and foster educational excellence.

2. **Service, development and student experience** – Provide a college experience centered on student experiences, development and services, which prepares graduates to lead and excel in the local or global geographic 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 commitment 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 recognized 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)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Bannett</td>
<td>Non-voting board member</td>
</tr>
<tr>
<td>Kevin Malone</td>
<td>Director</td>
</tr>
<tr>
<td>Scott VanHoy</td>
<td>Director</td>
</tr>
</tbody>
</table>

**Board of Trustees**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberto Estrella, Esq</td>
<td>Chairman</td>
</tr>
<tr>
<td>Marcos Vidal</td>
<td>Vice-President</td>
</tr>
<tr>
<td>Antonio Ginorio, CPA</td>
<td>Member</td>
</tr>
<tr>
<td>Dr. Carmen Z. Claudio</td>
<td>Member</td>
</tr>
<tr>
<td>Dr. Sylvette Rivera</td>
<td>Member</td>
</tr>
<tr>
<td>Minerva Rivera, Esq</td>
<td>Member</td>
</tr>
<tr>
<td>Josuê Medina, CPA</td>
<td>Member</td>
</tr>
</tbody>
</table>
### CORPORATE LEVEL ADMINISTRATIVE OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Mr. Michael Bannett</td>
<td>President/Chief Executive Officer</td>
</tr>
<tr>
<td>Mr. Josué Medina</td>
<td>Chief Administrative Officer/Senior Vice President of Finance</td>
</tr>
<tr>
<td>Mrs. Damaris Rodríguez</td>
<td>Corporate Vice President of Financial Aid</td>
</tr>
<tr>
<td>Mrs. Lydia Collazo</td>
<td>Interim Senior Vice President of Academic Affairs</td>
</tr>
<tr>
<td>Dr. Ana Milena Lucumi</td>
<td>Senior Vice President of Student Affairs</td>
</tr>
<tr>
<td>Mrs. Yaran K. Correa</td>
<td>Academic Affairs Vice-President - Technical Education</td>
</tr>
<tr>
<td>Mrs. Pura López</td>
<td>Vice President of Human Resources</td>
</tr>
<tr>
<td>Mrs. Vanessa Pagán</td>
<td>Corporate Director of Placement</td>
</tr>
<tr>
<td>Vacant</td>
<td>VP Assessment and Retention</td>
</tr>
<tr>
<td>Mr. Konrad Wittenberg</td>
<td>Director of Facilities Management</td>
</tr>
<tr>
<td>Mrs. Jennifer Caraballo-</td>
<td>Senior Marketing Manager</td>
</tr>
<tr>
<td>Mrs. Mabel Carrasquillo</td>
<td>Corporate Director of Purchasing</td>
</tr>
<tr>
<td>Mr. Pedro Padilla</td>
<td>Corporate Director of Student Accounts</td>
</tr>
<tr>
<td>Mrs. Nedská Rivera</td>
<td>Institutional Coordinator of Culinary Arts</td>
</tr>
<tr>
<td>Mrs. Yomarys Camacho</td>
<td>Director of Beauty Programs</td>
</tr>
<tr>
<td>Dr. Miguel González</td>
<td>Regional Coordinator Health Programs</td>
</tr>
<tr>
<td>Mr. René Meléndez</td>
<td>Director of Technical Programs</td>
</tr>
<tr>
<td>Mr. Alejandro Ferris</td>
<td>Cafeteria Administrator</td>
</tr>
<tr>
<td>Mrs. Yarelis González</td>
<td>Regional Director of Admissions (Arecibo &amp; Bayamón)</td>
</tr>
<tr>
<td>Mr. Carlos Lugo</td>
<td>Regional Director of Admissions (Caguas &amp; Río Grande)</td>
</tr>
</tbody>
</table>

### EXECUTIVE DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Marilyn Del Valle</td>
<td>Aguadilla</td>
</tr>
<tr>
<td>Mrs. Jacqueline Irizarry</td>
<td>Arecibo</td>
</tr>
<tr>
<td>Mrs. Wigdalys Negrón</td>
<td>Bayamón</td>
</tr>
<tr>
<td>Mr. Eliseo Martinez</td>
<td>Caguas</td>
</tr>
<tr>
<td>Mrs. Lisa M. Ortega</td>
<td>Escorial</td>
</tr>
<tr>
<td>Mrs. Dayna Milette</td>
<td>Fajardo</td>
</tr>
<tr>
<td>Mrs. Ana Jackeline Rivera</td>
<td>Guayama</td>
</tr>
<tr>
<td>Mr. Anthony Rodriquez</td>
<td>Los Colobos</td>
</tr>
<tr>
<td>Mr. Benjamín Padilla</td>
<td>Manati</td>
</tr>
<tr>
<td>Mr. Ricardo Rodriguez</td>
<td>Mayagüez</td>
</tr>
<tr>
<td>Mr. Hermit Toro</td>
<td>Moca</td>
</tr>
<tr>
<td>Mr. Raúl Morales</td>
<td>Ponce</td>
</tr>
<tr>
<td>Mrs. Awilda Roche</td>
<td>Yauco</td>
</tr>
</tbody>
</table>
DIRECTORY OF LOCATIONS

NUC UNIVERSITY CORPORATE OFFICE
#56 Road 20, Km 2.3, (Exp. Martínez Nadal)
Guaynabo, Puerto Rico 00966
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, Manati, 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 Manati location occupies a three-story facility located at, Carretera #2, Km. 49.7, Barrio Tierras Nuevas, in Manati 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.

Moca

SAN JUAN (ESCORIAL)
The San Juan (Escorial) location occupies a three-story building located at, Ave. 65th Infanteria, 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 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 Associate Degree (Ponce, Manatí, Caguas, Fajardo, Bayamón, and Escorial) and Postsecondary Technical-Vocational (all locations) levels through its IBC Technical Division locations, certifications 2017-384 to 2017-390 and 2019-161.

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 accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) msche.org. NUC’s NUC University – IBC Technical Division (NUC-IBC), Florida Technical College (FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. The 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 Regional and International Cuisine (NUC-IBC Ponce and Fajardo) and the diploma level programs of Regional and International Cuisine and International Pastry and Baking (NUC-IBC Ponce, Fajardo, Mayagüez, Aguadilla, Manatí, Bayamón, and Caguas) are programatically 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), Florida Technical College (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 daveschool.com/.

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 (CRUSAADA)
- 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.

**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 Examinadora de Técnicos de Cuidado Respiratorio
- 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/](http://nuc.edu/educacion-continua/).
STUDENT SERVICES

ADMISSIONS

ADMISSIONS - HOURS OF SERVICE
The Admissions Office accepts applications from prospects interested in being admitted to our Institution during the entire year. 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 AND ENROLLMENT PROCESS
1. The admissions process of the student will take place at the Admissions Office. After the initial orientation and signing of the Admissions Commitment form, the student will be referred to the Financial Aid Office to apply for financial aid.
2. Once the orientation at the Financial Aid Office is completed, the student will be referred to the Student Accounts Office to discuss an estimated payment plan if necessary.
3. The Admissions Commitment form will be signed by a representative of each of the Admissions, Financial Aid and Student Accounts Offices to validate that the student has received the proper orientation.
4. The student will be referred back to the Admissions Office to complete the contract if he/she is in agreement with the estimated payment plan.
5. During the admissions process, all the students enrolled in diploma programs will receive a contract with the duration of the program and tuition costs.
6. During the enrollment process, all the students enrolled in diploma programs will receive a program of classes consisting of an 8 to 10 credits module during 8 weeks.
7. The students enrolled in associate’s degree programs will receive a contract with the duration of the program and tuition costs.
8. The students enrolled in associate’s degree programs will be referred during the enrollment process to the Registrar Office to receive a program with the classes for the academic session consisting of 12 to 16 credits during 16 weeks. Later the student will be referred to the Student Accounts Office to receive the final invoice according to the program of classes and a payment plan if necessary.
9. For all associate’s degree students, the invoice process will be repeated for each academic session that the student remains active. For continuation students, the enrollment process for the next session will happen during the last two weeks of the current session.

ADMISSIONS POLICY

PROGRAMS LEADING TO AN ASSOCIATE’S DEGREE
NUC University - IBC Technical Division has academic offerings available for associate’s degree in Regional and International Cuisine at the Ponce, Fajardo, Manati, Caguas, Bayamón, and Escorial locations. Programs begin in August, January and April.
Admissions Requirements (Associate’s Degree)

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

2. An academic average of 2.00 points or more in High School or in an academic-occupational program authorized at the post-secondary level. If an average of 2.00 points were not obtained due to having obtained a “D” grade in Spanish, Math or English:

   The student may be admitted if s/he presents College Board Examination results of more than 400 points in the academic performance exam. S/he may apply for the skills test in the respective subject of study and pass with 70% or more in order to be placed in regular courses. S/he will not be admitted if s/he does not pass the exam.

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

4. Complete the Enrollment Contract

5. 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

Regional and International Cuisine 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.


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.*

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
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 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:
   "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 / Surgical Technician:**
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. Face 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 continuing education courses.
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.

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

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.

<table>
<thead>
<tr>
<th>Last Day of Attendance</th>
<th>Percent Attended</th>
<th>Percent of Tuition to be Refunded</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/18/2019</td>
<td>14.81%</td>
<td>80%</td>
<td>$4,336.00</td>
</tr>
<tr>
<td>02/16/2019</td>
<td>49.38%</td>
<td>50%</td>
<td>$2,710.00</td>
</tr>
</tbody>
</table>
The following 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.

- Electronic device $175.00

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.

**TITLE IV REFUND POLICY**

NUC University - IBC Technical Division, 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. This policy applies to all students enrolled in a Title IV eligible program that are also eligible for Title IV aid.

The law specifies how the institution 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 the institution currently participates that are covered by this law are Federal Pell Grants, Iraq and 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).

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 Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Graduate PLUS Loan
4. Direct Parent PLUS Loan
5. Federal Pell Grant
6. FSEOG
7. Iraq and Afghanistan Service Grant

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.
DEFINITION OF ACADEMIC YEAR OF FINANCIAL AID

PROGRAMS LEADING TO ASSOCIATE’S DEGREE
The associate’s degree programs are offered in standard terms of trimesters. For purposes of Financial Aid, the academic year is defined as a 36 credit and 48 weeks.

PROGRAMS LEADING TO DIPLOMA
For purposes of Financial Aid, diploma programs are considered Nonterm. The academic year is defined as a 36 credit and 32 weeks.

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

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

Institutional Scholarship: High School Senior
The High School Senior Scholarship 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 scholarship 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 Scholarship 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 Scholarship: Healthcare Heroes
The Healthcare Heroes Scholarship 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 scholarship 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 Scholarship 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-Paramedic
     ▪ Pharmacy Technician
     ▪ Geriatric Technician
     ▪ Respiratory Care Technician

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• Associate's, Bachelor's or Master's Degree Programs
  • Associate's Degree in Applied Sciences in Medical Emergency
  • 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 Scholarship: “Creciendo Contigo”**

The “Creciendo Contigo” Scholarship 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 scholarship 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” Scholarship 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

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 scholarships are limited. NUC University will disburse the awarded scholarship amount at the end of the academic term for which the funds were allocated.
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.

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 cost $ 2.00 each.

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".

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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

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal Committee</td>
<td>The Appeals Committee consist of representatives of the Office of Student Services, Registrar, Financial Aid, Student Accounts, Academics, and Professional Counselor or its equivalent.</td>
</tr>
<tr>
<td>Submission of Appeal Request</td>
<td>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.</td>
</tr>
</tbody>
</table>

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 Vice President 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.

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

<table>
<thead>
<tr>
<th>Grade Type</th>
<th>Grade</th>
<th>GPA</th>
<th>Credits Attempted</th>
<th>Credits Completed</th>
<th>Maximum Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Passing Grade</td>
<td>P</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Emergency Drop Courses</td>
<td>EW</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Repeated Courses</td>
<td>Refer to grades above</td>
<td>Highest grade obtained</td>
<td>Yes</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Yes</td>
</tr>
<tr>
<td>Transferred Credits/Hours from prior programs at FTC accepted towards current program</td>
<td>Refer to grades above</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Applicability based on grade received (refer to grades above)</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Maximum Timeframe
Students are required to complete their program within a reasonable time frame. Federal regulations define the maximum time frame 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 time frame 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):

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Time to Complete Program Credits</th>
<th>Minimum GPA</th>
<th>Minimum pace (Credit hours completed / Credit hours attempted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant with Medical Billing</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Advanced Hairstyling and Design</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Application Development and Web Design Specialist</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Assistant in Education for Personnel with Special Conditions</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Banking Operations</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Barbering and Hairstyling</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Bartending</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Coding and Medical Billing</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Computer Repairs and Network Technician</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Construction Technician</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Program</td>
<td>Program Credits</td>
<td>Maximum Time to Complete Program Credits</td>
<td>Minimum GPA</td>
<td>Minimum pace (Credit hours completed / Credit hours attempted)</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------------</td>
<td>------------------------------------------</td>
<td>-------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>(Handyman)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversational English</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Dental Assistant with Expanded Functions</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Electricity with Renewable Energy</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Esthetics</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Funeral Home Management and Embalming</td>
<td>48</td>
<td>72</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Geriatric Technician</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>International Pastry and Baking</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Master en Barberia</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Nail Technology</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Network Administration</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>48</td>
<td>72</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Plumbing Technician</td>
<td>24</td>
<td>36</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Practical Nursing with Electrocardiography (EKG)</td>
<td>36</td>
<td>54</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Preschool Teacher Assistant</td>
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<td>Refrigeration and Air Conditioning with Inverters</td>
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<tr>
<td>Regional and International Cuisine</td>
<td>36</td>
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<td>Tourism and Hotels</td>
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<td>Minimum pace (Credit hours completed / Credit hours attempted)</td>
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<tr>
<td>Associate’s Degree in Medical Billing and Coding</td>
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<tr>
<td>Grado Asociado en Instrumentación</td>
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<tr>
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<td>Minimum GPA</td>
<td>Minimum pace (Credit hours completed / Credit hours attempted)</td>
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<tr>
<td>Criminal Justice</td>
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<tr>
<td>Grado Asociado en Sistemas de Oficina en Procesamiento de Información</td>
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<tr>
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<td>Associate’s Degree in Pharmacy Technician on/after 2007</td>
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<td>Grado Asociado en Tecnología de Ingeniería Electrónica en Telecomunicaciones</td>
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<td>66.66%</td>
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</tbody>
</table>

**Bachelor’s Degree**

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Time to Complete Program Credits</th>
<th>Minimum GPA</th>
<th>Minimum pace (Credit hours completed / Credit hours attempted)</th>
</tr>
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<tbody>
<tr>
<td>Bachelor’s Degree in Business Administration with major in Healthcare</td>
<td>120</td>
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<tr>
<td>Program</td>
<td>Program Credits</td>
<td>Maximum Time to Complete Program Credits</td>
<td>Minimum GPA</td>
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<tr>
<td>Management</td>
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<td>Bachillerato en Administración de Empresas con concentración en Banca</td>
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<tr>
<td>Bachelor's Degree in Business Administration with major in Accounting on/after 2010</td>
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<td>Bachelor's Degree in Business Administration with major in Accounting on/after 2013</td>
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<tr>
<td>Bachelor's Degree in Business Administration with major in Business Intelligence</td>
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<td>66.66%</td>
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<tr>
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<td>180</td>
<td>2.00</td>
<td>66.66%</td>
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</tr>
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<td>Bachillerato en Administración de Sistemas de Oficinas</td>
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<tr>
<td>Bachelor's Degree in Science in Nursing on/after 2008</td>
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<tr>
<td>Program</td>
<td>Program Credits</td>
<td>Maximum Time to Complete Program Credits</td>
<td>Minimum GPA</td>
<td>Minimum pace (Credit hours completed / Credit hours attempted)</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------</td>
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</tr>
<tr>
<td>Science in Nursing (RN to BSN) on/after 2014</td>
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<td>Bachelor’s Degree in Criminal Justice with major in Cyber Crimes</td>
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<td>180</td>
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<tr>
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<td>180</td>
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<td>66.66%</td>
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<td>Bachelor’s Degree in Criminal Justice with major in Homeland Security</td>
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<td>180</td>
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<td>180</td>
<td>2.00</td>
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<tr>
<td>Bachelor’s Degree in Criminal Justice on/after 2007</td>
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<tr>
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<td>180</td>
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</tr>
<tr>
<td>Bachelor’s Degree in Information Technology</td>
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<td>199</td>
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<tr>
<td>Bachelor’s Degree in Information Technology with major in Network Administration</td>
<td>120</td>
<td>180</td>
<td>2.00</td>
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</tr>
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<td>Bachelor’s Degree in Information Technology with major in Software Analysis and Development</td>
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<td>180</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
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<td>Bachelor’s Degree in Information Technology with major in Information Assurance and Security</td>
<td>120</td>
<td>180</td>
<td>2.00</td>
<td>66.66%</td>
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<tr>
<td>Program</td>
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<td>Maximum Time to Complete Program Credits</td>
<td>Minimum GPA</td>
<td>Minimum pace (Credit hours completed / Credit hours attempted)</td>
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<td>Bachelor’s Degree in Information Technology on/after 2016</td>
<td>120</td>
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<td>58</td>
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<td>66.66%</td>
</tr>
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<td>3.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>Master's Degree in Education in Assessment and Effectiveness</td>
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<td>58</td>
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<td>66.66%</td>
</tr>
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</tr>
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<td>Master’s Degree in Science in Nursing with Specialty in Medical-</td>
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<td>66.66%</td>
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<tr>
<td>Program</td>
<td>Program Credits</td>
<td>Maximum Time to Complete Program Credits</td>
<td>Minimum GPA</td>
<td>Minimum pace (Credit hours completed / Credit hours attempted)</td>
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<tr>
<td>Surgical and Role in Education</td>
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</table>

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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Maximum Time to Complete the Program in Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Hairstyling and Design (version 2016 and later)</td>
<td>36</td>
<td>54</td>
</tr>
<tr>
<td>Construction Technician (Handyman)</td>
<td>36</td>
<td>54</td>
</tr>
<tr>
<td>Conversational English (version 2016 and later)</td>
<td>36</td>
<td>54</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Completed Term</th>
<th>Grade Point Average (GPA)</th>
<th>Minimum of Credits Successfully Completed</th>
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<td>1 or more</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

Academic programs of 36 credits and 32 weeks:
- 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:
<table>
<thead>
<tr>
<th>Program Credits</th>
<th>Program Weeks</th>
<th>Maximum Time to Complete the Program in Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>32</td>
<td>54</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Payment period</th>
<th>Credits Completed Successfully</th>
<th>* Weeks Completed Successfully</th>
<th>Minimum GPA</th>
<th>Minimum of Credits Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18</td>
<td>16</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>2</td>
<td>36</td>
<td>32</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Program Credits</th>
<th>Program Weeks</th>
<th>Maximum Time to Complete the Program in Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>32</td>
<td>57</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Payment period</th>
<th>Credits Completed Successfully</th>
<th>* Weeks Completed Successfully</th>
<th>Minimum GPA</th>
<th>Minimum of Credits Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18</td>
<td>16</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>2</td>
<td>38</td>
<td>32</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>
*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
- Dental Assistant with Expanded Functions
- Electricity with Renewable Energy
- Emergency Medical Technician-Paramedic
- 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
- Regional and International Cuisine
- Respiratory Care Technician
- Sound and Security Alarm Technician
- Surgical Technician
- Tourism and Hotels

Summary of the program:

<table>
<thead>
<tr>
<th>Program Credits</th>
<th>Program Weeks</th>
<th>Maximum Time to Complete the Program in Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>54</td>
<td>48</td>
<td>81</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Payment period</th>
<th>Credits Completed Successfully</th>
<th>* Weeks Completed Successfully</th>
<th>Minimum GPA</th>
<th>Minimum of Credits Successfully Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18</td>
<td>16</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>
*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:

<table>
<thead>
<tr>
<th>Program Credits</th>
<th>Program Weeks</th>
<th>Maximum Time to Complete the Program in Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td>64</td>
<td>108</td>
</tr>
</tbody>
</table>

**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:

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<td>1</td>
<td>18</td>
<td>16</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>2</td>
<td>36</td>
<td>32</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>3</td>
<td>54</td>
<td>48</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
<tr>
<td>4</td>
<td>72</td>
<td>64</td>
<td>2.00</td>
<td>66.66%</td>
</tr>
</tbody>
</table>

*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; approve core or major courses with a grade of no less than C.
e) 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.
f) Comply with the academic standards established by the institution’s Satisfactory Academic Progress Policy.

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. The sequence in which they are taken may vary, so long as prerequisites 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.

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 a study mode or independent study process assisted by technology, with the purpose of promoting learning without limitations of location, occupation and schedules. This education mode is self-directed by the student, who must plan and time manage in order to complete the study material and study assignments to meet the requirements of the selected courses in the curriculum.

This study mode is characterized, mainly by the physical separation of instructors; the use of information technology and communication (print, digitized material, audiovisual material, computer resources, other materials and media) for the instruction and interaction between instructor and students and students with each other; facilitating lifelong learning strategies and equal educational opportunities to the entire student population.

The institution has a broad academic offer available, which uses as main methodology the on ground education and integrates distance education as well. In both study modes, it is ensured to students the equality of content, educational quality and the provision of administrative services that go beyond geographic barriers and facilitates communication. For this, it is adequately used the direct service and personnel and the technology for development of new modes in the teaching-learning process.

Distance Education Faculty:
Anibarro Soto, Glorivette. M.A., Humanities, English, Universidad de Puerto Rico; Puerto Rico. B.A., English: Literature, Loyola University; Estados Unidos. General Education; AAD Regional and International Cuisine.


Franceschi Portalatín, Dora. B.B.A., Human Resources Administration, Universidad Interamericana de Puerto Rico; Puerto Rico. G.A., Florida Culinary Institute; Florida. Diploma, Regional and International Cuisine, Instituto de Banca y Comercio; Puerto Rico. Culinary Arts, AAD Regional and International Cuisine.


Lozada Sorcia, Louis. J.D., Universidad de Puerto Rico; Puerto Rico. B.S., Computer Engineering, Universidad de Puerto Rico; Puerto Rico. B.S., Electrical Engineering, Universidad Politécnica; Puerto Rico. A.A.S., Pre-Engineering, Universidad de Puerto Rico; Puerto Rico. General Education; AAD Regional and International Cuisine.


Peña Cordero, Sashira. M.A., Spanish Curriculum, Caribbean University; Puerto Rico. B.A., Secondary
Education: Spanish, Universidad de Puerto Rico; Puerto Rico. General Education; AAD Regional and International Cuisine.

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 – IBC Technical Division, Distance Education courses are offered through the World Wide Web. Students have computers with access to the Internet where they will receive materials and send their assignments and other work. The communication and interactivity between faculty-student and student-student is attained primarily through the Internet, e-mail, discussion forums and chats. This mode requires the development of all materials and their inclusion in a Web server prior to the initiation of the course offering. If students desire to access the courses from outside the NUC University – IBC Technical Division, the Institution guarantees them remote access to information resources and students are responsible for having their own computers with the pre-established technical requirements.

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’s Degree in Regional and International Cuisine:
- 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)

Available online courses are theory courses that do not require any laboratory or externship activities. The available online offer is equal or less than a 50% of the total of courses for each academic program.

Admissions Requirements:
The admissions requirements for the academic programs leading to an associate’s degree are the same for the traditional on ground education mode as well as distance education mode.

Enrollment Process and Initial Orientation for the Online Students:
Students interested in enrolling in the established online courses are provided an Initial Orientation from the Academic Advisors. Students should take as part of the enrollment process the Introductory Course ITOL 1001-Introduction to the Online Learning.

The official enrollment and administrative service process for associate degree students to complete
enrollment is the same for on ground education mode as well as online education mode.

**Distance Education Technical Requirements Information:**
NUC University – IBC Technical Division has selected Canvas as a technological tool to support its online courses. Canvas is a platform for delivering online courses, is simple and allows remote access to the courses.

**Minimum technical requirements to use Canvas:**

**E-mail Account**
This is an institutional account exclusively to contact professors and classmates and receive official notifications from the Institution. (Please, do not mix up with your personal e-mail.)

**Minimum Hardware required for PC (Windows)**
- Pentium 4 Processor 2 Ghz or faster
- Operating System: Windows XP, Windows 7 or W8
- Minimum 2 Gb memory
- 80 Gb hard disk
- Audio Card (integrated)
- Video Card (optional)
- Monitor
- Webcam
- Headset for oral presentations and interaction in live class sessions

**Minimum Hardware required for MAC (Macintosh)**
- Intel Processor or faster
- Mac OSX 10.6 Operating System or latest
- Minimum 2 Gb memory
- 80 Gb hard disk or greater
- Audio Card (integrated)
- Video Card (optional)
- Monitor
- Webcam
- Headset for oral presentations and interaction in live class sessions

If the student wants to view Canvas on a device with a screen smaller than 1024 x 600 resolution, it’s recommended to use Canvas Mobile App available at [guides.instructure.com](http://guides.instructure.com).

**Software1 and Plugins2**
- ADOBE Acrobat Reader 1
- Apple Quicktime1
- Windows Media Player2
- Flash Player1
- Mozilla Firefox (Latest version. Uninstall previous versions.) Language preferences
- JAVA Player2 (Latest version. Uninstall previous versions.) Should be enabled in your browser.
- Respondus Lockdown Browser (Used for taking course tests in Blackboard platform.)
- Office for MAC 2008 or latest: Word, Excel, PowerPoint
**Identity Validation in Online Courses:**
Students will be required to login to the modules (courses) on a weekly basis in order to participate in learning activities that include online readings, demonstrations, discussion chat, collaborative learning, multimedia presentation, online text presentation, exercises, research, case study, observation and problem solving. In order to register attendance, students must access the courses and complete by the determined due date tasks and/or assignments.

To ensure access security NUC University – IBC Technical Division assigns a username and password to students who enroll for courses online. These credentials are unique to the students who are assigned to and cannot be duplicated.

A standard password is assigned to the student once is created the account for the first time. Students must access the portal or website utilizing his/her new assigned email account with the user and password information containing the first letter of his/her name, first letter of his/her last name and last four digits of the Social Security number. Once these steps and authenticity are completed, students can change the assigned password. Each time a student contacts technical support, the user information will be verified in order to validate the following authenticity requirements:

1. Student Number
2. Institution/Student’s Email Account
3. Name
4. Last Name
5. Date of Birth
6. Last four digits of Social Security Number
7. Contact Number
8. Students must comply and provide at least information of two (2) requirements information.

In terms of information technology (IT) security and identity protection, students’ social security numbers are not displayed, handed or published in its entirety at any moment during transactions or services provided by Canvas. The CANVAS platform is located in the cloud via Amazon Web Services (AWS), which features high quality safety standards. Among these standards are:

1. Secure Access
2. Fire Proof Construction
3. Unique Users
4. Authenticity of Multiple Factors (AMF)
5. Sub-Private Networks
6. Data Storage
7. Option Dedicated Connection
8. Direct and Perfect Confidentiality
9. Security Records
10. Access Identification and Settings
11. Centralized Management
12. Specialized Advisory

**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. The online courses have weekly activities to monitor the participation of students. 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.

The Virtual Library and the online library were developed using the platform LibGuides and for the part related to virtual reference (chat / email) is used LibAnswers; both offered by Springshare.

**Service for Online Students (Academic Counseling, Placement and Financial Aid)**
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 programs (on ground and online) 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 and 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.

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
DGA1 = Deficient (Associate Degree Programs)
F = Failed
I(G)2 = Incomplete
NP3 = Not Pass (Fail)
NR3 = Grade not received
P3 = Pass
PE3 = Extended Practicum
T(G)4 = Transferred Grade
W = Withdrawal
Y = Course accepted through credit transfer
YP5 = 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.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00 – 3.50</td>
<td>100 – 90</td>
</tr>
<tr>
<td>3.49 – 2.50</td>
<td>89 – 80</td>
</tr>
<tr>
<td>2.49 – 1.60</td>
<td>79 – 70</td>
</tr>
<tr>
<td>1.59 – 0.80</td>
<td>69 – 60</td>
</tr>
<tr>
<td>0.79 – 0</td>
<td>59 – 0</td>
</tr>
</tbody>
</table>

Grades with corresponding Numerical Value

A = Excellent = 4.0
B = Good = 3.0
C = Satisfactory = 2.0
D = Deficient = 1.0
DGA1 = Deficient Associate Degree = 1.0
F = Failed = 0.0

Grades with no corresponding Numerical Value

I(G)2 = Incomplete
NP3 = Not Passed
NR3 = Grade not received
P3 = Pass
PE3 = Extended Practicum
T(G)4 = Transferred Grade
W = Withdrawal
Y = Course accepted through credit transfer
YP5 = 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: Regional and International Cuisine, International Pastry and Baking, 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.

INCOMPLETE POLICY

By incomplete, it is understood that a student did not complete the requirements of a course in the stipulated timeframe for justified reasons. An incomplete will be accompanied by the grade obtained at the end of the session, having granted a “0” or “F” to the work not performed in class. In regular courses that do not include an externship, the removal of the incomplete must be done within the established period of six (6) business days from the next academic session.

If it is not done within the established timeframe, the Registrar’s Office will proceed to record the grade that accompanied the incomplete in the student’s academic record. The transaction to remove the incomplete must be initiated by the course professor and, in his/her absence, the Program Lead. The grade that accompanies the incomplete will not be considered in the calculation that determines the student’s grade point average until the incomplete has been removed.

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

ASSOCIATE’S DEGREE PROGRAMS

Core and concentration/major courses in which the student obtains a D or F must be repeated in order to meet graduation requirements. These involve a cost per additional credit for the student. Will only be considered the highest grade from those obtained in the repeated courses. Repeated courses are considered attempted credits for purposes of the Satisfactory Academic Progress Policy.

For Title IV purposes, repeated courses credits included in the enrollment status (total of credits enrolled in the term) will be determined as follows:

- Includes on time repetition of a previously passed course. For this purpose, passed means any grade higher than an F.
- Includes the corresponding credits to the repetition of any not passed course until passed.

DIPLOMA PROGRAMS

The cost of the program does not change based on a student’s full-time or part-time status. However, in order to enable a student to graduate, the student will have the option to repeat courses with “D” or “F”
Students who received Title IV funds, with the exception of eligible students who return to complete a program after 180 days and are receiving credit for repeating the course, are not eligible to receive additional funds for repeated credits.

**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 online 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. They are 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.

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.

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 PROEDURE

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:

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<tr>
<th>Junta de Instituciones Postsecundarias</th>
<th>Middle States Commission on Higher Education</th>
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<tr>
<td>Tel. (787) 722-2121</td>
<td>Tel. (267) 284-5000</td>
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<tr>
<td>Departamento de Estado</td>
<td>3624 Market Street,</td>
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<tr>
<td>Calle San José,</td>
<td>Philadelphia, PA, 19104</td>
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<td>San Juan, Puerto Rico 00901</td>
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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.
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.

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.

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.

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 committed 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 facilities 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.
INSTITUTIONAL POLICY FOR VETERAN STUDENTS
Minimum Academic Requirements Applicable to Students Receiving Training under the
Various GI Bill® Programs Enrolled in
Post-Secondary Technical and Vocational Institutions

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

Validation of credit/hours from previous studies
Each Certifying Officer must ensure that the student with previous studies at another institution submit for evaluation an official transcript from the institution and/or program of origin. 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
A student receiving educational benefits from the Veterans Administration shall maintain in all evaluation periods a grade point average (GPA) of at least 2.00, to be considered as achieving satisfactory progress and to continue receiving their educational benefit.

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 suspend. In the event that a program consists of only two periods or terms, and 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 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)
The Veterans Administration will only pay for the total hours that the program consists of. The veteran student will be certified by the Certifying Officer according to the hours in which they are enrolled in the respective period, term, or session. Therefore, a student receiving educational benefits must keep at all times a satisfactory attendance.

The Certifying Officer will conduct an attendance evaluation at the end of each period, term or session. Only a 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).
In case of unjustified absences, they must be fully replaced during the same period, term or session. The veteran or beneficiary that exceeds the 10% of Justified and unjustified absences without being properly evidenced or replaced during any period, term or session; the educational benefit will be suspended for the next period, term or session. Also, subsequent to accumulate the 10% at any period, term or session, and if not properly evidenced and replaced in the same month, period and term, the educational benefit also will be suspended.

Content Hours for Curricular Schedule Applicable to Students Receiving Training under the Various GI Bill® Programs Enrolled In Post-Secondary Technical and Vocational Institutions

ACADEMIC ASSOCIATE’S DEGREE PROGRAMS

ASSOCIATE’S DEGREE IN REGIONAL AND INTERNATIONAL CUISINE
In the curricular schedule of Associate’s Degree in Regional and International Cuisine of 72 credits, only indicates the 1,455 contact hours.

ACADEMIC PROGRAMS-DIPLOMA
ADMINISTRATION AND INFORMATICS

NETWORK ADMINISTRATION
In the curricular schedule of the Program of Network Administration of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.

APPLICATION DEVELOPMENT AND WEB DESIGN SPECIALIST
In the curricular schedule of the Program of Application Development and Web Design Specialist of 54 credits only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.

BANKING OPERATIONS
In the curricular schedule of the Program of Banking Operations of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.

ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING
In the curricular schedule of the Program of Administrative Assistant with Medical Billing of 54 credits, only indicates the 1,110 contact hours of each course. In addition of the contact hours, there are 255 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,365.

TOURISM AND HOTELS
In the curricular schedule of the Program of Tourism and Hotels of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.
CULINARY ARTS

REGIONAL AND INTERNATIONAL CUISINE
In the curricular schedule of the Program of Regional and International Cuisine of 54 credits, only indicates the 1,120 contact hours of each course. In addition of the contact hours, there are 250 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,370.

INTERNATIONAL PASTRY AND BAKING
In the curricular schedule of the Program of International Pastry and Baking of 54 credits, only indicates the 1,120 contact hours of each course. In addition of the contact hours, there are 250 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,370.

HEALTH

DENTAL ASSISTANT WITH EXPANDED FUNCTIONS
In the curricular schedule of the Program of Dental Assistant with Expanded Functions of 54 credits, only indicates the 1,140 contact hours of each course. In addition of the contact hours, there are 240 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,380.

PRACTICAL NURSING WITH ELECTROCARDIOGRAPHY (EKG)
In the curricular schedule of the Program of Practical Nursing with Electrocardiography (EKG) of 54 credits, only indicates the 1,220 contact hours of each course. In addition of the contact hours, there are 200 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,420.

RESPIRATORY CARE TECHNICIAN
In the curricular schedule of the Program of Respiratory Care Technician of 54 credits, only indicates the 1,200 contact hours of each course. In addition of the contact hours, there are 210 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,410.

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
In the curricular schedule of the Program of Emergency Medical Technician-Paramedic of 54 credits, only indicates the 1,160 contact hours of each course. In addition of the contact hours, there are 230 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,390.

PROFESSIONAL MASSAGE THERAPIST
In the curricular schedule of the Program of Professional Massage Therapist of 54 credits, only indicates the 1,140 contact hours of each course. In addition of the contact hours, there are 240 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,380.

TECHNICAL

ELECTRICITY WITH RENEWABLE ENERGY
In the curricular schedule of the Program of Electricity with Renewable Energy of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the
student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.

**REFRIGERATION AND AIR CONDITIONING WITH INVERTERS**
In the curricular schedule of the Program of Refrigeration and Air Conditioning with Inverters of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.

**SOUND AND SECURITY ALARM TECHNICIAN**
In the curricular schedule of the Program of Sound and Security Alarm Technician of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.

**PLUMBING TECHNICIAN**
In the curricular schedule of the Program of Plumbing Technician of 36 credits, only indicates the 720 contact hours of each course. In addition of the contact hours, there are 180 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 900.

**COMPUTER REPAIRS AND NETWORK TECHNICIAN**
In the curricular schedule of the Program of Computer Repairs and Network Technician of 36 credits, only indicates the 720 contact hours of each course. In addition of the contact hours, there are 180 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 900.

**CONSTRUCTION TECHNICIAN (HANDYMAN)** In the curricular schedule of the Handyman program of 36 credits, only indicates the 720 contact hours of each course. In addition of the contact hours, there are 180 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the program are 900.

**BEAUTY**

**BARBERING AND HAIRSTYLING**
In the curricular schedule of the Program of Barbering and Hairstyling of 54 credits, only indicates the 1,140 contact hours of each course. In addition of the contact hours, there are 240 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,380.

**COSMETOLOGY**
In the curricular schedule of the Program of Cosmetology of 54 credits, only indicates the 1,140 contact hours of each course. In addition of the contact hours, there are 240 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,380.

**ESTHETICS**
In the curricular schedule of the Program of Esthetics of 54 credits, only indicates the 1,140 contact hours of each course. In addition of the contact hours, there are 240 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,380.
ADVANCED HAIRSTYLING AND DESIGN
In the curricular schedule of the Program of Advanced Hairstyling and Design of 36 credits, only indicates the 720 contact hours of each course. In addition of the contact hours, there are 180 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 900.

NAIL TECHNOLOGY
In the curricular schedule of the Program of Nail Technology of 36 credits, only indicates the 750 contact hours of each course. In addition of the contact hours, there are 165 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 915.

ARTS AND TECHNOLOGY

PRESCHOOL TEACHER ASSISTANT
In the curricular schedule of the Program of Preschool Teacher Assistant of 54 credits, only indicates the 1,150 contact hours of each course. In addition of the contact hours, there are 235 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,385.

GRAPHIC DESIGN
In the curricular schedule of the Program of Graphic Design of 54 credits, only indicates the 1,080 contact hours of each course. In addition of the contact hours, there are 270 study hours that the student will perform outside of class hours with the purpose of preparing for the content of the class or to apply these. The total hours of the Program are 1,350.
PUBLICATIONS
This Catalog is supplemented by the Financial Aid Student Guide and the Student Regulations Handbook. 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, they must be accompanied by a representative of the institution. 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. Students are warned by signs placed in areas delimited for smoking.
TUITION COSTS AND OTHER FEES
(Effective 08/01/2020)

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.

Associate Degree Programs

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Cost per credit</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

Cuotas

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees</th>
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</thead>
<tbody>
<tr>
<td>Laboratorie Courses(^2)</td>
<td></td>
</tr>
<tr>
<td>Associate Degree in Regional and International Cuisine</td>
<td>$100.00</td>
</tr>
<tr>
<td>Associate Degree in Applied Sciences in Medical Emergency</td>
<td>$75.00</td>
</tr>
<tr>
<td>Practice Course</td>
<td>$100.00</td>
</tr>
<tr>
<td>Technology Resources and Administrative Services</td>
<td>$100.00</td>
</tr>
<tr>
<td>Registrar</td>
<td>$25.00</td>
</tr>
<tr>
<td>Electronic Device(^1)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Internet Access(^1)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

\(^1\) Audit students will pay 50% of the tuition and fees described above.
\(^2\) Does not apply to fully virtual labs.
\(^3\) The student may choose to exclude this charge. The electronic device fee applies only to the term in which the student receives the equipment and is not refundable unless the student returns the equipment unused (sealed box) or the personnel authorized by the institution certify defect. The Internet access fee applies to each term that the student receives service and represents a monthly fee of $25.00. Equipment is subject to availability.
## Diploma Programs

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration and Informatics</strong></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant with Medical Billing</td>
<td>$10,327</td>
</tr>
<tr>
<td>Application Development and Web Design Specialist</td>
<td>$10,348</td>
</tr>
<tr>
<td>Banking Operations</td>
<td>$10,327</td>
</tr>
<tr>
<td>Network Administration</td>
<td>$10,348</td>
</tr>
<tr>
<td>Private Investigator with Bodyguard</td>
<td>$9,980</td>
</tr>
<tr>
<td>Tourism and Hotels</td>
<td>$10,327</td>
</tr>
<tr>
<td><strong>Culinary Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Bartending</td>
<td>$6,946</td>
</tr>
<tr>
<td>International Pastry and Baking</td>
<td>$10,390</td>
</tr>
<tr>
<td>Regional and International Cuisine</td>
<td>$10,390</td>
</tr>
<tr>
<td><strong>Arts and Technology</strong></td>
<td></td>
</tr>
<tr>
<td>Conversational English</td>
<td>$6,893</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>$10,348</td>
</tr>
<tr>
<td>Preschool Teacher Assistant</td>
<td>$10,316</td>
</tr>
<tr>
<td>Training and Physical Conditioning Technician</td>
<td>$10,179</td>
</tr>
<tr>
<td><strong>Beauty</strong></td>
<td></td>
</tr>
<tr>
<td>Advanced Hairstyling and Design</td>
<td>$6,946</td>
</tr>
<tr>
<td>Barbering and Hairstyling</td>
<td>$10,390</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>$10,390</td>
</tr>
<tr>
<td>Esthetics</td>
<td>$10,348</td>
</tr>
<tr>
<td>Master in Barbering</td>
<td>$6,946</td>
</tr>
<tr>
<td>Nail Technology</td>
<td>$6,893</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
</tr>
<tr>
<td>Dental Assistant with Expanded Functions</td>
<td>$10,390</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic</td>
<td>$10,390</td>
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<tr>
<td>Funeral Home Management and Embalming</td>
<td>$13,397</td>
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<tr>
<td>Geriatric Technician</td>
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<tr>
<td>Pharmacy Technician</td>
<td>$13,607</td>
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<tr>
<td>Practical Nursing with Electrocardiography (EKG)</td>
<td>$10,390</td>
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<tr>
<td>Professional Massage Therapist</td>
<td>$10,390</td>
</tr>
<tr>
<td>Respiratory Care Technician</td>
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<tr>
<td>Surgical Technician</td>
<td>$10,086</td>
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<tr>
<td>Training and Physical Conditioning Technician</td>
<td>$10,179</td>
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<tr>
<td><strong>Technical</strong></td>
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</tr>
<tr>
<td>Computer Repairs and Network Technician</td>
<td>$6,946</td>
</tr>
<tr>
<td>Construction Technician (Handyman)</td>
<td>$6,946</td>
</tr>
<tr>
<td>Electricity with Renewable Energy</td>
<td>$10,348</td>
</tr>
<tr>
<td>Plumbing Technician</td>
<td>$6,946</td>
</tr>
<tr>
<td>Refrigeration and Air Conditioning with Inverters</td>
<td>$10,348</td>
</tr>
<tr>
<td>Sound and Security Alarm Technician</td>
<td>$10,348</td>
</tr>
</tbody>
</table>
Tuition

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar¹</td>
<td>$100.00</td>
</tr>
<tr>
<td>Electronic Device²</td>
<td>$175.00</td>
</tr>
<tr>
<td>Internet Access²</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

¹ Per program
² The student may choose to exclude this charge. The electronic device fee applies only to the term in which the student receives the equipment and is not refundable unless the student returns the equipment unused (sealed box) or the personnel authorized by the institution certify defect. The Internet access fee applies to each term that the student receives service and represents a monthly fee of $25.00. Equipment is subject to availability.

