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**NUC UNIVERSITY – IBC TECHNICAL DIVISION**

# **General Catalog**

## **2022-2023**

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

## NOTICE OF NONDISCRIMINATION

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

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

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# GENERAL INFORMATION

## HISTORICAL BACKGROUND

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

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

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

NUC University is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor's degree programs in Education, Nursing, Business and Office Systems, among others. The Institution also offers diploma programs in various fields and several Master's Degree Programs. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. It began its educational programs in Bayamón in July 1982. In 1984 it opened the Arecibo Branch Campus in Arecibo, Puerto Rico, and in 2003 the Río Grande Branch Campus in Río Grande, Puerto Rico. In September 2007 NUC opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico. In July 10, 2009 it was converted to the Ponce Branch Campus. In January 2011, NUC opened an additional location in Caguas, Puerto Rico. In June 2014, it was reclassified to the Caguas Branch Campus. In March of 2017, it opened the Mayagüez Campus in Mayagüez, PR. In February 2018, NUC acquired NUC University – IBC Technical Division (NUC-IBC), NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School). In March 2023, NUC was purchased by Renovus Holdings I, LLC, an affiliate of Renovus Capital Partners. Renovus also owns Columbia Central University and the two institutions plan to merge in Fall 2023, after which they will operate under the NUC name and institutional structure.

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 individuals from all backgrounds into enterprising professionals, successful in their field of study and employment, proud to belong to NUC and who contribute to their communities.

### INSTITUTIONAL PRIORITIES

1. **Academic Quality** – Affirm the importance of academic quality through systematic assessment and the continuous improvement of the institution’s academic offerings. Also, provide academic offerings based on learning outcomes and personal values directly tied to the labor market. Student services complement the learning process and contribute to the development of student’s experiences. NUC’s focus on service demonstrates its commitment to quality student services that support the teaching-learning process and foster educational excellence.
2. **Centers of Excellence** – Elevate certain areas of study such as Healthcare, Business, and Construction Trade to Center of Excellence status.
3. **Service, Development and Student Experience** – Provide a college experience centered on student experiences, development and services that prepare graduates to lead and excel in the local or global geographic area where they decide to live.
4. **Organizational Structure and Culture** – In strategic partnership and collaboration with business leaders, provide management, development and implement programs that contribute to achieving business and employee goals with integrity, professionalism, compliance, communication and trust.
5. **Brand Strengthening and Positioning** – NUC will be recognized as a university that puts the student first and that is the institution of choice for Puerto Rico and Florida populations and underserved communities in the United States looking for quality degrees highly valued by employers, in English, Spanish, or bilingual, through a flexible mix of classes online, hybrid and on-ground and with programs that focus on developing the skills necessary to be successful in the job market.
6. **Financial Strength** – Achieve administrative capability and successfully conduct the institution’s financial operations.

## GOVERNANCE

The governance of NUC University is carried out by a Board of Directors and a Board of Trustees. The Board of Trustees has 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)

|                     |          |
|---------------------|----------|
| Atif Gilani .....   | Director |
| Brad Whitman .....  | Director |
| Ruchi Hazaray ..... | Director |

### Board of Trustees (Institutional Board)

|                             |                   |
|-----------------------------|-------------------|
| Alberto Estrella, Esq. .... | Chairperson       |
| Ruchi Hazaray .....         | Vice-Chairperson  |
| Sara Salva .....            | Secretary         |
| Owen Wing .....             | Member            |
| Francisco Bartholomei ..... | Member            |
| Vicente Feliciano .....     | Member            |
| Marcos Vidal .....          | Member            |
| Michael Bannett .....       | Non-Voting Member |
| José Córdova .....          | Non-Voting Member |

## **CORPORATE LEVEL ADMINISTRATIVE OFFICERS**

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

## **EXECUTIVE DIRECTORS**

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

**DIRECTORY OF LOCATIONS**  
**NUC UNIVERSITY CORPORATE OFFICE**  
**61 Ponce de León Ave.San Juan, Puerto Rico 00917**  
**Telephone: 787-982-3000 – Fax: 787-982-3075**  
**<http://tecnicos.nuc.edu/>**

**AGUADILLA**

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

**ARECIBO**

Avenida Víctor Rojas, Esquina Calle Cervantes, Barrio Pueblo, Arecibo, Puerto Rico 00612-0000  
Tel: 787-880-4019, Fax: 787-880-3956, [ibcarecibo@ibancapr.com](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:ibcloscolobos@ibancapr.com)

**MANATÍ**

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

**YAUCO** - Yauco Plaza Shopping Center 1, Local 49, Yauco, Puerto Rico 00698-0000

Tel: 787-992-0237, Fax: 787-992-0240

## **ACADEMIC FACILITIES DESCRIPTION**

### **AGUADILLA**

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

### **ARECIBO**

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

### **BAYAMÓN**

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

### **CAGUAS**

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

### **FAJARDO**

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

### **GUAYAMA**

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

### **LOS COLOBOS**

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

### **MANATÍ**

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

### **MAYAGÜEZ**

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

### **MOCA**

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

### **SAN JUAN (ESCORIAL)**

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

### **PONCE**

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

### **YAUCO**

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

## LICENSES, ACCREDITATIONS, AFILIATIONS, APPROVALS AND EXAMINATION BOARDS

### Licenses and/or Authorizations of the Commonwealth of Puerto Rico

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

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

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

Calle San José, San Juan, Puerto Rico 00901

### Accreditations

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

### Programmatic Accreditation

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

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

### Affiliations

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



- Violencia (CRUSADA)
- Cámara de Comercio de Puerto Rico
- Asociación de Industriales
- Asociación de Restaurantes de Puerto Rico (ASORE)

#### ***Approvals***

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

#### **Examination Boards**

##### *Technical*

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

##### *Health*

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

#### **Continuing Education**

For continuing education, courses please visit [nuc.edu/educacion-continua/](http://nuc.edu/educacion-continua/).

# STUDENT SERVICES

## ADMISSIONS

The Admissions Office accepts applications from prospects interested in being admitted to our Institution during the entire year. Likewise, Admissions representatives will direct all prospective eligible Military Service members to speak with their Educational Service Officer or Counselor within their Military Service prior to enrolling.

## ADMISSIONS POLICY

### General Admission Requirements

#### *Undergraduate Requirements*

To be admitted as a regular undergraduate student at NUC University, each applicant must meet the following requirements and provide the following documents:

1. Complete and sign the admissions application and enrollment agreement.
2. Be a high school graduate or have a recognized equivalent preparation:
  - a. High school completion must be verified by submitting the high school transcript or diploma.

High school diplomas and/or transcripts submitted by prospective students are individually reviewed pursuant to the policy titled “Validity of High School Completion.” Per this policy, NUC University will collect the proof of high school graduation provided by the prospective student, confirm whether the issuing high school has already been determined valid or invalid, where appropriate conduct additional review of high school validity, and determine whether the diploma appears to contain any irregularities.

A student’s self-certification of high school graduation is not sufficient to validate a questionable high school credential. A student who cannot provide a high school transcript or a copy of his/her diploma because the high school the student attended closed may be permitted to provide a signed affidavit of high school completion. Such exceptions are only allowed in the most exceptional cases and must be reviewed and approved by the Admissions Committee.

NUC University verifies high school graduation documents in the admission process for students from accelerated schools in Puerto Rico. This policy applies to all incoming students who earned their high school diploma from an accelerated high school and do not provide documentation of an otherwise recognized equivalent to a high school diploma. The student must present the final high school transcript for the accelerated high school, complete the current Accelerated High School Information Form, and comply with the established criteria in it. The admission office will: 1) confirm the accelerated school maintains a license/registration with the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency); 2) confirm the year the accelerated school diploma was awarded; and 3) based on the information reasonably available to NUC, determine whether the student completed their studies according to the applicable requirements according to the Board of Postsecondary Institutions (or the appropriate predecessor or successor agency).

- b. Documentation of successful completion of the general education development (GED) or other state sanctioned test or high school equivalency certificate is accepted as equivalent to high school completion.
- c. If the student is transferring from another post-secondary institution, an official college transcript documenting successful completion of 1) an associate's degree, 2) at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution, or 3) at least 60 semester or trimester credit hours or 72 quarter credit hours in a bachelor's degree program, including credit hours transferred into the bachelor's degree program.
- d. Documentation of completion of home schooling at the secondary school level. Home schooled students must present a notarized Home-Schooled Student Certification and High School Transcript with courses, and grades. In the event this is not available, students should present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.
- e. Students who have graduated from a high school located in a foreign country (*outside the United States and its territories*) must submit evidence of their academic credentials validated by the Puerto Rico or Florida Department of Education, as applicable, or a NACES or AICE member agency.
- f. Students who were enrolled in an eligible program of study prior to July 1, 2012 may establish Title IV eligibility by passing an Ability to Benefit (ATB) test in Spanish or English (depending on the applicant's native language). If an applicant passed a Spanish language test (not rejected by the U.S. Department of Education) prior to November 1, 2015 and meets the other conditions described in this section, he/she may provide the test results. For tests administered on or after November 1, 2015, applicants for whom Spanish is their native language are required to have passed a Spanish language ATB test approved by the U.S. Department of Education. NUC confirms if an applicant may establish Title IV eligibility by reviewing in NSLDS whether the applicant previously received Title IV funds and/or by requiring the applicant to provide a transcript or other receipt that demonstrates enrollment in an eligible program. Eligible applicants are identified as follows:
  - the student attended an eligible program at any Title IV eligible institution prior to July 1, 2012 and attendance can be documented from NSLDS, or
  - the student, prior to July 1, 2012, officially registered at a Title IV eligible institution, and the student was scheduled to attend an eligible program.

Alternatively, the student was enrolled in a program of study prior to July 1, 2012 and completed at least six credit hours (or 225 clock hours) that are applicable toward a degree or certificate offered by NUC University.

3. They must submit the results of the College Entrance Examination Board test, SAT, or otherwise, take the Admission Test offered by NUC University. This requirement does not apply to students in the diploma programs, Associate Degrees in Gastronomy and Culinary Management and Emergency Medical Technician-Paramedic and to transfer students. It also does not apply to students enrolled at NUC-Florida Technical College.
4. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department. This requirement will not apply to students residing outside Puerto Rico.

5. Student must have earned a minimum grade point average (GPA) and any additional program requirements indicated in the Admission and Transfer Requirements Table for Undergraduate Programs, if applicable to the selected program of study. Students who do not have a high school grade point average must be evaluated by the Admission's Committee.
6. For programs in which there is an internship/practicum component or in which there is a requirement to be examined by an examining body, the prospect must be 18 years of age or older by the time the requirement applies. Students must also present a criminal record certificate issued by the Puerto Rico Police and a Health Certificate from the Department of Health. Additional requirements may apply; please see program-specific descriptions and materials for other programs with an internship/practicum or examination requirement.
7. If the candidate is under 18 years of age, he/she must complete orientation and complete the Acknowledgement of Receipt of Orientation for Students under 18 years of age. The institution is not responsible for the student not being able to complete the internship/practicum or apply for/complete the relevant examining body's exam for not complying with any of the requirements.

### **ADMISSION'S COMMITTEE**

For all undergraduate, programs, except for the Physical Therapist Assistant and Nursing programs, candidates with special qualifications who do not meet the GPA but meet all other admissions requirements may be evaluated by an Admission's Committee. This committee decides which of these candidates are admitted. The Admission's Committee will evaluate the candidates that did not obtain the minimum admission index. Such evaluation may be done at the request of the student or upon the recommendation of the Admissions Office. The committee will consider the following factors:

- Be 21 years of age or older
- Have work experience
- Be head of the family
- Have special studies (continuing education) after high school
- Demonstrate special interest during the interview
- Present a recommendation letter from the high school counselor.

If in the opinion of the Committee, the candidate meets two or more of the above criteria, the student will qualify to be evaluated for admission as a regular student. The Committee may also recommend for those students admitted a limited course load, closer or more frequent follow-up and even special monitoring. In the case of Nursing, students must be interviewed by the Nursing Program Lead Director of their campus.

### **TRANSFER STUDENTS**

Transfer students must present an official transcript of credits from their prior post-secondary institution(s).

- a. If the transcript is from a foreign university, the student will be responsible for having the document translated into English by a certified translator and evaluated by a certified foreign credential examiner who is a member of the National Association of Credential Evaluation Services. Certified documents should be sent to the Dean of Academic Affairs at the NUC University component to which the student is applying.
- b. If the student has successfully completed an associate's degree or higher or at least 60 semester or trimester credit hours or 72 quarter credit hours as demonstrated by his/her official transcripts, evidence of high school completion is not required. Otherwise, the student must submit documentation of high school completion or a recognized equivalent as described in section 4.1. For transfer credit please refer to the Transfer Credits Policy.

**ADDITIONAL ADMISSION REQUIREMENTS FOR CERTAIN PROGRAMS**

**DIPLOMA PROGRAMS**

| <b>PROGRAM</b>                   | <b>Minimum High School GPA</b> | <b>Transfer Students - GPA at Prior Postsecondary Institution</b> | <b>Additional Requirements</b>   |
|----------------------------------|--------------------------------|---|--|
| Advanced Hair Styling and Design | N/A                            | N/A   | <ol style="list-style-type: none"> <li>1. Copy of diploma or transcript of credits in Cosmetology or Barbering and Styling programs from NUC University - IBC Technical Division or from any other educational institution at the post-secondary technical level appropriately accredited.</li> <li>2. Copy of diploma or transcript of credits of graduation from a Cosmetology or Barbering program of vocational level (secondary or post-secondary) from a vocational high school attached to the Department of Education of Puerto Rico; or who has a Professional License of Beauty Specialist or Barber Stylist.</li> <li>3. Students who have graduated from short courses or Continuing Education courses of less than 360 hours are not eligible for admission to this program.</li> </ol> |
| Master In Barbering              | N/A                            | N/A   | <ol style="list-style-type: none"> <li>1. Copy of diploma or transcript of credit from a Barbering and Styling program from NUC University - IBC Technical Division or from any other duly accredited post-secondary technical educational institution, or who holds a Barber and Stylist license in Puerto Rico.</li> <li>2. In the case of students graduated from a vocational high school attached to the PR Department of Education, a copy of diploma or transcript of credits from a vocational (high school) Barbering program is required.</li> </ol>   |

| <b>PROGRAM</b>      | <b>Minimum High School GPA</b> | <b>Transfer Students - GPA at Prior Postsecondary Institution</b> | <b>Additional Requirements</b>   |
|---------------------|--------------------------------|---|--|
| Mixology/Bartending | N/A                            | N/A   | 3. Must be 18 years of age when applying for admission.                    |
| Preschool Assistant | N/A                            | N/A   | 4. The student must complete the Criminal History Certification (Act 300). |

### ASSOCIATE DEGREE PROGRAMS

| <b>PROGRAM</b>   | <b>Minimum High School GPA</b>   | <b>Transfer Students - GPA at Prior Postsecondary Institution</b> | <b>Other Requirements</b>  |
|--|--|---|--|
| Associate Degree in Nursing  | GPA 2.00   | GPA 2.00  | 1. Read and sign the Special Requirements Orientation Certification  |
| Associate Degree Pharmacy Technician   | GPA 2.00   | GPA 2.00  | 1. Read and sign the Special Requirements Orientation Certification  |
| Associate's Degree in Physical Therapist Assistant                                 | GPA 2.00   | GPA 2.00  | 1. Read and sign the Special Requirements Orientation Certification  |
| Associate Degree in Pharmacy Technician & Dental Assistant with Expanded Functions | GPA 2.00   | GPA 2.00  | 1. Read and sign the Special Requirements Orientation Certification  |
| Associate Degree in Gastronomy and Culinary Management                             | GPA 2.00 - if the student does not meet the required GPA please refer to item (1) one of the other requirements. | GPA 2.00  | <ol style="list-style-type: none"> <li>1. Students with a GPA that is less than 2.00 points or that does not have a grade point average may be admitted if: <ol style="list-style-type: none"> <li>a. The GPA was affected by having obtained a "D" grade in Spanish, Math or English, or</li> <li>b. The student presents a College Board Examination result showing that at least a total of 400 points were obtained, or</li> <li>c. The student completes an admission test and obtain a minimum of 70%</li> </ol> </li> <li>2. Read and sign the Special Requirements Orientation Certification.</li> </ol> |

| <b>PROGRAM</b>                        | <b>Minimum High School GPA</b> | <b>Transfer Students - GPA at Prior Postsecondary Institution</b> | <b>Other Requirements</b>   |
|---------------------------------------|--------------------------------|---|---|
|                                       |                                |   | 3. Certificate of criminal record issued by the Police of PR.<br>4. Certificate from the Health Department. |
| All Other Associate's Degree Programs | GPA 1.76                       | GPA 2.00  | 1. Read and sign the Special Requirements Orientation Certification   |

The graduates of Allied Health programs are reminded that they are required by law to complete an examination offered by the Examining Boards that oversee these professions in order to obtain their licenses. A certificate of good conduct is required in some Allied Health programs. Minimum age requirements may also apply to begin practice in some programs.

#### **EXTERNSHIP/PRACTICUM REQUIREMENTS**

Once officially enrolled, documents listed below must be completed at least two weeks before students are scheduled to start their practical experience (e.g., Externship, Internship or other Clinical/Practical Experience). Failure to do so could result in suspension of the practical experience. Students should also review program-specific publications for any additional requirements. Also, practical experience providers/centers may apply additional requirements.

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 proof of immunity from the laboratory (applicable only for hospitals and direct care centers)
5. Negative Penal Record Certificate (If requested by the practice center).
6. Some practice centers have established the policy of requiring drug 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 orientation (and other related requirements if imposed by the practice center)
11. Abuse and Neglect Certificate (applicable to certain programs)
12. Evidence of Influenza vaccination for the programs EMGA and EMER.
13. Negative 266 Law (not be a convicted sexual offender).
14. Law 300- Law of Sexual Offenders. The student must present a Criminal History Certification related to the Law of Sexual Offenders; this will only to those cases in which the practice centers require it.
15. Nose and throat cultures (when applicable).
16. Other requirements may be needed according to the practice center. These documents presented by the students will be shared with the practice center designated officer.

**NOTIFICATION OF ADMISSION**

All applicants will be informed in a timely manner about the institution's decision regarding their admission to the university, through a letter from the Admissions Office.

Acceptance to the university and an educational program does not authorize the applicant to begin classes unless all required documentation has been submitted or an extension has been granted to submit the documents.

**OTHER CONDITIONS FOR ADMISSION**

A student who does not have an application accompanied by all the required documents will have a period of 30 days after classes begin to submit the missing documents. The Recruitment and Admissions Officer will notify the student of the documentation that is needed to complete their file and the deadline for its delivery. Such a student is considered to be conditionally admitted and financial aid will not be disbursed to the student until all admission requirements have been satisfied.

If the student does not deliver the required documentation in the specified period, the enrollment will be canceled, and the student will be dropped from the University.



## 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](http://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/](http://tecnicos.nuc.edu/servicios/asistencia-economica/).

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

## CANCELLATION AND REFUND POLICY

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

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

## INSTITUTIONAL REFUND POLICY

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

### Enrollment Cancellations

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

### Add/Drop Period

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

### Never Attended (No Show)

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

### Withdrawals

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

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

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

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

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

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

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

### **ADD/DROP PERIOD POLICY**

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

The general established process will be that, the student:

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

### **TITLE IV REFUND POLICY**

NUC University (NUC), 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 a student has earned if he/she decides to withdraw from the institution or otherwise ceases attendance prior to the end of a payment period. A student is not considered withdrawn if any of the following applies:

- (1) the student completes the requirements for graduation before completing the payment period (applicable only to graduation from the student's program of enrollment as of that payment period);
- (2) If the student is enrolled in a program comprised of modules<sup>i</sup> and any of the following applies:
  - a) The institution obtains written confirmation that the student will attend a later module in the same payment period or period of enrollment that begins no later than 45 calendar days after the end of the module the student ceased attending. (If the student is enrolled in any full-term courses during the payment period the 45-day timeline does not apply, but the student must confirm in writing that they will be returning to a module that begins later in the payment period);
  - b) The student successfully completes (earns at least one passing grade per module in) one or more modules that, together, comprise at least 49% of the days in the payment period (*excluding scheduled breaks of five (5) consecutive days or more, and all days between modules, if applicable*); or
  - c) The student successfully completes (earns a passing grade in) coursework equal to or greater than the coursework required for half-time enrollment.

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

Although Title IV aid may be credited to the student's account at the beginning of each payment period, the student earns the funds as they complete the payment period. If a student withdraws before completing the payment period, the amount of Title IV program assistance the student earned up to that point is determined on a pro rata basis. If the student received (*this includes amounts received on your behalf by the institution, or your parent*) less assistance than the amount earned, he/she may be able to receive those additional funds as a post-withdrawal disbursement. If, however, the student received more assistance than he/she earned, the institution and/or the student will have to repay the excess.

For example, if a student completes 20% of the payment period (term), he/she will have earned 20% of the Title IV assistance he/she was originally scheduled to receive. Once a student completes more than 60% of the payment period, he/she will have earned all the assistance that he/she was scheduled to receive for that payment period. The percentage completed in the payment period is calculated by dividing the calendar days the student completed in the payment period (term) (*as of student's Last Day of Attendance*) by the total calendar days in the payment period (term) that the student was scheduled to attend (*excluding, if applicable, any scheduled break of 5 consecutive days or more*). For students withdrawing from a program offered in modules, the number of days the student is scheduled to attend in the payment period (term) is determined as follows:

- If eligible for Pell Grant, Iraq-Afghanistan Service Grant during the payment period (term) - days in modules in which the student actually began attendance, or
- If eligible for Direct Loan or FSEOG funds during the payment period (term) (*regardless of eligibility for other Title IV programs*) - days in modules the student was enrolled in on the first day of the period or enrolled in at any time during the period.

The date of determination refers to the date NUC determined that a student ceased attendance. NUC routinely monitors attendance records and determines if a student ceased attending within 14 days of his/her last day of attendance.

If the student did not receive all the funds earned, he/she may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution will contact the student to request written authorization before disbursing the funds. At that point, the student will be provided with the option to accept or decline some or all of the loan funds. The institution will provide written notification to the student (or parent) of his/her eligibility for a post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrew. The student will be allowed at least 14 days to provide written confirmation of their decision. Before accepting loan funds, students should consider that they must pay back the loan funds with interest.

The institution will automatically credit the student's account with any post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will also automatically credit the student's account with the post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to withdrawal, the student provided authorization. The institution will disburse the post-withdrawal disbursement of grant funds in excess of outstanding current charges and other institutional charges (if authorized by the student) to the student within 45 days of the date of determination that the student withdrew.

All post-withdrawal disbursements of loan and grant funds must be disbursed within 180 days of the date of determination that the student withdrew.

It is important to understand that due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that a student was scheduled to receive prior to withdrawal. For example, the institution cannot make a post-withdrawal disbursement of loan funds to a first-time, first-year undergraduate student who withdrew prior to completing the first 30 days of the payment period. We encourage students to contact the Student Accounts Office with any questions.

If the student 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 funds equal to the lesser of student's institutional charges multiplied by the unearned percentage of student's funds, or the entire amount of excess funds. The institution must return any portion of unearned funds for which it is responsible as soon as possible but no later than 45 days after the date of determination that the student withdrew. The institution will return Title IV funds for which it is responsible, in the following order:

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

If the institution is not required to return all of the excess funds, the student must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance they received or were scheduled to receive. The student portion of grants will not be returned if the grant overpayment is \$50 or less. Any amount that students have to return is called an overpayment. Students are required to make arrangements with the institution or the U.S. Department of Education to return the unearned grant funds. If a grant overpayment results from the calculation, the institution will notify the student within 30 days of the date of determination that the student withdrew or otherwise ceased attendance to coordinate arrangements to return the unearned grant funds. Students will have 45 days to make repayment arrangements with the institution from the date of the institution's notice of overpayment. Failure to make satisfactory repayment arrangements for the student portion of unearned grant funds may result in the student losing eligibility for Title IV funds.

Any loans the student, or his/her parent, received in excess of loan funds earned that are the student's or parent's responsibility to return per the calculation must be repaid in accordance with the terms of the promissory note. That is, the borrower makes scheduled payments to the holder of the loan (the Department of Education) over a period of time. The loan amounts received must be repaid in full with applicable interest even if student did not complete the program, is unable to obtain employment after completing the program, or is dissatisfied. To obtain detailed information about the federal loan types and amounts received for each academic year and the servicer contact information for each loan, the borrower may access their account at [studentaid.gov](http://studentaid.gov). The borrower may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when a student withdraws are separate from the institutional refund policy. If a student ceases attending, the Title IV funds that previously paid or were anticipated to pay the student's balance due to NUC may be reduced resulting in the student owing a balance to NUC. NUC will seek payment from the student for any balance due on the student's account due to the return of funds to the U.S. Department of Education. The Institutional Refund Policy is published in the institutional catalog. Students can also request a copy of this policy at the Student Accounts Office.

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

**MODIFICATIONS:** This policy may be modified by new regulations or guidance issued by the U.S. Department of Education, or as otherwise deemed appropriate. In that case, NUC will update the relevant publications. We encourage the student to consult the newsletters, catalogs, offices, or other means of the University concerning new policies to be issued, if applicable.

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

## **DEFINITION OF ACADEMIC YEAR OF FINANCIAL AID**

### **PROGRAMS LEADING TO ASSOCIATE'S DEGREE**

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

### **PROGRAMS LEADING TO DIPLOMA**

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

## **INSTITUTIONAL GRANTS**

This policy applies to all students who enroll at any NUC University location in Puerto Rico and meet the eligibility criteria of the grant for which they are applying. Students may participate in any of these grants, regardless of whether they receive other (non-institutional) financial aid, as long as they comply with the requirements established in this policy.

Students applying for any financial aid administered by NUC University are required to report any additional external financial aid they expect to receive to fund their studies (Veterans, Vocational Rehabilitation, AmeriCorps, etc.).

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

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

**Institutional Grant: High School Senior**

The High School Senior grant awards \$200.00 to students enrolled in programs leading to a diploma and \$300.00 to students enrolled in programs leading to an associate or bachelor's degree. The grant is applicable to the first term of study. An additional \$200.00 will be awarded to students who demonstrates evidence of having completed high school with a cumulative GPA of 3.2 or higher.

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

1. Have completed high school in the year he/she was admitted to NUC University,
2. Complete the Institutional Grant Application before the end of their first academic term,
3. Be a resident of Puerto Rico,
4. Maintain satisfactory academic progress,
5. Complete all courses enrolled in the first term of studies.

**Institutional Grant: Healthcare Heroes**

The Healthcare Heroes grant awards \$200.00 to students enrolled in programs leading to a diploma and \$300 to students enrolled in programs leading to an associate, bachelor's or master's degree. The grant is applicable to the first term of study. An additional \$200.00 will be awarded to students who have an Expected Family Contribution (EFC) of \$0 and are ineligible for the maximum Federal Pell Grant amount.

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

1. Enroll in one of the health-related programs,
2. Complete the Institutional Grant Application before the end of their first academic term,
3. Be a resident of Puerto Rico,
4. Maintain satisfactory academic progress,
5. Complete all enrolled courses of the first term of studies.

**Institutional Grant: "Creciendo Contigo"**

The "Creciendo Contigo" grant awards \$200.00 to students enrolled in programs leading to a diploma and \$300.00 to students enrolled in programs leading to an associate, bachelor's or master's degree. The grant is applicable to the first term of study. An additional \$200.00 will be awarded to students who have an Expected Family Contribution (EFC) of \$0 and are ineligible for the maximum Federal Pell Grant amount.

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

1. Enroll in a new program after previously completing a program at one of NUC University's locations,
2. Complete the Institutional Grant Application before the end of their first academic term,
3. Be a resident of Puerto Rico,
4. Maintain satisfactory academic progress,
5. Complete all courses enrolled in the first term of studies.

**Institutional Grant: "Por ti, Contigo"**

The "Por ti, Contigo" grant awards \$200.00 to new students enrolled in programs leading to a diploma, and \$300 to new students enrolled in programs leading to an associate, bachelor's or master's degree. The grant is applicable to the first term of study. An additional \$200.00 will be awarded to students who have an Expected Family Contribution (EFC) of \$0 and are ineligible for the maximum Federal Pell Grant amount.

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

1. Be a new student,
2. Complete the Institutional Grant Application, prior to the end of their first academic term,
3. Be a resident of Puerto Rico,
4. Maintain satisfactory academic progress,
5. Complete all courses enrolled in the first term of studies.

## **REGISTRAR**

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

### **CONSECUTIVE ABSENCES AND ADMINISTRATIVE WITHDRAWALS**

When a student is absent two (2) consecutive days to one or more of his/her courses, his/her professors will notify and refer to the Retention Office. The student will be contacted via telephone, institutional email or letter and will proceed to schedule for an in person appointment at the unit that they are enrolled or a virtual meeting. If the student does not respond or attend the appointment, the applicable partial or total administrative withdrawal may be processed against the student.

If a student is absent for 14 consecutive days (including Saturdays, Sundays and holidays), this will be considered as an unauthorized abandonment of the training and the Registrar's Office will immediately process the applicable partial or total administrative withdrawal. Any Armed Forces member enrolled, including Reserve and National Guard members will be readmitted if such member is temporarily unavailable or must suspend enrollment because of serving in the Armed Forces.

Students will not be admitted to the classroom if the student is in withdrawal status in the course, has not completed the reinstatement process and is not properly registered/enrolled in the course.

### **WRITTEN CONFIRMATION OF FUTURE ATTENDANCE – ONLY FOR PROGRAMS OFFERED IN MODULES**

A student may not be considered a withdrawal if he/she temporarily stop attending, but plans to attend a future module that begins later in the same term (payment period). A student may qualify to remain active in term (payment period) if the student meets all of the following criteria:

- The student must be enrolled in a program that offers courses in modules.
- The student must be able to return to a future module in the same term (payment period).
- The student must complete and return the Written Confirmation of Future Attendance Form at the time of the withdrawal and prior to the student being absent from class for 14 consecutive days, even if the student has already registered for subsequent courses.

Written Confirmation of Future Attendance must also be completed before the start date of the future module the student plans to attend.

Since eligible students are not considered to have withdrawn from the payment period, a Return of Title IV Funds is not required. However, other regulatory provisions concerning recalculation may apply.

If the student does not return within 14 days from the date he/she was scheduled to resume attendance, the student will be considered to have withdrawn from the term (payment period).

### **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.

### **LEAVE OF ABSENCE (LOA)**

The student should notify the Registrar's Office in writing of the reasons why they are requesting a leave of absence. The request for leave of absence should be made prior to the start date of the LOA. The student's request will be evaluated and, if approved, the student will be notified in writing. It will be the student's responsibility to enroll in the term immediately following the LOA end date.



## **GRADUATION CERTIFICATE, CREDIT TRANSCRIPTS AND OTHER OFFICIAL DOCUMENTS**

### **Graduate Student:**

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

### **Cost:**

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

### **Active Student:**

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

### **Other Official documents:**

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

### **DEADLINE FOR SUBMITTING A PARTIAL OR TOTAL WITHDRAWAL**

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

### **ENROLLMENT PERIODS**

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

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

### **ENROLLMENT CANCELLATION POLICY**

Circumstances:

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

## STUDENT LOCATION AND 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.

## TRANSFER CREDIT POLICY

### Transfer Credits from other Institutions (Associate Degree and Diploma)

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

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

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

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

The validation of courses will apply according to the fulfillment of the current curricular outline in both alignment of content and conversion of credit hours. The number of credit hours of the courses to validate must not be less than the new curriculum and, likewise, the content of the courses must be consistent with the content of the courses of the current curriculum.

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

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

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

### Requirements and processes to follow:

1. The student will request the *Transfer Credit Request Form* at the Admissions Office, during the enrollment process, no later than the first two (2) weeks from the start of classes in the first academic session of his/her program of study with the institution. No applications will be handed after this date.
2. The student must request an official credit transcript and a copy of the catalog from the institution of origin that includes the description of the courses and the number of credit hours, if it is not available on the institution's website. NUC-IBC can request from the student a copy of the official course syllabus and any other document necessary to corroborate the content, number of credits and duration of the course, when the description in the other institution's catalog is not specific.

3. The student will complete the *Transfer Credit Request Form* and will submit it along with a copy of the credit transcript to the Admissions Office. Applications will not be accepted after the date established in item #1. The validation will be made taking into consideration the official transcript received from the institution of origin.
4. The Registrar's Office will only accept one application for validation of courses and one reconsideration or appeal of that application.
5. The student is responsible for ensuring that his/her documents are received at the Registrar's Office, on or before 30 days from the start of classes, specifically the official transcript of all courses for which he/she has requested validation. When a student's transcript arrives at the Registrar's Office with unofficial documents for course validation, the Registrar will assign a *Hold Registration* status in the Student Administration System, which will restrict his/her next enrollment. This hold can be removed as long as the student submits the official transcript or enrolls in the courses he/she had requested to be validated in the next term, according to availability.
6. The Registrar's Office will process the validation in the System and will notify the student officially about the transferred credits.
7. The student may submit a written appeal to the Academic Director's office if he/she disagrees with the decision. The student will have a period of ten (10) working days from receipt of the notification to submit the appeal.

**Transfer Credit Policy for Approved Courses at NUC University (Associate Degree and Diploma)**

1. All courses completed that are contemplated in the curriculum outline of a graduate, undergraduate, or diploma program from NUC University will be considered for credit transfer. The content of the courses must be equivalent to the content of the courses in the current curriculum.
2. The transfer of credits for a student who has graduated from a NUC University program who applies for admission to another graduate, undergraduate, or diploma program will follow these parameters:
  - a. Graduate – up to 70% of the total credits required to complete a master's degree program
  - b. Undergraduate – up to 85% of the total credits required to complete the program
  - c. Diploma – up to 16 credits required to complete the program
3. The transfer of credits of course completed by active or readmission students will be carried out per course, according to the requirements of the new program.
4. The transfer of credits for courses completed will be applied according to the fulfillment of the current curriculum outline in terms of alignment and credit hours, if applicable.
5. For graduate programs, all transfer credits should have been completed with a minimum course grade of B. For undergraduate and diploma programs, all transfer credits should have been completed with a minimum course grade of C.
6. Credits completed in the institution that were previously transferred from another institution or competency-based exams can be transferred.
7. Transfer credits must not have been completed more than six (6) years prior for graduate programs, ten (10) years prior for undergraduate programs, and six (6) years prior for diplomas. Courses completed in a time frame greater than that established will be considered based on their own merits and the current examination board requirements. These cases will be evaluated by designated academic personnel and the Office of the Vice Presidency of Academic Affairs.
8. As an exception, students who meet the following criteria will be able to continue their studies following the previous version of the program:
  - a. students who withdrew during their last academic term and return within three (3) years of

- the withdrawal date to complete the program (diploma)
  - b. students who were missing 12 credits or less and return within ten (10) years to complete an undergraduate program or within six (6) years to complete a graduate program
  - c. students who meet the graduation criteria of the program
  - d. Following the previous version is subject to the availability of the courses.
9. Externship courses and reviews for licensure exams for any program in the Technical Division and the Basic Culinary Techniques course offered in Culinary Arts programs will not be considered for transfer credits.
  10. The University Environment Seminar for undergraduate programs completed before the January 2022 academic term and research courses for graduate programs will not be considered for credit transfer.
  11. For the purposes of academic progress, the credits transferred will be considered for qualitative and quantitative components, except credits transferred from external institutions and competency-based exams.
  12. If a student does not wish to continue their application, they must complete the Credit Transfer Relinquishment document during the period for making changes established in the calendar.
  13. Special situations will be referred to the Office of Vice Presidency of Academic Affairs for the corresponding evaluation.
  14. The student will receive notification by institutional e-mail of the determination of his/her credit transfer request.
  15. If students disagree with the courses transferred, they can submit a written appeal to the academic office of their academic unit. Students will have ten (10) business days upon receipt of the notification to submit an appeal. Once this period has passed the decision is final, binding, and unappealable.

### ***Application***

Students complete the Credit Transfer Request Form in the Admissions Office, the Registrar's Office, or the Academic Counseling Office, as applicable in the academic unit, no later than the first two (2) weeks from the start of classes, as established in the academic calendar. New applications will not be accepted after this date.

### **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)**

**SATISFACTORY ACADEMIC PROGRESS POLICY DECLARATION**

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

**APPLICABILITY OF SATISFACTORY ACADEMIC PROGRESS POLICY**

This policy applies to all students enrolled in NUC University Campuses and Technical Division units located in Puerto Rico and Florida, regardless of if they are full-time or part-time students, as a condition of maintaining eligibility for federal financial aid (and possibly other types of aid). The policy does not apply to students enrolled in Continuing Education courses. Separate from this policy, all students must also remain in compliance with their program's general academic standards.

**DEFINITION OF SATISFACTORY ACADEMIC PROGRESS**

NUC University defines Satisfactory Academic Progress (SAP) as the required measurement of student's academic progress towards completing their academic program. SAP is evaluated with two standards: qualitative (GPA) and quantitative (percentage of credits successfully completed or "pace").

Students must maintain the required GPA and successfully pass the necessary credits in order to meet the qualitative and quantitative components of SAP. Failure to do so may result in a student's loss of federal financial aid eligibility as described in this policy. In order for the student to complete his/her academic

program within the maximum time frame established for the program (the quantitative component of SAP), the student must progress through their program at an appropriate minimum pace (percentage of credits successfully completed).

An evaluation of SAP is not completed until both the qualitative and quantitative components 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 (eligibility for Financial Aid Warning is discussed below) or, after a successful appeal, on Financial Aid Probation.

### ROLES AND RESPONSIBILITIES

| Roles                        | Responsibilities <sup>1</sup>  |
|------------------------------|--|
| Appeal Committee             | The Appeals Committee is made up of representatives of the Office of Student Services, Registrar, Financial Aid, Student Accounts, Academics, and Professional Counselor or its equivalent.              |
| Submission of Appeal Request | The student will submit any 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. |

### SATISFACTORY ACADEMIC PROGRESS POLICY REQUIREMENTS

#### Qualitative Component: Cumulative GPA

In order to meet the qualitative standard of SAP, a student must achieve the minimum cumulative grade point average at each specified evaluation point. (*For more details, please refer to the Satisfactory Academic Progress Evaluation Chart*).

A student enrolled in a program of more than two academic years must have a GPA of at least “C” (2.0) or its equivalent or must have an academic standing equivalent to his/her program’s graduation standards at the end of the student’s second academic year to be meeting the qualitative standard of SAP.

#### Quantitative Component: Credits Successfully Completed

In order to meet the quantitative standard of SAP, a student must progress through the program at the minimum cumulative pace in order to finish the academic program within the allowable maximum timeframe. Students who meet or exceed the minimum pace requirements will complete their program within the maximum timeframe as described in the Maximum Timeframe section of this policy.

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 (*Please refer to the Satisfactory Academic Progress Evaluation Chart*).

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

| Grade Type                | Grade       | GPA | Credits/ Hours Attempted | Credits Completed | Maximum Time Frame |
|---------------------------|-------------|-----|--------------------------|-------------------|--------------------|
| Passing Grades            | A, B, C, D  | Yes | Yes                      | Yes               | Yes                |
| Additional Passing Grades | CE, P, YP   | No  | Yes                      | Yes               | Yes                |
| Failing Grades            | F, CNP, DNP | Yes | Yes                      | No                | Yes                |
| No Pass Grades            | NP          | No  | Yes                      | No                | Yes                |

| Grade Type   | Grade                                    | GPA                  | Credits/ Hours Attempted        | Credits Completed                                   | Maximum Time Frame              |
|--|--|----------------------|---------------------------------|---|---------------------------------|
| Incompletes  | I  | No                   | Yes                             | No  | Yes                             |
| Dropped Courses (Withdrawals)  | W  | No                   | Yes                             | No  | Yes                             |
| Emergency Dropped Courses (COVID-19 related)   | EW                                       | No                   | No                              | No  | No                              |
| Repeated Courses   | As earned for each attempt at the course | Highest grade earned | Yes, all attempts of the course | Yes, all attempts of courses successfully completed | Yes, all attempts of the course |
| Credits Transferred from Prior Programs at NUC Accepted Towards the Current Program        | TCA, TCB, TCC                            | Yes                  | Yes                             | Yes   | Yes                             |
| Credits Transferred from Other Institutions that were Accepted Towards the Current Program | TC, Y                                    | No                   | Yes                             | Yes   | Yes                             |

NUC does not offer remedial courses; therefore, remedial courses are not discussed in this policy.

Courses that are dropped during the add/drop period are not included in the evaluation of SAP.

### **MAXIMUM TIMEFRAME**

Students are required to complete their program within the maximum timeframe. NUC's SAP Policy defines the maximum timeframe for all programs as 150% of the published length of the program of study in credit hours. The maximum time is based on credits attempted and is determined by multiplying the number of credits published in the program by 1.5. For example, a 64-credit program would have a maximum timeframe of 96 credits to complete the program.

A student does not meet the maximum timeframe standards when it becomes mathematically impossible to complete the program within 150% of the published length of the program. A student who does not meet the maximum timeframe standards loses eligibility for financial aid, unless the student completes an appeal process and the appeal is approved. (*For more information, see the Appeal Process*).

### **EVALUATION PROCEDURE**

The Registrar's Office will evaluate SAP at the end of each academic term. (*For details, refer to the SAP Evaluation charts*)

### **REEVALUATION PROCEDURE**

The Registrar's Office will reevaluate SAP for students in rare instances of grade changes or a final grade received late from a faculty member. The Registrar will send a written communication notifying the student of the results of the evaluation if due to the grade change the student is no longer meeting the standards of

SAP. NUC will not alter financial aid already disbursed to students based on SAP evaluations that were accurate at the time they were performed.

If a formerly incomplete course is assigned a grade, that grade will be accounted for in the next regular SAP evaluation.

### **SATISFACTORY ACADEMIC PROGRESS STATUSES AND NOTIFICATION PROCESS**

If a student fails to meet the SAP standards, the Registrar's Office will send written notification indicating the results of the evaluation, the SAP 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 was meeting the standards of SAP during the prior term's SAP evaluation but fails to comply with the qualitative and / or quantitative component as established in the SAP policy at the most recent SAP evaluation (i.e., newly not meeting standards).

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the payment period following the period in which the student failed to meet SAP standards. Students are expected to improve their academic performance during this Financial Aid Warning period. If a student fails to meet the minimum qualitative and/or quantitative standards described above during the Financial Aid Warning period, the student will be placed on Suspension of Financial Aid status and 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.

### **SUSPENSION OF FINANCIAL AID**

Students placed on Suspension of Financial Aid status lose eligibility for financial aid. A student will be placed on Suspension of Financial Aid status if any of the following apply:

- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Warning, or
- The student fails to meet the cumulative standards of SAP after completing a term on Financial Aid Probation or fails to adhere to the Academic Plan required for their Financial Aid Probation status, or
- It is mathematically impossible for the student to complete the program within the maximum time frame allowed.

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

Unless a student has been informed that they have exhausted all SAP appeals, he/she may appeal the Suspension of Financial Aid status (see Financial Aid Appeal Process below).

Students may continue studies without financial aid after suspension if otherwise permitted in accordance with the academic standards associated with the student's program of enrollment. If the student continues without financial aid, the student will be responsible for the full cost that may apply during such period.

### **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 SAP requirements in the period evaluated.



If the student experienced extenuating circumstances that prevented him/her from complying with the SAP requirements, the student may appeal the decision to suspend the student from the financial aid programs.

NUC 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
- 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 student must be able to explain what has changed in their situation that will allow them to meet the SAP requirements at the next evaluation. 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, decide if the appeal should be approved or denied, and if the appeal is approved, determine if at the end of the next term the student will be able to meet the standards of SAP or if an Academic Plan is required.

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 in writing. The Registrar's Office will send the student written notice no later than 5 calendar days from the date of the committee's decision. This notification will be sent from the Student Administration System, and will be accessible to the Academic, Registration, Counseling, Financial Aid and Student Accounts offices.

If the appeal is approved, the student will be eligible for financial assistance during the Financial Aid Probation term. Once the Financial Aid Probation period ends (at the next evaluation point), in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of SAP or is adhering to the terms of his/her Academic Plan. The student has the opportunity to appeal again if he/she fails to comply with the agreements established for the Financial Aid Probation period.

### **FINANCIAL AID PROBATION**

This status applies to those students who have not been able to meet the SAP requirements resulting in Suspension of Financial Aid status, but subsequently complete the appeal process and their appeal is approved (*Please refer to the Appeal Process above*).

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 SAP standards by the end of the payment period under Financial Aid Probation. The purpose of the Academic Plan is to provide that the student is monitored each subsequent payment period to ensure they are progressing to graduation (*Please refer to the Appeal process and Academic Plan below*).

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

### **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 SAP standards by a specific point of time.

If a student successfully appeals and is placed on a Financial Aid Probation status with an Academic Plan, the student will retain eligibility for federal financial aid if he/she meets the standards of SAP or is meeting the terms of the Academic Plan at each SAP evaluation period. To continue in the Academic Plan after the initial Financial Aid Probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the Academic Plan. If a student wants to change their Academic Plan, they must submit an appeal.

### **REESTABLISHING FINANCIAL AID ELIGIBILITY**

A student who has had their financial aid status suspended can reestablish eligibility for federal financial aid by attending courses without the benefit of financial aid and meeting the cumulative qualitative (GPA) and quantitative (pace) standards. A student who has lost federal financial aid eligibility due to maximum timeframe cannot reestablish eligibility for the same program of study unless they successfully appeal. NUC allows for two program changes, however, on a case-by-case basis, the Vice President of Academic Affairs may approve additional changes.

### **COVID-19 EXCEPTION FOR SAP CRITERIA**

Section 3509 of the CARES Act allowed institutions to exclude any attempted credits from the calculation of SAP that a student has not been able to complete because of a circumstance related to the COVID-19 pandemic.

Permitted circumstances include, but are not limited to:

- Illness of the student or a member of his family
- The need to become a caregiver or first responder
- Economic difficulties
- Increase in working hours
- Loss of childcare
- Inability of continuing with classes through online education

This exception is available to students upon request to the Registrar's Office for any terms that included the start and end dates of the COVID-19 national emergency (March 5, 2020 to April 10, 2023, or an end date for COVID-19 related flexibilities to be confirmed by the U.S. Department of Education). Appropriate documentation must be provided to support permitted circumstances.

For example, the completion rate of a student who has completed 78 of the 120 attempted hours in a bachelor's degree program is 65 percent (78/120), which is below the SAP standards. However, if a student confirmed that the 12 credits they attempted but were unable to complete in the spring 2020 term were due to a circumstance related to COVID-19, the rate is recalculated to omit the 12 credits resulting in a revised completion rate of 72 percent (78/108), which meets SAP standards. The 12 credits attempted are also excluded from the maximum timeframe and GPA.

