

NATIONAL COLLEGE

of Business & Technology

General Catalog



2008-2010

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NATIONAL COLLEGE

of Business & Technology

GENERAL CATALOG
2008 - 2010
JUNE 1ST, 2009 REVISION

BACHELOR'S
AND
ASSOCIATE'S
DEGREE PROGRAMS

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GENERAL INFORMATION

HISTORY

National College of Business and Technology (National College) 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. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584. 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 Northeast Branch Campus in Río Grande, Puerto Rico. In September 2007 National College opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico.

A Steering Committee organized by Mr. Jesús Siverio Orta, Esq., in 1980, worked on the planning and organization of the institution. On April 1st, 1982, National College began its educational operations in Bayamón and, in June of the same year, the Committee acquired the Polytechnical Community College. At the same time, the Institution obtained from the Puerto Rico Department of Education its operating license with the same rights, privileges and obligations as the predecessor Institution.

The initial programs offered were Pharmacy Assistant, and Secretarial Sciences. The first group of students from these two programs graduated in July, 1983.

National College initiated its educational program with four classrooms on the third floor of the Ramos Building located in the city of Bayamón. To complement the educational programs offered at that time, the facilities also included a Typing Laboratory, Pharmacy Laboratory and a Library.

In a short period of time the Institution won the confidence and the respect of the Bayamón and Arecibo communities and of all Puerto Rico which facilitated its accelerated and constant development. At the present time, National College's physical facilities at the Bayamón Campus consist of a five story building where it occupies about 40,000 square feet all with a central air conditioning system. The Arecibo branch campus is located in a 42,000 square foot fully air conditioned building. The Northeast Branch Campus is located in a 28,000 square foot air conditioned building.

The Ponce Learning Site is located in the facilities of the San Cristóbal Hospital. It occupies two buildings.

The National College buildings at each of the locations are easily accessible from different areas in Bayamón, Arecibo, Northeast Puerto Rico and Ponce as from adjacent towns. Each location is located at a short distance from the city's main roads. This is in accordance with the Institution's objective of ensuring educational services are accessible for the socioeconomically disadvantaged population within our society. Each site's strategic location and the ease with which transportation is available offers the students a real alternative to study.

At the present time, the combined facilities for educational development consist of appropriate and sufficient classrooms and modern laboratories for computer instruction, electronic technology, dental assistant, pharmacy technician, nursing, and multidisciplinary laboratories of Science which offer service to the various Health and Sciences courses. The Library has a combined area that includes a computer station with several computers for use by students as well as a multiple purposes room. In addition to the habitual paper bound collection it also includes CD ROM's, electronic data bases, video collection, periodicals, Internet, and other resources which are continuously being developed and updated. It also has adequate offices for administrative personnel as well as independent study facilities for students. The facilities and programs vary according to each location.

MISSION

We, at National College, are committed to the development of educated individuals, competent in their professional field, capable of contributing effectively to the economic, social and political progress of the local or global geographic area where they decide to live through the development of their own business or by serving successfully in the labor market and with an attitude to continue learning throughout their whole life.

Our collegiate environment will be one conducive to learning in which the student will derive the highest satisfaction both from the academic offerings as well as from the quality of student, academic and administrative services received that will motivate them to remain studying and make them proud of belonging to National.

INSTITUTIONAL GOALS

1. Contribute to the development of educated individuals, competent in their profession or technical field, through a healthy academic environment, based on social, ethical and moral values, a solid general education component and carefully planned academic programs.
2. Contribute to the social and economic progress of Puerto Rico and society by the preparation of professionals and competent technicians, capable of examining and adapting to change and with an attitude geared to learning throughout their whole life.

ACCREDITATION AND ASSOCIATIONS

National College is authorized and accredited by the Council of Higher Education of Puerto Rico to offer Bachelor's and Associate Degrees, and by the General Council of Education of the Commonwealth of Puerto Rico to offer certificate programs. It has also been designated as a "Colegio Universitario" by the Puerto Rico Council of Higher Education.

It is also accredited by the Accrediting Council for Independent Colleges and Schools (ACICS - Suite 980, 750 First Street, NE Washington, D.C. 20002-4241, Tel. (202) 336-6780) to offer academic Bachelor's and Associate's degrees and certificate programs. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Institution is certified by the United States Department of Education as an eligible institution to administer Title IV Federal funds. The Institution is also authorized by the Department of Veterans Affairs to enroll eligible veterans.

The Institution is a member of the Puerto Rico Association of Private Education, the Career College Association and the College Board. Membership is also maintained in the National Association of Student Financial Aid Administrators, the Eastern Association of Student Financial Aid Administrators, the Puerto Rico Association of Student Financial Aid Administrators, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Collegiate and University Business Officers.