Other Charges

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Course(s)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Program/Concentration Change</td>
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</tr>
<tr>
<td>Certifications</td>
<td>$2.00</td>
</tr>
<tr>
<td>Copy of Official Enrollment</td>
<td>$2.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Diploma Duplicate</td>
<td>$10.00</td>
</tr>
<tr>
<td>Academic Evaluation</td>
<td>$2.00</td>
</tr>
<tr>
<td>Evaluation of Foreign Academic Credentials</td>
<td>$100.00</td>
</tr>
<tr>
<td>Proficiency Examination (Per Credit)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Incomplete Removal</td>
<td>$50.00</td>
</tr>
<tr>
<td>Unofficial Credits Transcript</td>
<td>$3.00</td>
</tr>
<tr>
<td>Official Credits Transcript</td>
<td>$5.00</td>
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Description of Tuition and Fees

Credit - Supports costs associated with course development and instruction. The amount charged is based on the total credits registered for the corresponding period.

Laboratory Course - Supports 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.

Practice Course / Simulators - Supports the costs associated with creating and maintaining an environment that offers the student the opportunity to learn and practice in a workplace setting.

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, technology safety systems and technologies to support student services.

**Registrar** - Supports the overall operations of the registration process.

**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. This fee is $175.00 for a laptop computer. This fee is applicable only to the term in which the student receives the equipment.

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.

**Internet Access** - Provides the student with the opportunity to purchase the equipment necessary to complete their distance learning courses at a price below the competitive market rate. This fee is $75.00 ($25.00 per month) per academic term for Internet access.

Students may choose not to pay this fee. If the student chooses not to pay this fee, the student will be responsible for obtaining this service.
ACADEMIC OFFERINGS

STUDY PROGRAMS SEQUENCE-ASSOCIATES DEGREE
ASSOCIATE’S DEGREE: REGIONAL AND INTERNATIONAL CUISINE

The Regional and International Cuisine Associate’s Degree Program, offers students the knowledge, technical and indispensable skills that will qualify him/her in the preparation and service industry of food and beverages. This study program is able to foster professionals to apply the techniques and culinary abilities to identify, handle, and solve operating situations in food and beverage establishments, applying the quality foundations in food confection and customer service.

The program delineates the culinary preparation as a basis of the central curriculum component. It also provides the basics of the regional, classical, continental and international cuisine, in order to develop and to optimize the vocational training of the professional student, according to the demands of the gastronomic industry.

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESPA 2101 College Spanish I</td>
<td>3</td>
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<tr>
<td>INGL 2101 College English I</td>
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<tr>
<td>MATE 2101 College Mathematics I</td>
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<tr>
<td>CISO 2101 Introduction to the Social Sciences</td>
<td>3</td>
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<tr>
<td>HUMA 2101 Introduction to Humanities</td>
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<table>
<thead>
<tr>
<th>FUNDAMENTAL EDUCATION</th>
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<tbody>
<tr>
<td>COMP 2113 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>LTUS 2093 Electronic Spreadsheets (Excel)</td>
<td>3</td>
</tr>
<tr>
<td>COLI 2101 Culinary History and Culture</td>
<td>2</td>
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<tr>
<td>NUHS 2003 Nutrition, Hygiene and Salubriousness</td>
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<tr>
<td>MATE 2010 Mathematics for Culinary Arts</td>
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<tr>
<td>MGMT 2101 Management and Supervision of Food and Beverage I</td>
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<tr>
<td>MGMT 2102 Management and Supervision of Food and Beverage II</td>
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<tr>
<td>MIXO 2116 Principles of Mixology, Enology and Food Paring</td>
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<table>
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<tr>
<th>CONCENTRATION EDUCATION</th>
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<tbody>
<tr>
<td>COCI 2006 Culinary Techniques I (Basic)</td>
<td>3</td>
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<tr>
<td>COCI 2106 Culinary Techniques II (Advanced)</td>
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<tr>
<td>COCI 2007 Meat Cutting and Seafood Processing- Lab</td>
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<tr>
<td>COLI 2108 Table Services- Lab</td>
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<tr>
<td>COCI 2009 Continental Cuisine- Lab</td>
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<tr>
<td>COCI 2010 International Cuisine- Lab</td>
<td>3</td>
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<tr>
<td>COCI 2111 Garde Manger- Lab</td>
<td>3</td>
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<tr>
<td>COCI 2112 Baking and Pastry I- Lab</td>
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<tr>
<td>COCI 2113 Baking and Pastry II (Advanced)- Lab</td>
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<tr>
<td>COLI 2107 Modern Culinary Trends and Healthy Kitchen</td>
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<td>COCI 2114 Externship</td>
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**TOTAL CREDITS 72**
The Associate Degree in Applied Sciences in Medical Emergency is geared to capacitate the students as paramedic personnel and to provide pre-hospitalization emergencies medical services primarily to preserve life and to prevent handicapping conditions. It also seeks to train students in medical technology use, manage pre-hospital high technology equipment, to value community educational and socialization activities with patients and the health team component. Personnel are duly trained to responsibly perform as ambulance drivers and to put in practice first aid skills and techniques. Additionally, it will provide the students the necessary skills to manage and execute in different clinical settings, to analyze physical, social and spiritual aspects of the person visualized as a holistic being.

The program provides the students with the knowledge to confront the world labor market, to be employed or self-employed and to successfully perform with the revalidation exams given by the Puerto Rico Emergencies Medical Technician Examination Board ascribed to the Health Department, to execute the functions as Emergency Medical Technician-Paramedic.

**GENERAL EDUCATION**

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td>ESP 102</td>
<td>College Spanish II</td>
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<td>College English I</td>
<td>3</td>
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<tr>
<td>ENG 102</td>
<td>College English II</td>
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<tr>
<td>MAT 101</td>
<td>General Mathematics</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>2</td>
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**FUNDAMENTAL EDUCATION**

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<th>Course</th>
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<tr>
<td>BIO 101</td>
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<tr>
<td>BIO 102</td>
<td>Human Biology II</td>
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<tr>
<td>COM 105</td>
<td>Computer Applications</td>
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<td>PSI 101</td>
<td>Psychology and Humans Relations</td>
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**CONCENTRATION EDUCATION**

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<th>Credits</th>
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<tr>
<td>EMTP 200</td>
<td>Introduction to Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 201</td>
<td>Patient Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>EMTP 203</td>
<td>Pharmacology</td>
<td>3</td>
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<tr>
<td>EMTP 202</td>
<td>Pathophysiology</td>
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<tr>
<td>EMTP 204</td>
<td>Respiratory and Neurological Emergencies</td>
<td>4</td>
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<tr>
<td>EMTP 205</td>
<td>Cardiovascular Emergencies</td>
<td>4</td>
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<tr>
<td>EMTP 206</td>
<td>Medical Emergencies</td>
<td>4</td>
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<tr>
<td>EMTP 207</td>
<td>Polytraumatic Emergencies</td>
<td>5</td>
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<tr>
<td>EMTP 208</td>
<td>Gynecological and Obstetrical Emergencies</td>
<td>4</td>
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<tr>
<td>EMTP 209</td>
<td>Pediatric and Neonatal Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMTP 210</td>
<td>Geriatric and Psychiatric Emergencies</td>
<td>3</td>
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<tr>
<td>EMTP 211</td>
<td>Special Operations</td>
<td>4</td>
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<tr>
<td>EMTP 212</td>
<td>Integrated Practice</td>
<td>5</td>
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<td><strong>TOTAL</strong></td>
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* The Externship will be carried out in ambulances, depending on availability. Specific centers, days and times are not guaranteed.
STUDY PROGRAMS SEQUENCE-DIPLOMA PROGRAMS
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+

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>LITE 1000</td>
<td>Computer Literacy</td>
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<tr>
<td>MATE 1220</td>
<td>Applied Mathematics</td>
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</tr>
<tr>
<td>DETE 1001</td>
<td>Keyboard Skills</td>
<td>3</td>
</tr>
<tr>
<td>OPCO 2093</td>
<td>Computer Operating Systems (Windows)</td>
<td>3</td>
</tr>
<tr>
<td>INGL 1106</td>
<td>Basic English I</td>
<td>3</td>
</tr>
<tr>
<td>HARD 1203</td>
<td>PC Hardware and Assembly</td>
<td>3</td>
</tr>
<tr>
<td>ADRE 1001</td>
<td>Network Operations</td>
<td>3</td>
</tr>
<tr>
<td>OPCO 2094</td>
<td>Operating Systems Open Sources</td>
<td>3</td>
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<tr>
<td>INTE 1214</td>
<td>Internet Fundamentals and Management</td>
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<tr>
<td>REDE 1212</td>
<td>Installation, Configuration, Administration and Support of Operating Systems (Windows)</td>
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</tr>
<tr>
<td>SERV 2010</td>
<td>Computer Users Support and Technical Writing</td>
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</tr>
<tr>
<td>ADRE 1002</td>
<td>Network Operations I- Environment</td>
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<tr>
<td>ADRE 1003</td>
<td>Network Operations II- Infrastructure</td>
<td>3</td>
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<tr>
<td>REDE 1213</td>
<td>Server Applications</td>
<td>3</td>
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<tr>
<td>ADRE 1096</td>
<td>Computer Telecommunications</td>
<td>3</td>
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<tr>
<td>VIRT 1000</td>
<td>Virtualization</td>
<td>3</td>
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<tr>
<td>RENE 1000</td>
<td>Preparatory Course for Certifications in Computer Systems Administration</td>
<td>3</td>
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<tr>
<td>SERE 3000</td>
<td>Network Security</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credits** 54
APPLICATION DEVELOPMENT AND WEB DESIGN SPECIALIST

This program offers students the opportunity to acquire the theoretical and practical knowledge to perform operation tasks, develop, evaluate, and give maintenance to information systems in organizations. It emphasizes the integration of all technical elements of operating systems and Microsoft Office in a unique academic program (installation, maintenance and problems solutions), such as: Windows, Word, Excel, PowerPoint, Outlook, ACCESS, Publisher, Visio and FrontPage. In addition, they acquire skills in programming languages of HTML and Visual Basic for the creation of Web pages.

The graduates from this program will be able to take the examination for the Certification in Microsoft Office Specialist (MOS) and will be able to fill positions where professionals specializing in Microsoft Platforms are needed. Also, they will be able to work as: Operators, Data Entry, Information Systems Specialists or Technicians and Developer of Web Sites in different organizations in his/her own business.

<table>
<thead>
<tr>
<th>CODES</th>
<th>TITLES</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LITE 1000</td>
<td>Computer Literacy</td>
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<tr>
<td>INGL 1106</td>
<td>Basic English I</td>
<td>3</td>
</tr>
<tr>
<td>DETE 1001</td>
<td>Keyboard Skills</td>
<td>3</td>
</tr>
<tr>
<td>OPCO 2093</td>
<td>Computer Operating Systems (Windows)</td>
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<tr>
<td>MATE 1210</td>
<td>Basic Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>WORD 1000</td>
<td>Word Processing (Microsoft Word)</td>
<td>3</td>
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<tr>
<td>MICO 1000</td>
<td>Microsoft Outlook and Internet</td>
<td>3</td>
</tr>
<tr>
<td>HARD 1203</td>
<td>PC Hardware and Assembly</td>
<td>3</td>
</tr>
<tr>
<td>EXCL 1000</td>
<td>Electronic Spreadsheet (Excel)</td>
<td>3</td>
</tr>
<tr>
<td>BASI 1000</td>
<td>Visual Basic Language (Basic)</td>
<td>3</td>
</tr>
<tr>
<td>ADRE 1001</td>
<td>Network Operations</td>
<td>3</td>
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<tr>
<td>PRIN 1001</td>
<td>Presentations (PowerPoint)</td>
<td>3</td>
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<tr>
<td>DBAS 1095</td>
<td>Basic Database Concepts (Access)</td>
<td>3</td>
</tr>
<tr>
<td>BASI 1001</td>
<td>Visual Basic Language (Advanced)</td>
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<tr>
<td>MICO 1010</td>
<td>Graphics Design by Computers (Publisher / Visio)</td>
<td>3</td>
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<tr>
<td>DBAS 1096</td>
<td>Advanced Database Concepts (Access)</td>
<td>3</td>
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<tr>
<td>SERV 2010</td>
<td>Computer Users Support and Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>DWEB 1010</td>
<td>Web Design (HTML and FrontPage)</td>
<td>3</td>
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</tbody>
</table>

**Total Credits** 54
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.

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>MADO 1001</td>
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<tr>
<td>SERV 3000</td>
<td>Customer Services</td>
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<tr>
<td>OPBA 3000</td>
<td>Banking Operations I</td>
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<tr>
<td>MATE 1210</td>
<td>Basic Mathematics</td>
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<tr>
<td>COMP 2013</td>
<td>Computer Application Programs (PowerPoint, Outlook,</td>
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<td>Internet)</td>
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<td>OPBA 3001</td>
<td>Banking Operations II</td>
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<tr>
<td>MATE 1213</td>
<td>Business Mathematics</td>
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<td>EXCL 1000</td>
<td>Electronic Spreadsheet (Excel)</td>
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<td>REPA 1020</td>
<td>Teller I (Manual)</td>
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<tr>
<td>CONT 1090</td>
<td>Elementary Accounting I</td>
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<td>INGL 1106</td>
<td>Basic English I</td>
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<tr>
<td>REPA 1021</td>
<td>Teller II (Computerized)</td>
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<td>CONT 1091</td>
<td>Elementary Accounting II</td>
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<td>INGL 1107</td>
<td>Basic English II</td>
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<td>REPA 1022</td>
<td>Teller III (Computerized)</td>
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<td>INGL 2103</td>
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<td>BANC 1011</td>
<td>Sales and Finances</td>
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Total Credits 54
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.

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<tr>
<th>CODE</th>
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<td>Office Administration Procedures</td>
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<td>FUNS 1001</td>
<td>Clinical Principles</td>
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<td>PRCO 1000</td>
<td>Production of Business Documents (Basic)</td>
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<td>CODI 3001</td>
<td>Codification of Diagnostics and Injuries</td>
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<td>REME 1001</td>
<td>Production of Medical Documents and Electronic Record</td>
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<td>CODI 3002</td>
<td>Coding of Services and Procedures</td>
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<td>Medical Plans Billing (Manual)</td>
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<tr>
<td>OFIC 3007</td>
<td>Externship*</td>
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</table>

TOTAL CREDITS 54

* 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.

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<tr>
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<td>Customer Services</td>
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<tr>
<td>COMP 2013</td>
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<td>Outlook, Internet</td>
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</tr>
<tr>
<td>GEOG 1005</td>
<td>Puerto Rico Tourism Geography</td>
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<td>Hotel Operations</td>
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<td>GEOG 1006</td>
<td>Universal Tourism Geography</td>
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<td>Basic English I</td>
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<td>COST 1002</td>
<td>Food and Beverage Cost Control</td>
<td>3</td>
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<td>MERC 2100</td>
<td>Tourism Marketing</td>
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<td>INGL 1107</td>
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<td>CONV 3000</td>
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<td>OPER 1104</td>
<td>Hotel Management and Supervision</td>
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<td>GUIA 1102</td>
<td>Cultural Tourism Guide</td>
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<tr>
<td>RESE 3000</td>
<td>Computerized Reservations (SABRE)</td>
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Total Credits 54
CULINARY ARTS
BARTENDING

This program offers students the opportunity of acquiring the knowledge, skills, and abilities required to perform the tasks and duties of a competent “Bartender” at the entry level. This course is designed for students with little or no experience in the industry of beverages preparation who will be able to start a job immediately upon graduation and for students with experience in bartending that wish to expand their field of knowledge and increase their beverage preparation skills.

Additionally, this program includes the following topics: Blending (classic favorites; current popular beverages and everything related to all types of settings), Bar and Beverage Management, Bartending Duties, Industry Legalities, Types of Liquor, Preparation and Services, Health and Safety Practices, Wine & Fruit Cutting, Cocktails, and Basic Flair. Classes are structured much like on the job training and include frequent simulations of real life on the job bar training.

The graduates from this program will be able to fill positions as: Bartenders and other similar positions in the hospitality and entertainment industries.

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<td>BARR 1005</td>
<td>Introduction to Hospitality and Restaurants</td>
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<td>Basic English I</td>
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<tr>
<td>BARR 2005</td>
<td>Customer Services and Table Services</td>
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<tr>
<td>BEBI 1000</td>
<td>Beverages Preparation Methods and Services I- Lab</td>
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<td>BARR 1008</td>
<td>Introduction to the Bar</td>
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<td>Bar Management</td>
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<td>BEBI 1001</td>
<td>Beverages Preparation Methods and Services II- Lab</td>
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<td>BEBI 1005</td>
<td>Cocktails (Local and International)</td>
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<td>VINO 1000</td>
<td>Wines</td>
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<tr>
<td>BARR 1012</td>
<td>New Cocktail Tendencies (Basic Flair, Barista, Molecular Mixology and Competition Techniques)</td>
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Total Credits 36

*The externship is offered in external bars or food-beverages facilities. There is no guarantee of specific sites, days or schedules.
REGIONAL AND INTERNATIONAL CUISINE

This study program offers the student the opportunity to acquire the technical and practical knowledge required in the gastronomy industry. It includes the learning of diverse recipes of local and international regions, preparation of sauces, pastas, soups, how to cook meat, fish, seafood, desserts, and pastries. It also instructs the student in culinary vocabulary, supervision skills, and menu planning. The graduates from this program will be able to fill positions as: Assistant Garde Manger, Second Cook, and other similar positions in the different cuisine departments of hotels, restaurants and other eating and drinking establishments.

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<td>NUHS 1001</td>
<td>Nutrition, Hygiene and Sanitation</td>
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<tr>
<td>CORT 1010</td>
<td>Meat/Fish/Poultry Cutting</td>
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<td>Storage Room Procedures, Cost Control and Inventory</td>
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<td>DESA 1002</td>
<td>Breakfast/Buffets/Garde Manger</td>
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<td>Bakery and Pastry- Lab</td>
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<td>SERV 1001</td>
<td>Restaurant Service- Lab</td>
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<td>FACI 1001</td>
<td>Facility and Menu Planning</td>
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<td>COCI 1010</td>
<td>Continental Cuisine</td>
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<td>DEST 1004</td>
<td>Supervisory Skills and Small Business Development</td>
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<td>SERV 1002</td>
<td>Cafeteria Service- Lab</td>
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<td>COCI 1002</td>
<td>International Cookery- Lab</td>
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<td>MARI 1001</td>
<td>Pairing</td>
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**Total Credits** 54

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

This is a program of study that enables the student to acquire the theoretical and practical knowledge required in the bakery and pastry industry. They will learn to create, prepare or manufacture, and attractively present a variety of stand-alone desserts, bread-based products, and common or special baking recipes, pastries, and sweets. During the making process, the student will learn to use baking ingredients and how to operate the equipment applying specific controls, safety and sanitation measures. The course also includes the preparation, plated presentation or display, and decoration of different cakes (one-to-various layers, weddings, etc.) chocolates, and sugar sweets. The program also includes a component in administration and supervision of a small business to make the student capable to succeed in business. The graduates from this program will be able to fill positions like bakers, pastry cooks, cookie production technicians, pastry makers, or other occupational related jobs.

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<td>Mathematics for Culinary Arts</td>
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<tr>
<td>PANI 1001</td>
<td>Introduction to Bakery</td>
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<td>INGL 1106</td>
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<td>DECO 1001</td>
<td>Cake Decoration- Lab</td>
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<td>Cake Decoration II - Lab</td>
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<td>DEST 1004</td>
<td>Supervisory Skills and Small Business Development</td>
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<td>CONF 1001</td>
<td>Pastry I- Lab</td>
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<td>Chocolate and the Sugar Artistry - Lab</td>
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<td>Laboratory of Techniques Integration</td>
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Total Credits 54

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

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<td>ASSH 1509</td>
<td>Home Health Care Assist Fundamentals</td>
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<tr>
<td>ENFE 1420</td>
<td>Human Development</td>
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<td>ENFE 1406</td>
<td>Introduction to the Study of Illness</td>
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<td>Emergency Situations and First Aid</td>
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<td>Nourishment/Diet-therapy/Medical Administration</td>
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<td>Fundamentals of Interventions in Health Care</td>
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<td>Home Health Care Assist Services I</td>
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<td>ENFE 1414</td>
<td>Introduction to Geriatrics</td>
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<td>Home Health Care Assist Services II</td>
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<td>ENFE 1507</td>
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<td>ASSH 1004</td>
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Total Credits 38

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.

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<td>EMME 1020</td>
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<td>Head and Neck Anatomy</td>
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<td>ASFE 1000</td>
<td>Preventive (Oral Health and Prevention)</td>
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<td>ASDE 2001</td>
<td>Dental Materials</td>
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<td>ENFE 1510</td>
<td>Personal Hygiene, Care Surrounding and Microbiology</td>
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<td>ASDE 2004</td>
<td>Clinical Sciences</td>
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<td>EMME 1136</td>
<td>Introduction of Pharmacology</td>
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<td>ASDE 2005</td>
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<td>MASD 1000</td>
<td>Management Office and Dental Billing</td>
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<td>ASFE 1010</td>
<td>Expanded Medical Function: Restorative Dentistry</td>
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<td>Expanded Medical Function: Restorative Dentistry- Lab</td>
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<td>PASD 4002</td>
<td>Clinical Practice (Externship)*</td>
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Total Credits 54

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)

This study program offers the student the knowledge, skills, and capabilities of nursing care to assist individuals, families, and communities. It also includes fundamentals of nursing, hygiene promotion, safety and cleaning, nutrition, handling of emergency situations and the execution of tasks in the nurse care plans selected by the multidisciplinary medical group. The graduates from this program will be able to fill positions such as, Practical Nurse in health clinics (public and private), medical offices, educational institutions, mental health institutions, geriatric centers, and others.

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<td>ENFE 2701</td>
<td>The Profession of Nursing</td>
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<td>ENFE 1510</td>
<td>Personal Hygiene, Care Surrounding and Microbiology</td>
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<td>ENFE 2710</td>
<td>Medical Nursing</td>
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<td>Fundamentals of Nursing I</td>
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<td>ENFE 2602</td>
<td>Geriatric Nursing</td>
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<td>ENFE 1609</td>
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<td>ENFE 2603</td>
<td>Mother and Child Care-Lab</td>
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<td>Pediatric Nursing</td>
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<td>ENFE 2605</td>
<td>Psychiatric Nursing</td>
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<td>ENFE 2007</td>
<td>Community Health</td>
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<td>ENFE 2610</td>
<td>Preparatory Course for Practical Nursing Board Exam</td>
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**Total Credits** 54

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

The Commonwealth of Puerto Rico requires a certification issued by the corresponding Examination Board of Nursing to be able to work in the field.
RESPIRATORY CARE TECHNICIAN

The students will acquire the knowledge, technological skills, and abilities that enable them to work in a first level position as a Respiratory Care Technician in health professional offices, laboratories, hospitals, or suppliers, in the public and private sector. The RCT performs tasks of assessment, diagnostic, treatment, life support, rehabilitation, or preventive care when dealing with patients with cardio-respiratory diseases. This technician usually works under the supervision of a physician.

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<td>BIOL 1001</td>
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<td>CHEM 1001</td>
<td>Fundamentals of Chemistry</td>
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<td>PHYS 1001</td>
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<td>Personal Hygiene, Care Surrounding and Microbiology</td>
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<td>CURE 1002</td>
<td>Cardiovascular Pathophysiology and Evaluations</td>
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<td>Introduction to Cardiovascular Pharmacology</td>
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<td>Diagnostic Tests (EKG, ABG’s, PFT and Lab)</td>
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<td>Respiratory Care (Medical Gas, Aerosol and Other Therapies)</td>
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Total Credits 54

Notes: * The Clinical Practices are offered in external hospitals 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 Respiratory Care Examination Board to be able to work in this field. See the section in this catalog (final pages) related to the Exam Board requirements.
EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC

The student will acquire the theoretical foundation and the manipulation skills to handle medical emergency situations. It is emphasized in the pre-hospital medicine which includes evaluation procedures and patient management, patients with dependency on high-technology and audio-handicapped (sign language). Also, it includes handling of emergencies: cardiovascular, respiratory, gynecology-obstetrical, pediatric, and others. In addition, it includes special operations rescue, handling of forensic scenes and hazardous materials. Graduates from this program will be able to fill positions as: Emergency Medical Technician-Paramedic in medical institutions, hospitals, rescue units, emergency communication centers 9-1-1 and ambulance services.

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<td>Shocks and Fluids</td>
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<td>EMME 2071</td>
<td>Internal Medicine Emergencies</td>
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<td>EMME 1075</td>
<td>Obstetric / Gynecologic Emergencies</td>
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<td>Neonatal and Pediatric Emergencies</td>
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Total Credits 54

Notes: *The Clinical Practices are offered at external ambulance service providers (public and private) or clinical facilities. There is no guarantee of specific sites, days or schedules. The Commonwealth of Puerto Rico requires a license issued by the EMT Examination Board be able to work in the field. The graduates that are interested in becoming an ambulance operator (driver) have to fulfill all the requirements established by Commission of Public Service of Puerto Rico in order to acquire the license.*
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.

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**Total Credits**  54

*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.*
**SURGICAL TECHNICIAN**

The objective of the Surgical Technician Program is to prepare students to work in entry-level positions as Surgical Technicians or Instrumentalists and work in areas related to the processing and marketing of surgical equipment and materials. This program prepares the students to organize the necessary supplies, prepare and maintain a sterile environment, provide the necessary sterile equipment during a surgical operation and provide an efficient and secure environment for the patient and the equipment. After the operation, the students are responsible for the care of the supplies and equipment used, for the safe disposal of contaminated items and for assisting in the caring of the patient following the indications given.

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**Total Credits** 54

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

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Total Credits 72

*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.

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*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 professionals prepared in this program will be able to evolve in the field of mortuary sciences. This program will enable the students to intervene in the disinfection, preservation and restoration of the corpse. They will develop management and marketing skills in the administration of a funeral home.

The graduates of the program will work in entry-level positions as a licensed embalmer, administrator or funeral home director, owner of a funeral home, funeral agent, embalming laboratory owner or can have a franchise of corpse transfer, crematory and cemetery. The student may take the State Board Exam required for employment as embalmer in Puerto Rico.

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Total Credits: 72

* The externship will be carried out in funeral homes, depending on availability. Specific centers, days and times are not guaranteed.
TECHNICAL
ELECTRICITY WITH RENEWABLE ENERGY

This study program offers the student the technical and practical knowledge to make installation tasks, maintenance, and repair of electrical systems in residences, business, and industries. It also includes terminology, occupational safety measures, equipment operation, reading and interpretation of electrical diagrams, fundamentals of the functioning and installation of renewable energy systems. The course incorporates a computer complement: Programmable Logic Controller (PLC). Graduates from this program will be able to fill positions as: Assistant Electrician or Electrician in manufacturing industries, construction firms, electrical agencies and their own business.

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Total Credits  54

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.
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.

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**TOTAL CREDITS** 54

*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.

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<td>ACUS 1000</td>
<td>Acoustic Design (Loudspeakers and Acoustic Rooms)</td>
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<td>SONI 1010</td>
<td>Security Alarm Systems (Residential)</td>
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<td>ALRM 1000</td>
<td>Installations of Security Alarm Systems – Lab (Residential)</td>
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<td>Installation of Security Alarm Systems (Commercial and Auto Systems)- Lab</td>
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<td>Customatization and Alarm Designs</td>
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<td>LCCT 1001</td>
<td>Laboratory CCTV Surveillance Systems</td>
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<tr>
<td>ESTI 2000</td>
<td>Sound and Alarm Systems Cost Estimations</td>
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Total Credits 54
PLUMBING TECHNICIAN

This study program offers the student the technical and practical knowledge that will enable them to work competently in domestic and commercial plumbing. It also includes occupational safety measures, equipment operation, reading and interpretation of plumbing diagrams, basic electricity components, pluvial systems, installation techniques, plumbing equipment and devices, repairs, etc. The graduates will have the opportunity to work as plumber in private or public enterprises, construction projects, or in their own businesses.

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<tr>
<th>CODES</th>
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<tbody>
<tr>
<td>PLOM 1001</td>
<td>Introduction to Plumbing</td>
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<td>Occupational Safety</td>
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<td>MATE 1220</td>
<td>Applied Mathematics</td>
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<td>PLOM 1002</td>
<td>Plumbing Diagrams / Designs (Basic)</td>
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<td>INGL 1106</td>
<td>Basic English I</td>
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<td>PLOM 1012</td>
<td>Tank Systems, Pumping and Handling of Liquids and Other Fluids</td>
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<tr>
<td>ELED 1041</td>
<td>Fundamentals of Electricity</td>
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<td>PLOM 1014</td>
<td>Plumbing Installation in Single Family Buildings and Residential</td>
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<td>PLOM 1013</td>
<td>Plumbing Diagrams and Designs (Advanced)</td>
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<td>PLOM 1011</td>
<td>Sanitary Plumbing Systems (Residential and Commercial)</td>
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<td>PLOM 1007</td>
<td>Maintenance/Repairs Sanitary Systems</td>
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<td>PLOM 1008</td>
<td>Preparatory Course for Plumber’s Board Exam</td>
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**TOTAL CRÉDITS** 36

*Note: 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.

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<td>LATE 1201</td>
<td>Electrical Instrumentation- Lab</td>
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<td>Networks Security</td>
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<td>RECO 1001</td>
<td>Computers Repairs I</td>
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<td>Computers Repairs II</td>
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<tr>
<td>REDE 1208</td>
<td>Installation, Maintenance and Repairs of Computers Networks</td>
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<tr>
<td>PRCE 1210</td>
<td>Preparation for Comp TIA A+ Certification (Hardware &amp; OS)</td>
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</table>

**Total Credits** 36
CONSTRUCTION TECHNICIAN (HANDYMAN)

This program of study offers the student the knowledge and skills to perform various tasks related to light construction with basic welding, carpentry, brickwork, masonry and dry wall. In addition, addresses the handling of materials, equipment, tools, and welding according to safety standards.

In the occupational fields related to the construction area the student will be able to perform tasks related to design and fabrication of gypsum board walls, molding, assistant cabinetmaker, assistant carpenter, assistant mason, light arc welding and installation of acoustical ceilings.

The graduate of this program may work as a Handyman, in residential or commercial buildings, manufacturing companies, construction companies, service companies, small or medium business development, among others.

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<td>TECN 1001</td>
<td>Development and Management of the Technician</td>
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<td>HAND 1042</td>
<td>Handling of Equipment and Tools</td>
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<td>HAND 1044</td>
<td>Electric Arc Welding</td>
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<td>HAND 1047</td>
<td>Masonry</td>
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<td>HAND 1048</td>
<td>Finishes, Painting, and Tiles</td>
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<td>Gypsum Board Design</td>
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<td>HAND 1045</td>
<td>Acoustic Ceilings</td>
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Total Credits: 24
BEAUTY
BARBERING AND HAIRSTYLING

This program offers the student the opportunity to acquire the knowledge, skills and attitudes needed to practice the occupation of barber at an entry level. The student performs techniques such as hair cutting, shaving, massaging, facial treatment, trimming and style of facial hair. Management and marketing principles are included in the program to make the graduate better equipped to operate their own business. The Commonwealth of Puerto Rico requires certification issued by the corresponding Board of Examiners to be able to work in the field.

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<td>COSM 1001</td>
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<tr>
<td>COSM 1100</td>
<td>Hair Care Principles and Its Disorders</td>
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<tr>
<td>COSM 1200</td>
<td>Chemistry and Electricity in Products</td>
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</tr>
<tr>
<td>COSM 1300</td>
<td>Skin and Face Care Principles (Esthetics)</td>
<td>3</td>
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<tr>
<td>BARB 1100</td>
<td>Face/Shaving/Beard/Moustache</td>
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<tr>
<td>LCOS 1012</td>
<td>Hair Chemical Process</td>
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<td>COSM 1101</td>
<td>Hair Blow-drying Techniques</td>
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<td>LBAR 1101</td>
<td>Haircutting Design-Lab</td>
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<td>BARB 1001</td>
<td>Men’s Manicure</td>
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<td>LBAR 1102</td>
<td>Men’s Classic Haircutting Design - Lab</td>
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<td>LBAR 1200</td>
<td>Men’s Hairstyling</td>
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<td>LBAR 1103</td>
<td>Haircutting Design with Clipper- Lab</td>
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<td>COSM 1009</td>
<td>Hair Coloring Techniques</td>
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<td>Salon Design and Management</td>
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Total Credits 54

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

The Commonwealth of Puerto Rico requires a certification or license issued by the “Barbers’ Board of Examiner” to be able to work in this field.
COSMETOLOGY

This program offers students the opportunity to acquire the knowledge, skills, and attitudes that will enable the graduates to obtain jobs at entry level in the cosmetology field. Among other techniques, the student will obtain practical experience on hair, skin, cosmetic, and nail care technology. Management and marketing principles are included in the program to make the graduate better equipped to operate their own business.

<table>
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<td>COSM 1001</td>
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<td>COSM 1100</td>
<td>Hair Care Principles and Its Disorders</td>
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<td>COSM 1200</td>
<td>Chemistry and Electricity in Products</td>
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<tr>
<td>COSM 1300</td>
<td>Skin and Face Care Principles (Esthetics)</td>
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<tr>
<td>COSM 1004</td>
<td>Manicure and Pedicure</td>
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<tr>
<td>LCOS 1007</td>
<td>Face Make Up- Lab</td>
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<td>COSM 1101</td>
<td>Hair Blow-drying Techniques</td>
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<td>LCOS 1101</td>
<td>Hairstyling Techniques</td>
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<td>LCOS 1201</td>
<td>Waves/ Curls/ Other Styles</td>
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<td>LCOS 1008</td>
<td>Haircutting I- Lab</td>
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<td>LCOS 1012</td>
<td>Hair Chemical Process</td>
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<td>COSM 1009</td>
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<td>LCOS 1009</td>
<td>Haircutting II and III- Lab</td>
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Total Credits 54

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

The Commonwealth of Puerto Rico requires a certification or license issued by the “Beauty Specialists Board of Examiners” to be able to work in this field.
ESTHETICS

This program offers students the opportunity to acquire the theoretical knowledge, skills and attitudes required to perform the tasks and duties of a professional “Esthetician”. It includes studies in skin analysis, disorders, esthetics treatments and services. Additionally, it includes the following topics: Facial care hair removal methods (depilation), professional makeup, infection control, body care, Microdermabrasion, aromatherapy, advanced medical esthetics, and salon and spa management. Classes are structured much like on the job scenario and include all phases of esthetics theory laboratory instruction.

The graduates from this program will be able to apply for position as: Esthetician, Sales Consultants (skin care products), Makeup and Skin Care Technician and other similar positions in Hotel or Resorts, Spas, Esthetics Centers, Dermatology and Plastic Surgical Offices.

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<td>EMME 1020</td>
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<td>ESTE 1010</td>
<td>Bacteriology and Sterilization</td>
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<td>ESTE 2001</td>
<td>Skin Analysis, Disorders and Treatments</td>
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<td>ESTE 1004</td>
<td>Hand and Foot Treatments- Lab</td>
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<td>ESTE 1020</td>
<td>Principles of Esthetics (Facial Care)</td>
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<td>ESTE 1030</td>
<td>Chemistry, Electricity and Esthetics Equipment</td>
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<td>ESTE 1021</td>
<td>Facial Care I- Lab</td>
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<td>ESTE 1400</td>
<td>Hair Removal Methods (Depilation)- Lab</td>
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<td>ESTE 1022</td>
<td>Facial Care II- Lab</td>
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<td>ESTE 1005</td>
<td>Advanced Body Treatments I (Microdermabrasion, Lymphatic Drainage and Cellulite Treatments)</td>
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<td>COSM 3014</td>
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<td>Advanced Body Treatments II (Medical Esthetics)</td>
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<td>COSM 3008</td>
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<td>AROM 1001</td>
<td>Aromatherapy</td>
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<td>ESTE 1071</td>
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Total Credits: 54

*The externship is offered in external spas or clinical facilities. There is no guarantee of specific sites, days or schedules.
ADVANCED HAIRSTYLING AND DESIGN

This program is designed for people who have basic knowledge and skills in Cosmetology, and for individuals who have a general interest in the beauty industry. This is an intensive course of advanced concepts in the theory and practice of hairstyling and design. Students learn new hairstyling, advanced techniques of haircutting, professional make-up, hair coloring, concepts and skills necessary to supervise and manage a hair styling salon.

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<td>COSM 3020</td>
<td>Elaborate Hairstyles I (Long Hair Design)</td>
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<td>COSM 3101</td>
<td>Advanced Techniques of Haircutting I</td>
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<td>COSM 3021</td>
<td>Elaborate Hairstyles II (Short and Medium Length Hair)</td>
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<td>COSM 3102</td>
<td>Advanced Techniques of Haircutting II</td>
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<td>Professional Make Up I</td>
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<td>COSM 3011</td>
<td>Wigs, Hairpieces and Ornamentation</td>
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<td>COSM 3005</td>
<td>International Hairstyling and Design</td>
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<td>COSM 3006</td>
<td>Chemical Hair Process (Advanced)</td>
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<td>COSM 3032</td>
<td>Advanced Hair Coloring - Lab</td>
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Total Credits 36
NAIL TECHNOLOGY

This program offers the student the opportunity to acquire the knowledge, skills and attitudes needed to perform successfully in the area of nail technology. The student will be exposed to real experiences and practices in manicure, pedicure and to the artificial nail industry. Management and marketing principles are included in the program to make the graduate more capable of operating their own business.

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<td>TEDU 1006</td>
<td>Brush Design</td>
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<td>COSM 1004</td>
<td>Manicure and Pedicure</td>
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<td>TEDU 1003</td>
<td>Artificial Nails</td>
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<td>LTED 2001</td>
<td>Acrylic Nails- Lab</td>
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<td>Wrap Nails- Lab</td>
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*The externship is offered in external facilities, according to availability. There is no guarantee of specific sites, days or schedules.*
MASTER IN BARBERING

This program provides graduates of the program of Barber & Styling advanced knowledge and skills of the occupation. It also provides knowledge of global trends in fashion, in terms of cut, color, chemical restructuring and long hair to short hair for men. Also discusses techniques and apply their technologies waxing and makeup and body design. In addition, this program offers students develop their own creativity and style in their occupational field. It includes a development component to route business venture who aspire to establish her/his own salon.

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<td>COSM 3047</td>
<td>Chemical Hair Process (Advanced)</td>
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<td>MBAR 3001</td>
<td>Eyebrows Hair Removal and its Techniques</td>
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<td>COSM 3049</td>
<td>Hair coloring - Lab</td>
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<td>MBAR 3004</td>
<td>Make-Up and Body Design</td>
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<td>MBAR 3003</td>
<td>Advanced Long To Short Texture Haircuts</td>
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<td>MBAR 3002</td>
<td>Structural Hair Design</td>
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<tr>
<td>MBAR 3005</td>
<td>New World Trends (Haircut, Men Hairstyle)</td>
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Total Credits 24
ARTS AND TECHNOLOGY
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 professionals who have pre-existing vocational knowledge, skills or training, but they English speaking deficiency limits them to integrate into 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.

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<td>LENG 1000</td>
<td>English Communication Lab: Basic</td>
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<td>PRON 1000</td>
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<tr>
<td>VOCB 1003</td>
<td>Advanced Reading and Vocabulary</td>
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**Total Credits** 36
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.

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<td>GADE 1002</td>
<td>Sketch Techniques</td>
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<td>GADE 1031</td>
<td>Digital Photography for Advertising</td>
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<td>GDAR 1021</td>
<td>Color Theory</td>
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<td>TEMA 1021</td>
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<td>Publications Digital Design</td>
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<td>Commercial Digital Design</td>
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<td>GDAR 1022</td>
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<td>GADE 1035</td>
<td>Graphic Design in Publicity</td>
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<td>GADE 1037</td>
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<td>TEMA 1022</td>
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<td>GADE 1038</td>
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<td>ADMI 2032</td>
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Total Credits 54
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.

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<td>EDUC 1005</td>
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<td>ENFE 1611</td>
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<td>EDUC 1500</td>
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<td>JUEG 1000</td>
<td>Play and Creative Expression</td>
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<td>EVAL 1000</td>
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Total Credits 54
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.

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<td>ASEN 1102</td>
<td>Supervision and Administration of Child Centers</td>
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<td>Human Development</td>
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<td>ASEN 1104</td>
<td>Legal Aspects of Special Education</td>
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<td>ASEN 1105</td>
<td>Early Intervention for Persons with Special</td>
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<td>ASEN 1106</td>
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<td>ASEN 1109</td>
<td>Games and Adapted Activities</td>
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<td>ASEN 1110</td>
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<td>ASEN 1112</td>
<td>Practice Seminar &amp; Clinical Documentation</td>
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<td>ASEN 1113</td>
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**TOTALS**

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COURSE DESCRIPTIONS-ASSOCIATES DEGREE PROGRAMS
ASSOCIATE’S DEGREE: REGIONAL AND INTERNATIONAL CUISINE

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 to.

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.

COMP 2113 Introduction to Computers
3 credits
Prerequisite: None
This course offers the student the basic knowledge in regard to 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.