## SATISFACTORY ACADEMIC PROGRESS EVALUATION CHARTS

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

### *Diplomas*

| Program   | Program Credits | Maximum Timeframe to Complete the Program in Credits | Minimum Cumulative GPA | Minimum Cumulative Pace (Credit hours completed / Credit hours attempted) |
|---|-----------------|--|------------------------|---|
| Administrative Assistant with Medical Billing     | 36              | 54   | 2.00                   | 66.67%  |
| Advanced Hairstyling and Design                   | 24              | 36   | 2.00                   | 66.67%  |
| Barbering and Hairstyling                         | 36              | 54   | 2.00                   | 66.67%  |
| Computer Repairs and Network Technician           | 24              | 36   | 2.00                   | 66.67%  |
| Construction Technician (Handyman)                | 24              | 36   | 2.00                   | 66.67%  |
| Cosmetology                                       | 36              | 54   | 2.00                   | 66.67%  |
| Culinary Arts                                     | 36              | 54   | 2.00                   | 66.67%  |
| Dental Assistant with Expanded Functions          | 36              | 54   | 2.00                   | 66.67%  |
| Electricity with Renewable Energy                 | 36              | 54   | 2.00                   | 66.67%  |
| Emergency Medical Technician-Basic                | 24              | 36   | 2.00                   | 66.67%  |
| Esthetics   | 36              | 54   | 2.00                   | 66.67%  |
| Funeral Home Management and Embalming             | 48              | 72   | 2.00                   | 66.67%  |
| Geriatric Technician                              | 24              | 36   | 2.00                   | 66.67%  |
| Graphic Design                                    | 36              | 54   | 2.00                   | 66.67%  |
| International Pastry and Baking                   | 36              | 54   | 2.00                   | 66.67%  |
| Master in Barbering                               | 24              | 36   | 2.00                   | 66.67%  |
| Mixology/Bartending                               | 24              | 36   | 2.00                   | 66.67%  |
| Nail Technology                                   | 24              | 36   | 2.00                   | 66.67%  |
| Network Administration                            | 36              | 54   | 2.00                   | 66.67%  |
| Pharmacy Technician                               | 48              | 72   | 2.00                   | 66.67%  |
| Plumbing Technician                               | 24              | 36   | 2.00                   | 66.67%  |
| Practical Nursing with Electrocardiography (EKG)  | 36              | 54   | 2.00                   | 66.67%  |
| Preschool Teacher Assistant                       | 36              | 54   | 2.00                   | 66.67%  |
| Professional Massage Therapist                    | 36              | 54   | 2.00                   | 66.67%  |
| Refrigeration and Air Conditioning with Inverters | 36              | 54   | 2.00                   | 66.67%  |
| Tourism and Hotels                                | 36              | 54   | 2.00                   | 66.67%  |
| Training and Physical Conditioning Technician     | 36              | 54   | 2.00                   | 66.67%  |

*Associate's Degrees*

| <b>Program</b>  | <b>Program Credits</b> | <b>Maximum Timeframe to Complete the Program in Credits</b> | <b>Minimum Cumulative GPA</b> | <b>Minimum Cumulative Pace (Credit hours completed / Credit hours attempted)</b> |
|---|------------------------|---|-------------------------------|--|
| Associate's Degree in Gastronomy and Culinary Management                        | 72                     | 108   | 2.00                          | 66.67%   |
| Associate's Degree in Emergency Medical Technician - Paramedic                  | 77                     | 115.5   | 2.00                          | 66.67%   |
| Associate's Degree in Business Administration in Entrepreneurship               | 67                     | 100.5   | 2.00                          | 66.67%   |
| Associate's Degree in Business Administration in Entrepreneurship on/after 2021 | 65                     | 97.5  | 2.00                          | 66.67%   |
| Associate's Degree in Dental Assistant with Expanded Functions on/after 2014    | 78                     | 117   | 2.00                          | 66.67%   |
| Associate's Degree in Nursing   | 70                     | 105   | 2.25                          | 66.67%   |
| Associate's Degree in Pharmacy Technician                                       | 76                     | 114   | 2.00                          | 66.67%   |
| Associate's Degree in Billing and Coding  | 61                     | 91.5  | 2.00                          | 66.67%   |

## **PROCEDURE FOR TRANSFERS**

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

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

## **GRADUATION REQUIREMENTS**

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

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

## **COURSE CODING SYSTEM**

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

## **ACADEMIC COUNSELING AND RETENTION**

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

## **PLACEMENT**

The Placement Office helps active students and graduates in the development of skills to help them seek employment by means of orientations, workshops, simulated interviews, job fairs, etc. Students are referred to employment interviews in their areas of study. It is important for the Institution that students find jobs, however, NUC University – IBC Technical Division does not guarantee that students will find a job during

or after they have completed their program of study. It also does not guarantee specific salaries for the job offers that are available in the market. Students who graduate from programs that require Board examinations receive orientation in this service area.

## **DISTANCE EDUCATION**

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

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

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

### ***Support Staff:***

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

### **Academic offer:**

At NUC University -Technical Division IBC, distance education courses (online) are offered through the Canvas Platform for the associate degree level and the the diploma level in those universal theory courses and combined courses with theoretical and practical laboratory content.

Students are required to have technological devices with Internet as a requirement for distance learning courses. At the student's request, he/she may acquire an electronic device to support his/her studies. Communication and interactivity between faculty-student and student-student is mainly through messaging, discussion forums and chats provided by the platform.

### **Available Academic Offer for Distance Education:**

NUC University - IBC Technical Division offers hybrid academic programs with a combination of in-person and distance courses. The student will be able to identify the classification or modality of study in each course through the coding system, where the section uses the abbreviations ONL for distance courses and BLN for combined/hybrid courses. In addition, the syllabus includes a legend describing the type of

study modality for each course. The courses available and offered in distance education are theory courses that do not involve external laboratory or externship activities.

**Admission Requirements:**

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

**Enrollment and initial orientation processes:**

Students interested in being enrolled in the courses established for the online modality will be provided with an Initial Orientation by the Academic Advisors. Students must take the **CAPV 1000 - Introductory Course to the Canvas Platform**, as part of the enrollment process.

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

**Validation of identity in distance education courses:**

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

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

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

**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 through synchronous meetings in the virtual classroom, asynchronous academic activities and submission of assignments through the platform.. 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. 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 at the discretion of the Faculty to accept assignments after the due date or to allow make-up work missed due to absence as set forth in the institutional assignment submission policy and process.

Students who wish to request a withdrawal from one or all courses after the enrollment change period (change period established in the academic calendar) should refer to the NUC University Withdrawal Policy. 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.

### **Service for Online Students**

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

### **Fees for Online Students:**

Fees are not different for students participating in online courses.

### **Academic Calendar:**

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

### **Consortium Agreement for Courses in other Locations of NUC University – IBC Technical Division (Share):**

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

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



# ACADEMIC POLICIES

## DEFINITION OF THE ACADEMIC YEAR

### ***PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE***

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

### ***PROGRAMS LEADING TO A DIPLOMA (Non-Term)***

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

### ***DIPLOMA PROGRAMS (Standard Term)***

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

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

## UNITS OF CREDIT

### ***PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE***

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

### ***PROGRAMS LEADING TO A DIPLOMA (Non-Term)***

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

### ***PROGRAMS LEADING TO A DIPLOMA (Standard Term)***

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

## DEFINITION OF CLOCK HOUR TO CREDIT HOUR

### ***FOR ASSOCIATE'S DEGREE PROGRAMS***

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

### ***PROGRAMS LEADING TO A DIPLOMA (Non-Term)***

For diploma or certificate programs subject to the US Department of Education “clock-to-credit hour conversion” definition:

One (1) unit of a quarter-credit is twenty (20) contact hours of classroom or laboratory instruction, plus a minimum of five (5) hours of additional assignments or out-of-class work hours or thirty (30) hours externship during a term of eight (8) weeks.

### ***PROGRAMS LEADING TO A DIPLOMA (Standard Term)***

For standard term calendar diploma programs the U.S. Department of Education definition of "clock-to-credit hour conversion":

One (1) semester hour unit is equivalent to thirty (30) hours of classroom or laboratory instruction, plus a minimum of 7.5 hours of additional assignments or out of class work or forty-five (45) hours of practice during a 16-week semester term.

## **STUDENT ACHIEVEMENT OUT-OF-CLASS ACTIVITIES AND ASSIGNMENTS**

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

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

## **ACADEMIC SESSION**

### ***PROGRAMS LEADING TO AN ASSOCIATE’S DEGREE***

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

### ***PROGRAMS LEADING TO A DIPLOMA***

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

## **ACADEMIC LOAD**

A program of study is complete when students approve the courses indicated by their program of study. In other words, 8 to 10 credits per 8-weeks academic session in Diploma programs and 12 to 16 credits per session in Associate’s Degree programs.

Students who wish to increase their academic load per academic session must complete and submit the program changes form, which must be approved by the Academic Director.

## **NUMBER OF EVALUATIONS**

The evaluation process for each course requires the administration of a minimum of five (5) formal evaluations, including a grade for daily attendance and a grade for outside of class assignments; as well as any other requirements previously established by the professor.

Students that belong and were certified as NUC University – IBC Technical Division Distinguished Students will be exempt from final exams from those courses corresponding to the class schedule and certification period. These students must have the opportunity to be evaluated with a minimum of five (5) formal evaluations, including a grade for daily attendance and a grade for outside of class assignments.

## GRADING EVALUATION SYSTEM

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

|                   |   |   |
|-------------------|---|---|
| A                 | = | Excellent                               |
| B                 | = | Good                                    |
| C                 | = | Satisfactory                            |
| D                 | = | Deficient                               |
| DGA <sup>1</sup>  | = | Deficient (Associate Degree Programs)   |
| F                 | = | Failed                                  |
| I(G) <sup>2</sup> | = | Incomplete                              |
| NP <sup>3</sup>   | = | Not Pass (Fail)                         |
| NR <sup>3</sup>   | = | Grade not received                      |
| P <sup>3</sup>    | = | Pass                                    |
| PE <sup>3</sup>   | = | Extended Practicum                      |
| T(G) <sup>4</sup> | = | Transferred Grade                       |
| W                 | = | Withdrawal                              |
| Y                 | = | Course accepted through credit transfer |
| YP <sup>5</sup>   | = | 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.

| <b>GPA</b>  | <b>/</b> | <b>Percent</b> |
|-------------|----------|----------------|
| 4.00 – 3.50 | /        | 100 – 90       |
| 3.49 – 2.50 | /        | 89 – 80        |
| 2.49 – 1.60 | /        | 79 – 70        |
| 1.59 – 0.80 | /        | 69 – 60        |
| 0.79 – 0    | /        | 59 – 0         |

### Grades with corresponding Numerical Value

|                  |   |                            |   |     |
|------------------|---|----------------------------|---|-----|
| A                | = | Excellent                  | = | 4.0 |
| B                | = | Good                       | = | 3.0 |
| C                | = | Satisfactory               | = | 2.0 |
| D                | = | Deficient                  | = | 1.0 |
| DGA <sup>1</sup> | = | Deficient Associate Degree | = | 1.0 |
| F                | = | Failed                     | = | 0.0 |

### Grades with no corresponding Numerical Value

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

<sup>1</sup>Only for associate degree programs.

<sup>2</sup>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

<sup>3</sup>Only used in the externships of the Culinary Arts and Beauty programs.

<sup>4</sup>T (G) where the "G" will be the grade to be transferred.

<sup>5</sup>Grading was discontinued as of January 2019

## **PASS (APPROVED)/NOT PASSED (NOT APPROVED)**

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

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

## **POLICY FOR REQUESTING, AWARDING AND REMOVING PROVISIONAL INCOMPLETE GRADE**

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

### **General process for requesting a provisional incomplete grade:**

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

### **General process for requesting the removal of an incomplete grade:**

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

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

## **COURSE ELIMINATION AND OTHER CHANGES**

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

## **COURSE REPETITION POLICY**

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

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

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

### **On Ground Shared Courses:**

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

### **Online Courses:**

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

### **Additional Information:**

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

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

## **ACADEMIC STUDENT ACTIVITIES**

### **Community Resources Activities:**

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

### **Co-Curricular Activities:**

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

### **Extracurricular Activities:**

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

These are all activities related to students' skills development outside an academic environment; based on their educational needs and general interest activities. 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, its case will be referred, by the professor, to the 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 has 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.

In cases where a conflict of interest in the evaluation of a justifiable excuse exists, between the professor and the student, 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 of their students with excused absences to the Counseling and Retention Office on a weekly basis for preventive counseling and student contact. Each professor will submit weekly attendance sheets for each of the students with justified absences in the practicum courses to the Registrar's Office for entry of the retakes into the system. Then, the professor will keep custody of the original document (plan) until the end of the session and it will be delivered to the Academic Director's office.
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. This only applies to grade Practicum courses.
4. In cases where the student does not have any reasonable justification for the absences they will not be able to claim that a replacement plan be handed to them.

5. Those students with justifiable excuses, who got a Replacement Plan and did not comply with it, they will not be able to request plans and/or additional alternatives to recover class time and curricular contents.
6. For Armed Forces member enrolled, including Reserve and National Guard members, faculty should accommodate short absences for such services in the Armed Forces.

*The Attendance to Class Policy* will be part of the introduction to each class and/or assignment, the Professor will have the responsibility of discussing with the students the content, 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 (practicum courses) 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 intellectual 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.

## **DIPLOMAS AND HONORS**

### **PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE**

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

### **PROGRAMS LEADING TO A DIPLOMA**

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

## **AWARDING OF HONORS**

### **PROGRAMS LEADING TO AN ASSOCIATE'S DEGREE**

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

### **PROGRAMS LEADING TO A DIPLOMA**

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

## **PARTICIPATION IN THE GRADUATION CEREMONY**

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

## **LIBRARIES**

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

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

## **STUDY HALLS**

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

## **CLASSROOMS AND LABS**

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

## **GRIEVANCE PROCEDURE**

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

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

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

### ***Junta de Instituciones Postsecundarias***

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

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

### ***Middle States Commission on Higher Education***

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

# **INSTITUTIONAL POLICIES**

## **PRIVACY OF EDUCATIONAL RECORDS POLICY**

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

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

## **EQUAL OPPORTUNITY POLICY**

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

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

## **DRUG AND ALCOHOL ABUSE POLICY AND PREVENTION PROGRAMS**

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

## **LAW #56 - USE OF ASTHMA MEDICATION POLICY**

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

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

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

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

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

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

### **PREVENTION OF CYBERBULLYING POLICY**

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

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

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

### **LAW #25 - SCHOOL VACCINATION POLICY**

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

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

### **LAW #250 - POSTSECONDARY EDUCATIONAL PASSPORT OF REASONABLE ACCOMMODATION**

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

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

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

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

#### **LAW #179 - REGISTRY OF FRATERNITIES, SORORITIES AND ASSOCIATIONS**

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

#### **ACCESS TO THE INFORMATION POLICY**

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

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

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

### **INTERLIBRARY SERVICES POLICY**

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

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

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

*Note: Reproduction of Documents (Copyright)*

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

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

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

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

NUC University – IBC Technical Division ensures the security and well being of our student body in order to prohibit and restrict the use and management of Internet in classrooms/laboratories, libraries and study halls where 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 which 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.

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

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

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

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

# **INSTITUTIONAL POLICY FOR VETERAN STUDENTS**

## **Approval**

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

## **Admission**

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

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

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

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

However, to qualify for this provision, such students may be required to:

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

## **Validation of prior credit/hours from previous studies**

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

## **Satisfactory Academic Progress**

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

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

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

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

### **Probationary Period (to receive educational benefit)**

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

### **Reinstalling the educational benefit**

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

### **Satisfactory Attendance (to continue receiving educational benefit)**

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

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

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

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

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

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

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

### **Repeating Courses**

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

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

## **PUBLICATIONS**

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

## **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/](http://tecnicos.nuc.edu/) and/or request a printed copy at the Financial Aid and Admissions Office.

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

### **VISITORS**

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

### **POSTERS OR PROMOTIONS**

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

### **LAW # 40- NON SMOKING AREAS**

NUC University complies with the provisions established in Law No. 40 of August 3, 1993, as amended. This law prohibits on all university premises (classrooms, buildings, parking lots, etc.) smoking or engaging in activities of inhaling and releasing tobacco smoke or other substances that are made to burn in cigars, cigarettes, electronic cigarettes, and pipes, and possessing or transporting cigars, cigarettes, electronic cigarettes, and pipes and smoking devices while they are lit. Violators can be fined.

# TUITION COSTS AND OTHER FEES

*(Effective for Terms starting on or after 07/01/2023)*

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

## TUITION AND FEES

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

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

## TUITION

| Associate Degree Programs <sup>1</sup> | COST PER TERM   |                |
|--|-----------------|----------------|
|  | Health Programs | Other Programs |
| Term Credits<br>12 or more             | 3,657.00        | 3,584.00       |
| 9-11                                   | 2,743.00        | 2,688.00       |
| 6-8                                    | 1,829.00        | 1,792.00       |
| 3-5                                    | 915.00          | 896.00         |
| 2                                      | 610.00          | 598.00         |
| 1                                      | 305.00          | 299.00         |

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<sup>1</sup> Audit and non-degree seeking students will pay \$175.00 per credit.

| <b>Diploma Programs</b>                           | <b>Cost Per Program</b> |
|---|-------------------------|
| <i>School of Administration and Informatics</i>   |                         |
| Administrative Assistant with Medical Billing     | 11,850.00               |
| Tourism and Hotels                                | 11,850.00               |
| <i>School of Culinary Arts</i>                    |                         |
| Culinary Arts                                     | 12,117.00               |
| International Pastry and Baking                   | 12,117.00               |
| Mixology/Bartending                               | 8,010.00                |
| <i>School of Arts and Technology</i>              |                         |
| Graphic Design                                    | 12,117.00               |
| Preschool Teacher Assistant                       | 11,850.00               |
| <i>School of Beauty</i>                           |                         |
| Advanced Hairstyling and Design                   | 8,010.00                |
| Barbering and Hairstyling                         | 12,117.00               |
| Cosmetology                                       | 12,117.00               |
| Esthetics   | 12,117.00               |
| Master in Barbering                               | 8,010.00                |
| Nail Technology                                   | 8,010.00                |
| <i>School of Health</i>                           |                         |
| Dental Assistant with Expanded Functions          | 12,117.00               |
| Emergency Medical Technician-Basic                | 8,010.00                |
| Funeral Home Management and Embalming             | 16,228.00               |
| Geriatric Technician                              | 8,010.00                |
| Practical Nursing with Electrocardiography (EKG)  | 12,117.00               |
| Professional Massage Therapist                    | 12,117.00               |
| Training and Physical Conditioning Technician     | 12,117.00               |
| <i>School of Technical</i>                        |                         |
| Computer Repairs and Network Technician           | 8,010.00                |
| Construction Technician (Handyman)                | 8,010.00                |
| Electricity with Renewable Energy                 | 12,117.00               |
| Plumbing Technician                               | 12,117.00               |
| Refrigeration and Air Conditioning with Inverters | 12,117.00               |

### FEES

| <b>DESCRIPTION</b>  | <b>AMOUNT</b>      |
|---|--------------------|
| <b>Associate Degree Programs</b>  |                    |
| Technology Resources and Administrative Services <sup>2</sup> (Per Term)  | 370.00             |
| <b>Diploma Programs</b>   |                    |
| Technology Resources and Administrative Services <sup>2</sup> (Per Program)   | 210.00             |
| Retake Fee (calculated using the following formula)<br><i>Program Tuition/Total Credits Required for the Program*Repeated Credits</i> | Varies per program |
| <b>All Programs <sup>3</sup></b>  |                    |
| Electronic Device   | 390.00             |

<sup>2</sup> Does not apply to audit and non-degree seeking students.

<sup>3</sup> The student may opt out of this electronic device fee. The electronic device fee varies according to the model of the equipment and applies only to the term in which the student receives the equipment and will not be refundable unless the student returns the equipment unused (sealed box), or certified defective by authorized personnel of the institution.



## OTHER CHARGES

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

| Description   | Fees   |
|---|--------|
| Academic Evaluation   | 2.00   |
| Certification of Contact Hours – Continuing Education                               | 10.00  |
| Certifications  | 15.00  |
| Change of Course(s)   | 30.00  |
| Collection Agency Fees (up to an additional 30% per balance referred to an agency)  | 0.30   |
| Copy of Official Enrollment   | 2.00   |
| Diploma Duplicate   | 35.00  |
| Duplicate of Student ID   | 5.00   |
| Evaluation of Foreign Academic Credentials  | 100.00 |
| Official Credits Transcript   | 15.00  |
| Parking Stamp (taxes included - Cost: 4.43 + IVU (11.5%): 0.57 = 5.00) <sup>4</sup> | 5.00   |
| Proficiency Examination (per credit)  | 100.00 |
| Program/Concentration Change  | 30.00  |
| Removal of Incomplete (per course)  | 50.00  |
| Returned Check “NSF”  | 15.00  |
| <b>Printing, Photocopying and Scanning Costs (per page/per side)</b>                |        |
| Letter Size - Black & White   | 0.10   |
| Letter Size - Color   | 0.25   |
| Legal Size - Black & White  | 0.15   |
| Legal Size - Color  | 0.30   |
| Scanning/E-mailing  | 0.50   |
| Printing Token  | 3.00   |
| Top up for printing and/or photocopying (per term)                                  | 5.00   |

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<sup>4</sup> Applies to students enrolled in locations that require parking stamp.

## DESCRIPTION OF TUITION AND FEES

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

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

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

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

**ACADEMIC OFFERINGS**  
**STUDY PROGRAMS SEQUENCE-ASSOCIATES DEGREE**

## **ASSOCIATE DEGREE IN GASTRONOMY AND CULINARY MANAGEMENT**

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

| <b>CODE</b> | <b>TITLE</b>   | <b>CREDITS</b> |
|-------------|--|----------------|
| ESPA 2101   | College Spanish I  | 3              |
| INGL 2101   | College English I  | 3              |
| MATE 2101   | College Math I   | 3              |
| CISO 2101   | Introduction to Social Sciences                              | 3              |
|             | <b>TOTAL</b>   | <b>12</b>      |
| COMP 2113   | Introduction to Computers                                    | 3              |
| NUHS 2004   | Nutrition, Hygiene, and Sanitation                           | 4              |
| COLI 2101   | Culinary History and Culture                                 | 2              |
| MGMT 2101   | Management and Supervision of Food and Beverage I            | 4              |
|             | <b>TOTAL</b>   | <b>13</b>      |
| MGMT 2102   | Management and Supervision of Food and Beverage II           | 3              |
| LTUS 2093   | Electronic Spreadsheets (Excel)                              | 3              |
| COCI 2008   | Meat Cutting and Fish and Seafood Handling Lab               | 2              |
| MATE 2101   | Mathematics for Culinary Arts                                | 3              |
| COCI 2006   | Culinary Techniques I (Basic)                                | 3              |
|             | <b>TOTAL</b>   | <b>14</b>      |
| COLI 2106   | Culinary Techniques II (Advanced)                            | 2              |
| HUMA 2101   | Introduction to Humanities                                   | 3              |
| COLI 2108   | Table Services Lab   | 3              |
| COCI 2113   | Continental Cuisine Lab                                      | 2              |
| COCI 2114   | Bakery and Confectionery I Lab                               | 2              |
| FACI 2000   | Menu Planning, Costs, and Inventory                          | 2              |
|             | <b>TOTAL</b>   | <b>14</b>      |
| COCI 2115   | International Cuisine Lab                                    | 2              |
| COCI 2116   | Garde Manger, Breakfast, Banquets, and Catering              | 2              |
| COCI 2117   | Bakery and Confectionery II (Advanced) Lab                   | 2              |
| COLI 2107   | Modern Culinary Trends and Healthy Kitchen                   | 3              |
| MGMT 2103   | Ethics in the Food and Beverage Industry and Human Resources | 2              |
| COCI 2118   | Creative Puerto Rican Cuisine                                | 1              |
|             | <b>TOTAL</b>   | <b>12</b>      |
| MIXO 2116   | Principles of Mixology, Enology, and Pairing                 | 3              |
| COCI 2114   | Externship   | 4              |
|             | <b>TOTAL</b>   | <b>7</b>       |
|             | <b>TOTAL CREDITS</b>   | <b>72</b>      |

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

**ASSOCIATE DEGREE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC**

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

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

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

## **ASSOCIATE DEGREE IN DENTAL ASSISTANT WITH EXPANDED FUNCTIONS**

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

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

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

*\*\* The practice courses requires 180 hours of clinical practice in a authorized dental office, for a total of 360 hours of practice. Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.*

*It's also required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), a health certificated issued by the Puerto Rico Health Department, and certification of Hepatitis vaccines, between others requirements.*

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

## **ASSOCIATE DEGREE IN PHARMACY TECHNICIAN**

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

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

*\*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a "C" grade. Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.*

*The Associate's Degree in Pharmacy Technician Practice is equivalent to two (2) internships of 350 hours each and one (1) of 300 hours. For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), between others requirements*

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

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN  
ENTREPRENEURSHIP**

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

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

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



***ADMINISTRATION AND INFORMATICS***

## *NETWORK ADMINISTRATION*

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

| <b>CODE</b>          | <b>TITLE</b>  | <b>CREDITS</b> |
|----------------------|---|----------------|
| LITE 1001            | Computer Literacy   | 2              |
| MATE 1221            | Applied Mathematics   | 2              |
| DETE 1003            | Keyboard Skills   | 2              |
|                      | <b>TOTAL</b>  | <b>6</b>       |
| ADRE 1097            | Computer Telecommunications   | 2              |
| INGL 1109            | Basic English I   | 2              |
| HARD 1204            | PC Hardware and Assembly  | 2              |
|                      | <b>TOTAL</b>  | <b>6</b>       |
| ADRE 1004            | Network Operations  | 2              |
| OPCO 2096            | Computer Operating Systems (Windows)  | 2              |
| INTE 1215            | Internet Fundamentals and Managements   | 2              |
|                      | <b>TOTAL</b>  | <b>6</b>       |
| REDE 1215            | Installation, Configuration, Administration and Support of<br>Operating Systems (Windows) | 2              |
| OPCO 2097            | Operating Systems Open Sources  | 2              |
| ADRE 1005            | Network Operations I- Environment   | 2              |
|                      | <b>TOTAL</b>  | <b>6</b>       |
| ADRE 1006            | Network Operations II- Infrastructure   | 2              |
| REDE 1216            | Server Applications   | 2              |
| SERV 2011            | Computer Users Support and Technical Writing  | 2              |
|                      | <b>TOTAL</b>  | <b>6</b>       |
| SERE 3001            | Network Security  | 2              |
| VIRT 1001            | Virtualization  | 2              |
| RENE 1001            | Preparatory Course for Certifications in Computer Systems<br>Administration               | 2              |
|                      | <b>TOTAL</b>  | <b>6</b>       |
| <b>TOTAL CREDITS</b> |   | <b>36</b>      |

## ***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.

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

**TOTAL CREDITS 36**

**ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING**

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

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

**TOTAL CREDITS 36**

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

## ***TOURISM AND HOTELS***

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

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

**TOTAL CREDITS 36**

***CULINARY ARTS***

## **MIXOLOGY/BARTENDING**

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

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

**TOTAL CREDITS 24**

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

## **CULINARY ARTS**

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

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

**TOTAL CREDITS 36**

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



## **INTERNATIONAL PASTRY AND BAKING**

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

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

**TOTAL CREDITS 36**

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

***HEALTH***

## **GERIATRIC TECHNICIAN**

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

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

**TOTAL CREDITS 24**

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

## ***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.

| <b>CODE</b>          | <b>TITLE</b>   | <b>CREDITS</b> |
|----------------------|--|----------------|
| EMME 1021            | Anatomy and Physiology Principles  | 2              |
| ASDE 1011            | Dental Anatomy   | 2              |
| ASDE 1012            | Head and Neck Anatomy  | 2              |
|                      | <b>TOTAL</b>   | <b>6</b>       |
| ASFE 1001            | Preventive (Oral Health and Prevention)/Microbiology   | 2              |
| ASDE 2006            | Dental Materials   | 2              |
| LASD 2006            | Dental Materials- Lab  | 2              |
|                      | <b>TOTAL</b>   | <b>6</b>       |
| ASDE 2007            | Clinical Sciences/Pharmacology   | 2              |
| LASD 2007            | Clinical Sciences- Lab   | 4              |
|                      | <b>TOTAL</b>   | <b>6</b>       |
| ASDE 2008            | Dental Radiology   | 2              |
| LASD 2008            | Dental Radiology- Lab  | 2              |
| MASD 1001            | Management Office and Dental Billing   | 2              |
|                      | <b>TOTAL</b>   | <b>6</b>       |
| ASFE 1011            | Expanded Medical Function: Preventive and Restorative Dentistry                                    | 2              |
| LAFE 1011            | Expanded Medical Function: Preventive and Restorative Dentistry- Lab                               | 4              |
|                      | <b>TOTAL</b>   | <b>6</b>       |
| ASDE 2009            | Preparatory Course for Dental Assistant Board Exam and Certification of Expanded Medical Functions | 2              |
| PASD 2000            | Clinical Practice (Externship)*  | 4              |
|                      | <b>TOTAL</b>   | <b>6</b>       |
| <b>TOTAL CREDITS</b> |  | <b>36</b>      |

*\* 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 Dental Examination Board to be able to work in this field.*

**PRACTICAL NURSING WITH ELECTROCARDIOGRAPHY (EKG)**

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

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

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

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

## **EMERGENCY MEDICAL TECHNICIAN – BASIC**

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

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

\* *External clinical practice is done in hospitals or physician's offices, as available. Specific centers, days, or hours cannot be guaranteed.*

\* *Graduates of this program must pass the exam offered by the corresponding examining board to practice the profession.*

**PROFESSIONAL MASSAGE THERAPIST**

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

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

**TOTAL CREDITS 36**

*\* The external practice will take place in hospital or medical centers, SPA salons according to availability. 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.*

## **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.

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

**TOTAL CREDITS 36**

*\*The external clinical practice will take place in fitness centers, recreation and sports areas, schools, according to availability. Specific centers, days and times are not guaranteed.*



### ***FUNERAL HOME MANAGEMENT AND EMBALMING***

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

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

**TOTAL CREDITS 48**

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

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

*TECHNICAL*

***ELECTRICITY WITH RENEWABLE ENERGY***

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

| <b>CODE</b>             | <b>TITLE</b>   | <b>CREDITS</b> |
|-------------------------|--|----------------|
| SEGU 1044               | Occupational Safety  | 2              |
| ELED 1001               | National Electric Code (NEC) and Regulations<br>of the Electrical Professional | 2              |
| TECN 1003               | Development and Management of the Technician                                   | 2              |
| ELED 1002               | Principles and Formulas of Electricity   | 2              |
| LAED 1002               | Use and Identification of Measurement<br>Devices and Instruments: Laboratory   | 2              |
| ELED 1003               | Residential and Commercial Electrical Systems                                  | 2              |
|                         | <b>TOTAL</b>   | <b>12</b>      |
| ELED 1004               | Illumination: Laboratory   | 2              |
| LAED 1003               | Electrical Branch Circuits: Laboratory   | 4              |
| ELED 1005               | Low Voltage Circuits: Laboratory   | 2              |
| LAED 1005               | Transformers and Electrical Substations: Laboratory                            | 4              |
|                         | <b>TOTAL</b>   | <b>12</b>      |
| ELED 1006               | Industrial Electrical Equipment  | 2              |
| LAED 1006               | Magnetic Controllers, PLC and Motors: Laboratory                               | 4              |
| ELED 1007               | Preparatory Course for Board Exam  | 4              |
| ELED 1008               | Renewable Energy Systems   | 2              |
|                         | <b>TOTAL</b>   | <b>12</b>      |
| <b>TOTAL CREDITS 36</b> |  |                |

*\*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.  
Modules have a duration of 8 weeks, for a total program length of 48 weeks.*

## **REFRIGERATION AND AIR CONDITIONING WITH INVERTERS**

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

| <b>CODE</b>          | <b>TITLE</b>                                 | <b>CREDITS</b> |
|----------------------|--|----------------|
| SEGU 1043            | Occupational Safety                          | 2              |
| MATE 1221            | Applied Mathematics                          | 2              |
| INGL 1109            | Basic English I                              | 2              |
|                      | <b>TOTAL</b>                                 | <b>6</b>       |
| ELED 1000            | Fundamentals of Electricity                  | 2              |
| LATE 1202            | Electrical Instrumentation- Lab              | 2              |
| AIRR 1175            | Principles of Refrigeration                  | 2              |
|                      | <b>TOTAL</b>                                 | <b>6</b>       |
| LATE 1221            | Mechanical Instrumentation-Lab               | 2              |
| AIRR 1176            | Domestic Refrigeration and A/C (Inverters)   | 2              |
| LARE 2072            | Domestic Equipment - Lab                     | 2              |
|                      | <b>TOTAL</b>                                 | <b>6</b>       |
| AIRR 1177            | Commercial Refrigeration                     | 2              |
| LARE 2073            | Commercial Equipments - Lab                  | 2              |
| AIRR 2004            | Commercial Air Conditioning with Inverters   | 2              |
|                      | <b>TOTAL</b>                                 | <b>6</b>       |
| AIRR 2005            | Automotive Air Conditioning                  | 2              |
| LAIR 2003            | Automotive Air Conditioning - Lab            | 4              |
|                      | <b>TOTAL</b>                                 | <b>6</b>       |
| AIRR 3017            | Preparatory Course for Board Exam            | 2              |
| TPLC 3001            | Programmable Logic Controller Units (PLC)    | 2              |
| TECN 1001            | Development and Management of the Technician | 2              |
|                      | <b>TOTAL</b>                                 | <b>6</b>       |
| <b>TOTAL CREDITS</b> |  | <b>36</b>      |

*\*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.

| <b>CODE</b>             | <b>TITLE</b>   | <b>CREDITS</b> |
|-------------------------|--|----------------|
| SEGU 1043               | Occupational Safety  | 2              |
| MATE 1221               | Applied Mathematics  | 2              |
| SONI 1014               | Principles of Sound and Acoustic   | 2              |
|                         | <b>TOTAL</b>   | <b>6</b>       |
| ELED 1000               | Fundamentals of Electricity  | 2              |
| LATE 1202               | Electrical Instrumentation – Lab   | 2              |
| MECA 1001               | Introduction to Auto Electricity   | 2              |
|                         | <b>TOTAL</b>   | <b>6</b>       |
| ELEC 2001               | General Electronics  | 2              |
| AUDI 1002               | Sound and Video Equipment (Residential,<br>Commercial and Auto)                                  | 2              |
| AUDI 1003               | Maintenance and Repairs of Sound and Video<br>Equipment – Lab (Residential, Commercial and Auto) | 2              |
|                         | <b>TOTAL</b>   | <b>6</b>       |
| ACUS 1002               | Acoustic Design (Loudspeakers and Acoustic Rooms)  | 2              |
| SONI 1015               | Security Alarm Systems (Residential)   | 2              |
| ALRM 1004               | Installations of Security Alarm Systems – Lab (Residential)                                      | 2              |
|                         | <b>TOTAL</b>   | <b>6</b>       |
| SONI 1016               | Security Alarm Systems (Commercial and Auto)   | 2              |
| ALRM 1005               | Installation of Security Alarm Systems<br>(Commercial and Auto Systems)- Lab                     | 2              |
| ACUS 1003               | Customization and Alarm Designs  | 2              |
|                         | <b>TOTAL</b>   | <b>6</b>       |
| CCTV 1001               | CCTV Surveillance Systems  | 2              |
| LCCT 1002               | Laboratory CCTV Surveillance Systems   | 2              |
| TECN 1001               | Development and Management of the Technician   | 2              |
|                         | <b>TOTAL</b>   | <b>6</b>       |
| <b>TOTAL CREDITS 36</b> |  |                |

## ***PLUMBING TECHNICIAN***

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

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

*\*Modules have a duration of 8 weeks, for a total program length of 48 weeks.*

*Graduates from this program must pass exams offered by the Plumbers Examination Board in order to work in Puerto Rico as a plumber or master plumber.*

**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.

| <b>CODE</b> | <b>TITLE</b>  | <b>CREDITS</b>          |
|-------------|---|-------------------------|
| ELED 1000   | Fundamentals of Electricity   | 2                       |
| LITE 1001   | Computer Literacy   | 2                       |
| MATE 1221   | Applied Mathematics   | 2                       |
|             | <b>TOTAL</b>  | <b>6</b>                |
| OPCO 2096   | Computer Operating Systems (Windows)                                | 2                       |
| ADRE 1004   | Network Management  | 2                       |
| RECO 1003   | Computers Repairs I   | 2                       |
|             | <b>TOTAL</b>  | <b>6</b>                |
| RECO1004    | Computers Repairs II  | 2                       |
| SEGU 1001   | Information Technology Security I                                   | 2                       |
| TECN 1001   | Development and Management of the Technician                        | 2                       |
|             | <b>TOTAL</b>  | <b>6</b>                |
| SEGU 1002   | Information Technology Security II: Standard Operational Procedures | 2                       |
| RECO 1005   | Mobile Devices Troubleshooting and Repair                           | 2                       |
| PRCE 1211   | Preparation for Comp TIA A+ Certification (Hardware & OS            | 2                       |
|             | <b>TOTAL</b>  | <b>6</b>                |
|             |   | <b>TOTAL CREDITS 24</b> |

## **CONSTRUCTION TECHNICIAN (HANDYMAN)**

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

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

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

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

**TOTAL CREDITS 24**



***BEAUTY***

**BARBERING AND HAIRSTYLING**

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

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

**TOTAL CREDITS 36**

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

*\*Graduates of this program must pass the exam offered by the corresponding examining board to practice the profession.*

## ***COSMETOLOGY***

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

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

*\*The externship is offered in external hair salon or hairdressing facilities. There is no guarantee of specific sites, \*Graduates of this program must pass the exam offered by the corresponding examining board to practice the profession.*

### ***ESTHETICS***

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

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

**TOTAL CREDITS 36**

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

**ADVANCED HAIRSTYLING AND DESIGN**

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

| <b>CODE</b> | <b>TITLE</b>                              | <b>CREDITS</b>          |
|-------------|---|-------------------------|
| COSM 3041   | Professional Image and Consulting         | 2                       |
| COSM 3048   | Business Development                      | 2                       |
| COSM 3051   | Hairstyles (Long Hair)                    | 2                       |
|             | <b>TOTAL</b>                              | <b>6</b>                |
| COSM 3049   | Hair Coloring: Lab                        | 4                       |
| COSM 3105   | Advanced Hair Cutting Techniques          | 2                       |
|             | <b>TOTAL</b>                              | <b>6</b>                |
| COSM 3047   | Chemical Hair Processes (Advanced)        | 2                       |
| COSM 3052   | Hairstyles (Short and Medium Hair)        | 2                       |
| COSM 3106   | Advanced Techniques and Trending Cuts     | 2                       |
|             | <b>TOTAL</b>                              | <b>6</b>                |
| COSM 3044   | Professional Makeup I                     | 2                       |
| COSM 3053   | Hairpieces, Extensions, and Ornamentation | 2                       |
| COSM 3046   | International Hairstyling and Design      | 2                       |
|             | <b>TOTAL</b>                              | <b>6</b>                |
|             |   | <b>TOTAL CREDITS 24</b> |

## ***NAIL TECHNOLOGY***

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

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

**TOTAL CREDITS 24**

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

## **MASTER IN BARBERING**

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

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

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

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

**TOTAL CREDITS 24**

*ARTS AND TECHNOLOGY*



## **CONVERSATIONAL ENGLISH**

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

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

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

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

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

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

**TOTAL CREDITS 24**

## **GRAPHIC DESIGN**

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

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

**TOTAL CREDITS 36**

## ***PRESCHOOL TEACHER ASSISTANT***

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

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

The graduate of this program may serve in positions such as Preschool Teacher Assistant or other similar positions in different educational sceneries, preschool care centers and their own business.

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

**TOTAL CREDITS 36**

***COURSE DESCRIPTIONS-ASSOCIATES DEGREE PROGRAMS***

## ***ASSOCIATE'S DEGREE***

### ***GENERAL EDUCATION***

#### **ESPA 2101 College Spanish I**

**3 credits**

**(Prerequisite: None)**

The College Spanish I course is directed to provide the student the control of the grammatical syntactic and morphological skills, lexical-orthographical and semantics, fundamental areas of the linguistic formation. These aspects are supported in the progressive study from the simple sentence to the paragraph utilizing the comprehensive and interpretive reading as means of study of the orthography and editing based on the verbal communication, basic linguistic structures (the sentence and the paragraph), spelling practices, reading and analysis of texts.

#### **INGL 2101 College English I**

**3 credits**

**(Prerequisite: None)**

English 2101 will develop in the students an awareness of the importance of English as a universal language. It will develop listening, speaking, reading, and writing skills through the practice of basic structures of the language. It will also develop reading skills through the interpretation and analysis of reading material and through the discussion of selected topics and issues.

#### **MATE 2101 College Mathematics I**

**3 credits**

**(Prerequisite: None)**

This course provides the student with an initial understanding of college level mathematics theory as it relates to the contemporary world. Topics include critical thinking, set theory, logic, number systems, practice and application toward the solution of problems in the operation areas with groups, real numbers, exponentiation, scientific notation, polynomial and other subjects making use of the calculator as a working tool. Other topic includes an introduction to Algebra.

#### **CISO 2101 Introduction to the Social Sciences**

**3 credits**

**(Prerequisite: None)**

Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong.

#### **HUMA 2101 Introduction to Humanities**

**3 credits**

**(Prerequisite: None)**

In this course the origin of the human being is studied and its evolution since the prehistory to history. It includes the study of the cultural contributions of Greece to the Western World with emphasis on the art works, literature and religion.

## ***FUNDAMENTAL EDUCATION- MEDULAR***

### **BIOL 2300 Human Biology**

**4 credits**

**(Prerequisite: None)**

This course is the study of the structure and function of the various systems of the human body. The anatomy and physiology of the following elements and systems are discussed and analyzed: cells, tissues, integumentary system, skeletal system, muscular system, nervous system, sensory organs, endocrine system, cardiovascular system, lymphatic and immune system, respiratory system, digestive system, urinary system, and reproductive system.

### **COMP 2113 Introduction to Computers**

**3 credits**

**(Prerequisite: None)**

This course offers the student the basic knowledge concerning the history and development of the different equipment used for data processing and the interrelation of the user with the computer to develop and present systems and programs. The introduction to computers course is directed to the student's interest to know how to manage a computer for the simplification of works and tasks, as well as initiating its knowledge in the data processing field.

### **LTUS 2093 Electronic Spreadsheets (Excel)**

**3 credits**

**(Prerequisite: None)**

The students in this course will relate with theory and practice of the worksheet program Microsoft Excel. Include the worksheet development in different applications, graphics utilization and data base system. The theoretic concepts in class will be applied in laboratory exercises.

## CONCENTRATION EDUCATION

### *ASSOCIATE DEGREE IN GASTRONOMY AND CULINARY MANAGEMENT*

#### **COLI 2101 Culinary History and Culture**

**2 credits**

**(Prerequisite: None)**

In this course, students will evaluate the history and evolution of the kitchen as a foundation for understanding the environment, functions, job classifications, and opportunities in the profession. They will analyze the different areas and specialties of the gastronomic industry, such as the preparation of food, beverages, bakery, pastry-making, and confectionery from an economic and social perspective. Identification, classification, organization, costs, and correct use of kitchen equipment (by specialty) are included as work tools.

#### **MATE 2010 Mathematics for Culinary Arts**

**3 credits**

**(Prerequisite: MATE 2101)**

In this course, students will review of basic math operations (addition, subtraction, multiplication, and division) to make cooking and bakery recipe conversions. They will apply this knowledge in weighing and measuring for use during recipe-making and conversion.

#### **MGMT 2101 Management and Supervision of Food and Beverage I**

**4 credits**

**(Prerequisites: None)**

In this course, students will analyze business opportunities and the process needed to establish a business. Furthermore, they will examine the critical factors related to the conception, initiation and development of a food and beverage business, emphasizing the administration and management processes of this type of company. Additionally, students will evaluate the menu development process according to the type of operation and the management of operational costs. They will recognize the different types of grocery products available by category, and a wide variety of ingredients and materials. Students will demonstrate knowledge of the demands of the current business environment regard the achievement of quality standards, the optimal development of personnel, production and obtaining results at low cost, and the permanent efforts to improve quality and customer satisfaction.

#### **MGMT 2102 Management and Supervision of Food and Beverage II**

**3 credits**

**(Prerequisites: MGMT 2101)**

In this course, students will evaluate the financial aspects of the study and analysis of marketing and strategies of a business, from the facilities and the feasibility study to the equipment and everything necessary for operation, including the required patents and permits. They will elaborate a food and beverage business plan, in compliance with the standards and stipulations of the Small Business Administration and the Government Development Bank. Furthermore, students will analyze primary aspects of sustainable development as part of the procedures, purchases, manufacturing, and waste management to achieve responsible business leadership.

Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform assignments and services directly in the cafeteria.

### **MGMT 2103 Ethics in the Food and Beverage Industry and Human Resources**

**2 credits**

**(Prerequisites: None)**

In this course, students will demonstrate the highest standards of conduct, abiding by basic ethics terms and codes. They will recognize the importance of the principles of honesty, responsibility, morality, and respect for diversity. Students will practice sanitation, hygiene, and nutrition standards in the foods they prepare. They will also apply professional integrity in the recruitment process and the best practices when interacting with internal and external personnel. Additionally, they will demonstrate the skills to work in a respectful environment in accordance with the laws and customs of society and the environment.

### **MIXO 2116 Principles of Mixology, Enology, and Pairing**

**3 credits**

**(Prerequisites: None)**

In this course, students will learn about the concept of mixology and the different methods for preparing alcoholic and non-alcoholic beverages. They will discuss the distillation process and its varieties, along with juice, soda, and liquor blends. Also, students will evaluate the grape fermentation process, pressing and bottling. Furthermore, they will discuss the characteristics of tasting and how these apply to pairing in gastronomy. Students will also practice the creation of menus, applying pairing with alcoholic beverages and varied wines.

### **NUHS 2004 Nutrition, Hygiene, and Sanitation**

**4 credits**

**(Prerequisites: None)**

In this course, students will analyze the principles of nutrition, hygiene, and sanitation with the objective of using them as regulations for the confection and preparation of all kinds of food. In addition, they will discuss the importance of workplace safety norms and the legal implications of accidents, hygiene, and sanitation issues in establishments.

### **COCI 2006 Culinary Techniques I (Basic)**

**3 credits**

**(Prerequisites: None)**

In this course, students will analyze the preparation of bases, broths, and sauces. Likewise, they will evaluate the combination of starches in sauce preparation as agents of color, flavor, and stability in prepared foods. Students will also work with emulsions and their most common uses.

### **COLI 2106 Culinary Techniques II (Advanced)**

**2 credits**

**(Prerequisites: COCI 2006)**

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

### **COCI 2008 Meat Cutting and Fish and Seafood Handling Lab**

**2 credits**

**(Prerequisites: None)**

In this course, students will demonstrate knowledge of the cuts of meat used in a menu, in accordance to the Meat Buyer's Guide (primary cuts and portions). They will apply the principles of sanitation, safety, grades of each cut of meat, storage, tests, control means, and the costs implications of each cut. Students will also practice the management and cuts of fish and seafood, as well as the security measures necessary



to work with them.

### **FACI 2000 Menu Planning, Costs, and Inventory**

**2 credits**

**(Prerequisites: MATE 2010)**

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

### **COLI 2108 Table Services Lab**

**3 credits**

**(Prerequisites: None)**

In this course, students will evaluate banquet presentation in all its variations, the history, and new trends in the service. They will examine the variety of services, functions, and managerial tasks of restaurant operation and management. Additionally, students will practice ways of serving food in the American, Russian, French, and buffet, as well as everything related to the production and presentation of food and beverage services. They will apply their knowledge and skills related to the principles of customer service, sanitation, and hygiene.