GOVERNANCE

The governance of National College is carried out by its Board of Directors. The Board of Directors has the responsibility of establishing and assuring that the philosophy, mission, and goals of the Institution are accomplished. It also analyzes and approves all decisions which establish institutional policy and development. Currently, the Board is composed of the following members:

BOARD OF DIRECTORS (CORPORATE BOARD)

Fidel Alonso-VallsDirector
Guillermo Nigaglioni-Vidal, CPA.....Director
Bradley Whitman.....Secretary
Jesse Serventi.....Director
Atif Gilani.....Director
Jeffrey Leeds.....Director

BOARD OF TRUSTEES

Antonio Ginorio, CPA.....Chairman
Guillermo Nigaglioni, CPA.....Vice Chair
Dr. Ramón Claudio.....Director
Dr. Manuel A. Morales.....Director
Dr. Carmen Zoraida Claudio.....Director
Dr. Enrique Gorbea.....Director
José Córdova, CPA.....Director

ADMINISTRATIVE BOARD

Carmen Zoraida Claudio-Ramírez, Ed.D......President
José Córdova-Medina, CPA.....Chief Financial Officer
Jesús Siverio-Orta, Esq......VP of Planning and Development
Desi López-Padilla.....VP of Financial Aid and Compliance

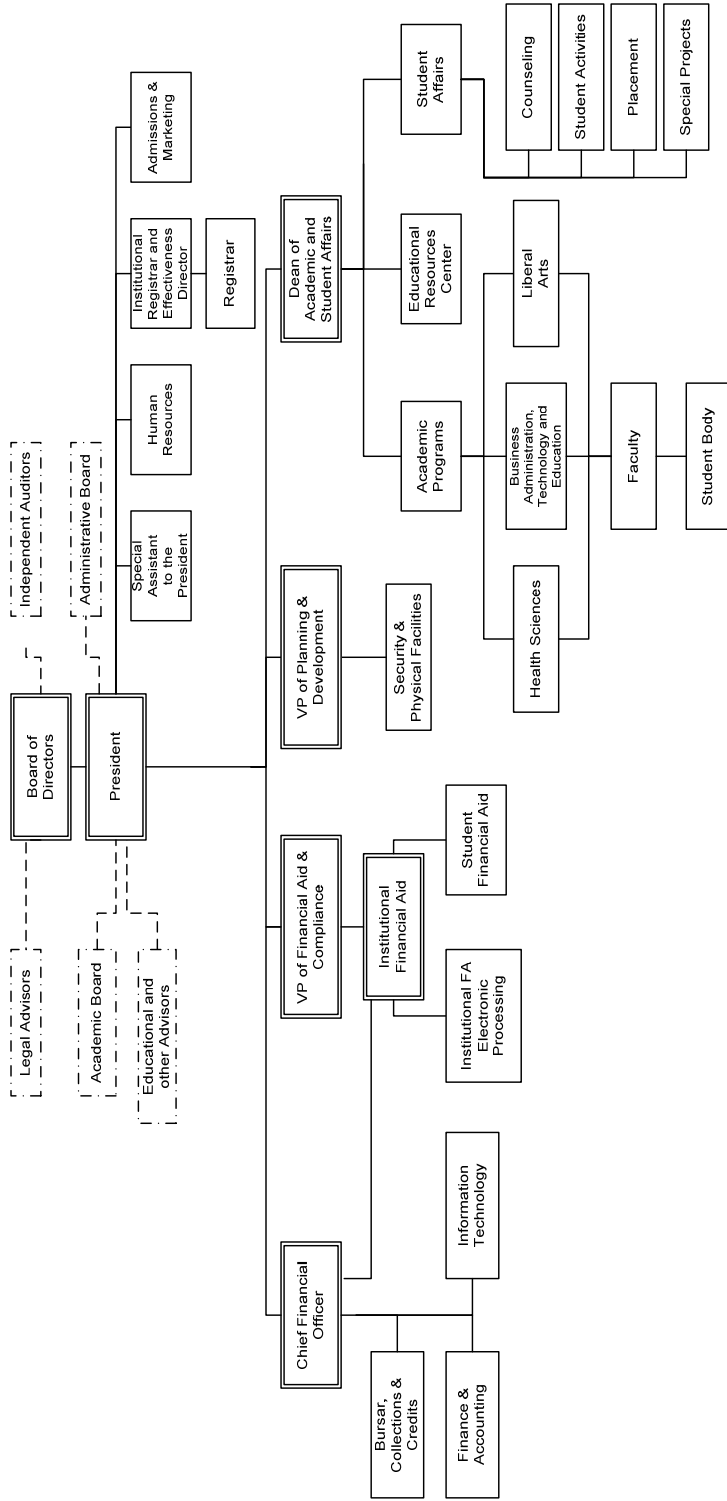
At the same time, the day to day operations are in charge of an Executive Committee of the Institution which is composed of the following members:

EXECUTIVE COMMITTEE

Carmen Zoraida Claudio-Ramírez, Ed.D......President
Guillermo Nigaglioni-Vidal, CPA.....President EduK Group
José Córdova-Medina, CPA.....VP of Administrative Affairs
Jesús Siverio-Orta, Esq.....VP of Planning and Development
Desi López-Padilla.....Vice President of Compliance EduK Group
Yelitza Ortiz-RodríguezAcademic and Student Affairs Dean
Daliana Rivera-Rivera ...Institutional Registrar and Effectiveness Director
Francisco Núñez-Aquino, Ph.D......Executive Director of Arecibo
Branch Campus
Rafael Navarro-Pizarro.....Acting Executive Director of Río Grande
Branch Campus
Ángel Avilés-Castañón.....Special Assistant to the President
Doris Chambers.....Director of Public Relations