**COLI 2101 Culinary History and Culture**  
2 credits  
**Prerequisite: None**  
In this course the value of the regional and international culinary history is studied, to help to understand the present and the future of service and food preparation. In the process of understanding the culinary inheritance the student will see how to apply the present techniques and how the utensils and equipment have gone transforming. The culture will give a background of the present tendencies in the culinary arts industry.

**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.

**MGMT 2101 Management and Supervision of Food and Beverage I**  
4 credits  
**Prerequisite: None**  
In this course, the student will examine entrepreneurial opportunities and the process needed to establish a business. The student will also examine the critical factors related to conceiving, initiating, and developing a business of Food and Beverage.

**NUHS 2003 Nutrition, Hygiene and Salubriousness**  
3 credits  
**Prerequisite: None**  
The emphasis of this course is in the principles of nutrition; hygiene and salubriousness with the objective of utilize them as regulation for the preparation and elaboration of all types of food. Also studies, the safety regulations in the environment of work and the legal implications in situations of accidents, problems of hygiene and salubriousness in the establishments.

**MGMT 2102 Management and Supervision of Food and Beverage II**  
3 credits  
**Prerequisite: MGMT 2101**  
This course includes, but is not limited to the financial aspects of study and analysis and marketing strategies; from the facilities and the feasibility study to the equipment and everything needed to operate in terms of patents and permits. This course will prepare, present and defend the preparation of a business plan food and drinks following the standards and provisions of the Small Business Administration and the Government Development Bank. In addition, sustainable development is addressed as part of the procedures, purchasing, manufacturing, waste management to reach a responsible corporate leadership.

**MATE 2010 Mathematics for Culinary Arts**  
3 credits  
**Prerequisite: MATE 2101**  
This course is designed to offer a review of the basic operations of math (addition, subtraction, multiplication and division) for recipe conversions in cooking and baking. The main focus for this class will be the application in the weighting and measures for its utilization during the conversion of recipes process.
MIXO 2116 Principles of Mixology, Enology Principles and Food Pairing
3 credits
Prerequisite: None
This course includes the basic knowledge on the history, preparation and elaboration of the wine, the identification of the greater regions of the world in wine production. It emphasizes itself in the teaching of the tasting of wine for the sensory evaluation and the establishment of the relation among the wine and the food that accompanies it. The history of the cocktails is studied, liquors, firewater and distilled. Besides they will know the main bases for the elaboration of the modern and local cocktails. The students will taste different types of wines and cheeses and develop different recipes using different wines and spirits and practice food pairing.

COCI 2006 Culinary Techniques I (Basic)
3 credits
Prerequisite: None
In this course, it is included the elaboration of bases, broths and sauces. Of the sauces, priority to the mother sauces will be given and it’s more utilized by-products in the modern kitchen. Likewise, the combination of starches in the making of sauces is covered like the agent of color, flavor and stability in the food prepared. The student will be working on the emulsions and its more common uses.

COLI 2106 Culinary Techniques II (Advanced)
2 credits
Prerequisite: COCI 2006
This it is the second course of Culinary Techniques where the continuous student acquiring the knowledge, skills and techniques related to the use of equipment and instruments performance the work of a chef. This class emphasizes in the advanced preparation of starches and the learning of modern techniques in the making of sauces, soups, consommés and other modern recipes of the current kitchen. It is included, the watching food presentation techniques the nutritious value of each dish concocted.

COCI 2007 Meat Cutting and Seafood Processing- Lab
3 credits
Prerequisite: None
In this course the student learns and practices the meat cuts used in a menu, according to the National Meat Buyer Guide (primary cuts and portions). The principles of salubriousness are emphasized, safety, the degrees of each cut, storage, the tests and forms of control and the costs that implies each cut. The fish and shellfish cuts management is included and the measures of necessary safety to work with them.

COLI 2108 Table Services- Lab
3 credits
Prerequisite: None
In this course, the student learns about the banquet presentation in all its variants, the story of banquets and new trends in the caterer. Also, the student learns about the variety of services, functions, managerial tasks of the operation and management of restaurants. The styles to serve are practiced: French, Russian, and American, buffet and all related to the production and food services presentation and beverages. The learning is included and the application of the service principles to the client, sanitation and hygiene.

COCI 2009 Continental Cuisine – Lab
3 credits
Prerequisite: COCI 2006
In this course the student acquires the knowledge and necessary dexterities to be able to produce established recipes and indigenous of the different continents of the world. The student will discuss and 32 analyzes
the importance of the continental kitchen in the world of the current gastronomy, the different cultures and his different bequests in the kitchen.

**COCI 2010 International Cuisine – Lab**
3 credits
**Prerequisite:** COCI 2009

This course is focused around the old world cuisines; continues with the study of different cuisines such as: European, African, Asian, Russian, and Mediterranean, among others. The different techniques are taught to characterize each one of these regions of the world and the ingredients that are utilized in their kitchens. It emphasizes in the typical dishes, indigenous ingredients and the different culinary influences in the international cuisine.

**COCI 2011 Garde Manger - Lab**
3 credits
**Prerequisite:** COCI 2006

In this course the student learns to prepare nutritious breakfasts that include the four basic groups of food and they assure the acquisition of energy and less irritability to the clientele that consumes them. The class includes, besides, the design, the elaboration of different dressings, salads, sandwiches (tea, finger, open), appetizers and canapés. The student practices the cheese trays preparation and cold cuts, fruits and vegetable carvings, which are much utilized in buffets of activities in the hotels and restaurants.

**COLI 2107 Modern Culinary Trends and Healthy Kitchen**
3 credits
**Prerequisite:** COLI 2106

This course investigates contemporary approaches to cooking utilizing modern equipment, ingredients and techniques. The module encourages the students to compare fundamental culinary techniques with more modernist approaches. This course introduces the principles of planning, preparation, and presentation of nutritionally balanced meals. Also, the course provides the adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style.

**COCI 2012 Baking and Pastry I- Lab**
3 credits
**Prerequisite:** None

In this course the student acquires the dexterities to prepare baking and classical pastries utilized commercially in hotels and restaurants. Among others, French pastry shop is prepare,  ice creams, cakes, fruit cakes, cookies, bread, etc. The student will learn the appropriate use of the scale, liquid measures and the identification of the baking equipment.

**COLI 2113 Baking and Pastry II - (Advanced) – Lab**
3 credits
**Prerequisite:** COCI 2012

This is the second course in sequence of baking and pastry; continues perfecting the control of this area and expanding the knowledge in baking. In this second part will emphasize in the preparation of creams, sauces, sorbets, mousse, and works with chocolate, filo dough and plated desserts. The daily presentation of the desserts will offer the student a more realistic vision of the commercial baking, cold and hot. In this class, classical desserts will be added like the crème brûlée, among others.
COCI 2114 Externship
4 credits
Prerequisite: Approved all previous courses
In this course, the student will have the labor experience of learning what occurs in different working areas in the industry. The students are related in different stations in the kitchen. After she/he completes the task, the student will have a better vision of the demands and expectations in the industry.

ASSOCIATE DEGREE IN APPLIED SCIENCE IN MEDICAL EMERGENCY

ESP 101 College Spanish I
3 credits
Prerequisite: None
This course is geared toward strengthening oral and written communication skills by analyzing selected readings, practicing writing, enriching students’ vocabulary and the study of linguistic grammatical structures.

ESP 102 College Spanish II
3 credits
Prerequisite: ESP 101
This course is geared toward strengthening the oral communication and writing skills. It focuses on writing through the analysis of selected readings and several literary genres.

ENG 101 College English I
3 credits
Prerequisite: None
This course is designed to provide opportunity to the students to acquire a better command of the fundamental grammatical structures of the English language. The oral approach is used. Emphasis is placed on various parts of speech, basic sentence structures and verb tenses. Grammatical concepts are presented in context. Students have the opportunity to write original sentences and short paragraphs using grammatical structures, and to answer comprehensive questions about short stories read in class.

ENG 102 College English II
3 credits
Prerequisite: ENG 101
This course is designed to enrich oral and written communication in the use of English as a second language. The approaches and strategies taken- including critical thinking, reading comprehension and oral production- provide students with the opportunity to reach out for knowledge and make it their own. Stories, articles and other activities enable students to explore their understanding of the mechanics of a second language and its importance.

MAT 101 General Mathematics
3 credits
Prerequisite: None
The course is designed to review concepts related to the basic computational skills that can be applied to specific situations in problems presented in subsequent health related courses. It includes proportions, scientific notation, metric system, exponents and introduction to algebraic expressions. The topics discussed are presented in a direct manner and complemented with examples to clarify the concepts. Students are given the opportunity to experiment with different strategies and teaching techniques ranging from professor dictated lectures to individualized practice.
COM 105 Computer Applications  
3 credits  
Prerequisite: None  
This course is designed to develop the student’s skills in operating and managing computers and different computer software such as Windows, Word, and Excel. The student learns basic, theoretical and technical computer concepts. Training and practice is provided in preparing documents from the first stage of originating the document until its edited and file. The student is provided with the basic skills in Internet which include searching, accessing and sending information to other computers, networks or locations through the system.

PSI 101 Psychology and Human Relations  
2 credits  
Prerequisite: None  
This course prepares the student to understand the basic principles of human behavior such as emotions, perceptions, motivation, personality, self-esteem, adapting, stress, and communication. It allows the student to identify behavior problems, personality deviations, impact in the individual and in his or her relationships with others. It will help the student to use strategies that will allow him or her to enjoy a mentally healthful life and to live harmoniously with others.

SOC 101 Introduction to Sociology  
2 credits  
Prerequisite: None  
This course is geared so the student can explain the basic structures of society and the role of human beings within each one of them. It emphasizes the impact of social groups in the development of society. Besides, it provides the knowledge about present social problems in Puerto Rico and how these transform the social life of the individual.

BIO 101 Human Biology I  
3 credits  
Prerequisite: None  
This course is designed for beginner students in health related sciences. It comprises the study of the cell, tissues, and the integumentary, musculoskeletal, and joint systems of the human body with emphasis on the study of their functions and structures. The course presents general aspects of disorders or health issues directly related to the specific function and to the normal structure.

BIO 102 Human Biology II  
3 credits  
Prerequisite: BIO-101  
This course comprises the study of the control, integration, and maintenance systems of the human body and those that provide continuity. It includes the study of the nervous, endocrine, circulatory, lymphatic, immunological, respiratory, urinary and reproductive systems. It focuses on the interrelation, coordination and normal function of the body as well as the most common deviations.

EMTP 200 Introduction to Medical Emergencies  
3 credits  
Prerequisite: None  
This course provides the student with updated information pertaining to the requirements and laws which regulate the Emergencies Medical Technician’s profession. It will offer information about the Emergencies Medical Technician’s legal responsibilities and roles. The medical terminology used during patient care, is also described.
EMTP 201 Patient Evaluation
3 Credits
Prerequisite: None
This course will provide the student with knowledge about the physical examination of the patient’s systems for identification of signs and symptoms relevant to any medical condition. It emphasizes the skills used to take vital signs.

EMTP 202 Pathophysiology
3 Credits
Prerequisite: None
This course will provide the student the knowledge to apply the pathophysiological fundamentals in the evaluation and management of medical emergencies patient. It also provides the student pathophysiological knowledge to be applied during evaluation and management of patients with hemorrhage and the different types of shocks.

EMTP 203 Pharmacology
3 Credits
Prerequisite: None
This course includes the origin of changes norms and regulations and side effects. It emphasizes ways of administration, doses, use of metric system, weights and measurements in the administration of intravenous medical fluids.

EMTP 204 Respiratory and Neurological Emergencies
4 Credits
Prerequisites: BIO 101, BIO 102, EMTP 201
This course provides the student the knowledge to recognize, manage and treat the different disturbances that affect the respiratory and nervous system. It also provides the student the fundamental concepts for techniques to be used with basic and advanced airways, oxygen administration and assisted ventilation.

EMTP 205 Cardiovascular Emergencies
4 Credits
Prerequisite: BIO 102, EMTP 201
This course is designed to prepare the student to recognize different myocardial disorders, with emphasis on heart attacks, angina, hypertension, heart failure and cardiac arrhythmia. This course prepares the student with knowledge of electrical and mechanical anatomy and physiology of the cardiac muscle, focusing on the interaction of different drugs that affect the cardiac muscle, following the established protocols of the American Heart Association.

EMTP 206 Medical Emergencies
4 Credits
Prerequisites: BIO 102, EMTP 201
This course is designed to provide the student the necessary knowledge to develop patient evaluation skills, diagnosis and adequate treatment for different metabolic, abdominal and medical disorders. It also provides the students with knowledge for diagnosis and management of patients with physical and mental handicaps and chronic illnesses.

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EMTP 207 Polytraumatic Emergencies
5 credits
Prerequisites: BIO 102, EMTP 201
This course provides the student with the basic and specific concepts related with management and treatment of patients with multiple traumas. Emphasis is placed on care of injured patients and application of treatment to preserve life. Students learn to move patients correctly, adequate immobilization and fast rehabilitation. Students will learn about use and management of specialized material and equipment to immobilize, stabilize and assure a fast and proper treatment. The course will provide the students knowledge skills to manage burns, wounds and diagnosis and treatment of infectious hematological illnesses.

EMTP 208 Gynecological and Obstetrical Emergencies
4 credits
Prerequisites: BIO-102, EMTP 201
This course is designed to familiarize the student with the development of the fetus and all the possible complications that may occur during pregnancy. In addition, it describes the first stages of delivery and how Emergency Medical Technicians evaluate if childbirth is imminent. It describes multiple deliveries without sterile equipment, care of the newborn and premature deliveries.

EMTP 209 Pediatric and Neonatal Emergencies
4 credits
Prerequisites: BIO 102, EMTP 201
This course is designed to provide the student the knowledge to integrate pathophysiological principles in the evaluation, diagnostic impression and the management of pediatric and neonatal patient

EMTP 210 Geriatric and Psychiatric Emergencies
3 credits
Prerequisites: BIO 102, EMTP 201
This course provides the student the theory knowledge to capacitate the student to understand, evaluate and apply the necessary pre-hospital elderly patient care and to identify the most common disorders in this group of advanced age. It also provides the student with the knowledge and skills to recognize the most common behavior disorders and how to manage those patients in a pre-hospital environment.

EMTP 211 Special Operations
4 credits
Prerequisite: None
This course provides an ample vision of the agencies, regulated radio frequencies, communications methods and expression of radio waves of cardiographs. It emphasizes authority levels of organization, disaster codes, as well as incidents with dangerous materials, bioterrorism and weapons of mass destruction.

EMTP 212 Integrated Practice
5 credits
Prerequisites: EMTP 200, EMTP 201, EMTP 202, EMTP 203, EMTP 204, EMTP 205, EMTP 206, EMTP 207, EMTP 208
This course has been designed to provide students in the emergency medical program the opportunity to practice in different preselected clinical scenarios and to practice sign language. The course allows the student to integrate knowledge acquired and skills developed for the profession. The course includes 225 hours of intensive practice in emergency rooms and ambulance dispatch, hospitals, primary medical centers, medical emergency departments, and ambulance services. This course also includes 32 hours of sign language. It includes discussion of specialized topics regarding the Emergency Medical Technician - Paramedic under supervised practice.
COURSE DESCRIPTIONS-DIPLOMA PROGRAMS
NETWORK ADMINISTRATION

LITE 1000 Computer Literacy
3 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 1220 Applied Mathematics
3 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 1001 Keyboard Skills
3 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 2093 Computer Operating Systems (Windows)
3 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.

INGL 1106 Basic English I
3 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 1203 PC Hardware and Assembly
3 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
ADRE 1001 Network Operations
3 credits
Prerequisites: OPCO 2093
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 2094 Operating Systems Open Sources
3 credits
Prerequisites: OPCO 2093
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 1214 Internet Fundamentals and Managements
3 credits
Prerequisites: OPCO 2093
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 1212 Installation, Configuration, Administration and Support of Operating Systems (Windows)
3 credits
Prerequisites: ADRE 1001
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 2010 Computer Users Support and Technical Writing
3 credits
Prerequisites: None
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 1002 Network Operations I - Environment
3 credits
Prerequisites: ADRE 1001
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 also be included.

**ADRE 1003 Network Operations II - Infrastructure**
3 credits
**Prerequisites: ADRE 1002**
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 1213 Server Applications**
3 credits
**Prerequisite: ADRE 1002**
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 1096 Computer Telecommunications**
3 credits
**Prerequisites: ADRE 1002**
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 3000 Network Security**
3 credits
**Prerequisite: ADRE 1003**
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 to prevent 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 1000 Virtualization**
3 credits
**Prerequisites: OPCO 2093**
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’s 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 1000 Preparatory Course for Certifications in Computer Systems Administration
3 credits
Prerequisite: ADRE 1003
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.
APPLICATION DEVELOPMENT AND WEB DESIGN SPECIALIST

LITE 1000 Computer Literacy
3 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.

INGL 1106 Basic English I
3 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.

DETE 1001 Keyboard Skills
3 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 2093 Computer Operating Systems (Windows)
3 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.

WORD 1000 Word Processing (Microsoft Word
3 credits
Prerequisites: None
This word processing course is designed to teach students how to create, edit and format professional looking documents such as announcements, letters, resumes, reports and forms. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft Word. This course will cover all the topics specified by the MOS Program – Score Level.

MATE 1210 Basic Mathematics
3 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.
MICO 1000 Microsoft Outlook and Internet
3 credits
Prerequisites: None
In this course the students will learn to use the Microsoft Outlook program to send and respond to emails, maintain a calendar, schedule meetings and work with task manager and notes. In the second part of the course, the students will learn about the various components of the Internet and explore the basics of how to navigate through the Internet using Microsoft Internet Explorer.

HARD 1203 PC Hardware and Assembly
3 credits
Prerequisites: None
This course provides 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.

EXCL 1000 Electronic Spreadsheet (Excel)
3 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.

BASI 1000 Visual Basic Language (Basic)
3 credits
Prerequisites: OPCO 2093
This course focuses on carefully studying the theories and practice of coding and programming language also known as Visual Basic; used for developing Windows applications. Students will modify programs accordingly to develop the programming logic.

ADRE 1001 Network Operations
3 credits
Prerequisites: OPCO 2093
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.

PRIN 1001 Presentations (PowerPoint)
3 credits
Prerequisites: None
This course introduces students to Microsoft PowerPoint. Students will learn how to use the features and functions of the application in a professional environment to create, format, and enhance high-impact presentations. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft PowerPoint. This course will cover all the topics specified by the MOS Program – Score Level.
DBAS 1095 Basic Database Concepts (Access)
3 credits
Prerequisites: OPCO 2093
The student receives instruction on Data Base System, Microsoft Access. Filing Systems produced through database are used in order to modify, search, and analyze different data and produce related reports. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft Access. This course will cover all the topics specified by the MOS Program – Score Level.

BASI 1001 Visual Basic Language (Advanced)
3 credits
Prerequisites: BASI 1000
In this second course of the language Visual Basic, will deepen the learning program, the management of Windows forms to give you the ability to create their own graphical interfaces and know how to access data stored in different databases for subsequent processing in the applications and learn the more advanced aspects of the architecture that provides Visual Basic.

MICO 1010 Graphics Design by Computers (Publisher / Visio)
3 credits
Prerequisites: OPCO 2093
This course offers to student the basic knowledge and skills to develop different types of publications through the application of Microsoft Publisher and create diagrams using Visio program. The practical content of the course works through simulations and exercises in the laboratory.

DBAS 1096 Advanced Database Concepts (Access)
3 credits
Prerequisites: DBAS 1095
This class is a continuation of DBAS 1095 Basic Database Concepts (Access). This course is intended to expand student’s knowledge of business databases systems, with an introduction to embedded code for access to databases in addition to more advanced database concepts, research, application of concepts, technology selection and system management and administration related to these. Learning topics will be reinforced using tools such as the Microsoft Access programming environment.

SERV 2010 Computer Users Support and Technical Writing
3 credits
Prerequisites: None
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.

DWEB 1010 Web Design (HTML and FrontPage)
3 credits
Prerequisites: OPCO 2093
This course offers to the student the knowledge and skills to design a Web page. The learning of the language is included of HTML programming and FrontPage to facilitate the work of construction, integration of photographic adjustment and insertion of video and sound like part of the animation of the design Web.
BANKING OPERATIONS

MADO 1001 Keyboard Skills
3 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 1005 Basic Spanish
3 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 3000 Customer Services
3 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 3000 Banking Operations I
3 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 1210 Basic Mathematics
3 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 2013 Computer Application Programs (PowerPoint, Outlook, Internet)
3 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 3001 Banking Operations II
3 credits
Prerequisite: OPBA 3000
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. Also, 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 1213 Business Mathematics
3 credits
Prerequisite: MATE 1210
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 1000 Electronic Spreadsheet (Excel)
3 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 1020 Teller I (Manual)
3 credits
Prerequisite: OPBA 3001
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 1090 Elementary Accounting I
3 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.
INGL 1106 Basic English I  
3 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 1021 Teller II (Computerized)  
3 credits  
Prerequisite: REPA 1020  
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 1091 Elementary Accounting II  
3 credits  
Prerequisite: CONT 1090  
This course will broaden new topics within the accounting field aiming to facilitate the student's encountering with more difficult areas. 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 1107 Basic English II  
3 credits  
Prerequisite: INGL 1106  
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 1022 Teller III (Computerized)  
3 credits  
Prerequisite: REPA 1021  
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 2103 Conversational English  
3 credits  
Prerequisite: INGL 1107  
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. Also, listening discrimination and comprehensive skills are reinforced with drills and natural speech in structured situations.

BANC 1011 Sales and Finances  
3 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.
PROA 1000 Office Administration Procedures  
3 credits  
Pre-requisite: 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 1005 Basic Spanish  
3 credits  
Pre-requisite: 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 1001 Document Administration  
3 credits  
Pre-requisite: 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 1001 Keyboard Skills  
3 credits  
Pre-requisite: None  
This course comprises the mastering of the different keyboarding features of the alpha numeric 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 1001 Clinical Principles  
3 credits  
Pre-requisites: 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 1106 Basic English I  
3 credits  
Pre-requisites: 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 1000 Production of Business Documents (Basic)**  
3 credits  
**Pre-requisite: MADO 1001**  
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 3001 Codification of Diagnostics and Injuries**  
3 credits  
**Pre-requisite: FUNS 1001**  
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 1107 Basic English II**  
3 credits  
**Pre-requisite: INGL 1106**  
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 1001 Production of Medical Documents and Electronic Record**  
3 credits  
**Pre-requisite: MADO 1001**  
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 y 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 3002 Coding of Services and Procedures**  
3 credits  
**Pre-requisite: CODI 3001**  
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 3000 Medical Plans Billing**  
3 credits  
**Pre-requisite: CODI 3001**  
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 1090 Elementary Accounting I
3 credits
Pre-requisite: 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 3010 Electronic Medical Plans Billing I
3 credits
Pre-requisite: FACT 3000
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 1000 Electronic Spreadsheet (Excel)
3 credits
Pre-requisite: 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.

FACT 3011 Electronic Medical Plans Billing II
3 credits
Pre-requisite: FACT 3010
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 2103 Conversational English
3 credits
Pre-requisite: INGL 1107
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 3007 Externship 3 credits
Pre-requisite: PRCO 1000; REME 1001; FACT 3010
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 2100 Introduction to Tourism and Hotels
3 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 3000 Customer Services
3 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 1005 Basic Spanish
3 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 2013 Computer Application Programs (PowerPoint, Outlook, Internet)
3 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.

CONT 1090 Elementary Accounting I
3 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 1005 Puerto Rico Tourism Geography
3 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 also featured.

**HOTE 3000 Hotel Operations**

*3 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 1106 Basic English I**

*3 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 1006 Universal Tourism Geography**

*3 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 1002 Food and Beverage Cost Control**

*3 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 2100 Tourism Marketing**

*3 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 1107 Basic English II**

*3 credits*

**Prerequisite:** INGL 1106

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 2103 Conversational English
3 credits
Prerequisite: INGL 1107
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. Also, listening discrimination and comprehensive skills are reinforced with drills and natural speech in structured situations.

LINE 3000 Air Lines
3 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 and international and domestic rates system.

CONV 3000 Conventions and Banquets
3 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.

OPER 1104 Hotel Management and Supervision
3 credits
Prerequisite: HOTE 3000
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. Also 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 1102 Cultural Tourism Guide
3 credits
Prerequisite: None
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 3000 Computerized Reservations (SABRE)
3 credits
Prerequisite: LINE 3000
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.
CULINARY ARTS
BARTENDING

BARR 1005 Introduction to Hospitality and Restaurants
3 credits
Prerequisite: None
This introductory course is structured in two (2) parts: the first offers to students the opportunity to acquire theoretical knowledge about the Puerto Rico history, the food service industry and tourism. In the second part of the course will discuss the important tourist places, guest houses and hotels, dining and entertainment locations in Puerto Rico.

INGL 1106 Basic English I
3 credits
Prerequisites: 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.

BARR 2005 Customer Services and Table Services
3 credits
Prerequisites: None
This course provides to the students an opportunity to know about the cycle of service and customer service, the element of competitiveness in the food and beverage industry. The students study the basic concepts and principles of service, types of customers, consumer needs and expectations. In addition, the following services techniques and client attentions are discussed: for internal and external client, bar attention and client personal relations. The students practice right way to serve using different serving styles: French, Russian, and American, buffet and all related to the production of food and beverages services. The learning and the application of the customer services, health and hygiene principles are included.

BEBI 1000 Beverages Preparation Methods and Services I-Lab
3 credits
Prerequisites: None
This is the first course of a sequence of two (2) that covering the basic principles of beverage preparation and services for the hotels, restaurants, bars, and other establishments. Instructional methods include presentations, demonstrations and student hand-on practices in the laboratory. Topics include drink recipes, preparation and service techniques of not alcoholic beverages and beverages with alcohol. The costs of the beverages, methods of billing, security rules, and sanitary practices, cleaning procedures of equipment, containers and glassware before and after a service are discussed.

BARR 1008 Introduction to the Bar
3 credits
Prerequisites: None
Course divided into two (2) parts: the first part of the course discusses the occupational definition of Bartender, professional profile, job tasks, professional associations (certifications), origin and history of the bar, structure, type and equipment. The second part studies the origin and history of alcohol fermented and distilled alcoholic beverages (processes and components).
BARR 1010 Bar Management
3 credits
Prerequisites: None
This course of study is designed to provide students with the knowledge and skills that they can immediately apply to their current or future beverage business. Topics included in this class are: industry regulations, marketing strategies, advertising, bar operations, forecasting, inventory control, licensing, hiring/firing and human resources, scheduling, effective employee management, team building, menu design, and bar sanitation.

BEBI 1001 Beverages Preparation Methods and Services II-Lab
3 credits
Prerequisites: BEBI 1000
This is the second course of beverage preparation, mix and services for hotels, restaurants, bars, and other establishments. In this course, the students continue the learning of more drinks recipes, presentations techniques and different styles of services. The costs calculations, bills preparation and methods of payments are discussed.

BEBI 1005 Cocktails (Local and International)
3 credits
Prerequisites: None
This course emphasizes the teaching of different recipes for the preparation of cocktails. We discuss the methods of preparation, decoration and service of local and international cocktails, performing tasks, simulations and exercises in the laboratory on preparing cocktails like "shot" and 30 more requested in the bar. The calculation costs of the cocktails, bills preparation and methods of payments, security rules, sanitary practices, cleaning procedures of equipment, and glassware before and after a service, are discussed.

VINO 1000 Wines
3 credits
Prerequisites: None
This course provides the basic knowledge of the history, preparation and elaboration of wines. It included the identification of the regions in the world greater wine production. The wine tasting for the sensory evaluation is show and the relation between the wine and food that accompanies it.

BARR 1012 New Cocktail Tendencies (Basic Flair, Barista, Molecular Mixology and Competition Techniques)
3 credits
Prerequisites: BEBI 1005
This course is structured to provide students basic knowledge and skills on new trends in the preparing and serving drinks areas such as the barista, molecular mixology and basic flair. The course includes information on coffee, beverages derived and preparation techniques. In addition, define and explain the various techniques and equipment to be used in molecular mixology. Finally, the course finished with techniques demonstrations, basic movements and choreography are widely used in basic flair.

PRTR 1001 Occupational Seminar
2 credits
Prerequisite: None
An overview of the occupation from the perspective of the job and focusing on the externship as a model to follow. It provides the student with the knowledge necessary to understand the opportunities in the field of food and beverage industry, strategies for the acquisition and job retention, legal and ethical codes and regulations. It includes the preparation of a job application, compilation and design documents required by
employers (resume), interview and further evaluation.

PRAC 1017 Externship
4 credits
Prerequisites: Approved all previous courses except PRTR 1001 and BARR 1012
This practicum course offers the student the opportunity to integrate concepts, knowledge, and laboratory skills into a real scenario in external working environment. This model consists of a team composed by a counselor-employer, the practicing student, and the institution. The method would facilitate the learning process and the transition from school to work. The student will pass through the complete cycle of beverage and cocktail preparation, presentation and services, bar management, health and safety practices, table services, wine and fruit cutting, cash register and customer services. After the externship is finished, the student will have the basic knowledge and skills required to enter the food and beverage industry.
REGIONAL AND INTERNATIONAL CUISINE

ORGA 1001 History of Cuisine and Kitchen Organization
3 credits
Prerequisite: None
This class provides the students with the understanding of the role that plays the chef in the community and his/her future job. It includes the different occupational classifications and the tasks to be performed in each one of them, as well as the equipment to be used in the operation of a kitchen.

NUHS 1001 Nutrition, Hygiene and Sanitation
3 credits
Prerequisite: None
The student learns the basic principles of nutrition with the purpose of using them in the preparation of foods. The safety principles to be followed in the work environment and the human, corporate, and legal implications of accidents are emphasized. Additionally, the principles of sanitation, food protection, personal hygiene, fire prevention, and OSHA regulations are examined with special attention.

MATE 1218 Mathematics for Culinary Arts
3 credits
Prerequisite: None
During this course the student will be able to relate and apply the principles of mathematics to the culinary arts. The main focus for this class will be implementing measures for weighing and for use in the manufacture and conversion of recipes.

GAST 1000 Basic Culinary Techniques
3 credits
Prerequisite: None
This course involves the student in a constant exercise of handling techniques that enable the use of tools and equipment in order to perform the work required. It also covers the preparation, cuts and confection of fruits and vegetables preserving their color, texture, flavor and nutritious values. The combination of starches in making sauces as thickening agents that add color, flavor and stability and the factors affecting its preparation is also performed. The student work on soups, stocks, dessert sauces and other compounds.

CORT 1010 Meat / Fish / Poultry Cutting
3 credits
Prerequisite: None
In this course, students learn and practice the cuts of meat, fish and poultry used in menus according to the National Meat Buyer Guide (primal and portions). Sanitation, safety, grades of each cut, storage (temperatures and methods) proofs and portion control and cost involved in each cut are among the themes featured in this class.

INGL 1106 Basic English I
3 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.
INVE 1010 Storage Room Procedures, Cost Control and Inventory  
3 credits  
Prerequisite: None  
The students practice the methods of purchasing, receiving, storing, and registering food and materials in requisition. The business aspect of the operation and the role played by the storage room employee in the control of this operation is emphasized. Additionally, students will meet state and federal laws establishing controls on the food and beverage industry. It includes the student to interact with the documents and information required for the preparation of reports, value of labor, food and beverage costs and administration related to permit applications, reports and inventory documents.

DESA 1002 Breakfast / Buffets / Garde Manger  
3 credits  
Prerequisite: None  
In this course students will learn to prepare nutritious breakfasts that include the four basic food groups and ensure the acquisition of energy and less irritability to customers that consume. The class also includes the design, the development of different dressings, making salads, sandwiches (tea, finger, open), hors d'oeuvres and canapés. The student practices preparing trays of cheese and cold cuts, fruit and vegetable carving, widely used in activities buffets in hotels and restaurants.

COCI 1017 Bakery and Pastry- Lab  
3 credits  
Prerequisite: None  
In this course the student covers the techniques to prepare classic bakeries and pastries used in hotels and restaurants. It includes methods for preparing mix quick breads, biscuits baking methods, make cookies and Puerto Rican desserts.

FACI 1001 Facility and Menu Planning  
3 credits  
Prerequisite: None  
This class is focus on the relation among planning, designing, adaptation to the facilities, purchasing, producing, and serving the most used menus of hotels, restaurants, and institutions. It emphasizes the relationship that should exist between menu planning, purchasing, production and service of food.

SERV 1001 Restaurant Service- Lab  
3 credits  
Prerequisite: None  
This course is focused on the restaurant service, featuring the variety of services, functions, and management tasks of the operation and management of restaurants. American, Russian, French, Oriental buffet and everything related to the production and delivery of food and beverage service the following types practiced. It includes learning and applying the principles of customer service, sanitation and hygiene.

COCI 1010 Continental Cuisine  
3 credits  
Prerequisite: None  
In this class, students will acquire the cultural knowledge from different countries in the Americas and will practice what they learned in the design and manufacture of global significant continental dishes. It will cover some countries in North, Central and South America and some islands in the Caribbean.
DEST 1004 Supervisory Skills and Small Business Development
3 credits
Prerequisite: None
This course is designed to provide updated information, training and technical advising in all the aspects of development, assembly and management of a small business. All the regulations and documents required to incorporate small businesses are studied. In addition, the student is prepared in the areas related to business administration such as: study of viability, business plan development, financing, management, production, organization, supervision and management.

SERV 1002 Cafeteria Service- Lab
3 credits
Prerequisite: None
In this laboratory course the student learn the principles and best practices of good service in a cafeteria. The techniques of serving meals and beverages, table arrangements, handling of equipment, quantity and quality control, grooming and sanitation, are among the subject covered.

COCI 1002 International Cookery- Lab
3 credits
Prerequisite: None
This laboratory practice consists of the learning and application of the techniques to prepare the main dishes of the International Cuisine. The student will prepare international dishes from France, Japan, China, Greece, Africa, Italy, USA, Germany, India, Mexico, among others.

MARI 1001 Pairing
3 credits
Prerequisite: FACI 1001; GAST 1000; COCI 1010
This course provides basic knowledge about the history and making wine, spirits, cordials, coffee and cheeses. The students will taste different types of wines and cheeses and develop different recipes using different wines and spirits and practice food pairing.

PRTR 1001 Occupational Seminar
2 credits
Prerequisite: None
An overview of the occupation from the perspective of the job and focusing on the externship as a model to follow. It provides the student with the knowledge necessary to understand the opportunities in the field of food and beverage industry, strategies for the acquisition and job retention, legal and ethical codes and regulations. It includes the preparation of a job application, compilation and design documents required by employers (resume), interview and further evaluation.

COCI 1027 Externship
4 credits
Prerequisite: Approved all previous courses except PRTR 1001; MARI 1001; INGL 1106
Provides the student the opportunity in its last phase of the program to apply integrated knowledge and skills acquired in the course in real work scenarios such as: hotels and restaurants that meet the requirements as practice center. Will apply the environment management process and prepare the studied dishes utilizing the principles of hygiene, security, etc.
INTERNATIONAL PASTRY AND BAKING

ORGA 1001 History of Cuisine and Kitchen Organization
3 credits
Prerequisite: None
This class provides the students with the understanding of the role that plays the chef in the community and his/her future job. It includes the different occupational classifications and the tasks to be performed in each one of them, as well as the equipment to be used in the operation of a kitchen.

NUHS 1001 Nutrition, Hygiene and Sanitation
3 credits
Prerequisite: None
The student learns the basic principles of nutrition with the purpose of using them in the preparation of foods. The safety principles to be followed in the work environment and the human, corporate, and legal implications of accidents are emphasized. Additionally, the principles of sanitation, food protection, personal hygiene, fire prevention, and OSHA regulations are examined with special attention.

MATE 1218 Mathematics for Culinary Arts
3 credits
Prerequisite: None
During this course the student will be able to relate and apply the principles of mathematics to the culinary arts. The main focus for this class will be implementing measures for weighing and for use in the manufacture and conversion of recipes.

GAST 1000 Basic Culinary Techniques
3 credits
Prerequisite: None
This course involves the student in a constant exercise of handling techniques that enable the use of tools and equipment in order to perform the work required. It also covers the preparation, cuts and confection of fruits and vegetables preserving their color, texture, flavor and nutritious values. The combination of starches in making sauces as thickening agents that add color, flavor and stability and the factor affecting its preparation is also performed. The student work on soups, stocks, dessert sauces and other compounds.

PANI 1001 Introduction to Bakery
3 credits
Prerequisite: None
During this course the students will learn the basic principles of bread production. Included are subjects like occupational terminology, identification of ingredients, products, equipment, the elaboration process, and final the production of breads. The application of the safety measures and hygiene in the productions are areas emphasized.

INGL 1106 Basic English I
3 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.
INVE 1010 Storage Room Procedures, Cost Control and Inventory
3 credits
Prerequisite: None
The students practice the methods of purchasing, receiving, storing, and registering food and materials in requisition. The business aspect of the operation and the role played by the storage room employee in the control of this operation is emphasized. Additionally, students will meet state and federal laws establishing controls on the food and beverage industry. It includes the student to interact with the documents and information required for the preparation of reports, value of labor, food and beverage costs and administration related to permit applications, reports and inventory documents.

DECO 1001 Cake Decoration- Lab
3 credits
Prerequisite: None
In this course the students will create different decorations of cakes in materials as sugar, chocolate, butter cream, marzipan leaves, fondant and gum paste. The student will work with the assembly of a traditional cake level and from there will continue with multistory cakes and rolled with different techniques. The student will complete the requirements of this class with the elaboration of a wedding cake that will unite the different techniques learned.

COCI 1017 Bakery and Pastry- Lab
3 credits
Prerequisite: None
In this course the student covers the techniques to prepare classic bakeries and pastries used in hotels and restaurants. It includes methods for preparing mix quick breads, biscuits baking methods, make cookies and Puerto Rican desserts.

FACI 1010 Menu Planning and Buffets
3 credits
Prerequisite: None
This course is structured in two parts, the first part focuses on the relation among planning and preparation of menus in hotels, restaurants and institutions. It emphasizes the relationship that should exist between menu planning, purchasing, production and service of food. In the second part of the course, students will learn about history of the buffet, its relationship with the kitchen, types of buffets, plates, presentations, assemblies and service table decoration.

CONF 1001 Pastry I – Lab
3 credits
Prerequisite: None
In this course the students will acquire skills to become fully qualified to be able to prepare all types of whip creams to use them as toppings for cakes, pies, and custards, French, German and Italian tarts, among others served in hotels, restaurants, and bakeries. Besides creating pastry products, they will learn to assemble and decorate them with a variety of frostings and icings like: marzipan, butter cream, ganache, fondant and meringues. They will prepare also fillings like pastry cream, Bavarian cream, mousse and icings of different fruits as part of the assembly of the desserts.

DECO 1002 Cake Decoration II - Lab
3 credits
Prerequisite: DECO 1001
In this course the student continues to expand the knowledge and skills necessary to create different decorations on cakes, using different techniques and fundamentals of decorating, both in themes and decoration lines, having already the criteria to apply in the art of sugar. Also will develop new ideas to
meet the new shapes and design. They will learn the correct use of the different types of coverage, fondant, gum paste flowers, advanced, sugary, drapes, quilting and ties. The student will complete the requirements of this class with the preparation of two cakes (themed) utilizing several learned techniques.

**DEST 1004 Supervisory Skills and Small Business Development**

*3 credits*

**Prerequisite: None**

This course is designed to provide updated information, training and technical advising in all the aspects of development, assembly and management of a small business. All the regulations and documents required to incorporate small businesses are studied. In addition, the student is prepared in the areas related to business administration such as: study of viability, business plan development, financing, management, production, organization, supervision and management.

**CONF 1002 Pastry II (Commercial) - Lab**

*3 credits*

**Prerequisite: CONF 1001**

In this course the student acquires the necessary skills to create and preparation of Petit Fours, Pâté Choux, and laminate based sweets, short dough, croissant and Danish masses which are prepared in large commercial quantities. It will be shown students the distinct backfill to be used with the different masses laminates and the most common forms utilized in the bakery industry such as: palm tree pastry, bear claw, vol-au-vent, and coffee cakes, among others. In addition, will be carried the student to the creation of an atmosphere of job in the laboratory of classes where there will be mass production of commercial products as donuts, meat pies, guava and cheese, biscuits, muffins, scones, mini tarts, etc.

**CHOC 1001 Chocolate and the Sugar Artistry- Lab**

*3 credits*

**Prerequisite: None**

In this course the student will utilize various methods to prepare chocolate. The student will work elaborating different chocolate sweets and sugar as the main ingredient and will know the techniques of preparing these comfits. They will create sculptures and centerpieces in chocolate and sugar, such as gum paste, fondant, cover and pulled sugar decorations.

**PAST 1005 Laboratory of Techniques Integration**

*3 credits*

**Prerequisite: Approved all previous courses except PRTR 1001; CONF 1017; INGL 1106**

This course offers students the opportunity to integrate the knowledge acquired during their academic preparation for successful integration into the labor force. The student will be exposed to different business situations related to the industry, such as: preparing quotations, adjust their proposals within the assigned budget, solve unexpected situations and offer suitable alternatives as presented events, among others. After completing the course, the student must have completed their illustrated professional portfolio with diversified proposals to meet the needs of the industry and society. Also, complete special tasks, such as forms and research work related to professional management in the industry.