### **COCI 2113 Continental Cuisine Lab**

**2 credits**

**(Prerequisites: COCI 2006, COCI 2008, NUHS 2004)**

In this course, students will acquire the knowledge and skills needed to prepare established and indigenous recipes from different continents across the globe. They will analyze the importance of continental cuisine in the current gastronomic world, the cultural differences, and their different legacies in the kitchen.

### **COCI 2015 International Cuisine Lab**

**2 credits**

**(Prerequisites: COCI 2006, COCI 2008, NUHS 2004)**

In this course, students will evaluate Old World cuisine, continuing the study of cuisines from the European Union, Africa, Asia, Russia, the Mediterranean, among others. They will discuss the different techniques that characterize each of these regions of the world and the ingredients they utilize, emphasizing on typical dishes, indigenous ingredients, and different culinary influences in international cuisine.

Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform assignments and services directly in the cafeteria.

### **COCI 2016 Garde Manger, Breakfast, Banquets, and Catering**

**2 credits**

**(Prerequisites: COCI 2006)**

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

and restaurants.

### **COCI 2014 Bakery and Confectionery I Lab**

**2 credits**

**(Prerequisites: None)**

In this course, students will acquire the skills to prepare classic bakery and confectionery used commercially in hotels and restaurants. They will practice the confection of French pastry, shortbread, cakes, fruit tarts, cookies, and breads, among others. Students will also demonstrate the appropriate use of the scale, liquid measurements, and the identification of bakery equipment.

### **COCI 2017 Bakery and Confectionery II (Advanced) Lab**

**2 credits**

**(Prerequisites: COCI 2014)**

In this second bakery and confectionery course, students will demonstrate their mastery of the skills in this area and their knowledge of baking. They will practice the preparation of creams, salsas, sorbets, mousse, chocolate work, filo, and plated desserts. Students will demonstrate daily dessert presentation techniques, which will provide them with a more realistic vision of hot and cold commercial bakery. They will also apply their knowledge of the preparation of classic desserts, such as crème brûlée, among others.

### **COLI 2107 Modern Culinary Trends and Healthy Kitchen**

**3 credits**

**(Prerequisites: COLI 2106, COCI 2008, NUHS 2004)**

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

### **COCI 2018 Creative Puerto Rican Cuisine**

**1 credit**

**(Prerequisite: COCI 2006, COCI 2008, NUHS 2004)**

In this course, students will practice basic and advanced techniques, as well as modern trends to prepare creative foods with products from local agriculture and resources. They will have the opportunity to create new recipes, fusing classical and modern culinary techniques.

### **COCI 2114 Externship**

**4 credits**

**(Prerequisite: To have passed all previous courses except for MIXO 2116)**

In this course, students will evaluate the work learning experience that occurs in the industry's different job settings, including the different kitchen stations. During the experience, students will demonstrate that they have a better view of the industry's demands and expectations.

## ***ASSOCIATE DEGREE IN EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC***

### **BIOL 2300 Human Biology**

**4 credits**

(Prerequisite: None)

In this course, students will examine the structure and function of diverse human body systems. Students will analyze the anatomy and physiology of cells, tissues, sense organs, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immunological, respiratory, digestive, urinary and reproductive systems.

### **EMTP 2000 Introduction to Medical Emergencies**

**3 credits**

(Prerequisite: BIOL 2300)

In this course, students will assess the current requirements and laws regulating the emergency medical technician profession. Along with this, students will recognize the legal responsibility and role of the paramedic in the exercise of their functions in an emergency. Students will also apply medical terminology used in patient management.

### **EMTP 2030 Pharmacology**

**3 credits**

(Prerequisite: MATE 2101)

In this course, students will analyze pharmacology concepts, the origin of drugs, their application, and secondary effects. They will assess administration routes and dosage, as well as the metric system, weights and measures, in drug administration through the different absorption routes. Students will identify rules and regulations governing the management and administration of drugs by paramedics.

### **EMTP 2011 Patient Assessment**

**2 credits**

(Prerequisite: BIOL 2300)

In this course, students will evaluate techniques for performing physical examinations of the patient's body systems and detecting anomalous symptoms suggesting a medical disorder. They will develop skills for taking vital signs in adult, pediatric, and infant patients.

### **EMTP 2021 Pathophysiology and Fundamentals of Public Health**

**3 credits**

(Prerequisite: BIOL 2300)

In this course, students will analyze the pathophysiological fundamentals relevant to the evaluation and management of patients in a medical emergency. They will apply pathophysiological knowledge for the assessment and management of patients with a hemorrhage and with other types of shock. In addition, students will examine the principles of illness and injury prevention in emergency care within a public health context.

### **EMTP 2060 Medical Emergencies**

**4 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

In this course, students will develop skills for patient assessment, diagnostics, and the appropriate treatment of metabolic, abdominal, and medical disorders. In addition, they will gain necessary knowledge for the diagnosis and management of patients with physical and mental impairments, and chronic illnesses.

### **EMTP 2040 Respiratory and Neurological Emergencies**

#### **4 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

In this course, students will recognize techniques for managing and treating different disorders affecting the respiratory and nervous systems. In addition, they will apply fundamental concepts and techniques for basic and advanced airway management, assisted oxygenation and ventilation.

### **EMTP 2051 Cardiovascular Emergencies**

#### **5 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

In this course, students will evaluate the cardiac muscle anatomy and its electrical and mechanical physiology, as well as drug interactions affecting it, as established by the American Heart Association protocols. Students will recognize different myocardial disorders, with emphasis on infarction, angina, hypertension, heart failure, and dysrhythmia.

### **EMTP 2080 Obstetric and Gynecological Emergencies**

#### **4 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

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

### **EMTP 2070 Polytraumatic Emergencies**

#### **5 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

In this course, students will evaluate concepts related to the management and treatment of polytrauma patients, with emphasis on techniques to keep the injured patient alive during the emergency transfer. They will develop ability in the use and handling of specialized material and equipment to immobilize, and stabilize the patient, ensuring effective treatment. In addition, students will apply skills in the management of burns and wounds, as well as diagnosis and treatment of hematological infectious diseases.

### **EMTP 2100 Geriatric and Psychiatric Emergencies**

#### **3 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

In this course, students will examine first-aid theoretical knowledge and practical skills that allow them to assess and apply necessary pre-hospital care in elderly patients, as well as recognize common conditions in this group. In addition, they will gain knowledge and skills in identifying the most common patient behavioral disorders and managing these in a pre-hospital environment.

### **EMTP 2114 Fundamentals of Aviation Physiology and Air Transport**

#### **2 credits**

(Prerequisites: MATE 2101, EMTP 2030, EMTP 2011, EMTP 2021, EMTP 2060, EMTP 2040, EMTP 2051 y EMTP 2070)

In this course, students will examine essential safety concepts in landing zones and its surroundings during air medical operations and transport. They will explore the advantages and disadvantages of air transportation, the types of air transport, and the basic criteria for an air medical response. Students will also gain knowledge and skills related to the clinical management of patients during air medical operations.

### **EMTP 2113 Special Operations, Rescue, and Hazardous Materials Handling**

**3 credits**

(Prerequisite: None)

In this course, students will examine a range of information on regulations governing special rescue operations and the use of communication media in emergency situations. They will reflect on theoretical and practical concepts that will enable them to perform rescue missions in aquatic and land settings, as well as special or confined spaces, including extrication techniques, rappelling and the use of needed personal protection equipment. In addition, they will review the command system in place during disasters, as well as in incidents with hazardous materials, bioterrorism, and arms of mass destruction.

### **EMTP 2111 Sign Language**

**2 credits**

(Prerequisite: None)

In this course, students will examine theoretical concepts on ear anatomy and physiology focusing on different types of hearing loss and its effect in the communication process. They will assess idiosyncrasies of deaf culture and important aspects of pragmatics for managing deaf patients, as well as protecting laws for hearing-impaired persons. They will apply proper techniques and skills so that professionals in this field achieve effective communication with deaf people in a medical emergency.

### **EMTP 2090 Pediatric and Neonatal Emergencies**

**4 credits**

(Prerequisites: BIOL 2300, EMTP 2011 y EMTP 2030)

In this course, students will examine theoretical and practical knowledge in recognizing and managing neonatal and pediatric emergencies. Likewise, they will bring physio-pathological principles into the assessment and diagnostic impression processes.

### **EMTP 2112 Preparatory Course for Paramedic Board Exam**

**3 credits**

(Prerequisites: EMTP 2000, EMTP 2011, EMTP 2021, EMTP 2030, EMTP 2040, EMTP 2051, EMTP 2060, EMTP 2070 y EMTP 2080)

In this course, students will review all material that has been learned, focusing on theoretical aspects to take the first part of the state and national certification test with minimal difficulty. They will review clinical and safety skills in practical stations, for the management of medical emergencies evaluated in the practical certification exam. They will test their comprehension on clinical concepts and patient assessment, ventilation management, intravenous therapy, drug administration, static and dynamic cardiology, human behavior alteration, and management of disasters and multiple-victim incidents, among others.

### **EMTP 2120 Integrated Practice**

**5 credits**

(Prerequisites: BIOL 2300, EMTP 2000, EMTP 2011, EMTP 2021, EMTP 2030, EMTP 2040, EMTP 2051, EMTP 2060, EMTP 2070 y EMTP 2080)

In this course, students will apply what was learned during the Emergency Medical Technician /Paramedic program in different preselected clinical environments to consolidate the appropriate knowledge and skills of the profession. They will demonstrate their practical knowledge through two hundred twenty-four hours (225) of clinical service in the areas of emergency rooms, ambulance dispatch, and public or private medical emergency systems. They will also integrate discussion of specialized subjects about paramedical practice to consolidate necessary competencies to enter the job market.

## ***ASSOCIATE DEGREE IN DENTAL ASISTANT WITH EXPANDED FUNCTIONS***

### **BIOL 1010 Introduction to Biology**

**3 credits**

**(Prerequisite: None)**

In this course, students will evaluate the importance of the organization of the human body. They will explain the anatomy of the various body systems, their constituent organs, and their basic functions. They will justify the interrelationship that exists between the systems in the human body. In addition, they will analyze the most common pathologies that affect the different systems.

### **BIOL 2000 Human Anatomy and Physiology**

**3 credits**

**(Prerequisite: BIOL 1010)**

In this course, students will evaluate the main components of the human body. They will apply the basic concepts of anatomy in the examination of the functioning of each of the body systems and the relationship between them. In addition, they will analyze the most common diseases, abnormalities, and disorders affecting each body system.

### **DEAS 1101L Dental Anatomy, Nomenclature and Laboratory**

**2 credits**

**(Correquisite: BIOL 1010)**

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

### **DEAS 1220 Oral Anatomy, Head and Neck**

**3 credits**

**(Prerequisite: BIOL 1010, DEAS 1101L) (Correquisite: BIOL 2000)**

In this course, students will analyze different planes and regions of the head and neck region of the human body. They will determine parts and functions of muscular, skeletal, nervous, lymphatic, vascular, and glandular systems, temporomandibular articulation, and the correlation between these structures and the oral cavity. Students will likewise examine irrigation and drainage structures in the oral cavity, cranial pairs, and salivary gland and saliva function.

### **DEAS 1300 Dental Materials Sciences**

**2 credits**

**(Correquisite: DEAS 1311L)**

In this course, students will learn basic concepts related to the chemical and physical properties of dental materials. Furthermore, they will justify the use of dental materials in the field of odontology. Additionally, students will apply techniques for the manipulation of dental materials. They will likewise implement safety measures required for the use and handling of dental materials.

### **DEAS 1311L Dental Materials Sciences Laboratory**

**2 credits**

**(Correquisite: DEAS 1300)**

In this course, students will identify the different materials used in a dental office. They will examine the properties of the different materials, as well as the chemical and physical reactions that occur upon mixing them. In addition, they will distinguish the adequate management of dental materials before, during, and after procedures. Furthermore, they will prepare the mixes of the materials used in a dental office according to adequate procedures and safety measures.

### **DEAS 1420 Digitizing of Dental Images**

**3 credits**

**(Prerequisite: DEAS 1101L, DEAS 1220) (Correquisite: DEAS 1421L)**

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

### **DEAS 1421L Digitizing of Dental Images Laboratory**

**2 credits**

**(Prerequisite: DEAS 1101L, DEAS 1220) (Correquisite: DEAS 1420)**

In this course, students will analyze basic dental radiology concepts, the digitization of dental imaging and conventional dental radiology, as well as the safety, protection, and infection control measures during x-ray exposure. They will compare photographic processing procedures, as well as the different kinds of dental radiography according to usage and the relevant anatomical area. They will demonstrate proficiency in taking conventional and digital x-rays with mannequins, as well as the identification of the observed anatomical structures and radiographic errors.

### **DEAS 1500 Instruments and Clinical Sciences I**

**2 credits**

**(Prerequisite: DEAS 1101L, DEAS 1300, DEAS 1311L)**

**(Correquisite: DEAS 1511L, DEAS 1220, DEAS 1811L)**

In this course, students will discuss basic concepts of four-handed dentistry. They will relate dental instruments to their respective procedures, as used in clinical odontology. Students will describe the function of different equipment used in the dental office. Additionally, they will explain different preventive and restorative procedures performed in general odontology. This course includes the use of simulator.

### **DEAS 1511L Instruments and Clinical Sciences I Laborator**

**2 credits**

**(Prerequisite: DEAS 1101L, DEAS 1300, DEAS 1311L)**

**(Correquisite: DEAS 1500, DEAS 1220, DEAS 1811L)**

In this course the students will examine the instruments and equipment used by the dentist in various dental procedures. They apply the process of universal precautions, disinfection unit, and placement of protective barriers and disposal of biomedical waste. Students identify the equipment and instruments according to dental procedures. In addition, they will examine different clinical procedures in the area of restoration and prevention.

### **DEAS 1600 Oral Pharmacology**

**3 credits**

**(Prerequisite: BIOL 1010, BIOL 2000, DEAS 1811L)**

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

### **DEAS 1811L Oral Microbiology & Infections Control Laboratory**

**2 credits**

**(Prerequisite: BIOL 1010, DEAS 1011L) (Correquisite: BIOL 2000, DEAS 1220)**

In this course, students will examine different microorganisms which cause oral disease, using different laboratory equipment and staining techniques. They will explain basic concepts of general microbiology and the pathogenesis of microbial diseases in human beings. Students will identify the importance of the immunological system in defense against microbial disease and the necessity of maintaining oral health in optimal condition. They will also apply different infection control techniques in odontological practice.

### **DEAS 2000 Expanded Functions in Restorative Pre-Clinic Science**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2600, 2611L, 2700, 2920, 2921L) (Correquisite: DEAS 2011L, DEAS 2031, DEAS 2041P)**

In this course, students will analyze the basic concepts of odontology such as four-handed dentistry. They will examine the manipulation techniques of cements and coatings, classification of cavities, anatomical structures, and isolation methods following established protocols. Students will evaluate different techniques for developing images, taking X-rays, and using radiographic positioners. They will explain the protocols for amalgam restorations, the use of drill burs, abrasive rubber heads, and rotary tools.

### **DEAS 2011L Expanded Functions in Restorative Pre-Clinic Science Laboratory**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2600, 2611L, 2700, 2920, 2921L) (Correquisite: DEAS 2000, 2031, 2041P)**

In this course, students will implement knowledge, principles, and manual skills in four-handed dentistry. They will carry out dental printings and study models, as well as placement, festooning, and polishing procedures for dental restorations. They will demonstrate proficiency in the manipulation and usage of dental cements and sealants, as well as in the usage of dental instruments on different procedures such as absolute isolation, matrix band placement, and Class II cavity restoration.

### **DEAS 2031 Expanded Functions Preventive Science Clinic Seminar**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, BIOL 1010, BIOL 2000) (Correquisite: DEAS 2000, 2011L, 2041P)**

In this course, students will evaluate functions and the situations presented in the clinical practice with the odontologist, in agreement with practice regulations and laws regulating the pursuit of this profession. They will analyze different dental care methods from prophylaxis to fluoride treatments and patient and community dental education. In addition, they will examine basic concepts for diagnosis through clinical examination, x-ray imaging, and cavity preparation.



### **DEAS 2041P Expanded Functions Preventive Science Clinic Practice**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, BIOL 1010, BIOL 2000) (Correquisite: DEAS 2000, 2011L, 2031)**

In this course, students will evidence their attendance, participation, and performance as a dental assistant with expanded functions, in compliance with their 180 practice hours in a general or pediatric dental office or clinic. They will apply their knowledge and skills in the areas of prophylaxis, fluoride treatments, clinical examination, sealants, x-ray imaging, and preventive patient education. Students will also employ preventive techniques and procedures, as well as administrative processes under the supervision of an odontologist and according to the standards and regulations applicable to the profession.

### **DEAS 2055 Integrative Seminar for Dental Assistant with Expanded Functions**

**2 credits**

**(Prerequisite: BIOL 1010, BIOL 2000, DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, MESE 2031L) (Correquisite: DEAS 2061P)**

In this seminar, students will analyze the situations presented during the restorative clinical practice and the rotation in the clinic, in order to optimize their professional skills, in accordance with the rules and regulations applicable to their profession. They will evaluate concepts and processes that will be included in the dental assistant certification exam such as radiology, instrumentation, and applied sciences. They will apply the processes for the use and management of equipment in a dental clinic.

### **DEAS 2061P Expanded Functions Restorative Science Clinic Practice**

**2 credits**

**(Prerequisite: BIOL 1010, BIOL 2000, DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2700, 2920, 2921L, MESE 2031L) (Correquisite: DEAS 2051)**

In this course, students will analyze the rules and regulations applicable to restorative practice, as well as the laws that regulate the practice of the Dental Assistant profession in Puerto Rico. They will make amalgam and resin restorations following the established protocols under the supervision and support of a general or pediatric dentist. In addition, they will apply the procedures for dental assistance with the four-handed technique, the efficient management of X-rays, and the composition of dental cements in their practice as a dental assistant with expanded functions. They will also present the infection control process in their practice as a dental assistant with expanded functions.

### **DEAS 2600 Instruments and Clinical Science II**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 2700) (Correquisite: DEAS 2611L, 2920, 2921L)**

In this course, students will distinguish the dental instruments used in various dentistry specialties. In turn, they will differentiate dental procedures in these specialties-pedodontics, endodontics, periodontics, oral surgery, orthodontics, and prosthodontics. Furthermore, they will assess the role of the dental assistant in each of these procedures.

### **DEAS 2611L Instruments and Clinical Science II Laboratory**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 2700) (Correquisite: DEAS 2600, 2920, 2921L)**

In this course, students will examine the equipment, materials, and instruments used in dental procedures according to the different dentistry specialties. They will prepare specialized dental procedure trays by selecting the required instruments and materials. They will apply the process for the transfer of instruments in the correct sequence according to the required clinical procedure.

### **DEAS 2700 Histology, Embryology and Oral Pathology**

**2 credits**

**(Prerequisite: BIOL 1010, BIOL 2000, DEAS 1101L, DEAS 1220)**

**(Corerequisite: DEAS 1420, DEAS 1421L)**

In this course, students will analyze basic elements of the embryological and histological development of the oral cavity. Additionally, they will examine tissue histological components of the oral cavity. Students will likewise distinguish clinical manifestations of inflammation mechanisms, wound healing, and other conditions of the head and neck region.

### **DEAS 2920 Preventive Dental Treatment**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2700)**

**(Corerequisite: DEAS 2921L, 2600, 2611L)**

In this course, students will analyze the history of dentistry, the legal aspects affecting the profession, as well as the basic concepts of preventive dentistry to control the transmission of infectious diseases. They will prepare the medical and dental history of the patient to facilitate the diagnosis and preventive treatment for the dentist. They will justify the need and importance of preventive treatments for periodontal diseases. In addition, they will develop a preventive education and nutrition plan for the promotion of optimal oral health and for the management of patients with special conditions.

### **DEAS 2921L Preventive Dental Treatment Laboratory**

**2 credits**

**(Prerequisite: DEAS 1101L, 1220, 1300, 1311L, 1420, 1421L, 1500, 1511L, 1811L, 2700)**

**(Corerequisite: DEAS 2920, 2600, 2611L)**

In this course, students will apply the basic concepts of preventive dentistry through dental orientation sessions for community patients to control the transmission of infectious diseases. They will prepare the patient's medical and dental history to facilitate the patient's diagnosis and preventive treatment by the dentist. Additionally, they will evaluate dental care alternatives in the prophylaxis phase, fluoride treatments, required clinical examination, and necessary sealants by experimenting with these procedures in laboratory mannequins. Furthermore, they will develop an educational and nutritional preventive plan to promote optimal oral health and treat patients with special conditions.

### **ENGL 1010 Basic English I**

**3 credits**

**(Prerequisite: None)**

In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

### **ENGL 1020 Basic English II**

**3 credits**

**(Prerequisite: ENGL 1010)**

In this course students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing.

**HUMA 1010 Humanities I****3 credits****(Prerequisite: None)**

In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

**ITTE 1031L Computer Literacy and Laboratory****3 credits****(Prerequisite: None)**

In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

**MATH 1010 Basic Mathematics****3 credits****(Prerequisite: None)**

In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

**MESE 2031L Medical Billing, Electronic Record and Laboratory****2 credits****(Prerequisite: BIOL 1010, BIOL 2000)**

In this course, students will discuss the basic concepts of manual or electronic invoicing in the office or other health service environment. Students will examine the procedures for handling billing and processing each of the health services provided to patients. In addition, they collect the information required to identify the following in their clinical record: diagnosis, procedure and treatment offered to the patient, either manually or electronically.

**SEMI 1001 University Environment Seminar****1 credit****(Prerequisite: None)**

In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

**SOSC 1010 Social Sciences I****3 credits****(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.

**SPAN 1010 Basic Spanish I****3 credits****(Prerequisite: None)**

In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

**SPAN 1020 Basic Spanish II****3 credits****(Prerequisite: SPAN 1010)**

In this course, the student will critically analyze different literary genres such as poetry, theater and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

## ***ASSOCIATE DEGREE IN PHARMACY TECHNICIAN***

### **BIOL 1010 Introduction to Biology**

**3 credits**

**(Prerequisite: None)**

In this course, students will evaluate the importance of the organization of the human body. They will explain the anatomy of the various body systems, their constituent organs, and their basic functions. They will justify the interrelationship that exists between the systems in the human body. In addition, they will analyze the most common pathologies that affect the different systems.

### **BIOL 2000 Human Anatomy and Physiology**

**3 credits**

**(Prerequisite: BIOL 1010)**

In this course, students will evaluate the main components of the human body. They will apply the basic concepts of anatomy in the examination of the functioning of each of the body systems and the relationship between them. In addition, they will analyze the most common diseases, abnormalities, and disorders affecting each body system.

### **CHEM 1010 General Chemistry for Health Sciences**

**3 credits**

**(Prerequisite: MATH 1010) (Correquisite: CHEM 1011L)**

In this course, students will analyze the properties and changes of matter as well as its anatomic structure. In addition, they will examine the formation of chemical bonds and different chemical reactions. Furthermore, they will evaluate different organic compounds, along with as the structure and function of biological molecules.

### **CHEM 1011L General Chemistry for Health Sciences Laboratory**

**1 credit**

**(Prerequisite: MATH 1010) (Correquisite: CHEM 1010)**

In this course, students will apply the safety rules in the chemistry lab when performing experiments and handling laboratory instruments. Through a variety of experiments, they will investigate matter properties and changes, mixture separation methods, the molecular geometry of a compound, as well as ion and pH indicators in aqueous solutions. Also, students will evaluate different chemical reactions and factors that alter the kinetics of the reaction. Finally, they will analyze the equivalence point in an acid-base titration, as well as the properties and chemical reactions in organic compounds.

### **ENGL 1010 Basic English I**

**3 credits**

**(Prerequisite: None)**

In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

### **ENGL 1020 Basic English II**

**3 credits**

**(Prerequisite: ENGL 1010)**

In this course students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and

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

### **HUMA 1010 Humanities I**

**3 credits**

**(Prerequisite: None)**

In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

### **ITTE 1031L Computer Literacy and Laboratory**

**3 credits**

**(Prerequisite: None)**

In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

### **MATH 1010 Basic Mathematics**

**3 credits**

**(Prerequisite: None)**

In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

### **PHAR 1000 Pharmaceutical Theory**

**3 credits**

**(Prerequisite: None)**

In this course, students will examine the evolution and history of the discipline of pharmacy, as well as concepts of ancient and modern medicine. They will discuss topics related to professional ethics and the role of the pharmacy technician on duty. Students will apply basic concepts in the process of pharmaceutical products classification process, dosage forms, administration routes, pharmaceutical abbreviation reading, and the parts of a prescription or medical order. Additionally, they will analyze pharmacy federal and state legislation. (This course includes the use of simulator)

### **PHAR 1050 Pharmaceutical Chemistry**

**3 credits**

**(Prerequisite: PHAR 1000, CHEM 1010, CHEM 1011L, MATH 1010)**

In this course the students will identify the different functional groups present in the chemical and molecular structure of drugs. Relate the different compounds, formulas and chemical reactions applied in practice when reading literature on drugs and their action mechanisms.

**PHAR 1120 Pharmaceutical Mathematics****4 credits****(Prerequisite: PHAR 1000, MATH 1010 )**

In this course, students will evaluate different mathematical operations carried out in pharmacies using different pharmaceutical systems. Additionally, they will employ conversion concepts of different unit systems, ratios, and proportions through a dimensional analysis of prescriptions. Furthermore, they will develop different techniques to determine the medication dosage to be dispensed according to medical prescription indications.

**PHAR 2051L Composition and Dispensing Laboratory****2 credits****(Prerequisite: BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2250) (Correquisite: PHAR 2361L)**

In this course, students will analyze the duties of a pharmacy technician and the ethical aspects of the profession. They will develop prescriptions and composition recipes according to chapter USP 795: Pharmaceutical compounding – nonsterile preparations of the United States Pharmacopeia. Students will prepare compositions following the appropriate aseptic techniques established in chapter USP 797: Pharmaceutical compounding – sterile preparations of the United States Pharmacopeia.

**PHAR 2250 Pharmaceutical Legislation****3 credits****(Prerequisite: PHAR 1000)**

In this course, students will analyze laws and rulings of the operational processes in drugstores in Puerto Rico. Additionally, they will examine some laws and procedures related to medication dispensing, as well as other regulations concerning the professional practice. Likewise, they will resolve issues that arise in the pharmacy according to current laws and regulations.

**PHAR 2350 Posology****3 credits****(Prerequisite: BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120)**

In this course the student will study aspects related to patient dosage, advantages, disadvantages and the factors to consider when dosing. The student will solve dose calculation problems using different routes of administration and dosage forms. Also, will determine the safety of dose per body weight and infusion rate in intravenous solutions.

**PHAR 2361L Pharmacy Administration Laboratory****2 credits****(Prerequisite: MATH 1010, PHAR 1000, PHAR 1120, PHAR 2250)**

In this course, students will analyze basic administration and marketing concepts necessary for writing a proposal for the establishment of a pharmacy. Likewise, they will apply processes associated with medication billing, patient profile, prescriptions, and medical orders. In turn, students will resolve cost mathematical problems, discounts, retail price, and profit margin. Additionally, they will establish different strategies for inventory control, storage, and medication conservation.

**PHAR 2560 Pharmacology I****3 credits****(Prerequisite: BIOL 1010, BIOL 2000, PHAR 1000)**

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

### **PHAR 2570 Pharmacology II**

**3 credits**

**(Prerequisite: PHAR 1000, PHAR 2560, BIOL 1010, BIOL 2000)**

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

### **PHAR 2580 Pharmacology III**

**3 credits**

**(Prerequisite: PHAR 1000, PHAR 2560, BIOL 1010, BIOL 2000)**

In this course, students will analyze the components, disorders, symptoms, and treatment options for conditions that impact the cardiovascular, respiratory, and endocrine systems. They will classify cardiovascular drugs, blood modifiers, antihyperlipidemics, drugs to treat respiratory system conditions and those used to treat diabetes and thyroid conditions that occur in the endocrine system according to their therapeutic group. Also, students will explain the mechanisms of action according to their therapeutic group, indications, contraindications, and adverse reactions of the drugs presented.

### **PHAR 2700 Pharmacy Internship Seminar I**

**1 credit**

**(Prerequisite: BIOL 1010, BIOL 2000, CHEM 1010, CHEM 1011L, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR2361L, PHAR 2560) (Correquisite: PHAR 2711P)**

This seminar is taken in conjunction with the course PHAR 2711P Pharmacy Internship I. In this course the students will discuss aspects and situations experienced in the internship. Students apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, students apply the laws and regulations governing the profession of pharmacy technician and their respective amendments in the performance of their internship.

### **PHAR 2711P Pharmacy Internship I**

**2 credits**

**(Prerequisite: BIOL 1010, BIOL 2000, CHEM 1010, CHEM 1011L, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2361L, PHAR 2560)**

**(Correquisite: PHAR 2700)**

During this practice internship, students will apply administration knowledge from their role as pharmacy technicians. They will conduct the following procedures: reception, interpretation, labeling, dispatch, use of auxiliary labels, purchase orders, merchandise comparison, and inventory management following the laws and regulations of the pharmacy. This internship can take place in community pharmacies or hospitals.

### **PHAR 2800 Pharmacy Internship Seminar II**

**1 credit**

**(Prerequisite: CHEM 1010, CHEM 1010L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P) (Correquisite: PHAR 2811P)**

This seminar is taken in conjunction with the course PHAR 2811P-Pharmacy Internship II. In this course, students will discuss issues and situations experienced in their pharmacy internship. They apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, students



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

### **PHAR 2811P Pharmacy Internship II**

**2 credits**

**(Prerequisite: CHEM 1010, CHEM 1011L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P) (Correquisite: PHAR 2800)**

This internship can take place in community pharmacies or hospitals. The law requires that an authorized pharmacist supervise the intern's performance as pharmacy technician. At Internship II, the students will continue to strengthen their technical and administrative skills delegated by the pharmacist. Students must complete 350 hours of internship at the Practice Center.

### **PHAR 2900 Pharmacy Internship Seminar III**

**1 credit**

**(Prerequisite: CHEM 1010, CHEM 1011L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P, PHAR 2800, PHAR 2811P) (Correquisite: PHAR 2911P)**

This seminar is taken in conjunction with the course PHAR 2911P- Pharmacy Internship III. In this course, students will discuss issues and situations experienced in their pharmacy internship. They will apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, they apply the laws and regulations governing the profession of pharmacy technician and their respective amendments.

### **PHAR 2911P Pharmacy Internship III**

**2 credits**

**(Prerequisite: CHEM 1010, CHEM 1011L, BIOL 1010, BIOL 2000, MATH 1010, PHAR 1000, PHAR 1050, PHAR 1120, PHAR 2051L, PHAR 2250, PHAR 2350, PHAR 2361L, PHAR 2560, PHAR 2700, PHAR 2711P, PHAR 2800, PHAR 2811P) (Correquisite: PHAR 2900)**

This internship can take place in community pharmacies or hospitals. The law requires that an authorized pharmacist supervise the student's performance as pharmacy technician intern. In Internship III, students enrich their technical and administrative skills delegated by the pharmacist. Students must complete 350 hours of internship at the Center for Practice.

### **PHAR 2920 Pharmacy Integrated Seminar**

**3 credits**

**(Prerequisite: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, PHAR 1000, 1050, 1120, 2051L, 2250, 2350, 2361L, 2560, 2570, 2580, 2700, 2711P, 2800, 2811P) (Correquisite: PHAR 2900, PHAR 2911P)**

In this course students will review and strengthen the knowledge, skills and attitudes required in their functions as pharmacy technician. They will apply concepts and skills acquired in various topics such as: theoretical techniques with pharmaceutical abbreviations, pharmacy administration, pharmaceutical legislation, and pharmacology, pharmaceutical mathematics, dispensing techniques, institutional pharmacy and dosage, among others. Students will comply at all times with the ethical standards of the profession. They will complete exercises similar to those presented in the professional certification exam to practice as a pharmacy technician.

### **SEMI 1001 University Environment Seminar**

**1 credit**

**(Prerequisite: None)**

In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

### **SOSC 1010 Social Sciences I**

**3 credits**

**(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.

### **SPAN 1010 Basic Spanish I**

**3 credits**

**(Prerequisite: None)**

In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

### **SPAN 1020 Basic Spanish II**

**3 credits**

**(Prerequisite: SPAN 1010)**

In this course, the student will critically analyze different literary genres such as poetry, theater and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

## ***ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN ENTREPRENEURSHIP***

### **ACCO 1000 Introduction to Accounting I**

**4 credits**

**(Prerequisite: MATH 1010)**

In this course, students will analyze the fundamentals of accounting and their impact on business operations. They will categorize account types for registering transactions in the corresponding ledgers. Also, they will create the necessary financial reports when completing the accounting cycle of a business.

### **ACCO 2000 Fundamentals of Accounting and Financial Management for the Entrepreneur**

**3 credits**

**(Prerequisite: ACCO 1000)**

In this course, students will examine basic concepts of finance, accounting, and economic indicators from the perspective of the businessperson. They will analyze the significance of accounting management, financial reports, and the professional and technological resources available to record the business's financial information. Students will discuss the value of financial reports and business ledgers in evaluating performance, making sound business decisions, and obtaining financing.

### **BUAD 2000 Fundamentals of Management**

**3 credits**

**(Prerequisite: BUMA 1000)**

In this course, the students will critically analyze the main concepts about management and the organizational environment. In addition, they will assess the impact of the different schools of management thought and their exponents on contemporary management. Furthermore, they will integrate the concepts and processes related to planning, organization, management, and control into the essential functions of the manager.

### **BUAD 3000 Human Resources Administration**

**3 credits**

**(Prerequisite: None)**

In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

### **BUAD 3050 Ethics in Business**

**3 credits**

**(Prerequisite: None)**

In this course, students will analyze the origin and development of ethics as a philosophical principle, as well as its relationship and application in the business and professional environment. They will also evaluate the principles that promote a greater social responsibility inside and outside of an organization as a solution to current ethical problems. In addition, they will distinguish between the applicable principles and codes of ethics according to the type of organization or business. Furthermore, students will outline a code of ethics that meets the needs of a profession or organization.

**BUMA 1000 Introduction to Business****3 credits****(Prerequisite: None)**

In this course, students will understand the basic elements of business. They will examine the administrative and operational areas of a company, as well as the internal and external forces it faces in its business environment. At the same time, they will analyze the value of these basic elements for fulfilling the organizational objectives when managing a business.

**BUMA 1050 Introduction to Entrepreneurship****3 credits****(Prerequisite: None)**

In this course, students will analyze the general aspects, techniques and basic skills needed to develop a company. They will justify the planning and development of a business plan. Additionally, they will explain and develop an ethical and social conscience that will allow them to have good performance in the business world.

**BUMA 2010 Legal, Tax, and Social Liabilities in Businesses****3 credits****(Prerequisite: BUMA 1050)**

In this course, students will apply corporate social responsibility concepts and their ethical foundations. They will also recognize the stakeholders and actors involved in a corporation. Likewise, they will value the importance of the common good as the basis for a fair and inclusive society. Furthermore, students will evaluate processes related to the implementation of a socially responsible system.

**BUMA 2050 Small Business Planning****3 credits****(Prerequisite: BUMA 1050)**

In this course, students will analyze the types of legal structures, the market, and strategies for the operational viability of a business. They will also evaluate the structure of the internal and external environment of a business for decision making in the market study. Furthermore, students will apply planning concepts for a small business, including idea proposal, business model, market research phases, and starting the business plan.

**BUMA 2250 Small Business Planning II****3 credits****(Prerequisite: BUMA 2050)**

In this course, students will evaluate strategies for asset management, as well as risk factors and vulnerability mitigation in a business. They will also analyze financial data of a business plan for a small business. Furthermore, students will apply management concepts in the business plan for the development of marketing strategies and a financial plan with projections for a small business.

**ECON 2000 Micro economics****3 credits****(Prerequisite: None)**

In this course, students will examine basic elements of micro economics, taking into consideration economic and political problems. Justify the theory of consumer and producer behavior, emphasizing different types of markets and their agents. Evaluate models of supply and demand and their changes, the concept and model of elasticity, and state intervention. Also, explain different market structures, evaluating the efficiency, equity, and their failures.

**ENGL 1010 Basic English I****3 credits****(Prerequisite: None)**

In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

**ENGL 1020 Basic English II****3 credits****(Prerequisite: ENGL 1010)**

In this course, students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing.

**HUMA 1010 Humanities I****3 credits****(Prerequisite: None)**

In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

**ITTE 1031L Computer Literacy and Laboratory****3 credits****(Prerequisite: None)**

In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic technological concepts, the cycle of information processing and its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

**MATH 1010 Basic Mathematics****3 credits****(Prerequisite: None)**

In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of reasons, proportions, and percent. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

**MATH 1050 Business Mathematics****3 credits****(Prerequisite: MATH 1010)**

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

**MKTG 1010 Marketing Principles****3 credits****(Prerequisite: None)**

In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. Evaluate the cultural, social, economic, and political marketing dimensions taking into consideration the basics such as: product, price, promotion, and location. Design product, price, promotion, and location (distribution) strategies, to compete successfully in domestic and international markets.

**MKTG 2050 Introduction to Digital Marketing****3 credits****(Prerequisite: None)**

In this course, students will evaluate the advantages of digital marketing and its importance for the success of the overall marketing strategy of small and medium-sized businesses. They will develop the elements of a digital marketing plan along with the different digital channels, their advantages, and ways of integration. Moreover, they will apply search engine optimization (SEO) and website development strategies. They will analyze ways to obtain information on trends linked to the execution, development, and impact of digital marketing on the success of companies.

**SEMI 1001 University Environment Seminar****1 credit****(Prerequisite: None)**

In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

**SOSC 1010 Social Sciences I****3 credits****(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.

**SPAN 1010 Basic Spanish I****3 credits****(Prerequisite: None)**

In this course, the student will apply the basic rules of spelling, grammar and syntax to express himself orally or in writing. He will analyze literary texts to communicate his critical response to the readings, acquire new vocabulary and improve writing skills. He will assess the importance of language to correctly apply the linguistic knowledge and the rules governing oral and written communication.

**SPAN 1020 Basic Spanish II**

**3 credits**

**(Prerequisite: SPAN 1010)**

In this course, the student will critically analyze different literary genres such as poetry, theater and novels. The student will describe and illustrate its evolution, development, and characteristics. Furthermore, the student will analyze the elements that distinguish the investigative reporting of chronicles. Will recognize the importance of oratory and speech as a resource for effective communication. In addition, the student will write and present a speech.

***COURSE DESCRIPTIONS-DIPLOMA PROGRAMS***



***ADMINISTRATION AND INFORMATICS***

## ***NETWORK ADMINISTRATION***

### **LITE 1001 Computer Literacy**

**2 credits**

**Prerequisite: None**

This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

### **MATE 1221 Applied Mathematics**

**2 credits**

**Prerequisite: None**

This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as addition, subtraction, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

### **DETE 1003 Keyboard Skills**

**2 credits**

**Prerequisites: None**

This course provides learning activities designed to learn, and dominate the alphanumeric keyboard and numeric keyboard of ten digits in a computer system. Introduce to the students basic components (hardware) of computers and the principles of word processing. Develop basic skills that enable students to enter, recover, edit and print information in a computerize system; and speed to a minimum of 16 words per minute with a maximum of 6 mistakes, in a 2 minute test.

### **OPCO 2096 Computer Operating Systems (Windows)**

**2 credits**

**Prerequisite: HARD 1204**

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

### **INGL 1109 Basic English I**

**2 credits**

**Prerequisite: None**

This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

### **HARD 1204 PC Hardware and Assembly**

**2 credits**

**Prerequisites: None**

This course provides to the students with the knowledge, skills and techniques necessary for the identification, installation and configuration of computer components, external peripherals and

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

### **ADRE 1004 Network Operations**

**2 credits**

**Prerequisites: HARD 1204**

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

### **OPCO 2097 Operating Systems Open Sources**

**2 credits**

**Prerequisites: OPCO 2096**

This course provides activities to learn techniques for managing, installing and administrating open sources systems. It includes the basics principles to be able to use the Linux and other systems and information about what are open sources systems.

### **INTE 1215 Internet Fundamentals and Managements**

**2 credits**

**Prerequisites: ADRE 1097**

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

### **REDE 1215 Installation, Configuration, Administration and Support of Operating Systems (Windows)**

**2 credits**

**Prerequisites: ADRE 1004**

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

### **SERV 2011 Computer Users Support and Technical Writing**

**2 credits**

**Prerequisites: LITE 1001, HARD 1204 and concurrent with ADRE 1006**

This course provides useful methods in the implementation of support services to users and computer systems. Students will put together necessary documentation with the context of, end user support services and will participate in individual and group activities. This course presents case studies of projects and practices to develop student knowledge and skills.

### **ADRE 1005 Network Operations I - Environment**

**2 credits**

**Prerequisites: ADRE 1004**

This course explores the hardware, software, personnel and procedures needed to manage and maintain computer networks. It provides students the opportunity to plan and implement networks and administrate servers. Issues related to CompTIA Network+ Microsoft certifications and network performance and

monitoring will be include.

### **ADRE 1006 Network Operations II - Infrastructure**

**2 credits**

**Prerequisites: ADRE 1005**

Skill development in the implementing, managing and maintaining the infrastructure and services of a Microsoft Windows Server. Topics include cabling, cable closets, management devices, selection and installation of network devices, protocols, and sub netting. Subject matter related to CompTIA Network+ Microsoft certifications.

### **REDE 1216 Server Applications**

**2 credits**

**Prerequisite: Concurrent with ADRE 1006**

This course provides students with the knowledge and skills required to install, configure, manage, and troubleshoot a secure messaging infrastructure by using Microsoft Exchange Server. This course offers a significant number of hands-on practices, discussions, and assessments that assist students in becoming proficient in the skills that are needed to update and support this messaging application. Subject matter related to CompTIA Network+ Microsoft certifications.

### **ADRE 1097 Computer Telecommunications**

**2 credits**

**Prerequisites: None**

This course is about the role of telecommunications and computer networks in information management systems. It includes technical fundamentals, design of telecommunications, computer networks and strategies, tools and techniques for network planning, implementation, management, maintenance, and security. Subject matter related to CompTIA Network+ Microsoft certifications.

### **SERE 3001 Network Security**

**2 credits**

**Prerequisite: ADRE 1006**

This course includes intensive study of the techniques used to protect computer systems from intrusion, explaining in detail the techniques of defense and factors to consider when trying preventing attacks from outside. It will also instruct the student in the latest security industry recommendations and how to properly protect Windows and Windows Server, servers in a variety of settings and how to conduct security audits. Subject matter related to CompTIA Network+ Microsoft certifications.

### **VIRT 1001 Virtualization**

**2 credits**

**Prerequisites: OPCO 2096**

This course emphasizes the creation of virtual hardware and software platforms, rather than creating them physically. This will create computers, servers and virtual networks in order to reduce costs involved in the physical creation of these platforms. It also offers the advantage of virtually testing new equipment before being physically acquired, ensure that it is working and not lose the investment of buying a machine does not work as expected. Other benefits include implementation of security measures and management resource in a flexible and centralized environment.

**RENE 1001 Preparatory Course for Certifications in  
Computer Systems Administration**

**2 credits**

**Prerequisite: Concurrent with SERE 3001 and VIRT 1001**

This is a preparatory course for the CompTIA Network + Certification. The CompTIA organization is the largest independent company in the world. It is developed with the support of leading technology companies and are validated by experts around the world. The CompTIA Network + certification validates the ability of a professional to select, connect, configure and troubleshoot basic networking, including wireless and security technologies.

## ***BANKING OPERATIONS***

### **MADO 1003 Keyboard Skills**

**2 credits**

**Prerequisite: None**

This course comprises the mastering of the different keyboarding features of the alphanumeric keyboard. It covers the basic techniques, proofreading and centering. The student develops the ability to write 19 WPM with a maximum of five errors and will acquire skills that validate their abilities as a specialist in Microsoft Office products through the Word Certification Program at a basic level. They can perform existing positions in private offices, government agencies and businesses. The student, as part of the course, will meet different people who master the keyboard acquiring an overview of the advantages of this.

### **ESPA 1007 Basic Spanish**

**2 credits**

**Prerequisite: None**

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

### **SERV 3001 Customer Services**

**2 credits**

**Prerequisite: None**

This course provides students the opportunity to learn about the cycle of service and customer service, as an element of competitiveness in the industry. The study of basic concepts and principles of service, structural organization of the Customer Service Department, characteristics and requisites of the contact person, types of customers, necessities and expectations of the consumer, successful strategies for quality services and increment of satisfaction, control and evaluation of the company's customer attention processes. They will also discuss the following service techniques and customer attention: direct attention to the internal and external client, call center and communication process as an important tool in the service and staff performance.

### **OPBA 3002 Banking Operations I**

**2 credits**

**Prerequisite: None**

The student will acquire basic principles of some of the daily operations performed in different financial institutions such as commercial banks, savings and credit associations, consumer and credit unions, mortgage banks, finance companies and investment banks. They will acquire knowledge about the history and development of the banking system, money changing, and organizational structure of financial systems, the Federal Reserve System, cash procedures, current account and other bank procedures. Also includes, the search of information through interviews and visits to financial institutions.

### **MATE 1222 Basic Mathematics**

**2 credits**

**Prerequisites: None**

This Basic Math course is designed for students to master accurately and quickly the four mathematical operations (addition, subtraction, multiplication, and division) in numerals, integers, decimals and fractions.

**COMP 2014 Computer Application Programs (PowerPoint, Outlook, Internet)****2 credits****Prerequisite: None**

This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

**OPBA 3003 Banking Operations II****2 credits****Prerequisite: OPBA 3002**

The student will continue his/her acquisition of knowledge about banking operations. The student will be familiarized with the functions of the safes, and banking accounting, regulations, collections and auditing. In addition, subject covered are: basic concepts of commercial credit offered by different financial institutions, credit history, federal rules and regulations, direct or indirect loans, financing, electronic fund transfers, processing leases, the Fair Debt Collection Act practices and other loan recovery procedures. Special projects included through interviews, surveys and visits to financial institutions.

**MATE 1223 Business Mathematics****2 credits****Prerequisite: MATE 1222**

This is a basic mathematics course focusing on related business activities. Students will acquire fundamental knowledge for the technical / mathematical understanding of business; especially in the banking industry and other businesses. Among the topics included are percentages, simple and compound interest, operating procedures of commercial loans and mathematical terms. Solving problems quickly and accurately is emphasized.

**EXCL 1001 Electronic Spreadsheet (Excel)****2 credits****Prerequisites: None**

In this course the student, get acquainted with the theory and practice of the worksheet in the Microsoft Excel program. It includes the development of worksheets through different applications while working with graphs and database systems. The theoretical concepts will be applied in laboratory exercises. Students will search for documents to be modified, using the knowledge acquired in the course. Prepare a portfolio of daily class where the work done in class and those obtained by the external search will be organized. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft Excel. This course will cover all the topics specified by the MOS Program – Score Level.

**REPA 1023 Teller I (Manual)****2 credits****Prerequisite: OPBA 3003**

This course offers students theoretical and practical knowledge about the main features, requirements and job expectations Receptor-Payer in financial institutions. It includes the study and practice through exercises and simulations on the concepts of the payment function, money management, security, bank fraud and manual bank transactions.