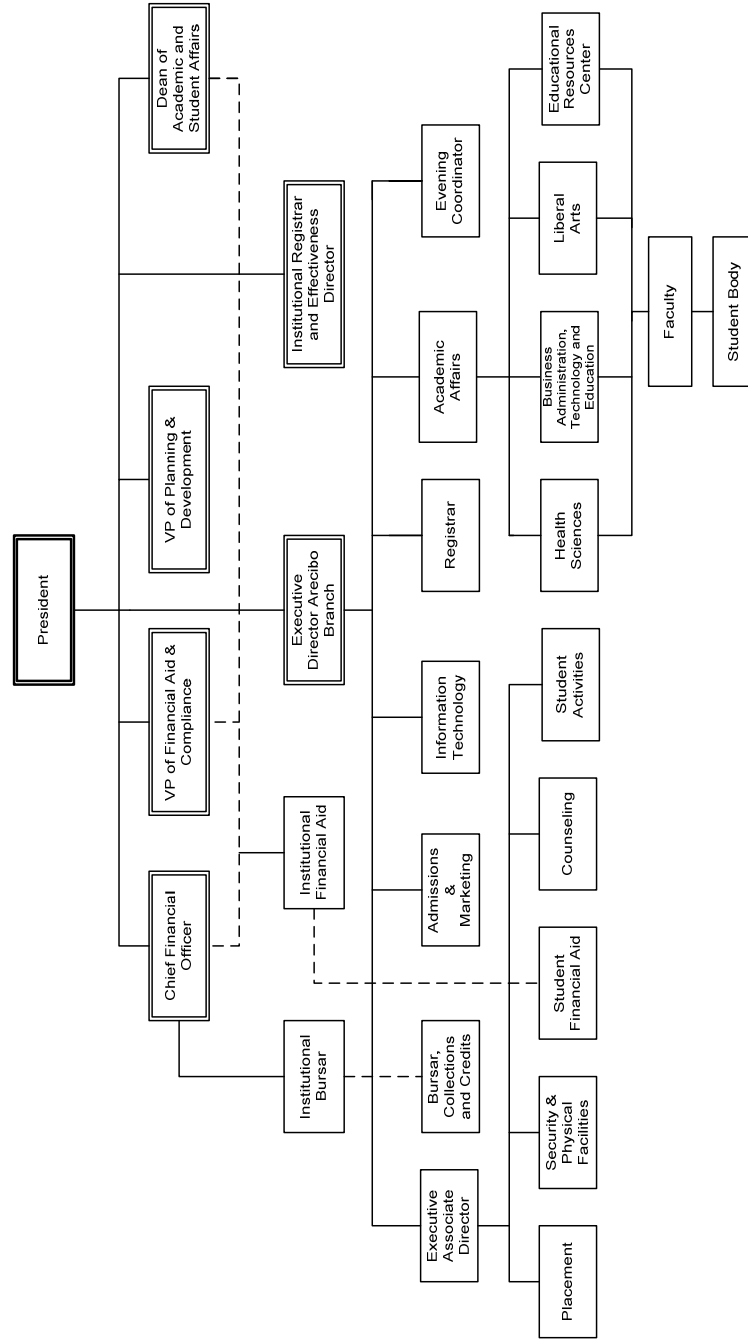
ORGANIZATIONAL CHART
Bayamón Main Campus

National College - Bayamón Main Campus - Organizational Chart



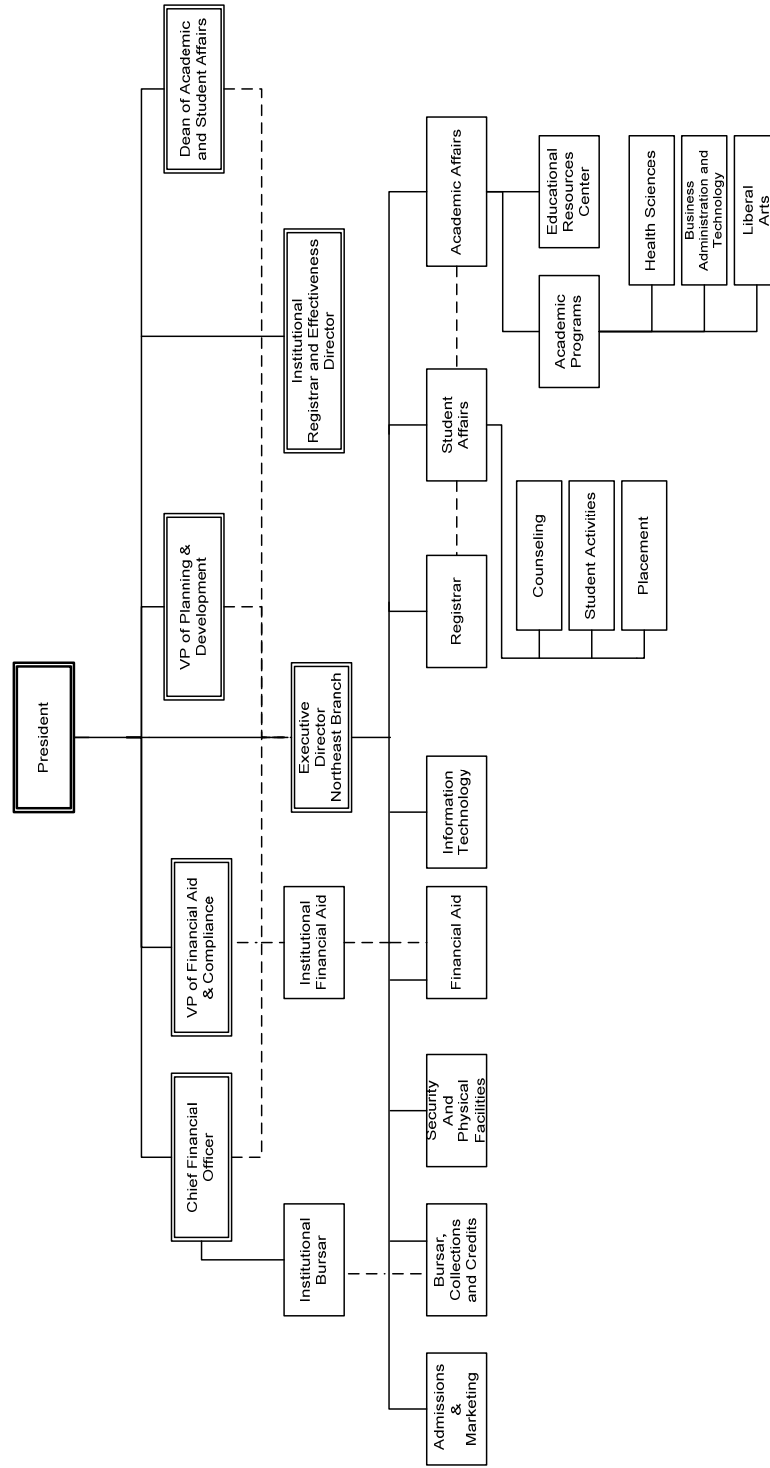
ORGANIZATIONAL CHART
Arecibo Branch Campus