**PRTR 1001 Occupational Seminar**

*2 credits*

**Prerequisite: None**

An overview of the occupation from the perspective of the job and focusing on the externship as a model to follow. It provides the student with the knowledge necessary to understand the opportunities in the field of food and beverage industry, strategies for the acquisition and job retention, legal and ethical codes and regulations. It includes the preparation of a job application, compilation and design documents required by employers (resume), interview and further evaluation.
CONF 1017 Externship
4 credits
Prerequisite: Approved all previous courses except PRTR 1001; PAST 1005; INGL 1106
Provides the student the opportunity in its last phase of the program to apply integrated knowledge and skills acquired in the course in real work scenarios such as: hotels, restaurants, bakeries and sweet shops and other that meet the requirements as practice center. Will apply the environment management process and prepare the studied recipes of bread, cakes and desserts utilizing the principles of hygiene, security, presentation and excellent service.
HEALTH
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSH 1509</td>
<td>Home Health Care Assist Fundamentals</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>ENFE 1420</td>
<td>Human Development</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>ENFE 1406</td>
<td>Introduction to the Study of Illness</td>
<td>2</td>
<td>None</td>
<td>Definition, etiology and classification of several diseases and organism defenses against them.</td>
</tr>
<tr>
<td>ENFE 1611</td>
<td>Emergency Situations and First Aid</td>
<td>1</td>
<td>None</td>
<td>A first aid course which covers the assessment and initial treatment of the patient during emergencies, such as wounds, fractures, hemorrhages, artificial breathing methods, and all types of techniques used in these cases.</td>
</tr>
<tr>
<td>ASSH 1420</td>
<td>Nourishment / Diet-therapy / Medical Administration</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>ASSH 1508</td>
<td>Fundamentals of Interventions in Health Care</td>
<td>3</td>
<td>None</td>
<td>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.</td>
</tr>
<tr>
<td>ASSH 1000</td>
<td>Home Health Care Assist Services I</td>
<td>3</td>
<td>ENFE 1420</td>
<td>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.</td>
</tr>
</tbody>
</table>
ENFE 1414 Introduction to Geriatrics  
3 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 1002 Home Health Care Assist Services II  
3 credits  
Prerequisite ASSH 1000  
This is the second of two courses devoted to health home care assisting. The stress falls now on the management of the technological therapeutics and administrative aspects.

ENFE 1507 Introduction to Mental Health  
3 credits  
Prerequisite: None  
The course will focus on the basic concepts of psychiatry and its terminology, human behavior and personality, the most common mental disorders and its treatment, alcoholism, drug addiction, etc. Emphasis is placed on resources available in the community to deal with these problems.

ASSH 1003 Occupational Seminar  
1 credit  
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 1004 Clinical Externship  
10 credits  
Prerequisite: Approved all previous courses  
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.
EMME 1020  Anatomy and Physiology Principles  
3 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 1001 Dental Anatomy  
3 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 1010 Head and Neck Anatomy  
3 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 1000 Preventive (Oral Health and Prevention)  
3 credits  
Prerequisites: None  
A study of general nutrition with emphasis on the effects of nutrition and dental health, diet, and the application of counseling strategies to assist the patient in attaining and maintaining optimum oral health.

ASDE 2001 Dental Materials  
3 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 2001 Dental Materials- Lab  
3 credits  
Prerequisites: Concurrent with ASDE 2001  
This is the laboratory of ASDE 2001. 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.

ENFE 1510 Personal Hygiene, Care Surrounding and Microbiology  
2 credits  
Prerequisite: None  
The student will learn the different aspects of microbiology and hygiene and the mechanisms used by the community to provide and keep good health. The student also discusses how to modify the environment in
order to improve the quality of life thus promoting good health. Also included in the study of microorganisms an emphasis on bacterial study, which covers the morphology, physiology, control of them and one theme related as sexually transmitted infections.

**ASDE 2004 Clinical Sciences**  
3 credits  
**Prerequisites:** ASDE 2001  
An introduction to pre-clinical chair side assisting procedures, instrumentation, infection and hazard control protocol, equipment safety and maintenance, delivering dental care, oral diagnosis and treatment planning, anesthesia and pain control, dental instruments, and dental office emergencies procedures.

**LASD 2004 Clinical Sciences - Lab**  
4 credits  
**Prerequisites:** Concurrent with ASDE 2004  
This is the laboratory of ASDE 2004. 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.

**EMME 1136 Introduction of Pharmacology**  
3 credits  
**Prerequisites:** None  
In this course, with basic terminology and classification of drugs used in emergencies is studied. In the theoretical component of the course the legal aspect and regulations governing the use and distribution of drugs, methods of administration and the effects of drugs on the different systems of the human body is studied. In the practical component exercises and tasks are performed in the laboratory, teaching the methods for calculating dosages in infants, children and adults. Also included practices of administering drugs and the implementation of safety precautions and aseptic drug administration.

**ASDE 2005 Dental Radiology**  
3 credits  
**Prerequisites:** None  
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 2005 Dental Radiology - Lab**  
3 credits  
**Prerequisites:** Concurrent with ASDE 2005  
This is the laboratory of ASDE 2005. The student will perform laboratory activities with dental radiology procedures applying the principle discussed in the theory class.

**MASD 1000 Management Office and Dental Billing**  
3 credits  
**Prerequisites:** None  
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 1010 Expanded Medical Function: Restorative Dentistry
3 credits
Prerequisites: ASDE 2004
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.

LAJE 1010 Expanded Medical Function: Restorative Dentistry- Lab
3 credits
Prerequisites: Concurrent with ASFE 1010
This is the laboratory of ASFE 1010. The student will perform laboratory activities with restorative dentistry procedures applying the principle discussed in the theory class.

ASDE 4001
Preparatory Course for Dental Assistant Board Exam and Certification of Expanded Medical Functions
3 credits
Prerequisite: ASDE 2001, ASDE 2004, ASDE 2005 and ASFE 1010
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 4002 Clinical Practice (Externship)
6 credits
Prerequisites: Approved all previous courses, except ASDE 4001
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)

ENFE 2701 The Profession of Nursing
3 credits
Prerequisite: None
This course is the initial course in the nursing curriculum. The course introduces the roles, tasks and responsibilities of the Practical Nurse. The structure of the class includes two parts. The first covers occupational definition, code of ethics, licensing requirements, labor supply and demand. Second part emphasizes the proper use of equipment and technological instruments to promote and provide appropriate care plans for different patients. In addition, the concepts of health and disease are studied, the main disorders affecting body systems and treatments are identified. The conceptualization, importance and nutritional requirements according to age, activity and environment of the patient is included. The main nutrients and food groups are studied.

INGL 1106 Basic English I
3 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.

EMME 1020 Anatomy and Physiology Principles
3 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.

ENFE 1510 Personal Hygiene, Care Surrounding and Microbiology
2 credits
Prerequisite: None
The student will learn the different aspects of microbiology and hygiene and the mechanisms used by the community to provide and keep good health. The student also discusses how to modify the environment in order to improve the quality of life thus promoting good health. Also included in the study of microorganisms an emphasis on bacterial study, which covers the morphology, physiology, control of them and one theme related as sexually transmitted infections.

ENFE 1611 Emergency Situations and First Aid
1 credit
Prerequisites: None
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.

EKGL 1000 Basic Electrocardiography
3 credits
Prerequisite: None
This basic course will cover electrocardiography procedures, arrhythmia detection, axis determination, heart blocks, the evolving infarction, cardiac hypertrophy, and interpreting ST segments. The use of rhythm generators and reading of actual EKG’s will complement lecture material.
ENFE 1509 Fundamentals of Nursing I
3 credits
Prerequisites: ENFE 1510
This general course is related to the different primary care skills that the practical nurse needs to develop in order to 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 the study of process and required documentation (reports) on admission, retention, transfer and discharge.

ENFE 2710 Medical Nursing
3 credits
Prerequisite: Concurrent with ENFE 1509
Diagnostic and treatment of patients with acute and chronic transmissible diseases. Theoretical / practical intensive training that prepares students to serve as Practical Nurse, to work as a member of a multidisciplinary team running skills important in the field of Health.

ENFE 2602 Geriatric Nursing
2 credits
Prerequisites: EMME 1020
In this course the students of nursing care for the elderly, and their social and economic needs. Characteristics, behaviors, changes in physical, cognitive, emotional, social and spiritual level geriatric to optimize the level of understanding of the actions of the old and nursing interventions appropriate client are studied. Additional specific knowledge of health care services to the elderly in different settings, such as hospitals and long-term care are included. In addition students will learn to perform oral preparation to provide educational presentations to geriatric clients.

ENFE 1609 Fundamentals of Nursing II
3 credits
Prerequisites: ENFE 1509
The students continue this second part of nursing fundamentals students will continue to learn about the different procedures, intervention techniques and manipulative nursing skills to perform patient care tasks and irrigation wounds, burns, fractures, collect samples, application of hot and cold treatments, oxygen and others.

ENFE 2603 Mother and Child Care - Lab
2 credits
Prerequisites: ENFE 1509
During this course the students discuss the history of maternity and human reproduction. Pregnancy, prenatal care, child birth, postpartum and newborn care, and emergencies that might arise during the process are given special attention. It emphasizes the importance of prenatal care, nursing functions, responsibilities and nursing care plans in each of the stages.

ENFE 2604 Pediatric Nursing
2 credits
Prerequisite: Concurrent with ENFE 2603
This course studies the characteristics of growth and development of the child to the period of adolescence in normal condition. The strategies to meet the basic needs, disease control, and promotion of wellness and health in childhood are emphasized. The various pathological processes that affect the health of children and adolescents are discussed, integrating the application of the nursing process to rehabilitate it. Students will learn the laws, rules and regulation that protect the children in our society and develop the importance of nursing intervention in the care of the pediatric patient.
ENFE 2605 Psychiatric Nursing
2 credits
Prerequisite: ENFE 1611
The course will focus in the basic concepts of psychiatry and its terminology, human behavior and personality, the most common mental disorders and its treatment and intervention strategies. Emphasis is placed on resources available in the community to deal with these problems.

ENFE 2007 Community Health
2 credits
Prerequisite: ENFE 1510
Community health concepts that deal with the interaction between man and his environment regarding health care, water resources, waste disposal, government agencies, and regulations involved in these concepts. The course will further environmental sanitation, disease control, personal hygiene and the organization of medical and nursing services for the early diagnosis and prevention of disease.

ENFE 2608 Clinical Practice (Externship) - I
7 credits
Prerequisite: Approved all previous courses, except ENFE 2007, ENFE 2609 and ENFE 2610
Real experience in which the student placed in a Center of Practice, under the coordination of a teacher and supervision of a specialist of the profession. The course is an integration practice of knowledge, skills, attitudes, in a center properly selected by the institution. In this first stage the student will visit and relate to the following areas: Sterile provisions - preparation and sterilization of materials and surgical instruments, avoiding contamination. Obstetrics - process of before childbirth, childbirth and post-childbirth and Pediatric - care of children patients with different conditions of own health and diseases of childhood.

ENFE 2609 Clinical Practice (Externship)- II
7 credits
Prerequisite: ENFE 2608
Second phase of the practical experience under the coordination of a teacher and the supervision of a profession specialist. In this second phase the student will attend the protocols used in the departments of surgery, emergency and mental health in the following areas: Surgery – implement nursing procedures pre, intra and post-surgery. ER – attend medical team in emergency room and its procedures. Mental Health – will help patients with mental problems related to alcoholism, drug addiction, etc. Additionally, will relate to the rehabilitation programs offered by the community and government.

ENFE 2610 Preparatory Course for Practical Nursing Board Exam
2 Credits
Prerequisite: Approved all previous courses except: ENFE 2609
This course will prepare the student to take the Puerto Rico Practical Nurse Board Exams, in order to become a licensed practical nurse. Instruction includes: description of the occupation, requirements, applications for employment, description of the Practical Nurse Board-By Laws, reviewing the topics included in the exam, such as: anatomy, microbiology, diseases, symptomatology, diagnosis, medical treatment patient care, equipment/materials used and the study of the laws and regulations related to the occupation. Also include simulated board exam taking practices.

ENFE 2709 Skin Care
1 Credit
(Prerequisites: EMME 1020)
This course is designed to provide students the basic principles of the anatomy and physiology of the skin and its disorders. In this course are studied preventive and corrective methods for the proper care of the
skin, ulcers and wounds, as well as basic procedures and treatments to be administered according to the patient's condition. It references to the factors that contribute to the formation of ulcers, its causes and its various stages, preventive measures, signs and symptoms. Students will be provided with the tools to recognize the different characteristics, such as: depth, location, foreign bodies and its extension in the care and management.

**ENFE 1418 Medical Record Management**  
3 Credits  
(Prerequisite: None)

This course provides the student with learning activities to refine the highest possible level skills in managing the medical record. Also, studies the documents comprising the medical records and other medical forms that are performed in a medical office. In addition, they will use the templates provided by the system for preparing professional documents. It allows the student to understand the management of electronically medical records using the Secure EMR program by Inmediata and all of its functions: personal agenda, messages, appointments new patients and follow-up, patient demographic information, medical history, progress sheet, medical orders (labs, x-rays, prescriptions), registration plans, award collection: the following functions work co-payment, among others.
RESPIRATORY CARE TECHNICIAN

CHEM 1001 Fundamentals of Chemistry
3 credits
(Prerequisites: None)
In this course the study of the composition and properties of matter offers various types of chemical reactions and energy transfer associated with these for inorganic, organic compounds and biomolecules. During emphasis on the basics of general organic chemistry and biochemistry applicable to different scenarios of health care, the patient is made through case studies online information search and oral presentations.

BIOL 1001 Fundamentals Biology
3 credits
(Prerequisites: None)
The study of the characteristics and organization of living organisms. The structure of the principal macromolecules, cell, cell cycle and their metabolic processes studied. Scientific reasoning for the study of biological processes are used. Study of genetic processes. It includes the concepts of cellular division, Mendelian and molecular heredity, genetic expression and the fundamental concepts of development.

PHYS 1001 Fundamentals of Physic
3 credits
(Prerequisites: None)
It includes the study of concepts, principles and methodologies used in the construction of knowledge in the physical sciences. Analyze and discuss original research work in order to see how they are constructed, deconstructed and reconstructed scientific discourse, that is, to understand the general principles underlying the Physical Sciences, processes and methodologies.

SEMR 1001 Electronic Record Management
1 credit
(Prerequisite: None)
This course provides students with basic knowledge and skills that are required to manage the electronic medical record. You learn how to properly use the electronic program according to Secure EMR by Immediate. Patient records and medical records, recording vital signs, pulse oximetry registration, registration procedures including patient reported the same: learning and mastering functions such as are included. This will allow students to broaden their knowledge and located in a highly competitive labor market.

MATE 1210 Basic Mathematics
3 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.

EMME 1020 Anatomy and Physiology Principles
3 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.
INGL 1106 Basic English I
3 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.

ENFE 1510 Personal Hygiene, Care Surrounding and Microbiology
2 credits
Prerequisite: None
The student will learn the different aspects of microbiology and hygiene and the mechanisms used by the community to provide and keep good health. The student also discusses how to modify the environment in order to improve the quality of life thus promoting good health. Also included in the study of microorganisms an emphasis on bacterial study, which covers the morphology, physiology, control of them and one theme related as sexually transmitted infections.

TERE 1003 Diagnostic Tests (EKG, ABG’s, PFT and Lab)
3 credits
Prerequisite: Concurrent with CURE 1002
This course presents the tools, equipment and different clinical laboratory tests that are used to evaluate, interpret symptoms and diagnosing cardiopulmonary diseases. Focus is placed on medical terminology, assessment, testing procedures, equipment, and imaging of RCT. Included are: pulmonary functions testing, chest X-ray, CT, MRI, hazard involved, confidentiality of record keeping, therapies available for the diseases, and rehabilitation process.

CURE 1002 Cardiovascular Pathophysiology and Evaluations
4 credits
Prerequisite: EMME 1020
The course studies the different pathologies of respiratory diseases. Students learn the symptoms, patient evaluation, classification of conditions, and treatment alternatives. Students complete an entire patient analysis and treatment chart for bronchitis, pneumonia, and other cardio-respiratory diseases.

CURE 1036 Introduction to Cardiovascular Pharmacology
2 credits
Prerequisite: None
This course includes several aspects of pharmacology such as the formulation, dosage, control management, metabolic effects and evaluation processes of the patient during treatment. Emphasizes the study of drugs and medicines used for cardiopulmonary care, from their modes of action, adverse effects and RCT intervention methods, to possible reactions in the human body.

LTER 1001 Respiratory Care (Medical Gas, Aerosol and Other Therapies)
3 credits
Prerequisite: CURE 1002
This course prepares the student respiratory care with theoretical and practical concepts of laboratory management and application of techniques of pulmonary therapies for patients with acute and critical conditions. Included are assessment of frequently used ventilators, types of airways, and operational techniques. Theory and demonstrations on the application of humidity therapy, bland aerosol therapy, therapeutic aerosols, bronchodilators, bronchoscopes, suction, dry power inhalators, equalizers, atomizers, and other gases.

CURE 1001 Respiratory Ducts and Suction
3 credits
Prerequisite: EMME 1020
This course offers the student the theoretical concepts and practical experience in airway management. It includes study guides, routes, accessories and procedures for the insertion of artificial airways. Possible complications and traumas associated with tracheal tubes, precautionary methods via patent maintenance and care techniques artificial airways is discussed. Practical exercises and simulations for learning intubation procedures, CPR and first aid are performed.

CURE 2015 Mechanical Ventilation Adults and Neonatahs
4 credits
Prerequisite: CURE 1002
Practice with pulmonary and respiratory therapies for normal and acute/critical adult patients. Students will acquire theoretical mechanics of mechanical ventilation in adult and neonates concepts, basic principles and physical aspects. Indications and clinical application of this therapeutic modality are discussed. Once the student is familiar with these concepts acquired experience through practice in laboratory procedures and techniques in the beginning, monitoring, management and weaning process in an adult and neonatal patient receiving invasive and noninvasive mechanical ventilation.

PRTR 2001 Clinical Practice (Externship)- Phase I
5 credits
Prerequisite: Approved all previous courses, except: CURE 2011, TERE 1004 and PRTR 2002
Real life experience where the student practices under the supervision and coordination of a specialist in this area. In this first part the student will be oriented on the rules, procedures, evaluative indicators and other requirements to be met for approval of this first phase. It is considered an advanced skills practice on therapy applications.

TERE 1004 Preparatory Course for Respiratory Technician Board Exam
2 credits
Prerequisite: Approved all previous courses, except: PRTR 2002
This course will prepare the student for take the Puerto Rico Respiratory Care Therapy Board Exams, in order to become a licensed respiratory care technician. 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, anatomy physiology, microbiology, oxygen ventilation, mechanical ventilation, CPR, medications and equipment/materials used and the study of the laws and regulations related to the occupation. Also include simulated board exam taking practices.

PRTR 2002 Clinical Practice (Externship) - Phase II
7 credits
Prerequisite: PRTR 2001
Second part of the Respiratory Care Technician level practicum includes performance of basic skills under minimal supervision, performance, of critical care under moderate supervision and observation and performance under direct supervision of a specialist in the respiratory care field.
EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

EMME 2100 Fundamentals of Medical Emergencies / Communication, Medical Control and Dispatch Techniques
2 credits
Prerequisite: None
This introductory course consists of two (2) parts: The early history of the Emergency Medical Systems; detailed description of the profession (role and functions), federal and state laws governing professional practice, management and care of specialized equipment. It will work with the use and management of the computer, as well as develop expertise in the field of computing. In the second part, consists of a theoretical compendium of technical and regulatory aspects of the communications systems used by local and international medical emergencies. The students will have the opportunity to put into practice what they learned through dispatch system simulators. Will learn medical terminology used in the field of health and implement it. Learn the suffixes, prefixes, root words. Dominate the composition and knowledge of the union of two or more medical words and have knowledge of the Key-10 and Alphas.

EMME 2002 Handling of Hazardous Materials and Pollutants
1 credit
Prerequisite: None
The course provides the student basic knowledge and skills in the control and management of hazardous materials. It discuss in a general manner hazardous materials, laws and regulations, about the recognition of material and equipment, personal protection equipment, the hazard to health, hazardous material emergency response, the medical monitoring and rehabilitation, management of the contaminated patients, staff decontamination and the adequate use of the rescue equipment.

INGL 1106 Basic English I
3 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.

MATE 1210 Basic Mathematics
3 credits
Prerequisite: 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.

EMME 1020 Anatomy and Physiology Principles
3 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.

EMME 1438 Shocks and Fluids
3 credits
Prerequisites: None
Analysis of the causes and symptoms of different types of shocks and their treatment. Study cellular environment and movement of fluids in the body, blood and its components, hematological disorders, shock
definition, classification and stages of shock. Also covers the study of the endogenous fluids and application of anti-shock administration techniques.

**EMME 2027  Patient Assessment**  
3 credits  
**Prerequisite: None**  
This course provides students with the theoretical knowledge on the structure and functioning of the human body. All organs and body systems in a structured and integrated manner are studied. Furthermore, emphasis is given to the normal function of all body systems and how this performance can be determined. Besides the discussion of the management of patients dependent on high technology as part of their subsistence is included.

**EMME 1051  Cardiovascular Emergencies**  
3 credits  
**Prerequisites: EMME 1020, and EMME 2027 and Concurrent with EMME 1136**  
The student will learn to assess a patient with cardiovascular problems. The study of the pathophysiology and management of cardiovascular system problems. Emphasis is on the identification and description of diseases of the cardiovascular system; especially cardiac dysrhythmias, management and appropriate treatment plan. Also the study of the fundamental concepts for interpreting the electrocardiogram.

**EMME 1061  Respiratory Emergencies**  
3 credits  
**Prerequisites: EMME1020, EMME 2027 and Concurrent with EMME 1136**  
Study of the conditions considered as emergencies of the respiratory system and their management. Emphasis is on the identification and description of diseases of the respiratory system (foreign body and pathology), management and appropriate treatment plan.

**EMME 1136 Introduction to Pharmacology**  
3 credits  
**Prerequisite: MATE 1210**  
In this course, with basic terminology and classification of drugs used in emergencies is studied. In the theoretical component of the course the legal aspect and regulations governing the use and distribution of drugs, methods of administration and the effects of drugs on the different systems of the human body is studied. In the practical component exercises and tasks are performed in the laboratory, teaching the methods for calculating dosages in infants, children and adults. Also included practices of administering drugs and the implementation of safety precautions and aseptic drug administration.

**EMME 2071 Internal Medicine Emergencies**  
3 credits  
**Prerequisites: EMME1020, EMME 2027 and EMME 1136**  
Recognition and management of diseases related to Internal Medicine, such as anaphylaxis, intoxications drug and alcohol abuse, and abdominal problems, heat and cold exposure, poisoning, diabetic emergencies and problems related with AIDS. Some of the pathophysiology and disorders to be studied are the following systems: Central Nervous, Endocrine, Gastrointestinal, Urinary and Kidney. In addition, management of geriatric emergencies, environmental, infectious and sexually transmitted infections with emphasis on the implementation of security measures is included.

**EMME 1075  Obstetric / Gynecologic Emergencies**  
3 credits  
**Prerequisites: EMME1020, EMME 2027 and EMME 1136**  
Study and care of ob-gyn emergencies. The student will learn these particular characteristics in order to assess
the ob-gyn patient, and to attend both normal and complicated deliveries.

**EMME 1080  Neonatal and Pediatric Emergencies**  
3 credits  
**Prerequisites:** EMME1020, EMME 2027 and EMME 1136  
Study and care neonatal and pediatric emergencies. The student will learn the particular characteristics for the assessment of the neonatal and pediatric patient. Recognition of diseases and treatment of this type of patient.

**EMME 2102 Medical Terminology and Documentation**  
1 credit  
**Prerequisite:** None  
This course provides students with the knowledge and basic skills of documentation methods in various areas. They will discuss the most common medical terminology used in the Medical Emergencies including: dispatch, Emergency Room, Unit, and any other area which involves documentation.

**EMME 2103 Laboratory of Advanced Techniques**  
1 credit  
**Prerequisite:** EMME 1136, EMME 1061, EMME 2027, EMME 1080, EMME 1438, EMME 1020  
In this course the student will gain knowledge, skills and abilities of advanced invasive procedures to save the life of a patient. The student will be trained in handling procedures and advanced equipment including, fast one, quick track, chest decompression, jugular channeling, cord for infants, central and bone, etc. They will learn the advantages and disadvantages and contraindications, special considerations, and proper use of these devices.

**LEME 1490 Traumatic Emergencies- Lab**  
3 credits  
**Prerequisite:** EMME 2027 and EMME 1136  
Study of the procedures for managing patients with central system disorders such as traumatic emergencies, cerebrovascular accidents and unconscious states. Also studies the management of hemorrhages and soft tissue injuries and fractures. Initial management aspects are included and the intervention of the EMT-P during transportation. In the laboratory the students used and management of specialized equipment for trauma patients.

**SING 1000 Sign Language (For Health Professionals)**  
2 credits  
**Prerequisites:** None  
This course is divided into three (3) parts. The first part includes a detailed description of the anatomy and physiology of human hearing focused on the different types of hearing loss and its effect in the process of communication. Is included the deaf culture and important aspects to consider in the management of deaf patient and different techniques for effective communication with deaf people. In addition a review of the laws that protect people with hearing impairment is provided. The other two parts of the course are practical content where students mimic the sign of the teacher while learning their meaning. The second part involves modeling and practice with students fingerspelling and sign language vocabulary necessary for intervention with deaf patients. The third part includes modeling appropriate syntax to form sentences and communicate effectively with deaf patients.
EMME 2501 Preparatory Course for Paramedic Board Exam
2 credits
Prerequisites: EMME 2027, EMME 1136, EMME 1051, EMME 1061, EMME 2071, EMME 1075 and EMME 1080
This course will prepare the student for take the Paramedical or EMT Board Exams, in order to become a licensed EMT technician. Instruction includes: description of the occupation, description of the EMT-P Board By-Laws, reviewing of the concepts, topics, techniques and procedures used in Medical Emergencies learned during the course to be evaluated in practice revalidation. The topics of study include: patient assessment, ventilator management, intravenous therapy and medication management, static and dynamic cardiology. Also include simulated board exam taking practices.

EMME 2400 Special Operations, Rescue and Forensic Scenes
1 credit
Prerequisites: EMME 2027 and LEME 1490
Provide theory knowledge and practical training in rescue operations and extrication techniques, rappelling search and recovery, multiple casualty situations, incident command, and handling of forensic scenes.

EMME 1201 Clinical Practice (Externship)
8 credits
Prerequisite: Approved all previous courses, except EMME 2400
The student is exposed to a practical experience within his/her profession. Also he/she will practice duties in different Medical Emergency Services or ambulances or communication and dispatch areas. The student may perform functions related to his/her profession in medical institutions.
PROFESSIONAL MASSAGE THERAPIST

MASJ 1000 Introduction to Massage Techniques
3 credits
Pre-requisite: None
This is an introductory course that 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 1005 Basic Spanish
3 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 1106 Basic English I
3 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 1020 Anatomy and Physiology Principles
3 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 1141 Swedish Massage
3 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.

MASJ 1138 Lymphatic Massage
3 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.
MASJ 1139 Structured Kinesiology and Biomechanics
3 credits
Pre-requisite: EMME 1020
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 1132 Anatomy, Physiology and Pathology
3 credits
Pre-requisite: EMME 1020
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 1140 Somatic Therapy
3 credits
Pre-requisite: EMME 1020
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.

MASJ 1134 Trigger Point Therapy and Deep Tissue
3 credits
Pre-requisite: MASJ 1139, MASJ 1141
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.

MASJ 1135 Oriental Techniques (Shiatsu and Thailand)
4 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 1001 Reflexology and Music Therapy
2 credits
Pre-requisite: EMME 1020
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.

MASJ 1030 Sport Massages
3 credits
Pre-requisite: MASJ 1134
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 2011 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 1136 Massage to Special Populations / Hydrotherapy
4 credits
Pre-requisite: MASJ 1139
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.

MASJ 1137 Preparatory Course for Massage Board Exam
3 credits
Pre-requisite: EMME 1020, MASJ 1030, MASJ 1132, MASJ 1136, MASJ 1139 and MASJ 1141
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 2007 Externship
6 credits
Pre-requisite: Approved all previous courses except MASJ 1137, ESPA 1005, INGL 1106
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.
SURGICAL TECHNICIAN

BIO 121 Human Anatomy and Physiology
3 Credits
Prerequisite: None
This course is designed for new students in the allied health service field. It is divided into two parts: The first comprises the study of the cell, tissues and the integument, skeletal, joint and muscular systems of the human body focusing on the study of their functions and structures. The course includes general aspects of health disorders or affections directly related to the exposed function and the normal structure. The second part comprises the study of human body systems of control, integration, maintenance, and those that provide continuity leading to the study of the nervous, endocrine, circulatory, lymphatic, immune, respiratory, urinary, digestive and reproductive systems. Emphasis is given to its interrelationship, coordination, and normal operation of the body as well as its most common alterations.

BIO 124 Microbiology
3 Credits
Prerequisite: None
The course is designed for students of allied health sciences courses. It comprises general knowledge of microbiology and its interaction with the human being regarding infectious diseases. Other basic hygiene principles, disinfection and sterilization for control of microorganisms, as well as a vision of immunology in general.

OPER 110 Medical Terminology
3 Credits
Prerequisite: None
The students will learn the basic medical terminology related to the surgical medical procedures. They will define medical terms by using the suffixes, roots and prefixes. Students will acquire the necessary knowledge for an effective communication with health related personnel.

OPER 111 Instrumentation Techniques
3 Credits
Prerequisite: None
This course is designed to provide students with the knowledge and practice regarding the different instruments used in surgical procedures. Students acquire knowledge of the necessary techniques and skills to assist and provide the surgeon or the surgical team with the instruments during surgical procedures. They also learn to use the correct aseptic techniques. The course allows students to develop the basic skills to identify and manage sterile equipment and materials. Students learn how to prepare a surgical area and to apply the asepsis processes.

OPER 112 Fundamentals of Health and Patient Care
3 Credits
Prerequisite: None
Throughout the course, the students will learn the basic principles of the fundamentals of health and its implications in the surgical process. It provides the students with the knowledge about hospital institutions and its relationship with the health team. Students learn about the first part of the process and the decision to undergo surgery. Students learn to work with the nursing and medical team to achieve the common objective of providing the safest possible care to assure favorable results for the patient after the surgical procedures.
OPER 113 Fundamentals of Supply Sterilization and Disinfection
3 Credits
Prerequisite: None
The course is designed to prepare students in the basic concepts and practices regarding prevention of infection, cleaning disinfection sterilization, and materials preparation used in the different procedures in the Operating Room. Students will acquire the knowledge necessary to work effectively at the Central Supply and operating rooms.

OPER 114 Surgical Techniques I
3 Credits
Prerequisite: None
This course is designed to provide students with the knowledge and practice regarding aseptic techniques and skills needed to identify and use sterile instruments, equipment, and materials. Students acquire the necessary techniques and skills needed to provide the surgeon or the surgical team with the instruments during the surgical procedures. Students learn to use the correct aseptic techniques through hand and surgical washing. The course allows students to develop basic skills in identifying and using sterile equipment and materials. Students learn to prepare the surgical area and to apply asepsis processes. They practice the correct use of instruments and taking the patients vital signs in the skill laboratory. Students enhance their knowledge through clinical practice in operating rooms and other clinical scenarios.

OPER 115 Basic Surgical Procedures
3 Credits
Prerequisite: None
In this course, students acquire knowledge about the different surgical modalities while emphasizing on the different general surgeries of the different systems. They acquire the skills needed to provide the surgeon or the surgical team with the instruments during the surgical procedures. Students learn the concepts and practical knowledge concerning the different instruments used in surgical procedures. The course seeks to develop the students’ surgical awareness regarding aseptic techniques. It allows students to develop the basic skills for identifying and managing sterile equipment and for preparing the surgical area and applying asepsis procedures. Students learn concepts regarding the legal aspects of patients. They practice the correct use of instruments in the skill laboratory.

OPER 116 Surgical Techniques II
3 Credits
Prerequisites: OPER 114
This course is designed to capacitate the student with the knowledge and practices related to aseptic techniques and to develop the basic skills in the identifications and management of instruments, equipment and sterile materials. The student will obtain the necessary techniques and skills to assist and handover the instruments to the surgeon or the surgical team during the surgical procedures. It allows the student to develop the basic skills in the identification and management of the equipment and sterile material, preparation of the sterile field and implementation of aseptic practices. The course provides laboratory experiences in the management and correct use of surgical instruments.

OPER 117 Advanced Surgical Procedure
3 Credits
Prerequisites: OPER 115
In this course, students acquire the necessary skills to assist and provide the surgeon or the surgical team with the instruments during the surgical procedures. Students acquire knowledge and practice regarding the different instruments used in surgical processes and the correct use of aseptic techniques. The course fosters the development of the basic skills needed to identify and use sterile equipment and materials.
Students learn to prepare the surgical area and to complete the asepsis processes. Students learn about the legal aspects of patients.

**OPER 118 New Technology Approaches**  
*3 Credits*  
**Prerequisite: None**  
Through this course, students acquire knowledge of new and updated technological advances in the surgical field. Students learn new skills needed to assist and provide the surgeon or the surgical team with the instruments during surgical procedures. Students are provided with knowledge and practices concerning the different instruments used in surgical procedures.

**OPER 119 Pharmacology**  
*3 Credits*  
**Prerequisite: None**  
The course is aimed towards developing the concepts in the pharmacology field for the Surgical Technician students and the security aspects when managing drugs during the intraoperative phase. Terminology associated to the course is discussed, pharmacological action of drugs that are used in sterile environments during surgery, basic mathematical concepts related to pharmacology, toxicology, ethical and legal aspects and the responsibilities of a Surgical Technician when handling drugs.

**OPER 120 Sales and Marketing of Surgical Equipment**  
*3 Credits*  
**Prerequisite: None**  
This course provides students the necessary knowledge to start their own business or become part of a multinational or international company that sales and markets surgical equipment. Students will develop business skills in order to have their own business; will learn about the business world and how to be successful in sales and marketing.

**OPER 121 Psychology, Human Relations and Ethics**  
*3 Credits*  
**Prerequisite: None**  
This course prepares students to understand basic human behavior concepts such as emotions, perceptions, motivation, personality self-esteem, adapting, stress and communication. It allows students to identify behavior disorders, personality derivations, their impact on the individual and their relationships with others. It helps students to use strategies that will help them define a mentally healthy life and to live harmoniously with those that surround them.

**OPER 122 Clinical Laboratory I**  
*3 Credits*  
**Prerequisites: OPER 110, OPER 112, OPER 113, OPER 116, OPER 117, OPER 118, OPER 119, OPER 120**  
This course is designed to integrate the skills and knowledge acquired throughout the program. Students will practice in simulations of activities performed in the workplace regarding the preparation of surgical materials and equipment. They will practice the preoperative phase, from the preparation of the table, trays, equipment and the patient during different surgical procedures. The course focuses on instrumentation, aseptic principles and safe handling of equipment and the patient. The course will serve as preparation for the supervised practice.
OPER 123 Practice
9 Credits
Prerequisite: None
This course is designed for the practice in real workplace scenarios, supervised by a clinical instructor. It prepares students to integrate the knowledge acquired and develop the skills needed in their profession.
PHARMACY TECHNICIAN

EMME 1020 Anatomy and Physiology Principles
3 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 2013 Computer Application Programs (PowerPoint, Outlook and Internet)
3 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 1121 Theoretical Pharmacy
3 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 1122 Pharmaceutical Math
3 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 among 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 1123 Pharmaceutical Chemistry
3 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 1124 Pharmaceutical Law
3 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 1125 Posology
3 credits
Prerequisite: FARM-1122
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 1126 Pharmacy Applications Laboratory
3 credits
Prerequisite: FARM-1122
This course provides students with the opportunity to apply concepts related to computer software for pharmacy operations.

FARM 1127 Pharmacology
3 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 that different medications have on the body.

FARM 1128 Pharmacy Lab
3 credits
Prerequisite: FARM 1121, FARM 1122, FARM 1124, FARM 1127
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 1129 Hospital Pharmacy
3 credits
Prerequisite: FARM 1122
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 1130 Board Examination Review
3 credits
Prerequisite: FARM 1121, FARM 1122, FARM 1124, FARM 1127,
This course was designed to develop the necessary skills to pass the board exam.
FARM 1131 Pharmacy Practice I  
9 credits  
Prerequisite: FARM 1121, FARM 1122, FARM 1123, FARM 1124, FARM 1125, FARM 1126, FARM 1127, FARM 1128, FARM 1129, FARM 1130  
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 1132 Pharmacy Practice II  
9 credits  
Prerequisite: FARM 1131  
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 1133 Pharmacy Practice III  
9 credits  
Prerequisite: FARM 1132  
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 1134 Pharmacy Practice IV  
9 credits  
Prerequisite: FARM 1133  
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 1020 Anatomy and Physiology Principles
3 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 2013 Computer Applications Programs (PowerPoint, Outlook and Internet)
3 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 1113 Physical Efficiency
3 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 1114 Sports Nutrition
3 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 1115 Biomechanics and Structural Kinesiology
3 credits
Prerequisite: None
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 1116 Clinical Pathology and Medical Terminology
3 credits
Prerequisite: None
This course is designed to provide the student with the knowledge about the main alterations to the normal function of the human body. Also, 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 1117 Exercises Principles
3 credits
Prerequisite: None
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, isoche netic exercises and exercises using training machines and free weights, among others. The course combines theoretical and laboratory experiences.

DEPO 1118 Prevention and Sports Injuries I
3 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 1119 Sports Massage
3 credits
Prerequisite: None
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 1120 Sports Training
3 credits
Prerequisite: DEPO 1117
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 1121 Prevention and Sports Injuries II
3 credits
Prerequisite: DEPO 1118
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 1122 Therapeutic Exercises and Rehabilitation
3 credits
Prerequisite: None
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 1123 Exercises for Special Populations
3 credits
Prerequisite: None
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 1124 First Aid in Sports
3 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 emergency situations. Students will learn and apply immobilization techniques by anatomical areas according to the injury.

DEPO 1125 Ethics and Administrative Aspects
1.5 credits
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 1126 Preparatory Course for Personal Trainer Certification
1.5 credits
Prerequisite: None
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 1127 Clinical Practice
9 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

COMP 2013 Computer Application Programs (PowerPoint, Outlook and Internet)
3 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 1005 Basic Spanish
3 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.

INGL 1106 Basic English I
3 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.

BIOL 1122 Human Anatomy and Physiology I
3 credits
The basic principles of the anatomy and human physiology will be studied, and their application to mortuary sciences will be studied. Emphasis will be given to the body as a system, the cell, the tissues, the skin as well as systems such as muscular skeletal, nervous, endocrine, diseases and conditions related to the embalming.

BIOL 1123 Human Anatomy and Physiology II
3 credits
Prerequisite: BIOL 1122
The basic principles of the human anatomy and physiology will be studied and their application to the mortuary sciences and embalming. Emphasis will be given to the study of systems such as circulatory, blood, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems, along with the conditions and diseases related to mortuary sciences and the embalming process.

EMBA 1119 Embalming I
3 credits
Prerequisite: None
The history of embalming in the ancient and modern period is studied. The basic terminology in the study of mortuary sciences will be applied. The course studies the nature and purposes of embalming. Students are introduced to the handling of the laboratory of embalming, and are familiarized with the instruments, materials, equipment and chemistries. The different rules and norms of the embalming laboratory will be discussed. Students will become familiar with the duties, social and personal responsibilities and objectives of the course.
EMBA 1120 Embalming II
3 credits
Prerequisite: EMBA 1119
The course includes a study of the changes pre- and postmortem and the discolorations of the blood; the process and the variable factors of the case analysis; the processes of decay of the body in water, air, and soil, as well as the order in which they occur and the signs; saponification and mummification; vascular anatomy, arterial solution, arterial embalming and other types; center of the circulation of embalming; the method of injection, the technique of selecting the blood vessels for injection and drainage; embalming fluids and chemicals; and the different types of incisions and sutures most commonly used.

EMBA 1121 Fundamentals of Organic and Inorganic Chemistry
3 credits
Prerequisite: None
The basic principles of organic and inorganic chemistry and their application to mortuary sciences and the process of embalming are studied. Emphasis is given to the basic and fundamental concepts of the elements of the periodic table; the different substances, elements, compounds, solutions, solutes, solvents and chemical reactions; the fluids of embalming, by index, the floaters, moisturizers, anticoagulants, low concentration of formaldehyde, inactive and regulating dyes; the compounds of hardening, preventive agents of the fungus, inorganic salts, phenol, embalming powders, sealing compounds, package applications; preservatives, germicides, vehicles, pre-injection and co-injection; the relation with chemical theories and knowledge of instruments and laboratory equipment.

EMBA 1122 Embalming III
3 credits
Prerequisite: EMBA 1120
The analysis of the case of embalming is studied. Students will write and document a descriptive report of the condition, techniques, treatments and evaluation of the case. The pressure and the living circulation factors are discussed, as well as the intention and importance of the technique of the sanguineous return and the removal of the blood; the technique and skills of the treatment of the cavity and the injection of the cavity; the treatment of the cranial vault; the cases of clinical embalming, autopsied, didactic embalming (organs and tissues of donation) and its general treatment in embalming.

EMBA 1123 Principles of Pathology
3 credits
Prerequisite: None
This course will present different types of diseases, including acute, chronic, and metabolic diseases, inflammatory processes, organic dysfunctions and disorders, and terminal conditions. Some topics of study are the following: diabetes, heart diseases, emphysema, lymphatic, jaundice, edema, cerebral hemorrhage, gangrene, leukemia, nephritis, pneumonia, dehydration, pregnancy and puerperal state, ulceration, peritonitis, obesity, hemolysis and ecchymosis, fever, skull diseases and injuries, carcinoma and sarcoma, deormities and malformations, and vascular diseases.

EMBA 1124 Fundamentals of Transmissible and Infectious-contagious Diseases
3 credits
Prerequisite: None
Infectious contagious diseases are studied, along with the host of infection, transmission method of the pathogen, and the biological entrance. Several transmissible diseases such as AIDS, hepatitis, herpes simplex, tuberculosis, meningitis, septicemia, cytomegalovirus, Creutzfeldt-Jakob, syphilis, malaria, poliomyelitis, and influenza are discussed. The methods of infection control and embalming techniques will be discussed. The safe handling of contagious and infectious cases, and disinfectants and their effective handling in the embalming process while following general precautions are also studied.
EMBA 1125 Embalming IV
3 credits
Prerequisite: EMBA 1122
This course will continue with studies of conditions and very important cases. The course includes cases of infants, radiation, obstruction, of distension, causes embalming failure, exudation, and subcutaneous gas, skin loosening, frozen and refrigerated bodies. The special cases to be studied in this course include: Types of burns and scalds, poisoning by food ingestion, lightning, and electricity and drowning situations. Special precautions and treatment related to each particular case and the preservation post-disposition will also be studied.