**CONT 1095 Elementary Accounting I****2 credits****Prerequisite: MATE 1223**

This is an introductory course on the basics of accounting cycle for a service business. Topics of study include accounting equation, T accounts, transaction analysis, financial statements and payroll.

**INGL 1109 Basic English I****2 credits****Prerequisite: None**

This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

**REPA 1024 Teller II (Computerized)****2 credits****Prerequisite: REPA 1023**

This course provides students with knowledge and skills related to computerized transaction processing terminals. The course is offered in the laboratory, where students will implement everything learned during the previous session and will start to learn the IBC Teller System.

**CONT 1096 Elementary Accounting II****2 credits****Prerequisite: CONT 1095**

This course will broaden new topics within the accounting field aiming to facilitate the student's encountering with more areas that are difficult. Topics such as financial statement, the complete accounting cycle for a service business, payroll system, uncollectible accounts, ledger closing, note's interests accounting, and banking reconciliation will be discussed.

**INGL 1110 Basic English II****2 credits****Prerequisite: INGL 1109**

This course will continue focusing on the English grammar structure needed to strengthen the student's communication skills. Emphasis is given on reading and writing in order to increase basic vocabulary.

**REPA 1025 Teller III (Computerized)****2 credits****Prerequisite: REPA 1024**

This course offers the student opportunity to continue acquiring and refining their knowledge and skills in the banking transaction by using of the program IBC Teller System. It includes the execution and processing of diverse transactions that required in the commercial banks, mortgage banks, associations of credit, financiers and cooperatives of savings. The course emphasized in the development of the speed, exactitude and handling of the computerized systems.

**INGL 2104 Conversational English****2 credits****Prerequisite: INGL 1110**

This course is geared towards the improvement of verbal communication through the intensive practice of phonological patterns of English and structured communicative activities involving a relevant social and functional formulas of the language. In addition, listening discrimination and comprehensive skills are reinforced with drills and natural speech in structured situations.

**BANC 1012 Sales and Finances****2 credits****Prerequisite: None**

This course is designed to contribute to the knowledge and mastery of new sales techniques of both products and services in the banking industry, consumer behavior and sales management. Also studies financial aspects such as: money markets, capital investments, financial management, value for money, business



cycle, efficient diversification, shifting resources, among others.

## ***ADMINISTRATIVE ASSISTANT WITH MEDICAL BILLING***

### **PROA 1001 Office Administration Procedures**

**2 credits**

**Prerequisite: None**

This course has been designed to introduce students in their profession and in the medical billing field. There is emphasis on the importance of basic qualities that an administrative assistant and a medical biller should possess in order to efficiently perform their work in the market. Interpersonal relations are noted, as well as work ethics, communication, and quality in client service. In addition, students will know the basic principles of management, administrative undertaking, marketing, human resources, medical records and applicable legislation, as well as the proper handling of medical records.

### **ESPA 1007 Basic Spanish**

**2 credits**

**Prerequisite: None**

In this course, the student is offered the opportunity to strengthen, refine and enrich the basic skills of oral expression, writing and linguistic concepts. Emphasis will be given to the spelling and syntactic aspects that will include the rules of syllabic division, spelling, punctuation, use of uppercase and lowercase letters, reading comprehension and vocabulary development.

### **ADDO 1002 Document Administration**

**2 credits**

**Prerequisite: None**

This course offers the student activities aimed to learn the organization and procedures for filing documents, according to alphabetic and numerical systems. It includes the teaching of methods and modern techniques in management, database and document control. In addition, knowledge of the laws governing document management and organizing documents in computerized systems.

### **MADO 1003 Keyboard Skills**

**2 credits**

**Prerequisite: None**

This course comprises the mastering of the different keyboarding features of the alphanumeric keyboard. It covers the basic techniques, proofreading and centering. The student develops the ability to write 19 WPM with a maximum of five errors and will acquire skills that validate their abilities as a specialist in Microsoft Office products through the Word Certification Program at a basic level. They can perform existing positions in private offices, government agencies and businesses. The student, as part of the course, will meet different people who master the keyboard acquiring an overview of the advantages of this.

### **FUNS 1003 Clinical Principles**

**2 credits**

**Prerequisite: None**

This course provides students with the knowledge and skills related to the most common medical terminology in medical plans billing. Class discussions include medical abbreviations used in medical diagnoses and procedures. In addition, students will learn human anatomy and physiology. Included is the study of chronic diseases that affect the human body and the specialist who treats each of them.

### **INGL 1109 Basic English I**

**2 credits**

**Prerequisite: None**

This course is intended to promote the correct use of the English language. It will reinforce the basic skills

such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

### **PRCO 1002 Production of Business Documents (Basic)**

**2 credits**

**Prerequisite: MADO 1003**

This second course provides students with the skills needed for the preparation of commercial letters, end block and modified block styles, with indentation and traditional and simplified memos, from draft to acceptable formats. Students will carry out a search (special project) of documents, classifying them by type and use. Student will develop the ability to write a minimum of 23 words per minute with a maximum of 4 errors on tests of three minutes. They will also gain knowledge on mail merge functions, labels, and envelopes.

### **CODI 3003 Codification of Diagnostics and Injuries**

**2 credits**

**Prerequisite: FUNS 1003**

This course provides students the knowledge and basic skills required for the coding of diagnostics and injuries in patients. Practical exercises will be included in order to search for coding of diseases, conditions, and injuries, using the ICD-10-CM manual as a resource for medical diagnoses.

### **INGL 1110 Basic English II**

**2 credits**

**Prerequisite: INGL 1109**

This course will continue focusing on the English grammar structure needed to strengthen the student's communication skills. Emphasis is given on reading and writing in order to increase basic vocabulary.

### **REME 1002 Production of Medical Documents and Electronic Record**

**2 credits**

**Prerequisite: MADO 1003**

This course provides the student with learning activities to refine the highest possible level skills in managing the computer system and the theoretical and technical knowledge acquired previously. The use of the templates provided by the system to prepare professional documents including elements of art, newspaper columns, tables and medical forms, agendas, minutes, and other documents that are performed in a medical office. It provides the tools to manage the office with control and efficiency. It allows the student to understand the handling of electronic medical records in a complete and efficient manner, by using the Secure EMR program and Inmediata. The following functions will be studied: personal agenda, messages, new patient appointments, follow-up appointments, patient demographic information, plan registration, adjustment of co-payments, among others.

### **CODI 3004 Coding of Services and Procedures**

**2 credits**

**Prerequisite: CODI 3003**

This course provides students the knowledge and basic skills required for the coding of medical services and procedures. Practical exercises will be included in order to search for coding of services, procedures, and treatments, using the CPT code manual as a resource for services and procedures.

### **FACT 3012 Medical Plans Billing (Manual)**

**2 credits**

**Prerequisite: CODI 3003**

During this course, the students will acquire the knowledge needed to delve into the medical and dental billing market. They will learn the terminology used for billing; manage the documentation used in the

billing process, as well as laws and regulations relevant to health institutions and how to apply correctly the coding required for billing.

### **CONT 1095 Elementary Accounting I**

**2 credits**

**Prerequisite: None**

This is an introductory course on the basics of accounting cycle for a service business. Topics of study include accounting equation, T accounts, transaction analysis, financial statements and payroll.

### **FACT 3013 Electronic Medical Plans Billing I**

**2 credits**

**Prerequisite: FACT 3012**

In this course, the student will learn how to properly manage and use the billing program and clearing house, Secure Claim. It includes learning and mastering system functions such as: Front Desk, Claim Center, Back Office, Analytics, and Support. With this electronic program, the student will be able to create and maintain patient information, bill preparation, electronic issuance and reconciliation of payments. The student will gain the knowledge and skills necessary to meet and address the main demands of the labor market in relation to the electronic processing of professional, dental and institutional medical billing for the recovery for medical services rendered.

### **EXCL 1001 Electronic Spreadsheet (Excel)**

**2 credits**

**Prerequisite: MAD0 1003**

In this course the student, get acquainted with the theory and practice of the worksheet in the Microsoft Excel program. It includes the development of worksheets through different applications while working with graphs and database systems. The theoretical concepts will be applied in laboratory exercises. Students will search for documents to be modified, using the knowledge acquired in the course. Prepare a portfolio of daily class where the work done in class and those obtained by the external search will be organized. This course will also prepare students to take the Microsoft Office Specialist (MOS) exam for Microsoft Excel. This course will cover all the topics specified by the MOS Program – Score Level.

### **FACT 3014 Electronic Medical Plans Billing II**

**2 credits**

**Prerequisite: FACT 3013**

In this course, students will acquire the necessary knowledge to delve into the dental billing market, as well as learning to adequately operate the electronic dental billing program “Secure Claim.” In addition, students will understand auditing processes. This includes learning and mastering system functions such as patient registration and records, dental billing processes, and printing of documents. Students will learn the dental anatomy needed for effective billing, and will identify and manage necessary documentation to carry out audits. This will place students in a more competitive level on today’s job market.

### **INGL 2104 Conversational English**

**2 credits**

**Prerequisite: INGL 1110**

This course is geared towards the improvement of verbal communication through intensive practice of phonological patterns of English and structured communicative activities involving a relevant social and functional formulas of the language. In addition, includes reinforcement of listening discrimination and comprehensive skills with drills and natural speech in structured situations.

**OFIC 3008 Externship**

**2 credits**

**Prerequisite: PRCO 1002, REME 1002, FACT 3013**

In this course, students will apply and practice all the skills and knowledge acquired to demonstrate mastery of the procedures in documentation management within a medical office. Among the documents and tasks to be performed are letters, memos, reports, tables, payroll, schedules, legal documents, presentations, electronics agendas, medical billing and archiving among others. It is expected that the student learn to use the highest possible level all office equipment.

## ***TOURISM AND HOTELS***

### **TURI 2101 Introduction to Tourism and Hotels**

**2 credits**

**Prerequisite: None**

This course offers the student the opportunity to acquire the theoretical knowledge at the historic development of the tourism. The main components are described of the tourism, with emphasis in hospitality industry. It studies the different modalities of travel, legislation, agencies and professional associations that regulate and support the tourism. It is included, documentations required for international travel, the influence of the tourism in the development of P.R. economy, offering, demand, market requisites (employment), the professional image and the benefits of a career in the tourism industry.

### **SERV 3001 Customer Services**

**2 credits**

**Prerequisite: None**

This course provides students the opportunity to learn about the cycle of service and customer service, as an element of competitiveness in the industry. The study of basic concepts and principles of service, structural organization of the Customer Service Department, characteristics and requisites of the contact person, types of customers, necessities and expectations of the consumer, successful strategies for quality services and increment of satisfaction, control and evaluation of the company's customer attention processes. They will also discuss the following service techniques and customer attention: direct attention to the internal and external client, call center and communication process as an important tool in the service and staff performance.

### **ESPA 1007 Basic Spanish**

**2 credits**

**Prerequisite: None**

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

### **COMP 2014 Computer Application Programs (PowerPoint, Outlook, Internet)**

**2credits**

**Prerequisite: None**

This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

### **CONT 1095 Elementary Accounting I**

**2 credits**

**Prerequisite: None**

This is an introductory course on the basics of accounting cycle for a service business. Topics of study include accounting equation, T accounts, transaction analysis, financial statements and payroll.

### **GEOG 1007 Puerto Rico Tourism Geography**

**2 credits**

**Prerequisite: None**

Study of all aspects and concepts of the geography of Puerto Rico focused on the tourism activity. Analysis

of the Puerto Rico landscaping, climate, flora and fauna, tourist attractions, and historical sites. Study of the traditions, folklore, local arts, and crafts. Historical synthesis is presented in order to better understand and analyze Puerto Rico traditions and folklore is featured.

### **HOTE 3002 Hotel Operations**

**2 credits**

**Prerequisite: None**

This course provides the student the opportunity to know basic principles on the hotel operations. It include, the structure of the hotel's department studies with emphasis in three key areas (Reservations, Front Desk and Back Office), classification of hotels, positions and tasks, personality and skills of resources, guest's services and preparation of reports. In addition, discusses the functions and procedures related to hotel reception, lodging, services, collections and reservations.

### **INGL 1109 Basic English I**

**2 credits**

**Prerequisite: None**

This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

### **GEOG 1008 Universal Tourism Geography**

**2 credits**

**Prerequisite: None**

Study of the concepts of worldwide geography focused through the tourist activity. Analysis of the world main tourist attractions and its characteristics. Also includes, the basic analysis of worldwide cartography and geographic vocabulary.

### **COST 1003 Food and Beverage Cost Control**

**2 credits**

**Prerequisite: None**

The course is addressed to the learning and practice of handling cost controls on the preparation of food and beverages. The factors determining sales and prices, reporting and record keeping and safety measures are also discussed. The course exposes students to experiences and knowledge all related processes in restaurants, hotels and other related businesses related to culinary arts.

### **MERC 2102 Tourism Marketing**

**2 credits**

**Prerequisite: None**

In this course, the students learn the basic concepts, principles and new marketing techniques of products and services in the tourism industry. It analyzes the current situation of the tourism companies, marketing department characteristics, types of advertising and promotional campaigns. It includes the description of the Tourism Strategic Marketing System and its various stages.

### **INGL 1110 Basic English II**

**2 credits**

**Prerequisite: INGL 1109**

This course will continue focusing on the English grammar structure needed to strengthen the student's communication skills. Emphasis is given on reading and writing in order to increase basic vocabulary.

**INGL 2104 Conversational English****2 credits****Prerequisite: INGL 1110**

This course is geared towards the improvement of verbal communication through the intensive practice of phonological patterns of English and structured communicative activities involving a relevant social and functional formulas of the language. In addition, listening discrimination and comprehensive skills are reinforced with drills and natural speech in structured situations.

**LINE 3001 Air Lines****2 credits****Prerequisite: None**

Learning of skills and activities related to the airline industry, cruises and tours and its basic principles, regulations, products and services. Special terminology, issuance and procedures of reservations and ticketing, international and domestic rates system.

**CONV 3001 Conventions and Banquets****2 credits****Prerequisite: None**

This course offers to students the opportunity to acquire the theoretical knowledge and skills that will help them enter in the event planning field, with emphasis in related activities such as conventions, meetings and banquets in the hotel industry. It studies the structure of the Department of Activities, profile resources, types of clients, sales strategies, event planning, invoicing and preparation of evaluation reports.

**HOTE 3003 Hotel Management and Supervision****2 credits****Prerequisite: HOTE 3002**

The course is designed to introduce students to the basic principles of supervision and management in the hotel area. The students will acquire the ability to contribute in the planning, organization and management of enterprises in the hospitality industry. In addition, students will gain the skills, knowledge and practices that will enable them to occupy positions as administrative officers in various departments of the hotel, where they can apply the concepts learned in business management. Students will put together a professional portfolio as part of the job search according to the department of Human Resources.

**GUIA 1103 Cultural Tourism Guide****2 credits****Prerequisite: GEOG 1007**

This course offers students the opportunity to acquire the knowledge of tour guide and its environment in the receptive country's culture. Includes information on various tour guides and their professional role; as well as planning and organizing an excursion for a determined group of tourists. The student will identify and understand the importance of the culture and its classifications, such as agro-tourism, eco-tourism, among others. Students will know the economic impact of how the culture and excursions, helping the sustainable tourism of the receptive or visited country through actual market methods.

**RESE 3001 Computerized Reservations (SABRE)****2 credits****Prerequisite: LINE 3001**

Introduction to the airline reservation system that is designed to provide with a fast way to meet the modern travelers demands. The student will learn to understand the basic transactions such as preparing a traveler's record, airline booking and complete a ticketing transaction using SABRE program.



*CULINARY ARTS*

## ***MIXOLOGY/BARTENDING***

### **BARR 1014 Introduction to the Bar**

**2 credits**

**(Prerequisite: None)**

In this course, students will discuss the occupational definition of a bartender, professional profile and characteristics, and job tasks, as well as existing professional associations (certifications). They will examine the origin and history of the bar, its structure, typology, and equipment. They will also demonstrate their knowledge of the origin and history of fermented and distilled alcoholic beverages (processes and components).

### **INGL 2104 Conversational English**

**2 credits**

**(Prerequisite: None)**

In this course, students will demonstrate improvement of verbal communication through intensive practice of phonological patterns of English, and structured communicative activities involving a relevant social and functional formulas of the language. In addition, students will practice listening and comprehension skills with drills and natural speech in structured situations.

### **BARR 2006 Customer Service and Table Service**

**2 credits**

**(Prerequisite: None)**

In this course, students will evaluate the service cycle and customer service as an element of competitiveness within the food and beverage industry. They will analyze basic service concepts, types of clients, consumer needs and expectations, successful strategies for quality service and increased satisfaction, and control and evaluation of the establishment's attention processes toward the client. They will practice table setting etiquette, the main elements of a table, table linens, tableware, cutlery placement, assembly, and decoration, while considering various types of service, such as French, Russian, English, banquet, family, and American.

Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform the tasks and services directly in the cafeteria.

### **BEBI 1002 Beverage Preparation and Service Lab I**

**2 credits**

**(Prerequisite: None)**

In this course, students will learn to create different recipes for the preparation of beverages. They will participate in presentations and simulations in the laboratory regarding the selection of ingredients, presentation techniques, service and cost of non-alcoholic beverages, and cocktails with the proper classifications of pre-dinner, after-dinner, and long drink, with a preparation base of rum, vodka, and gin. They will execute various commercial-style fruit cuts, billing methods, and equipment and glassware cleaning before and after every service.

Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform the tasks and services directly in the cafeteria.

### **BARR 1017 Introduction to Restaurants and Hospitality**

**1 credit**

**(Prerequisite: None)**

In this course, students will analyze the historic development of Puerto Rico, the gastronomic industry, and tourism, as well as places of touristic importance, guesthouses and inns, and gastronomic and entertainment venues in Puerto Rico.

### **BARR 1015 Bar Operation and Management**

**2 credits**

**(Prerequisite: None)**

In this course, students will learn about the fundamentals of beverage administration, operation, and cost control, known as F&B, a business unit in charge of maintaining internal controls of the items consumed in this department. Students will acquaint themselves with professional terminology and the process for the recruitment, selection, supervision, and training of personnel. In addition, they will know the inventory reports and documents regarding marketing and permit applications.

### **BARR 1018 Other Cocktail-Making Techniques (Working Flair and Competition Techniques)**

**1 credit**

**(Prerequisite: BARR 1014)**

In this course, students will demonstrate basic knowledge and skills in the new trends in the area of working flair and competition techniques. They will practice the techniques, basic choreography, and movements, as well as the preparation of beverages often used in working flair, competition components, and the necessary skills for competing.

### **BEBI 1003 Beverage Preparation and Service Lab II**

**2 credits**

**(Prerequisite: BEBI 1002)**

In this course, students will practice creating various recipes for the preparation of alcoholic beverages. They will execute tasks, simulations, and practical exercises in the lab related to preparation methods, cocktail creation, presentation techniques, and cocktail service with tequila, whisky, brandy, and cordial bases. In addition, they will identify proper glassware for each cocktail, as well as the costs of each type of cocktail, billing methods, and equipment and glassware cleaning before, during, and after each service.

### **BEBI 1007 Applied Mixology**

**2 credits**

**(Prerequisite: BEBI 1002; Corequisite: BEBI 1003)**

In this course, students will practice new trends in the beverage preparation and service area, such as mixology. They will explain the different techniques and equipment used in mixology. In addition, they will demonstrate the culinary techniques and trends in the preparation of beverages.

### **VINO 1002 Wine Service**

**2 credits**

**(Prerequisite: None)**

In this course, students will demonstrate basic knowledge of the history and preparation of wine. They will identify various types of grapes and their regions, as well as different regulatory agencies for wine production and sales. They will also apply theoretical knowledge with different types of sensory tests that will help in sharpening their senses through tastings and seminars.

### **BEBI 1008 Barista Services**

**2 credits**

**(Prerequisite: BARR 2006)**

In this course, students will demonstrate the basic knowledge and skills of new trends in area of beverage preparation and service, such as barista services. They will discuss relevant information about coffee, its derivative drinks, and their preparation techniques. In addition, they will explain the different techniques and equipment used in barista service and in coffee-based beverage preparation.

**PRTR 1006 Occupational Seminar****1 credit****(Prerequisite: None)**

In this course, students will analyze opportunities in the food and beverage industry and the strategies for the acquisition and retention of a position based on the job market, as well as ethical codes and legal and professional regulations. They will participate in a real job search process, completing the following steps: filling out a job application, designing and collecting documents required by employers (résumé), and preparing for a job interview and its subsequent evaluation.

**PRAC 1018 Externship****3 credits****(Prerequisite: To have passed all previous courses, except for PRTR 1006 and BEBI 1008)**

In this course, students will apply concepts, knowledge, and skills in a real work setting. They will practice the full cycle of preparation and service of drinks and cocktails, including presentation, bar management, health and safety practices, table and wine service, fruit cutting, cash register management, and customer service. Finally, students will demonstrate the knowledge and skills necessary to enter the food and beverage industry.

Note: This course is part of the integration model between the cafeteria and the academic program. Students will perform the tasks and services directly in the cafeteria.

## ***CULINARY ARTS***

### **ORGA 1002 Culinary History and Kitchen Organization**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the history and evolution of cooking as a basis for understanding the environment, functions, job classifications, and employment opportunities in the culinary services job market. They will analyze the different tasks within this setting from an economic and social perspective, including the identification, classification, organization, costs, and presentation of kitchen equipment as work tools. Additionally, they will discuss the different cooking methods and basic principles of the art of seasoning and flavoring.

### **NUHS 1002 Nutrition, Hygiene, and Sanitation**

**2 credits**

**(Prerequisite: None)**

In this course, students will evaluate the principles of nutrition, hygiene, and sanitation with the objective of using them as regulation for the confection and elaboration of all kinds of foods. In addition, they will analyze safety rules in the workplace and the legal implications of accidents and hygiene and sanitation issues in establishments.

### **MATE 1224 Culinary Math**

**2 credits**

**(Prerequisite: None)**

In this course, students will review basic math operations to make cooking and bakery recipe conversions. They will apply this knowledge on weighing and measuring tasks for use during recipe making and conversion.

### **INGL 1109 Basic English I**

**2 credits**

**(Prerequisite: None)**

In this course, students will demonstrate command of the standard conventions of English grammar and their usage when listening, speaking, reading, and writing. Students will reinforce their knowledge of vocabulary to allow them to have a better understanding of the English language in day-to-day situations. Students will explain the importance of the English language when searching for future job opportunities in the professional field.

### **GAST 1001 Basic Culinary Techniques**

**2 credits**

**(Prerequisite: None)**

In this course, students will acquire the required skills to manage techniques involving equipment use, tools, and other components to carry out a chef's job. They will apply these skills in fruit and vegetable preparation, cuts, and confection, ensuring color preservation, texture, flavor, and nutrients. Likewise, they will evaluate the combination of starches in sauce preparation as thickening agents giving color, flavor, and stability to prepared foods and in factors affecting their preparation. Students will work on broths, mother sauces, dessert sauces, and their derivatives.

This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

### **CORT 1011 Meat, Fish, and Poultry Cutting**

**2 credits**

**(Prerequisites: NUHS 1002, GAST 1001)**

In this course, students will evaluate meat, fish, and poultry cuts used in menus in accordance with the Meat Buyer's Guide (primal and portions). Will review again sanitation principles, safety, cut grading, storage (temperature and methods), tests and control forms, and costs involved in each cut.

This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

### **INVE 1011 Storage, Cost Control, and Inventory**

**2 credits**

**(Prerequisite: MATE 1224)**

In this course, students will practice techniques for purchasing, receiving, storage, and registration of requisitioned foods and beverages. For this, they will become acquainted with state and federal laws establishing controls in the food and beverage industry. Furthermore, students will relate to the required documentation and information for report preparation, such as labor value and food and beverage costs, as well as managing documents related to permit applications, reports, and inventories. Also, they will evaluate the commercial aspects of the operation and the role of future employees in the control systems of the gastronomic industry.

### **DESA 1004 Garde Manger, Breakfast, Banquets, and Catering**

**2 credits**

**(Prerequisites: NUHS 1002, GAST 1001)**

In this course, students will demonstrate mastery in the preparation of nutritious breakfasts that include the four basic food groups, which ensure energy acquisition and less irritability in the clientele that consumes them. Furthermore, they will apply their skills in the design and elaboration of different dressings and the preparation of salads, sandwiches (tea, finger, open), appetizers, and canapés. Students will practice the preparation of cheese and cold cuts platters, as well as fruit and vegetable carving, which are very used in buffets for hotel and restaurant activities.

This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

### **COCI 1034 Bakery and Confectionery**

**2 credits**

**(Prerequisite: None)**

In this course, students will acquire the knowledge and skills required for the preparation of pastry, confectionery, and basic bakery. They will demonstrate knowledge of mixing methods for making quick breads, baking methods for cakes, cookie making, and confection of Puerto Rican desserts.

### **FACI 1002 Facilities and Menu Planning**

**2 credits**

**(Prerequisite: None)**

In this course, students will evaluate basic techniques for planning and preparing hotel, restaurant, and institutional menus. Students will demonstrate skills to plan, draw on a table, and adapt to food service facilities the menu they will later prepare. In addition, they will justify the relationship that must exist between menu planning, purchases, production, and food services.

**SERV 1003 Restaurant Service Lab****2 credits****(Prerequisite: None)**

In this course, students will analyze the variety of services, functions, and managerial tasks of restaurant operation and management. They will practice the following service types: American, Russian, French, Chinese, buffet, and everything related to production and presentation of food and beverage services. Also, they will demonstrate skills in applying customer service, sanitation, and hygiene principles.

**COCI 1031 Continental Cuisine****2 credits****(Prerequisites: NUHS 1002, GAST 1001, CORT 1011)**

In this course, students will evaluate cultural knowledge of different countries in the American continent to apply what they have learned about the preparation and confection of world-renowned continental dishes. They will examine culinary practices from North American, Central American, and South American countries, as well as some of the Caribbean islands.

**DEST 1005 Supervisory Skills and Small Business Development****2 credits****(Prerequisite: None)**

In this course, students will examine updated information, training, and technical advice in all aspects of the development, setup, and management of a small business. They will analyze all regulations and documentation required for the incorporation of small businesses. Furthermore, students will apply their skills in business administration related areas, such as feasibility studies, business plan development, financing, marketing, production, organization, supervision, and management.

**SERV 1004 Cafeteria Service Lab****2 credits****(Prerequisites: NUHS 1002, GAST 1001, CORT 1011)**

In this course, students will learn the principles and successful practices of good cafeteria service. They will employ techniques for serving foods and beverages regularly served at this type of establishment, as well as table setting, proper equipment use, and cleaning as an essential element after service is rendered. This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.

**COCI 1032 International Cuisine Lab****2 credits****(Prerequisites: NUHS 1002, GAST 1001, CORT 1011)**

In this course, students will acquire cultural knowledge from different countries to apply them in the preparation and confection of world-renowned international dishes. They will learn culinary practices from countries such as France, Japan, China, Greece, Africa, Italy, United States, Germany, India, and Mexico, among others.

**MARI 1003 Principles of Mixology, Enology, and Pairing****2 credits****(Prerequisites: FACI 1002, GAST 1001, COCI 1031, NUHS 1002, CORT 1011)**

In this course, students will analyze basic concepts on the history and elaboration of wines, spirits, liqueurs, coffees, and cheeses. They will show skills in tasting different types of wines and cheeses. They will also prepare recipes using different wines and spirits. Furthermore, students will practice wine and food pairing.

**PRTR 1006 Occupational Seminar****1 credit****(Prerequisite: None)**

In this course, students will acquire the required knowledge for understanding opportunities in the food and beverage field, as well as strategies for position acquisition and retention, in accordance with the job market, tasks, codes, and legal and ethical regulations. They will practice the completion of a job application, compilation and design of documents required by employers (resume), the interview, and the subsequent evaluation. Also, they will participate in a real and active job search.

**COCI 1033 Externship****3 credits****(To have passed all previous courses, except for PRTR 1006, MARI 1003, INGL 1109)**

In this course, students will apply the knowledge and skills acquired throughout the program in real workplaces, like hotels and restaurants, that meet the requirements as practice centers. Within the work setting, students will demonstrate skills to implement management processes in the setting and prepare the studied dishes, using the respective principles of hygiene, safety, etc.

This course is part of the integration model between the cafeteria and the academic program. Students will perform tasks and services directly in the cafeteria.



## ***INTERNATIONAL PASTRY AND BAKING***

### **INGL 1109 Basic English I**

**2 credits**

**(Prerequisite: None)**

In this course, students will demonstrate command of the standard conventions of English grammar and their usage when listening, speaking, reading, and writing. Students will reinforce their knowledge of vocabulary in order to allow them to have a better understanding of the English language in day-to-day situations. Students will explain the importance of the English language when searching for future job opportunities in the professional field.

### **ORGA 1002 Culinary History and Kitchen Organization**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the history and evolution of the kitchen as a foundation for understanding its environment, functions, job classifications, and job opportunities. They will take part in the processes of identifying, categorizing, organizing, defining costs, and presenting kitchen equipment as a work tool. Students will discuss different cooking methods as well as the fundamental principles of seasoning and flavoring.

### **NUHS 1002 Nutrition, Hygiene and Sanitation**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze nutrition, hygiene, and sanitation principles with the goal of using them as guidelines for the preparation and processing of all types of food. They will evaluate workplace safety standards and legal ramifications in the event of an accident, as well as hygiene and sanitation issues in establishments.

### **MATE 1224 Culinary Math**

**2 credits**

**(Prerequisite: None)**

In this course, students will apply basic mathematical operations to convert cooking and baking recipes. They will demonstrate their skills and knowledge in the weighing process and measurement conversion during recipe preparation and development.

### **GAST 1001 Basic Culinary Techniques**

**2 credits**

**(Prerequisite: None)**

In this course, students will apply techniques in the use of equipment, instruments, and other components to perform the duties of a chef. They will participate in the preparation, cutting, and packaging of fruits and vegetables, ensuring that color, texture, flavor, and nutrients are preserved. Similarly, they will combine starches in the preparation of sauces as thickening agents that provide color, flavor, and stability in the prepared food, and the factors that affect its preparation.

### **INVE 1011 Storage, Cost Control, and Inventory**

**2 credits**

**(Prerequisite: MATE 1224)**

In this course, students will practice the techniques of purchasing, receiving, storing, and recording requisitioned food and beverages. In addition, they will differentiate the state and federal laws that establish food and beverage industry controls. Furthermore, they will identify the documentation and information

required for the preparation of labor value reports, food and beverage costs, permit applications, and other types of reports and inventories, as well as the documents required for permit applications, other types of reports, and inventories.

### **PANI 1003 Introduction to Bakery**

**2 credits**

**(Prerequisites: NUHS 1002, COCI 1034)**

In this course, students will develop skills related to the fundamental principles of baking. They will examine the terminology used in the production of various breads, the identification of raw materials, products, and equipment, as well as the elaboration process and production of commercial and international breads and doughs. Furthermore, they will implement safety and hygiene standards in production areas.

### **COCI 1034 Bakery and Confectionary**

**2 credits**

**(Prerequisite: None)**

In this course, students will demonstrate the knowledge and skills required to prepare basic pastry, confectionery, and bakery recipes. They will practice quick bread mixing techniques, cake and cookie baking techniques, as well as making Puerto Rican desserts.

### **FACI 1011 Menu Planning and Buffets**

**2 credits**

**(Prerequisite: None)**

In this course, students will learn the fundamental processes for menu planning and design in hotels, restaurants, and institutions. They will plan the creation of menus from drawings and food service facility adaptations. They will examine the appropriate relationship between menu planning, purchasing, production, and food services. They will investigate the history of the buffet, its relationship with the kitchen, different types of buffets, dishes, presentations, set-ups, table services, and their decoration.

### **DECO 1003 Cake Decoration I: Lab**

**2 credits**

**(Prerequisites: NUHS 1002, COCI 1034)**

In this course, students will make various cake decorations out of sugar, chocolate, buttercream, marzipan sheets, rolled fondant, and pastillage. They will assemble a traditional single tier cake as well as multitiered cakes using various lamination techniques. In addition, they will apply the various techniques they have learned in the preparation of a theme cake.

### **CONF 1003 Confectionary I Lab**

**2 credits**

**(Prerequisites: NUHS 1002, COCI 1034)**

In this course, students will learn how to make various types of whipped cream to use as toppings for cakes, tarts, flans, French, Italian, and German cakes, among other ones. They will practice putting together and decorating cakes with marzipan, buttercream, ganache, rolled fondant, and meringue. In addition, as part of the dessert assembly, they will prepare various fillings such as pastry cream, Bavarian cream, mousse, and fruit glazes. They will also employ dessert plating techniques.

### **DEST 1005 Supervisory Skills and Small Business Development**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze current information, training, and technical advice on all aspects of developing, establishing, and managing a small business. They will examine all applicable regulations and small business incorporation documents. Furthermore, students will recognize business administration-

related areas such as feasibility study, business plan development, financing, marketing, production, organization, supervision, and management.

### **DECO 1004 Cake Decoration II: Lab**

**2 credits**

**(Prerequisites: NUHS 1002, COCI 1034, DECO 1003)**

In this course, students will develop skills in the preparation of different cake decorations, which will be based on various decoration techniques and fundamentals. They will examine how to use different types of coatings, rolled fondant, advanced pastillage flowers, frostings, draping, quilting, drapery, lace, and other avant-garde decoration techniques correctly. In addition, they will put the skills they have learned to use in the creation of two theme cakes.

### **CONF 1004 Confectionary II (Commercial): Lab**

**2 credits**

**(Prerequisites: NUHS 1002, COCI 1034, CONF 1003)**

In this course, students will learn how to make petit fours, pâte à choux, pastries made from laminated dough such as puff pastry, short dough, croissant, and danish dough. They will create fillings to go with the different laminated doughs and the most common shapes used in the confectionery industry, such as palm trees, bear claws, vol-au-vents, and coffee cakes, among others. Furthermore, they will put their skills to use in the mass production of commercial products such as donuts; meat, guava, and cheese pastries; biscuits; muffins; scones; and mini cakes, among others.

### **CHOC 1002 Chocolate and Sugar Artistry: Lab**

**2 credits**

**(Prerequisites: NUHS 1002, COCI 1034)**

In this course, students will prepare sweets using chocolate and sugar as the main ingredients. They will examine the techniques for making these treats as well as the proper methods for modeling and tempering chocolate. Additionally, they will create sculptures, chocolate bonbons, fillings, chocolate-covered fruits and candies, hard candy lollipops, brittle, sponge cakes, and toppings.

### **PAST 1006 Technique Integration Lab**

**2 credits**

**(Prerequisites: To have completed all previous courses, except for PRTR 1006; CONF 1018; INGL 1109)**

In this course, students will use the knowledge gained during their academic preparation to successfully integrate into the labor field. They will investigate various business situations related to the industry, such as preparing quotations, adjusting proposals based on the assigned budget, dealing with unexpected situations, and providing adequate alternatives based on the events presented, among other things. They will complete special assignments such as forms and research papers pertaining to the professional's performance in the industry, among other things. It will also create an illustrative professional portfolio with diverse proposals to meet the needs of industry and society.

### **PRTR 1006 Occupational Seminar**

**1 credit**

**(Prerequisite: None)**

In this course, students will demonstrate the knowledge and skills required in the food and beverage industry, as well as strategies for acquiring and retaining a position in the labor market. Furthermore, they will apply the legal and ethical codes and regulations required in this labor market in their tasks. On the other hand, they will be involved in actual processes such as job application, resume development, job interview, and subsequent evaluation.

**CONF 1018 Externship****3 credits****(Prerequisites: To have completed all previous courses, except for PRTR 1006; PAST 1006; INGL 1109)**

In this course, students will demonstrate knowledge and skills gained in real workplaces and practice centers such as hotels, restaurants, bakeries, and confectioneries, among others. They will apply what they've learned about inventory control, hygiene, and safety protocols in food handling. In addition, they will use the presentation and service excellence principles they learned in school to prepare breads, cakes, and other desserts.

***HEALTH***

## ***GERIATRIC TECHNICIAN***

### **ASSH 1510 Home Health Care Assist Fundamentals**

**2 credits**

**Prerequisite: None**

This course is a general view of the professional affairs as an HHCA. Job classifications, tasks performed, salaries, advisable personality traits, job market, ethical, legal, and psychological issues, malpractice incurrence, and record keeping are topic discussed. Included also are the educational program objectives, educational procedures and general orientation related to the practicum.

### **ENFE 1421 Human Development**

**2credits**

**Prerequisites: None**

The course covers the aspects of growing and normal development of the human at different ages, his/her basic needs, health exams and vaccination, and the proper medical, loving care, and behavior changes.

### **ENFE 1422 Introduction to the Study of Illness**

**2 credits**

**Prerequisite: None**

Definition, etiology and classification of several diseases and organism defenses against them.

### **ASSH 1421 Nourishment / Diet-therapy / Medical Administration**

**2 credits**

**Prerequisites: None**

The study of body nourishment requirements according to age, activities performed by the individual, and climate. The importance of a balanced diet necessary for the healthy development and growth of each stages of life of the individual is stressed.

### **ASSH 1511 Fundamentals of Health Care Interventions**

**2 credits**

**Prerequisites: None**

This general course is related to the different primary needs in intervention care for a patient, such as room preparation, first aid, bandages, taking vital signs, patient assistance in their daily activities, bathing and skin care. It also includes some basic care principles of patients with wounds, burns, fractures; collect samples, application of hot and cold treatments, oxygen and others.

### **ASSH 1005 Home Health Care Assist Services I**

**2 credits**

**Prerequisite ENFE 1421**

This is the first of two courses concerning regular health home care offered to elders and disabled at nursing or at patient's home. Included are subject like prevention, supportive services regarding prescribed treatment, management of common diseases and community involvement.

### **ENFE 1423 Introduction to Geriatrics**

**2 credits**

**Prerequisites: None**

In this course, the students carry out the activities through which they will develop the skills to face the nursing care for the elderly, and their social and economic needs. The student will visit health agencies concerned with elderly health matters.

**ASSH 1006 Home Health Care Assist Services II****2credits****Prerequisite ASSH 1005**

This is the second course in relation to home health care and assistance services. The emphasis is on the patient's recovery and rehabilitation process. The concept of rehabilitation is defined; the goals, agencies and health professionals related to this process are established, detailing the specific functions of the Geriatric Technician in rehabilitation services. The special considerations and needs to be considered in the rehabilitation plans by the patient and his/her family environment are discussed. In addition, the Geriatric Technician's assistance techniques, care procedures, and activities that can be performed to promote rehabilitation success and patient independence are practiced through simulation and hands-on exercises.

**ENFE 1515 Introduction to Mental Health****2 credits****Prerequisite: None**

The most common mental disorders and their treatment are studied. It includes the description of basic concepts in psychiatric terminology, personality, hyperactive and aggressive behavior, alcoholism, drug addiction and the community resources involved in these situations. It is expected that the student will be able to develop communication skills, logical reasoning when analyzing cases, critical and creative thinking.

**ASSH 1007 Occupational Seminar****2 credits****Prerequisite: None**

A view of the occupational and the search for the retention of a job. Discussion of the job search techniques, from accuracy in filling the job application to resume and letter writing. Include are the needed supporting documents, and the techniques used when encountering the job's interview.

**ASSH 1008 Clinical Externship****4 credits****Prerequisite: Approved all previous courses, except ASSH 1007**

This is the final stage of the occupational training. The student acquires a practical experience caring for elder or disable. All concepts learned are integrated in this externship under the supervision of a health care professional and an institutional coordinator.

## ***DENTAL ASSISTANT WITH EXPANDED FUNCTIONS***

### **EMME 1021 Anatomy and Physiology Principles**

**2 credits**

**Prerequisite: None**

This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

### **ASDE 1011 Dental Anatomy**

**2 credits**

**Prerequisite: None**

This course provides educational activities to make the student able to identify and understand the dental anatomy with emphasis on structures of the oral cavity, terminology, tooth morphology, embryology and histology of the head region and oral cavity.

### **ASDE 1012 Head and Neck Anatomy**

**2 credits**

**Prerequisites: None**

This course provides educational activities to make the student able to identify and understand the head and neck anatomy. Topics to be covered include embryonic development of the head and neck, along with identification of the bones in the skull. Muscles of the head and neck will be identified along with their functions, insertion and origins. The vascular, lymphatic and nervous systems of the head and neck will be discussed along with the anatomical basis of the spread of infection.

### **ASFE 1001 Preventive (Oral Health and Prevention)/Microbiology**

**2 credits**

**Prerequisites: None**

The course presents the study of nutrition in general with an emphasis on the effects it has on dental health. It includes the study of an adequate diet and the application of counseling strategies to help the patient achieve optimal oral health. Detailed information is given to the student on all aspects of microbiology and hygiene. It tries to place the individual in a healthy environment while presenting the different mechanisms used by the community to promote and maintain health. It includes the methods of sterilization and disinfection to prevent diseases, improve the quality of life and maintain optimal health conditions. In addition, the study of microorganisms includes an emphasis on the study of bacteria, which covers their morphology, physiology, control and other related topics such as sexually transmitted infections.

### **ASDE 2006 Dental Materials**

**2 credits**

**Pre-Requisites: None**

Introduction to the basic principles of dental materials science. This includes the physical, chemical, biological, and mechanical properties of dental materials commonly used in the dental office and dental laboratory, and how to handle possible reactions.

### **LASD 2006 Dental Materials- Lab**

**2 credits**

**Prerequisites: Concurrent with ASDE 2006**

This is the laboratory of ASDE 2006. The student will perform laboratory activities with dental materials applying the principle discussed in the theory class. Emphasis is placed on why particular materials and techniques are used, and on how dental materials can be safely handled.



**ASDE 2007 Clinical Sciences/Pharmacology****2 credits****Prerequisites: ASDE 2006, LASD 2006**

Introduction to the preclinical chair, assistance in procedures, instrumentation, infection and risk control protocol, safety and maintenance of equipment, provision of dental care, diagnosis and planning of oral treatment, anesthesia and pain control, dental instruments, procedures in dental emergencies and in the office. Basic terminology and classification of medications used in emergencies. The theoretical component of the course studies the legal aspect and regulations that control the use and distribution of drugs, the methods of administration and the effects of drugs on the different systems of the human body, routes of drug administration and the application of safety and aseptic precautions in the maintenance of drugs.

**LASD 2007 Clinical Sciences - Lab4 credits****Prerequisites: Concurrent with ASDE 2007**

This is the laboratory of ASDE 2007. The student will perform laboratory activities with dental clinical sciences applying the principle discussed in the theory class. The students practice the clinical procedures and the assembly of the dental trays.

**ASDE 2008 Dental Radiology****2 credits****Prerequisites: ASDE 1011, ASDE 1012**

This course focuses on oral radiology procedures. The students discuss information on physical, biological, technical, and diagnostic aspects of dental x-ray procedures. Through lectures, and seminars, the course emphasizes various radiographic techniques and interpretation as an essential component of gathering information for diagnosis and treatment planning.

**LASD 2008 Dental Radiology - Lab****2 credits****Prerequisites: Concurrent with ASDE 2008**

This is the laboratory of ASDE 2008. The student will perform laboratory activities with dental radiology procedures applying the principle discussed in the theory class.

**MASD 1001 Management Office and Dental Billing****2 credits****Prerequisites: ASDE 1011**

The principles and practice of dental administration, including the concepts of patient, office and dental team management will be presented for discussion. Emphasizes the written and computer management of patient charts and records, appointment scheduling, insurance forms, and billing as applicable to a dental office. Verbal and written communication are discussed, along with ethics and psychology in the dental practice.

**ASFE 1011 Expanded Medical Function: Preventive and Restorative Dentistry****2 credits****Prerequisites: ASDE 2008, LASD 2008**

Introduction to the scientific principles of restorative dentistry. Topics include nomenclature, ergonomics, isolation of the operating site, instrumentation, pulp protection, matrix and wedge techniques, occlusion, finishing and polishing of amalgam restorations and ethical and legal responsibilities. Fundamental concepts of Class I, II, III, V simple and complex amalgam restoration placement and techniques are presented.

**LAFE 1011 Expanded Medical Function: Preventive and Restorative Dentistry- Lab**  
**4 credits**

**Prerequisites: Concurrent with ASFE 1011**

This is the laboratory of ASFE 1011. The student will perform laboratory activities with restorative dentistry procedures applying the principle discussed in the theory class.

**ASDE 2009 Preparatory Course for Dental Assistant Board Exam and Certification of Expanded Medical Functions**

**2 credits**

**Prerequisite: ASDE 2006, ASDE 2007, ASDE 2008 and ASFE 1011**

This course will prepare the student for take the Puerto Rico Dental Assistant Board Exams, in order to become a licensed dental assistant. Instruction includes: description of the occupation, description of the Board-By Laws, reviewing of topic included in the exams, such as: basic mathematics, general sciences, teeth anatomy /physiology, x-rays medications, equipment/materials used and the study of the laws and regulations related to the occupation. Also, include simulated board exam taking practices. Students will learn professionalism along with shop management and product/services sales.

**PASD 2000 Clinical Practice (Externship)**

**4 credits**

**Prerequisites: Approved all previous courses, except ASDE 2009**

During this practice, the students will perform integrated procedures of Dental Assistant in an outside place (dentistry office) selected by the institution, under the coordination of a teacher and supervision of a Dentistry specialist. It focuses on professional conduct and communication skills, delivering dental care, oral diagnosis and treatment planning, dental instruments and materials, dental radiology, expanded functions, and dental office management. The Clinical Practice is offered in external hospitals or clinical facilities.

## ***PRACTICAL NURSING WITH ELECTROCARDIOGRAPHY (EKG)***

### **EKGL 1002L Basic Electrocardiography: Lab**

**2 credits**

**(Prerequisite: EMME 1021)**

In this course, students will examine the heart's anatomy and physiology, the cardiac conduction system, and electrocardiographic waves for the basic handling of the diagnostic procedure known as EKG. In addition, they will identify alterations in the cardiac conduction system along with the multidisciplinary health team. Lastly, they will practice proper handling of electronic medical records as well as the ethical documentation, respecting diversity.

### **MICR 1001 Microbiology Principles**

**2 credits**

**(Prerequisite: None)**

In this course, students will identify the principles of microbiology, health promotion, and disease prevention. Furthermore, they will explain the pathogens, morphology, physiology, and control of infections. In addition, they will describe sterilization and disinfection methods for disease prevention, life quality improvement, and maintaining optimal health condition.

### **ENFE 1100L Fundamentals of Nursing I: Lab**

**2 credits**

**(Prerequisite: MICR 1001)**

In this course, students will apply the different practical nursing intervention procedures and techniques. They will also identify first aid concepts, taking of vital signs, customer assistance in their daily activities, as well as injury and skin care. They will select the processes and documentation required for patient admission, stay, transfer, and discharge. Students will practice these skills in lab simulations.

### **ENFE 1200L Fundamentals of Nursing II: Lab**

**2 credits**

**(Prerequisite: ENFE 1100L, EMME 1021, MICR 1001)**

In this course, students will demonstrate various practical nursing intervention procedures and techniques. In addition, they will apply the skills necessary to carry out nursing care tasks for clients with injuries and irrigations, burns, fractures, sample collection, oxygen therapy, and the application of heat and cold treatments, among others. Students will practice these skills in lab simulations.