National College - Arecibo Branch Campus - Organizational Chart



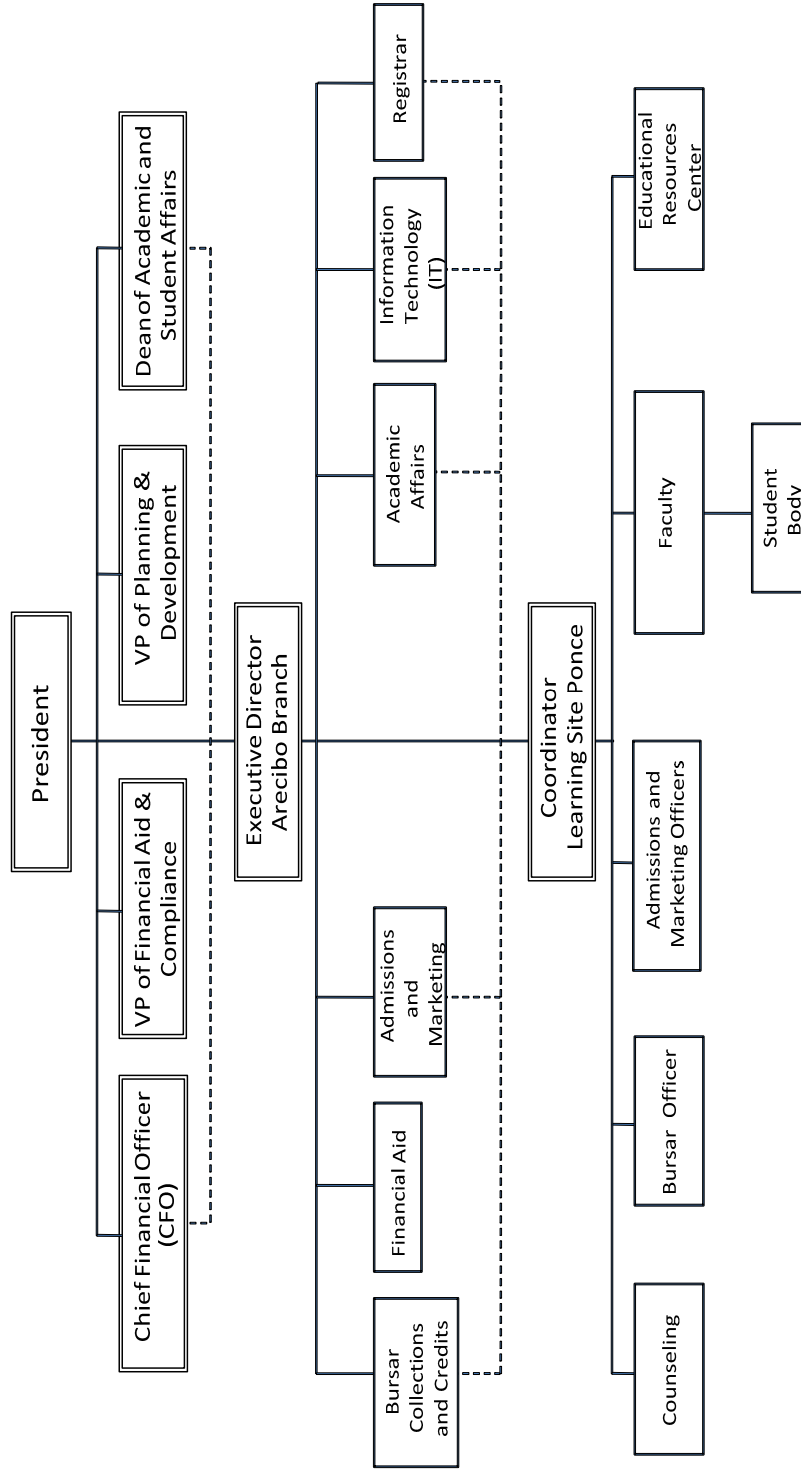
ORGANIZATIONAL CHART
Northeast Branch Campus