EMBA 1126 Fundamentals of Public Health
3 credits
Prerequisite: None
The basic principles of Public Health and their application to the mortuary sciences and embalming are studied. Emphasis is given to the study and the regulation of the environmental health and the factors that take part in the embalming process, such as the air, water and soil. Other topics that are included in the course are: the rate and the increase of events that are related to mortuary sciences; conditions and diseases related to mortuary sciences and the process of embalming; statistics of causal of morbidity, related to the process of embalming and mortuary sciences.

EMBA 1127 Basic Principles of Toxicology
3 credits
Prerequisite: None
The basic principles of toxicology and their application to mortuary sciences and the process of embalming are studied. Emphasis is given to the basic and fundamental concepts of history and applications of toxicology; the principles, mechanisms of toxicity and risk assessment; toxic disposition, by absorption, distribution, excretion and biotransformation; the toxicity and response of white organ; the carcinogenesis by chemical substances; the toxic agents and their effects; the types of analytical and forensic environmental, labor, clinical toxicology of foods. The toxicological investigation of a death by poisoning and the testimonies in courts of toxicologists as expert witnesses are discussed.

EMBA 1128 Principles of Legal Forensic Medicine
3 credits
Prerequisite: None
This course includes forensic medicine principles and the study of forensic regulation and legislation. Emphasis is given to the regulation and legal dispositions. Students will be exposed to cases of corpse autopsy, dispositions, donations of organs and tissues; information in general of the Institute of Forensic Sciences, forensic pathology, different disciplines from forensic sciences, like the section of controlled substances, control of safekeeping; forensic, toxicology, and chemistry laboratories; the doubtful document section and the polygraph.

EMBA 1129 Principles of Administration of Funeral Home
3 credits
Prerequisite: None
This course presents the fundamental and basic processes in the management and marketing in the history of funeral home administration. Emphasis is given to the responsibilities and duties of the Administrator and Funeral Director. Students is familiarized with the warm, human, friendly and hospitable treatment that the personnel demonstrate to the relatives of the deceased; the facilities and the services offered to the public; and the requirements to establish and operate a funeral home according to sanitary regulations.
EMBA 1130 Restorative Art and Cosmetology
3 credits
Prerequisite: EMBA 1119, EMBA 1120, EMBA 1122, EMBA 1125
This course includes the history of the restorative art and the preparation of the corpse, in its form and color, emphasizing its memorial picture to its relatives. The techniques of reconstruction of the features and tissues in case of traumas, accidents and diseases will be developed. The course also includes the anatomical structure of the bones of the face, the types of forms and structures of the head. Students will know the different classes of rules, and objectives of face make-up, the importance of the study photography, race types, and treatments before, during and after the embalming and about restorations.

EMBA-1131 Psychological Fundamentals of Death
3 credits
Prerequisite: None
This course provides the students with the knowledge about the process of death, affliction and mourning within a holistic perspective, considering the sensibility that this storage requires. It emphasizes in the impact of the death with the family, and how it relates to the funeral rituals. This course encourages students to reflect on the death process, make them evaluate their attitudes towards themselves, and the impact it has on their lines.

EMBA-1132 Microbiology and Epidemiology
3 credits
Prerequisite: None
The basic principles of microbiology and epidemiology and their application to mortuary sciences and the process of embalming are studied. Emphasis is given to the study of history and the microorganisms such as fungi, virus, protozoa, and algae among others; the five kingdoms, the types of infectious agents, the Koch postulates, the cellular theory will be mentioned, the pathogenic presents in the foods that cause disease, the system of acquired immunity, the reproduction of fungi and the difference between the prokaryotes and eukaryotes cells will be identified. The importance of following universal precautions for the handling of biodegradable residues, sanitation laws, procedures of disinfection, sterilization and the handling of corpses will be discussed.

EMBA-1133 Business Development
3 credits
Prerequisite: None
The purpose of this course is to provide students with the concepts of fundamental administrative principles in planning, organizing, directing and controlling an office while applying the basic managerial, administrative and marketing concepts needed and effective administration. It also helps to develop in the students concepts regarding effective communication, advertising and public relations.

EMBA-1134 Practice Seminar and Review Board
3 credits
Prerequisite: None
This course offers students the opportunity to improve their knowledge and skills learned in class for the external practice in a real work atmosphere of a Funeral Home Director or Embalmer. It exposes students to the work conditions, rules, procedures, responsibilities and services offered by a Funeral Home Director or Embalmer to make easier their integration to the workforce. Students will also receive orientation about the documents required by the Embalming Board in order to take the board exam. This course includes a board exam review.
EMBA-1135 Practice
9 credits
Prerequisite: STUDENTS MUST HAVE PASSED ALL COURSES IN THE PROGRAM
The external practice is designed to provide students the opportunity to practice the skills and knowledge learned during the theoretical phase in a real atmosphere of practice.
ELECTRICITY WITH RENEWABLE ENERGY

SEGU 1042 Occupational Safety
3 credits
Pre-requisite: 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 1220 Applied Mathematics
3 credits
Pre-requisite: None
This course of mathematical applied it includes two parts. 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 1106 Basic English I
3 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.

ELED 1041 Fundamentals of Electricity
3 credits
Pre-requisite: 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 1201 Electrical Instrumentation-Lab
3 credits
Pre-requisite: Concurrent with ELED 1041
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.

ELED 1093 Illumination
3 credits
Pre-requisite: Concurrent with ELED 1041
This course is an introduction to the theory of lighting. Design of lighting systems for interior and exterior spaces, common and public areas is included. The study of different lighting technologies such as the following fixtures: incandescent, fluorescent, LED, High Pressure Sodium, Metal Halide, magnetic induction, Mercury Vapor and internal components, among others. Review of the theory of DC and AC single phase. Study and application of electronic lighting codes.
ELED 1089 Residential Electrical System
4 credits
Pre-requisite: ELED 1041
This course includes the study of symbols of electrical wiring, schematics and diagrams, circuit analysis and troubleshooting. The student is instructed with basic safety rules and operation of electrical equipment; design of residential electrical systems, open and closed installations, electrical calculations and applications of the Puerto Rico Electrical Code.

LAED 3007 Electrical Wiring- Lab
5 credits
Pre-requisite: Concurrent with ELED 1089
This is a laboratory course in which students are instructed in reading, interpretation and proof of electric wirings. It includes the use of measuring and testing equipment and/or instruments. Furthermore, the use of pipes and conductors in electrical systems is studied.

ELED 1099 Commercial Electrical Systems
4 credits
Pre-requisite: ELED 1089
The course is designed for students to understand the distribution system planning, design, configuration and characteristics of commercial electrical system. As well as their schemes, equipment, switches, distribution transformers, measuring transformers, protection, maintenance, insulating oils, operation systems and control of substations. Related voltages also be discussed.

LAED 3008 Commercial Electrical Equipments- Lab
5 credits
Pre-requisite: Concurrent with ELED 1099
The course is designed to enable the student to perform the installation of transformers, switches and protections in distribution systems. The student may also offer repair and maintenance substations, operating systems, control and measurement of the electrical distribution network.

ELED 3014 Industrial Electrical Systems
3 credits
Pre-requisite: ELED 1099
Reading and interpretation of industrial wiring diagrams and drawings. Student will get acquainted with safety and operation standards for industrial electrical equipment. Design of electrical systems for industrial buildings. Uses of the three-phase system in industrial settings, cost of equipment and quotation techniques for either repair or new installations.

LAED 3014 Industrial Equipment- Lab
3 credits
Pre-requisite: Concurrent with ELED 3014
This course emphasizes the search and identification of electrical and mechanical failures and troubleshooting in industrial electrical systems. Testing, connections, preventive maintenance and repair of phase motors, reversible magnetic controls, variable frequency control motors (VFD) and others are performed. Safety rules applied in the laboratory for conducting exercises and teaching them in the workshop.

ELED 3015 Renewable Energy Systems
3 credits
Pre-requisite: None
The student is introduced to the operation of energy generation systems, using wind and solar power. It includes how to calculate the size required for certain specific applications systems; how to install and connect the system (wind and
or solar) to an electrical panel and others. It is a very practical course that prepares participants to take renewable energy section of the Exam for Assistant Electrician or Certified Electrician in Puerto Rico.

**ELED 3016 Preparatory Course for Board Exam**  
3 credits  
**Pre-requisite:** Approved all previous courses except SEGU 1042; MATE 1220; INGL 1106; TPLC 3000 and LPLC 3000  
This course will prepare the student for take the Puerto Rico Board of Electricians Exams, in order to become a licensed apprentice, assistant or expert electrician. Instruction includes: Description of the occupation, Description of the Electricians Board Exams, Reviewing of topic included in the exams, such as: Ohm Law, Recognition of electrical equipment and material 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.

**TPLC 3000 Programmable Logic Controller (PLC)**  
3 credits  
**Pre-requisite:** None  
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.

**LPLC 3000 Programmable Logic Controller Units- Lab**  
3 credits  
**Pre-requisite:** Concurrent with TPLC 3000  
This is a laboratory where the student will put in practice the theory described in class TPLC 3000. The programs will settle using "handheld" and computer. Diverse connections will settle down and faults will be identified and corresponding adjustments.
REFRIGERATION AND AIR CONDITIONING WITH INVERTERS

SEGU 1042 Occupational Safety
3 credits
Pre-requisite: 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 1220 Applied Mathematics
3 credits
Pre-requisite: 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 1106 Basic English I
3 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.

ELED 1041 Fundamentals of Electricity
3 credits
Pre-requisite: 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 1201 Electrical Instrumentation-Lab
3 credits
Pre-requisite: Concurrent with ELED 1041
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 1169 Principles of Refrigeration
3 credits
Pre-requisite: 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 1220 Mechanical Instrumentation- Lab  
3 credits  
Pre-requisite: AIRR 1169  
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 also discussed. Students will be instructed on the 608 EPA Certification and the certification exam will be offered.

AIRR 1173 Domestic Refrigeration and A/C (Inverters)  
3 credits  
Pre-requisite: AIRR 1169  
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. Also, the quote process and preparation of invoices for residential services, as well as safety measures during the installation and preventive maintenance is included.

LARE 2070 Domestic Equipment - Lab  
3 credits  
Pre-requisite: Concurrent with AIRR 1173  
This is a laboratory course in which students are instructed in diagnosis, maintenance, installation and repair of residential air conditioning systems and refrigerators. 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 1174 Commercial Refrigeration  
3 credits  
Pre-requisite: AIRR 1173  
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 2071 Commercial Equipment - Lab  
3 credits  
Pre-requisite: Concurrent with AIRR 1174  
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 2002 Commercial Air Conditioners with Inverters  
3 credits  
Pre-requisite: AIRR 1173  
In this course the student studies the basic principles of the air flow, 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, fiber glass and others), equipment and tools, design of systems, selection and maintenance of ducts, and using the safety measures.

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AIRR 2003 Automotive Air Conditioning
4 credits
Pre-requisite: AIRR 1169
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 2002 Automotive Air Conditioning – Lab
5 credits
Pre-requisite: Concurrent with AIRR 2003
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 air flow passages are provided. Security measures are applied in a workshop.

AIRR 3016 Preparatory Course for Board Exam
3 credits
Pre-requisite: Approved all previous courses except for: SEGU 1042; MATE 1220; INGL 1106; TPLC3000; LPLC 3000
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 3000 Programmable Logic Controller (PLC)
3 credits
Pre-requisite: None
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.

LPLC 3000 Programmable Logic Controller Units- Lab
3 credits
Pre-requisite: Concurrent with TPLC 3000
This is a laboratory where the student will put in practice the theory described in class TPLC 3000. The programs will settle using "handheld" and computer. Diverse connections will settle down and faults will be identified and corresponding adjustments.
SOUND AND SECURITY ALARM TECHNICIAN

SEGU 1042 Occupational Safety
3 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 PEOSHA applicable to these industries is also covered.

MATE 1220 Applied Mathematics
3 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 1000 Principles of Sound and Acoustic
3 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 1041 Fundamentals of Electricity
3 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 build 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 1201 Electrical Instrumentation- Lab
3 credits  
Prerequisite: Concurrent with ELED 1041
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 1000 Introduction to Auto Electricity
3 credits  
Prerequisite: None
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 2000 General Electronics**  
3 credits  
**Prerequisite:** None  
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 1000 Sound and Video Equipment (Residential, Commercial and Auto)**  
3 credits  
**Prerequisite:** None  
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 1001 Maintenance and Repairs of Sound and Video Equipment- Lab (Residential, Commercial and Auto)**  
3 credits  
**Prerequisites:** Concurrent with AUDI 1000  
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 1000 Acoustic Design (Loudspeakers and Acoustic Rooms)**  
3 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 1010 Security Alarm Systems (Residential)**  
3 credits  
**Prerequisite:** ELED 1041  
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 1000 Installations of Security Alarm Systems- Lab (Residential)**  
3 credits  
**Prerequisite:** Concurrent with SONI 1010  
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 1011 Security Alarm Systems (Commercial and Auto)
3 credits
Prerequisite: SONI 1010
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 1001 Installation of Security Alarm Systems (Commercial and Auto Systems) Lab
3 credits
Prerequisite: Concurrent with SONI 1011
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.

ESTI 2000 Sound and Alarm Systems Cost Estimations
3 credits
Prerequisite: None
This segment of the program features the writing techniques that enable the students to prepare cost and estimates, calling for an affirmative action favorable to the Sound and Alarm Technician. From this focus, the students are to prepare estimates integrating legibility, grammar correctness, spelling, order, clarity, precision, etc., from the viewpoint of the prospect.

ACUS 1001 Customatization and Alarm Designs
3 credits
(Prerequisite: None)
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 1000 CCTV Surveillance Systems
3 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 1001 Laboratory CCTV Surveillance Systems
3 credits
(Con-requisite: CCTV 1000)
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

PLOM 1001 Introduction to Plumbing  
3 credits  
(Pre-Requisite: None)  
In this course the students learn the chief fundamental theories, principles, and conceptual models leading the plumber occupation. Other subjects included are the job opportunities, drafting instruments, and materials and equipment necessary to operate. They will also become familiar with reading of symbols, tracing of conventional lines, and drawing orthographic and isometric views. It will encourage the student's awareness of their environment by introducing the eco-friendly plumbing, presenting ways of building plumbing systems that reduce the use of potable water and in turn reduce the amount of processed water in the treatment plants.

SEGU 1042 Occupational Safety  
3 credits  
(Pre-requisite: 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 1220 Applied Mathematics  
3 credits  
(Pre-requisite: 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.

PLOM 1002 Plumbing Diagrams / Designs (Basics)  
3 credits  
(Pre-Requisite: None)  
In this curricular component students will learn to interpret and read most common symbols in building plans. They also know the main foundations of plumbing, electrical and mechanical plans design, use and handling of different architectural design instruments and equipment and their application in a building planning and construction. It includes freehand drawing, perspectives with the approximation method, symbols, dimensions, annotations and other rules applicable to architectural drawing. They learn to interpret and read symbols related to plumbing, electrical and mechanical installations, in addition to trace complex and conventional lines which will give you the ability to perform orthographic and isometric drawings of detached buildings. They could draw plot plan and the drinking water system, sanitary and recycled water, in electrical and mechanical systems, using the tools, equipment and materials required, according to each situation.

INGL 1106 Basic English I  
3 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.
PLOM 1012 Tank Systems, Pumping and Handling of Liquids and Other Fluids
3 credits
(Pre-requisite: None)
This course exposes the student with the design, installation and maintenance of pumping systems, systems and firefighting systems for fluid storage.

ELED 1041 Fundamentals of Electricity
3 credits
(Pre-requisite: 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.

PLOM 1014 Plumbing Installations in Single Family Buildings and Residential
3 credits
(Pre-requisite: None)
In this course the student will get acquainted with sanitary facilities and drinking water plumbing for single-family residences. They will learn the different techniques for the installation of these systems, the standards of the plumbing industry, as well as the required test for materials and expected performance standards in construction projects.

PLOM 1013 Plumbing Diagrams and Designs (Advanced)
3 credits
(Pre-requisite: PLOM 1002)
In this curricular component the students will learn advanced concepts and skills in the reading and interpretation of plumbing applications order to trace structural and plumbing lines and carry out pictorial drawings, using the plumbing instruments, equipment, and materials according to each activity. This component is designed to provide professionals involved in the tasks of hiring others and/or sub-contracting services or development of commercial offers, budgeting, with the theoretical and practical knowledge of the latest techniques and appropriate methods to reliably, accurate and realistically estimate costs, benchmark estimate costs for bid analysis and cost control during the execution of the work.

PLOM 1011 Sanitary Plumbing Systems (Residential and Commercial)
4 credits
(Pre-requisite: PLOM 1013; Concurrent with PLOM 1007)
During this course, the students learn the skills to install sanitary conventional and special systems with their different devices following the occupational standard procedures using the safety measures. Also, in this curricular component, the students will acquire the knowledge and technological skills through the application of the occupational standard procedures to carry out commercial plumbing projects, installations, and repairs of piping and other devices using hot or cold water. The students will observe the safety measures learned previously when working with piping projects.

PLOM 1007 Maintenance / Repairs Sanitary Systems
3 credits
(Pre-requisite: None)
During this course, the students practice the installation, preventive maintenance, and repair of pluvial and sanitary systems using the occupational standard procedure and observing the safety measures. Students learn to recognized and manage equipment and its accessories designed to reduce water consumption from offload technologies to taps and Eco-friendly mixers and discharge valves that use the energy of moving water and high efficiency sanitary equipment. The Construction Technician (Handyman) program graduate will be able to request the plumber
apprentice license in order to work under the direct supervision of a certified master plumber, helping and aiding in this profession and complying with Act No. 88 of 1939, as amended.

**PLOM 1008 Preparatory Course for Plumbers Board Exam**  
2 credits  
(Pre-requisite: Approved all previous courses, except PLOM 1011 and PLOM 1007)  
This course will prepare the student for take the Puerto Rico Board of Journeyman and/or Master Plumber Exams, in order to become a licensed apprentice, journeyman (Official) or master plumber. Instruction includes Description of the occupation, Description of the Plumbers Board Exam, Reviewing of topic included in the exams, such as basic mathematics, physics (especially of liquids), recognition of plumbing equipment and materials 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.
ELED 1041 Fundamentals of Electricity
3 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 1201 Electrical Instrumentation- Lab
3 credits
Prerequisite: Concurrent with ELED 1041
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.

MATE 1220 Applied Mathematics
3 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 2093 Computer Operating Systems (Windows)
3 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.

ELEC 2000 General Electronics
3 credits
Prerequisite: None
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.

LITE 1000 Computer Literacy
3 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 1001 Network Operations**  
*3 credits*  
**Prerequisites: OPCO 2093**  
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 1000 Networks Security**  
*3 credits*  
**Prerequisite: OPCO 2093**  
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 1001 Computers Repairs I**  
*3 credits*  
**Prerequisite: ELEC 2000**  
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 1002 Computers Repairs II**  
*3 credits*  
**Prerequisite: RECO 1001**  
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.

**REDE 1208 Installation, Maintenance and Repairs of Computers Networks**  
*3 credits*  
**Prerequisite: ADRE 1001**  
The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows in a variety of stand-alone and network operating system environments. This course will train our students to install and support desktops running Windows and configuring Windows clients to networks.

**PRCE 1210 Preparation for Comp TIA A+ Certification (Hardware & OS)**  
*3 credits*  
**Prerequisite: ADRE 1001**  
This course prepares students for the A+ Certification (Hardware and OS) exams, which is an industry-sponsored test that establishes a benchmark level of knowledge and competency expected of computer service technicians who are in entry-level positions. A+ Certification also serves as the foundation for computer service professionals who are pursuing other valuable industry certifications, such as the Cisco Certified Networking Associate (CCNA), Network +, and Microsoft Certified Professional (MCP).
CONSTRUCTION TECHNICIAN (HANDYMAN)

MATE 1221 Applied Mathematics
2 credits
Prerequisite: None
This applied mathematics course consists of two parts. The first part studies basic math operations such as addition, subtraction, multiplication and division of whole numbers, decimals and fractions. The second part emphasizes the application of the basic concepts of algebra, geometry, trigonometry, graphing and numerical problem solving applied to technology.

SEGU 1043 Occupational Safety
2 credits
Prerequisite: None
In this course, the student will acquire the fundamental knowledge and concepts related to occupational safety. It studies preventive and remedial measures to deal with physical accidents caused by electric shock, inhalation of toxic gases, explosives, accidents with machinery and others. Studies the regulations of the Department of Labor, OSHA and PROSHO applicable to this industry.

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.

HAND 1042 Handling Equipment and Tools
2 credits
Concurrent with HAND 1044
This course is designed to demonstrate to the student the proper use and handling of tools and equipment related to the construction industry, according to the laws and regulations of OSHA and other agencies both public and private. In addition, the student will be able to differentiate the application of all tools and equipment related to their occupation.

HAND 1044 Electric Arc Welding
2 credits
Concurrent with LHAN 1001
In this course, the student will know the safety rules for working with electric arc welding machines. They will know the protective equipment needed to operate the welding machines. The course includes the study and behavior of electricity, as well as the correct selection of the diameter of the welding rods according to the type and thickness of the metal. Will study in an introductory way the different metals and types of welding at a basic level, the materials and equipment, as well as the procedures and applications of arc welding.
LHAN 1001 Electric Arc Welding Lab.
2 credits
Concurrent with HAND 1044
In this course, the student will perform the arc welding process. They will use the protective equipment when handling the welding equipment. They will perform steel welding tasks. In addition, students will use metal polishing equipment for welding finishes.

HAND 1046 Basic Woodworking
2 credits
Concurrent with HAND 1042
In this course, the student will learn the correct use of the tools used to take measurements in different scales of the metric American system. The student will become familiar with basic manual and electric tools, as well as their application in the repair and/or basic restoration of furniture. The student will learn the techniques of cutting, assembly, laminating and painting. The course also includes the study of different materials in furniture restoration.

HAND 1047 Masonry
2 credits
Prerequisite: HAND 1042
In this course, the student will study the different construction materials. The course includes the practice of plastering and the different materials to cover surfaces. In addition, the student will be provided with the basic knowledge and skills to make cost and material calculations for each project. It includes the selection of appropriate tools for each project.

HAND 1048 Finishes, Painting, and Tiles
2 credits
Prerequisite: HAND 1042
This course includes the study of the different types of paintings and the techniques for their application. It provides knowledge for final finishes of each project according to the surface or material worked. Studies the different types of tiles, as well as their uses and applications. In addition, knowledge and skills are provided for the selection and installation of skirting boards, decorative rods and other textures in drywall.

HAND 1043 Gypsum Board Design
2 credits
Prerequisites: HAND 1042, Concurrent with LHAN 1000
In this course, the student will learn the planning and design on a gypsum board drywall job. It provides the student with the knowledge and skills necessary to identify and calculate the materials, tools, and equipment to be used in the installation of framing walls and molding. Will be emphasized the importance and applicability of safety measures, as well as the proper use of personal protective equipment.

LHAN 1000 Gypsum Board Design Lab
2 credits
Concurrent with HAND 1043
The course is designed to train the student to perform the installation of framing, walls, and molding on the gypsum board. Safety measures will be applied in the handling and use of tools when performing tasks safely in accordance with OSHA recommended measures.

HAND 1045 Acoustic Ceilings
2 credits
Prerequisite: HAND 1042
In this course, students will learn about the different materials used in the design, manufacture and
installation of acoustic ceilings. In addition, the study of standards for acoustic ceiling suspension systems including galvanized steel systems capable of withstanding the forces associated with significant seismic activity, sound control, fire retardants and the spaces required for air conditioning, water and electrical piping.
BEAUTY
BARBERING AND HAIRSTYLING

COSM 1001 The Profession
3 credits
Prerequisite: None
This course features the historical background of cosmetology and its evolution process to now a day. The dress code, make up, behavior and attitudes of the future professional are fully discussed. Different specialization and possible job opportunities for future graduates are included in this module.

COSM 1100 Hair Care Principles and Its Disorders
3 credits
Prerequisite: None
Studying of the hair composition, including its structure, growth, distribution, color, and development. The hair loss and other scalp conditions and possible treatments are topics discussed. The course provides the theoretical and practical knowledge to perform scalp treatment, using the adequate material and products. Among the topics to be covered are: a description of the working area, the proper client’s preparation for the procedure, and the performance of the techniques of washing, rinsing and hair conditioning.

COSM 1200 Chemistry and Electricity in Products
3 credits
Prerequisite: None
This course covers instructional techniques and demonstrations of the safe use of chemicals, safety precautions in the use of electricity and electrical equipment, and cosmetic chemistry. Study of different chemical components utilized in hair coloring, permanent waving, and hair relaxation, as well as reverse and their effects in the hair’s improvement.

COSM 1300 Skin and Face Care Principles (Esthetics)
3 credits
Prerequisite: None
This course features the skin composition, its care, medical conditions and treatment, and products recommended for the healing process. Additionally, the course includes face’s skin condition and esthetic manipulations and its psychological effects. Also enclosed are: performance techniques, adequate products, materials, and equipment for the unwanted hair removal.

BARB 1100 Face/ Shaving/ Beard/Moustache
3 credits
Prerequisite: None
Course aimed to the acquisition of manipulative skills to perform facials treatment according to the face skin conditions. The psychological effects caused by face conditions and treatment are subjects emphasized. Other activities are design and performance of face shaving, beard and moustache.

LCOS 1012 Hair Chemical Process
3 credits
Prerequisite: None
This course displays the step-to-step chemical process when handling perms, hair relaxation, reverse and hair straightening, for different types of hairs with the purpose of achieving a transformation of the client.
COSM 1101 Hair Blow-drying Techniques
3 credits
Prerequisite: None
This course acquaints the student with the necessary skills in hair shampooing and blow-drying techniques. Emphasis is placed on observation of demonstrations and application of techniques in practical workshop sessions.

LBAR 1101 Haircutting Design- Lab
3 credits
Prerequisite: None
This course is aimed to the development of practical haircutting skills to conform to individual customer’s physical profile. Parting, thinning, layering, outlining, elevation, finger and shears, shears over comb, and clipper, are among the techniques covered to achieve a tapered hairstyle.

BARB 1001 Men’s Manicure
3 credits
Prerequisite: None
In this course the student will receive information and carry out activities that will enable them to build manipulative skills to perform manicures and massages in men’s hair hand and forearms. The student will follow standardized hygiene, sanitation and safety rules in the performance of the techniques.

LBAR 1102 Men’s Classic Haircutting Design—Lab
6 credits
Prerequisite: LBAR 1101
This course is aimed to the development of practical haircutting skills that conform the individual customer’s need. Included are the 90 degree elevation haircut, razor haircut, and thinning techniques. The correct operation and maintenance of the indicated instruments to perform hairstyling are given serious importance among the manipulating techniques to be acquired.

LBAR 1200 Men’s Hairstyling
3 credits
Prerequisite: None
Course aimed to the acquisition of knowledge and manipulative skills when utilizing commercial products to create men’s hair styles. The course features manual operational techniques when dealing with hair dryers, hairbrushes, irons and other instruments used to create commercial, classic and special effects hairstyles. The safety and sanitation measures will be observed with each procedure performed.

LBAR 1103 Haircutting Design with Clipper- Lab
3 credits
Prerequisite: LBAR 1102
This course provides practical experience in scissor and clipper haircutting. Upon completion, the student will be able to cut and style a client's hair, demonstrating correct scissor and clipper cutting and styling techniques.

COSM 1009 Hair Coloring Techniques
3 credits
Prerequisite: None
The student will learn the hair coloring theory and mixture procedures to attain changes and special effects in the hair.
COSM 1010 Salon Design and Management
3 credits
Prerequisite: None
The course covers two fundamental aspects. The first part is devoted to the development of strategies for job search; while the second part covers the most known aspect of managing and marketing a beauty salon.

PBAR 1007 Externship
6 credits
Prerequisite: Approved all previous courses except COSM 1011
The course offers the student the opportunity to integrate concepts, knowledge, and laboratory achievement into real work experience. This model consists of a team composed of a counselor-employer, the practicing student, and the institution. The method will facilitate the learning process and the transition from school to work. The student will pass through the experience of shampooing, rinsing, scalp treating, roller curling, blow-drying, manicure, pedicure, chemical application, haircutting, and the reception of the customers. The Externship Practice is offered in external barber establishments.

COSM 1011 Preparatory Course for Board Exam
3 credits
Prerequisite: Approved all previous courses except: PBAR 1007
This course will prepare the student to take the Puerto Rico Beauty Board Exams, in order to become licensed. Instruction includes simulated board exam taking practices. Students will learn professionalism along with shop management and product/services sales.
COSMETOLOGY

COSM 1001 The Profession
3 credits
Prerequisite: None
This course features the historical background of cosmetology and its evolution process to now a day. The dress code, make up, behavior and attitudes of the future professional are fully discussed. Different specialization and possible job opportunities for future graduates are included in this module.

COSM 1100 Hair Care Principles and Its Disorders
3 credits
Prerequisite: None
Studying of the hair composition, including its structure, growth, distribution, color, and development. The hair loss and other scalp conditions and possible treatments are topics discussed. The course provides the theoretical and practical knowledge to perform scalp treatment, using the adequate material and products. Among the topics to be covered are: a description of the working area, the proper client’s preparation for the procedure, and the performance of the techniques of washing, rinsing and hair conditioning.

COSM 1200 Chemistry and Electricity in Products
3 credits
Prerequisite: None
This course covers instructional techniques and demonstrations of the safe use of chemicals, safety precautions in the use of electricity and electrical equipment, and cosmetic chemistry. Study of different chemical components utilized in hair coloring, permanent waving, and hair relaxation, as well as reverse and their effects in the hair’s improvement.

COSM 1300 Skin and Face Care Principles (Esthetics)
3 credits
Prerequisite: None
This course features the skin composition, its care, medical conditions and treatment, and products recommended for the healing process. Additionally, the course includes face’s skin condition and esthetic manipulations and its psychological effects. Also enclosed are: performance techniques, adequate products, materials, and equipment for the unwanted hair removal.

COSM 1004 Manicure and Pedicure
3 credits
Prerequisite: None
This course acquaints the student with the arm and legs muscular-skeletal system, so that he/she can perform the correct massages and attain efficient manicures and pedicures. Adequate instruments, safety measures, and timing are emphasized.

LCOS 1007 Face Make Up- Lab
3 credits
Prerequisite: Concurrent with COSM 1300
Course featuring different face make up techniques applied according to the occasion, individual face characteristics, and skin conditions. The adequate products, instruments and equipment for artificial eyelashes, and eyebrows arching are also practiced.
COSM 1101 Hair Blow-drying Techniques
3 credits
Prerequisite: None
This course acquaints the student with the necessary skills in hair shampooing and blow-drying techniques. Emphasis is placed on observation of demonstrations and application of techniques in practical workshop sessions.

LCOS 1101 Hairstyling Techniques
3 credits
Prerequisite: None
Combines theory with the practical application of roller placement, shaping, pin-curls, finger waves, air-forming, iron curling, soft pressing and hard pressing. Focuses on the accepted methods of styling hair and different techniques in all phases of hair styling.

LCOS 1201 Waves/Curls/Other Styles
3 credits
Prerequisite: None
Types of waves according to hairstyle desired. The course is aimed to learn to do the different curls according to hairstyle requirements. Included are the techniques to perform waves, and curls, at different diameters, considering the facial characteristics and using the proper products and equipment.

LCOS 1008 Haircutting I-Lab
3 credits
Prerequisite: None
Course aimed to the haircut development according to individual’s characteristics. Among other techniques, the student will practice elevation and its variable, sectioning, angles, etc., using the proper instruments and equipment.

LCOS 1012 Hair Chemical Process
3 credits
Prerequisite: None
This course displays the step-to-step chemical process when handling perms, hair relaxation, reverse and hair straightening, for different types of hairs with the purpose of achieving a transformation of the client.

COSM 1009 Hair Coloring Techniques
3 credits
Prerequisite: None
The student will learn the hair coloring theory and mixture procedures to attain changes and special effects in the hair.

LCOS 1009 Haircutting II and III –Lab
6 credits
Prerequisite: LCOS 1008
This course is aimed to the development of manipulative skills to perform the 90 degree haircut, razor haircut, children’s styles, different thinning, and other variables, according to individual’s facial characteristics.

COSM 1010 Salon Design and Management
3 credits
Prerequisite: None
The course covers two fundamental aspects. The first part is devoted to the development of strategies for
job search; while the second part covers the most known aspect of managing and marketing a beauty salon.

PCOS 1007 Externship
6 credits
Prerequisite: Approved all previous courses except COSM 1011
The course offers the student the opportunity to integrate concepts, knowledge, and laboratory achievement into real work experience. This model consists of a team composed of a counselor-employer, the practicing student, and the institution. The method will facilitate the learning process and the transition from school to work. The student will pass through the experience of shampooing, rinsing, scalp treating, roller curling, blow-drying, manicure, chemical application, haircutting, and the reception of the customers. The Externship Practice is offered in external beauty establishments.

COSM 1011 Preparatory Course for Board Exam
3 credits
Prerequisite: Approved all previous courses except: PCOS 1007
This course will prepare the student to take the Puerto Rico Beauty Board Exams, in order to become licensed. Instruction includes simulated board exam taking practices. Students will learn professionalism along with shop management and product/services sales.
ESTHETICS

COSM 1001 The Profession
3 credits
Prerequisite: None
This course features the historical background of cosmetology and its evolution process to now-a-day. The dress code, make up, behavior and attitudes of the future professional are fully discussed. Different specialization and possible job opportunities for future graduates are included in this module.

EMME 1020 Anatomy and Physiology Principles
3 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.

ESTE 1010 Bacteriology and Sterilization
3 credits
Prerequisite: None
This course introduces the study of bacteriology and infection control procedures necessary for the safe practice of Esthetician. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards and first aid. Upon completion, students would be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards and applicable Puerto Rico laws.

ESTE 2001 Skin Analysis, Disorders and Treatments
3 credits
Prerequisite: None
In this course the students learn the anatomy, physiology and skin type, needs, and necessary care disorders studied. They also learn to assess common and special conditions for each skin type and possible treatments with the right products. It includes the management of chemical reactions that may arise as a result of the whole process.

ESTE 1004 Hand and Foot Treatments-Lab
3 credits
Prerequisite: None
This course acquaints the student with the arm and legs muscular-skeletal system, so that they can perform the correct massages and attain efficient spa manicures and pedicures. Adequate instruments, safety measures, and timing are emphasized.

ESTE 1020 Principles of Esthetics (Facial Care)
3 credits
Prerequisite: None
In this course the students learn the principles of esthetics, enabling them to handle problems associated to this part of the body, or refer the person to a physician. Stresses the cleaning techniques. Characteristics and medical conditions of the skin of the face were studied to determine the chemicals and tools that can be used to process products. The basic techniques of cleaning and preparing the skin for make up application are also practiced.
ESTE 1030 Chemistry, Electricity and Esthetics Equipments
3 credits
Prerequisite: None
This course focuses on how to work with different cosmetics, manual or electric appliances, and other apparatus used by the professional Esthetician to be able to perform positive changes on the skin. Included in the course are subjects like: correct handling of possible chemicals involved in face esthetic processes, the chemistry of cosmetics, operation of manual implements, electrical machines and other appliances that use galvanic current, faradic and high frequencies.

ESTE 1021 Facial Care I- Lab
3 credits
Prerequisite: ESTE 2001 AND ESTE 1020
In this first laboratory of facial care the students will learn and practice the basic facial procedures. The course included: demonstrations and practical exercises of basic facial preparation, step-by-step technical facial care, home skin care services and other entry level skills needed for repeat business and financial success.

ESTE 1400 Hair Removal Methods (Depilation)- Lab
3 credits
Prerequisite: Concurrent with ESTE 1030
In this laboratory the student will learn the basics of hair growth and will practice the different techniques to remove face and body hair, temporarily or permanent. After a revise of the procedures to deal with the client to make them comfortable and posted of the whole details of the process before, during and after body or face hair removal, the students of the course will start working with face and body hair’s removal, using the following procedures: shaving, chemical depilation, soft and hard waxing, tweezing and sugaring. Regarding permanent body and face hair removal. The students will practice different methods like: electrolysis, galvanic electricity, thermolysis, blending, laser, photo-epilation or pulse light, waxing and others procedures.

ESTE 1022 Facial Care II – Lab
3 credits
Prerequisite: ESTE 1021
In this second lab facials student continues learning techniques and practices to address problems with acne, wrinkle, scars and other facial treatments. It continues with practices corresponding to each treatment protocols required by the product lines and integration of new equipment (machinery) in skin care (advanced esthetics). Rules and safety required in the process apply.

COSM 3010 Professional Make Up I
3 credits
Prerequisite: None
Advanced make up course aimed at improving skills of make up at a professional level. New concepts, techniques, secrets and details that are used in make up for esthetic alterations (corrective), photographic, bridal, theater, TV, movies, competitions and make up for men. IBC uses all the latest International techniques, product and equipment, to re-train, and or expand the knowledge of the students already in the Make up Industry.

ESTE 1005 Advanced Body Treatments I (Microdermabrasion, Lymphatic Drainage and Cellulite Treatments)
3 credits
Prerequisite: ESTE 1030
In this first course of body treatments, students will deal with therapies to tone and stimulate body and
facial muscles. Emphasis will be on techniques and procedures used in the following treatments: anti-cellulite, stretch marks, obesity and body-fluid retention. It includes the use of instruments, equipment and products in each of these treatments, following safety measures and health services. They will have the opportunity to learn different techniques and esthetics products, instruments or equipment to deal with different body treatments to accomplish skin’s improvements. Included are body scrubs, body wraps, cellulite wraps, water therapy treatments, superficial chemical peels, microdermabrasion, manual lymphatic drainage massage, and others.

**COSM 3014 Professional Make Up II**
3 credits
**Prerequisite:** COSM 3010

Second course continues with make up and practical exercises to master the skills of make up on a professional level. In this second part emphasizes new concepts and techniques in bridal make up, fantasy, photography, television, characterization, time, and high-tech gateway will. The protocols and procedures as client characteristics, type of make up and the requirements of the cosmetic lines apply. At all times the health and safety rules will be followed in the services.

**ESTE 1006 Advanced Body Treatments II (Medical Esthetics)**
3 credits
**Prerequisite:** ESTE 1005

In this second course of body treatments the students will have the opportunity to learn the medical treatments, aftercare for surgical procedures and techniques performed in a medical setting. The students will learn the different types of medical procedures such as: plastic surgery, abdominoplasty, liposuction, buttock implants, mammoplasty and others. Also, they will practice by physicians supervision esthetics procedures, following a medical protocol, that includes using the correct products, operating the adequate equipment, and applied to care for a patient’s skin before and after of medical treatments or surgery.

**COSM 3008 Entrepreneurship Development (In the Beauty Industry)**
3 credits
**Prerequisite:** None

In this course the student will study all aspects of salon or any business related operations including: physical plan, furnishings and supplies, systems, personnel and the overall function in the beauty business community.

The main focus of this course is to teach the student the concepts, skills and operations necessary to supervise and manage a skin care center or related business as esthetic supply stores, cosmetics sales, etc. Emphasis will be placed on the daily operations, record keeping, personnel supervision and inventory control.

**AROM 1001 Aromatherapy**
3 credits
**Prerequisite:** None

In this class the student will enhance his theoretical and practical knowledge through the acquisition of additional occupational skills applicable to physical and emotional health conditions. They will face the learning of how to manage the Aromatherapy techniques using special essences and oils. This technique is intended to provide muscle relaxation and energy-channels stimulations to the body, resulting in less stress and the prevention of other nervous disorders.

**ESTE 1071 Externship**
6 credits
**Prerequisite:** All previous courses, except AROM 1001

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 esthetic procedures, massage and facial and body treatments. They will work with clients in a simulated setting under the coordination and supervision of a specialist of this field. The student will be evaluated according to established rules. The Externship Practice is offered in external beauty establishments. There is no guarantee of specific sites, days or schedules.
ADVANCED HAIRSTYLING AND DESIGN

COSM 3000 Style and Image Consultant
3 credits
Prerequisite: None
Instruction in the techniques used to and maximize their personal and professional image and is able to advise clients. Emphasis on personal marketing, seasonal color harmonies, body language, aesthetics, posture, protocol, wardrobe coordination, etc. This course also covering skills, knowledge and job qualifications of fashion image consultant.

COSM 3008 Entrepreneurship Development (In the Beauty Industry)
3 credits
Prerequisite: None
In this course the student will study all aspects of salon or any business related operations including: physical plan, furnishings and supplies, systems, personnel and the overall function in the beauty business community. The main focus of this course is to teach the student the concepts, skills and operations necessary to supervise and manage a skin care center or related business as esthetic supply stores, cosmetics sales, etc. Emphasis will be placed on the daily operations, record keeping, personnel supervision and inventory control.

COSM 3020 Elaborate Hairstyles I (Long Hair Design)
3 credits
Prerequisite: None
The focus of this advanced course is to extend and refine the student skills to understand the theories, principles and new techniques of long hair design. The student will learn to compose hair designs using the Pivot Point philosophy for buns, gala, semi-dress, classic and contemporary hairstyles. Additionally, manual dexterity through the use of various accessories, materials and equipment for the production of complex and creative hairstyles is reinforced.

COSM 3101 Advanced Techniques of Haircutting I
3 credits
Prerequisite: None
The advanced haircutting class is designed to introduce new methods and continually changing techniques in style-cutting in long and medium hair. There will be an emphasis on scissors, clipper-cutting, razor-cutting, and other equipment.

COSM 3021 Elaborate Hairstyles II (Short and Medium Length Hair)
3 credits
Prerequisite: COSM 3020
Second advanced course in elaborate hairstyling. This course emphasizes the new techniques and styles in short and medium length hair. Students will continue to learn and practice cleaning methods, styling techniques, selecting and use the correct equipment, tools and hair products for short and medium hairstyles.