### **ENFE 1200P Fundamentals of Nursing Clinical Practice (Externship)**

**2 credits**

**(Prerequisites: ENFE 1100L, EMME 1021, MICR 1001)**

In this course, students will apply the different practical nursing intervention procedures and techniques. They will also demonstrate first aid concepts, vital signs estimates, patient assistance in their daily activities, as well as injury and skin care. They will select the processes and documentation required for patient admission, stay, transfer, and discharge. Furthermore, they will perform nursing care tasks for patients with injuries and irrigations, burns, fractures, sample collection, oxygen therapy, and the application of heat and cold treatments, among others. Students will carry out their clinical practice in lab simulations and different healthcare scenarios.

**ENFE 1300L Mother and Newborn Care: Lab****2 credits****(Prerequisites: ENFE 1100L, ENFE 1200L, ENFE 1200P, MICR 1001****Co-requisite: ENFE 1301L)**

In this course, the students will recognize the historic background of obstetric gynecology and the practical nurse's interventions. In addition, they will describe the process of human reproduction and proper handling of the pregnancy stages, as well as the processes of childbirth, postpartum, and newborn care. Furthermore, they will understand the importance of prenatal care and the functions and responsibilities of the practical nurse in each stage. Students will practice these skills in lab simulations.

**ENFE 1301L Pediatric Nursing: Lab****2 credits****(Prerequisite: None Co-requisite: ENFE 1300L)**

In this course, students will explain the characteristics of the stages of child growth and development, up to adolescence, and the practical nurse's intervention in the pediatric client care. They will also identify the strategies for satisfying basic needs in children's health promotion and disease prevention. Students will recognize the laws, norms, and regulations that protect the pediatric client's wellbeing within the society. Students will practice these skills in lab simulations.

**ENFE 1424 Psychiatric Nursing****2 credits****(Prerequisites: None)**

In this course, students will recognize the practical nurse's interventions in mental health and psychiatric care. They will also apply therapeutic communication and logical reasoning strategies when serving clients with mental health issues. Students will interpret case studies, using critical and creative thinking in the psychiatric client care.

**ENFE 1302 P Clinical Practice – Phase I (Externship)****2 credits****(Prerequisite: EMME 1021, ENFE 1100L, ENFE 1200L, ENFE 1200P, MICR 1001)**

In this course, students will apply nursing interventions for mothers, newborns, and pediatric client care. In addition, they will identify practical nursing handling of the pregnancy stages, and the processes of childbirth, postpartum, and newborn care. Furthermore, they will employ nursing processes for prevention, promotion, rehabilitation, and handling of the alterations that affect growth and development in the pediatric client. They will carry out the clinical practice in lab simulations and different healthcare scenarios.

**ENFE 1425P Clinical Practice – Phase II (Externship)****2 credits****(Prerequisite: EMME 1021, ENFE 1100L, ENFE 1200L, ENFE 1200P, MICR 1001****Co-requisite: ENFE 1424)**

In this course, students will apply the practical nurse's interventions in mental health and psychiatric care. Furthermore, they will select therapeutic communication and logical reasoning strategies for dealing with clients with mental health problems. They will carry out the clinical practice in lab simulations and different healthcare scenarios.

**ENFE 1516 Occupational Seminar – Preparatory Course for the Practical Nursing Board Exam****2 credits****(Prerequisite: To have approved all previous courses except for ENFE 1517P)**

In this course, students will review the categories of client needs as specified by the Board of Examiners of Nurses: safe and effective care environment, maintenance and promotion of health and psychosocial and physiologic integrity, as preparation for the practical nursing board exam. In addition, they will apply

practical nursing concepts and interventions to offer nursing care for clients, families and communities. Furthermore, students will develop different study strategies, such as clinical situations, in order to develop the critical thinking required for making assertive decisions and solving health problems.

**ENFE 1517P Clinical Practice – Phase III\* (Externship)**

**4 credits**

**(Prerequisite: EMME 1021, ENFE 1100L, ENFE 1200L, ENFE 1200P, ENFE 1201, ENFE 1300L, ENFE 1301L, ENFE 1302P, ENFE 1424, ENFE 1425P, EKGL 1002L, MICR 1001)**

In this course, students will apply practical nursing interventions in medicine, surgery, and emergency room scenarios. They will employ aseptic measures in the handling of medical-surgical equipment and materials when providing healthcare. They will perform electrocardiograms to clients with cardiovascular alterations. Students will carry out the clinical practice in lab simulations and different healthcare scenarios.

**ENFE 1001L The Profession of Nursing: Lab**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the functions, tasks, responsibilities, laws, and requirements for obtaining the practical nursing license. Furthermore, they will recognize the importance of the adequate use of technological equipment and instruments for health promotion and disease prevention of the client, family, and community. In addition, students will discuss the nutritional importance and requirements of clients, according to their age, activity, and environment. Students will practice these skills in lab simulations.

## ***EMERGENCY MEDICAL TECHNICIAN - BASIC***

### **MATE 1222 Basic Mathematics**

**2 Credits**

**(Prerequisite: None)**

In this course, students will apply basic math knowledge through practical exercises and in everyday life situations. They will solve basic mathematical operations, such as addition, subtraction, multiplication, and division of numerals, integers, decimals, and fractions. Likewise, they will develop accuracy and speed to solve these four basic mathematical operations.

### **INGL 1109 Basic English I**

**2 Credits**

**(Prerequisite: None)**

In this course, the students will demonstrate command of the standard conventions of English grammar and their usage when listening, speaking, reading, and writing. Students will reinforce their knowledge of vocabulary in order to allow them to have a better understanding of the English language in day to day situations. The students will explain the importance of the English language when searching for future job opportunities in the professional field.

### **EMME 1011 Fundamentals of Medical Emergencies, Communication, Medical Control, and Dispatch Techniques**

**2 Credits**

**(Prerequisite: None)**

In this course, students will examine the history of medical emergency systems, the roles of an emergency medical technician, the federal and state laws that govern the professional practice, and the management and care of specialized equipment. In addition, they will analyze the theoretical compendium related to the technical aspects and regulations of the communications used by medical emergency systems in Puerto Rico and the United States. They will apply knowledge of medical terminology, including Code 10 and Code Alpha, demonstrating an understanding of its morphology and composition.

### **EMME 1021 Principles of Anatomy and Physiology**

**2 Credits**

**(Prerequisite: None)**

In this course, students will examine the basic principles and concepts of anatomy and physiology. They will analyze the structure and functioning of the various systems of the human body. Likewise, they will review organ malfunctions and their possible pathological effects on the human body.

### **EMME 1037 Fundamentals of Pharmacology**

**1 Credit**

**(Prerequisite: MATE 1222)**

In this course, students will examine the origin, basic terminology, and classification of medications used in emergencies. They will analyze legal aspects and regulations governing the use and distribution of drugs, drug administration methods, and the effects of drugs on the various systems of the human body. They will also apply calculation methods for dosing infants, children, and adults. Furthermore, they will develop basic knowledge of drug administration as well as appropriate safety precautions and asepsis measures.

### **EMME 1028 Patient Assessment and Management of Medical Technology-Dependent Persons**

**1 Credit**

**(Prerequisite: None)**

In this course, students will develop theoretical and practical knowledge of the structure and functioning of the human body to perform patient evaluations. They will examine the organs and systems of the human body, along with their functions. Likewise, they will apply basic knowledge of the management of patients that depend on medical technology for their livelihood.

### **EMME 1053 Cardiovascular Emergencies and Shocks**

**1 Credit**

**(Prerequisites: EMME 1021, EMME 1028, EMME 1037)**

In this course, students will develop the theoretical and practical knowledge required for assessing and applying basic prehospital care for patients with cardiovascular disorders. They will explore the fundamental concepts of cardiopulmonary resuscitation and the external automatic defibrillator, as well as the pathologies of the cardiovascular system, including its management indications and corresponding treatment plans. They will apply theoretical knowledge of fluids and electrolytes in the human body, as well as the pathophysiological principles of shock.

### **EMME 1063 Respiratory Emergencies**

**1 Credit**

**(Prerequisites: EMME 1021, EMME 1028, EMME 1037)**

In this course, students will develop the theoretical and practical knowledge required for assessing and applying basic prehospital care for patients with respiratory disorders. They will examine the pathologies of the respiratory system, as well as the corresponding management and treatment plan. Likewise, they will apply basic knowledge when attending to and managing respiratory emergencies.

### **EMME 1072 Internal Medicine and Public Health Emergencies**

**1 Credit**

**(Prerequisite: EMME 1021; Corequisites: EMME 1028, EMME 1037)**

In this course, students will develop the theoretical and practical knowledge required for managing the diseases related to the field of internal medicine that may occur in emergency situations. They will examine the various pathophysiologicals and disorders of the central nervous, endocrine, gastrointestinal, urinary, and renal systems. Additionally, they will apply basic knowledge of the management of adult, geriatric, environmental, infectious, and sexually transmitted disease emergencies.

### **LEME 1492 Trauma Emergencies Lab**

**1.5 Credits**

**(Prerequisites: EMME 1021, EMME 1028, EMME 1037; Corequisite: EMME 1053)**

In this course, students will apply the theoretical and practical knowledge required for assessing and applying basic prehospital care for patients with various types of trauma. They will examine trauma statistics as well as the consequences and management of each trauma and their corresponding treatment plan for various parts of the body. Likewise, they will also explore the management of various equipment for patients with traumatic emergencies.

### **EMME 1077 Obstetric and Gynecological Emergencies**

**1 Credit**

**(Prerequisites: EMME 1021, EMME 1028, EMME 1037)**

In this course, students will develop theoretical and practical knowledge of the management of gynecological and obstetric emergencies. They will examine the characteristics of the assessment of obstetric and gynecological patients. Finally, they will apply basic knowledge of care for an uncomplicated emergency delivery.

### **EMME 1082 Neonatal and Pediatric Emergencies**

**1 Credit**

**(Prerequisites: EMME 1021, EMME 1028, EMME 1037)**

In this course, students will develop theoretical and practical knowledge of the basic management of neonatal and pediatric emergencies. To this end, they will explore the procedures related to neonatal and pediatric patient assessment. They will examine the most common diseases among neonatal and pediatric patients, as well as the implementation of basic emergency measures and care for such patients.

### **EMME 1403 Rescue and Forensic Scene and Hazardous Materials Management**

**1 Credit**

**(Prerequisites: EMME 1021; Corequisites: EMME 1028, EMME 1037)**

In this course, students will develop theoretical knowledge of various rescue scenarios, operational control, and handling of hazardous materials. They will analyze the laws and regulations applicable to hazardous materials, equipment, and personal protective clothing. On the other hand, they will examine health hazards when responding to hazardous materials incidents and disasters as well as mass casualty incidents (MCI). They will also apply basic knowledge of extraction techniques, rappelling, and forensic scenes, including necessary protective and safety equipment.

### **EMME 1404 Fundamentals of Aviation Physiology and Air Transport**

**1 Credit**

**(Prerequisites: MATE 1222, EMME 1037, EMME 1028, EMME 1072, EMME 1063, EMME 1053, LEME 1492)**

In this course, students will develop basic knowledge of safety in a landing zone during airborne medical operations. They will explore the advantages and disadvantages of air transportation, the types of air transport, and the basic criteria for an airborne medical response. Likewise, they will apply basic knowledge of the clinical management of patients during airborne medical operations.

### **SING 1002 Sign Language**

**1.5 Credits**

**(Prerequisites: None)**

In this course, students will examine the anatomy and physiology of the human ear while focusing on the various types of hearing loss and their effects on the communication process. They will explore the idiosyncrasies of Deaf culture, as well as important aspects in the management of deaf patients and the various techniques for effective communication. They will review the laws that protect hearing-impaired people. Likewise, they will use basic sign language, including syntax, manual spelling, and the vocabulary necessary for the effective intervention and communication with deaf patients.

### **EMME 1102 Preparatory Course for the Basic Certification Exam**

**2 Credits**

**(Prerequisites: EMME 1028, EMME 1137, EMME 1053, EMME1063, EMME 1072, EMME 1077; Corequisite: EMME 1082)**

In this course, students will examine basic theoretical and practical aspects of the emergency medical technician to prepare themselves for facing the first phase of their state certification exam with minimal difficulty. They will review topics on internal medicine, surgery, gynecology, pediatrics, and more. They will also apply basic knowledge of concepts, topics, techniques, and procedures used in practice stations for the certification exam.



**EMME 1203 External Clinical Practice**

**2 Credits**

**(Prerequisites: Approval of all previous courses, except EMME 1082, EMME 1404, and EMME 1102)**

In this course, students will apply basic theoretical knowledge and skills pertaining to their profession as emergency medical technicians. They will also demonstrate mastery of the emergency medical technician's basic functions in the various emergency and rapid response medical services. Likewise, they will perform specific functions in type II and type III ambulances or in communication centers.

## ***PROFESSIONAL MASSAGE THERAPIST***

### **MASJ 1001 Introduction to Massage Techniques**

**2 credits**

**Pre-requisite: None**

This introductory course offers the students basic theoretical knowledge on the origin and historical evolution process of the therapeutic massages' profession, as well as principles and techniques of chair massage and aromatherapy. In addition, it includes different topics like: required equipment, supplies, and setup procedure to begin a massage practice, applicable hygiene, sanitation, and safety measures, type of clients, relevant professional, ethical and legal aspects of the career, the professional touch, common massage procedures and their indications and contraindications and other pertinent data.

### **ESPA 1007 Basic Spanish**

**2 credits**

**Pre-requisite: None**

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

### **INGL 1109 Basic English I**

**2 credits**

**Pre-requisite: None**

This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

### **EMME 1021 Anatomy and Physiology Principles**

**2 credits**

**Pre-requisite: None**

This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

### **MASJ 1143 Swedish Massage**

**2 credits**

**Pre-requisite: None**

Students will learn the technique and how to apply a full body massage. The course includes a training to manage everyday stress through the Swedish massage and its benefits on the various systems of the body. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **MASJ 1144 Lymphatic Massage**

**2 credits**

**Pre-requisite: None**

Students will learn and apply the basic techniques of lymphatic drainage, which requires a thorough knowledge of anatomy as a fundamental understanding of the structure and function of the lymphatic system. You will then have the ability to apply gentle, rhythmic movements of lymphatic massage. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**MASJ 1145 Structured Kinesiology and Biomechanics****2 credits****Pre-requisite: EMME 1021**

This course introduces the Structural Kinesiology Massage. Topics include study of muscles, as they are involved in movement science, assessment methods, massage techniques and routines designed to develop the balance and the adequate functioning of the neuromuscular system.

**MASJ 1142 Principles of Medical Terminology/Clinical Pathology and Trauma****2 credits****Pre-requisite: None**

This course was designed in three parts; familiarize the student health field, medical language, the study of diseases and traumas. Topics include medical terminology (terms, abbreviations, acronyms, roots, suffixes, prefixes, etc.), its application to treatments, therapeutic massage routines and identify dysfunctions related to fractures, muscle and tendon trauma. Also, study the fundamental concepts of clinical pathology, health status, description, common symptoms and treatments of diseases.

**MASJ 1146 Somatic Therapy****2 credits****Pre-requisite: EMME 1021**

This course will offer to students the theoretical knowledge about the history of massage on the following topics: Chiromassage, Energetic Techniques, Zen Shiatsu, and Acupressure. The course includes an exploration of the body's energy amplitude beyond the anatomic plane. Will discuss the effect of emotional problems on the human body in a physically, emotionally and spiritual way. Students will learn the benefits and contraindications of each of these somatic therapies and their overall effects. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**MASJ 1147 Trigger Point and Deep Tissue Therapy****2 credits****Pre-requisite: MASJ 1145, MASJ 1143**

This course discusses the deep tissue massage, knowledge of the successive layers of body tissue and the ability to work with them. The deep tissue work can be achieved pain relief, adopting better posture, increased flexibility and fluidity of movement. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**MASJ 1148 Oriental Techniques (Shiatsu and Thailand)****2 credits****Pre-requisite: None**

This course presents the theory and practical knowledge of oriental massage. Topics include massage techniques applicable to the physical, mental and emotional areas. These oriental techniques are studied in order to provide students the energy balance and stimulate energy channels through the body massage. These techniques help the stress relief and its prevention of some nervous disorders.

**REFL 1002 Reflexology and Music Therapy****2 credits****Pre-requisite: EMME 1021**

This course provides students with theoretical and practical knowledge about the art of reflexology and music therapy. Topics include stimulation techniques and pressure on certain areas of the hands and feet. It will give students the tools to use music as therapy in different moods. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services

directly in the Beauty Clinic.

**MASJ 1149 Sport Massages**

**2 credits**

**Pre-requisite: MASJ 1147**

This portion of this study program focuses on the discussion of lesions, traumas, and common pathologies caused by sport-related accidents. The component includes also the physiological and physical responses of sport's participant to situations like: sports-massage application techniques, recovery measures, and how to handle the effects of medications.

**MASJ 2012 Development and Administration of Massage Business (Spa)**

**2 credits**

**Pre-requisite: None**

This course is designed to provide the students with updated information, training, and technical assessment on fundamentals to manage and market a massage salon. In addition to cover subjects like regulations and documents required to incorporate a business, the students will get acquainted with fundamental administrative aspects of the business, like: the viability study, development of a commercial plan, financing, marketing, production, and organization, supervision of the human resources, development of the strategies for the job search; and other must-known basic aspects to manage and market a massage business.

**MASJ 1150 Hydrotherapy and Special Populations Massage**

**2 credits**

**Pre-requisite: MASJ 1145**

This course provide to students the knowledge and specific massage techniques for special groups such as pregnant women, pediatric and elder people. Also includes hot stone massage, body treatments, hydrotherapy, paraffin, infrared light and steam treatments. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**MASJ 1151 Preparatory Course for Massage Board Exam**

**2 credits**

**Pre-requisite: EMME 1021, MASJ 1149, MASJ 1142, MASJ 1150, MASJ 1145 and MASJ 1143**

This course aims to review the knowledge acquired by the student to enable them to take the revalidation exam of the Massage Therapists Board of Examinations. During this course, the student will be prepared to take a simulated revalidation exam, which will include the basic content covered in the board exam.

**MASJ 2008 Externship**

**4 credits**

**Pre-requisite: Approved all previous courses except MASJ 1151, ESPA 1007, INGL 1109**

This is the final stage of this occupational training program. The students will acquire a practical experience by integrating concepts, techniques, sanitation, and safety measures learned throughout the whole program, to be able to apply therapeutic massage. They will “work” with clients in a make believe environment under the coordination and supervision of a specialist of this field. The student will be evaluated according to established rules. The Clinical Practice is offered in external hospitals or clinical facilities. There is no guarantee of specific sites, days or schedules. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

## ***TRAINING AND PHYSICAL CONDITIONING TECHNICIAN***

### **EMME 1021 Anatomy and Physiology Principles**

**2 credits**

**Prerequisite: None**

This course explores the basic concepts of anatomy and physiology, analyzes the structure and operation of the various systems, malfunction of organs and pathological effect on the human body. It includes anatomical study, functions, anomalies and functional disorders.

### **COMP 2014 Computer Applications Programs (PowerPoint, Outlook and Internet)**

**2 credits**

**Prerequisite: None**

This course offers the student an introductory level training in the use of the following programs: Internet-performs searches send correspondence and to be able to take advantage of all it can offer. Outlook-manage information such as: e-mails, appointments, contacts, tasks, files and calendar management. PowerPoint-design presentations with slides to be used in public presentations or any oral or written presentation.

### **DEPO 1128 Physical Efficiency**

**2 credits**

**Prerequisite: None**

This course is oriented toward developing the students' skills in evaluation and measuring the components of physical efficiency concerning health and skills. The course includes evaluation of cardio respiratory condition, strength and muscular resistance, body composition, flexibility, agility, balance, speed, power and time of response.

### **DEPO 1129 Sports Nutrition**

**2 credits**

**Prerequisite: None**

This course prepares students to demonstrate comprehension of the principles of sports nutrition, the food pyramid, the exercise pyramid and the principles of hydration. It emphasizes the importance of nutritional and dietary habits, a balanced diet in the human being.

### **DEPO 1130 Biomechanics and Structural Kinesiology**

**2 credits**

**Prerequisite: EMME 1021**

This course includes a detailed study of the muscular-skeletal system. It focuses on the movement, levers, and description of articulation movements. Students learn the methods to evaluate muscular strength and the arc of movement and the corresponding variations.

### **DEPO 1131 Clinical Pathology and Medical Terminology**

**2 credits**

**Prerequisite: EMME 1021**

This course is designed to provide the student with the knowledge about the main alterations to the normal function of the human body. In addition, they will learn and apply basic medical terms, and know how to use them in their documentation and communication with other health-allied professionals.

### **DEPO 1132 Exercises Principles**

**2 credits**

**Prerequisite: Concurrent with DEPO 1134**

This course provides students with the necessary skills in physiology and to the components of different

types of exercises. It prepares students to identify and recognize differences, uses, indications and contraindications of isometric, isotonic, isokinetic exercises and exercises using training machines and free weights, among others. The course combines theoretical and laboratory experiences.

### **DEPO 1133 Prevention and Sports Injuries I**

**2 credits**

**Prerequisite: None**

This course was designed to provide students with basic terminology, and prevention and care of sports injuries. It emphasizes evaluation, prevention and care of injuries to the head, neck, back and upper extremities. The course is complemented with laboratory practice for the application of the acquired skills.

### **DEPO 1134 Techniques Integrated to the Exercise**

**2 credits**

**Prerequisite: Concurrent with DEPO 1132**

This course provides students with the skills and basic manipulations used to provide massage to athletes. Students will develop the manual skills that will allow them to assist the athlete to improve his or her performance, avoid lesions, and alleviate pain due to muscular skeletal conditions. Students learn about FNP (Spanish Acronym for Proprioceptive Neuromuscular Facilitation).

### **DEPO 1135 Sports Training**

**2 credits**

**Prerequisite: DEPO 1132**

This course is a guided study of the basic principles of sports training. Students learn the different characteristics of aerobic and anaerobic training. They learn to recognize the principles of training and to be able to design training programs that respond to clients' needs.

### **DEPO 1136 Prevention and Sports Injuries II**

**2 credits**

**Prerequisite: DEPO 1133**

This course is directed to the study of basic terminology, prevention and care of sports injuries. Emphasis is placed on evaluation, prevention and care of injuries to the pelvis and inferior extremities. It includes discussion of the bandages used for the anatomical areas studied. Practice laboratory experiences of the knowledge acquired complements the course.

### **DEPO 1137 Therapeutic Exercises and Rehabilitation**

**2 credits**

**Prerequisite: DEPO 1132**

This course is geared to the study of the basic skills of therapeutic and rehabilitation exercises. It offers the students' knowledge about the rehabilitation of sports injuries. Among these are aquatic rehabilitation, machine rehabilitation, free weights, elastic bands and medicine balls. Besides, the course includes discussion of the physiological and therapeutic effects of the modalities of heat and cold.

### **DEPO 1138 Exercises for Special Populations**

**2 credits**

**Prerequisite: DEPO 1132**

This course has been designed to provide students with the fundamental exercise techniques used with special population. Students learn to adapt the components and types of exercises when using them with special sectors of the populations, such as children, women, elderly, and persons with disabilities. Students can be evaluated through the indications, contraindications and precautions taken and through the adequate selection of exercises for each sector. The course combines the theoretical component with practical experiences.

**DEPO 1139 First Aid in Sports****2 credits****Prerequisite: None**

The course is directed toward preparing students with the required knowledge, skills, and techniques in order to perform evaluations, and provide immediate management in sport emergencies. Students will learn and apply immobilization techniques by anatomical areas according to the injury.

**DEPO 1140 Ethics and Administrative Aspects****1 credit****Prerequisite: None**

This course aims to provide students the concepts and practices related to the ethical and legal principles regarding Physical-Personal Training. Laws that are pertinent and applicable to the profession of Physical-Personal Trainer are discussed.

**DEPO 1141 Preparatory Course for Personal Trainer Certification****1 credit****Prerequisite: DEPO 1128, DEPO 1129, DEPO 1130, DEPO 1131, DEPO 1132, DEPO 1133, DEPO 1134, DEPO 1135, DEPO 1136, DEPO 1137**

This course was designed to develop the necessary skills in preparation for approving the board exam. Students will review topics related to the Fitness Aptitude Test in Puerto Rico Physical-Personal Training.

**DEPO 1142 Clinical Practice****6 credits****Prerequisite: STUDENTS MUST HAVE PASSED ALL COURSES IN THE PROGRAM.**

This course prepares students to enhance the knowledge they acquired in the institutional phase and apply these concepts in the real work scenario. Students will become familiar with their environment and will participate in different scenarios such as gymnasiums, weight control clinics, schools and colleges, industries, and sports teams.

## ***FUNERAL HOME MANAGEMENT AND EMBALMING***

### **EMBA 1138 Fundamentals of Organic and Inorganic Chemistry**

**2 credits**

**(Pre-requisite: None)**

In this course, students will analyze the basic principles of organic and inorganic chemistry, applied in general mortuary sciences and the embalming process. They will describe the basic concepts and fundamentals of the periodic table elements, and the different substances, elements, compounds, solutions, solutes, solvents, and chemical reactions. They will also explain the use of embalming fluids by index, floats, humectants, anticoagulants, formaldehyde concentration, inactive and regulatory dyes, as well as of the hardening compounds and sealants, fungicides, inorganic salts, phenol, embalming powders, package application, preservatives, germicides, vehicles, and pre- and co-injection.

### **BIOL 1124 Human Anatomy and Physiology I**

**2 credits**

**(Pre-requisite: None)**

In this course, students will examine the basic principles of human anatomy and physiology applied to mortuary sciences, with emphasis on the study of the body at a systemic level, the cell and its environment, tissues, and skin. They will also analyze the development of the muscular-skeletal, nervous, and endocrine systems.

### **EMBA 1149 Microbiology and Epidemiology**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze the basic principles and the historic background of microbiology and epidemiology in the context of mortuary sciences and the embalming process. They will recognize the types of infectious agents, Koch's postulates, cellular theory, the pathogens present in foods that can cause diseases, the acquired immune system, and the life cycle of microorganisms. Students will also examine the importance of applying the universal measures for the handling of biodegradable waste, sanitation laws, and the procedures for disinfection and sterilization in the handling of corpses.

### **BIOL 1125 Human Anatomy and Physiology II**

**2 credits**

**(Prerequisite: BIOL 1124)**

In this course, students will examine the basic principles of human anatomy and physiology, applied to mortuary sciences and embalming. They will analyze the study of the circulatory, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

### **EMBA 1136 Embalming I**

**2 credits**

**(Prerequisite: BIOL 1124)**

In this course, students will analyze the history of embalming in the ancient, modern, and current periods, as well as the nature and purposes of embalming, and basic terminology in the study of mortuary sciences. They will recognize the skills and norms applicable in the embalming laboratory and the instruments, materials, and equipment used. Students will evaluate the social and personal duties and responsibilities of the embalmer, in addition to the pre- and post-mortem changes that affect the body's final treatment.



**EMBA 1137 Embalming II****2 credits****(Prerequisites: BIOL 1125, EMBA 1136)**

In this course, students will evaluate the vascular anatomy and the process of the variable factors of the case's analysis. They will analyze arterial embalming, solutions, and arterial, cavity, and supplementary embalming types. Furthermore, students will examine the injection method, blood vessel selection technique for injection and drainage, embalming fluids and chemicals, and the different types of the most used incisions and sutures.

**EMBA 1145 Principles of Legal Forensic Medicine****2 credits****(Prerequisite: None)**

In this course, students will analyze the functions, principles and duties, legislation, and regulation of forensic medicine. They will evaluate autopsy cases and the procedures for corpse identification, recognition, and disposition, as well as organ and tissue donations. Furthermore, students will recognize general information from the Forensic Science Institute, forensic pathology, and the various disciplines of forensic sciences, in addition to the functions of sections on controlled substances, custody control, dubious documents, polygraphy and forensic laboratories, toxicology, and chemistry.

**EMBA 1140 Principles of Pathology****2 credits****(Prerequisite: None)**

In this course, students will examine the different types of acute, chronic, and metabolic diseases, inflammatory processes, dysfunctions, organic disorders, and terminal conditions. They will analyze the pathologies that affect the different systems of the human body, including blood, cardio-venous, bone, integumentary or digestive dysfunctions, as well as the ones produced by external pathogens, such as fungi, viruses, and bacteria.

**EMBA 1139 Embalming III****2 credits****(Prerequisites: EMBA 1136, EMBA 1137)**

In this course, students will evaluate the pathological findings and changes, special precautions, and their general embalming treatment by analyzing particular cases. They will discuss treatment of the cranial cavity, clinical embalming, autopsied, and infant cases, as well as cases of organ and tissue donations, radiation, transfer, distention, exudation, subcutaneous gas, and cutaneous detachment. Students will explain the causes of embalming failure and the types of burns and scalds.

**EMBA 1144 Basic Principles of Toxicology****2 credits****(Prerequisite: None)**

In this course, students will analyze the basic principles and branches of toxicology, applied to mortuary sciences and the embalming process. They will evaluate the historic background of the discipline and its applications, including the principles and mechanisms of toxicity and risk assessment, and the disposal of toxins by absorption, distribution, excretion, and biotransformation. Students will also examine the concepts of toxicity and target organ response, carcinogenesis due to chemical substances, and toxic agents and their effects.

### **EMBA 1141 Fundamentals of Transmissible and Infectious-contagious Diseases**

**2 credits**

**(Prerequisite: None)**

In this course, students will characterize infectious-contagious diseases, including the recognition of infection host, exit portal, pathogen transfer method, and biological entry. They will distinguish various transmissible diseases, such as AIDS, hepatitis, herpes simplex, tuberculosis, meningitis, septicemia, cytomegalovirus, Creutzfeldt-Jakob disease, syphilis, malaria, poliomyelitis and influenza. Students will also discuss methods for infection control, handling of contagious and infectious cases, and effective and safe ways of using disinfectants in embalming.

### **EMBA 1146 Principles of Funeral Home Administration**

**2 credits**

**(Prerequisite: None)**

In this course, students will learn the fundamental processes and the historic background of management and marketing in funeral home administration. They will describe the duties and responsibilities of the funeral home administrator and director, as well as the required facilities for the operation and services that are offered to the public. Furthermore, students will examine the legal requisites and state and federal regulations for the establishment and operation of a funeral home or crematorium in Puerto Rico.

### **EMBA 1148 Psychological Fundamentals of Death**

**2 credits**

**(Prerequisite: None)**

In this course, students will develop an understanding of the process of death, the stages of mourning and grieving from a holistic perspective, with the sensibility they deserve. They will evaluate how the individual's process of loss affects their family and its relationship to funeral rites. Finally, students will reflect on the process of dying and handling emotions, as well as on the effect of these processes in their lives.

### **EMBA 1142 Embalming IV**

**2 credits**

**(Prerequisites: EMBA 1136, EMBA 1137, EMBA 1139)**

In this course, students will evaluate the pathological findings and changes, special precautions, and their general embalming treatment by analyzing particular cases. They will discuss the embalming treatment in cases of cancer, hematological diseases, cranial injuries, diabetes, emphysema, gangrene, peritonitis, influenza, pneumonia, nephritis, nephrosis, and uremia. They will also discuss the types of jaundice, cerebral hemorrhage, heart diseases, and circulatory disorders.

### **EMBA 1147 Restorative Art and Cosmetology**

**2 credits**

**(Prerequisite: EMBA 1142)**

In this course, students will evaluate the history of restorative art and the process of corpse preparation, in shape and color, with emphasis on their memorial portrait. They will develop skills for the application of techniques for reconstruction of features and tissues in cases of trauma, accidents, and diseases, in accordance with the anatomical structure of facial bones, as well as facial and head structure and shape. Furthermore, they will recognize the objectives of facial makeup, the importance of studio photography, the types of races, and the treatments for before, during, and after the embalming, as well as major and minor restorations.

**EMBA 1143 Public Health Fundamentals****2 credits****(Prerequisite: None)**

In this course, students will analyze the basic principles of public health, applied to mortuary sciences and embalming. They will describe environmental health regulations and the factors that intervene in the embalming process, such as air, water, and the ground. They will also examine the causal morbidity statistics and the rate and increase of other events related to the embalming process and mortuary sciences.

**EMBA 1150 Business Development****2 credits****(Prerequisite: None)**

In this course, students will recognize the administrative and fundamental concepts and principles of the funeral industry. They will examine planning, organization, direction, and funeral control processes, applying the managerial, administrative, and basic marketing functions required to achieve an effective operation. Furthermore, students will develop effective communication, promotion, and public relations skills.

**EMBA 1151 Practice Seminar and Board Exam Review****2 credits****(Prerequisites: EMBA 1138, EMBA 1149, EMBA 1136, EMBA 1137, EMBA 1145, EMBA 1140, EMBA 1139, EMBA 1144, EMBA 1141, EMBA 1146, EMBA 1148, EMBA 1142, EMBA 1143****Co-requisite: EMBA 1150)**

In this course, students will reaffirm the skills and knowledge learned in classes during the externship in a real job scenario. They will integrate their learning of the profession by exposing themselves to the role of a funeral director or embalmer, as well as the work conditions, norms, procedures, responsibilities, and services offered in the field. Students will also review the documents and procedures required for the Board of Examiners of Embalmers, to apply for the theoretical board exam, as well as the material for said exam.

**EMBA 1152 Practice****6 credits****(Prerequisites: EMBA 1138, EMBA 1149, EMBA 1136, EMBA 1137, EMBA 1145, EMBA 1140, EMBA 1139, EMBA 1144, EMBA 1141, EMBA 1146, EMBA 1148, EMBA 1142, EMBA 1143, EMBA 1150)**

In this course, students will practice the skills and knowledge learned during their theoretical study phase in a real practice environment, such as funeral homes, crematoriums, and demographic registry offices.

*TECHNICAL*

## ***ELECTRICITY WITH RENEWABLE ENERGY***

### **SEGU 1044 Occupational Safety**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the fundamental concepts of safety and health in the construction industry. They will also analyze preventive and remedial measures to respond effectively to possible accidents caused by electric shock, inhalation of toxic gases, fires, and the use of machinery and work equipment. Students will select the appropriate personal protective equipment for their work area. In addition, they will evaluate the regulations of the Department of Labor, Occupational Safety and Health Administration (OSHA), and PROSHO that apply to the construction industry.

### **ELED 1001 National Electric Code (NEC) and Regulations of the Electrical Professional**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze the historical framework of the electrical profession and the laws that regulate it. They will examine concepts, definitions, and articles 90, 100, and 110 of the NEC. They will assess the importance of applying the safety standards and regulations of the electrical authorities in Puerto Rico.

### **TECN 1003 Development and Management of the Technician**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze concepts, documents, and regulations related to the development and management of small businesses for electrical, refrigeration, computer and network repair, and construction technicians (handyman). Students will identify dress codes and guidelines for personal hygiene and physical appearance. They will apply skills for preparing, presenting, and conducting themselves during a job interview. Additionally, they will develop skills for preparing estimates and quotes for installation, repair and maintenance projects and services using various formats, spreadsheets, word processors, and presentations.

### **ELED 1002 Principles and Formulas of Electricity**

**2 credits**

**(Prerequisite: None)**

In this course, students will apply basic mathematical operations such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. They will identify the fundamentals of electricity. Students will distinguish the theories, parameters, and devices necessary for designing, modifying, and constructing electrical circuits. They will also analyze the relationships between energy, electrical charge, voltage, current, resistance, magnetism, and power, as well as the rules and properties of electrical circuits.

### **LAED 1002 Use and Identification of Measurement Devices and Instruments: Laboratory**

**2 credits**

**(Corequisites: ELED 1002, ELED 1003)**

In this course, students will apply the fundamentals of electricity by building safe electrical circuits. They will develop skills for properly using measuring instruments and testing parameters of all types of circuits. Students will verify the theories and properties of electrical circuits through measurements. They will construct electrical circuits according to National Electrical Code regulations.

### **ELED 1003 Residential and Commercial Electrical Systems**

**2 credits**

**(Corequisites: ELED 1002, LAED 1002)**

In this course, students will examine electrical wiring symbols, schematics, diagrams, and circuit analysis. They will establish basic safety standards and regulations on the operation of electrical equipment to design residential and commercial electrical systems. In addition, students will analyze the National Electrical Code Supplementary Regulations of the Electric Power Authority, as well as wiring materials and methods, according to chapters 2 and 3 of the National Electrical Code.

### **ELED 1004 Illumination: Laboratory**

**2 credits**

**(Prerequisites: ELED 1002, LAED 1002, ELED 1003)**

In this course, students will examine the design of lighting systems for indoor or outdoor spaces and common and public areas. They will apply installation techniques for incandescent, led, high-pressure sodium, metal halide, magnetic induction, and mercury vapor lights, and internal components. In addition, students will implement safety standards in the installation, repair, and maintenance of these systems according to articles 410 and 411 of the National Electrical Code (NEC) and the Electrical Power Authority's Public Lighting Standards Manual.

### **LAED 1003 Electrical Branch Circuits: Laboratory**

**4 credits**

**(Prerequisites: ELED 1002, LAED 1002, ELED 1003)**

In this course, students will interpret blueprints, diagrams, and schematics following the procedure for installing electrical devices and testing electrical wiring at residential and commercial levels. Students will also examine the National Electrical Code® (NEC) standards, the Supplementary Regulations, the laws governing the profession, and the installation of electrical and wired devices in Puerto Rico. In addition, they will resolve everyday situations in a logical and coordinated manner, following the safety rules that apply.

### **ELED 1005 Low Voltage Circuits: Laboratory**

**2 credits**

**(Prerequisites: ELED 1002, LAED 1002, ELED 1003)**

In this course, students will interpret blueprints, diagrams, and schematics following the procedure for installing electrical devices and testing electrical wiring and equipment with less than 50 volts of direct or alternating current. Students will review articles 720, 725, and 760 of the National Electrical Code, as well as the National Fire Alarm and Signaling Code (NFPA 72) for installing fire alarms. They will practice installing a residential alarm system and a fire alarm system.

### **LAED 1005 Transformers and Electrical Substations: Laboratory**

**4 credits**

**(Prerequisites: ELED 1002, LAED 1002, ELED 1003)**

In this course, students will analyze the construction, cooling methods, winding, and protective devices of a transformer. Students will also differentiate between the various types of transformers and their operation characteristics, as well as the voltages related to the various electrical sub-stations. They will apply their knowledge on the installation and combinations of oil distribution and pad-mounted transformers. They will also evaluate Article 450 of the National Electrical Code (NEC), as well as the Regulations of the Puerto Rico Power Authority.

**ELED 1006 Industrial Electrical Equipment****2 credits****(Prerequisites: ELED 1002, LAED 1002, ELED 1003)**

In this course, students will analyze electrical diagrams and blueprints at the industrial level. They will also explore different motors and control devices when installing electric motors. They will evaluate the installation scheme of magnetic controls and the ladder diagram for the basic programming of programmable logic circuits. In addition, they will relate the safety regulations and operation of electrical equipment for industrial applications according to article 430 of the National Electrical Code (NEC).

**LAED 1006 Magnetic Controllers, PLC and Motors: Laboratory****4 credits****(Prerequisites: ELED 1002, LAED 1002, ELED 1003) (Corequisites: ELED 1006)**

In this course, students will associate the combination and installation of circuits of different motors and control devices. They will apply the safety and operation standards of electrical equipment for industrial applications and the installation of different controls for electric motors. Students will combine magnetic controls, sensors, voltage regulators, and basic programming of Programmable Logic Circuits. They will analyze articles 430 and 440 of the National Electrical Code (NEC) based on safety rules for motors, controls, and circuits. They will also perform tests, connections, preventive maintenance of motors, magnetic and reversible controls, variable frequency drive controls (VFD), PLC, sensors, and others.

**ELED 1007 Preparatory Course for Board Exam****4 credits****(Prerequisites: ELED 1001, ELED 1002, ELED 1003, ELED 1004, ELED 1005, ELED 1006, LAED 1002, LAED 1003, LAED 1005, LAED 1006)**

In this course, students will review the laws, current regulations, requirements, and documents necessary to apply for the Assistant Electrician license. They will also review the topics of occupational safety, electrical instrumentation, lighting, and electrical systems, among others, contained in the exams of the Board of Examiners for Expert Electricians of Puerto Rico. Students will apply knowledge on installing, repairing, and maintaining electrical equipment and systems. They will also test their skills and abilities as electricians by simulating different residential, commercial, and industrial electrical circuits.

**ELED 1008 Renewable Energy Systems****2 credits****(Prerequisites: ELED 1002, LAED 1002, ELED 1003)**

In this course, students will examine the theoretical concepts, components, and regulations fundamental to implementing and maintaining renewable energy systems. They will apply basic skills to design and install photovoltaic and wind power systems. In addition, students will show knowledge of the design, installation, maintenance, and repair of an interconnected (backup) and off-grid residential solar energy system.

## ***REFRIGERATION AND AIR CONDITIONING WITH INVERTERS***

### **SEGU 1043 Occupational Safety**

**2 credits**

**Prerequisite: None**

This course emphasizes the fundamental knowledge and concepts related to occupational safety. Prevention and remedial measures to face accidents caused by electric shocks, and toxic gases inhalations, explosive, accidents with machinery and others are discussed. Regulation of the Department of Labor and OSHA, and OSHA Puerto Rico offices applicable to these industries is also covered.

### **MATE 1221 Applied Mathematics**

**2 credits**

**Prerequisite: None**

This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as: sum, reduces, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

### **INGL 1109 Basic English I**

**2 credits**

**Prerequisite: None**

This course is intended to promote the correct use of the English language. It will reinforce the basic skills such as listening, speaking, reading, writing, and understanding new vocabulary. Once this course is completed, the student will have a better understanding of the English language for future job opportunities.

### **ELED 1000 Fundamentals of Electricity**

**2 credits**

**Prerequisite: None**

This is an introductory course designed to introduce students to more advanced courses in programs of electricity, refrigeration, computer repair, plumbing, alarms and sounds. Theories, parameters and devices, which are necessary to design, modify, and build electrical circuits, will be studied. The relationship between energy, electric charge, voltage, current, resistance and power will be established.

### **LATE 1202 Electrical Instrumentation-Lab**

**2 credits**

**Prerequisite: Concurrent with ELED 1000**

This course is designed to apply the fundamentals of electricity through the construction of electrical circuits. The suitable use of measuring and tests instruments is emphasized. It is verified by means of measurements, the theories and properties of electrical circuits. The relation between energy, the electrical charges, the voltage, current, resistance and power are established.

### **AIRR 1175 Principles of Refrigeration**

**2 credits**

**Prerequisite: None**

Introduction to the basic refrigeration cycle, thermodynamics, application of pressure-enthalpy diagrams and major refrigeration components and systems. Refrigerant properties, transferring, evacuation and system recycling, pressure, vacuum, heat, temperature, heat transfer, sensible latent heat, states of matter, gas laws, pressure-temperature relationship of liquids and vapors, pressure-temperature relationship of refrigerants, compressor construction, condensers evaporators, refrigerant mastering devices, refrigerant characteristics and lubrication.



**LATE 1221 Mechanical Instrumentation- Lab****2 credits****Prerequisite: AIRR 1175**

This is a laboratory course to acquaint students with the basic principles of mechanical system of refrigeration and air-conditioning equipment, the tools, instrumentation and techniques used today in the industry. This includes general procedures of security and a basic technique to conservation of equipment is discussed. Students will be instructed on the 608 EPA Certification and the certification exam will be offered.

**AIRR 1176 Domestic Refrigeration and A/C (Inverters)****2 credits****Prerequisite: AIRR 1175**

In this course, the student studies the residential refrigeration cycle. This include, compressor types and operation, defrost methods, frost-free systems, hot gas and electric heat defrost, condensate disposal, room air-conditioner cycle and operating characteristics. Psychometrics, measuring of relative humidity. Use of psychometric charts is covered. In addition, the quote process and preparation of invoices for residential services, as well as safety measures during the installation and preventive maintenance is included.

**LARE 2072 Domestic Equipment - Lab****2 credits****Prerequisite: Concurrent with AIRR 1176**

Students are instructed in diagnosis, maintenance, installation and repair of residential air conditioning systems and refrigerators in this laboratory course. Students will learn safety procedures, installation of gauges, temperatures and pressure measurements, the using of sling psychrometer to measure relative humidity, test for refrigerant leaks, and to troubleshooting air conditioning and refrigeration systems mechanically, as well as preventive maintenance techniques and procedures to improve systems efficiency.

**AIRR 1177 Commercial Refrigeration****2 credits****Prerequisite: AIRR 1176**

In this course, the student studies the commercial refrigeration cycle. This includes sizing and selection of air conditioning and refrigeration equipment, familiarization of flow controls, pump down systems, defrost cycles (hot gas and electric), and pressure controllers. The structural components of different refrigerators, ice machines, bottle displays and walk-in cabinets; repair procedures in commercial applications using safety measures are also covered.

**LARE 2073 Commercial Equipment - Lab****2 credits****Prerequisite: Concurrent with AIRR 1177**

This is a laboratory course in which students is instructed in testing, maintenance, installation and repair commercial refrigeration and air conditioning systems following safety guidelines. This includes electrical and mechanical familiarization of high, medium and low temperature systems such as ice machine, ice fleers, thermobank, display cases, dual temperature systems, grocery cabinets, and water towers. Commercial quoting and billing is also included.

**AIRR 2004 Commercial Air Conditioners with Inverters****2 credits****Prerequisite: AIRR 1176**

In this course, the student studies the basic principles of the airflow, the method of designs and maintenance of conduits in commercial applications. This includes reading and interpretation of commercial system planes for the corresponding air distribution, types of conduits (flexible, galvanized, fiberglass and others),

equipment and tools, design of systems, selection and maintenance of ducts, and using the safety measures.

**AIRR 2005 Automotive Air Conditioning**

**2 credits**

**Prerequisite: AIRR 1175**

This course presents the theory and operation of the air-conditioned car. Auto electrical and electronic system, flow controls and replacements, types of compressors, condensers and evaporators are studied. Moreover, methods of installation, maintenance and repair of air conditioners of cars are described.

**LAIR 2003 Automotive Air Conditioning – Lab**

**4 credits**

**Prerequisite: Concurrent with AIRR 2005**

This laboratory allows students to apply the theoretical knowledge acquired in the class of AIRR 2001. Installation practices, maintenance and repair of air conditioning system car are made. Testing efficiency of the auto's electrical system, air valves, condensers, evaporators, and airflow passages are provided. Security measures are applied in a workshop.

**AIRR 3017 Preparatory Course for Board Exam**

**2 credits**

**Prerequisite: Approved all previous courses except for: SEGU 1043; MATE 1221; INGL 1109; TPLC 3001; TECN 1001**

This course will prepare the student for take the Puerto Rico Board of Refrigeration Technician Exams, in order to become a licensed apprentice, or technician. Instruction includes: description of the occupation, description of the Refrigeration Board Exam, reviewing of topic included in the exams; such as: basic mathematics, physics (especially of gases), recognition of refrigeration equipment and materials and the study of the laws and regulations related to the occupation. Also include, simulated board exam taking practices, and the development of a portfolio with the required documentation. Students will learn professionalism along with shop management and product/services sales.

**TPLC 3001 Programmable Logic Controller Units (PLC)**

**2 credits**

**Prerequisite: ELED 1000**

This course is designed to study the theory and programming of Programmable Logic Controller (PLC). It establishes the programming using logic circuits, diagrams of stairs and its conversion to mnemonics of the PLC language.