National College - Northeast Branch Campus - Organizational Chart



ORGANIZATIONAL CHART
Ponce Learning Site

National College – Learning Site Ponce – Organizational Chart



INSTITUTIONAL ORGANIZATION

**NATIONAL COLLEGE OF BUSINESS
AND TECHNOLOGY ADMINISTRATION**

- CLAUDIO-RAMÍREZ, CARMEN ZORAIDA** ¼.....PRESIDENT
Ed.D., 1998, Interamerican University of Puerto Rico
MPH, 1979, University of Puerto Rico
BA, 1968, University of Puerto Rico
- NIGAGLIONI-VIDAL, GUILLERMO**.....PRESIDENT EDUK
CPA, 1990
BS, 1990, Washington University
GROUP
- CÓRDOVA-MEDINA, JOSÉ A.** ¼.....CHIEF FINANCIAL OFFICER
CPA, 1993
BBA, 1993, University of Puerto Rico
- SIVERIO-ORTA, JESÚS**.....VP OF PLANNING AND
JD, 1979, Interamerican University of PR DEVELOPMENT
BA, 1976, Interamerican University of PR
- LÓPEZ-PADILLA, DESI**¼.....VP OF COMPLIANCE EDUK GROUP
MA, 1974, Montclair State College, New Jersey
BA, 1973, City College of New York
- AVILÉS-CASTAÑÓN, ÁNGEL**.....SPECIAL ASSISTANT TO
MS, 1994, Carlos Albizu University THE PRESIDENT
MA 1986, Catholic University of Puerto Rico
BA, 1984, Catholic University of Puerto Rico
- ORTIZ-RODRÍGUEZ, YELITZA**.....ACADEMIC AND STUDENT
MBA, 1994, University of Phoenix AFFAIRS DEAN
BBA, 1987, University of Puerto Rico
- RIVERA-RIVERA, DALIANA**.....INSTITUTIONAL REGISTRAR
MA, 2002, Central University of Bayamón AND EFFECTIVENESS
BBA, 1991, University of Puerto Rico DIRECTOR

BAYAMÓN MAIN CAMPUS
ADMINISTRATION

AMAYA-MARTINEZ, KARLA M......LIBRARIAN ASSISTANT
B.Ed, 2005 National College

BERNARD-MARCANO, NANCY.....ADMINISTRATIVE
ASSISTANT

BERRÍOS-AGOSTO, MILEYA.....ASSISTANT TO THE DEAN
BA, 2003, National College OF ACADEMIC AND
STUDENT AFFAIRS

BURGOS-PANTOJAS, MARÍA DE L.REGISTRAR OFFICER

CABRERA-TORRES, NOÉ.....JR. ACCOUNTANT
BBA, 1999, Interamerican University

CABRERA-TORRES, JOSÉ.....MAINTENANCE OFFICER

CANDELARIA-DURAND, ARLENE...MARKETING COORDINATOR

CARDOZA-ORLANDI, EMMA.....ACCOUNTS PAYABLE OFFICER

CASTILLO-DE JESÚS, RAMONA.....MAINTENANCE OFFICER

CRUZ-HERRERA, IRIS V......ADMINISTRATIVE ASSISTANT

CRUZ-RIVERA, ELIZABETH.....FINANCIAL AID DIRECTOR

CRUZADO-ARCE, MIGUEL.....MAINTENANCE OFFICER

CUEVAS-MUNET, MISAEL.....SYSTEM ADMINISTRATOR

DÍAZ-SÁEZ, OSVALDO.....SECURITY OFFICER

ERAZO-CRUZ, YAHAIRA.....STUDENT AFFAIRS OFFICER

FIGUEROA-RODRÍGUEZ, ADADÍN.....MAINTENANCE OFFICER

FIGUEROA-SANABRIA, YAHAIRA.....ELECTRONIC PROCESSING
COORDINATOR

GONZÁLEZ-RODRÍGUEZ, BLANCA.....ADMISSIONS
COORDINATOR

GONZÁLEZ-SANTIAGO, NEREIDA.....FINANCIAL AID OFFICER
BA, 1978, Interamerican University

LAZA-ROBLES, GILBERTO.....BURSAR OFFICER

LÓPEZ-GREEN, HÉCTOR.....SECURITY COORDINATOR

LOPEZ, JULIO A.DISTANCE EDUCATION DIRECTOR
MS, 2001, Barry University, Florida

LÓPEZ-PAGÁN, FRANCISCO.....SECURITY OFFICER

LOZADA-GONZÁLEZ, DIANA.....FINANCIAL AID OFFICER

LUNA-RIVERA, DIANA E.FINANCIAL AID OFFICER

MANGUAL-MORALES, ANABEL.....FINANCIAL AID OFFICER

MARCANO-HERNÁNDEZ, SANDRA E.REGISTRAR OFFICER
BA, 2003, Central University of Bayamón