COSM 3102 Advanced Techniques of Haircutting II
3 credits
Prerequisite: COSM 3101
This course is a continuation of Haircutting I (COSM 3101). Second part of the advanced course new cutting techniques to make the most modern and short hair lines requested. It includes the use and handling of various materials and equipment.
COSM 3010 Professional Make Up I
3 credits
Prerequisite: None
Advanced make up course aimed at improving skills of make up at a professional level. New concepts, techniques, secrets and details that are used in make up for esthetic alterations (corrective), photographic, bridal, theater, TV, movies, competitions and make up for men. IBC uses all the latest International techniques, product and equipment, to re-train, and or expand the knowledge of the students already in the Make up Industry.

COSM 3011 Wigs, Hairpieces and Ornamentation
3 credits
Prerequisite: None
The course will help students to designing, ordering and applying wigs and hairpieces. Students will learn and practice cleaning, cutting, coloring and styling human and synthetic wigs and/or hairpieces. Topics included, tools, equipment, types of ornamentation, safety and sanitation procedures.

COSM 3005 International Hairstyling and Design
3 credits
Prerequisite: COSM 3021 and COSM 3102
This course provides advanced skills to understand the theories, principles and new techniques of international hairstyling and design. Every year the course contents will be revised and modified according to the trends, latest fashion of the region selected. Topics include: new styles, hair care, hair dressing, hair setting, hair cutting, tools and accessories. For this year the course emphasizes the oriental hairstyles.

COSM 3006 Chemical Hair Process (Advanced)
3 credits
Prerequisite: None
This advanced course is to extend and refine the student skills to understand the theories and practice of chemical hair process. This class focuses on the chemical reformat ion of hair and the chemistry of the products used to relax and different type of perms. Topics include terminology, products, tools, application, and workplace competencies related to chemical hair process. Special attention is given to the safe use of the products used in chemical hair services.

COSM 3032 Advanced Hair Coloring – Lab
6 credits
Prerequisite: None
This course expands the theory knowledge and color technique through the analysis of fashion and the evolution of style. The course will go over the chemical properties of color, the fundamental techniques for application and the new tendencies, combinations and new color designs. Stimulates in the student the use of imagination, creativity and the application of security methods. Also, the student is involved in the comparison of the different color charts with the purpose of understanding the color alternatives within the assortment the manufacturers.
NAIL TECHNOLOGY

COSM 1001 The Profession
3 credits
Prerequisite: None
This course features the historical background of cosmetology and its evolution process to now-a-day. The dress code, makeup, behavior and attitudes of the future professional are fully discussed. Different specialization and possible job opportunities for future graduates are included in this module. Identification of materials and tools commonly used and sterilization methods for preventing bacteria and infections are included. Emphasis is given to personal hygiene in a setting of beauty related work.

TEDU 1006 Brush Design
6 credits
Prerequisite: None
Course designed to study the art of brush design and how to decorate and beautify nails. The student is encouraged to use their creativity through techniques and classroom demonstrations. Primary colors are discussed and their combination to create the secondary, tertiary and complementary colors. They will identify and appropriately use equipment for nail creation and decoration. Practical exercises for creating strokes, brush basic designs, floral, landscapes and other designs are discussed. This knowledge will help the student to provide a variety of nail decoration services to meet the needs and preferences of future customers, as well as the ability to develop their own designs, using imagination and creativity.

COSM 1004 Manicure and Pedicure
3 credits
Prerequisite: None
This course acquaints the student with the arm and legs muscular-skeletal system, so that he/she can perform the correct massages and attain efficient manicures and pedicures. Adequate instruments, safety measures, and timing are emphasized.

TEDU 1003 Artificial Nails
3 credits
Prerequisite: None
During this course, the student will learn to apply and provide maintenance to false nails using procedures, precautions and adequate material during the process of application, design and removal. The process of learning and practice is included through exercises and simulations about polishing natural and artificial nails.

LTED 2001 Acrylic Nails - Lab
3 credits
Prerequisite: None
With this course, the student will learn and exercise everything related to the application, the types of maintenance end the process of removing acrylic nails. Procedures, precautions and the correct use of material and equipment through exercises and simulations with natural and artificial nails are also covered during the course, as well as safety and hygiene (aseptic) techniques and procedures during the practice.

LTED 2002 Wrap Nails - Lab
3 credits
Prerequisite: None
This course is about the technique of Nail Wraps. The student will learn and exercise everything related to the application, the types of maintenance and the process of removing nail wraps. Hygiene and disinfection
procedures, safety precautions are included. The correct use of materials and equipment for creating sculptural nails through, practical exercises in the classroom is emphasized.

**LTED 2005 The Creative Touch**  
*6 credits*  
**Prerequisite: None**  
This course introduces the student to the art of nail design, decoration, and new trending techniques for embellishment of the nails. Students will create different effects through the use of diverse techniques in classroom demonstrations. The student will learn and identify new techniques to create nail styles, during the process they will also learn the correct use of the equipment for nail decoration to further offer their clients embossed and encapsulated designs, among other styles and techniques.

**COSM 1010 Salon Design and Management**  
*3 credits*  
**Prerequisite: None**  
The course covers two fundamental aspects. The first part is devoted to the development of strategies for job search; while the second part covers the most known aspect of managing and marketing a beauty salon.

**LTED 2003 Gel Nails - Lab**  
*3 credits*  
**Prerequisite: None**  
In this course the student will learn everything related to the types of gel, application, maintenance and removal process such nails. It includes learning procedures for providing application services and drying with or without UV light, silk and fiberglass wraps, gel and nail art in gel. In addition, they will learn the correct use of materials and equipment through exercises in natural and false nails.

**PTED 1077 Externship**  
*3 credits*  
**Prerequisite: Approved all previous courses except COSM 1010 and LTED 2003**  
The Practicum Internship offers the student an opportunity to apply all the theoretical and practical knowledge acquired during the formal training process in a real scenario of an external working environment. Our academic program establishes a work team composed of the mentor employer, the participating intern student, and the institution. This combination of efforts facilitates the teaching – learning process and collaborates with the student’s transition into the working environment. The student will go throughout the areas of manicure, pedicure, application, maintenance and removal of different artificial nails. The Externship is offered in external beauty establishments. There is no guarantee of specific sites, days or schedules.
COSM 3047: Chemical Hair Process (Advanced)
2 credits
Prerequisite: None
Advanced chemical processes course that achieve the total transformation of the hair. It is taught the
products, tools, and application and management procedures of different permanent styles, hair relaxer and
ironing with specific textures. It is given emphasis to the hair analysis for the selection of products and
permanent styles. The permanent chemical composition, techniques and innovative styles are studied. The
security measures with the client are promoted.

COSM 3048: Entrepreneurship Development (In the Beauty Industry)
2 credits
Prerequisite: None
This course is designed to provide updated information, training and technical assistance in the
development, installation and operation aspects of a small and medium beauty industry. All regulations
and documents required to incorporate a small businesses, are studied. Additionally, the course prepares
students in areas related to business administration such as viability study, business plan development,
financing, marketing, production, organization and management. In addition, the student will conduct a
socio-economic study of an area in which the business can be established.

COSM 3049: Hair coloring – Lab
4 credits
Prerequisite: None
This course enhances conceptual knowledge and color techniques through the fashion and style evolution
analysis. Review the color chemical properties, fundamental application techniques, new trends,
combinations, and designs according to the current fashion for both, ladies and gentlemen. The course
encourages students to use their imagination, creativity, and implementation of safety methods.

MBAR 3000: Advanced Shaving Design for Men
2 credits
Prerequisite: None
This course is about an advanced Beard Design and its three main parts; leg, chin, mustache, and its
variations. It also includes classic and modern trends in the design of the perimeter of hair growth in the
area of the head and eyebrows known as line or casing design. Hygiene and safety, as well as the application
of product, equipment and materials management will be emphasized.

MBAR 3001: Eyebrows Hair Removal and its Techniques
2 credits
Prerequisite: None
In this lab, students will learn and apply the techniques to shave and epilate those parts of the face that
correspond to the field of barbering, using the techniques, products and tools relevant to each case. The
student will learn and apply hair removal techniques; shaving and epilation of those parts. The students will
practice the protocol corresponding to each case following the safety and hygiene standard rules in the
process.

MBAR 3002: Structural Hair Design
2 credits
Prerequisite: None
In this course, the student will learn designs, lines, angles and geometric figures to create hair art, using different shadow techniques.

**MBAR 3003: Advanced Long to Short Texture Haircuts**  
4 credits  
**Prerequisite: None**  
This course is an advanced class that achieves an international and fashionable haircut experience. It is about the use of tools, products, procedures and techniques of different creative haircuts and styles on models with different hair textures and length. Men's cutting and styling, angles, lines, and colors, advanced texturized hair techniques and innovative styles using the machine, cutting knives, basic scissors are also studied.

**MBAR 3004: Make-Up and Body Design**  
2 credits  
**Prerequisite: None**  
A course designed to improve and bring the make-up abilities and skills to a professional level. New concepts, technique, secrets and details used in corrective make-up, are taught for men; there are also, new concepts, photography skills, theater, television, movie, competitions and make-up. Face Anatomy and Morphology is emphasized for adequate selection of products and make-up.

**MBAR 3005: New World Trends (Haircut, Men Hairstyle)**  
4 credits  
**Prerequisite: None**  
An advanced course of new hair world trends that make the fashion cut, an international and competitive experience. It is taught how to manage tools, products, procedures and different hairstyles, cutting and total look creativity techniques in models with different hair lengths and textures. It is studied the art of international cuts and hairstyle, angles, lines, men hair colors, beside to advanced techniques and innovated styles, using the machines, razors, basic scissors and hair texturing.
ARTS AND TECHNOLOGY
ENGL 1000  Conversational English- Basic
3 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 their 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 1000 English Communication Lab: Basic
3 credits
Prerequisites: Concurrent with ENGL 1000 / 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 1000. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

PRON 1000 Pronunciation and Accent Reduction
3 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 1001 Conversational English: Intermediate
3 credits
Prerequisite: ENGL 1000
This intermediate-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 1001 English Communication Lab: Intermediate
3 credits
Prerequisite: Concurrent with ENGL 1001
The English language lab will continue to focus 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 1001. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.
VOCB 1001 Reading and Vocabulary I  
3 credits  
**Prerequisite:** PRON 1000  
This is the first reading and vocabulary course in the program. It’s 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 1002 Conversational English: Advanced  
3 credits  
**Prerequisite:** ENGL 1001  
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 1002 English Communication Lab: Advanced  
3 credits  
**Prerequisite:** Concurrent with ENGL 1002  
The English language lab will continue to focus 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 1002. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

VOCB 1002 Reading and Vocabulary II  
3 credits  
**Prerequisite:** VOCB 1001  
This is the second reading and vocabulary course in the program. It’s 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 1000 Business English  
3 credits  
**Prerequisites:** ENGL 1000, 1001 and 1002  
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 1010 English Writing Workshop  
3 credits  
**Prerequisites:** ENGL 1002; LENG 1002  
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 1003 Advanced Reading and Vocabulary  
3 credits  
**Prerequisite:** VOCB 1002  
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 1000: Graphic Design Principles
3 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 and 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 1000: Computer Literacy
3 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 1005: Basic Spanish
3 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 1002: Sketch Techniques
3 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 2095: Computer’s Operating Systems (Macintosh)
3 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 1021: Basic Typography
3 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 1021: Scanning and Digital Image Manipulation
3 credits
Prerequisite: Concurrent with GADE 1031
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 1031: Digital Photography for Advertising
3 credits
Prerequisite: Concurrent with TEMA 1021
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 1021: Color Theory
3 credits
Prerequisite: None
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 1022: Creativity in Graphic Design
3 credits
Prerequisite: GADE 1002
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 1032: Publications Digital Design
3 credits
Prerequisite: GADE 1021
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 1033: Commercial Digital Design
3 credits
Prerequisite: None
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 1034: Design for Multimedia and Web
3 credits
Prerequisite: Concurrent with GADE 1037
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 1035: Graphic Design in Publicity**  
3 credits  
**Prerequisite: None**  
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 1037: Post-Production and Video Editing**  
3 credits  
**Prerequisite: Concurrent with GADE 1034**  
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 1022: Digital Reproduction**  
3 credits  
**Prerequisite: TEMA 1021**  
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 1038: Studio Portfolio**  
3 credits  
**Prerequisite: TEMA 1021, GADE 1032, GADE 1033, GADE 1034, GADE 1035, GADE 1037**  
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. Also, we discuss issues such as job interview and resume preparation.

**ADMI 2032: Business Administration and Management**  
3 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, challenges of an administrator and use of technology in business management.
PRESCHOOL TEACHER ASSISTANT

EDUC 1000 Principles of Preschool Education
3 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 1005 Basic Spanish
3 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 1005 Childhood, Family and School
3 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 1420 Human Development
3 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 1000 Fundamentals of Educational Technology
3 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 1010 Psychomotor Development in Children
3 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 1000 Organization of a Preschool Center  
3 credits  
Prerequisite: None  
This course discusses the process of planning, organization, regulation, supervision and control of preschool 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 1011 Social-Emotional and Cognitive-Moral Development in Children  
3 credits  
Prerequisite: ENFE 1420  
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 1000 Preschool Health and Nutrition  
2 credits  
Prerequisite: ENFE 1420  
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 1611 Emergency Situations and First Aid  
1 credits  
Prerequisite: None  
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 1012 Curricular Design and Instructional Materials  
3 credits  
Prerequisite: ENFE 1420, TECN 1000, EDUC 1010 and EDUC 1011  
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 (text books), equipment and materials to develop learning activities for children.

EDUC 1500 Preschool for Exceptional Children  
3 credits  
Prerequisite: ENFE 1420, TECN 1000, EDUC 1010 and EDUC 1011  
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 1013 Stimulation and Language Development
3 credits
Prerequisite: ENFE 1420, TECN 1000, EDUC 1010 and EDUC 1011
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 1014 Children's Literature
3 credits
Prerequisite: EDUC 1013
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 1000 Play and Creative Expression
3 credits
Prerequisite: ENFE 1420
Course designed for the purpose of 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 1000 Assessment in Preschool Education
3 credits
Prerequisite: EDUC 1012
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 and 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 1000 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 1000 External Practice
7 credits
Prerequisite: APPROVED ALL PREVIOUS COURSES WITH EXCEPTION SEMI 1000
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 (IBC) and the regular schoolteacher.
ASSISTANT IN EDUCATION FOR PERSONNEL WITH SPECIAL CONDITIONS

EMME 1020 Anatomy and Physiology Principles
3 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 2013 Computer Applications Programs (PowerPoint, Outlook and Internet)
3 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 1005 Basic Spanish
3 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 1420 Human Development
3 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 1102: Supervision and Administration of Child Centers
3 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 1104: Legal Aspects of Special Education
3 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 1105: Early Intervention for Persons with Special Conditions
3 credits
Prerequisite: ENFE 1420
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 1106: Development Special Children
3 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 1107 Braille System
3 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 that transforms common letters into the Braille alphabet. Students will also learn about movement techniques for visually impaired people.

ASEN 1108: Behavior Management
3 credits
Prerequisite: ENFE 1420
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 1109: Games and Adapted Activities
3 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 1110 Infant Disabilities
3 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 1111 Sign Language
3 credits
Prerequisite: None
This course is to prepare students to offer support and guidance to deaf people by learning and putting sign 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 1112 Practice Seminar & Clinical Documentation
3 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 1113 Technology Assistance with Instructional Materials
3 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 1101 CPR and First Aid
3 credits
Prerequisite: None
This course prepares student with the knowledge and technical skills needed to provide immediate care in emergency situations. Students study first aid aspects in injuries, hemorrhages, burns, poisoning, fractures, cardiopulmonary resuscitation, disasters, diabetic emergencies, animal and insect bites.

ASEN 1115: Practice
6 credits
Prerequisite: ASEN 1102, ASEN 1104, ASEN 1105, ASEN 1106, ASEN 1107, ASEN 1108, ASEN 1109, ASEN 1110, ASEN 1111, ASEN 1112, ASEN 1113.
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

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<th>Credential Level</th>
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<th>Escorial</th>
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<td><strong>Associate Degree</strong></td>
<td>Associate Degree in Applied Science in Medical Emergency</td>
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<td>Administrative Assistant with Medical Billing</td>
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☑️ Program offered

Some programs may not be enrolling students. Please check with location personnel for details.
ADMINISTRATIVE OFFICERS
NUC UNIVERSITY - IBC TECHNICAL DIVISION

AGUADILLA
Mrs. Marilyn Del Valle .................................................. Executive Director
Ms. Melissa Medina .................................................. Academic Director
Mrs. Sonia Feliciano .................................................. Evening Coordinator
Mrs. Yolanda Nieves .................................................. Study Hall
Mrs. Gloria Banchs .................................................. Admissions
Mrs. Becky Martínez .................................................. Placement
Mrs. Marla Ruiz .................................................. Retention
Ms. Patricia Alemañy .................................................. Registrar
Mrs. Waleska Desarden .................................................. Academic Counseling
Mrs. Ivelina Ramos/Mr. Angel Acevedo .................................................. Financial Aid
Mrs. Maria Sanabria .................................................. Student Accounts

ARECIBO
Mrs. Jacqueline Irizarry .................................................. Executive Director
Mr. Ángel González .................................................. Academic Director
Mrs. Wendy Flores .................................................. Evening Coordinator
Mr. Marcos Rivera .................................................. Study Hall
Mrs. Luz Nilda Ortiz .................................................. Admissions
Mrs. Janeliz Rivera .................................................. Placement
Mrs. Migdalia Torres .................................................. Retention
Mrs. Marianne Bayón .................................................. Registrar
Mrs. Osirys Irizarry .................................................. Academic Counseling
Mrs. Lourdes Zayas .................................................. Financial Aid
Mrs. Jacqueline Torres .................................................. Student Accounts

BAYAMÓN
Mrs. Wigdalys Negrón .................................................. Executive Director
Mrs. Aida V. Ramírez .................................................. Academic Director
Mr. Manuel Marrero .................................................. Evening Coordinator
Mrs. Lourdes Sanfeliz .................................................. Study Hall
Mr. Olvin Marrero .................................................. Admissions
Mrs. Katia Salgado .................................................. Placement
Mrs. Lydiermarie .................................................. Retention

Mrs. Mildred Hernández .................................................. Registrar
Mrs. Yashira Cortés .................................................. Academic Counseling
Mrs. Rosa Martínez .................................................. Financial Aid
Mrs. Marvelia Vega .................................................. Student Accounts

CAGUAS
Mr. Eliseo Martínez .................................................. Executive Director
Mrs. Lilliam Rivera .................................................. Academic Director
Mr. Héctor L. Castro .................................................. Evening Coordinator
Mrs. Aileen Otero .................................................. Library
Mr. Christian D. Vélez .................................................. Admissions
Mrs. Jannice S. Berrios .................................................. Placement
Vacante .................................................. Registrar
Mrs. Evelyn Cotto .................................................. Academic Counseling
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<td>Mr. Orlando Arce</td>
<td>Library</td>
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<tr>
<td>Mrs. Yamilé Moya</td>
<td>Admissions</td>
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<tr>
<td>Mr. Pedro Nazario</td>
<td>Placement</td>
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<td>Mrs. Carmen Gordillo</td>
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<td>Mrs. Joharelys Soto</td>
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<td>Mrs. Tamara Hermida</td>
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<td>Mrs. Judy García</td>
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<td><strong>MAYAGÜEZ</strong></td>
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<tr>
<td>Mr. Ricardo Rodríguez</td>
<td>Executive Director</td>
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<td>Mrs. Brenda Sánchez</td>
<td>Academic Director</td>
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<tr>
<td>Mrs. Ana M. Aponte</td>
<td>Evening Coordinator</td>
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<td>Mrs. Marta Vargas</td>
<td>Study Hall</td>
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<td>Mrs. Zuleyka González</td>
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<td>Mrs. Dessiner Lamoli</td>
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<td>Mrs. Lymari Vazquezrell</td>
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<td>Mrs. Rosecel González</td>
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<td>Mrs. Verónica Ramírez</td>
<td>Academic Counseling</td>
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<tr>
<td>Mrs. Rosa Ramos</td>
<td>Financial Aid</td>
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<td>Mrs. Melinda Ramos</td>
<td>Student Accounts</td>
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<td>Mr. Hermit Toro</td>
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<td>Vacant</td>
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<td>Mrs. Issallix Marquéz</td>
<td>Evening Coordinator</td>
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<td>Mrs. Doris Muñiz</td>
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<td>Mr. Armando Porrata</td>
<td>Admissions</td>
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<td>Mrs. Gretchen Collazo</td>
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<td>Mrs. Omayra Villanueva</td>
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<td>Mrs. Arlene Perez</td>
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<td>Mrs. Joseyls Torres</td>
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<td>Mrs. Sonia Santiago</td>
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<td>Mrs. Betzaida López</td>
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<td><strong>PONCE</strong></td>
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<tr>
<td>Mr. Raúl Morales</td>
<td>Executive Director</td>
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<tr>
<td>Mrs. Griselle Vázquez</td>
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<td>Mrs. Olga Lugo</td>
<td>Evening Coordinator</td>
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<tr>
<td>Mrs. Jannice Soler</td>
<td>Library</td>
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<tr>
<td>Mrs. Daisy Figueroa</td>
<td>Admissions</td>
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<tr>
<td>Mr. Frankie Almodóvar</td>
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<td>Mrs. Alfred Alicea</td>
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<tr>
<td>Mrs. Diana Núñez</td>
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<tr>
<td>Mrs. Waleska Justiniano</td>
<td>Academic Counseling</td>
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</table>
Mrs. Lourdes Román  ----------------------------------------------- Financial Aid
Mrs. Norma Irizarry  ----------------------------------------------- Student Accounts

**YAUCO**

Mrs. Awilda Roche  ----------------------------------------------- Executive Director
Mrs. Carmen Jusino  ----------------------------------------------- Academic Director
Mrs. Nixida Meléndez  ----------------------------------------------- Evening Coordinator
Mrs. Roxan Ghigliotti  ----------------------------------------------- Study Hall
Mr. Osvaldo Castro  ----------------------------------------------- Admissions
Mrs. María Seda  ----------------------------------------------- Placement
Mrs. Jessica Soto  ----------------------------------------------- Retention
Mrs. Luzdelise Ortiz  ----------------------------------------------- Registrar
Mrs. Isaura Batista  ----------------------------------------------- Academic Counseling
Mrs. Xiomara Vega  ----------------------------------------------- Financial Aid
Mrs. Joan Silvagnoli  ----------------------------------------------- Student Accounts
FACULTY

Aguadilla

Echevarría Avilés, Joaquín – Barbería
Emmas’s Beauty Academy: Diploma in Barbering

Feliciano Villanueva, Carlos – Reparación de Computadoras y Redes
Universidad Interamericana de Puerto Rico: Bachelor of Computer Sciences

González Feliciano, Dionis – Enfermería Práctica con Electrocardiografía (EKG)
Universidad Adventista de las Antillas: Bachelor of Science in Nursing

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

Grau Ramos, Rafael – Cocina Local e Internacional
Universidad del Este: Diploma in Culinary Arts

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-Paramédico Diploma,
Instituto de Banca y Comercio: Diploma in Emergency Medical Technician-Paramedic

Nieves Torres, Carlysmary – Asistente de Maestro Preescolar
Universidad Interamericana: BA in Early childhood: Elemental Level K-3

Noguera Vélez, Maria de Lourdes – Cocina Local e Internacional
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

Rodríguez Vélez Johnny – Barbería y Estilismo
Instituto la Reine: Diploma in Barbering
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  

Arecoibo  

Cabrera Rodríguez, José A. – Cocina Local e Internacional.  
Instituto de Educación Vocacional de Coroza. Puerto Rico, Diploma Culinary Arts.  

Cordero Feliciano, Emmanuel – Refrigeración y Aire Acondicionado con Inverters.  
Refrigeración y Aire Acondicionado con PLC, National University, Recinto de Mayaguez – IBC Institute – Moca, Puerto Rico, Diploma.  

Fuster González, Juan – Bartending.  
National University College, Recinto de Arecibo- IBC Institute- Arecibo, Puerto Rico. Diploma, Bartending,  

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,  

Rancel Muñiz, Edwin – Panadería y Repostería Internacional  
Instituto de Banca y Comercio, Arecibo, Puerto Rico. Diploma, Regional and International Cuisine.  

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  
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  

Alicea López, Emilio – Técnico de Refrigeración y Aire Acondicionado con Inverters.  
Dewey University: Diploma en Técnico de Refrigeración y A/C  

Aponte Burgos, María E. – Terapeuta de Masaje Profesional.  
Therapeutic Massage & Asian Body Work, Instituto Professional (así suscribe) de Estética y Ciencias
Corporales (IPECC): Diploma

**Aponte Ramos, Damaris** – Asistente Administrativo con Facturación Médica
Universidad del Turabo. Bachillerato en Administración e Informática, Asistente Administrativo con Facturación Médica.

**Arroyo Rosa, Carmen I.** – Barbería y Estilismo

**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

**Cruz Hernández, Lizbeth** – Tecnología de Uñas
Fontech Institute San Juan: Diploma en Tecnología de Uñas.

**Cruz Rivera, Carmen** – Estética
Colegio Tecnológico de Puerto Rico, Bayamón: Diploma en Cosmetología.
Colegio Tecnológico de Puerto Rico, Bayamón: Diploma en Estética.

**Domínguez Fernández, Evaristo** – Electricidad con Energía Renovable
Huertas College: Tecnología en Electricidad

**González Ramos, Juan** – Turismo y Hoteles
Western Maryland College: Maestría en Educación
Escuela Hotelera: Diploma en Guía Turístico

**Hernández Reyes, Solangel** – Barbería y Estilismo
Century College: Barbería y Estilismo

**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

**Malavé Miranda, Ivette** – Asistente de Maestro Preescolar
Maestría en educación: Educación Pre-Escolar

**Maldonado Colon, Ángel** – Cocina Local e Internacional
Instituto de Banca y Comercio: Grado Asociado en Cocina Local e Internacional.

**Maldonado Maldonado, Myriam** – Inglés Conversacional
Universidad Católica de Puerto Rico: Bachillerato en Inglés

**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

**Narváez Fuentes, Clara** – Panadería y Repostería Internacional
Instituto de Banca y Comercio, Manatí: Panadería y Repostería Internacional

**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

**Otero Rivera, Edenil** – Estética
Marugie Institute: Estética y Mquillaje

**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.** – Cocina Local e Internacional
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.

**Rey Pérez, Edgardo** – Bartending
Instituto de Banca y Comercio Manatí: Diploma en Bartending

**Reyes Zayas, Ana** – Asistente de Maestro Preescolar
Universidad del Este: Bachillerato en artes en Educación temprana y primaria

**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

**Rodríguez García, Oscar** – Técnico de Reparación de Computadoras
Universidad del Turabo: Asociado en Tecnología de computadora y Network

**Rodríguez Falcón, Mayra I.** – Asistente Administrativo con Facturación Médica
Universidad Interamerica, Barranquitas: Bachillerato en Administración de Empresas, Manejo computarizado en sistemas de Información.

**Rodríguez Padua, Hiram** – Electricidad con Energía Renovable
Colegio Técnico Metropolitano, Inc.: Diploma en Electricidad
Rodríguez Soto, Jose L. – Cocina Local e Internacional
La Reine Institute of Technical an Occupational Education: Diploma en Artes Culinarias

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

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 Navarro, Arlene – Cosmetología
D'Mart Institute, Vega Alta: Super Master en Cosmetología

Torres Pizzato, Myrta – Estilismo y Diseño Avanzado / Cosmetología
Marugie Institute, Bayamón: Diploma en Cosmetología / cosmetología y Diseño Avanzado

Torres Ruiz, Leida – Enfermería Práctica con EKG
Universidad Interamericana: Bachillerato en Ciencias de Enfermería

Tricoche Brenes, Roberto – Terapeuta de Masaje Profesional
MBTI Business Training: Diploma en Terapeuta de Masaje

Vanhenneigen Echevarría, Jaime A. – Electricidad con Energía Renovable
Colegio Técnico de electricidad: Diploma en Técnico de Electricidad

Vega Roque, Ramón – Técnico de Reparación de Computadoras
Universidad Interamericana: Bachillerato en Reparación de Sistema Informático

Caguas

Adams Matías, Nelson - Cocina Local e Internacional
Instituto de Banca y Comercio: Diploma, Cocina Regional e Internacional.

Bourdón Meléndez, Alexandra M. - Grado Asociado en Cocina Local e Internacional
Universidad del Este: Bachillerato Gerencia Culinaria.

Bracero Rosario, Ángel L. - Cocina Local e Internacional.
Instituto de Banca y Comercio: Grado Asociado, Cocina Regional e Internacional.
Carromero Carrasquillo, Rut - Cosmetología
Instituto de Cosmetología y Estética La Reiné II: Diploma, Cosmetología Básica y Estilismo.

Castillo Colón, Norma G. - Educación General
Universidad de Puerto Rico: Bachillerato Administración de Empresas.

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.

Cruz Colón, Wanda – Barbería y Estilismo
Abbynell Beauty and Technical Institute: Diploma, Barbería y Estilismo.

Echevarría León, Antonio – Barbería y Estilismo
Cadimar College: Diploma, Barbería y Estilismo.

Figueroa Díaz, Carlos L. – Barbería y Estilismo
D’Mart Institute: Diploma, Super Master.

García Rosario, Justiniano – Electricidad con Energía Renovable
Instituto Tecnológico de Puerto Rico: Grado Asociado, Tecnología de Ingeniería Electrónica.

González Rivera, Jonathan – Diseño Gráfico
Atlantic University College: Bachillerato, Diseño Gráfico Digital.

Guzmán Torres, Vanessa – Asistente Administrativo con Facturación Médica.
Universidad de Puerto Rico: Bachillerato, Sistemas de Oficina

Marcano Valdés, Raúl – Refrigeración y Aire Acondicionado con Inverters

Marquez Hernández, Marcos – Refrigeración y Aire Acondicionado con Inverters
Liceo de Arte y Tecnología: Diploma, Refrigeración y Aire Acondicionado con PLC.

Medina Cruz, Reinaldo – Electricidad con Energía Renovable
Huertas Junior College: Grado Asociado, Tecnología Eléctrica.

Miranda Rodríguez, Yolanda – Cosmetología
Instituto de Banca y Comercio: Diploma, Cosmetología.

Montes Martínez, Pedro J. – Técnico Reparación de Computadoras y Redes
Universidad del Turabo: Bachillerato, Sistemas Computadorizados de Información.

Muler Rodríguez, Rafael – Técnico de Plomería
Esc. Sup. Vocacional República de Costa Rica: Diploma, Plomería,

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 del Valle, Rafael E. – Bartending
Instituto de Banca y Comercio: Diploma, Bartending.

Santana Monserrate, Wanda I. - Asistente Administrativo con Facturación Médica
Universidad de Puerto Rico: Bachillerato, Ciencias Secretariales.

Vargas, Deborah E. – Terapeuta de Masaje Profesional
Instituto de Banca y Comercio: Diploma, Terapeuta de Masaje Profesional.

Escorial

Agosto Torres, Raymond - Cocina Local e Internacional
Instituto de Banca y Comercio, Certificado Profesional

Alicea Rivera, Ivelisse - Tecnología de Uñas
Techninican American Business College, Certificado Profesional

Altamar Manga, Gustavo - Destreza Básicas de Matemáticas
Caribbean University, Maestría en Matemáticas
Universidad de Sagrado Corazón, B.B.A Economía y Destreza Básicas de Matemáticas.

Andreu Reyes, Efraín - Electricidad con Energía Renovable
Escuela Técnica de Electricidad, Certificado Profesional

Aponte Navarro, Ivette - Destreza Básicas de Ingles
Universidad Ana G. Mendez, Maestría en Ingles

Arocho Rodriguez, Diego - Electricidad con Energía Renovable
Colegio Tecnológico de la Comunidad, Asociado en Tecnología Electrónica

Benítez Gonzales, José- Barbería y Estilismo
Instituto Tecnología, Grado Asociado Tecnología Civil
D'Mart Institute Inc., Certificado Profesional

Betancourt Suarez, Denise – Bartending
National University College Recinto de Bayamon, Certificado Professional

Calderón Elicier, Omar K - Barbería y Estilismo
National University College IBC Institute, Certificado Profesional

Campos Salas, Alberto - Técnico de Plomería
Instituto de Educación Universal, Certificado Profesional

Castro López, William - Refrigeración y Aire Acondicionado con Inverter
National University College, IBC Institute, Certificado
**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

**Cruz Cruz, Mariangel** - Diseño Gráfico
Atlantic University College, Master Degree in Graphis Arts
Atlantic University College, Bachelor degree in Digital Graphic Design

**Diaz Lopez, Jannette** - Tecnología de Uñas
Rogie"s School of Beauty Culture, Diploma

**Febres De Jesús, Morayma** – Estilismo y Diseño Avanzado
Instituto de Banca y Comercio, Certificado Profesional
Escuela Vocacional Carlos F. Daniels Certificado Profesional Cosmetology

**Fernandez Morales, José** - Destreza Básicas de Español
Associate in Arts, Grado Asociado en Estudios Puertorriqueños Eugenio María de Hostos
Artes Intenational Institute of The Americas, Maestro en Artes Estudios Puertorriqueños
La Junta de Síndicos del Centro de Estudios Avanzados de PR y El Caribe, Maestría
Est. Puertorriqueños y del Caribe, Tesis investigativo en Foklore
Centro de Estudios Avanzados de PR, Bachillerato en Educación Secundaria y Español

**Fernandez Vargas, Enrique** - Técnico de Entrenamiento y Acondicionamiento Físico
Universidad Ana G. Mendez, Master in Business Adm.

**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, Certificado

**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

**Guzman Reina, Edwin** - Cocina Local e Internacional
National University College Recinto de Mayaguez, Master's Degreee in Business Administration in Human
Resources
Universidad del Este, Bachelor Science Hosptitality & Culinary Arts

**Hernández Villegas, Wilfredo** - Electricidad con Energía Renovable
Professional Technical Institution, Inc, Certificado Profesional

**Jaar Perez, Ramon** - Destreza Básicas de Ingles
Universidad del Sagrado Corazón, B.A. English
Universidad de Puerto Rico, Literatura de América

**La Salle Lopez, Verónica** - Diseño Gráfico
Universidad de Puerto Rico, Bachillerato en Artes Gráficas
Larracuente De Jesús, Joshua - Cocina Local e Internacional
Escuela Hotelería de San Juan, Certificado Profesional
Universidad Interamericana, Certificado Profesional

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, Certificado Profesional

Maldonado Santiago, José D - Terapeuta de Masaje Profesional
Maison D'Esthetique, Certificado Profesional

Martínez Vega, Marisol - Asistente Administrativo con Facturación Médica
Universidad Interamericana de Puerto Rico, Bachillerato en Artes en Ciencias Secretariales
Universidad de Puerto Rico, Bachillerato en Educación Comercial
Universidad Interamericana de Puerto Rico, Maestría en Administración y Supervisión en Educación Comercial

Marzán Williams, Vanessa – Estética
Professional Training Academy, Certificado Profesional

Medina Acevedo, Luis A - Cosmetología,
Instituto Artes de la Belleza, Certificación.

Moll Acevedo, Marla – Estética
Maison D' Esthetique Academy, Certificado Profesional

Monge Santiago, José A. - Barbería y Estilismo
Colegio de Barberos y Estilistas, Certificación

Montes Delgado, Pablo R. - Refrigeración y Aire Acondicionado con Inverter
National University College, Certificación

Morales Echevarría, María - Técnico de Entrenamiento y Acondicionamiento Físico
Universidad Ana G. Mendez, Certificación

Olmedo Bendlin, Julio C - Terapeuta de Masaje Profesional
Instituto de Banca y Comercio, Certificado Profesional

**Ortiz Machuca, Zulaida** – Estética
Instituto de Banca y Comercio, Certificación
National University College del Recinto de Bayamón, Certificación en Terapista de Masaje Profesional

**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

**Pineda Feliz, Leandro** - Electricidad con Energía Renovable
Instituto de Educación Universal, Diploma

**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** - Cocina Local e Internacional
Instituto de Banca y Comercio, Certificado Profesional
Universidad del Este, Grado Asociado en Cocina Local e Internacional

**Rivera Rivera, Iris B.** – Cosmetología
Modern Hairstyling Institute, Certificación
Pivot Point, Certificación

**Rivera Sanchez, Jeanette** - Panadería y Repostería Internacional
Inter-American University of PR, Confectioners Shop & Commercial Bakery Technician

**Rodriguez Collazo, José** - Electricidad con Energía Renovable
Liceo de Arte y Tecnología de San Juan, Certificación

**Rodriguez Velázquez, Niurca** – Cosmetología
Modern Hairstyling Institute, Certificado Profesional

**Roman Torres, Gladys** - Enfermería Práctica con Electrocardiografía (EKG)
Caribbean University, Master in Science of Nursing Degree
Universidad Metropolitana, Bachelor of Science

**Sanchez Cobo, Sergio** - Refrigeración y Aire Acondicionado con Inverter,
National University College, Certificación.

**Sánchez Urrutia, Denisse I.** - Asistente de Maestro Preescolar
Universidad del Este, Bachillerato

**Santana Crispin, Elba N.** - Panadería y Repostería Internacional
National University College IBC Institute, Certificado Profesional

**Santiago Torres, Rickey** - Técnico de Plomería
Universidad del Sagrado Corazón, B.A. Psicología
Esc. Vocacional Tomas C. Ongay, Certificación

**Suarez Matos, José L** - Barbería y Estilismo
Puerto Rico Barber College, Inc, Certificación

**Torres Báez, Arlene** - Asistente Administrativo con Facturación Médica
Interamericana de Puerto Rico, Bachillerato en Ciencias Secretariales

**Torres Rodríguez, Laritza** - Tecnología de Uñas
Professional Training Academy of Esthetics & Beauty Courses Inc., Certificación

**Trujillo Rodríguez, Edgardo J** - Técnico Reparación de Computadoras y Redes
Universidad del Sagrado Corazón, Bachillerato en Ciencias

**Vázquez Cardona, Gabriel** - Técnico en Entrenamiento y Acondicionamiento Físico
Huertas College, Graduado

**Vega Fournier, Juan** – Cosmetología
Academia de Belleza Borinquén, Certificación

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**Fajardo**

**Chazulle Rivera, Ded** – 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

**Mercado Fuentes, María Y.** – Barbería y Estilismo
Esc. Superior Vocacional Dr. Ramos Urgell: Diploma in Barbering

**Robles González, Noelany** – GA Cocina Local e Internacional
Universidad del Este: Bachelor in Hospitality and Culinary Arts

**Rodríguez Figueroa, Anabelle** – Cosmetología
Belleza Zelma Esteves: Diploma in Cosmetology

**Rosa Rodríguez, Rebekah** – Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Diploma in International Pastry and Baking

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**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

**Figueroa Reyes, Joel** – Cocina Loca e Internacional
Escuela Hotelera de San Juan, Puerto Rico: Diploma – Especialista en Artes Culinarias (Cocina Local e Internacional)
García Ferrer, Saray - Estilismo y Diseño Avanzado
Emma’s Beauty Academy: Diploma Estilo Avanzado

Gonzalez Morales, Elysette - Panadería y Repostería Internacional
Le Cordon Bleu College of Culinary Arts, Orlando, Florida: Associate Degree in Science: Le Cordon Bleu Patisserie and Baking

León Vázquez, Rafael - Panadería y Repostería Internacional
National University College, Recinto de Caguas-IBC Institute Guayama, Puerto Rico: Diploma en Panadería y Repostería Internacional

Morales Rivera, Ixia - Estilo y Diseño Avanzado
Serbia’s Technical College, Guayama, Puerto Rico: Diploma Estilo y Diseño Avanzado

Ochoa Martínez, José - Electricidad con Energía Renovable
John Dewey University: Diploma Programa de Electricidad

Sandoval Cruz, Aldo - Barbería y Estilismo
Instituto de Banca y Comercio - Recinto de Fajardo, Puerto Rico: Diploma Barbería y Estilismo

Santiago Rivera, Leslye – Panadería y Repostería Internacional
Instituto de Banca y Comercio-Recinto de Cayey, Puerto Rico: Diploma de Panadería y Repostería Internacional

Los Colobos

Acevedo Castro Ana - Tecnología de Uñas,
Mothern Hairstyle Carolina P.R. Diploma

Charriez Normandía, Maximiliane E. - Inglés,
Universidad del Sagrado Corazón, PR. Master of Arts, Literary Narrative Creation, Destrezas Básicas de Inglés.

Cruz Moya Laura Y. - Panadería y Repostería Internacional
Instituto de Banca Y Comercio, Fajardo P.R. Diploma

Cruz Rodríguez, Alfredo - Cosmetología,
Modern Hairstyling Institute, PR. Diploma,

Cruz Vargas Jaime - Electricidad con Energía Renovable,
Metropolitan Institute Diploma

Collazo Torres Jose A. - Barbería y Estilismo,
John Dewey College, Diploma

Díaz Carrillo, Yesenia - Cocina Local e Internacional,
Instituto de Banca y Comercio, Diploma

Díaz Maldonado, Fermín - Electricidad con Energía Renovable, Lead Instructor.
Escuela Vocacional Metropolitana Miguel Such, PR. Diploma,

**Febres Elias A.** - Refrigeración y Aire Acondicionado con Inverter, Ingenio de Banca, Diploma

**Felix Del Valle Jowin** - Técnico de Emergencias Médicas/ Paramédico, C.E.M Diploma

**Figueroa Cruzado, César** - Diploma, Terapeuta de Masaje Profesional, National Fashion & Beauty College, PR. Salud, Lead Instructor.