**TECN 1001 Development and Management of the Technician**

**2 credits**

**Prerequisite: None**

This course is related to the development and management of Electrical, Refrigeration, Computer and Network Repair Technicians and Handyman. Students will learn dress codes, personal hygiene and physical appearance. They will prepare for the job interview and receive technical advice on the development, documents and regulations related to establishing a customer service business. They will be trained in the preparation of project estimates and/or quotes of installation, repair and maintenance services using spreadsheets, word processing and presentations. This includes learning various formats for labor estimates, pricing tables and supplier directories for materials and accessories required to provide installation, repair and maintenance services. Students perform various practical exercises on the preparation of estimates, quotes and service invoices.

## ***SOUND AND SECURITY ALARM TECHNICIAN***

### **SEGU 1043 Occupational Safety**

**2 credits**

**Prerequisite: None**

This course emphasizes the fundamental concepts related to safety and health in the industrial, manufacturing, and servicing industries. Prevention and remedial measures to face accidents caused by electric shocks, and toxic gases inhalations are discussed. The regulation of the Department of Labor, OSHA and PR OSHA applicable to these industries is also covered.

### **MATE 1221 Applied Mathematics**

**2 credits**

**Prerequisite: None**

This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as addition, subtraction, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

### **SONI 1014 Principles of Sound and Acoustic**

**2 credits**

**Prerequisites: None**

This is an introductory course in the physic of sound and acoustics. Topics include the nature of sound waves, simple harmonic motion, logarithms and antilogarithms, sound intensity and sound pressure, the decibel, complex waves, resonance and filtering, distortion, and sound transmission. The course introduces the use of instruments such as oscilloscopes, function generators, frequency counters, computerized filters and digital signal analyzers, speakers, equalizers, crossover networks, amplifiers, etc., basic sound system and functions of these.

### **ELED 1000 Fundamentals of Electricity**

**2 credits**

**Prerequisite: None**

This course is for technical programs students needing to apply the basic concepts of electricity in order to operate instruments and equipment to carry out occupational projects. In the first portion, direct current circuits (DC), the students will get acquainted the theories, parameters, and devices which are necessary to design, modify, and built direct current electric circuits. In the second portion, alternate current circuits (AC), the students will study the theories related with generators, transformers, the concept of inductance and its effect in AC circuits, alternate current sources identification, sinusoidal signals, capacitance, filters and impedance.

### **LATE 1202 Electrical Instrumentation- Lab**

**2 credits**

**Prerequisite: Concurrent with ELED 1000**

This course is designed to apply the discussed theories in course ELED 1041 by means of the construction of circuits of direct and alternate current. The suitable use of measuring instruments is emphasized and tests. It is verified by means of measurements, the theories and properties of electrical circuits of direct current. The relations will settle down between energy, the electrical charges, the voltage, current, resistance and power.

**MECA 1001 Introduction to Auto Electricity****2 credits****Prerequisite: Concurrent with ELED 1000**

Theoretical and practical course on the basics, operation, construction and operation of the various electrical and electronic automotive components such as; starting system, charging electronics and conventional ignition, panel instruments, lights, fuses and intermittent. In addition, identification and basic troubleshooting electrical system of the car is included.

**ELEC 2001 General Electronics****2 credits****Prerequisite: ELED 1000**

This introductory course is designed to introduce students to more advanced courses in computer repair programs and alarm sound. Theories, parameters and devices needed to design, modify and build electronic circuits (semiconductors and software) will be studied. Relations systems Semiconductor Rectifiers, Filters and binary number systems, octal, hexadecimal and logic gates will be established. Teaching theories related to magnetic induction, Transformers, sinusoidal signals, capacitance, AC rectification and digital logic circuits is included.

**AUDI 1002 Sound and Video Equipment (Residential, Commercial and Auto)****2 credits****Prerequisite: ELED 1000**

This course is designed to introduce students to the field of audio and video engineering for residential and commercial uses. The subjects studied will include; history of audio recording, equipment history, physics of audio, psychoacoustics, equipment, analog recording, digital recording, synchronization, field audio recording, studio recording, dialog, music and sound effects.

**AUDI 1003 Maintenance and Repairs of Sound and Video Equipment- Lab****2 credits****(Residential, Commercial and Auto)****Prerequisites: Concurrent with AUDI 1002**

This course covers the application, maintenance, troubleshooting and repair of sound, video and alarm products in residential, commercial and autos. Emphasis is placed on test equipment usage, development of troubleshooting skills, parts replacement (where to get and how to replace), original and generic replacement parts, semiconductors cross-reference manuals and electronic soldering.

**ACUS 1002 Acoustic Design (Loudspeakers and Acoustic Rooms)****2 credits****Prerequisite: None**

This is course in acoustic designed to introduce students to noise, loudspeakers, microphones and acoustic rooms. The subjects studied will include; the science of acoustics, acoustical environments, different, loudspeaker design, techniques for reduction of noises, etc.

**SONI 1015 Security Alarm Systems (Residential)****2 credits****Prerequisite: ELED 1000**

This course is designed to introduce students to the field alarm systems for residential uses. The subjects studied will include history of alarms, basic protective circuits, residential control panels and keypads, input and output devices, interior and exterior space protection devices, commercial central station monitoring, systems, underwriters laboratories, basic fire circuits, wireless alarm systems, basic CCTV theory and basic building construction and installation code.

**ALRM 1004 Installations of Security Alarm Systems- Lab (Residential)****2 credits****Prerequisite: Concurrent with SONI 1015**

This course is designed to develop practical skills in the installation, maintenance and repairs of alarm systems in residences. Hands-on practices will include installation and testing of basic protective circuits, control panels and keypads, input and output devices, residential central station monitoring systems, assembly of basic fire circuits and installation and testing of wireless alarm systems.

**SONI 1016 Security Alarm Systems (Commercial and Auto)****2 credits****Prerequisite: SONI 1015**

This course is designed to introduce students to the field alarm systems for commercial and automotive uses. The subjects studied will include: advanced protective circuits, commercial control panels and keypads, interior and exterior space protection devices, commercial central station monitoring systems, advanced basic fire circuits, wireless alarm systems, CCTV circuits, car alarm systems and commercial building construction and installation codes.

**ALRM 1005 Installation of Security Alarm Systems (Commercial and Auto Systems) Lab****2 credits****Prerequisite: Concurrent with SONI 1016**

This course is designed to develop practical skills in the installation, maintenance and repairs of alarm systems in commercial and car settings. Hands-on practices will include installation and testing of advanced protective circuits, commercial control panels and keypads, commercial central station monitoring systems, assembly of advanced fire circuits, car alarm systems and installation and testing of wireless alarm systems in commercial buildings.

**TECN 1001 Development and Management of the Technician****2 credits****Prerequisite: None**

This course is related to the development and management of Electrical, Refrigeration, Computer and Network Repair Technicians and Handyman. Students will learn dress codes, personal hygiene and physical appearance. They will prepare for the job interview and receive technical advice on the development, documents and regulations related to establishing a customer service business. They will be trained in the preparation of project estimates and/or quotes of installation, repair and maintenance services using spreadsheets, word processing and presentations. This includes learning various formats for labor estimates, pricing tables and supplier directories for materials and accessories required to provide installation, repair and maintenance services. Students perform various practical exercises on the preparation of estimates, quotes and service invoices.

**ACUS 1003 Customization and Alarm Designs****2 credits****Prerequisite: Concurrent with SONI 1016**

This course is designed to enable the student to learn the art of customization. The customization of multimedia, car and professional audio is included. It teaches design work using glass fiber, wood and other materials currently used.

**CCTV 1001 CCTV Surveillance Systems****2 credits****Prerequisite: None**

This course offers students the basics of circuit protection and monitoring, commercial and residential level. Theory, operation and configuration of security cameras, monitors, DVRs, cables and network is addressed,

among others.

**LCCT 1002 Laboratory CCTV Surveillance Systems**

**2 credits**

**Prerequisite: Concurrent with CCTV 1001**

The student will know the equipment protection circuits and monitoring commercial and residential, install and control their use. Emphasis is placed on systems security cameras and network.

## ***PLUMBING TECHNICIAN***

### **SEGU 1044 Occupational Safety**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the fundamental concepts of safety and health in the construction industry. They will also analyze preventive and remedial measures to respond effectively to possible accidents caused by electric shock, inhalation of toxic gases, fires, and the use of machinery and work equipment. Students will select the appropriate personal protective equipment for their work area. In addition, they will evaluate the regulations of the Department of Labor, Occupational Safety and Health Administration (OSHA), and PROSHO that apply to the construction industry.

### **MATE 1221 Applied Mathematics**

**2 credits**

**(Prerequisite: None)**

In this course, students will demonstrate knowledge of basic mathematical operations, such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. They will analyze the basic concepts of algebra, geometry, and trigonometry. In addition, they will apply the formulas used in their field of study for problem solving.

### **TECN 1003 Development and Management of the Technician**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze concepts, documents, and regulations related to the development and management of small businesses for electrical, refrigeration, computer and network repair, and construction technicians (handyman). Students will identify dress codes and guidelines for personal hygiene and physical appearance. They will apply skills for preparing, presenting, and conducting themselves during a job interview. Additionally, they will develop skills for preparing estimates and quotes for installation, repair and maintenance projects and services using various formats, spreadsheets, word processors, and presentations.

### **PLOM 1016 Basic Plumbing Plans and Designs**

**2 credits**

**(Prerequisite: None)**

In this course, students will interpret the most common symbols used in construction plans and plumbing, electrical and mechanical installations. They will demonstrate knowledge of the main principles of design for plumbing plans, the use and handling of architectural drawing instruments and equipment, and their applications in planning for the construction of a building. Students will draw sketches of conventional and complex lines, as well as freehand and isometric drawings of the parts used in a plumbing installation. They will also prepare orthographic plumbing plans that include titles, notes and legends.

### **PLOM 1023 Use and Handling of Copper Welding Tools**

**2 credits**

**(Prerequisite: None)**

In this course, students will evaluate the functions of plumbing equipment and tools of different energy sources. Additionally, they will analyze the adequate handling of equipment and tools related to the construction industry such as technological and power tools for the detection of faulty pipes. They will employ copper welding procedures. Furthermore, they will examine the regulations of the Occupational Safety and Health Administration (OSHA), Puerto Rico Occupational Safety and Health Administration (PROSHA) and other federal and state laws and regulatory agencies.

### **PLOM 1024 Introduction to the Plumbing Technician Occupation**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze the principles and fundamental conceptual models of the plumbing profession, as well as laws and regulations that govern it. They will examine job opportunities, the importance of reading and interpreting plans and sketches, as well as drawing instruments, tools, materials, and equipment necessary for performing work related tasks. They will also recognize eco-friendly plumbing and plumbing systems that reduce the use of drinkable water and the amount of water in treatment plants.

### **PLOM 1025 Intermediate Plumbing Plans and Designs**

**2 credits**

**(Prerequisite: PLOM 1016)**

In this course, students will integrate knowledge about the design of plumbing plans for one-story buildings. They will draw orthographic and isometric plans for one-story buildings with the necessary perspectives and elevations. Students will examine contracting and offer analysis procedures for controlling costs during the construction process. Lastly, they will prepare budgets, commercial offers, and reliable and precise cost estimates.

### **PLOM 1026 Sanitary and Potable Water Systems (Residential and Commercial)**

**4 credits**

**(Prerequisite: PLOM 1023)**

In this course, students will apply the techniques for installation, preventive maintenance and repair of sanitary fittings while considering the safety protocols and measures. They will identify the equipment and accessories designed for the reduction of water consumption that use technologies with an eco-friendly and high efficiency focus. Students can choose to request the Plumbing Technician Apprentice certification. This is a requisite for working directly under the supervision of a licensed master plumbing technician that will help them in their profession, complying with the regulatory laws of the plumbing profession in Puerto Rico.

### **PLOM 1027 Design of Tank Systems, Water Pumps, Handling of Liquids and other Fluids**

**2 credits**

**(Prerequisite: PLOM 1023)**

In this course, students will distinguish between potable water cisterns for residential or commercial locations. They will perform a potable water cistern installation. They will also distinguish between submersible and non- submersible potable water pumps. Lastly, they will analyze rainwater collection and storage systems.

### **PLOM 1028 Advanced Plumbing Plans and Designs**

**4 credits**

**(Prerequisite: PLOM 1025)**

In this course, students will design plumbing plans for buildings with two-stories or taller. They will draw orthographic and isometric plans for multiple-story buildings with the necessary perspectives and elevations. They will also prepare an analysis about contracted work or services and offers for cost control. Lastly, they will prepare budgets, commercial offers, and reliable and precise cost estimates.

### **PLOM 1029 International Plumbing Code (IPC) and Regulations**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze the structure of the International Plumbing Code (IPC). They will examine the principles of using new plumbing materials and designs. Students will also identify the minimal



essential regulations in the IPC for a plumbing system, including sanitary drainage, ventilation, water supply, storm drainage, indirect waste, special waste, and wastewater elimination.

**PLOM 1030 Septic, Aqueduct and Sewer Systems**

**2 credits**

**(Prerequisite: PLOM 1023)**

In this course, students will differentiate between the provisional storage systems (septic tanks) that store wastewater in a residence or a moving or fixed mobile home. They will analyze the process of wastewater treatment in a sewage plant and its management so it can be reused in homes, businesses, and industries. They will also make a simulated installation on wastewater outlets from aqueduct and sewage companies.

**PLOM 1031 Gas Piping, Fire Fighting, and Agricultural Irrigation Systems**

**2 credits**

**(Prerequisite: PLOM 1023)**

In this course, students will analyze fire safety standards and requirements when installing gas pipelines. They will classify gas pipelines according to their operational category. Students will identify rigid fittings and pipes for the installation of fire sprinkler systems. They will distinguish between the farming irrigation methods used in orchards, gardens, and farms. They will also design a home irrigation system.

**PLOM 1032 Preparatory Course for the Theoretical Board Exam**

**2 credits**

**(Prerequisites: PLOM 1016, PLOM 1023, PLOM 1024, PLOM 1025, PLOM 1026, PLOM 1027, PLOM 1028, PLOM 1029, PLOM 1030, PLOM 1031)**

In this course, students will review the current laws, rules and regulations and the International Plumbing Code (IPC), as well as the requisites and documents necessary for the official plumbing technician license application. They will review the topics of occupational safety, applied mathematics, the environment, sanitary, potable water and sanitary systems, cistern systems, water pumps, management of liquids and other fluids, among others. Students will also demonstrate knowledge of theoretical content for the certification exam of the Board of Examiners of Master and Journeyman Plumbers of Puerto Rico.

**PLOM 1033 Preparatory Course for the Board Exam: Drawing**

**2 credits**

**(Prerequisites: PLOM 1016, PLOM 1023, PLOM 1024, PLOM 1025, PLOM 1026, PLOM 1027, PLOM 1028, PLOM 1029, PLOM 1030, PLOM 1031)**

In this course, students will apply the basic sketching and drawing process for plumbing systems. They will create plumbing plans for multiple-story buildings in preparation for the drawing exams of the Board of Examiners of Master and Journeyman Plumbers of Puerto Rico. Students will prepare a list of materials according to multiple-story plumbing plans. They will also make a quotation for parts of each one of the plumbing plans.

**PLOM 1034 Preparatory Course for the Practical Board Exam**

**2 credits**

**(Prerequisites: PLOM 1016, PLOM 1023, PLOM 1024, PLOM 1025, PLOM 1026, PLOM 1027, PLOM 1028, PLOM 1029, PLOM 1030, PLOM 1031)**

In this course, students will employ occupational safety techniques in plumbing installations. They will practice the installation of potable and sanitary water systems for a one-story and two-story building. Students will also perform plumbing installations in preparation for the practical exam of the Board of Examiners of Master and Journeyman Plumbers of Puerto Rico.

## ***COMPUTER REPAIRS AND NETWORK TECHNICIAN***

### **ELED 1000 Fundamentals of Electricity**

**2 credits**

**Prerequisite: None**

This course is for technical programs students needing to apply the basic concepts of electricity in order to operate instruments and equipment to carry out occupational projects. In the first portion, direct current circuits (DC), the students will get acquainted the theories, parameters, and devices that are necessary to design, modify, and built direct current electric circuits. In the second portion, alternate current circuits (AC), the students will study the theories related with generators, transformers, the concept of inductance and its effect in AC circuits, alternate current sources identification, sinusoidal signals, capacitance, filters and impedance.

### **MATE 1221 Applied Mathematics**

**2 credits**

**Prerequisite: None**

This course of mathematical applied it includes two parts. In first, it is examined the basic operations of mathematical such as addition, subtraction, multiplication and division of whole numbers, decimal and fractions. In second part is emphasized in: the application of the basic concepts of algebra, geometry, trigonometry, the graphs and solution of numerical problems applied to the technology.

### **OPCO 2096 Computer Operating Systems (Windows)**

**2 credits**

**Prerequisite: None**

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

### **TECN 1001 Development and Management of the Technician**

**2 credits**

**Prerequisite: None**

This course is related to the development and management of Electrical, Refrigeration, Computer and Network Repair Technicians and Handyman. Students will learn dress codes, personal hygiene and physical appearance. They will prepare for the job interview and receive technical advice on the development, documents and regulations related to establishing a customer service business. They will be trained in the preparation of project estimates and/or quotes of installation, repair and maintenance services using spreadsheets, word processing and presentations. This includes learning various formats for labor estimates, pricing tables and supplier directories for materials and accessories required to provide installation, repair and maintenance services. Students perform various practical exercises on the preparation of estimates, quotes and service invoices.

### **LITE 1001 Computer Literacy**

**2 credits**

**Prerequisite: None**

This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students

interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

### **ADRE 1004 Network Operations**

**2 credits**

**Prerequisites: Concurrent with OPCO 2096**

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

### **SEGU 1001 Information Technology Security I**

**2 credits**

**Prerequisite: ADRE 1004/LITE 1001**

This course introduces basic security principles, such as establishing an effective security policy and the different types of hacker activities that a computer user is most likely to encounter. It also will instruct the student in the latest security industry recommendations and how to properly protect Windows and Windows servers in a variety of settings and how to perform security audits.

### **RECO 1003 Computers Repairs I**

**2 credits**

**Prerequisite: Concurrent with OPCO 2096**

A course in hands-on training to understand and troubleshoot computers efficiently. Students will start by reviewing the basic components that make up a computer. Then, will begin by building fully functioning PC workstations from scratch. They are also introduced to the basics of DOS and the CMOS setup program, as well as the diagnostic tools that we use to check out the hardware.

### **RECO 1004 Computers Repairs II**

**2 credits**

**Prerequisite: RECO 1003**

This course covers the application, maintenance, trouble shooting and repair of personal computers peripherals. These include monitors, printers, scanners, laptops and portable devices, network hubs and switches, routers, wireless devices, etc. Emphasis is placed on test equipment usage and development of troubleshooting skills.

### **SEGU 1002 Information Technology Security II: Standard Operational Procedures**

**2 credits**

**Prerequisite: SEGU 1001**

This course includes intensive study of the most commonly used techniques for protecting computer systems from intruders. Defense techniques and factors to consider when trying to prevent attacks from the outside are explained in detail. It includes discussion of firewall and IDN systems, firewall configuration, VPNs, Trojan horses, and RFC security.

### **PRCE 1211 Preparation for Comp TIA A+ Certification (Hardware & OS)**

**2 credits**

**Prerequisite: Concurrent with RECO 1005/, SEGU 1002**

This is a preparatory course for the CompTIA A+ Certification. The CompTIA A+ Certification is the industry-recognized credential that certifies the competence of Computer Service Specialists. The Computer Technology Industry Association (CompTIA) sponsors the Certification and the exams are administered by Sylvan-Prometric. Over 50 of the largest software and hardware manufacturers, vendors, distributors, resellers and publishers, support the program.

**RECO 1005 Mobile Devices Troubleshooting and Repair****2 credits****Prerequisite: RECO 1004**

In this course the basic concepts, structure and functions of the different mobile devices are discussed. The student will become familiar with the concepts, techniques and procedures for handling mobile devices, through operating systems and application programs. Practical exercises are conducted in the laboratory with the purpose of exposing students to basic and intermediate use of operating systems and mobile application programs. In addition, the course encourages students to develop research, analysis and comparison skills by conducting a project comparing various operating systems.

## ***CONSTRUCTION TECHNICIAN (HANDYMAN)***

### **MATE 1221 Applied Mathematics**

**2 Credits**

**(Prerequisite: None)**

In this course, students will demonstrate knowledge of basic mathematical operations, such as addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions. They will analyze the basic concepts of algebra, geometry, and trigonometry. In addition, they will apply the formulas used in their field of study for problem solving.

### **SEGU 1043 Occupational Safety**

**2 Credits**

**(Prerequisite: None)**

In this course, students will examine the fundamental concepts related to occupational safety. In addition, they will analyze regulations of the Department of Labor and Human Resources and the Occupational Safety and Health Administration (OSHA) at the federal and state level (PROSHA) applicable to the construction industry. They will also assess preventive and remedial measures in the event of accidents caused by electric shock, inhalation of toxic gases, explosives, and accidents with machinery, among others.

### **TECN 1001 Development and Management of the Technician**

**2 Credits**

**(Prerequisite: None)**

In this course, students will evaluate the options and aspects related to the development of a company dedicated to customer service or the purchase and sale of products according to their occupational area. They will determine the viability of a business based on market research. In addition, they will create a business plan in compliance with the code of ethics of their profession.

### **HAND 1042 Handling of Equipment and Tools**

**2 Credits**

**(Prerequisite: None)**

In this course, students will evaluate the functions of equipment and tools that use different energy sources according to their professional field. In addition, they will analyze the proper use of equipment and tools related to the construction industry as stipulated by the regulations of the Occupational Safety and Health Administration (OSHA), the Puerto Rico Occupational Safety and Health Administration (PROSHA), and other laws and federal and state regulatory agencies. They will apply the safety standards recommended by the manufacturer in the handling of equipment and tools.

### **HAND 1044 Electric Arc Welding**

**2 Credits**

**(Concurrent with LHAN 1001)**

In this course, students will analyze the techniques for the different types of electric arc welding, taking into account the relationship between the amperage, the caliber of the metal, and the dimension and position of the electrode. They will determine the type of amperage and electrode dimension required by an electric arc welding job. They will also evaluate safety rules when working with arc welding machines, including those related to the use of personal protective equipment (PPE).

### **LHAN 1001 Electric Arc Welding Lab**

**2 Credits**

**(Concurrent with HAND 1044)**

In this course, students will apply the techniques for the different types of electric arc welding, taking into account the relationship between the amperage, the caliber of the metal, and the dimension and position of the electrode. In addition, they will implement safety rules when working with arc welding machines, including those related to the use of personal protective equipment (PPE). They will prepare different electrical arc welding work, taking into account the required type of amperage and electrode dimension. Finally, students will design a project for a welding job that includes material and labor costs.

### **HAND 1046 Basic Woodworking**

**2 Credits**

**(Prerequisite: HAND 1042)**

In this course, students will understand the techniques and other basic elements of cabinetmaking. In addition, they will evaluate the use of tools to take measurements with the metric system as well as the English system. They will also analyze the proper use of hand and power tools employed in basic furniture repair and restoration. They will apply cabinetmaking techniques on a project, such as cutting, assembly, laminating, and painting, while considering the relevant regulations in an ethical and responsible manner.

### **HAND 1047 Masonry**

**2 Credits**

**(Prerequisite: HAND 1042)**

In this course, students will evaluate the different construction materials that currently exist in the market. They will apply masonry techniques with different materials to cover surfaces. They will justify the selection and use of the appropriate tools for each project. In addition, they will prepare quotes based on the expenses and materials required for the project, taking into account responsibility, honesty, and work ethic.

### **HAND 1048 Finishes, Painting, and Tiles**

**2 Credits**

**(Prerequisite: HAND 1042, concurrent with LHAN 1000)**

In this course, students will explain the different types of paints and the appropriate application techniques. They will analyze the processes and methods used in surface finishing. They will also evaluate the various types of tiles, as well as their uses and applications. Finally, they will create a small project that demonstrates the technique applications for installing baseboards, moldings and other textures in dry plaster, using the selected materials.

### **HAND 1043 Gypsum Board Design**

**2 Credits**

**(Prerequisite: HAND 1042, concurrent with LHAN 1000)**

In this course, students will identify the concepts associated with the planning and design for performing a gypsum board job. They will determine the materials, tools, and equipment necessary for installing the framing for walls and fascias. They will also examine the importance of applicable safety measures recommended by the Occupational Safety and Health Administration (OSHA), including the proper use of personal protective equipment (PPE). Finally, they will design a project for a gypsum board job that includes the material and labor costs.

### **LHAN 1000 Gypsum Board Design Lab**

**2 Credits**

**(Prerequisite: HAND 1042, concurrent with HAND 1043)**

In this course, students will evaluate the safety measures recommended by the Occupational Safety and Health Administration (OSHA) for the use of hand and power tools and personal protective equipment (PPE) for installing framing for walls and fascias. They will prepare the finishes of walls and fascias according to the designs made in the HAND 1043 course, including framing and plaster installation. Finally, they will quote the total costs, materials, and labor of each of the projects, as well as the total profit.

### **HAND 1045 Acoustic Ceilings**

**2 Credits**

**(Prerequisite: HAND 1042)**

In this course, students will understand the basics of installing acoustic ceiling systems. They will evaluate the materials, tools, and techniques to be used for installing ceiling panels in these systems. They will design an acoustic ceiling system with the corresponding panel type, installation, and estimate. In addition, they will apply installation techniques for acoustic ceilings and seismic protection systems, taking into account the characteristics and needs of the construction project as well as the suspension systems.

***BEAUTY***



## ***BARBERING AND HAIRSTYLING***

### **BARB 1006 The Profession: Barbering and Hairstyling**

**2 credits**

**(Prerequisite: None)**

In this course, students will explore the historical background of barbering and styling, in addition to the laws and regulations established by the Board of Examiners. Students will discuss issues related to professional image such as proper dress, grooming, hygiene, conduct, and ethics. In addition, they will analyze the different specializations in the field of beauty and the possible job options for future graduates. Finally, they will differentiate the materials, instruments, and sterilization methods for the prevention of bacteria and infections.

### **COSM 1102 Hair Conditioning, Care, and Disorders**

**2 credits**

**(Prerequisite: None)**

In this course, students will identify the structure, distribution, growth, development, color, and loss of hair due to diseases and disorders that affect the scalp. Students will apply theoretical and practical knowledge to perform different treatments on the scalp, using the appropriate materials and products according to the condition of the hair. Furthermore, they will develop skills in the areas of client grooming, massage, hair washing, and rinsing techniques.

### **COSM 1202 Product Chemistry and Electricity**

**2 credits**

**(Prerequisites: None)**

In this course, students will discover the chemical components used in the application of shampoo, conditioners, dyes, perms, straightening, curl reform (reverse), among others. Students will understand the effects of these products on hair and skin, and their contribution to improving quality and appearance. Alternatively, they will describe the different skin treatments with the use of electricity in the services offered in beauty establishments such as galvanic, faradic, and high frequency current. Likewise, they will discuss the safety measures and precautions required when handling electrical equipment and chemical products.

### **COSM 1301 Skin and Face Care Principles (Esthetics)**

**2 credits**

**(Prerequisite: None)**

In this course, students will discuss preventive and corrective skin care methods. They will apply the basic procedures and manipulations to perform facials according to the skin condition and type of the client. Lastly, students will select, handle, and apply adequate products, equipment, and materials through the use of appropriate safety and hygiene measures. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **BARB 1103 Beard/Mustache Shaving and Styling**

**2 credits**

**(Co-requisite: COSM 1301)**

In this course, students will apply beard, mustache, and eyebrow grooming skills. Students will develop proper shaving steps and movements required by the Examining Board. In addition, they will apply the use and management of equipment, materials, and products, emphasizing hygiene and safety in the work environment. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**LCOS 1016 Chemical Hair Processes****2 credits****(Prerequisite: None)**

In this course, students will analyze the processes, components, and chemicals used to alter hair texture. Students will use their skills and knowledge to select products that help improve the condition of the client's hair. Finally, they will carry out procedures and techniques for the application of perms, straightening, and reshaping of the reverse curl, required for the approval of the examination by the Examining Board.

**COSM 1103 Hair-drying Techniques****2 credits****(Prerequisite: None)**

In this course, the student will examine the use of tools and products and the application of procedures and techniques to achieve different drying styles according to the length of each hair. Students will understand the use and handling of manual blow dryers, curling irons, flat irons and their temperatures taking into consideration the texture of the client's hair. Likewise, students will demonstrate practical skills in the handling of equipment and instruments for hair drying, following the appropriate safety and hygiene protocols. This course is part of the integration model between the Beauty Clinic and the academic program. The student will perform direct tasks and services in the Beauty Clinic.

**LBAR 1104 Hair Cutting Design: Lab****2 credits****(Prerequisite: None)**

In this course, students will develop the skills for the 0 and 45 degree cut with its variants, according to the morphology of the client's face. Students will master the techniques of blocking, the importance of sectioning, and the use of correct angles. In addition, they will demonstrate the correct use and handling of hair styling and cutting instruments.

**COSM 1015 Hair Coloring Techniques****2 credits****(Prerequisite: None)**

In this course, students will master the theories of hair coloring, as well as the formulation of basic and creative hair dye mixtures to achieve changes and special effects. They will identify the hair conditions that could affect the final result of a color in order to provide quality customer service. Furthermore, students will apply the different hair lightening techniques. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**LBAR 1105 Men's Classic Hair Cutting Design: Lab****4 credits****(Prerequisite: LBAR 1104)**

In this course, students will develop manual skills for cutting 90-degree, razor cuts, thinning and children's haircuts, among others, according to the morphology of the client's face. Students will demonstrate knowledge about the use of beauty salon instruments, sterilization and disinfection processes, and the application of safety measures. Also, they will apply skills for the development of the classic cut using the scissors technique on combs, necessary for the approval of the practical exam of the Barber Shop Examination Board. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**LBAR 1201 Men's Hairstyling****2 credits****(Prerequisite: None)**

In this course, students will explore the required fundamentals of new trends and styles of modern and classic hairstyles for men. Students will examine the study of theories, the main considerations of the profession, as well as the instruments, equipment, and products of designs used in the creation of different styles of hairstyles. In addition, they will develop the necessary skills to create a variety of hairstyles in an effective production time. Likewise, students will use the necessary safety and hygiene measures for the work environment according to the stipulations of the profession. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **LBAR 1106 Hair Cutting Design with Clippers: Lab**

**2 credits**

**(Prerequisite: LBAR 1105)**

In this course, students will manipulate the different types of cuts, touch-ups, and delineations with the use of cutting razors, trimmers, and shavers. Students will efficiently employ the use and handling of each tool and its added components. Also, they will apply the sterilization and disinfection procedures, emphasizing the appropriate safety measures during the service. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **BARB 1005 Men's Manicure**

**2 credits**

**(Prerequisite: None)**

In this course, students will analyze the anatomy of the hand, arm, and forearm, including the skeletal and muscular system. Students will correctly perform men's manicure accompanied by hand and forearm massages. Finally, they will perform the professional men's manicure service, emphasizing safety and hygiene measures in the correct preparation of the work area within an effective production time. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **COSM 1014 Salon Layout, Design, and Management**

**2 credits**

**(Prerequisite: None)**

In this course, students will develop effective strategies for finding a job. In addition, they will apply body language skills, professional image, and attitudes for a successful interview. Lastly, they will design a business plan that includes the operational processes, documents, financial statements, and insurance for the management of their beauty establishment.

### **BARB 1007 Preparatory Course for Barbering Board Exam**

**2 credits**

**(Prerequisite: To have passed all previous courses, except for PBAR 1008)**

In this course, students will review aspects related to the laws, required documents and calls established by the State to take the Barber Shop Examination Board exam. Students will apply knowledge of topics related to the history of the profession, work ethics, bacteriology, skin, hair cuticle, skeletal system, product chemistry and electricity, among others, in preparation for the theoretical exam of the Examining Board. In addition, they will develop proper time management skills in the areas of classic cut, chemical processes, men's facial, as well as beard and mustache shaving, suggested by the Examining Board for the approval of the practical exam.

### **PBAR 1008 Externship**

**4 credits**

**(Prerequisite: To have passed all previous courses, except for BARB 1007)**

In this course, students will be integrated into a process of transition from school to work, with assistance and real experiences in all areas of the profession. They will apply the knowledge in the different service areas such as hair washing, scalp treatments, chemical procedures, haircuts, hairstyles, and drying techniques. In addition, they will develop skills in facials, beard and mustache grooming, men's manicure, and client consultation. Finally, they will put their knowledge into practice within a barbershop or establishment that offers beauty services in general or one specialized in men or children. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

## ***COSMETOLOGY***

### **COSM 1017 The Profession: Cosmetology**

**2 credits**

**(Prerequisites: None)**

In this course, the student will explore the historical background of cosmetology and other specialties in the beauty world, as well as the applicable laws. They will discuss topics related to professional and personal image, such as proper conduct, aptitude, attitude, hygiene, dress and make-up in the work environment. In addition, analyze the cleaning process through the methods of aseptic, sanitization, sterilization and disinfection. It will also identify possible employment options in the beauty field for future graduates.

### **COSM 1102 Hair Conditioning, Care, and Disorders**

**2 credits**

**(Prerequisites: None)**

In this course, students will identify the structure, distribution, growth, development, color, and loss of hair due to diseases and disorders that affect the scalp. Students will apply theoretical and practical knowledge to perform different treatments on the scalp, using the appropriate materials and products according to the condition of the hair. Furthermore, they will develop skills in the areas of client grooming, massage, hair washing, and rinsing techniques.

### **COSM 1202 Product Chemistry and Electricity**

**2 credits**

**(Prerequisites: None)**

In this course, students will discover the chemical components used in the application of shampoo, conditioners, dyes, perms, straightening, curl reform (reverse), among others. Students will understand the effects of these products on hair and skin, and their contribution to improving quality and appearance. Alternatively, they will describe the different skin treatments with the use of electricity in the services offered in beauty establishments such as galvanic, faradic, and high frequency current. Likewise, they will discuss the safety measures and precautions required when handling electrical equipment and chemical products.

### **COSM 1301 Skin and Face Care Principles (Esthetics)**

**2 credits**

**(Prerequisites: None)**

In this course, students will discuss preventive and corrective skin care methods. They will apply the basic procedures and manipulations to perform facials according to the skin condition and type of the client. Lastly, students will select, handle, and apply adequate products, equipment, and materials through the use of appropriate safety and hygiene measures.

### **COSM 1013 Manicure and Pedicure**

**2 credits**

**(Prerequisites: None)**

In this course, students will analyze the natural nail anatomy as well as the muscular and skeletal systems of the arms, hands, legs, and feet. They will properly carry out procedures and massages required for a professional manicure and/or pedicure. Students will correctly use tools, materials, and equipment, taking the appropriate safety and hygiene measures for a good manicure and/or pedicure. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**LCOS 1013 Makeup: Lab****2 credits****(Prerequisites: None; Corequisite: COSM 1301)**

In this course, students will analyze casual, gala, sepia, brides, and fantasy makeup techniques. They will develop makeup techniques, considering facial morphology, skin conditions, and the occasion. Furthermore, they will apply false eyelashes, the right eyebrow arching, and depilation and epilation procedures. Also, the students will use necessary techniques to do makeovers within an effective production time, by making use of safety and hygiene measures when handling equipment, tools, and products.

**COSM 1103 Hair-drying Techniques****2 credits****(Prerequisites: None)**

In this course, the student will examine the use of tools and products and the application of procedures and techniques to achieve different drying styles according to the length of each hair. Students will understand the use and handling of manual blow dryers, curling irons, flat irons and their temperatures taking into consideration the texture of the client's hair. Likewise, students will demonstrate practical skills in the handling of equipment and instruments for hair drying, following the appropriate safety and hygiene protocols. This course is part of the integration model between the Beauty Clinic and the academic program. The student will perform direct tasks and services in the Beauty Clinic.

**LCOS 1102 Hairstyles****2 credits****(Prerequisites: None)**

In this course, students will apply the fundamentals of modern hairstyles. They will discuss design principles, main considerations, new trends, tools, and equipment required to achieve different types of hairstyles. Furthermore, students will develop combing, updo hairstyles, braiding, looping, ringlet, among other techniques. Lastly, they will carry out demonstrative exercises to acquire the skills and capabilities to achieve hairstyles within an effective production time, taking into consideration the corresponding safety and hygiene measures. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

**LCOS 1202 Curls, Waves, and Ringlets****2 credits****(Prerequisites: None)**

In this course, students will create different styles on damped hair to obtain shapes and movement in the result. They will implement hair curling techniques using different curlers, waves, and ringlet diameters, according to the client's hair features and desired hairstyle. Furthermore, students will master the procedures in the curler, wave, and ringlet disciplines.

**LCOS 1014 Hair Cutting I: Lab****2 credits****(Prerequisites: None)**

In this course, students will develop 0- and 180-degree trim skills and their variants, according to the client's facial morphology. They will master blocking techniques, the importance of sectioning and proper angle use. Finally, students will demonstrate hair cutting and styling tool use and handling, following safety guidelines and studied techniques. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **LCOS 1016 Chemical Hair Processes**

**2 credits**

**(Prerequisites: None)**

In this course, students will analyze the processes, components, and chemicals used to alter hair texture. Students will use their skills and knowledge to select products that help improve the condition of the client's hair. Finally, they will carry out procedures and techniques for the application of perms, straightening, and reshaping of the reverse curl, required for the approval of the examination by the Examining Board.

### **COSM 1015 Hair Coloring Techniques**

**2 credits**

**(Prerequisites: None)**

In this course, students will master the theories of hair coloring, as well as the formulation of basic and creative hair dye mixtures to achieve changes and special effects. They will identify hair conditions that could affect the final result of a color in order to provide quality customer service. Furthermore, the different hair lightening techniques. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **LCOS 1015 Hair Cutting II and III: Lab**

**4 credits**

**(Prerequisite: LCOS 1014)**

In this course, students will develop manipulative skills in 45- and 90-degree trims. They will perform various types of trims using razor techniques, thinning, different types of fringes, among others. Finally, students will design new hair cutting styles, combining techniques acquired throughout the Hair Cutting I course. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **COSM 1014 Salon Layout, Design, and Management**

**2 credits**

**(Prerequisites: None)**

In this course, students will develop effective strategies for finding a job. In addition, they will apply body language skills, professional image, and attitudes for a successful interview. Lastly, they will design a business plan that includes the operational processes, documents, financial statements, and insurance for the management of their beauty establishment.

### **COSM 1016 Preparatory Course for the Beauty Certification Exam**

**2 credits**

**(Prerequisites: Have passed all previous courses, except for PCOS 1008)**

In this course, students will review aspects related to the laws, documents, and calls established by the State to take the Beauty Examining Board's exam. They will apply knowledge of the topics of the profession's history, professional ethics, bacteriology, skin care, trichology, anatomy and physiology, product chemistry and electricity, among others, related to the Examining Board's theoretical exam. Lastly, they will employ cuts, perms, makeovers, manicures, curls, ringlets, and facials within an effective production time and as suggested by the Examining Board to pass the practical exam.

### **PCOS 1008 Externship**

**4 credits**

**(Prerequisites: Have passed all previous courses, except for COSM 1016)**

In this course, students will apply the skills acquired throughout the program in the professional field to grow as professionals through the acquisition of real-world experiences in all areas of the profession. They will employ knowledge in different service areas, such as hair washing, scalp treatments, chemical procedures, haircuts, hairstyles, and hair-drying techniques. Furthermore, they will apply skills in the areas

of facials, makeup, manicure, pedicure, and client consultation. Lastly, students will develop the learned skills in a beauty salon or establishment where services in general or services specialized in women and children are offered. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.



## ***ESTHETICS***

### **COSM 1012 The Profession**

**2 credits**

**(Prerequisite: None)**

In this course, the students will discover the history of beauty and its different specializations with possible employment options for future graduates. They will discuss topics related to the image of the future beauty professional, such as uniform, makeup and personal hygiene, in addition to conduct and attitudes. The students will properly apply the recommendations for the use of chemical materials, tools, and aseptic methods for bacteria and infection prevention in an establishment.

### **EMME 1021 Principles of Anatomy and Physiology**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the basic principles and concepts of human anatomy and physiology. They will also analyze the structure and function of the various systems of the human body. Likewise, they will review organ malfunctions and their possible pathological effects on the human body.

### **ESTE 1014 Bacteriology and Sterilization**

**2 credits**

**(Prerequisite: None)**

In this course, the students will explore in detail all aspects related to different pathogens and hygiene, disinfection, and sterilization methods. They will discuss the importance of biosafety in establishments, the proper use of chemical agents and procedures, esthetic equipment and tool decontamination methods and techniques. Lastly, the students will examine the mechanisms that are used in the community to promote a healthy environment in the workplace.

### **ESTE 2002 Skin Analysis, Disorders, and Treatments**

**2 credits**

**(Prerequisite: None)**

In this course, the students will analyze the anatomy and physiology of the skin, including its needs, disorders, and care. They will evaluate disorders, common and special conditions corresponding to each type of skin, and possible treatments with adequate products. Furthermore, students will discover allergy control and prevention methods, and the proper nutrition to maintain a healthy skin.

### **ESTE 1011 Esthetic Treatments for Hands and Feet: Lab**

**2 credits**

**(Prerequisite: None)**

In this course, the students will analyze the general anatomy and physiology of the hands and feet. They will manipulate the basic and/or special tissues in these parts of the human body using adequate tools, materials, and beauty products in a stimulating way. Furthermore, the students will identify hand and foot disorders and diseases from a preventive framework.

### **ESTE 1023 Principles of Esthetics (Facial Cleansing)**

**2 credits**

**(Prerequisite: None)**

In this course, the students will explore the importance of client consultation, work area preparation, and the treatment procedures for the different types and conditions of both female and male skin. They will identify the most common facial characteristics and conditions, according to the client's genetics.

Furthermore, students will apply basic techniques for makeup removal, skin cleansing, and preparation for cosmetic application, depending on the cutaneous biotype.

### **ESTE 1031 Chemistry, Electricity, and Esthetic Equipment**

**2 credits**

**(Prerequisite: None)**

In this course, the students will discover the importance of chemistry as applied to cosmetics, pH, active principles, and emulsions used in the diverse products for esthetic treatments. They will classify active principles in the skin to learn how they contribute to improving conditions, and which are the contraindications. Furthermore, they will describe the equipment and notions of electricity as applied to esthetics for the benefit of the face and body, taking into account their benefits and contraindications. Lastly, they will analyze safety measures and precautions for both client and professional when handling electrical equipment and chemical products, before and after each treatment.

### **ESTE 1024 Facial Treatments I: Lab**

**2 credits**

**(Prerequisite: ESTE 2002 and ESTE 1023)**

In this course, the students will analyze the techniques, tools, products, and protocols assigned to facial treatment as required by each client. They will apply assessment and improvement techniques for facial conditions that can be treated in the field of esthetics. Furthermore, the students will perform appropriate facial manipulations for each case, be it to promote micronutrient absorption for toning or improve appearance and stimulate the skin. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **ESTE 1401 Hair Removal (Depilation): Lab**

**2 credits**

**(Prerequisite: None); Co-requisites: ESTE 1031)**

In this course, the students will examine body hair theories and temporary hair removal methods, in accordance with the latest esthetic advancements. They will apply skills to depilate and epilate those parts of the body that correspond with the field of esthetics, using techniques, products, and tools needed for each case. Furthermore, they will employ the corresponding protocols for each case, following the necessary safety and hygiene guidelines in the process. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **ESTE 1025 Facial Treatments II: Lab**

**2 credits**

**(Prerequisite: ESTE 1024)**

In this course, the students will continuously apply the techniques, protocols, and chemical processes established in esthetics to perform deep facial treatments. They will incorporate new equipment (machinery) and skin care products aimed at preventing and improving different skin concerns, such as acne, signs of aging, and spots, among others. Lastly, students will use necessary safety and hygiene measures in each esthetic process. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **COSM 3044 Professional Makeup I**

**2 credits**

**(Prerequisite: None)**

In this course, the students will identify facial morphology and visagism in the proper selection of makeup. They will apply new trends, techniques, secrets, and details used in corrective makeup for brides, photography, television, cinema, men, and competitions. Lastly, students will use the latest international techniques, products, and equipment to expand their knowledge in the makeup industry.

### **ESTE 1012 Body Treatments I (Microdermabrasion and Cellulite Treatments)**

**2 credits**

**(Prerequisite: ESTE 1031)**

In this course, the students will apply established techniques to perform body treatments, like cleansings, exfoliations, and body shaping, among others, using proper protocols. They will analyze product selection and their function, and the use of equipment (machinery) for the recommendation and application of personalized treatments. Furthermore, students will properly apply products aimed at improving bothersome tissue conditions, such as cellulitis, stretchmarks, and flaccidity, among others. Lastly, they will use necessary safety and hygiene measures in each process.

### **COSM 3050 Professional Makeup II**

**2 credits**

**(Prerequisite: COSM 3044)**

In this course, the students will master, through various demonstrative exercises, advanced professional makeup techniques. They will create innovative makeup designs using new makeup techniques for brides, fantasy, photography, theater, television, characterization, period, runway, and high technology. Furthermore, the students will apply corresponding protocols and procedures according to the client's features, the type of makeup and cosmetic line, taking into account safety and hygiene measures.

### **ESTE 1013 Body Treatments II (Medical Esthetics)**

**2 credits**

**(Prerequisite: ESTE 1012)**

In this course, the students will explore preparation procedures and postoperative care. They will identify the tools, equipment, and products that complement advanced surgical procedures. Students will discover immediate, medium, and late preparation and recovery treatments for tissues following a surgical procedure.

### **COSM 3048 Business Development**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the operational and administrative aspects of a beauty salon or barbershop, such as location, management, staff, sources and use of funds, projected income, and cost projection. In addition, they will analyze the overall environment, potential market, and marketing plan of a beauty salon or barbershop. Furthermore, they will explain the laws governing the administration of a beauty salon or barbershop and the operating permits they require from various agencies.

### **AROM 1002 Aromatherapy**

**2 credits**

**(Prerequisite: None)**

In this course, the students will apply facial and body treatments and manipulations using aromatherapy with oils and special essences as a base for muscle relaxation, ambiance, and the stimulation of energy channels. Furthermore, they will develop techniques for stress relief and the prevention of other disorders using phototherapy. Lastly, the students will identify the benefits and contraindications of essential oils for each cutaneous biotype, extraction methods, and the proper application or intake.

### **ESTE 1072 Externship**

**4 credits**

**(Prerequisites: To have approved all previous courses except AROM 1002)**

In this course, the students will apply the skills acquired throughout the program in the professional field to grow as professionals through the acquisition of real-life experience in all areas of the profession. They will employ knowledge in the different service areas, such as esthetic procedures, manipulations, and facial

and body treatments. Furthermore, they will apply skills in the area of skin analysis, facial cleansing methods, hand and foot treatments, hair removal, professional makeup, aromatherapy, business development, and the correct use of equipment and machinery and their proper disinfection. Lastly, the students will further develop the skills learned throughout the course in esthetics centers, spas, or establishments where esthetics services are generally offered. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

## ***ADVANCED HAIRSTYLING AND DESIGN***

### **COSM 3041 Professional Image and Consulting**

**2 credits**

**(Prerequisite: None)**

In this course, students will apply theoretical and practical knowledge in consulting and development to maximize the professional image. They will develop advanced techniques based on the concept of personal marketing, including facial morphology and visagism, body language and posture, esthetics, and protocols at the corporate level. Lastly, students will demonstrate skills in fashion and makeup tendencies and their application to the individual, as well as the design of a total look for a new image.