MARRERO-FIGUEROA, JOSÉ.....SECURITY OFFICER

MARTÍNEZ-CALDERÓN, YANIRABURSAR OFFICER

MARTÍNEZ-MELÉNDEZ, JENNYFER.....INSTITUTIONAL
BA, 2007, National College EFFECTIVENESS OFFICER

MATOS-CORTÉS, HILDA.....STUDENT AFFAIRS DIRECTOR
MEd, 1989, Interamerican University
BAE, 1963, University of Puerto Rico

MATOS-COTTO, LUIS A.ADMISSIONS OFFICER

MEDINA-HERNÁNDEZ, AMNERIS.....MARKETING OFFICER

MELÉNDEZ-ALICEA, JENNIFER.....MARKETING OFFICER

MORALES-MONTES, CELIA E......SECURITY OFFICER

MORALES-NEGRÓN, CELIA I......ADMINISTRATIVE
BSS, 1991, American University ASSISTANT

MORALES-RAMOS, JENNIFER L......ADMINISTRATIVE
BA, 2007, National College ASSISTANT

MORALES-RODRÍGUEZ, SAIRA.....COUNSELOR
MC, 1999, University of Phoenix
BA, 1995, University of Puerto Rico

NAZARIO-VÁZQUEZ, PEDRO.....PLATFORM ADMINISTRATOR

NEGRÓN-APONTE, JUAN.....MAINTENANCE OFFICER

NIEVES-NEGRÓN, WILBERTO.....AUXILIARY SERVICES
OFFICER

NIEVES-VÁZQUEZ, AWILDA.....INSTITUTIONAL STUDENT
MA, 2002, Interamerican University AFFAIRS DIRECTOR
BA, 1986, University of Puerto Rico

OLIVERAS-TORRES, LETICIA.....SECURITY OFFICER

ORTEGA-CRUZ, LISA M......RETENTION COORDINATOR
BBA, 1991, University of Puerto Rico

ORTIZ-NIEVES, SHAYMET Z......HUMAN RESOURCES OFFICER
BA, 2008, National College

ORTIZ-ORTIZ, NORMA I......REGISTRAR OFFICER

ORTIZ-RAMOS, WILBERTO.....SENIOR SYSTEMS PROGRAMMER
BBA, 1995, American University

PAGÁN-CRUZ, WILMARYS.....ADMINISTRATIVE ASSISTANT

PAGÁN-MARCHAND, MARISEL..... INSTITUTIONAL
MA, 2000, University of Puerto Rico HUMAN RESOURCES
BBA, 1996, University of Puerto Rico DIRECTOR

PÉREZ-RIVERA, EYDIE.....ADMINISTRATIVE ASSISTANT

PÉREZ-SANTIAGO, MARÍA J......ADMINISTRATIVE ASSISTANT
BBA, 2004, National College

RAMOS-BERNARD, MIGUEL A.MAINTENANCE OFFICER

RAMOS-TORRES, WILNELIA.....INSTITUTIONAL BURSAR
DEPUTY DIRECTOR

RIVERA-AYALA, TATIANA.....BURSAR OFFICER

RIVERA-CANCEL, MARITZA.....COUNSELOR
MC, 1997, Phoenix University
BA, 1979, University of Puerto Rico

RIVERA-HERNÁNDEZ, NELSON.....MAINTENANCE OFFICER

RIVERA-MORALES, JEAN CARLOS.....COMPUTER TECHNICIAN

RIVERA-NIEVES, ÁNGEL.....LIBRARIAN
MA, 1999, Universidad del Turabo
BA, 1993, Universidad de Puerto Rico

RIVERA-ORTIZ, DEBORA.....ADMINISTRATIVE ASSISTANT

RIVERA-REYES, YELITZA.....MARKETING OFFICER

RIVERA-RODRÍGUEZ, CARLOS.....FINANCIAL AID OFFICER

RIVERA-VALENTÍN, MARIE D. ...ADMINISTRATIVE ASSISTANT

RIVERA-VÁZQUEZ, JANNETTE.....BURSAR OFFICER

ROBLES-NIEVES, OLGA.....REGISTRAR OFFICER

ROBLES-OCASIO, HARRY.....MAINTENANCE OFFICER

RODRÍGUEZ-ANDÚJAR, GLORIMAR.....REGISTRAR
BA, 1986, University of Puerto Rico

RODRÍGUEZ-COLLAZO, ÁNGEL A......LIBRARY DIRECTOR
Ed.D., 1997, University of Puerto Rico
MLS, 1989, University of Puerto Rico
BA, 1970, University of Puerto Rico

RODRÍGUEZ-DÍAZ, EVELYN.....PAYROLL OFFICER
BBA, 1986, University of Puerto Rico

PONCE LEARNING SITE
FACULTY

VÁZQUEZ-PADILLA, FRANCES.....NURSING
MSN, 2007, Turabo University, PR
BSN, 1999, Interamerican University of Puerto Rico