**Flores Sanchez, Gamelee** - Terapeuta Masaje Profesional, National Fashion & Beauty College Diploma

**Galarza Ortiz, Vicenta** - Asistente de Maestro Preescolar Universidad Interamericana, Educación Elemental 4-6.

**Herrera Oquendo, Luis A.** - Tecnico de Emergencias Médicas/ Paramédico, C.E.M, Diploma Lead Instructor.

**Martinez Lozada, Wanda** - Asistente de Maestro Preescolar Universidad Interamericana, MA.

**Medero Rodríguez, Yesenia** - Enfermería Práctica con Electrocardiografía (EKG) National University College, BA

**Mulley Carrasquillo, Rosario** - Enfermería Práctica con Electrocardiografía (EKG), Caribbean University, BA

**Nieves Osorio, Nannette** - Panadería y Repostería Internacional, Ivaen College, Diploma.

**Rivera Rolón, Migdalia** - Cosmetología, Academia de Belleza Boriquén, Diploma.

**Rivera Sánchez, Jeanette** - Panadería y Repostería Internacional Universidad Interamericana, Diploma,


**Rosario Igartúa, Pedro M.** - Cocina Local e Internacional, Instituto de Banca y Comercio, Diploma Lead Instructor

**Sosa Matos, Orfly** - Barbería y Estilismo, Mothern HairStyle Institute Diploma. Lead Instructor.

**Vazquez Rodriguez, Javier** - Refrigeración y Aire Acondicionado con Inverters, Dewey University, Diploma.

**Vélez Sánchez, Iván A.** - Educación General Matemáticas,
Nova Southern University Doctorado.

**Viera Hernández, Lisayda** - Asistente Administrativo con Facturación Medica, Universidad de Puerto Rico. BA Lead Instructor.

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Manatí

**Acevedo Rodríguez, Annette** – Cosmetología
Instituto Educación Ocupacional La Reiné: Diploma in Basic Cosmetology

**Alvarez Torres, Angel L.** – Técnico de Emergencias Médicas-Paramédico
Instituto de Banca y Comercio: Diploma in Emergency Medical Technician-Paramedic

**Andújar Rosario, Kelvin S**. – 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 Pérez, Darwin** – Panadería y Repostería Internacional
Instituto de Educación Vocacional: Certification in Commercial Bakery and Pastry

**Carrión Núñez, Francisco** – Barbería y Estilismo
Instituto de Banca y Comercio: Diploma in Barbering and Hairstyling

**Decondé Vega, Christophe M.** – Barbería y Estilismo
Instituto de Educación Técnica y Vocacional La Reiné: Diploma in Barber

**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

**Marrero Meléndez, Ivelisse** – Tecnología de Uñas

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Institute of Beauty Careers: Diploma in Nail Technician

**Marrero Rivera, Teresa** – Cosmetología
Academia Moderna de Belleza: Diploma in Cosmetology

**Marrero Vega, Sonia I.** – Enfermería Práctica con Electrocardiografía (EKG)
Universidad Interamericana: Bachelor in Science/Nursing

**Marrero Vélez, Gretchen M.** – Técnico en Entrenamiento y Acondicionamiento Físico
Departamento de Recreación y Deportes: Certificación Entrenador Personal
Antilles School: Diploma in Therapist Massage

**Montes Gracia, Ramsys** – Bartending
Instituto de Banca y Comercio: Diploma in Bartending

**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 Monarca, Brenda L.** – Panadería y Repostería Internacional
Instituto de Educación Vocacional: Certification in International Cuisine
Instituto de Educación Vocacional: Certification in Commercial Bakery and Pastry

**Portalatín Orengo, Jorge E.** – Cocina Local e Internacional
Pontifical Catholic University of Puerto Rico: Bachelor of Business Administration/Hotels and Restaurant Management

**Quiles Mercado, Clariliz** – Cocina Local e Internacional
Universidad del Este: Bachelor in Culinary Management
Universidad del Este: Associate in Culinary Arts

**Quiles Morales, Emmanuel** – Cocina Local e Internacional
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

**Ramos Cortés, Dionisio** – Electricidad con Energía Renovable
Escuela de Peritos Electricistas de Isabela: Diploma in General Electricity

**Repollet Avilés, Nelson R.** – Técnico de Emergencias Médicas-Paramédico
American University: Bachelor in Business Administration/Human Resources
American University: ABA in Human Resources
Instituto de Banca y Comercio: Diploma in Emergency Medical Technician-Paramedic

Rivera Alvarado, Carlos A. – Cocina Local e Internacional
Instituto de Banca y Comercio: Diploma in Regional and International Cuisine

Rivera Serrano, Awilda – Asistente Administrativo con Facturación Médica
Universidad de Puerto Rico: Master in Business Administration
Universidad Interamericana: Bachelor in Secretarial Science

Rivera Vázquez, Héctor – Matemática
Universidad de Puerto Rico: Doctor in Chemical Physics
Universidad de Puerto Rico: Master in Physics
Universidad de Puerto Rico: Bachelor in Physics

Rodríguez Acevedo, Wilma E. – Asistente Administrativo con Facturación Médica
University of Puerto Rico: Bachelor in Secretarial Sciences

Román Molina, Carmen M. – Cosmetología
Instituto La Reiné: Diploma in Basic Cosmetology

Rosario Rodríguez, Abner R. – Técnico de Reparación de Computadoras y Redes
Instituto Tecnológico de Puerto Rico: Associate in Electronics Engineering Technology

Santana Rivera, Iris M. – Enfermería Práctica con Electrocardiografía (EKG)
University of Puerto Rico: Bachelor of Sciences/Nursing

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

Vallés Pérez, Carlos R. – Cocina Local e Internacional
Universidad del Este: Certificate Tech in Culinary Arts

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 Biaggi, Francis – Educación General, inglés
Nova Southeastern University: Doctorado en Educación

Acevedo Mercado, Juan C. - Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Certificado en Panadería y Repostería Internacional

Acosta Ruiz, José David – Técnico de Emergencias Médicas – Paramédico
Escuela Vocacional Dr. Pedro Perea: Diploma en Técnico de Emergencias Médicas - Paramédico

Agrón Figueroa, Carlos E. – Cocina Local e Internacional
Escuela Hotelera de San Juan: Certificado en Especialista en Artes Culinarias

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

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 Arroyo, William – Diseño Gráfico
Atlantic University College: Maestría en Diseño Gráfico Digital

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

Lopez Hernández, Waldemar – Administración de Redes  
Password Technical College: Certificado en Especialista en Redes

Martell Segarra, Bárbara – Técnico de Acondicionamiento y Entrenamiento Físico  
Universidad Interamericana de PR: Maestría en Entrenamiento y Rendimiento Deportivo

Martinez 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

Ríos Caballero Luis – Bartending  
Bartender, Waiter & Matre'd Association: Certificado en Bartending

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

Soto González, Rachel – Cocina Local e Internacional  
Universidad del Este: Grado Asociado en Artes Culinarias  
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional

Vargas Ortiz, Edgar – Técnico de Emergencias Médicas – Paramédico  
Escuela Vocacional de Mayagüez: Diploma en Técnico de Emergencias Medicas

Vega Acosta, Angel – Técnico de Emergencias Médicas – Paramédico  
Ponce Technical School: Diploma en Técnico de Emergencias Médicas – Paramédico

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Velázquez Vargas, Reinaldo – Cocina Local e Internacional
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional

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

Brañas Rivera, Francisco- Electricidad con Energía Renovable
Universal Technology College of Puerto Rico Inc. en Aguadilla: Grado Asociado en Tecnología Eléctrica

Bravo Rodríguez, Taína – Técnico de Emergencias Médicas
Universal Technology College of Puerto Rico Inc.: Diploma Técnico de Emergencias Médicas

Cabrera Velazquez, José- Cocina Local e Internacional
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 Cortes, Juan G. – Matemáticas
Universidad Interamericana de Puerto Rico: Bachillerato en Matemáticas
Universidad Interamericana de Puerto Rico: Maestría en Matemáticas Aplicadas

Crespo Ramos, Néstor – Técnico de Emergencias Médicas
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

Echevarría Avilés, Joaquín – Barbería y Estilismo
Emmas Beauty Academy: Diploma en Barbería

Feliciano Acevedo, Alex O. - Barbería y Estilismo
Institute of Beauty Occupation and Technology Course: Diploma Barbería y Estilismo

Gonzalez Barroso, Janet F. - Cosmetología
Rosslyn Training Academy Cosmetology Inc.: Diploma de Cosmetología

González Malavé, José – Cocina Local e Internacional
National University College: Diploma en 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

López Pardo, Víctor – Bartending
National University College Recinto de Mayaguez: Diploma en Bartending

Mercado Ocasio, Elizabeth – Técnico de Emergencias Médicas
Universal Tecnology College of Puerto Rico: Diploma de Técnico de Emergencias Médicas

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, Janitz– Cosmetología
Professional Training Academy of Esthetics and Beauty Courses Inc.: Diploma in Cosmetology

Pérez Avilés, Luz M. – Asistente Administrativo con Facturación Médica
Universidad de Puerto Rico en Mayagüez: Bachillerato en Ciencias Secretariales

Pérez Medina, Luis – 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

Reitor García, Stephanie – Cocina Local e Internacional
Universidad del Oeste Ana G. Mendez en Aguadilla: Grado Asociado en Artes Culinarias

Rivera Pérez, Migdalia – Inglés
Nova Southeastern University / Fort Lauderdale FL.: Master in Teaching and Learning Elementary Reading

Rodríguez Hernández, Eileen – Estilismo y Diseño Avanzado
National University College IBC Aguadilla: Diploma Estilismo y Diseño Avanzado

Vélez Barreto, Stacey – Tecnología de Uñas
Emmas Beauty Academy en Mayagüez: Diploma en Técnica de Uñas
Ponce

Acosta Ortiz, 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 – Cocina Local e Internacional  
National University College, IBC Institute: Grado Asociado Cocina Local e Internacional

Ayala Delgado, Edwin – Técnico de Emergencias Médicas/Paramédico  
Ponce Paramedical College: Diploma Técnico en Emergencias Médicas

Berríos Delgado, Carlos - Técnico de Emergencias Médicas/Paramédico  
Escuela Vocacional Pedro Perea Fajardo: Diploma Técnico de Emergencias Médicas/Paramédico

Cabrera Velázquez, Javier – Panadería y Repostería Internacional  
National University College: Grado Asociado Cocina Local e Internacional, Diploma Instituto de Banca y Comercio: Diploma Panadería y Confitería Internacional, Cocina Local e Internacional

Candelario Velázquez, Iván A. – Cocina Local e Internacional, Bartending  
Instituto de Banca y Comercio: Diploma Cocina Local e Internacional, Diploma Bartending

Cebollero Valentín, Héctor – Refrigeración y Aire Acondicionado con Inverters  
Instituto de Banca y Comercio: Diploma Técnico Refrigeración y Aire Acondicionado con Inverters

Chico Cruz, Josué - Grado Asociado Cocina Local e Internacional  
Universidad del Este: Bachillerato Administración en Ciencias, Artes Culinarias y Hospitalidad/Gerencia Culinaria

Colón Hospital, Lydia – Barbería y Estilismo  
Emma’s Beauty Academy: Diploma Barbería y Estilismo

Colon Rentas, Héctor – Plomería  
Centro Poli-Tech de Puerto Rico: Diploma Plomería

Feliciano Arroyo, Iván – Administración de Redes  
Universidad del Este: Bachillerato en Sistemas de Información

Feliciano Cornier, Alexi – Técnico de Emergencias Médicas/Paramédico  
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, Diana** – Educación General – Inglés
Universidad del Turabo: Maestría en Inglés como segundo idioma

**Figueroa Colón, Sergio** – Cocina Local e Internacional
Instituto de Banca y Comercio: Diploma Cocina Local e Internacional

**Fonseca Rivera, Roberto E.** – Electricidad con Energía Renovable
Escuela Técnica de Electricidad: Diploma Técnico Electricista, Diseño e Instalación de Sistemas Fotovoltaicos

**Franceschi Portalatín, Dora** – Grado Asociado Cocina Local e Internacional
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 Lebrón, Jackeline** – Asistente Administrativo con Facturación Médica
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Sistemas de Oficina; Ciencias Secretariales

**González Sanabria, Yazmín** – Cosmetología
Emma’s Beauty Academy: Diploma Cosmetología

**Jiménez Maldonado, Elizabeth** – Técnico Entrenamiento y Acondicionamiento Físico
National University College, IBC Institute: Diploma Técnico Entrenamiento y Acondicionamiento Físico

**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

**Luciano Vélez, Sheila** – Diseño Gráfico
Universidad Interamericana de Puerto Rico: Bachillerato en Artes Visuales

**Morell Rivera, José A.** – Diseño Gráfico
Atlantic University College: Bachillerato en Artes Gráficas

**Muñoz Batiz, José**: Técnico de Entrenamiento y Acondicionamiento Físico
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Ciencias del Deporte en Condiciones Físicas
Núñez Santiago, Sheila – Asistente de Maestro Preescolar
Universidad Interamericana de Puerto Rico: Bachillerato en Educación Temprana para la Niñez K-3

Pérez Díaz, Elba L. – Panadería y Repostería Internacional
National University College- IBC Institute: Diploma Repostería

Portillo Rodríguez, Leslie: Barbería y Estilismo
Emmas Beauty Academy: Diploma Cosmetología

Quintana Burgos, Anson – Barbería y Estilismo
National University College: Diploma Barbería y Estilismo

Quintana Fraticelli, Wilkins – Técnico de Emergencias Médicas/Paramédico
Universidad Interamericana de Puerto Rico: Bachillerato en Ciencias Biomédicas,
Diploma: Técnico en Emergencias Médicas

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 - Bartending
Escuela Hotelería: Certificado Bartending

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

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

Saldá Feliciano, Ivonne – Cosmetología
Emmas Beauty Academy: Estilo Avanzado, Instituto de Banca y Comercio: Cosmetología

**Santana Grandoné, Miguel** – Gerencia Funeraria y Embalsamamiento
Escuela Vocacional Miguel Such: Diploma Ciencias Mortuorías

**Santiago Collazo, Jorge** – Refrigeración y Aire Acondicionado con Inverters
Dewey University: Técnico de Refrigeración

**Santiago Rodríguez, Verónica** – Enfermería Practica 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 Practica con Electrocardiografía
National University College: Bachillerato en Ciencias de Enfermería

**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

**Velázquez Feliciano, Joan** – Cosmetología
Emma’s Beauty Academy: Diploma Estilo Avanzado, Diploma Cosmetología

**Velázquez García, Manley** – Enfermería Practica con Electrocardiografía/Técnico Geriátrico
Dewey University Puerto Rico: Maestría en Ciencias de Enfermería en Salud Mental y Psiquiatría

**Vega Rullán, Bárbara** – Administración e Informática/Computadoras
Universidad Interamericana de Puerto Rico: Maestría en Educación en Computadoras

**Yauco**

**Aguirre Molina, Jan C.** – Bartending,
Instituto de Banca y Comercio: Diploma en Bartending

**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

**Banchs Ramos, Rosángelas** – Panadería y Repostería Internacional
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

**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

**Cabán Tellez, Julia** – Cosmetología
Emma’s Beauty Academy: Diploma en Cosmetología Básica

**Canchani Fraticelli, Brenda L.** – Inglés
Universidad del Este: Maestría en Artes en Educación / Educación Bilingüe

**Cedeño Ramos, Neftali** – Barbería y Estilismo
Emma’s Beauty Academy: Diploma en Barbería y Estilismo.

**Class Feliciano, Ramón** – Electricidad con Energía Renovable
Instituto de Banca y Comercio: Diploma en Electricidad con PLC

**Cruz Ayala, Néstor** – Diseño Gráfico
Universidad Sagrado Corazón: Bachillerato en Artes Visuales

**Delgado Quiñones, José** – Matemáticas / Contabilidad
Universidad Interamericana de PR: Maestría en Administración de Empresas, Finanzas.

**Díaz Gutiérrez, Sandra** – Tecnología de Uñas
Profesional Training Academy of Esthetics & Beauty Course Inc.: Diploma en Manicura de Uñas.

**Flores Díaz, Jacqueline** – Enfermería Práctica con EKG / Técnico Geriátrico
Universidad Interamericana de PR: Bachillerato en Ciencias en Enfermería.

**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 Cortés, Humberto** – Técnico de Emergencias Médicas-Paramédico/Enfermería Práctica con Electrocardiografía (EKG)

**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

**Luciano Rodríguez, Omayra** – Terapeuta de Masaje Profesional
Ponce Paramedical College: Diploma en Terapista en Masaje Profesional

**Medina Cancel, Yajaira** – Asistente Administrativo con Facturación Médica
Universidad Interamericana de PR: Bachillerato en Ciencias Secretariales
Milián Torres, Luis F. – Técnico de Emergencias Médicas -Paramédico
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 – Cocina Local e Internacional
Escuela Hotelera de San Juan: Diploma en Cocina Profesional y Servicio de Mesa

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

Ramos Murphy, Pedro J. – Cocina Local e Internacional
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional

Ríos Ramírez, José A. – Refrigeración y Aire Acondicionado con Inverters
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

Rodríguez Pérez, César A. – Técnico de Emergencias Médicas- Paramédico
Ponce Paramedical College: Diploma en Técnico de Emergencias Médicas

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

Santiago, Marlyn J. – Cosmetología
Instituto de Banca y Comercio: Diploma en Cosmetología

Santiago Casiano, José A. – Técnico de Entrenamiento y Acondicionamiento Físico
Universidad Interamericana de PR: Maestría en Educación Análisis del Cuerpo Humano

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 – Cocina Local e Internacional
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional
ACADEMIC CALENDAR 2020
ASSOCIATE DEGREE PROGRAMS

ASSOCIATE DEGREE
TERM: JANUARY – MAY 2020

JANUARY 13
START DATE

JANUARY 13- 25
EXTENDED ENROLLMENT PERIOD AND CHANGES

JANUARY 15 (WEDNESDAY)
DEADLINE TO REQUEST CHANGES IN GRADES

JANUARY 22 (WEDNESDAY)
DEADLINE TO REMOVE INCOMPLETES FROM PREVIOUS SESSION

JANUARY 20 (MONDAY)
MARTIN LUTHER KING Jr. DAY - HOLIDAY (NO CLASSES)

JANUARY 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR MARTIN LUTHER KING Jr. DAY

JANUARY 30
GRADUATION DAY (NO CLASSES FOR THE CENTERS THAT HAVE GRADUATION ON JANUARY 30)

JANUARY 31
CLASSES. SUBSTITUTION OF JANUARY 30 (CENTERS THAT PARTICIPATED IN GRADUATION)

FEBRUARY 17 (MONDAY)
PRESIDENTS’ DAY- HOLIDAY- (NO CLASSES)

FEBRUARY 21 (FRIDAY)
CLASSES. SUBSTITUTION FOR PRESIDENTS’ DAY

MARCH 5
MIDTERM EVALUATIONS

MARCH 23 (MONDAY)
SLAVERY ABOLITION DAY - HOLIDAY (NO CLASSES)

MARCH 27 (FRIDAY)
CLASSES. SUBSTITUTION FOR SLAVERY ABOLITION DAY

APRIL 9 AND 10
HOLY WEEK BREAK (HOLY THURSDAY AND FRIDAY)

APRIL 17
CLASSES. SUBSTITUTION FOR HOLY THURSDAY

APRIL 27 (MONDAY)
DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS, AND PARTIAL EXAMS

APRIL 28, 29, 30 (TUESDAY TO THURSDAY)
FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION

APRIL 30
END OF TERM

MAY 1 (FRIDAY)
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

TERM: MAY- AUGUST 2020
ASSOCIATE DEGREE

MAY 4
START DATE

MAY 4 TO 16
EXTENDED ENROLLMENT PERIOD

MAY 6 (WEDNESDAY)
DEADLINE TO REQUEST CHANGES IN GRADES

MAY 15 (FRIDAY)
DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY).

MAY 29 (FRIDAY)
CLASSES. SUBSTITUTION FOR MEMORIAL DAY HOLIDAY

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**ASSOCIATE DEGREE**

**JUNE 17**  
DEADLINE TO REMOVE PROVISIONAL INCOMPLETE (EXTERNAL PRACTICAL COURSE)

**JUNE 25**  
MIDTERM EVALUATIONS

**JULY 25 TO AUGUST 2**  
SUMMER BREAK

**AUGUST 24 (MONDAY)**  
DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS

**AUGUST 25, 26 AND 27 (TUESDAY TO THURSDAY)**  
FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION

**AUGUST 27**  
END OF TERM

**AUGUST 28 (FRIDAY)**  
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

**AUGUST – DECEMBER**

**AUGUST 31 (MONDAY)**  
START DATE

**AUGUST 31 TO SEPTEMBER 12**  
EXTENDED ENROLLMENT PERIOD

**AUGUST 2 (WEDNESDAY)**  
DEADLINE TO REQUEST GRADE CHANGES

**SEPTEMBER 11 (FRIDAY)**  
DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY)

**SEPTEMBER 7 (MONDAY)**  
LABOR DAY - HOLIDAY (NO CLASSES)

**SEPTEMBER 11 (FRIDAY)**  
CLASSES. SUBSTITUTION OF LABOR DAY HOLIDAY

**SEPTEMBER 17 (THURSDAY)**  
CONSTITUTION DAY (ACTIVITY-CLASSES)

**OCTOBER 12 (MONDAY)**  
COLUMBUS DAY - HOLIDAY (NO CLASSES)

**OCTOBER 14 (WEDNESDAY)**  
DEADLINE TO REMOVE PROVISIONAL INCOMPLETE (EXTERNAL PRACTICE COURSE)

**OCTOBER 16 (FRIDAY)**  
CLASSES. SUBSTITUTION FOR COLUMBUS DAY HOLIDAY

**OCTUBRE 22 (THURSDAY)**  
MIDTERM EVALUATIONS

**NOVEMBER 3 (TUESDAY)**  
ELECTION DAY IN PUERTO RICO (NO CLASSES)

**NOVEMBER 6 (FRIDAY)**  
CLASSES. SUBSTITUTION FOR ELECTION DAY IN PUERTO RICO

**NOVEMBER 11 (MONDAY)**  
VETERANS DAY - HOLIDAY (NO CLASSES)

**NOVEMBER 13 (FRIDAY)**  
CLASSES. SUBSTITUTION FOR VETERANS DAY HOLIDAY

**NOVEMBER 19 (THURSDAY)**  
PUERTO RICO DISCOVERY DAY - HOLIDAY (NO CLASSES)

**NOVEMBER 20 (FRIDAY)**  
CLASSES. SUBSTITUTION FOR PUERTO RICO DISCOVERY DAY

**NOVEMBER 26 AND 27**  
THANKSGIVING HOLIDAY (THURSDAY AND FRIDAY)

**DECEMBER 4**  
CLASSES. SUBSTITUTION FOR THURSDAY THANKSGIVING HOLIDAY

**DECEMBER 14 (MONDAY)**  
DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS

**DECEMBER 15, 16, 17 (TUESDAY TO THURSDAY)**  
FINALS EXAMS AND REQUEST TO REMOVE INCOMPLETES FROM THE PREVIOUS SESSION

**DECEMBER 17 (THURSDAY)**  
END OF TERM
**DECEMBER 18 (FRIDAY)**  
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

**TECHNICAL PROGRAMS**

**TERM: JANUARY– MARCH 2020**

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**TERM: MARCH – MAY 2020**

**TECHNICAL PROGRAMS**

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<td>MARCH 17</td>
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<td>APRIL 27 (MONDAY)</td>
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APRIL 28, 29, 30 (TUESDAY TO THURSDAY) FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION
APRIL 30 END OF TERM
MAY 1 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

TERM: MAY-JUNE 2020
TECHNICAL PROGRAMS
MAY 4 START DATE
MAY 4 TO 16 EXTENDED ENROLLMENT PERIOD
MAY 6 (WEDNESDAY) DEADLINE TO REQUEST CHANGES IN GRADES
MAY 15 (VIERNES) DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY)
MAY 25 (MONDAY) MEMORIAL DAY- HOLIDAY (NO CLASSES)
MAY 28 (THURSDAY) PARTIAL EVALUATIONS
MAY 29 (FRIDAY) CLASSES. SUBSTITUTION FOR MEMORIAL DAY
JUNE 17 DEADLINE TO REMOVE PROVISIONAL INCOMPLETE (EXTERNAL PRACTICAL COURSE)
JUNE 22 (MONDAY) DEADLINE FOR PARTIAL REPOSITIONS AND PARTIAL EXAMS
JUNE 23, 24, 25 (TUESDAY TO THURSDAY) FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION
JUNE 25 END OF TERM
JUNE 26 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

TERM: JUNE-AUGUST 2020
TECHNICAL PROGRAMS
JUNE 29 START DATE
JUNE 29 TO JULY 11 EXTENDED ENROLLMENT PERIOD
JULY 1 (WEDNESDAY) DEADLINE TO REQUEST CHANGES IN GRADES
JULY 10 (FRIDAY) DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY)
JULY 23 (THURSDAY) PARTIAL EVALUATION
JULY 25 TO AUGUST 2 SUMMER BREAK
AUGUST 21 DEADLINE TO REMOVE PROVISIONAL INCOMPLETE (EXTERNAL PRACTICAL COURSE)
AUGUST 24 (MONDAY) DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS
AUGUST 25, 26 Y 27 (TUESDAY TO THURSDAY) FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION
AUGUST 27 END OF TERM
AUGUST 28 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

TERM: AUGUST-OCTOBER 2020
TECHNICAL PROGRAMS
AUGUST 31 (MONDAY) START DATE
AUGUST 31 TO EXTENDED ENROLLMENT PERIOD
SEPTEMBER 12
AUGUST 2 (WEDNESDAY) DEADLINE TO REQUEST CHANGES IN GRADES
SEPTEMBER 11 (FRIDAY) DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY).
SEPTEMBER 7 (MONDAY) LABOR DAY- HOLIDAY (NO CLASSES)
SEPTEMBER 11 (FRIDAY) CLASSES. SUBSTITUTION FOR LABOR DAY
SEPTEMBER 17 (THURSDAY) CONSTITUTION DAY (ACTIVITY—CLASSES)
SEPTEMBER 24 (THURSDAY) PARTIAL EVALUATIONS
OCTOBER 12 (MONDAY) COLUMBUS DAY - HOLIDAY (NO CLASSES)
OCTOBER 14 (WEDNESDAY) DEADLINE TO REMOVE PROVISIONAL IMCOMPLETE (EXTERNAL PRACTICE COURSE)
OCTOBER 16 (FRIDAY) CLASSES. SUBSTITUTION FOR COLUMBUS DAY
OCTOBER 19 (MONDAY) DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS
OCTOBER 20, 21, 22 (TUESDAY TO THURSDAY) FINAL EXAMS AND REQUEST FOR PROVISIONAL IMCOMPLETE QUALIFICATION
OCTOBER 22 (THURSDAY) END OF TERM
OCTOBER 23 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

TERM: OCTOBER – DECEMBER 2020
TECHNICAL PROGRAMS
OCTOBER 26 START DATE
OCTOBER 26 TO 7 NOVEMBER EXTENDED ENROLLMENT PERIOD
OCTOBER 28 (WEDNESDAY) DEADLINE TO REMOVE INCOMPLETES FROM PREVIOUS SESSION
NOVEMBER 3 (TUESDAY) ELECTION DAY IN PUERTO RICO (NO CLASSES)
NOVEMBER 6 (FRIDAY) CLASSES. SUBSTITUTION OF ELECTION DAY PUERTO RICO
NOVEMBER 9 (MONDAY) DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY).
NOVEMBER 11 (MONDAY) VETERANS DAY- HOLIDAY (NO CLASSES)
NOVEMBER 13 (FRIDAY) CLASSES. SUBSTITUTION OF VETERANS DAY
NOVEMBER 19 (THURSDAY) PUERTO RICO DISCOVERY DAY - HOLIDAY (NO CLASSES)
NOVEMBER 20 (FRIDAY) CLASSES. SUBSTITUTION FOR PUERTO RICO DISCOVERY DAY PARTIAL EVALUATIONS
NOVEMBER 26 TO 27 THANKSGIVING HOLIDAY (THURSDAY AND FRIDAY)
DECEMBER 4 CLASSES. SUBSTITUTION FOR THURSDAY THANKSGIVING HOLIDAY
DECEMBER 14 (MONDAY) DEADLINE FOR REPOSITIONS AND PARTIAL EXAMS DEADLINE TO REMOVE PROVISIONAL IMCOMPLETE (EXTERNAL PRACTICE COURSE)
DECEMBER 15, 16, 17 (TUESDAY TO THURSDAY) FINAL EXAMS AND REQUEST FOR PROVISIONAL IMCOMPLETE QUALIFICATION
DECEMBER 17 (THURSDAY) END OF TERMS
DECEMBER 18 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL
## ASSOCIATES DEGREE - AMENDED DUE TO EARTHQUAKE

### ASSOCIATES DEGREE

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<td><strong>JANUARY 15</strong></td>
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<tr>
<td><strong>JANUARY 15 TO 28</strong></td>
<td>EXTENDED ENROLLMENT PERIOD</td>
</tr>
<tr>
<td><strong>JANUARY 17 (FRIDAY)</strong></td>
<td>DEADLINE TO REQUEST CHANGES IN GRADES</td>
</tr>
<tr>
<td><strong>JANUARY 20 (MONDAY)</strong></td>
<td>MARTIN LUTHER KING Jr. DAY – HOLIDAY - (NO CLASSES)</td>
</tr>
<tr>
<td><strong>JANUARY 24 (FRIDAY)</strong></td>
<td>CLASSES. SUBSTITUTION FOR MARTIN LUTHER KING Jr. DAY</td>
</tr>
<tr>
<td><strong>JANUARY 30</strong></td>
<td>GRADUATION DAY (NO CLASS FOR CENTERS THAT HAVE GRADUATION ON JANUARY 30).</td>
</tr>
<tr>
<td><strong>JANUARY 31</strong></td>
<td>CLASSES. SUBSTITUTION FOR CENTERS WHO PARTICIPATED IN GRADUATION ON JANUARY 30).</td>
</tr>
<tr>
<td><strong>FEBRUARY 7 (FRIDAY)</strong></td>
<td>CLASSES. SUBSTITUTION FOR CLASS BEGINNING EXTENSION.</td>
</tr>
<tr>
<td><strong>FEBRUARY 14 (FRIDAY)</strong></td>
<td>CLASSES. SUBSTITUTION FOR CLASS BEGINNING EXTENSIÓN.</td>
</tr>
<tr>
<td><strong>FEBRUARY 17 (MONDAY)</strong></td>
<td>PRESIDENTS’ DAY- HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td><strong>FEBRUARY 21 (FRIDAY)</strong></td>
<td>CLASSES. SUBSTITUTION FOR PRESIDENTS’ DAY HOLIDAY</td>
</tr>
<tr>
<td><strong>MARCH 5</strong></td>
<td>PARTIAL EVALUATIONS</td>
</tr>
<tr>
<td><strong>MARCH 23 (MONDAY)</strong></td>
<td>SLAVERY ABOLITION DAY - HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td><strong>MARCH 27 (FRIDAY)</strong></td>
<td>CLASSES. SUBSTITUTION FOR SLAVERY ABOLITION DAY</td>
</tr>
<tr>
<td><strong>APRIL 9, 10</strong></td>
<td>HOLY WEEK BREAK (THURSDAY AND FRIDAY)</td>
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<tr>
<td><strong>APRIL 17</strong></td>
<td>CLASSES. SUBSTITUTION FOR HOLY THURSDAY</td>
</tr>
<tr>
<td><strong>APRIL 27 (MONDAY)</strong></td>
<td>DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS</td>
</tr>
<tr>
<td><strong>APRIL 28,29,30(TUESDAY TO THURSDAY)</strong></td>
<td>FINAL EXAMS AND REQUEST FOR PROVISIONAL IMCOMPLETE QUALIFICATION</td>
</tr>
<tr>
<td><strong>APRIL 30</strong></td>
<td>END OF TERM</td>
</tr>
<tr>
<td><strong>MAY 1 (FRIDAY)</strong></td>
<td>DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL</td>
</tr>
</tbody>
</table>
ASSOCIATES DEGREE—AMENDED DUE TO EARTHQUAKE—PONCE CENTER

JANUARY – MAY 2020

ASSOCIATES DEGREE

JANUARY 20 (MONDAY)  MARTIN LUTHER KING DAY Jr.- HOLIDAY (NO CLASSES)
JANUARY 21  START DATE
JANUARY 21 TO 30  EXTENDED ENROLLMENT PERIOD
JANUARY 24 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENDED CLASSES BEGINNING.
JANUARY 29 (WEDNESDAY)  DEADLINE TO REMOVE INCOMPLETES FROM THE PREVIOUS SESSION

JANUARY 30  GRADUATION DAY (NO CLASSES FOR CENTERS THAT HAVE GRADUATION ON JANUARY 30).
JANUARY 31  CLASSES. SUBSTITUTION FOR JANUARY 30 (CENTERS THAT WILL PARTICIPATE IN GRADUATION)
FEBRUARY 7 (FRIDAY)  CLASSES. SUSTITUCIÓN EXTENSIÓN DE COMIENZO DE CLASES.
FEBRUERO 14 (FRIDAY)  CLASSES. SUSTITUCIÓN EXTENSIÓN DE COMIENZO DE CLASES.
FEBRUARY 17 (MONDAY)  PRESIDENTS’ DAY HOLIDAY (NO CLASSES)

FEBRUARY 21 (FRIDAY)  CLASSES. SUBSTITUTION FOR PRESIDENTS’ DAY HOLIDAY
FEBRUARY 21 (FRIDAY)  CLASSES. SUSTITUCIÓN EXTENSIÓN DE COMIENZO DE CLASES.
FEBRUARY 28 (FRIDAY)  CLASSES. SUSTITUCIÓN EXTENSIÓN DE COMIENZO DE CLASES.
MARCH 5  PARTIAL EVALUATIONS
MARCH 23 (MONDAY)  SLAVERY ABOLITION DAY - HOLIDAY (NO CLASSES)
MARCH 27 (FRIDAY)  CLASSES. SUBSTITUTION OF SLAVERY ABOLITION DAY HOLIDAY
APRIL 9-10  HOLY WEEK BREAK
APRIL 17  CLASSES. SUBSTITUTION FOR HOLY THURSDAY
APRIL 27 (LUNES)  DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS
APRIL 28, 29, 30 (TUESDAY TO THURSDAY)  FINAL EXAMS Y SOLICITUD DE CALIFICACIÓN PROVISIONAL DE INCOMPLETO
APRIL 30  END OF TERM
MAY 1 (FRIDAY)  DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL
### MAY- AUGUST 2020
#### ASSOCIATES DEGREE

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<th>Date</th>
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<tr>
<td>May 4 to 16</td>
<td>EXTENDED ENROLLMENT PERIOD</td>
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<tr>
<td>May 6 (Wednesday)</td>
<td>DEADLINE TO REQUEST CHANGES IN GRADES.</td>
</tr>
<tr>
<td>May 15 (Friday)</td>
<td>DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY).</td>
</tr>
<tr>
<td>May 29 (Friday)</td>
<td>CLASSES. SUBSTITUTION FOR MEMORIAL DAY</td>
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<tr>
<td>June 17</td>
<td>DEADLINE FOR REMOVAL OF PROVISIONAL INCOMPLETE QUALIFICATION (EXTERNAL PRACTICAL COURSES)</td>
</tr>
<tr>
<td>June 25</td>
<td>PARTIAL EVALUATIONS</td>
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<tr>
<td>July 25 to August 2</td>
<td>SUMMER BREAK</td>
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<tr>
<td>August 24 (Monday)</td>
<td>DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS</td>
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<tr>
<td>August 25, 26, 27 (Tuesday to Thursday)</td>
<td>FINAL EXAMS AND REQUEST FOR PROVISIONAL QUALIFICATION FOR INCOMPLETE</td>
</tr>
<tr>
<td>August 27</td>
<td>END OF TERM</td>
</tr>
<tr>
<td>August 28 (Friday)</td>
<td>DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL</td>
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</tbody>
</table>

### AUGUST – DECEMBER 2020
#### ASSOCIATES DEGREE

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<th>Date</th>
<th>Event Description</th>
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<td>START DATE</td>
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<tr>
<td>August 31 to September 12</td>
<td>EXTENDED ENROLLMENT PERIOD</td>
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<tr>
<td>September 2 (Wednesday)</td>
<td>DEADLINE TO REQUEST CHANGES IN GRADES.</td>
</tr>
<tr>
<td>September 11 (Friday)</td>
<td>DEADLINE FOR REMOVAL OF PROVISIONAL INCOMPLETE QUALIFICATION (THEORETICAL AND LABORATORY COURSES).</td>
</tr>
<tr>
<td>September 7 (Monday)</td>
<td>LABOR DAY- HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td>September 11 (Friday)</td>
<td>CLASSES. SUBSTITUTION FOR LABOR DAY HOLIDAY</td>
</tr>
<tr>
<td>September 17 (Thursday)</td>
<td>CONSTITUTION DAY (ACTIVITY—CLASSES)</td>
</tr>
<tr>
<td>October 12 (Monday)</td>
<td>COLUMBUS DAY- HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td>October 14 (Wednesday)</td>
<td>DEADLINE FOR REMOVAL OF PROVISIONAL INCOMPLETE QUALIFICATION (EXTERNAL PRACTICAL COURSES)</td>
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<tr>
<td>October 16 (Friday)</td>
<td>CLASSES. SUBSTITUTION FOR COLUMBUS DAY HOLIDAY</td>
</tr>
<tr>
<td>October 22 (Thursday)</td>
<td>PARTIAL EVALUATIONS</td>
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<tr>
<td>November 3 (Tuesday)</td>
<td>ELECTION DAY IN PUERTO RICO (NO CLASSES)</td>
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<tr>
<td>November 6 (Friday)</td>
<td>CLASSES. SUBSTITUTION FOR ELECTION DAY IN PUERTO RICO</td>
</tr>
<tr>
<td>November 11 (Monday)</td>
<td>VETERANS DAY – HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<td>--------------------------</td>
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</tr>
<tr>
<td>November 13 (Friday)</td>
<td>Classes. Substitution for Veterans Day Holiday</td>
</tr>
<tr>
<td>November 19 (Thursday)</td>
<td>Puerto Rico Discovery Day - Holiday (No Classes)</td>
</tr>
<tr>
<td>November 20 (Friday)</td>
<td>Classes. Substitution for Puerto Rico Discovery Day</td>
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<tr>
<td>November 26, 27</td>
<td>Thanksgiving Holiday (Thursday and Friday)</td>
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<tr>
<td>December 4</td>
<td>Classes. Substitution for Thanksgiving Thursday</td>
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<tr>
<td>December 14 (Monday)</td>
<td>Deadline for Partial Withdrawals, Repositions and Partial Exams</td>
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<tr>
<td>December 15, 16, 17 (Tuesdays to Thursday)</td>
<td>Final Exams and Provisional Incomplete Qualification Request</td>
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<tr>
<td>December 17 (Thursday)</td>
<td>End of Term</td>
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<tr>
<td>December 18 (Friday)</td>
<td>Deadline for Faculty to Enter Grades in the Portal</td>
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**Technical Programs - Amended Due to Earthquake**

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<td>Technical Programs</td>
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<tr>
<td>January 15 to 28</td>
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<td>January 20 (Monday)</td>
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<td>January 24 (Friday)</td>
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<td>January 24 (Friday)</td>
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<td>January 30</td>
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<td>January 31</td>
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<td>February 6 (Thursday)</td>
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<td>February 7 (Friday)</td>
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<tr>
<td>February 14 (Friday)</td>
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<tr>
<td>February 17 (Monday)</td>
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<tr>
<td>February 21 (Friday)</td>
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<tr>
<td>March 2 (Monday)</td>
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<tr>
<td>March 3, 4, 5 (Tuesday to Thursday)</td>
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<tr>
<td>March 5</td>
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<tr>
<td>March 6 (Friday)</td>
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</tbody>
</table>
MARCH – MAY 2020
TECHNICAL PROGRAMS

MARCH 9  START DATE
MARCH 9 TO 21  EXTENDED ENROLLMENT PERIOD

MARCH 11  (TUESDAY)
MARCH 17  DEADLINE TO REMOVE INCOMPLETES
MARCH 23 (MONDAY)  SLAVERY ABOLITION DAY- HOLIDAY (NO CLASS)
MARCH 27 (FRIDAY)  CLASSES. SUBSTITUTION FOR SLAVERY ABOLITION DAY
APRIL 2 (THURSDAY)  PARTIAL EVALUATIONS
APRIL 9 -10  HOLY WEEK BREAK
APRIL 17  CLASSES. SUBSTITUTION FOR HOLY THURSDAY
APRIL 27 (MONDAY)  DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS
APRIL 28, 29, 30 (TUESDAY TO THURSDAY)  FINAL EXAMS APPLICATION FOR INCOMPLETE PROVISIONAL QUALIFICATION
APRIL 30  END OF TERM
MAY 1 (FRIDAY)  DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

TECHNICAL PROGRAMS - AMENDED DUE TO EARTHQUAKE –

YAUCO AND PONCE CENTER

JANUARY – MARCH 2020
TECHNICAL PROGRAMS

JANUARY 20 (MONDAY)  MARTIN LUTHER KING Jr. DAY - HOLIDAY (NO CLASSES)
JANUARY 21  START DAY
JANUARY 21-30  EXTENDED ENROLLMENT PERIOD
JANUARY 24 (FRIDAY)  CLASSES. SUBSTITUTION FOR MARTIN LUTHER KING Jr. DAY
ENERO 29 (WEDNESDAY)  LAST DAY FOR INCOMPLETE REMOVAL
LAST DAY TO REQUEST CHANGE OF GRADES

JANUARY 30  GRADUATION DAY (NO CLASSES FOR THE CENTERS THAT HAVE GRADUATION ON JANUARY 30).
JANUARY 31  CLASSES. SUBSTITUTION FOR JANUARY 30 (CENTERS THAT CELEBRATED GRADUATION)
FEBRUARY 6 (THURSDAY)  PARTIAL EVALUATIONS
FEBRUARY 1 (SATURDAY)  CLASSES. SUBSTITUTION FOR CLASS BEGINNING EXTENSIÓN.
FEBRUARY 7 (FRIDAY)  CLASSES. SUBSTITUTION FOR CLASS BEGINNING EXTENSIÓN.
FEBRUARY 14 (FRIDAY)  CLASSES. SUBSTITUTION FOR CLASS BEGINNING EXTENSIÓN.
FEBRUARY 17 (MONDAY)  PRESIDENTS’ DAY-HOLIDAY (NO CLASSES)
FEBRUARY 21 (FRIDAY)  CLASSES. SUBSTITUTION FOR PRESIDENTS’ DAY HOLIDAY
**FEVERUARY 28 (FRIDAY)**

CLASSES. SUBSTITUTION OF BEGINNING OF CLASS EXTENSION.