### **COSM 3048 Business Development**

**2 credits**

**(Prerequisite: None)**

In this course, students will examine the operational and administrative aspects of a beauty salon or barbershop, such as location, management, staffing, sources and use of funds, projected income, and cost projection. In addition, they will analyze the overall environment, potential market, and marketing plan of a beauty salon or barbershop. Furthermore, they will explain the laws governing the administration of a beauty salon or barbershop and the operating permits required from various agencies.

### **COSM 3051 Hairstyles (Long Hair)**

**2 credits**

**(Prerequisites: None)**

In this course, students will create innovative hairstyle proposals for long hair. In addition, they will design new hairstyles using advanced techniques for up-do's, formal, semi-formal, classic and contemporary hairstyles. Lastly, they will apply different equipment, materials, and accessories for the elaboration of complex and creative hairstyles. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **COSM 3049 Hair Coloring: Lab**

**4 credits**

**(Prerequisites: None)**

In this course, students will analyze the evolution of hair coloring techniques for men. They will examine the chemical properties of color, the fundamental color application techniques, new product lines, innovative color combinations, and new color designs. They will follow the established safety methods to apply the color techniques learned. In addition, they will compare the different color charts of various manufacturers to know their numerical system and thus understand the color alternatives within each manufacturer's color scheme. Finally, they will create an original style according to trends from various seasons. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic..

### **COSM 3105 Advanced Hair Cutting Techniques**

**2 credits**

**(Prerequisites: None)**

In this course, students will integrate new and familiar cutting techniques to create the trendiest and highly requested lines for long and medium hair. They will develop sculpting skills using different eras and seasons as inspiration. Furthermore, they will apply the correct use and management of different materials, products, and equipment, such as scissors, clippers, and razors, among others. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **COSM 3047 Chemical Hair Processes (Advanced)**

**2 credits**

**(Prerequisites: None)**

In this course, students will apply products, tools, procedures, and the management of different styles of perms, relaxers, and flat irons according to each hair texture, to achieve a total hair transformation. They will analyze the client's hair to select the proper chemical products, intensive treatments such as botox, keratin, and stem cells, among others according to the volume, texture and condition of the hair. In addition, students will develop innovative techniques using intensive treatments such as perms, botox, stem cells, cold wax, capillary hair surgery, and relaxers, among others. Lastly, students will use the appropriate safety and sanitation measures in the beauty salon.

### **COSM 3052 Hairstyles (Short and Medium Hair)**

**2 credits**

**(Prerequisites: None)**

In this course, students will create advanced hairstyles using products, equipment, materials, and tools for short and medium length hair. They will design hairstyles for short and medium length hair based on the newest fashion tendencies. Furthermore, students will correctly manipulate the equipment, materials, and accessories used for short and medium length hair.

### **COSM 3106 Advanced Techniques and Trending Cuts**

**2 credits**

**(Prerequisites: None)**

In this course, students will apply advanced haircutting design techniques using the latest trends while standing out as an artist in capillary sculpting. They will design advanced and highly creative cuts taking into consideration current trends. Lastly, students will appropriately use the products, materials, and equipment necessary to perform capillary sculpting procedures. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **COSM 3044 Professional Makeup I**

**2 credits**

**(Prerequisites: None)**

In this course, students will identify the anatomy and morphology of the face for the proper selection of makeup. They will create new trends, techniques, secrets and details used in corrective, photography, bridal, TV, movie, gentlemen and competition makeup. Students will use the latest international techniques and the products and equipment to expand their knowledge in the makeup industry.

### **COSM 3053 Hairpieces, Extensions, and Ornamentation**

**2 credits**

**(Prerequisites: None)**

In this course, students will apply the maintenance, cleaning, and removal elements and procedures necessary for different accessories and hairpieces such as wigs, extensions, and ornamentation. They will develop oral and written communication skills to provide counseling to their clients on the proper use of accessories as an alternative to hair loss problems or requests for image changes quickly and according to the latest trends. In addition, students will perform demonstrative exercises on cleaning, cutting and dyeing hair extensions using safety and aseptic tools, equipment, and procedures.

### **COSM 3046 International Hairstyling and Design**

**2 credits**

**(Prerequisites: None)**

In this course, students will create innovative haircuts, hairstyles and makeup using international techniques

according to the latest fashion trends. They will perform demonstrations on the latest lines, forms, directions and textures used internationally. Lastly, students will use innovative haircut, haircolor and hairstyle tools, equipment, and techniques to achieve a high-end international design.

## ***NAIL TECHNOLOGY***

### **COSM 1012 The Profession**

**2 credits**

**(Prerequisite: None)**

In this course, students will discover the historical background of beauty and its different specializations with possible employment options for future graduates. They will discuss topics related to the image of the future beauty professional including uniform, makeup, personal hygiene, conduct, and attitudes. Students will properly apply recommendations for the use of chemical materials, tools, and aseptic methods to prevent bacteria and infections in an establishment.

### **TEDU 1007 Brush Design**

**4 credits**

**(Prerequisite: None)**

In this course, students will integrate the study of color theory, the art of brush design, and nail decoration and embellishment to satisfy the needs and tastes of their future clientele. The students will design diverse creative nail decoration services for in-class demonstrations. In addition, they will carry out practical exercises in the creation of lines, basic brush design, floral design, landscapes, and others, using the proper equipment.

### **COSM 1013 Manicure and Pedicure**

**2 credits**

**(Prerequisites: None)**

In this course, the students will analyze natural nail anatomy and the muscular and skeletal systems of the arms, hands, legs, and feet. They will properly carry out procedures and massages required for a basic professional manicure and pedicure. In addition, they will properly use tools, materials, and equipment, with attention to safety and hygiene measures applicable to manicure and pedicure. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **LTED 2010 Acrylic Nails: Lab**

**4 credits**

**(Prerequisite: None)**

In this course, the students will properly apply artificial nails, with attention to proper procedures and precautions and using the materials necessary for application, arrangement, maintenance, and removal. They will carry out exercises and demonstrations on basic coating on natural and artificial nails, breakage repair, and mastery of the smile technique (two-tone). Students will develop practical skills, using the correct materials and equipment. Furthermore, they will use safety and hygiene measures (asepsis) when carrying out practices until achieving the goal. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **LTED 2007 Sculptural Nails: Lab**

**2 credits**

**(Prerequisite: LTED 2010)**

In this course, students will develop the necessary skills and knowledge for sculptural nail application like tool manipulation, product control, artificial nail structure, maintenance, and removal process. They will use aseptic and safety procedures to ensure quality service. Furthermore, students will apply the proper use of materials and equipment for sculptural nail creation during in-class demonstrations. This course is part



of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **LTED 2008 The Creative Touch**

**4 credits**

**(Prerequisite: None)**

In this course, students will identify the appropriate tools and equipment used in the creation of nail styles. They will apply innovative techniques in the art of nail design and decoration to embellish and enhance them. Moreover, students will create different effects, such as relief designs, commercial techniques, encapsulations and fantasy, among others.

### **COSM 1014 Salon Layout, Design, and Management**

**2 credits**

**(Prerequisite: None)**

In this course, students will develop effective strategies when searching for employment within the beauty field. In addition, they will employ body language, professional image, and positive attitude skills for a successful interview. Students will also design a business plan that includes necessary operational processes, documents, financial statements, and insurances to be able to manage their own beauty establishment.

### **LTED 2009 Gel Nails: Lab**

**2 credits**

**(Prerequisite: None)**

In this course, students will gain experience in everything related to the types of gel and their application, maintenance, and removal for both natural and artificial nails. They will demonstrate proper application and drying procedures with or without UV/LED light, the use of fiberglass wraps, nail polish application, commercial UV/LED techniques, and gel art. In addition, they will integrate the correct use of materials and equipment through exercises on natural and artificial nails. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic..

### **PTED 1078 Externship**

**2 credits**

**(Prerequisite: Passing all previous courses with the exceptions of COSM 1014 and LTED 2009)**

In this course, the students will apply theoretical and practical knowledge acquired throughout their formal training in a real work scenario. The students will be integrated into a team of professionals that will facilitate the teaching and learning process and collaborate in the students' transition to the professional world. Lastly, the students will grow professionally in an outside beauty establishment where the areas of manicure, pedicure, application, maintenance, and removal of different types of artificial nails, among others, will be emphasized. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

## ***MASTER IN BARBERING***

### **COSM 3047 Chemical Hair Process (Advanced)**

**2 Credits**

**(Prerequisite: None)**

In this course, students will examine the technology of the most innovative chemical processes in hair treatment, including the effects and results of the application of different products. They will evaluate the characteristics and needs of each client's hair and select the most relevant product. Finally, they will correctly demonstrate the application techniques in the treatment and handling of hair.

### **COSM 3048 Entrepreneurship Development**

**2 Credits**

**(Prerequisite: None)**

In this course, students will examine the operational and administrative aspects of a beauty salon or barbershop, such as location, management, staff, sources and use of funds, projected income, and cost projection. In addition, they will analyze the overall environment, potential market, and marketing plan of a beauty salon or barbershop. Furthermore, they will explain the laws governing the administration of a beauty salon or barbershop and the operating permits they require from various agencies.

### **COSM 3049 Haircoloring - Lab**

**4 Credits**

**(Prerequisite: None)**

In this course, students will analyze the evolution of hair coloring techniques for men. They will examine the chemical properties of color, the fundamental color application techniques, new product lines, innovative color combinations, and new color designs. They will follow the established safety methods to apply the color techniques learned. In addition, they will compare the different color charts of various manufacturers to know their numerical system and thus understand the color alternatives within each manufacturer's color scheme. Finally, they will create an original style according to trends from various seasons. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **MBAR 3000 Advanced Shaving Design for Men**

**2 Credits**

**(Prerequisite: None)**

In this course, students will examine advanced beard styling, its three main components, and its variations. In addition, they will use hygiene and safety measures when applying products and handling equipment and materials. Finally, they will evaluate classic and modern trends in shaping up or lining up the hairline and eyebrows. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **MBAR 3001 Eyebrows Hair Removal and its Techniques**

**2 Credits**

**(Prerequisite: None)**

In this course, students will analyze hair removal techniques and techniques for epilating parts of the face corresponding to the field of barbering, using products and tools relevant to each case. In addition, they will decide which procedure to follow in order to provide the client with a complete consultation before applying shaving, hair removal, and epilation techniques on the face. They will also determine the safety, public health, and hygiene measures required for a hair removal and epilation service.

### **MBAR 3002 Sculptural Hair Design**

#### **2 Credits**

**(Prerequisite: None)**

In this course, students will evaluate the elements and foundations of sculptural hair design. They will also analyze cutting-edge designs taking into account the client's physical characteristics through consultations. Therefore, they will develop cutting skills and techniques using the right tools for sculptural design. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **MBAR 3003 Advanced Long to Short Textured Haircuts**

#### **4 Credits**

**(Prerequisite: None)**

In this course, students will develop skills in long and short textured haircuts, taking into account current fashion trends. They will analyze the safety and asepsis measures to follow during a haircut service, before and after the client's consultation. In addition, they will combine advanced techniques and innovative styles using equipment such as conventional scissors, texture scissors, cutting knives, and razors. Finally, they will analyze the basics of haircut for an impeccable service. This course is part of the integration model between the Beauty Clinic and the academic program. Students will perform tasks and services directly in the Beauty Clinic.

### **MBAR 3004 Makeup and Body Design**

#### **2 Credits**

**(Prerequisite: None)**

In this course, students will evaluate the anatomy and morphology of the face to select the appropriate make-up products and techniques. They will examine new make-up techniques and trends for corrections. They will also demonstrate male make-up skills at a professional level. Finally, they will create male make-up for photography, theater, television, film, and competitions.

### **MBAR 3005 New World Trends (Haircut, Men Hairstyle)**

#### **4 Credits**

**(Prerequisite: To have approved all previous courses except MBAR 3002)**

In this course, students will analyze new trends in haircuts and hairstyles for men, taking into account international experience and fashion, as well as the rules for world competitions. In addition, they will creatively examine the use of equipment, tools, products, procedures, methods, and techniques for different haircuts and hairstyles to achieve a total look. Therefore, they will apply innovative techniques and styles to create artistic haircuts and hairstyles for men according to world trends.

*ARTS AND TECHNOLOGY*

## *CONVERSATIONAL ENGLISH*

### **ENGL 1003 Conversational English- Basic**

**2 credits**

**(Prerequisite: English-speaking deficiency results in the entrance exam)**

This course is designed for students who obtain an English-speaking deficiency results in the entrance exam. The course goal is to improve their conversational English skills, with emphasis in the listening comprehension and speaking abilities. The course will accomplish this through weekly English discussions, debates, role-playing activities, speeches, field trips, and various other activities in which the students will be able to practice conversational English. Students will be placed in the respective level of conversational English based on his/her level of knowledge and comprehension according to the entrance exam results. The placement of the student will be based on the following score:

- 80 to 223: Basic user, introductory or beginner level (Level 1 – 3)
- 224 to 363: Basic user, intermediate or basic conversation level (Level 4)

### **LENG 1003 English Communication Lab: Basic**

**2 credits**

**(Prerequisites: Concurrent with ENGL 1003 / English-speaking deficiency results in the entrance exam)**

The English language lab focuses on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the course of ENGL 1003. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

### **PRON 1001 Pronunciation and Accent Reduction**

**2 credits**

**(Prerequisite: English-speaking deficiency results in the entrance exam)**

The course introduces central themes relating to sound patterns and pronunciation in English language. Students will be given the opportunity to acquire knowledge and understanding of the production of sounds, and to acquire the skills necessary to describe, define and transcribe consonants, vowels and certain non-segmental features such as stress and rhythm. This course also includes individualized attention to accent reduction. The instructor works with students to help them modify their accent problems.

### **ENGL 1004 Conversational English: Intermediate**

**2 credits**

**(Prerequisite: ENGL 1003)**

This intermediated-level class will continue to develop your skills in speaking, reading, writing, vocabulary and grammar. Class work will include lectures, group discussion, and a variety of tests, quizzes, and written assignments. The course focuses to improve students' ability to communicate in English in all areas with a focus on writing and speaking in different styles appropriate to different communicative contexts.

### **LENG 1004 English Communication Lab: Intermediate**

**2 credits**

**(Prerequisite: Concurrent with ENGL 1004)**

The English language lab will continues to focuses on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the course of ENGL 1004. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

**VOCB 1004 Reading and Vocabulary I****2 credits****(Prerequisite: PRON 1001)**

This is the first reading and vocabulary course in the program. It has to help students to improve their reading skills and vocabulary. The class will explore literature through fiction and non-fiction, drama, short stories, and poetry. Active participation in class and effort on homework assignments will be necessary to pass the class.

**ENGL 1005 Conversational English: Advanced****2 credits****(Prerequisite: ENGL 1004)**

This advanced-level class will continue to develop student skills in speaking, reading, writing, vocabulary and grammar. It uses the most advanced teaching techniques of language functions. Class work will include lectures, group discussion, and a variety of tests, quizzes, and written assignments.

**LENG 1005 English Communication Lab: Advanced****2 credits****(Prerequisite: Concurrent with ENGL 1005)**

The English language lab will continue to 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 1005. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

**VOCB 1005 Reading and Vocabulary II****2 credits****(Prerequisite: VOCB 1004)**

This is the second reading and vocabulary course in the program. It has continued to help students to improve their reading skills and vocabulary. The class will explore literature through fiction and non-fiction, drama, short stories, and poetry. Active participation in class and effort on homework assignments will be necessary to pass the class.

**BUSS 1001 Business English****2 credits****(Prerequisites: ENGL 1003, ENGL 1004 and ENGL 1005)**

Business English skills are needed for people doing business with English-speaking countries, working in local companies that use English in the workplace, or working overseas. The course includes practical application of basic language usage skills with emphasis on fundamentals of business writing and oral communication in business context. Active participation in class and effort on homework assignments will be necessary to pass the class.

**LENG 1011 English Writing Workshop****2 credits****(Prerequisites: ENGL 1005; LENG 1005)**

This course will provide the basics of American English grammar and writing. The class focuses on helping students improve their English and writing skills, by using proper grammar rules and writing guidelines that are essential building blocks for creating clear and understandable thought processes and ideas.

## **VOCB 1006 Advanced Reading and Vocabulary**

**2 credits**

**(Prerequisite: VOCB 1005)**

Advanced Reading and Vocabulary is the high-level course in a sequence of three reading courses. It is designed to prepare students for reading in their workplace. Emphasis is on critical and analytical skills, and advanced reading strategies for reading professional level textbooks, novels and periodicals. Students will continue to expand their vocabulary. Active participation in class and effort on homework assignments will be necessary to pass the class.

## ***GRAPHIC DESIGN***

### **GDAR 1001: Graphic Design Principles**

**2 credits**

**(Prerequisite: None)**

The course provides students with the design principles and the basis for a good design. Examining issues of graphic composition, typography, use of colors, symbols, and reproduction materials. It also studies the history of design and what is its role and importance in society and how it has evolved in the area of visual communication.

### **LITE 1001: Computer Literacy**

**2 credits**

**(Prerequisite: None)**

This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

### **ESPA 1007: Basic Spanish**

**2 credits**

**(Prerequisite: None)**

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

### **GADE 1003: Sketch Techniques**

**2 credits**

**(Prerequisite: None)**

The student learns drawing techniques that will help in the creative process, promotion of ideas and design project presentations. The course develops the techniques of sketching in function to show the customer a possible graphic solution to their visual communications problem, as well as the designer explore alternatives and illustrate ideas on paper or computer.

### **OPCO 2098: Computer's Operating Systems (Macintosh)**

**2 credits**

**(Prerequisite: None)**

Students will learn about the disk operating system OS X and the role of all on the MAC. In this hands-on class, students will use OS X and MAC commands to browse the contents of hard disks, and organize files and directories. Copying and moving files and formatting storage media will also be covered.

### **GADE 1022: Basic Typography**

**2 credits**

**(Prerequisite: None)**

The course aims to the student to learn what the typography is, its parts and how to select a font, depending on the work that wants to perform, the message that wants to communicate and what type of consumer is directed. The student learns the basis to use the letters in a composition, both to communicate ideas as to configure the visual aspect of the piece of visual communication.



**TEMA 1023: Scanning and Digital Image Manipulation****2 credits****(Prerequisite: Concurrent with GADE 1039)**

The course engages the student in the productive processes of the graphic design, emphasizing management and optimization of the images through the manipulation of them. The course exposes the student to the Photo Shop program, related to the management and optimization of images as a tool of treatment for images.

**GADE 1039: Digital Photography for Advertising****2 credits****(Prerequisite: Concurrent with TEMA 1023)**

The course aims the student to enter in the use of the digital camera as an instrument of work. It will work different commercial photography techniques such as focus, composition and lighting. The student may also manipulate these digital images in the Adobe Photoshop program, and then use them in its own designs.

**GDAR 1023: Color Theory****2 credits****(Prerequisite: GDAR 1001)**

The course exposes students to different theories of color and its application in graphic design, both in print and on screen. The student will make a historical approach, entering then into a geographic perspective. The course will be based on the foundations of semiotics.

**GDAR 1024: Creativity in Graphic Design****2 credits****(Prerequisite: GADE 1003)**

Ongoing, is developed through case studies where students have to use their creativity, applied to solve marketing problems, advertising and visual communication. It will encourage the use of creative ideas and have the opportunity to work with learned techniques such as sketching and photography.

**GADE 1040: Publications Digital Design****2 credits****(Prerequisite: GADE 1022)**

In this course, the student becomes acquainted and learns the tools provided by Adobe InDesign to create publications such as newsletters, newspapers and magazines. The course includes topics such as performing layout and editorial layout. The student learns to create both corporate publications and modern editorials.

**GADE 1041: Commercial Digital Design****2 credits****(Prerequisite: GADE 1022, GADE 1003)**

The Commercial Graphic Design course will introduce the students to use artistic techniques to effectively communicate ideas and information to business and customer audiences via illustration and other forms of digital or printed media. Topics will emphasize career exploration, concept design, tools and various forms publishing mediums. The student will learn to use the tools of Adobe Illustrator to create and manage vector images for the production of commercial advertising pieces such as business cards, flyers, brochures, postcards, banners, logos and more.

**GADE 1043: Design for Multimedia and Web****2 credits****(Prerequisite: GADE 1039 and Concurrent with GADE 1044)**

This course focuses on the design, development, implementation, testing and updating of effective interfaces based on the principles of graphic design, interactivity and utility for the user. The course will develop themes related to navigation systems, CSS, visual hierarchy, basic animations, preparing images for web, and file transfer protocols. Will be highlighted the conceptual development and structure, together with the interactivity and design aesthetics. Also, discusses designs for advertising campaigns in social networks, benefits and business applications. We will study the different social networks and Web advertising promotion.

**GADE 1042: Graphic Design in Publicity****2 credits****(Prerequisite: GADE 1039)**

In this course, the student will know what is advertising and how graphic design is part of it. The student may create pieces to simulated advertising campaigns, using the programs and tools learned in previous courses.

**GADE 1044: Post-Production and Video Editing****2 credits****(Prerequisite: Concurrent with GADE 1043)**

The course aims to introduce students to the different formats of making videos, emphasizing the making of advertisement. Students will learn focus concepts, composition and motion pictures. Will be used video editing tools such as Adobe Premier and After Effects.

**TEMA 1024: Digital Reproduction****2 credits****(Prerequisite: TEMA 1023)**

In this course, students will delve into the processes of graphic reproduction. We will discuss the specifications for the different methods of commercial reproduction. Will have the opportunity to review previous work and prepare for printing. The course discusses issues such as paper, ink and finishing processes, its advantages and disadvantages.

**GADE 1045: Studio Portfolio****2 credits****(Prerequisite: GADE 1039, GADE 1040, GADE 1041, GADE 1042, GADE 1043, GADE 1044)**

In this course, the teacher assesses the work done by students in different courses of the program and offers recommendations for improvement. In addition, students create supplementary pieces necessary to assemble a professional portfolio and digital portfolio. This can be used after graduation as business card to potential employers. In addition, we discuss issues such as job interview and resume preparation.

**ADMI 2033: Business Administration and Management****2 credits****(Prerequisite: None)**

This course is designed to introduce students to the basic principles of the field of Business Administration and Management. We will discuss the administrative process and its components such as planning, organization, direction, control and decision-making. It includes the study of classical schools and major theories of management, types of managers, functions, and challenges of an administrator and use of technology in business management.

## ***PRESCHOOL TEACHER ASSISTANT***

### **EDUC 1001 Principles of Preschool Education**

**2 Credits**

**(Prerequisite: None)**

Historical background of preschool education, social, cultural and its advances in knowledge related to the development and early learning process. We will discuss the main philosophical currents and their influence on curriculum models for preschool, legislation, standards and structure of public and private education system. Discussion and analysis of the Organic Law of the Department of Education in Puerto Rico.

### **ESPA 1007 Basic Spanish**

**2 Credits**

**(Prerequisite: None)**

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

### **EDUC 1006 Childhood, Family and School**

**2 Credits**

**(Prerequisite: None)**

A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Effective listening and spoken techniques in parent/teacher conferences are developed along with communicating skills. The intellectual and emotional growth of children and parents will be taught as well as learning how to develop strategies for managing stressful situations and child abuse and current family life issues.

### **ENFE 1421 Human Development**

**2 Credits**

**(Prerequisite: None)**

The course covers the aspects of growing and normal development of the human at different ages, his/her basic needs, health exams and vaccination, and the proper medical, loving care, and behavior changes.

### **TECN 1002 Fundamentals of Educational Technology**

**2 Credits**

**(Prerequisite: None)**

This course is designed to introduce students with the basic learning theories and principles as bases in the design, development, implementation and evaluation of instruction using educational technology. They are exposed to both traditional and innovative technologies to facilitate and foster meaningful and effective learning. Researches and field observation on the effectiveness of any supporting material in teaching are utilized to further enhance and facilitate the delivery of instruction in the teaching-learning process.

### **EDUC 1015 Psychomotor Development in Children**

**2 Credits**

**(Prerequisite: None)**

The major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills.

**INFA 1001 Organization of a Preschool Center****2 Credits****(Prerequisite: None)**

This course discusses the process of planning, organization, regulation, supervision and control of 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 1016 Social/Emotional and Cognitive/Moral Development in Children****2 Credits****(Prerequisite: ENFE 1421)**

This course presents theoretical and practical concepts related to the socio-emotional development. In social development, issues discuss the trade between a person and the others, which should encourage appropriate development of the basic processes of child's identity, self-esteem, autonomy, expression of feelings and social integration. Educational activities will be undertaken to present the issues of values, norms and customs that are key in children's learning. The family is the context in which the child acquires his first experience, but in the environment or school, is where he begins his biggest socialization process.

**SALD 1001 Preschool Health and Nutrition****1 Credit****(Prerequisite: ENFE 1421 and Concurrent with ENFE 1000)**

This course aims to present the fundamentals and basic components of infant nutrition. We discuss issues related to the importance of good nutrition on growth and development of children, the nutritional value of foods and their influence to prevent and treat disorders and diseases. It includes the study of common diseases and accidents that occur during the preschool years, preventive methods and action at school. We finish the course with detailed discussion of the role of preschool education on the health care of children served.

**ENFE 1000 Emergency Situations and First Aid****1 Credit****(Prerequisite: Concurrent with SALD 1001)**

A first aid course which covers the assessment and initial treatment of the patient during emergencies, such as wounds, fractures, hemorrhages, respiratory emergencies, poisoning, burns, bites, drowning, etc. and all types of techniques used in these cases.

**EDUC 1017 Curricular Design****2 Credits****(Prerequisite: ENFE 1421, TECN 1002, EDUC 1015 and EDUC 1016)**

This course studies the principles of preschool curriculum and its implementation by the laws and standards of education in Puerto Rico. This course is designed for students to acquire an overview of new trends and forms of teaching at this level, the development of skills for the design, selection and evaluation of courses and programs. In addition, we study the criteria for preparation and selection of resources (textbooks), equipment and materials to develop learning activities for children.

**EDUC 1501 Preschool for Exceptional Children****2 Credits****(Prerequisite: ENFE 1421, TECN 1002, EDUC 1015 and concurrent with EDUC 1016)**

This course discusses the general characteristics, causes and needs of exceptional children. Emphasis will be given to laws that guarantee their right to education and current services offered in Puerto Rico. Includes visits to various preschool programs, methods, educational strategies and materials that are designed to meet the special needs of this population.

### **EDUC 1018 Stimulation and Language Development**

**2 Credits**

**(Prerequisite: ENFE 1421, TECN 1002, EDUC 1015 and EDUC 1016)**

The study of theories, approaches and educational conditions that stimulate language development in children. We discuss the relationship between language and thought, planning activities to develop listening skills, speaking, understanding, interpretation and vocabulary enrichment. In addition, we analyze the role of teachers and educational assistants in creating an environment that promotes the development of language early in life.

### **EDUC 1019 Children's Literature**

**2 Credits**

**(Prerequisite: EDUC 1018)**

This course studies genres in children's literature to use in educational activities that stimulate cognitive, emotional and linguistic development. We will study in detail the following genres short stories, poetry and children's theater, with emphasis on the Puerto Rican and universal context. Also, will be taught various techniques and creative strategies in various literary genres to implement educational programs.

### **JUEG 1001 Play and Creative Expression**

**2 Credits**

**(Prerequisite: ENFE 1421)**

Course designed for analyzing the importance of developing creative expression in children at an early age. We study the basics of the new educational models based on the stimulation and development of creativity through, the game, body language (music) and visual arts. The course has a strong practical component based on case discussions, simulations, demonstrations and actual practice in the laboratory.

### **EVAL 1001 Assessment in Preschool Education**

**2 Credits**

**(Prerequisite: EDUC 1017)**

Study of trends based on educational evaluation as part of the learning process. It defines the concepts of formative assessment and summative evaluation plans in preschool, data collection, interpretation, and application of evaluation results to modify teaching methods and educational materials in preschool. Will discuss the evidence and evaluation techniques used in Puerto Rico for learning and development of children.

### **SEMI 1001 Occupational Seminar**

**2 Credits**

**(Prerequisite: None)**

This course offers the student knowledge and skills necessary to enter the workforce through orientations and workshops on job search, gathering documents and filling out applications, interview preparation, advice on professional image and jobs retention strategies.

### **MAET 1001 External Practice**

**4 Credits**

**(Prerequisite: APPROVED ALL PREVIOUS COURSES WITH EXCEPTION SEMI 1001)**

The external practice of IBC in the program of Preschool Teacher Assistant allows students to review integrate and apply knowledge, methodologies and teaching techniques of assistance and support to teachers, (Preschool Teacher) learned during the course. The practice will take place outside the institution (outside center) in a classroom or any educational setting in preschool level for a period of eight (8) weeks. It takes 210 hours of practice and compliance with work and assignments to students under the supervision of the Coordinator of Practice (CIB) and the regular schoolteacher.

### PROGRAM OFFERINGS BY LOCATIONS

| Credential Level                    | Program   | Aguadilla | Arecibo | Bayamón | Caguas | Escorial | Fajardo | Guayama | Los Colobos | Manatí | Mayagüez | Moca | Ponce | Yauco |
|-------------------------------------|---|-----------|---------|---------|--------|----------|---------|---------|-------------|--------|----------|------|-------|-------|
|                                     |   |           |         |         |        |          |         |         |             |        |          |      |       |       |
| Associate Degree                    | Associate Degree in Emergency Medical Technician - Paramedic    |           |         | ✓       | ✓      | ✓        |         |         |             | ✓      |          |      | ✓     |       |
|                                     | Associate Degree in Gastronomy and Culinary Management          |           |         | ✓       | ✓      | ✓        | ✓       |         |             | ✓      |          |      | ✓     |       |
|                                     | Associate Degree in Dental Assistant with Expanded Functions    |           |         |         |        | ✓        |         |         |             |        |          |      |       |       |
|                                     | Associate Degree in Pharmacy Technician                         |           |         |         |        | ✓        |         |         |             |        |          |      |       |       |
|                                     | Associate Degree in Business Administration in Entrepreneurship |           |         |         |        | ✓        |         |         |             |        |          |      |       |       |
| Diploma                             | Administrative Assistant with Medical Billing                   | ✓         |         | ✓       | ✓      |          | ✓       | ✓       | ✓           | ✓      |          | ✓    | ✓     | ✓     |
|                                     | Advanced Hairstyling and Design                                 | ✓         |         | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    |       | ✓     |
|                                     | Application Development and Web Design Specialist               |           |         |         |        |          |         |         |             |        |          |      |       |       |
|                                     | Assistant in Education for Personnel with Special Conditions    |           |         |         |        |          |         |         |             |        |          |      |       |       |
|                                     | Banking Operations  |           |         |         | ✓      |          |         |         |             |        |          |      |       |       |
|                                     | Barbering and Hairstyling                                       | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | Mixology/Bartending   |           | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      |          | ✓    | ✓     | ✓     |
|                                     | Computer Repairs and Network Technician                         | ✓         |         | ✓       | ✓      | ✓        |         | ✓       |             | ✓      | ✓        |      | ✓     | ✓     |
|                                     | Conversational English  |           |         | ✓       |        |          |         |         |             |        |          |      |       |       |
|                                     | Cosmetology   | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | Dental Assistant with Expanded Functions                        |           |         |         |        |          |         | ✓       |             | ✓      |          |      |       |       |
|                                     | Electricity with Renewable Energy                               | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | Emergency Medical Technician-Basic                              |           | ✓       | ✓       | ✓      |          |         |         | ✓           |        | ✓        | ✓    | ✓     | ✓     |
|                                     | Esthetics   | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        |      | ✓     | ✓     |
|                                     | Funeral Home Management and Embalming                           |           |         | ✓       | ✓      |          |         |         |             |        | ✓        |      | ✓     |       |
|                                     | Geriatric Technician  |           |         |         | ✓      |          |         |         | ✓           | ✓      |          | ✓    | ✓     | ✓     |
|                                     | Graphic Design  | ✓         |         | ✓       | ✓      | ✓        | ✓       | ✓       |             | ✓      | ✓        |      | ✓     | ✓     |
|                                     | Construction Technician (Handyman)                              |           |         | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | International Pastry and Baking                                 | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | Master in Barbering   | ✓         | ✓       | ✓       | ✓      |          | ✓       | ✓       |             | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | Nail Technology   | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                                     | Network Administration  |           |         |         |        |          |         |         |             |        |          |      |       |       |
|                                     | Pharmacy Technician   |           |         |         |        |          |         |         |             |        |          |      |       |       |
|                                     | Plumbing Technician   |           |         | ✓       | ✓      | ✓        |         | ✓       |             |        | ✓        | ✓    | ✓     |       |
|                                     | Practical Nursing with Electrocardiography (EKG)                |           |         | ✓       |        | ✓        | ✓       | ✓       | ✓           | ✓      |          |      |       | ✓     |
| Private Investigator with Bodyguard |   |           |         |         |        |          |         |         |             |        |          |      |       |       |
| Preschool Teacher Assistant         | ✓   |           | ✓       | ✓       |        |          |         | ✓       | ✓           |        | ✓        | ✓    | ✓     |       |
| Professional Massage Therapist      | ✓   | ✓         | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     |       |

| Credential Level  | Program   | Aguadilla |  | Arecibo | Bayamón | Caguas | Escorial | Fajardo | Guayama | Los Colobos | Manatí | Mayagüez | Moca | Ponce | Yauco |
|-------------------|---|-----------|--|---------|---------|--------|----------|---------|---------|-------------|--------|----------|------|-------|-------|
|                   |   |           |  |         |         |        |          |         |         |             |        |          |      |       |       |
|                   | Refrigeration and Air Conditioning with Inverters |           |  | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                   | Culinary Arts                                     | ✓         |  | ✓       | ✓       | ✓      |          | ✓       | ✓       | ✓           | ✓      | ✓        | ✓    | ✓     | ✓     |
|                   | Respiratory Care Technician                       |           |  |         |         |        |          |         |         |             |        |          |      |       |       |
|                   | Sound and Security Alarm Technician               |           |  |         |         |        |          |         |         |             |        |          |      |       |       |
|                   | Surgical Technician                               |           |  |         |         |        |          |         |         |             |        |          |      |       |       |
|                   | Tourism and Hotels                                |           |  |         | ✓       | ✓      |          |         |         |             |        |          |      | ✓     |       |
|                   | Training and Physical Conditioning Technician     | ✓         |  | ✓       | ✓       | ✓      | ✓        | ✓       | ✓       | ✓           | ✓      |          |      | ✓     | ✓     |
| ✓ Program offered |   |           |  |         |         |        |          |         |         |             |        |          |      |       |       |

**ADMINISTRATIVE OFFICERS  
NUC UNIVERSITY - IBC TECHNICAL DIVISION**

**Aguadilla**

|                                      |                     |
|--------------------------------------|---------------------|
| Mrs. Marilyn Del Valle               | Executive Director  |
| Mr. Ramón Deyne                      | Academic Director   |
| Mr. Carlos Arana                     | Evening Coordinator |
| Mrs. Yolanda Nieves                  | Study Hall          |
| Mrs. Gloria Banchs                   | Admissions          |
| Mrs. Mercedes Rosado                 | Placement           |
| Mrs. Guetchel Negrón                 | Retention           |
| Ms. Patricia Alemañy                 | Registrar           |
| Vacant                               | Academic Counseling |
| Mrs. Ivelina Ramos/Mr. Angel Acevedo | Financial Aid       |
| Mrs. María Sanabria                  | Student Accounts    |

**Arecibo**

|                          |                     |
|--------------------------|---------------------|
| Mrs. Jacqueline Irizarry | Executive Director  |
| Mr. Enrique Reyes        | Academic Director   |
| Mrs. Wendy Flores        | Evening Coordinator |
| Mr. Mayra Rodríguez      | Study Hall          |
| Mrs. Cristylorraine Diaz | Admissions          |
| Mrs. Xiomara Lugo        | Placement           |
| Mrs. Migdalia Torres     | Retention           |
| Mrs. Yolanda Anca        | Registrar           |
| Vacant                   | Academic Counseling |
| Mr. Alvin Pérez          | Financial Aid       |
| Mrs. Jacqueline Torres   | Student Accounts    |

**Bayamón**

|                             |                     |
|-----------------------------|---------------------|
| Mr. Olvin Marrero           | Executive Director  |
| Mrs. Aida V. Ramírez        | Academic Director   |
| Mrs. Leslie A. Colón        | Evening Coordinator |
| Mr. Herbert Luna            | Study Hall          |
| Mrs. Rebeca Nieves          | Admissions          |
| Mrs. Zuleyka Maldonad       | Placement           |
| Mrs. Lydiermarie Concepción | Retention           |
| Mrs. Stephanie Berrios      | Registrar           |
| Mrs. María Hiciano          | Academic Counseling |
| Mr. Emmanuel Ortiz          | Financial Aid       |
| Mrs. Marvelia Vega          | Student Accounts    |

**Caguas**

|                         |                     |
|-------------------------|---------------------|
| Mr. Carlos Lugo         | Executive Director  |
| Mrs. Lilliam Rivera     | Academic Director   |
| Mr. Héctor L. Castro    | Evening Coordinator |
| Mrs. Yomarilly Meléndez | Library             |
| Mrs. Luz Patrón         | Admissions          |



Mr. Félix Rivera  
Mrs. Karla G. Rivera  
Mrs. Evelyn Cotto  
Mrs. Nydia Cruz  
Mr. José Arcay

Placement  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

### **San Juan (Escorial)**

Mr. Eliseo Martínez  
Dr. Ilia Ortiz  
Mrs. Nilsa Gómez  
Vacante  
Mr. Carlos Ayala  
Mrs. Iris Rosario  
Mr. Jorge Valette  
Mrs. Maria De L. Burgos  
Dra. Myriam Vicente  
Mr. Rubén Reyes  
Mrs. Mayra Quiñones

Executive Director  
Academic Director  
Evening Coordinator  
Study Hall  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

### **Fajardo**

Mrs. Riccia Burgos  
Dr. Sophia Reyes  
Mrs. Frances Rivera  
Vacant  
Mrs. María. I. Alvelo  
Mrs. Maritza Santiago  
Mr. Carlos E. Marquez  
Mrs. Xiomara Del Valle  
Mrs. Sonia N. Peña  
Mr. Benito Vázquez  
Mr. Carlos C. Rodríguez

Executive Director  
Academic Director  
Evening Coordinator  
Library  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

### **Guayama**

Mrs. Ana Jackeline Rivera  
Mrs. Betsy Alicea  
Mrs. Lisandra Rodríguez  
Mrs. Yaritza Diaz  
Mrs. Marines Martínez  
Mrs. Gladys Figueroa  
Mrs. Denisse Rivera  
Mrs. Gloria Miranda  
Mrs. Norma Avilés  
Mrs. Emma Martínez  
Mrs. Paola González  
Mrs. Nicole Moreno

Executive Director  
Academic Director  
Evening Coordinator  
Study Hall  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts  
Student Affairs

### **Los Colobos**

Mr. Edgar Ayala  
Dr. Jessica Meléndez  
Mr. Wilbert Gutiérrez

Executive Director  
Academic Director  
Evening Coordinator

Mr. Emanuel Lugo  
Mrs. Marlyn Rodríguez  
Mrs. María V. De la Rosa  
Mrs. Genesis Rohena  
Mrs. Sharon Cruz  
Vacant  
Mrs. Ammie Y. Romero  
Mrs. Yamillette Caraballo

Study Hall  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

### **Manatí**

Mr. Benjamín Padilla  
Mrs. Luz E. Manuel  
Mr. Carlos Salgado  
Mrs. Jovaleska Torres  
Mrs. Luz Nilda Ortiz  
Mrs. Angélica Rodríguez  
Mr. Pedro Nazario  
Mrs. Yolanda Anca  
Mrs. Joharelys Soto  
Mrs. Marangely Santos  
Mrs. Judy García

Executive Director  
Academic Director  
Students Affairs and Evening Coordinator  
Library  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

### **Mayagüez**

Mr. Ricardo Rodríguez  
Mrs. Brenda Sánchez  
Mrs. Iris Barrientos  
Mrs. María Mercado  
Mrs. Yajaira De Jesús  
Mrs. Dessiner Lamoli  
Mr. José Colón  
Mrs. Rosecel González  
Mrs. Verónica Ramírez  
Mrs. Yesenia Morales  
Mrs. Melinda Ramos

Executive Director  
Academic Director  
Evening Coordinator  
Study Hall  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

### **Moca**

Mr. Hermit Toro  
Mrs. Cristina Rosado  
Mrs. Issallix Marquéz  
Mrs. Doris Muñiz  
Mrs. Nechmarie Torres  
Mrs. Mónica González  
Mrs. Omayra Villanueva  
Mrs. Arlene Perez  
Vacant  
Mrs. Sonia Santiago  
Mrs. Betzaida López

Executive Director  
Academic Director  
Evening Coordinator  
Study Hall  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

**Ponce**

Mr. Raúl Morales  
Mrs. Griselle Vázquez  
Mrs. Olga Lugo  
Mrs. Jannice Soler  
Mrs. Daisy Figueroa  
Mr. Frankie Almodóvar  
Mrs. Alfred Alicea  
Mrs. Sonia Crespo  
Mrs. Waleska Justiniano  
Mrs. Julissabeth Rosado  
Mrs. Norma Irizarry

Executive Director  
Academic Director  
Evening Coordinator  
Library  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

**Yauco**

Mrs. Awilda Roche  
Mrs. María del C. Plaza  
Mrs. Nilda Luciano  
Mrs. Roxan Ghigliotti  
Mrs. Tanya D. Echevarria  
Mrs. María Seda  
Mrs. Zuleyka Mari  
Mrs. Luzdelise Ortiz  
Mrs. Marilyn Cintrón  
Mrs. Julissabeth Rosado  
Mr. Victor A. Ortiz

Executive Director  
Academic Director  
Evening Coordinator  
Study Hall  
Admissions  
Placement  
Retention  
Registrar  
Academic Counseling  
Financial Aid  
Student Accounts

## **FACULTY**

### **Aguadilla**

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

González Quiñones, Hilda T. – Estilismo y Diseño Avanzado  
Institute of Beauty Career Inc.: Diploma in Cosmetology and Advanced Hairstyling

Gordils Jiménez, Denisse – Asistente Administrativo con Facturación Médica  
Universidad de Puerto Rico: Bachelor in Office Systems

Jiménez Seguinot, Clarissa-Cosmetología  
Academia Morales: Diploma in Cosmetology

Medina Bonilla, Milagros-Tecnología de Uñas  
Universal Training Institute: Diploma in Nail Technician

Mercado Flores, Domingo- Terapeuta de Masaje Profesional  
ICPR: Diploma in Therapeutic Massage

Mercado Pluguez, Yaniel A. – Técnico Emergencias Médicas-Básico Diploma,  
Instituto de Banca y Comercio: Diploma in Emergency Medical Technician-Paramedic

Noguera Vélez, Maria de Lourdes – Culinary Arts  
Universidad del Este: Associate Culinary Science

Rodríguez Cardona, Luis A. – Técnico Reparación de Computadoras y Redes  
Monroe College: Bachelor of Arts, Computer Systems Information

Rodríguez Pérez, Nidia – Cosmetología  
Instituto de Banca y Comercio: Diploma in Cosmetology

Román Oquendo, Joann-Diseño Gráfico  
Universidad de PR: BA Graphics Arts

Santiago Reverón, Luz M. – Tecnología de Uñas  
Instituto Irma Valentín: Diploma in Nail Technician

### **Arecibo**

Cabrera Rodríguez, José A. – Culinary Arts  
Instituto de Educación Vocacional de Corozal. Puerto Rico, Diploma Culinary Arts

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

Gonzalez Echevarria, Ruth – Panadería y Repostería Internacional  
Instituto de Banca y Comercio, Arecibo, Puerto Rico

Morales Acevedo, Jorge – Técnico de Entrenamiento y Acondicionamiento Físico  
Universidad Interamericana, Recinto de Arecibo, Puerto Rico. Diploma, Personal Trainer

Rivera Castro, Anibal – Electricidad con Energía Renovable  
Escuela de Peritos de Electricistas de Isabela, Diploma

Roman Molina, Carmen – Cosmetología  
Cosmetology, Instituto “La Reiné”, Diploma

Santiago Soto, Nereida – Barbería y Estilismo  
Barbering and Styling, Puerto Rico Barbers, Cosmetology & Hairstyling College, Diploma

### **Bayamón**

Algarín Hernández, Niurka – Asistente de Maestro Preescolar  
National University College: Bachillerato en Educación con concentración en Educación Preescolar

Algarin Pérez, Victor – Técnico de Emergencias Médicas-Básico  
EDP College Puerto Rico: Grado Asociado en Emergencias Médicas Paramédico

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

Arroyo Rosa, Carmen I. – Barbería y Estilismo  
Caribbean University. Beauty – Diploma en Barbería y Estilismo

Cabrera Lorenzana, José A. - Cocina Local e Internacional  
Universal Career Counseling Center: Certificado de Artes Culinarias

Camacho Pérez, Reina K – Diseño Gráfico  
Universidad de Puerto Rico: Bachillerato en Artes Gráficas

Caraballo Berrios, Edgardo – Gerencia Funeraria y Embalsamamiento  
Escuela Metropolitana Miguel Such: Embalsamamiento y Director funerario

Class Pacheco, Ingrid – Enfermería Práctica con EKG  
Atenas College: Bachillerato en ciencias de Enfermería

Crespo Serrano, Zulley- Estética  
NUC University División Técnica IBC Bayamón: Diploma Estética

Cruz Hernández, Lizbeth – Tecnología de Uñas  
Fontecha Institute San Juan: Diploma en Tecnología de Uñas

Cruz Negron, Maritza – Matemática  
University of Phoenix: Maestría en artes de la educación

Universidad de Puerto Rico: 21 crds en matemáticas

Cruz Rivera, Carmen – Estética

Colegio Tecnológico de Puerto Rico, Bayamón: Diploma en Cosmetología

Colegio Tecnológico de Puerto Rico, Bayamón: Diploma en Estética

Estrada Guzmán, Jorvelyn - Enfermería Práctica con EKG

NUC University Recinto de Bayamón: Bachillerato en Ciencias de Enfermería

García Toledo, Glenda C. - Cosmetología

Instituto Fontecha: Diploma Cosmetología Avanzada

Gil Rivera, Naleisha – Mixology/Bartending

NUC University IBC Institute Bayamón: Bartending

González Ramos, Juan – Turismo y Hoteles

Western Maryland College: Maestría en Educación

Escuela Hotelera: Diploma en Guía Turístico

Hernández Reyes, Solangel – Barbería y Estilismo

Century College: Barbería y Estilismo

Huertas Rivera. Luis A. – Técnico de Emergencias Médicas-Básico

Centro de Estudios Multidisciplinario de P.R - Técnico de Emergencias Médicas Paramédico

Irizarry López, Damaris – Enfermería Práctica con EKG

National University College: Bachillerato en Ciencias de Enfermería

López Martínez, Javier – Refrigeración y Aire Acondicionado con Inverters

Colegio Técnico de Electricidad: Técnico de Refrigeración y Aire Acondicionado

López Morales, Manuel – Panadería y Repostería Internacional

Universal Career Community College: Diploma en Repostería Internacional

López Ramirez, Ernesto – Handyman

NUC University División Técnica IBC Bayamón: Diploma Técnico de Refrigeración y Aire

Acondicionado y Técnico Plomero

Malavé Miranda, Ivette – Asistente de Maestro Preescolar

Maestría en educación: Educación Pre-Escolar

Maldonado Martínez, Yanira – Asistente Administrativo con Facturación Médica

Universidad Metropolitana: Maestría en Administración de Empresas Business Administración,

Universidad Central de Bayamón: Bachillerato en sistemas de Información

Mangual Pagán, Paola Z. – Estética

NUC University División Técnica IBC Bayamón: Diploma Estética

Morales Berrios, Glenda E. - Estética

Antilles College of Health: Diploma Estética

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

Narváez Ortega, Militza – Entrenamiento y Acondicionamiento Físico  
ICP Junior College – Entrenadora Personal

Nieves Ríos, Widalys – Asistente Administrativo con Facturación Médica  
American University de Puerto Rico: Bachillerato en Administración de Empresas

Nogue Ruiz, Francisco J. – Barbería y Estilismo  
Instituto de Banca y Comercio: Barbería y Estilismo

Ocasio Almodovar, Miriam – Tecnología de Uñas  
American Business College: Técnica de Uñas

Ortiz Angulo, José J. - Handyman  
Cuarto año del Departamento de Educación

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

Padín Ruiz, Jose R. – Gerencia Funeraria y Embalsamamiento  
Antilles College: Ciencias Mortuorias

Pagán Lebrón, Eileen – Tecnología de Uñas  
National University College IBC Institute: Tecnología de Uñas

Parrilla Guzmán, Daisy – Senior Master Lead Artes Culinarias  
Instituto de Banca y Comercio, Hato Rey: Grado Asociado en Cocina Local e Internacional

Pérez González, Jorge L. – Culinary Arts  
Escuela Hotelera de San Juan: Especialista en Artes Culinarias

Pérez Vázquez, Evelyn – Educación General, Matemática  
Caribbean University: Maestría en Artes de la Educación, currículo en Matemáticas

Pesante Rohena, Genghis – Diseño Gráfico  
Universidad de Puerto Rico, Carolina: Bachillerato en Artes, Diseño Gráfico.