- IRIZARRY-CRUZ, HÉCTOR**.....BUSINESS ADMINISTRATION
 MBA, 1989, Turabo University
 BS, 1982, Interamerican University of Puerto Rico
- MELÉNDEZ-CAMACHO, ADA**.....NURSING
 MA, 2004, Central University of Bayamón
 BSN, 1979, Interamerican University of Puerto Rico
- MORALES-PÉREZ, JUANITA**.....OFFICE SYSTEMS
 MA, 1992, Interamerican University of Puerto Rico
 BA, 1981, Interamerican University of Puerto Rico
- ORTIZ-CINTRÓN, JOSUÉ**.....CHEMISTRY
 MS, 1990, University of Puerto Rico
 BS, 1984, University of Puerto Rico
 Certificate, Pharmacy Technician, 2002, Thomson Education Direct
- ORTIZ-CRUZ, ROSALBA**.....PHARMACY TECHNICIAN
 MA, 2000, Interamerican University
 BA, 1989, University of Puerto Rico
- PACHECO-SANTA, ROSA**.....NURSING
 MSN, 1985, University of Puerto Rico, Medical Sciences Campus
 BSN, 1982, University of Puerto Rico
- PADRÓ-CAMPOS, SIRA**.....ENGLISH
 MA, 1989, University of Phoenix
 BA, 1984, University of Puerto Rico
- PÉREZ-BURGOS, NELSON**.....ENGINEERING ELECTRONICS
 MBA, 2002, University of Phoenix
 BS, 1983, University of Puerto Rico
- REYMUÑDÍ, CARLOS**.....MATHEMATICS
 MA, 1980, Interamerican University
 BBA, 1973, Catholic University of Puerto Rico
- RIVAS-GARCÍA, PEDRO**.....INFORMATION
 MSED, 1991, Dowling College TECHNOLOGY
 BS, 1985, University of Puerto Rico

- RIVERA-SOLLA, WILMA**.....NURSING
MSN, 2005, University of Puerto Rico, Medical Sciences Campus
BSN, 2002, University of Puerto Rico
- RIVERA-LÓPEZ, NILSA**.....PHARMACY TECHNICIAN
BSP, 1996, University of Puerto Rico
- RIVERA-SANTIAGO, MARÍA**.....INFORMATION SYSTEMS
MSED, 1990, Dowling College
BA, 1986, Interamerican University of Puerto Rico
- ROSADO-DÍAZ, MARÍA**.....PHARMACY TECHNICIAN
BSP, 1980, University of Puerto Rico
- SÁNCHEZ-CÓRDOVA, HÉCTOR**INFORMATION SYSTEMS
MBA, 1970, Interamerican University of Puerto Rico
BBA, 1968, University of Puerto Rico
- SÁNCHEZ-CORREA, BLANCA**.....BUSINESS ADMINISTRATION
MPA, 1986, University of Puerto Rico
BA, 1984, University of Puerto Rico
- SANTOS-MARZÁN, VÍCTOR**.....HUMANITIES
MA, 1985, City University of New York
BA, 1970, University of Puerto Rico
- SUÁREZ-RIVERA, RAFAEL**.....SPANISH
MA, 1986, Phoenix University
BA, 1967, University of Puerto Rico
- TORRES-GARCÍA, JEANNETTE**.....OFFICE SYSTEMS
MA, 1995, Interamerican University of Puerto Rico
BAE, 1988, Caribbean University
BSS, 1986, Caribbean University
- TORRES-MARTÍNEZ, MARÍA**.....TOURISM
MBA, 2007, Metropolitan University
BBA, 2003, Sacred Heart University
- VALENCIA-RIVERA, NILDA**.....OFFICE SYSTEMS
MA, 1995, Interamerican University of Puerto Rico
BA, 1988, University of Puerto Rico

- VARGAS-RODRÍGUEZ, SANDRA**.....BUSINESS
MAED, 1984, University of Phoenix ADMINISTRATION
BA, 1973, University of Puerto Rico
- VEGA-FLORES, JOSÉ**.....BUSINESS ADMINISTRATION
MBA, 2000, Metropolitan University
BBA, 1984, University of Puerto Rico
- VÉLEZ-SÁNCHEZ, HÉCTOR**.....INFORMATION
BBA, 1997, American University TECHNOLOGY
- WALKERS-SÁNCHEZ, NEISA**.....INFORMATION
BSP, 1980, University of Puerto Rico TECHNOLOGY

ARECIBO BRANCH CAMPUS
ADMINISTRATION

ACEVEDO-SOTO, JENNIFER.....REGISTRAR OFFICER
BA, 1999, Interamerican University of Puerto Rico

ACUÑA-ROMÁN, MARILYN.....FINANCIAL AID OFFICER

AFANADOR-CRUZ, CATALINALIBRARY ASSISTANT
BBA, 2006, Universidad del Este

ÁLVAREZ-LEBRÓN, JUAN F.SECURITY OFFICER

ASENCIO-TORRES, VIMARIE.....MARKETING OFFICER

BORDOY-COLLAZO, MARIA.....ADMINISTRATIVE ASSISTANT
BBA, 2006 National College

CARRASQUILLO-DEL VALLE, ÁNGELA....CAFETERIA OFFICER

CASANOVA-SERRANO, LISANDRO.....SYSTEMS
BBA, 2003, American University of PR ADMINISTRATOR

COLLAZO-BENCÓN, LYDIA M.ACADEMIC DIRECTOR
MA, 1997, Interamerican University
BA, 1986, University of Puerto Rico

CORREA-SANTIAGO, LISSETTE....ADMISSIONS COORDINATOR
BEd, 2004, National College

COTTO-ROJAS, MARÍA.....EVENING SERVICES
MAE, 2002, Catholic University COORDINATOR
BBA, 1999, Interamerican University of PR