**MARCH 2 (MONDAY)**

DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS

**MARCH 3, 4, 5 (TUESDAY TO THURSDAY)**

FINAL EXAMS

**MARCH 5**

END OF TERM

**MARCH 6 (FRIDAY)**

DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

**MARCH – MAY 2020**

**TECHNICAL PROGRAMS**

**MARCH 9**

START DATE

**MARCH 9 TO 21**

EXTENDED ENROLLMENT PERIOD

**MARCH 11 (TUESDAY)**

DEADLINE TO REQUEST CHANGES IN GRADES

**MARCH 17**

DEADLINE TO REMOVE IMCOMPLETES FROM PREVIOUS SESSIONS

**MARCH 23 (MONDAY)**

SLAVERY ABOLITION DAY - HOLIDAY (NO CLASSES)

**MARCH 27 (FRIDAY)**

CLASSES. SUBSTITUTION FOR SLAVERY ABOLITION DAY

**APRIL 2 (THURSDAY)**

PARTIAL EVALUATIONS

**APRIL 9 TO 10**

HOLY WEEK BREAK

**APRIL 17**

CLASSES. SUBSTITUTION FOR HOLY THURSDAY

**ABRIL 27 (MONDAY)**

DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS AND PARTIAL EXAMS

**APRIL 28, 29, 30 (TUESDAY TO THURSDAY)**

FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION

**APRIL 30**

END OF TERMS

**MAY 1 (FRIDAY)**

DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

**MAY-JUNE 2020**

**TECHNICAL PROGRAMS**

**MAY 4**

START DAY

**MAY 4 TO 16**

EXTENDED ENROLLMENT PERIOD

**MAY 6 (WEDNESDAY)**

DEADLINE TO REQUEST CHANGES IN GRADES

**MAY 15 (FRIDAY)**

DEADLINE FOR REMOVAL OF PROVISIONAL INCOMPLETE QUALIFICATION (THEORETICAL COURSES AND LABORATORIES).

**MAY 25 (MONDAY)**

MEMORIAL DAY- HOLIDAY (NO CLASSES)

**MAY 28 (THURSDAY)**

PARTIAL EVALUATIONS

**MAY 29 (FRIDAY)**

CLASSES. SUBSTITUTION FOR MEMORIAL DAY HOLIDAY

**JUNE 17**

DEADLINE TO REMOVE PROVISIONAL INCOMPLETE QUALIFICATION (EXTERNAL PRACTICAL COURSES)

**JUNE 22 (MONDAY)**

DEADLINE FOR REPOSITIONS AND PARTIAL EXAMS

**JUNE 23, 24, 25 (TUESDAY TO THURSDAY)**

FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION

**JUNE 25**

END OF TERM

**JUNE 26 (FRIDAY)**

DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

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JUNE-AUGUST 2020
TECHNICAL PROGRAMS

JUNE 29
START DATE
JUNE 29 TO JULY 11
EXTENDED ENROLLMENT PERIOD
JULY 1 (WEDNESDAY)
DEADLINE TO REMOVE INCOMPLETES FROM
THE PREVIOUS SESSION
JULY 10 (FRIDAY)
DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES
AND LABORATORY).
JULY 23 (THURSDAY)
PARTIAL EVALUATIONS
JULY 25 TO AUGUST 2
SUMMER BREAK (NO CLASSES)
AUGUST 21
DEADLINE TO REMOVE PROVISIONAL IMCOMPLETE (EXTERNAL PRACTICE
COURSE).
AUGUST 24 (MONDAY)
DEADLINE FOR REPOSITIONS, AND PARTIAL EXAMS
AUGUST 25, 26, 27 (TUESDAY TO
THURSDAY)
FINAL EXAMS AND REQUEST FOR PROVISIONAL IMCOMPLETE
QUALIFICATION
AUGUST 27
END OF TERM
AUGUST 28 (FRIDAY)
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

AUGUST – OCTOBER 2020
TECHNICAL PROGRAMS

AUGUST 31 (MONDAY)
START DATE
AUGUST 31 TO SEPTEMBER 12
EXTENDED ENROLLMENT PERIOD
SEPTEMBER 2 (WEDNESDAY)
DEADLINE TO REMOVE INCOMPLETES FROM THE PREVIOUS SESSION
SEPTEMBER 11 (FRIDAY)
DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY).
SEPTEMBER 7 (MONDAY)
LABOR DAY - HOLIDAY (NO CLASSES)
SEPTEMBER 11 (FRIDAY)
CLASSES. SUBSTITUTION FOR LABOR DAY HOLIDAY
SEPTEMBER 17 (THURSDAY)
CONSTITUTION DAY- (ACTIVITY-CLASSES)
SEPTEMBER 24 (THURSDAY)
PARTIAL EVALUATIONS
OCTOBER 12 (MONDAY)
COLUMBUS DAY - HOLIDAY (NO CLASSES)
OCTOBER 14 (WEDNESDAY)
DEADLINE TO REMOVE PROVISIONAL IMCOMPLETE (EXTERNAL
PRACTICE COURSE
OCTOBER 16 (FRIDAY)
CLASSES. SUBSTITUTION FOR COLUMBUS DAY
OCTOBER 19 (MONDAY)
DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS, AND PARTIAL EXAMS
OCTOBER 20, 21, 22 (TUESDAY
TO THURSDAY)
FINAL EXAMS AND REQUEST FOR PROVISIONAL IMCOMPLETE
QUALIFICATION
OCTOBER 22 (THURSDAY)
END OF TERMS
23 DE OCTUBRE (VIERNES)
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL
## OCTOBER-DECEMBER 2020
### TECHNICAL PROGRAMS

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<td>OCTOBER 26</td>
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<td>OCTOBER 26 TO</td>
<td>EXTENDED ENROLLMENT PERIOD</td>
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<tr>
<td>NOVEMBER 7</td>
<td>DEALINE TO REMOVE INCOMPLETES FROM THE PREVIOUS SESSION</td>
</tr>
<tr>
<td>OCTOBER 28 (WED)</td>
<td>ELECTION DAY IN PUERTO RICO (NO CLASSES)</td>
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<tr>
<td>NOVEMBER 3 (TUE)</td>
<td>CLASSES. SUBSTITUTION FOR ELECTION DAY IN PUERTO RICO</td>
</tr>
<tr>
<td>NOVEMBER 6 (FRI)</td>
<td>DEADLINE TO REMOVE INCOMPLETES (THEORETICAL COURSES AND LABORATORY).</td>
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<tr>
<td>NOVEMBER 9 (MON)</td>
<td>VETERANS DAY - HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td>NOVEMBER 11 (WED)</td>
<td>CLASSES. SUBSTITUTION FOR VETERANS DAY</td>
</tr>
<tr>
<td>NOVEMBER 13 (FRI)</td>
<td>PUERTO RICO DISCOVERY DAY - HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td>NOVEMBER 19 (THU)</td>
<td>CLASSES. SUBSTITUTION FOR PUERTO RICO DISCOVERY DAY PARTIAL EVALUATIONS</td>
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<tr>
<td>NOVEMBER 20 (FRI)</td>
<td>THANKSGIVING HOLIDAY (THURSDAY AND FRIDAY)</td>
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<td>NOVEMBER 24 (FRI)</td>
<td>DEADLINE FOR PARTIAL WITHDRAWALS, REPOSITIONS, AND PARTIAL EXAMS</td>
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<tr>
<td>NOVEMBER 26, 27</td>
<td>DEADLINE TO REMOVE PROVISIONAL INCOMPLETE (EXTERNAL PRACTICE COURSE)</td>
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<tr>
<td>DECEMBER 4</td>
<td>CLASS. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY</td>
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<td>DECEMBER 14 (MON)</td>
<td>CLASS. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)</td>
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<tr>
<td>DECEMBER 15, 16, 17</td>
<td>FINAL EXAMS AND REQUEST FOR PROVISIONAL INCOMPLETE QUALIFICATION</td>
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<tr>
<td>DECEMBER 17  (THU)</td>
<td>END OF TERM</td>
</tr>
<tr>
<td>DECEMBER 18  (FRI)</td>
<td>DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL</td>
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</table>

## ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
### TECHNICAL PROGRAMS
**AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)**

### JANUARY - MARCH

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<tr>
<th>Event Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>JANUARY 15</td>
<td>START DATE</td>
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<tr>
<td>JANUARY 15-28</td>
<td>EXTENDED ENROLLMENT AND CHANGE PERIOD</td>
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<tr>
<td>JANUARY 20 (MON)</td>
<td>DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)</td>
</tr>
<tr>
<td>JANUARY 24 (FRI)</td>
<td>LAST DAY FOR REMOVAL OF INCOMPLETES</td>
</tr>
<tr>
<td>JANUARY 24 (FRI)</td>
<td>LAST DAY TO REQUEST CHANGE OF GRADES</td>
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<tr>
<td>JANUARY 24 (FRI)</td>
<td>CLASSES. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY</td>
</tr>
<tr>
<td>JANUARY 30</td>
<td>GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH GRADUATION CEREMONY JANUARY 30)</td>
</tr>
<tr>
<td>JANUARY 31</td>
<td>CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)</td>
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<tr>
<td>FEBRUARY 6 (THU)</td>
<td>PARTIAL EVALUATIONS</td>
</tr>
<tr>
<td>FEBRUARY 7 (FRI)</td>
<td>CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.</td>
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<tr>
<td>FEBRUARY 14 (FRI)</td>
<td>CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.</td>
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<tr>
<td>FEBRUARY 17 (MON)</td>
<td>GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY, HOLIDAY (NO CLASSES)</td>
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<tr>
<td>FEBRUARY 21</td>
<td>CLASSES. SUBSTITUTION FOR GEORGE WASHINGTON DAY,</td>
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PRESIDENT'S AND DISTINGUISHED WOMEN AND MEN OF PR DAY, HOLIDAY

MARCH 2 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
MARCH 3, 4, 5 FINAL EXAMS
MARCH 5 (THURSDAY) END OF TERM
MARCH 6 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

MARCH – MAY – AMENDED DUE TO COVID-19

MARCH 9 START DATE
MARCH 9-28 EXTENDED ENROLLMENT AND CHANGE PERIOD
MARCH 11 (TUESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
MARCH 16-22 BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE GOVERNOR
MARCH 23 (MONDAY) ABOLITION OF SLAVERY DAY - (CLASSES)
MARCH 27 (FRIDAY) LAST DAY FOR INCOMPLETES GRADE REMOVAL
MARCH 27 (FRIDAY) CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 3 (FRIDAY) CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 8 (WEDNESDAY) PARTIAL EVALUATIONS
APRIL 10 (FRIDAY) GOOD FRIDAY (NO CLASSES)
APRIL 17 (FRIDAY) CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 24 (FRIDAY) CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 27 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
APRIL 28, 29, 30 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
APRIL 30 END OF TERM
MAY 1 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
TECHNICAL PROGRAMS – YAUCO AND PONCE
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)

JANUARY – MARCH

JANUARY 20 (MONDAY) DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)
JANUARY 21 START DATE
JANUARY 21-FEBRUARY 1 EXTENDED ENROLLMENT AND CHANGE PERIOD
JANUARY 24 (FRIDAY) CLASSES. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY (PONCE CENTER)
JANUARY 29 (WEDNESDAY) LAST DAY FOR REMOVAL OF INCOMPLETES
LAST DAY TO REQUEST CHANGE OF GRADES
JANUARY 30 GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH GRADUATION CEREMONY JANUARY 30)
JANUARY 31 CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)
FEBRUARY 6 (THURSDAY) PARTIAL EVALUATIONS
FEBRUARY 1 (SATURDAY) CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE (YAUCO
FEBRUARY 7 (FRIDAY)    CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 14 (FRIDAY)   CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 17 (MONDAY)   GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED
                        WOMEN AND MEN OF PR DAY. HOLIDAY (CLASSES - YAUCO AND PONCE
                        DUE TO EARTHQUAKE REPLACEMENT PLAN)
FEBRUARY 21 (FRIDAY)   CLASSES, GEORGE WASHINGTON DAY, PRESIDENT’S AND
                        DISTINGUISHED WOMEN AND MEN OF PR DAY. HOLIDAY
FEBRUARY 28 (FRIDAY)   CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
MARCH 2 (MONDAY)       DEADLINE FOR RETAKE AND MID-TERM EXAMS
MARCH 3, 4, 5          FINAL EXAMS
MARCH 5                END OF TERM
MARCH 6 (FRIDAY)       DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

MARCH – MAY – AMENDED DUE TO COVID 19

MARCH 9                START DATE
MARCH 9-28             EXTENDED ENROLLMENT AND CHANGE PERIOD
MARCH 11 (TUESDAY)    LAST DAY TO REQUEST CHANGE OF GRADES
MARCH 16-22            BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE
                        GOVERNOR
MARCH 23 (MONDAY)     ABOLITION OF SLAVERY DAY - (CLASSES)
MARCH 27 (FRIDAY)     LAST DAY FOR INCOMPLETES GRADE REMOVAL
MARCH 27 (FRIDAY)     CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 3 (FRIDAY)       CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 8 (WEDNESDAY)   PARTIAL EVALUATIONS
APRIL 10 (FRIDAY)     GOOD FRIDAY (NO CLASSES)
APRIL 17 (FRIDAY)     CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 24 (FRIDAY)     CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 27 (MONDAY)     DEADLINE FOR RETAKE AND MID-TERM EXAMS
APRIL 28, 29, 30      FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE
                        GRADE
APRIL 30              END OF TERM
MAY 1 (FRIDAY)        DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: MAY- AUGUST 2020
TECHNICAL PROGRAMS

MAY - JUNE

MAY 4                  START DATE
MAYO 4-16              EXTENDED ENROLLMENT AND CHANGE PERIOD
MAY 6 (WEDNESDAY)     LAST DAY TO REQUEST CHANGE OF GRADES
MAY 15 (FRIDAY)       LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB
                        COURSES)
MAY 25 (MONDAY)       MEMORIAL DAY – HOLIDAY (NO CLASSES)
MAY 28 (THURSDAY) PARTIAL EVALUATIONS
MAY 29 (FRIDAY) CLASSES. SUBSTITUTION FOR MEMORIAL DAY
JUNE 17 LAST DAY FOR INCOMPLETE GRADES REMOVAL (EXTERNSHIP COURSES)
JUNE 22 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
JUNE 23, 24, 25 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
JUNE 25 END OF TERM
JUNE 26 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

JUNE - AUGUST

JUNE 29 START DATE
JUNE 29 – JULY 11 EXTENDED ENROLLMENT AND CHANGE PERIOD
JULY 1 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
JULY 10 LAST DAY FOR INCOMPLETES GRADE REMOVAL (THEORY COURSES)
JULY 23 (THURSDAY) PARTIAL EVALUATIONS
JULY 27 - AUGUST 2 SUMMER BREAK
AUGUST 21 LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)
AUGUST 24 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
AUGUST 25, 26, 27 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
AUGUST 27 END OF TERM
AUGUST 28 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL
ACADEMIC CALENDAR TERM: AUGUST- DECEMBER 2020
TECHNICAL PROGRAMS

AUGUST – OCTOBER

AUGUST 31 (MONDAY) START DATE
AUGUST 31 – SEPTEMBER 12 EXTENDED ENROLLMENT AND CHANGE PERIOD
SEPTEMBER 2 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
SEPTEMBER 7 (MONDAY) LABOR DAY – HOLIDAY (NO CLASSES)
SEPTEMBER 11 (FRIDAY) CLASSES. SUBSTITUTION FOR LABOR DAY
SEPTEMBER 11 (FRIDAY) LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
SEPTEMBER 17 (THURSDAY) CONSTITUTION DAY (ACTIVITY – CLASSES)
SEPTEMBER 24 (THURSDAY) PARTIAL EVALUATIONS
OCTOBER 12 (MONDAY) COLUMBUS DAY – HOLIDAY (NO CLASSES)
OCTOBER 14 (WEDNESDAY) LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)
OCTOBER 16 (FRIDAY) CLASSES. SUBSTITUTION FOR COLUMBUS DAY
OCTOBER 19 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
OCTOBER 20, 21, 22 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
OCTOBER 22 (THURSDAY) END OF TERM
OCTOBER 23 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

OCTOBER – DECEMBER

OCTOBER 26 START DATE
OCTOBER 26 – NOVEMBER 7 EXTENDED ENROLLMENT AND CHANGE PERIOD
OCTOBER 28 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
NOVEMBER 3 (TUESDAY) ELECTION DAY IN PR (NO CLASSES)
NOVEMBER 6 (FRIDAY) CLASSES. SUBSTITUTION FOR ELECTION DAY IN PR
NOVEMBER 9 (MONDAY) LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
NOVEMBER 11 (WEDNESDAY) VETERANS DAY – HOLIDAY (NO CLASSES)
NOVEMBER 13 (FRIDAY) CLASSES. SUBSTITUTION FOR VETERANS DAY
NOVEMBER 19 (THURSDAY) DISCOVERY OF PR DAY – HOLIDAY (NO CLASSES)
NOVEMBER 20 (FRIDAY) CLASSES. SUBSTITUTION FOR DISCOVERY OF PR DAY
NOVEMBER 26-29 THANKSGIVING BREAK
DECEMBER 4 CLASSES. SUBSTITUTION FOR THANKSGIVING EVE DAY
DECEMBER 14 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
DECEMBER 15, 16, 17 LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)
DECEMBER 15, 16, 17 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
DECEMBER 17 (THURSDAY) END OF TERM
DECEMBER 18 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

[302]
ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
ASSOCIATE DEGREES
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)

JANUARY - MAY

JANUARY 15
START DATE
JANUARY 15-28
EXTENDED ENROLLMENT AND CHANGE PERIOD
JANUARY 17 (FRIDAY)
LAST DAY TO REQUEST CHANGE OF GRADES
JANUARY 20 (MONDAY)
DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)
JANUARY 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY
LAST DAY FOR REMOVAL OF INCOMPLETES
JANUARY 30
GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH
GRADUATION CEREMONY JANUARY 30)
JANUARY 31
CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD
GRADUATION CEREMONY)
FEBRUARY 7 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 14 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 21
CLASSES. SUBSTITUTION FOR GEORGE WASHINGTON DAY,
PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY,
HOLIDAY
MARCH 5
PARTIAL EVALUATIONS
MARCH 16-22
BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE
GOVERNOR
MARCH 23 (MONDAY)
ABOLITION OF SLAVERY DAY - (CLASSES)
MARCH 27 (FRIDAY)
LAST DAY FOR INCOMPLETES GRADE REMOVAL
MARCH 27 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 3 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 10 (FRIDAY)
GOOD FRIDAY (NO CLASSES)
APRIL 17 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 27 (MONDAY)
DEADLINE FOR RETAKE AND MID-TERM EXAMS
APRIL 28, 29, 30
FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE
GRADE
APRIL 30
END OF TERM
MAY 1 (FRIDAY)
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
ASSOCIATE DEGREES
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)
PONCE LOCATION

JANUARY - MAY

JANUARY 20 (MONDAY)
DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)
JANUARY 21 (TUESDAY)
START DATE
JANUARY 21 - 30
EXTENDED ENROLLMENT AND CHANGE PERIOD
JANUARY 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
JANUARY 29 (WEDNESDAY)
LAST DAY TO REQUEST CHANGE OF GRADES
LAST DAY FOR REMOVAL OF INCOMPLETES

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JANUARY 30 (THURSDAY)  GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH GRADUATION CEREMONY JANUARY 30)
JANUARY 31 (FRIDAY)   CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)
FEBRUARY 7 (FRIDAY)   CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 14 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 17 (MONDAY) GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY. HOLIDAY (NO CLASSES)
FEBRUARY 21 (FRIDAY)  CLASSES. SUBSTITUTION FOR GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY, HOLIDAY
FEBRUARY 21 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 28 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
MARCH 5               PARTIAL EVALUATIONS
MARCH 16-22           BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE GOVERNOR
MARCH 23 (MONDAY)     ABOLITION OF SLAVERY DAY - (CLASSES)
MARCH 27 (FRIDAY)     CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 3 (FRIDAY)       CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 10 (FRIDAY)      GOOD FRIDAY (NO CLASSES)
APRIL 17 (FRIDAY)      CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 24 (FRIDAY)      CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 27 (MONDAY)      DEADLINE FOR RETAKE AND MID-TERM EXAMS
APRIL 28, 29, 30       FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
APRIL 30               END OF TERM
MAY 1 (FRIDAY)         DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: MAY- AUGUST 2020 ASSOCIATE DEGREES

MAY - AUGUST

MAY 4                       START DATE
MAYO 4-16                   EXTENDED ENROLLMENT AND CHANGE PERIOD
MAY 6 (WEDNESDAY)           LAST DAY TO REQUEST CHANGE OF GRADES
MAY 15 (FRIDAY)             LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
MAY 25 (MONDAY)             MEMORIAL DAY – HOLIDAY (NO CLASSES)
MAY 29 (FRIDAY)             CLASSES. SUBSTITUTION FOR MEMORIAL DAY
JUNE 17                     LAST DAY FOR INCOMPLETE GRADES REMOVAL (EXTERNSHIP COURSES)
JUNE 25                     PARTIAL EVALUATIONS
JULY 25 – AUGUST 2          SUMMER BREAK
AUGUST 24 (MONDAY)          DEADLINE FOR RETAKE AND MID-TERM EXAMS
AUGUST 25, 26, 27           FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE
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<th>Date</th>
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<td>DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL</td>
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<td>SEPTEMBER 11 (FRIDAY)</td>
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<td>CONSTITUTION DAY (ACTIVITY – CLASSES)</td>
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<td>CLASSES. SUBSTITUTION FOR COLUMBUS DAY</td>
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<td>NOVEMBER 6 (FRIDAY)</td>
<td>CLASSES. SUBSTITUTION FOR ELECTION DAY IN PR</td>
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<td>NOVEMBER 11 (WEDNESDAY)</td>
<td>VETERANS DAY – HOLIDAY (NO CLASSES)</td>
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<td>NOVEMBER 19 (THURSDAY)</td>
<td>DISCOVERY OF PR DAY – HOLIDAY (NO CLASSES)</td>
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<td>CLASSES. SUBSTITUTION FOR DISCOVERY OF PR DAY</td>
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<td>NOVEMBER 26-29</td>
<td>THANKSGIVING BREAK</td>
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ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
ASSOCIATE DEGREES
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)
REVISED 5-30-2020

JANUARY - MAY

JANUARY 15
START DATE

JANUARY 15-28
EXTENDED ENROLLMENT AND CHANGE PERIOD

JANUARY 17 (FRIDAY)
LAST DAY TO REQUEST CHANGE OF GRADES

JANUARY 20 (MONDAY)
DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)

JANUARY 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY
LAST DAY FOR REMOVAL OF INCOMPLETES

JANUARY 30
GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH
GRADUATION CEREMONY JANUARY 30)

JANUARY 31
CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD
GRADUATION CEREMONY)

FEBRUARY 7 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.

FEBRUARY 14 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.

FEBRUARY 17 (MONDAY)
GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY. HOLIDAY (NO CLASSES)

FEBRUARY 21
CLASSES. SUBSTITUTION FOR GEORGE WASHINGTON DAY,
PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY,
HOLIDAY

MARCH 5
PARTIAL EVALUATIONS

MARCH 16-22
BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE
GOVERNOR

MARCH 23 (MONDAY)
ABOLITION OF SLAVERY DAY - (CLASSES)

MARCH 27 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 3 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 10 (FRIDAY)
GOOD FRIDAY (NO CLASSES)

APRIL 17 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 27 (MONDAY)
DEADLINE FOR RETAKE AND MID-TERM EXAMS

APRIL 28, 29, 30
FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE

APRIL 30
END OF TERM

ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
ASSOCIATE DEGREES
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)
PONCE LOCATION

JANUARY - MAY

JANUARY 20 (MONDAY)
DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)

JANUARY 21 (TUESDAY)
START DATE

JANUARY 21 - 30
EXTENDED ENROLLMENT AND CHANGE PERIOD

JANUARY 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.

JANUARY 29 (WEDNESDAY)
LAST DAY TO REQUEST CHANGE OF GRADES
LAST DAY FOR REMOVAL OF INCOMPLETES

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JANUARY 30 (THURSDAY)  GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH GRADUATION CEREMONY JANUARY 30)
JANUARY 31 (FRIDAY)  CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)
FEBRUARY 7 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 14 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 17 (MONDAY)  GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY. HOLIDAY (NO CLASSES)
FEBRUARY 21 (FRIDAY)  CLASSES. SUBSTITUTION FOR GEORGE WASHINGTON Day, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY, HOLIDAY
FEBRUARY 21 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 28 (FRIDAY)  CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
MARCH 5  PARTIAL EVALUATIONS
MARCH 16-22  BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE GOVERNOR
MARCH 23 (MONDAY)  ABOLITION OF SLAVERY DAY - (CLASSES)
MARCH 27 (FRIDAY)  CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 3 (FRIDAY)  CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 10 (FRIDAY)  GOOD FRIDAY (NO CLASSES)
APRIL 17 (FRIDAY)  CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 24 (FRIDAY)  CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 27 (MONDAY)  DEADLINE FOR RETAKE AND MID-TERM EXAMS
APRIL 28, 29, 30  FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
APRIL 30  END OF TERM
MAY 1 (FRIDAY)  DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: MAY – AUGUSTS 2020
ASSOCIATE DEGREES
AMENDED DUE TO CORONAVIRUS EMERGENCY (COVID-19)

MAY - AUGUST

MAY 4  START DATE
MAYO 4-16  EXTENDED ENROLLMENT AND CHANGE PERIOD
MAY 6 (WEDNESDAY)  LAST DAY TO REQUEST CHANGE OF GRADES
MAY 15 (FRIDAY)  LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
MAY 25 (MONDAY)  MEMORIAL DAY – HOLIDAY (NO CLASSES)
JUNE 1 – 13  REPLACEMENT OF LABORATORIES AND PRACTICE HOURS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM JANUARY TO MAY TERM
JUNE 15 – 16  FINAL EXAMS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM JANUARY TO MAY TERM
JUNE 16 (TUESDAY)  REQUEST FOR EXTENSION OF THE RETAKE PERIOD OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM MARCH TO MAY TERM
JUNE 17	LAST DAY FOR INCOMPLETE GRADES REMOVAL (EXTERNSHIP COURSES)
JUNE 25	PARTIAL EVALUATIONS
JULY 10 (FRIDAY)	LAST DAY OF EXTENSION AND FINAL SUBMISSION OF GRADES FOR REPLACEMENT OF LABS AND PRACTICE HOURS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM MARCH TO MAY TERM
JULY 25 – AUGUST 2
AUGUST 24 (MONDAY)	DEADLINE FOR RETAKE AND MID-TERM EXAMS
AUGUST 25, 26, 27
FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
AUGUST 27	END OF TERM
AUGUST 28 (FRIDAY)	DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: AUGUST - DECEMBER 2020
ASSOCIATE DEGREES

AUGUST – DECEMBER

AUGUST 31 (MONDAY)	START DATE
AUGUST 31 – SEPTEMBER 12
EXTENDED ENROLLMENT AND CHANGE PERIOD
SEPTEMBER 2 (WEDNESDAY)
LAST DAY TO REQUEST CHANGE OF GRADES
SEPTEMBER 7 (MONDAY)	LABOR DAY – HOLIDAY (NO CLASSES)
SEPTEMBER 11 (FRIDAY)
CLASSES. SUBSTITUTION FOR LABOR DAY
SEPTEMBER 11 (FRIDAY)
LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
SEPTEMBER 17 (THURSDAY)
CONSTITUTION DAY (ACTIVITY – CLASSES)
OCTOBER 12 (MONDAY)
COLUMBUS DAY – HOLIDAY (NO CLASSES)
OCTOBER 14 (WEDNESDAY)
LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)
OCTOBER 22 (THURSDAY)
PARTIAL EVALUATIONS
NOVEMBER 3 (TUESDAY)
ELECTION DAY IN PR (NO CLASSES)
NOVEMBER 6 (FRIDAY)
CLASSES. SUBSTITUTION FOR ELECTION DAY IN PR
NOVEMBER 11 (WEDNESDAY)
VETERANS DAY – HOLIDAY (NO CLASSES)
NOVEMBER 13 (FRIDAY)
CLASSES. SUBSTITUTION FOR VETERANS DAY
NOVEMBER 19 (THURSDAY)
DISCOVERY OF PR DAY – HOLIDAY (NO CLASSES)
NOVEMBER 20 (FRIDAY)
CLASSES. SUBSTITUTION FOR DISCOVERY OF PR DAY
NOVEMBER 26-29
THANKSGIVING BREAK
DECEMBER 4
CLASSES. SUBSTITUTION FOR THANKSGIVING EVE DAY
DECEMBER 14 (MONDAY)
DEADLINE FOR RETAKE AND MID-TERM EXAMS
LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)
DECEMBER 15, 16, 17
FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
DECEMBER 17 (THURSDAY)
END OF TERM
DECEMBER 18 (FRIDAY)
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL
## ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
### TECHNICAL PROGRAMS
### AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)

### JANUARY - MARCH

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### MARCH – MAY – AMENDED DUE TO COVID-19

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TECHNICAL PROGRAMS – YAUCO AND PONCE
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)

JANUARY – MARCH

JANUARY 20 (MONDAY) DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)
JANUARY 21 START DATE
JANUARY 21-FEBRUARY 1 EXTENDED ENROLLMENT AND CHANGE PERIOD
JANUARY 24 (FRIDAY) CLASSES. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY (PONCE CENTER)
JANUARY 29 (WEDNESDAY) LAST DAY FOR REMOVAL OF INCOMPLETES
JANUARY 30 GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH GRADUATION CEREMONY JANUARY 30)
JANUARY 31 CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)
FEBRUARY 6 (THURSDAY) PARTIAL EVALUATIONS
FEBRUARY 1 (SATURDAY) CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE (YAUCO CENTER)
FEBRUARY 7 (FRIDAY) CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 14 (FRIDAY) CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
FEBRUARY 17 (MONDAY) GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY. HOLIDAY (CLASSES - YAUCO AND PONCE DUE TO EARTHQUAKE REPLACEMENT PLAN)
FEBRUARY 21 (FRIDAY) CLASSES, GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY. HOLIDAY
FEBRUARY 28 (FRIDAY) CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.
MARCH 2 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
MARCH 3, 4, 5 FINAL EXAMS
MARCH 5 END OF TERM
MARCH 6 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

MARCH – MAY – AMENDED DUE TO COVID 19

MARCH 9 START DATE
MARCH 9-28 EXTENDED ENROLLMENT AND CHANGE PERIOD
MARCH 11 (TUESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
MARCH 16-22 BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE GOVERNOR
MARCH 23 (MONDAY) ABOLITION OF SLAVERY DAY - (CLASSES)
MARCH 27 (FRIDAY) LAST DAY FOR INCOMPLETES GRADE REMOVAL
MARCH 27 (FRIDAY) CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 3 (FRIDAY) CLASSES. SUBSTITUTION FOR ACADEMIC BREAK
APRIL 8 (WEDNESDAY) PARTIAL EVALUATIONS
APRIL 10 (FRIDAY) GOOD FRIDAY (NO CLASSES)
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**ACADEMIC CALENDAR TERM: MAY - AUGUST 2020**

**TECHNICAL PROGRAMS**

**MAY - JUNE**

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<td>JUNE 16</td>
<td>REQUEST FOR EXTENSION OF THE RETAKE PERIOD OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM MARCH TO MAY TERM</td>
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**JUNE - AUGUST**

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AUGUST 24 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
AUGUST 25, 26, 27 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
AUGUST 27  END OF TERM
AUGUST 28 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: AUGUST-DECEMBER 2020
TECHNICAL PROGRAMS

AUGUST – OCTOBER

AUGUST 31 (MONDAY)  START DATE
AUGUST 31 – SEPTEMBER 12  EXTENDED ENROLLMENT AND CHANGE PERIOD
SEPTEMBER 2 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
SEPTEMBER 7 (MONDAY)  LABOR DAY – HOLIDAY (NO CLASSES)
SEPTEMBER 11 (FRIDAY)  CLASSES. SUBSTITUTION FOR LABOR DAY
SEPTEMBER 11 (FRIDAY)  LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
SEPTEMBER 17 (THURSDAY)  CONSTITUTION DAY (ACTIVITY – CLASSES)
SEPTEMBER 24 (THURSDAY)  PARTIAL EVALUATIONS
OCTOBER 12 (MONDAY)  COLUMBUS DAY – HOLIDAY (NO CLASSES)
OCTOBER 14 (WEDNESDAY) LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)
OCTOBER 16 (FRIDAY)  CLASSES. SUBSTITUTION FOR COLUMBUS DAY
OCTOBER 19 (MONDAY)  DEADLINE FOR RETAKE AND MID-TERM EXAMS
OCTOBER 20, 21, 22 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
OCTOBER 22 (THURSDAY)  END OF TERM
OCTOBER 23 (FRIDAY)  DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

OCTOBER – DECEMBER

OCTOBER 26  START DATE
OCTOBER 26 – NOVEMBER 7  EXTENDED ENROLLMENT AND CHANGE PERIOD
OCTOBER 28 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
NOVEMBER 3 (TUESDAY)  ELECTION DAY IN PR (NO CLASSES)
NOVEMBER 6 (FRIDAY)  CLASSES. SUBSTITUTION FOR ELECTION DAY IN PR
NOVEMBER 9 (MONDAY)  LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
NOVEMBER 11 (WEDNESDAY) VETERANS DAY – HOLIDAY (NO CLASSES)
NOVEMBER 13 (FRIDAY)  CLASSES. SUBSTITUTION FOR VETERANS DAY
NOVEMBER 19 (THURSDAY)  DISCOVERY OF PR DAY – HOLIDAY (NO CLASSES)
NOVEMBER 20 (FRIDAY)  CLASSES. SUBSTITUTION FOR DISCOVERY OF PR DAY
PARTIAL EVALUATION
NOVEMBER 26-29 THANKSGIVING BREAK
DECEMBER 4  CLASSES. SUBSTITUTION FOR THANKSGIVING EVE DAY
DECEMBER 14 (MONDAY)  DEADLINE FOR RETAKE AND MID-TERM EXAMS

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LAST DAY FOR INCOMPLETES GRADE REMOVAL (EXTERNSHIP COURSES)

DECEMBER 15, 16, 17
FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE

DECEMBER 17 (THURSDAY)
END OF TERM

DECEMBER 18 (FRIDAY)
DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: JANUARY - MAY 2020
ASSOCIATE DEGREES
AMENDED DUE TO EARTHQUAKE AND CORONAVIRUS EMERGENCY (COVID-19)
REVISED 6-25-2020

JANUARY - MAY

JANUARY 15
START DATE

JANUARY 15-28
EXTENDED ENROLLMENT AND CHANGE PERIOD

JANUARY 17 (FRIDAY)
LAST DAY TO REQUEST CHANGE OF GRADES

JANUARY 20 (MONDAY)
DR. MARTIN LUTHER KING, JR. DAY - HOLIDAY (NO CLASSES)

JANUARY 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR DR. MARTIN LUTHER KING, JR. DAY
LAST DAY FOR REMOVAL OF INCOMPLETES

JANUARY 30
GRADUATION CEREMONY (NO CLASSES FOR LOCATIONS WITH GRADUATION CEREMONY JANUARY 30)

JANUARY 31
CLASSES. SUBSTITUTION FOR JANUARY 30 (LOCATIONS THAT HELD GRADUATION CEREMONY)

FEBRUARY 7 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.

FEBRUARY 14 (FRIDAY)
CLASSES. SUBSTITUTION FOR EXTENSION OF START DATE.

FEBRUARY 17 (MONDAY)
GEORGE WASHINGTON DAY, PRESIDENT'S AND DISTINGUISHED WOMEN AND MEN OF PR DAY, HOLIDAY (NO CLASSES)

FEBRUARY 21
CLASSES. SUBSTITUTION FOR GEORGE WASHINGTON DAY, PRESIDENT’S AND DISTINGUISHED WOMEN AND MEN OF PR DAY, HOLIDAY

MARCH 5
PARTIAL EVALUATIONS

MARCH 16-22
BREAK DUE TO EXECUTIVE ORDER OE-2020-023, SIGNED BY THE GOVERNOR

MARCH 23 (MONDAY)
ABOLITION OF SLAVERY DAY - (CLASSES)

MARCH 27 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 3 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 10 (FRIDAY)
GOOD FRIDAY (NO CLASSES)

APRIL 17 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 24 (FRIDAY)
CLASSES. SUBSTITUTION FOR ACADEMIC BREAK

APRIL 27 (MONDAY)
DEADLINE FOR RETAKE AND MID-TERM EXAMS

APRIL 28, 29, 30
FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE

APRIL 30
END OF TERM
January - May

January 20 (Monday)  Dr. Martin Luther King, Jr. Day - Holiday (No Classes)
January 21 (Tuesday)  Start Date
January 21 - 30     Extended Enrollment and Change Period
January 24 (Friday)  Classes. Substitution for Extension of Start Date.
January 29 (Wednesday)  Last Day to Request Change of Grades
                           Last Day for Removal of Incompletes
January 30 (Thursday)  Graduation Ceremony (No Classes for Locations with
                           Graduation Ceremony January 30)
January 31 (Friday)    Classes. Substitution for January 30 (Locations That Held
                           Graduation Ceremony)
February 7 (Friday)    Classes. Substitution for Extension of Start Date.
February 14 (Friday)   Classes. Substitution for Extension of Start Date.
February 17 (Monday)   George Washington Day, President's and Distinguished
                           Women and Men of PR Day. Holiday (No Classes)
February 21 (Friday)   Classes. Substitution for George Washington Day, President's
                           and Distinguished Women and Men of PR Day, Holiday
February 21 (Friday)   Classes. Substitution for Extension of Start Date.
February 28 (Friday)   Classes. Substitution for Extension of Start Date.
March 5                Partial Evaluations
March 16-22            Break Due to Executive Order OE-2020-023, Signed by the
                        Governor
March 23 (Monday)      Abolition of Slavery Day - (Classes)
March 27 (Friday)      Classes. Substitution for Academic Break
April 3 (Friday)       Classes. Substitution for Academic Break
April 10 (Friday)      Good Friday (No Classes)
April 17 (Friday)      Classes. Substitution for Academic Break
April 24 (Friday)      Classes. Substitution for Academic Break
April 27 (Monday)      Deadline for Retake and Mid-Term Exams
April 28, 29, 30       Final Exams and Application for Provisional Incomplete
                        Grade
April 30               End of Term
May 1 (Friday)         Deadline for Faculty to Enter Grades in the Portal
ACADEMIC CALENDAR TERM: MAY – AUGUSTS 2020
ASSOCIATE DEGREES
AMENDED DUE TO CORONAVIRUS EMERGENCY (COVID-19)
REVISED 6-25-2020

MAY - AUGUST

MAY 4 START DATE
MAYO 4-16 EXTENDED ENROLLMENT AND CHANGE PERIOD
MAY 6 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
MAY 15 (FRIDAY) LAST DAY FOR INCOMPLETE GRADES REMOVAL (THEORY AND LAB COURSES)
MAY 25 (MONDAY) MEMORIAL DAY – HOLIDAY (NO CLASSES)
JUNE 1 – 13 REPLACEMENT OF LABORATORIES AND PRACTICE HOURS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM JANUARY TO MAY TERM
JUNE 15 – 16 FINAL EXAMS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM JANUARY TO MAY TERM
JUNE 16 (TUESDAY) REQUEST FOR EXTENSION OF THE RETAKE PERIOD OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM MARCH TO MAY TERM
JUNE 17 LAST DAY FOR INCOMPLETE GRADES REMOVAL (EXTERNSHIP COURSES)
JUNE 25 PARTIAL EVALUATIONS
JUNE 27 – JULY 1 REPLACEMENT OF LABORATORIES AND PRACTICE HOURS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM MARCH TO MAY TERM
JULY 2-3 PARTIAL EVALUATION OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM JANUARY TO MAY TERM
JULY 10 (FRIDAY) LAST DAY OF EXTENSION AND FINAL SUBMISSION OF GRADES FOR REPLACEMENT OF LABS AND PRACTICE HOURS OF COURSES SUSPENDED DUE TO COVID-19 PANDEMIC FROM MARCH TO MAY TERM
JULY 25 – AUGUST 2 SUMMER BREAK
AUGUST 24 (MONDAY) DEADLINE FOR RETAKE AND MID-TERM EXAMS
AUGUST 25, 26, 27 FINAL EXAMS AND APPLICATION FOR PROVISIONAL INCOMPLETE GRADE
AUGUST 27 (THURSDAY) END OF TERM
AUGUST 28 (FRIDAY) DEADLINE FOR FACULTY TO ENTER GRADES IN THE PORTAL

ACADEMIC CALENDAR TERM: AUGUST - DECEMBER 2020
ASSOCIATE DEGREES
REVISED 6-25-2020

AUGUST – DECEMBER

AUGUST 31 (MONDAY) START DATE
AUGUST 31 – SEPTEMBER 12 EXTENDED ENROLLMENT AND CHANGE PERIOD
SEPTEMBER 2 (WEDNESDAY) LAST DAY TO REQUEST CHANGE OF GRADES
SEPTEMBER 7 (MONDAY) LABOR DAY – HOLIDAY (NO CLASSES)
SEPTEMBER 11 (FRIDAY) CLASSES. SUBSTITUTION FOR LABOR DAY
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**ACADEMIC CALENDAR TERM: MAY-AUGUST 2020**

**TECHNICAL PROGRAMS**

**CORONAVIRUS (COVID-19) EMERGENCY**

**REVISES 6-25-2020**

**MAY - JUNE**

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**ACADEMIC CALENDAR TERM: AUGUST- DECEMBER 2020**  
**TECHNICAL PROGRAMS**  
**REVISED 6-25-2020**

**AUGUST – OCTOBER**

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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 August 1, 2020.

Mr. Michael Bannett
President

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