Ponce Vázquez, Andrés – Técnico de Entrenamiento y Acondicionamiento Físico  
Universidad Metropolitana: Bachillerato en Educación con concentración en Promoción de la Salud y Acondicionamiento Físico

Ramírez Hernández, José – Entrenamiento y Acondicionamiento Físico  
Huertas Junior College: Diploma en Entrenamiento Físico

Rivera Colón, José I. – Plomería  
Escuela Superior Dr. Santiago Veve Calzada: Diploma en Plomería

Rivera Reices, Zuleika – Panadería y Repostería Internacional  
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

Rivera Rivera, Valeria – Estética  
NUC University IBC Institute Bayamón: Estética

Rivera Sánchez, Jeanette - Panadería y Repostería Internacional  
Universidad Interamericana: Certificado Técnico de Repostería y Panadería Comercial

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

Romero Yambó, José A. – Terapeuta de Masaje Profesional  
Antilles Schools of Technical Careers, San Juan: Diploma en Terapeuta de Masaje

Ruiz Vera, Luis O. – Diseño Gráfico  
Atlantic University College: Bachillerato en Diseño Gráfico Digital con animación computarizada

Salas Ortiz, Nelson – Barbería y Estilismo  
Modern Hairstyling Institute: Barbería

Sanabria Quiñones, Luís I. - Español  
Universidad de Puerto Rico: Maestría en Artes y Humanidades con Concentración en Estudios  
Hispánicos

Santiago Medina, Melanie – Estética  
Caribbean University: Estética Profesional

Talavera Matos, Carmen. – Inglés  
Phoenix University, Guaynabo; Maestría en Artes,  
Caribbean University, Bayamón: Bachillerato en artes, inglés como Segundo Idioma

Toledo Rosario, Rafael L. – Entrenamiento y Acondicionamiento Físico  
Universidad del Turabo: Maestría en Promoción de la Salud

Torres Albizu, Martha – Estetica  
NUC University IBC Institute Bayamon: Estetica

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

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

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

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

Zellek Camayd, Luis – Refrigeración y Aire Acondicionado con Inverters  
Universidad de la Habana: Ingeniero Electricista



## **Caguas**

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

Castillo Gómez, Ángel - Técnico de Plomería  
Esc. Superior Vocacional Ana Roque: Diploma, Plomería

Cintrón Castro, Shirley A. - Tecnología de Uñas  
Modern Hairstyling Institute: Diploma, Técnico de Uñas

Flores Santiago, Fayska I. – Estética  
MyrAngel Beauty Institute: Diploma, Estética y Maquillaje

Hernández Verdejo, Lyza I. – Técnico Geriátrico  
Huertas College: Bachillerato, Ciencias en Enfermería

Marcano Valdés, Raúl – Refrigeración y Aire Acondicionado con Inverters  
Esc. Sup. Vocacional República de Costa Rica: Diploma, Refrigeración y Aire Acondicionado.

Martínez Centeno, Eva R. – Barbería y Estilismo  
Instituto de Banca y Comercio: Diploma, Barbería y Estilismo

Méndez Ortega, Antonia. – Terapeuta de Masaje Profesional  
Ponce Paramedical College: Diploma, Terapeuta de Masaje Profesional

Montes Rivera, José O. – Diseño Gráfico  
Universidad del Turabo: Bachillerato, Diseño Gráfico

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

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

Tapia Torres, Edgardo R. – Cosmetología  
Professional Training Academy: Diploma, Cosmetología Avanzada

## **Escorial**

Agosto Torres, Raymond - Culinary Arts  
Instituto de Banca y Comercio, Diploma

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

Arocho Rodriguez. Diego - Electricidad con Energía Renovable

Colegio Tecnológico de la Comunidad, Grado Asociado en Tecnología Electrónica

Benítez Gonzales, José- Barbería y Estilismo  
Instituto Tecnología, Grado Asociado Tecnología Civil  
D"Mart Institute Inc., Diploma

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

Campos Salas, Alberto - Técnico de Plomería  
Instituto de Educación Universal, Diploma

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

Colón Rodríguez, Oscar - Técnico de Construcción /Handyman  
NUC IBC Institute, Diploma

Conde Adorno, Lizbeth - Enfermería Práctica con Electrocardiografía (EKG)  
Universidad Metropolitana, Bachillerato

Coppin Bald, Annette - Asistente de Maestro Preescolar  
Universidad del Este, Bachillerato en Educación Preescolar  
Grado Asociado en Tecnología Radiológica

Dávila Ortiz, Mónica - Cosmetología  
Escuela Vocacional Miguel Such, Cosmetología Básica, Diploma

Falero Mercado, Zaidybeth - Associate Degree in Gastronomy and Culinary Management  
Universidad del Este, Bachillerato en Gerencia Culinaria Enfocado en la Administración y Manejo de Restaurantes.

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

Fernández Vargas, Enrique - Técnico de Entrenamiento y Acondicionamiento Físico  
Universidad Ana G. Mendez, Master in Business Administration

Gil Rodriguez, Melissa L. - Diseño Gráfico, The Art Institute of Fort Lauderdale, Graphis Desig & Associate of Science

Gilot Aquino, Lourdes - Panadería y Repostería International  
Universidad Interamericana Metro, Diploma

González Torres, Alberto L – Matemática  
Universidad del Turabo, Bachillerato en Artes en Educación Secundaria con Concentración en Matemáticas  
Universidad del Turabo, Maestría Educación y Enseñanza de la Bellas Artes

Guzmán Reina, Edwin - Culinary Arts  
National University College Recinto de Mayaguez, Master's Degreee in Business Administration in  
Human Resources  
Universidad del Este, Bachelor Science Hospitality & Culinary Arts

Guzmán Santiago, Francisco – Destrezas Básicas/Matemáticas  
Universidad de Puerto Rico, Bachillerato Ingeniería Química  
Universidad Interamericana, Maestría Enseñanza en Matemáticas

Hernández Ortiz, Zulma – Enfermería Práctica con Electrocardiografía (EKG)  
Universidad de Puerto Rico, Maestría en Salud Pública  
Universidad de Puerto Rico, Bachillerato en Enfermería Práctica

Hernández Villegas, Wilfredo - Electricidad con Energía Renovable  
Professional Technical Institution, Inc, Diploma

Jaar Pérez, Ramón - Destreza Básicas de Ingles  
Universidad del Sagrado Corazón, B.A. English  
Universidad de Puerto Rico, Literatura de América

La Salle López, Verónica - Diseño Gráfico  
Universidad de Puerto Rico, Bachillerato en Artes Gráficas

Latorre Kentish, Lorna - Enfermería Práctica con Electrocardiografía (EKG)  
Dewey University, Bachillerato Ciencias de Enfermería

López Alago, Elizabeth - Enfermería Práctica con Electrocardiografía (EKG)  
Dewey University, Bachillerato Ciencias de Enfermería

López Jiménez, Vivian - Asistente de Maestro Preescolar  
Universidad Metropolitana, Bachillerato en Artes de la Educación

López Rosa. Obed O - Técnico en Entrenamiento y Acondicionamiento Físico  
Universidad Ana G. Mendez, Master in Physical Educ.

Maldonado Rivera, Angel R. - Terapeuta de Masaje Profesional  
Antilles College of Health, Diploma

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

Martin Betancourt, Eva - Asistente Dental con Funciones Expandidas  
Ramirez College of Business Technology, Diploma

Marzán Williams, Vanessa – Estética  
Professional Training Academy, Diploma

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

Ocasio Rivera, Marisol – Asistente Administrativo con Facturación Médica  
Columbia Central University, Maestría en Administración de Empresas Recursos Humanos

Ortiz Morales, Jeannine – Destrezas Básicas/ Inglés  
Universidad Interamericana, Maestría Maestro de Inglés como Segundo Idioma

Ortiz Peña, Radamés – Técnico de Plomería  
Universidad del Turabo, Bachillerato en Educación, concentración en Educación Vocacional Industrial  
Escuela Vocacional República de Costa Rica en Caguas, Técnico de Plomería

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

Parrilla Matta, Isaac - Asistente Dental con Funciones Expandidas  
Universidad Nacional Pedro Henrique Ureña, Doctorado en Odontología  
Universidad de Puerto Rico, Bachillerato en Biología

Pérez Carbonell, Miosottis - Asistente Administrativo con Facturación Médica  
AFAMEP, Certificado Profesional  
Universidad de Puerto Rico, Bachillerato en Humanidades

Ríos Pimentel, Christian E - Técnico de Reparación de Computadoras  
Instituto de Banca y Comercio, Certificado Profesional  
Colegio Universitario de San Juan, Bachillerato en Sistemas de Información

Rivera Alejandro, Carmen - Culinary Arts  
Instituto de Banca y Comercio, Certificado Profesional  
Universidad del Este, Grado Asociado en Cocina Local e Internacional

Rivera Ayala, Emanuel, Estética  
Instituto de Banca y Comercio, Inc., Estética Facial y Corporal, Diploma

Rivera Quijano, Adairis – Destrezas Básicas/español  
Universidad de Puerto Rico, Bachillerato en Educación Secundaria Español

Rivera Rohena, Jorge – Destrezas Básicas/español  
Universidad of Phoenix, Maestría en Educación

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

Rodríguez Velázquez, Niurca – Cosmetología  
Modern Hairstyling Institute, Diploma

Romero Carreras, Elsie – Estética  
Universidad de Puerto Rico, Bachillerato en Ciencias Sociales  
Instituto Estética y Belleza Marugie, Diploma Estética

Sánchez Cobo, Sergio - Refrigeración y Aire Acondicionado con Inverter,  
National University College, Diploma

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

Santiago Delgado, Carmelo – Mixology/Bartending  
Escuela Hotelera de Puerto Rico, Diploma

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

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

Torres Laureano, Ruth – Cosmetología  
National University, División Técnica, Diploma

Torres Rodriguez, Laritza - Tecnología de Uñas  
Professional Training Academy of Esthetics & Beauty Courses Inc., Diploma

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

Vargas, Alvarado, Maritza – Estética  
MyrAngel Beauty Institute, Diploma

Vázquez Cruz, Joel – Culinary Arts  
Caribbean Culinary Institute, Diploma

Vega Fournier, Juan – Cosmetología  
Academia de Belleza Borinquén, Diploma

## **Fajardo**

Albelo Esquilin Juan R – Panadería y Repostería  
Caribbean Culinary Institute: NUC Division Tecnica IBC

Arroyo Fernández, Jorge – Handy Man  
Escuela Teodoro Aguilar Mora: Diploma de Cuarto año Carpintería  
Polytechnical Communiy College: Curso de Técnico Industrial

Bosques Quiñones, Abigail – Artes Culinarias  
Universidad Ana G. Méndez: Bachelor in Science, Hospitality & Culinary Art

Boria Gabino, Annette – Enfermería  
Universidad Interamericana de Puerto Rico: Bachillerato en Ciencias de Enfermería

Carmona Molina, Marta – Administración e Informática  
Universidad Interamericana de Puerto Rico: Bachillerato en Artes en Ciencias Secretarial

Colón Camacho, Lynette L. – Belleza  
NUC University División Técnica IBC- Estética

Cruz, Pacheco, Carmen – Belleza  
Escuela Superior Dr. Santiago Veve Calzada

Cruz Orta María E. – Belleza  
NUC University, Bayamón: Estética

Del Valle López, Lorna – Artes Culinarias  
NUC University División Técnica – IBC: Regional and Interational Cusine

Díaz Carrillo, Yesenia – Artes Culinarias  
NUC University División Técnica – IBC: Cocina Local e Internacional

Díaz Maldonado, Fermín – Electricista  
NUC University División Técnica – IBC: Plumbing Technician

Díaz Maldonado, Ferdinan – Electricista  
NUC University División Técnica – IBC: Refrigeration and Air Conditioning with PLC

Encarnación Encarnación, Darlyn – Estética  
NUC University, Bayamón: Estética

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

Frías Rivera, Bryan D. – Artes y Tecnología  
Universidad Interamericana de Puerto Rico: Digital Graph Desing Multimedia

González Rivera, Norma I. –Cosmetología  
Nuc University División Técnica IBC – Cosmetología

Heredia Ferrer, Paola – Diseño Gráfico  
Universidad Interamericana de Puerto Rico: Digital Graph Desing Multimedia

Cortes Jiménez, Roberto - Handy Man  
Universidad Católica de Arecibo: Grado Asociado en Educación

Jiménez Rivera, Tomas – Electricista  
Escuela Técnica de Electricidad Inc.: Técnico Electricista

Lanza Alvira, Gloria – Enfermería  
Dewey University: Bachillerato en Ciencias de Enfermería

Laureano Vázquez, Mariano – Electricidad con Energía Renovable  
Universidad de Puerto Rico: Bachillerato en Ingeniería Eléctrica

Lebrón de Jesús, Jorge – Administración e Informática  
Universidad Ana G. Méndez: Master of Business Administration specialization in Strategic management

and Leadership

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

Moulier Figueroa, Jossie – Estética  
Neo-Esthetic European Institute: Estética

Nieves Ortiz, Michael – Artes Culinarias  
Universidad del Este: Grado Asociado en Artes Culinarias

Ramírez Villegas Andreita – Belleza  
NUC University Division Técnica IBC: Nail Technology

Resto Yuamkaly – Artes Culinarias  
Universidad Ana G. Méndez: Bachillerato de Ciencias en Nutrición

Rivera Rivera, Betzaida – Salud  
Institute of Massage & Therapeutic Healing of Puerto Rico: Masaje Terapéutico

Rivera López, Grace Lee - Belleza  
NUC University Division Técnica IBC: Nail Technology

Rodríguez Márquez, Carlos - Belleza  
Universidad Interamericana de Puerto Rico: Bachillerato en Educación Secundaria

Romero Castro Normary – Salud  
NUC University, Bayamón: Estética

Rosa Maldonado, Anitza – Salud  
Institute of Massage & Therapeutic Healing of Puerto Rico: Masaje Terapéutico

Roldan Carrión, Yeneisha – Personal Trainer  
Universidad Interamericana de Puerto Rico: Certificado Personal Trainer

Vázquez Cruz, Juan – Mixología/Bartending  
Bartender Association, Puerto Rico Certificate of Bartender

Vázquez Pérez, Jeniel, - Refrigeración  
Escuela Ana Delia Flores Santana

Velázquez Camacho, Anna M. – Panadería y Repostería  
NUC University Division Técnica - IBC Fajardo: International Pastry and Baking

Stanley Figueroa, Waleska – Salud  
NUC University Division Técnica – IBC: Diploma en Terapeuta de Masaje Profesional

## Guayama

García Ferrer, Saray – Estilismo y Diseño Avanzado  
Emma's Beauty Academy: Diploma Estilo Avanzado  
Barbería y Estilismo  
Emma's Beauty Academy: Diploma Barbería

Harris Maurás, Shirley - Panadería y Repostería Internacional y Bartending  
NUC University, Recinto de Caguas-IBC Institute Guayama, Puerto Rico: Diploma en Panadería y Repostería Internacional y Bartending

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

Núñez Quiñones, Víctor M. – Master Barber  
Emma's Beauty Academy, Juana Díaz, Puerto Rico: Diploma Barbería

Ortiz Díaz, Iratxell – Artes Culinarias  
NUC University, Recinto de Ponce- IBC-Ponce, Puerto Rico: Asociado en Cocina Local e Internacional

Ramos Torres, Marta – Artes y Tecnología  
Universidad Católica de Puerto Rico, Ponce, Puerto Rico: Bachillerato en Educación Elemental,  
Concentración: Educación Primaria

Rodríguez Crespo, Xiomara – Artes Culinarias  
Instituto de Banca y Comercio, Inc. Ponce, Puerto Rico: Asociado en Cocina Local e Internacional

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

Santiago Sánchez, Nilmarie – Tecnología de Uñas  
Instituto de Banca y Comercio, Recinto de Guayama: Diploma en Tecnología de Uñas\

López Ortiz, Claribel- Asistente Administrativo con Facturación Médica  
Universidad Interamerica de Puerto Rico, Guayama, Puerto Rico: Bachillerato Sistema de Oficinas

Rodríguez Cruz, Emma – Estética  
Neo-Esthetique European Institute, San Juan, Puerto Rico: Diploma Estética

## Los Colobos

Adorno Rosa, Jesús – Electricidad con Energía Renovable, Lead Instructor  
Instituto Educación Universal, Diploma

Alejandro Hill, Anilca – Asistente de Maestro Preescolar  
Universidad del Este, Maestría en Niñez Temprana y Preescolar



Andújar Monge, Sharol – Terapeuta de masaje  
NUC University División Técnica Los Colobos, Diploma

Benitez Jiménez, Zenaida- Terapeuta de masaje  
NUC University División Técnica IBC, Diploma

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

Cruz Moya Laura Y. – Artes Culinarias  
Instituto de Banca Y Comercio, Fajardo P.R. Diploma

Cruz Vargas, Jaime- Refrigeración  
Institución Educación Universal, Diploma

Hernandez Vega, Luis- Tecnología de Refrigeración  
NUC University, Diploma

Lopez Saldana, Angel- Educación Vocacional Industrial,  
Universidad del Turabo, Gurabo, Diploma

Escalera Corchado, Wilfredo – Handyman  
Universidad del Turabo, Grado Asociado en Administración de Empresas

Félix Flores, Frances – Técnico de Emergencias Médicas, Lead Instructor  
Instituto de Banca y Comercio, Diploma

Figuera Calderón, Zoé – Tecnología de Uñas, Lead Instructor  
NUC University, Recinto de Ponce Puerto Rico, Grado Técnico Técnica de Uñas

Flores Sánchez, Gamelee – Terapeuta de Masaje Profesional, Lead Instructor,  
National fashion & Beauty College Diploma

Garcés Morales, Marisabel – Cosmetología  
Metro College, Diploma

García Pérez, Sugeily – Programa de Enfermería con EKG, Lead Instructor  
Universidad Metropolitana, Bachillerato en Enfermería

González Resto, José – Refrigeración y aire Acondicionado, Lead Instructor  
York College, San Juan Puerto Rico

Nieves Osorio, Nannette – Panadería y Repostería Internacional, Lead Instructor  
Ivaen College, Diploma

Rivera Rolón, Migdalia – Cosmetología, Lead Instructor  
Academia de Belleza Boriquén, Diploma

Rivera Saldaña, Angela – Estética, Lead Instructor  
Academia de Estética Latín, Especialista en Estética y Maquillaje, Diploma

Rodriguez Santiago, Nicol – Técnico de Emergencias Médicas  
Instituto de Banca y Comercio, Diploma

Roman Alejandro, Maileen- Estética  
NUC University, Rio Grande, Diploma

Rosario Igartúa, Pedro M. – Artes Culinarias, Master Lead Instructor  
Instituto de Banca y Comercio, Diploma Lead Instructor

Rosario Ramos, Joniel- Barbería  
Modern Hairstyling Institute, Diploma

Soto Diaz, Leyda- Técnica de uñas  
NUC University IBC, Colobos, Diploma

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

## **Manatí**

Alicea Vega, Waleska – Cosmetología  
Institute of Beauty Careers: Diploma Cosmetología Avanzada  
ic

Andújar Rosario, Kelvin S. – Mixology/Bartending  
Instituto de Banca y Comercio: Diploma in Bartender

Aponte Lliteras, Liz Y. – Panadería y Repostería Internacional  
Instituto de Banca y Comercio: Diploma in Regional and International Cuisine  
Instituto de Banca y Comercio: Diploma in International Pastry and Baking  
Instituto de Banca y Comercio: Diploma in Bartending

Arocho Cardona, Hiram – Electricidad con Energía Renovable  
Vocational School of Manatí-José A. Montañez Genaro: Diploma in Electrician

Arroyo Rivera, Yenitz – Tecnología de Uñas  
Institute of Beauty Careers: Diploma in Full Specialist

Ayende Rivera, Wynnelis – Técnico en Entrenamiento y Acondicionamiento Físico  
Departamento de Recreación y Deportes: Certificación Entrenador Personal  
Universidad de Puerto Rico: Bachillerato en Sistemas de Oficina

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

Classen Méndez, José A. – Técnico de Construcción (Handyman)  
First Industrial Technological College, Inc.: Diploma en Soldadura Básica  
Interamerican University: Bachelor of Science

Díaz Cruz, Verónica – Cosmetología  
NUC University: Diploma Cosmetología  
NUC University: Diploma Barbering and Hairstyling

Freytes Colón, Wanda E. – Enfermería Práctica con Electrocardiografía (EKG)  
University of Puerto Rico: Bachelor 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

López de la Rosa, Leira E. – Panadería y Repostería Internacional  
NUC University: Diploma International Pastry and Baking

Marrero Meléndez, Ivelisse – Tecnología de Uñas  
Institute of Beauty Careers: Diploma in Nail Technician

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

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

Martínez Figueroa, Kevin O. – Técnico en Entrenamiento y Acondicionamiento Físico  
University of Puerto Rico: Certification in Personal Trainer

Mercado Torres, Doris E. – Español  
Interamerican University: Doctor of Education

Morales Rosado, Nancy J. – Estética  
Academia Moderna de Belleza: Curso Estética Facial y Corporal

Motta Torres, María A. – Tecnología de Uñas  
Quality Technical & Beauty College: Diploma in Nails Technology

Ortiz Salgado, Ivonne M. – Terapeuta de Masaje Profesional  
Instituto de Banca y Comercio: Diploma in Professional Massage Therapist

Padilla Padilla, Ermelinda – Cosmetología  
Modern Hairstyling Institute: Diploma in Basic Cosmetology  
A-1 Business and Tech. College: Diploma in Barbering and Hairstyling  
Rogie's School of Beauty Culture: Diploma in Full Specialist

Pérez Acevedo, Luis J. – Terapeuta de Masaje Profesional  
Instituto de Banca y Comercio: Diploma en Masaje Profesional

Pérez González, Eddie R. – Técnico de Construcción (Handyman)

NUC University: Electricity with Renewable Energy

Prieto Vázquez, Alfredo – Culinary Arts  
Globelle Technical Institute, Inc.: Diploma en Cocina Profesional

Quiles Mercado, Clariliz – Culinary Arts  
Universidad del Este: Bachelor in Culinary Management  
Universidad del Este: Associate in Culinary Arts

Quiles Morales, Emmanuel – Culinary Arts  
Escuela Hotelera de San Juan: Diploma Chef

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

Rodríguez Rosa, Laura E. – Matemática  
Universidad de Puerto Rico: Bachillerato en Educación Elemental con Concentración en Matemáticas

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

Santiago Vallellanes, Alex F. – Español  
Centro de Estudios Avanzados de Puerto Rico y el Caribe: Maestría en Artes

Santos Meléndez, Valerie – Técnico de Farmacia  
National University College: Associate in Pharmacy Technician

Valentín Allende, Raúl – Electricidad con Energía Renovable  
National University College-IBC Institute: Diploma in Computer Repairs and Network Technician  
Cambridge Technical College: Diploma in Electricity Technician

Valentín Machado, Linnette – Enfermería Práctica con EKG  
National University College: Bachillerato en Enfermería

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

Vargas Cruz, Elisamir – Cosmetología  
Instituto Irma Valentín: Cosmetología Básica con Salon Fundamentals

Vázquez Rivera, Axel E. – Refrigeración y Aire Acondicionado con Inverters  
Instituto de Banca y Comercio: Diploma in Refrigeration and Air Conditioning with PLC

Vázquez Santana, Yesenia I. – Asistente Dental con Funciones Expandidas  
Instituto de Banca y Comercio: Diploma in Surgical Technician  
National University College: Associate in Dental Assistant with Expanded Functions

## Mayagüez

Acevedo Mercado, Juan C. - Panadería y Repostería Internacional  
Escuela Hotelera de San Juan: Certificado en Panadería y Repostería Internacional  
Universidad Interamericana de PR: Certificado en Técnico de Artes Culinarias

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

Arvelo González, Eugene – Barbería y Estilismo  
Maison D'Esthetique Academy: Diploma en Barbería

Arvelo Sánchez, William – Cosmetología  
Emma's Beauty Academy: Diploma en Cosmetología

Crespo Aponte, Anthony – Terapeuta de Masaje Profesional  
Escuela de Masajes RED: Diploma en Terapeuta de Masaje Profesional

Crespo Valentín, Emmanuel – Gerencia de Funeraria y Embalsamamiento  
PR Tech Junior College: Certificado en Ciencias Mortuorias

Dros Rodríguez, Wanda – Tecnología de Uñas  
Universal Training Institute: Diploma en Técnica de Uñas

Espinosa Rodríguez, Edgardo – Técnico de Construcción (Handyman)  
Universidad Ana G. Mendez: Bachillerato en Educación Ocupacional

Estrada Fortuna, Luis – Técnico de Alarma y Sonido  
Colegio Percy: Grado Asociado en Ingeniería Electrónica

Evertsz Seda, Jorge A. – Diseño Gráfico  
Atlantic University College: Bachillerato en Diseño Gráfico Digital

Feliciano Mercado, Karl – Barbería y Estilismo  
Emma's Beauty Academy: Diploma en Barbería

García Torres, Denira – Terapeuta de Masaje Profesional  
ICPR Junior College: Certificado en Terapeuta de Masaje

González Rodríguez, David – Panadería y Repostería Internacional  
Instituto de Banca y Comercio: Diploma en Panadería y Repostería Internacional

Hernández Castillo, Alice – Tecnología de Uñas  
American Business College: Diploma en Técnica de Uñas

Jiménez Colón, Nancy – Barbería y Estilismo  
PR Barber, Cosmetology and Hairstyling College: Diploma en Barbería

Jiménez González, Damián – Refrigeración y Aire Acondicionado con Inverters

Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

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

Martínez Morales, Edwin – Electricidad con Energía Renovable  
Instituto de Banca y Comercio: Diploma en Electricidad con PLC

Mercado Rosado, Rosalin – Asistente de Maestro Preescolar  
Universidad Interamericana de PR: Maestría en Educación en Niñez Temprana

Mercado Torres, Ileana – Estilismo Avanzado / Cosmetología  
Instituto de Banca y Comercio: Diploma en Estilismo Avanzado  
Emma's Beauty Academy: Diploma en Cosmetología y Pivot Point

Nieves Perez, Otilio – Plomería  
Escuela Vocacional Manuel Garcia Perez: Diploma en Plomería

Ortiz Ramírez, María I. – Cosmetología  
Emma's Beauty Academy: Diploma en Cosmetología

Quiñones Pellicier, Eladio – Matemáticas  
University of Phoenix: Maestría en Currículo e Instrucción en Matemáticas  
Universidad Interamericana de PR: Maestría en Enseñanza de Matemáticas

Rivera Irizarry, Jorge – Técnico de Reparación de Computadoras y Redes  
Institute of Multiple Technology: Certificado en Programación de Computadoras

Rodríguez Pérez, Griselda – Cosmetología / Estilismo Avanzado  
Emma's Beauty Academy: Diploma en Cosmetología Básica  
Emma's Beauty Academy: Diploma en Estilo Avanzado

Santiago Rivera, Carmen – Cosmetología  
Emma's Beauty Academy: Diploma en Cosmetología y Pivot Point

Serrano Pérez, Ivette – Español  
Centro de Estudios Avanzados de PR y el Caribe: Maestría en Literatura de PR y el Caribe  
Universidad Interamericana de PR: Bachillerato en Enseñanza de Español

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

Soto Gutiérrez, Norma – Culinary Arts  
Escuela Hotelera de San Juan: Certificado en Especialista en Artes Culinarias

Torres Chardon, Marcos – Inglés  
Caribbean University of PR: Maestría en Currículo y Enseñanza en Ingles

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

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

Vélez Mejías, Angel – Master en Barbería  
Hostos Barber College: Diploma en Barbería

Vélez Sepúlveda, Luis – Refrigeración y Aire Acondicionado con Inverters  
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

## **Moca**

Acevedo Cancela, Yester E. – Matemáticas  
Universidad Interamericana de San Germán Puerto Rico: Maestría en Matemáticas Aplicadas  
Universidad de Puerto Rico en Aguadilla: Bachillerato en Administración de Empresas concentración en Finanzas

Arocho Nieves, Wilfredo – Técnico de Plomería  
Ana G. Méndez Universidad del Oeste en Aguadilla: Bachillerato en Educación Industrial Vocacional

Bonilla Martínez, Mariel – Estilismo y Diseño Avanzado  
Instituto La Reiné en Manatí Puerto Rico: Diploma en Estilismo Avanzado

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

Cabrera Velazquez, José- Culinary Arts  
National University College Recinto de Mayagüez: Diploma en Cocina Local e Internacional

Santiago Pizzaro, Erika – Tecnología de Uñas  
Instituto Irma Valentín: Diploma in Nail Technology

Crespo Ramos, Néstor – Técnico de Emergencias Médicas-Básico  
Instituto de Banca y Comercio: Diploma Técnico de Emergencias Médicas

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

García Feliciano, José – Electricidad con Energía Renovable  
Technological Institute of Puerto Rico en Manatí: Grado Asociado en Ingeniería Eléctrica

González Malavé, José – Culinary Arts  
National University College: Diploma in Regional and International Cuisine

Hernández Rodríguez, Juan – Refrigeración y Aire Acondicionado con Inverters  
Escuela de Perritos Electricistas de Isabela: Diploma en Refrigeración y Aire Acondicionado

Morales Villarubia, Jessica O.- Panadería y Repostería Internacional  
Escuela Hotelera de San Juan: Diploma en Panadería y Repostería Internacional

Muñiz Báez, Milhairy – Terapeuta de Masaje Profesional  
National University College Mayaguez: Diploma Professional Massage

Muñiz Cruz, Euriel - Técnico en Refrigeración y Aire Acondicionado con Inverters  
Universal Tecnology College of Puerto Rico: Diploma en Refrigeración y Aire Acondicionado

Ortiz Justiniano, Janitza- Cosmetología  
Professional Training Academy of Esthetics and Beauty Courses Inc.: Diploma in Cosmetology

Pérez Medina, Luis- Mixology/Bartending  
Bartender Waiters and Maitre'D Association of Puerto Rico: Diploma Bartending

Quintana Arce, Luis- Técnico en Refrigeración y Aire Acondicionado con Inverters  
Universal Tecnology College of Puerto Rico: Diploma en Tecnología de Refrigeración y Acondicionadores de Aire

Ramos Santana, Lizmarie- Panadería y Repostería Internacional  
National University College Mayaguez: Diploma Panadería y Repostería Internacional

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

Rodríguez Borrero, Marilexis – Tecnología de Uñas  
Leston College en Isabela Puerto Rico: Diploma en Técnica de Uñas Profesional

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

Velázquez Velázquez, Saúl- Técnico de Emergencias Médicas -Básico  
EDP University of Puerto Rico Inc.: Grado Asociado en Técnico de Emergencias Médicas

## **Ponce**

Abreu Toyéns, Marilyn – Estética  
Sonage Institute: Certificado Estética Facial y Estética Facial Avanzada

Acosta Ortíz, Walter –Turismo y Hoteles  
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Administración de Empresas, Mercadeo

Almodóvar Irizarry, Rakel – Terapeuta de Masaje Profesional  
Ponce Paramedical College: Diploma Terapia de Masaje Profesional

Ayala Cales, Eliel – Artes Culinarias  
National University College, IBC Institute: Grado Asociado Cocina Local e Internacional

Barrera Vélez, Vivian – Diseño Gráfico  
Atlantic University College: Maestría en Artes Gráficas; Universidad de Puerto Rico: Bachillerato en Artes Ciencias Sociales; Psicología y Salud Mental



Batista Vélez, Joel – Asistente de Maestro Prescolar  
Pontificia Universidad Católica de PR: Bachillerato en Educación Elemental; Minor en Prescolar;  
Caribbean University: Maestría en Educación con Especialidad en Administración y Supervisión

Beltrán Colón, Carlos – Panadería y Repostería Internacional  
National University College, IBC Institute: Grado Asociado Cocina Local e Internacional/  
Instituto de Banca y Comercio: Diploma Panadería y Confitería Internacional

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

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

Collazo Rivera, William – Mixología/Bartending  
Instituto de Banca y Comercio: Diploma Bartending

Cosme Rentas, José R. – Grado Asociado Gastronomía y Gerencia Culinaria  
Instituto de Banca y Comercio- Grado Asociado en Cocina Local e Internacional, Diploma Cocina Local e Internacional

Curbelo González, Lisanette- Diseño Gráfico  
The Art Institute of Portland: Bachillerato en Bellas Artes; Diseño y Fotografía

Díaz Gutiérrez, Sandra – Tecnología de Uñas  
Profesional Training Academy of Esthetics & Beauty Course; Uñas Esculturales y Manicura

Díaz Maldonado, Josué – Terapeuta del Masaje Profesional  
NUC IBC Ponce: Diploma de Terapeuta del Masaje Profesional; Pontificia Universidad Católica de Ponce: Bachillerato en Ciencias en Estudios Liberales; Caribbean University Ponce: Maestría en Artes Concentración en Justicia Criminal

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

Ferrer Torres, Michael – Técnico de Alarmas y Sonido  
Universidad Politécnica de Puerto Rico: Bachillerato en Ciencias, Ingeniería Civil

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

Franceschi Portalatín, Dora – Grado Asociado Gastronomía y Gerencia Culinaria  
National University College: Maestría en Educación con Especialidad en Liderazgo Educativo, Lincoln Culinary Institute: Grado Asociado Panadería y Repostería Internacional  
Instituto de Banca y Comercio: Diploma Cocina Local e Internacional

Galarza Sepúlveda, Marisol – Biología  
Universidad de Puerto Rico, recinto de Cayey: Bachillerato en Ciencias con concentración en Biología;  
Pontificia Universidad Católica de PR: Maestría en Artes en Estudios Hispánicos; Universidad de Puerto Rico, recinto de Rio Piedras: Doctorado en Filosofía, Estudios Hispánicos concentración en Literatura

## Española

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

Ginorio Castillo, Wanda – Terapeuta del Masaje Profesional  
NUC IBC Ponce: Diploma en Terapeuta del Masaje Profesional

González Ortiz, Yamaris- Técnico de Emergencias Médicas Básico  
NUC University: Maestría en Ciencias en Enfermería con Especialidad en Medicoquirúrgico y Rol en Educación, Bachillerato en Ciencias en Enfermería, Instituto de Banca y Comercio: Técnico de Emergencias Médicas/Paramédico

González Rodríguez, Ruth E. – Cosmetología  
Professional Training Academy of Esthetics and Beauty Courses: Diploma en Cosmetología

González Toledo, Rosanna – Estética  
Advance Beauty Training Center: Diploma en Estética

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

Laugier Carrión, Rodolfo – Técnico de Construcción (Handyman)  
Caribbean University: Créditos Ingeniería Civil; Universidad del Este: Bachillerato en Contabilidad

Lluch Figueroa, Flor – Gerencia Funeraria y Embalsamamiento  
Universidad Interamericana de Puerto Rico: Maestría en Ciencias Ambientales, Bachillerato en Biología

López Domenech, Elaine – Educación General – Inglés  
Universidad Católica de Puerto Rico: Maestría en Inglés como segundo idioma

López Moa, José – Gerencia Funeraria y Embalsamamiento  
Cincinnati Collage of Mortuary Science: Grado Asociado en Ciencias Mortuorias

López Rosado, Wilton – Electricidad con Energía Renovable  
Escuela Técnica de Electricidad de Ponce: Diploma en Técnico Electricista

Miranda Zeno, Dennisse – Estética  
Neoesthetic European Institute: Diploma de Estética

Morales Mendoza, Maricely – Estética  
Instituto Educativo Premier: Diploma en Maquillaje Profesional

Morales Santiago, Joan – Cosmetología  
Serbias Technical Collage: Diploma en Cosmetología Básica, Diploma en Estilismo Avanzado

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

Núñez Santiago, Sheila – Asistente de Maestro Preescolar  
Universidad Interamericana de Puerto Rico: Bachillerato en Educación Temprana para la Niñez K-3

Ortíz Rodríguez, Orpha – Cosmetología  
Marugie Institute: Diploma en Cosmetología y Cosmetología Avanzada; Dmart Institute: Diploma de Barbería

Ortíz Velázquez, Noris I. – Panadería y Repostería Internacional  
NUC IBC Ponce: Diploma de Panadería y Repostería Internacional

Pabón Arroyo, Jorge L. – Barbería y Estilismo  
EMMAS Beauty Academy: Diploma en Barbería

Padilla Rivera, Annette – Asistente de Maestro Prescolar  
Universidad Católica de Puerto Rico: Bachillerato en Educación en Ciencias Elementales; Caribbean University: Maestría en Artes de la Educación con Especialidad en Currículo y Enseñanza en Grados Primarios

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 Colón, Ivelisse – GA Gastronomía y Gerencia Culinaria  
Universidad Interamericana de Puerto Rico: Bachillerato en Administración de Hoteles y Restaurantes

Rivera Álvarez, Albert – Electricidad con Energía Renovable  
Escuela Técnica de Electricidad: Diploma Técnico Electricista

Rivera Bonilla, Alma – Cosmetología  
Professional Training Academy of Esthetics and Beauty Courses: Diploma Cosmetología

Rivera González, Mario – Mixología/Bartending  
Escuela Hotelera: Certificado Bartending

Robles Torres, Jennifer – Asistente Administrativo con Facturación Médica  
Universidad de Puerto Rico: Bachillerato en Sistemas de Oficinas

Rodriguez Rivera, Francisco – Electricidad con Energía Renovable  
Escuela de la Comunidad Vocacional Bernardino Cordero: Diploma de Electricidad

Rodríguez Silvagnoli, Frankie – Administración e Informática/Educación General-Matemáticas  
Universidad Interamericana de Ponce: Bachillerato en Ciencias de Computadoras

Rodriguez Torres, Francisco – Plomería  
Escuela Vocacional Luis Muñoz Marín: Diploma en Plomería

Rodríguez Vera, Leonardi – Electricidad con Energía Renovable  
Liceo de Artes y Tecnología: Diploma Técnico Electrónico Industrial con Electricidad

Rosario Guzmán, Joel – Barbería y Estilismo  
EMMAS Beauty Academy: Diploma en Barbería

Ruiz Espada, Moraima – Panadería y Repostería Internacional  
Academia Serrant: Diploma de Repostería Comercial; Culinary Institute of America: Grado Asociado en Panadería y Pastelería

Ruíz Rivera, Marangelly- Técnico Geriátrico  
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Ciencias en Enfermería

Saliva Torres, Annette – Estética  
Sonage Institute: Diploma en Estética Facial y Corporal

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

Santiago Natal, Felix – Refrigeración  
Escuela Técnica de Electricidad: Diploma en Refrigeración y Aire Acondicionado

Santiago Vázquez, Maritza – Enfermería Práctica con Electrocardiografía  
National University College: Bachillerato en Ciencias de Enfermería

Silvestrini Vega, Ziomarelys – Tecnología de Uñas  
Instituto de Banca y Comercio de Ponce: Diploma en Tecnología de Uñas

Soler Ithier, Omarilys – Grado Asociado en Gastronomía y Gerencia Culinaria  
Universidad Ana G. Méndez: Bachillerato en Artes; Trabajo Social, Le Gordon Bleu: Grado Asociado Artes Culinarias

Texeira Rodríguez, Firpo – Grado Asociado en Técnico de Emergencias Médicas-Paramédico  
NUC University: Bachillerato en Ciencias en Enfermería; Instituto de Banca y Comercio: Diploma Técnico de Emergencias Médicas/Paramédico

Torres Méndez, Rosa – Asistente Administrativo con Facturación Medica  
Pontificia Universidad Católica de Puerto Rico: Bachillerato en Ciencias Secretariales

Torres Montes, Jeannette – Educación General/Ingles  
Universidad del Turabo: Maestría en Ingles como Segundo Idioma

## Yauco

Alvarado Ortiz, Félix J. – Diseño Gráfico

Atlantic University College: Bachillerato en Diseño Gráfico Digital con Fotografía Digital

Arroyo Torres, Rafael J. – Enfermería Práctica con EKG / Técnico Geriátrico

National University College: Maestría en Enfermería Rol en Educación

Báez Camacho, Cynthia – Barbería y Estilismo/ Cosmetología.

Instituto de Banca y Comercio: Diploma en Barbería y Estilismo / Diploma en Cosmetología

Báez Rivera, Winnie – Cosmetología

Emma's Beauty Academy: Diploma Cosmetología Básica

Bobé Pacheco, Carmen – Asistente de Maestro Pre-Escolar

University of Phoenix: Master of Arts in Education /Early Childhood

Bonilla, Lakeisha – Tecnología de Uñas

Instituto de Banca y Comercio: Diploma en Tecnología de Uñas

Carcaño Pagán, Luciann – Diseño Gráfico

Atlantic University College: Maestría en Artes Gráficas

Cedeño Ramos, Neftalí – Barbería

Emma's Beauty Academy – Diploma en Barbería

Crespo Peña, Augusto – Refrigeración y Aire Acondicionado con Inverters

Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con PLC

Class Feliciano, Ramón – Electricidad con Energía Renovable

Instituto de Banca y Comercio: Diploma en Electricidad con PLC

Cruz Ortiz, Gabriel – Mixología/Bartending

Instituto de Banca y Comercio: Diploma en Bartending

Cruz Velásquez, Wilfredo – Emergencias Médicas – Básico

National University College: Diploma en Técnico de Emergencias Médicas

Cuevas Robles, Rosa – Cosmetología

Instituto de Banca y Comercio: Diploma en Cosmetología

Delgado Caraballo, Josué – Tecnología de Uñas

Instituto de Banca y Comercio: Diploma en Tecnología de Uñas

Díaz Quiros, Yasmín - Cosmetología

Emmas Beauty Academy – Diploma en Cosmetología

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

González Rivera, Carmen E. - Enfermería Práctica con EKG / Técnico Geriátrico  
Universidad Interamericana de PR: Bachillerato en Ciencias en Enfermería

González Romero, Miguel - Técnico en Construcción (Handyman)  
Superior Vocacional: Certificación en Mecánica Herramientista

Hernández Almodóvar, Julio – Entrenamiento y Acondicionamiento Físico  
Universidad de Puerto Rico: Bachillerato en Ciencias - Biología y Mejoramiento Profesional

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 del Masaje Profesional  
Ponce Paramedical College, Inc.: Diploma en Terapia del Masaje Profesional

Martínez Hernández, César – Emergencias Médicas – Básico  
Ponce Technical School: Diploma en Técnico de Emergencias Médicas

Muñoz Dávila, Carlos M. – Matemáticas / Educación General  
Universidad Católica de PR: Bachillerato en Matemáticas  
University of Phoenix: Maestría en Educación

Ortiz Colón, Yolymilt – Culinary Arts  
Escuela Hotelera de San Juan: Diploma en Cocina Profesional y Servicio de Mesa

Padilla Rosario, Daniel – Técnico en Construcción (Handyman)  
Universidad de Puerto Rico: Certificado Vocacional Soldadura Industrial

Ortiz Cruz, Melitza A. – Enfermería Práctica con Electrocardiografía (EKG)  
National University College: Bachillerato en Ciencias en Enfermería

Pagán Figueroa, Evelyn – Inglés  
Universidad del Este: Maestría en Artes en Educación/ Educación Bilingüe

Ramos Amadeo, Sarah – Asistente de Maestro Preescolar  
Universidad Católica de PR: Maestría en Educación

Rivera Galarza, Jahaira – Asistente Administrativo con Facturación Médica  
Universidad de Puerto Rico: Bachillerato en Sistemas de Oficina

Rivera Rivera, José R. – Técnico de Reparación de Computadoras y Redes  
Universidad Interamericana de PR: Bachillerato en Administración de Empresas  
Ponce Paramedical College: Diploma en Reparación de Computadoras y Especialista en Apoyo Técnico

Rodríguez Granell, Marco G. – Refrigeración y Aire Acondicionado con Inverters  
Universidad Católica de PR: Bachillerato en Gerencia  
Instituto de Banca y Comercio: Diploma en Refrigeración y Aire Acondicionado con Inverters

Rodríguez García, Natalie – Barbería y Estilismo/Cosmetología/Master en Barbería  
Emma's Beauty Academy: Diploma en Barbería  
Emma's Beauty Academy: Diploma en Master en Barbería  
Instituto de Banca y Comercio: Diploma en Cosmetología

Santiago Nazario, Jonathan – Artes Culinarias  
Instituto de Banca y Comercio: Diploma en Cocina Local e Internacional

Torres Acosta, Mirna - Terapeuta del Masaje Profesional  
JSG School of Massage Therapy: Certificación en Terapeuta de Masaje

Torres Caraballo, Jetsenia – Asistente de Maestro Preescolar  
Universidad Ana G. Méndez: Bachillerato en Maestro de Educación de la Niñez Temprana: Nivel  
Preescolar y Elemental Primario K-3

Vázquez, Brenda – Estética  
NUC University: Diploma en Estética  
Emma's Beauty Academy: Diploma en Cosmetología Básica

Vega Muñoz, Félix – Barbería y Estilismo  
Instituto Educativo Premier: Diploma en Barbería

Santaliz Trabal, George – Tecnología de Uñas  
Instituto de Banca y Comercio: Diploma en Tecnología de Uñas

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

## **ACADEMIC CALENDAR**

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<https://tecnicos.nuc.edu/calendario-academico/>

## **DISCLOSURE**

**We hereby certify that this catalog is, to the best of our knowledge, a truthful representation of our offering, curricula, and facilities.**

**To this effect, we hereby submit the same on July 20, 2023.**

**Mr. José Córdova  
President**

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