FLORES-CRUZ, LUIS A......COMPUTER TECHNICIAN
BEd, 2004, National College

GARCÍA-RIVERA, WILFREDO.....MAINTENANCE OFFICER

GODINEAUX-REVERÓN, KATIA.....BURSAR OFFICER
BEd, 2004, National College

GONZÁLEZ-ARCE, MARGARITA.....LIBRARIAN
 MLS, 1983, University of Puerto Rico
 Med, 1978, University of Puerto Rico
 BA, 1971, University of Puerto Rico

GONZÁLEZ-GONZÁLEZ, JAZMÍN.....REGISTRAR OFFICER

GONZÁLEZ-MALDONADO, GUILLERMO.....PHYSICAL
 FACILITIES COORDINATOR

GONZÁLEZ-MERCADO, MOISÉS.....SECURITY OFFICER

GONZÁLEZ-MORALES, ELIZABETH I.ADMINISTRATIVE
 ASSISTANT

HEREDIA-LÓPEZ, EDIA.....ADMINISTRATIVE ASSISTANT
 BA, 2005, Interamerican University of PR

HERNÁNDEZ-RAMIREZ, LILIANA.....ADMINISTRATIVE
 ASSISTANT

IRIZARRY-LÓPEZ, JACQUELINE.....REGISTRAR OFFICER
 BBA, 1995, Interamerican University of PR

LÓPEZ-GONZÁLEZ, ZEIDA.....ADMINISTRATIVE ASSISTANT

LUGO-TORRES, HÉCTOR.....SECURITY OFFICER

MALDONADO-CONCEPCIÓN, EDWIN.....MAINTENANCE
 OFFICER

MÉNDEZ-SANTIAGO, ELIZABETH.....REGISTRAR OFFICER

MERCADO-PÉREZ, MARIBEL.....ADMISSIONS OFFICER

MORALES-FIGUEROA, EVELYN.....BURSAR OFFICER
 BBA, 2006, National College

MORALES-VALENTÍN, EDWIN.....SECURITY OFFICER

MUÑIZ-VÁZQUEZ, CARLOS.....SECURITY COORDINATOR

NIEVES-BERMÚDEZ, LORRAINE.....ADMINISTRATIVE ASSISTANT
BA, 2007, National College

NÚÑEZ-AQUINO, CARMEN.....COUNSELOR
MA, 2002, Interamerican University of Puerto Rico
BA, 1989, Interamerican University

NÚÑEZ-AQUINO, FRANCISCO.....EXECUTIVE DIRECTOR
Ph.D., 2005, Pontifical Catholic University of Puerto Rico
MA, 1992, Interamerican University of Puerto Rico
BA, 1983, University of Puerto Rico

OCASIO-VALLE, ENEIDA.....ASSOCIATE EXECUTIVE DIRECTOR
MA, 1991, Interamerican University of PR
BA, 1982, Interamerican University of PR

PAGÁN-ALEMÁN, MERCEDES...ADMISSIONS AND MARKETING DIRECTOR
MA, 2004, Interamerican University of PR
BBA, 1993, Electronic Data Processing College

PAGÁN-GONZÁLEZ, JOEL.....SECURITY OFFICER

PÉREZ-MATOS, JOHANA.....BURSAR DIRECTOR
MBA, 2006, Catholic University
BBA, 1999, University of Puerto Rico

PÉREZ-RÍOS, YAHAIRA.....CAFETERIA OFFICER

PÉREZ-RODRÍGUEZ, JOSÉ A......AUXILIARY SERVICES OFFICER
BBA, 2002, American University

PLUMEY-SERRANO, GILBERTO.....MAINTENANCE OFFICER

QUIÑONES-ROBLES, EVELYN.....FINANCIAL AID DIRECTOR
BBA, 1984, Interamerican University of PR

RAMOS-VÉLEZ, MARÍA DEL C......CAFETERIA COORDINATOR

RIVERA-CASTRO, MARILYN.....FINANCIAL AID OFFICER
BBA, 2004, Interamerican University of Puerto Rico

RIVERA-CENTENO, ÁNGEL L......MAINTENANCE OFFICER

RIVERA-CORTÉS, PABLO	LIBRARIAN ASSISTANT
RIVERA-ZAMOT, CARMEN N	PLACEMENT OFFICER
BBA, 1995, American University	
RIVERA-REYES, LEILA X	ADMISSIONS OFFICER
ROMÁN-MOYA, WANDA	FINANCIAL AID OFFICER
ROSA-CORTÉS, LUIS E.	SECURITY OFFICER
ROSARIO-CRUZ, JOSÉ A.	STUDENT AND SPORT ACTIVITIES
BA, 1993, Interamerican University of PR	COORDINATOR
RUÍZ-OCASIO, DAISY	REGISTRAR
MA, 2005, Universidad Central de Bayamón	
BA, 1990, University of Puerto Rico	
SÁNCHEZ-NAZARIO, JANNETTE	ADMINISTRATIVE
BA, 2007, National College	ASSISTANT
SANTIAGO-SANTIAGO, BRUNILDA	ADMINISTRATIVE
	ASSISTANT
SERRANO-RÍOS, MICHELL O.	MAINTENANCE OFFICER
SINDO-RIVERA, Omayra	BURSAR OFFICER
BBA, 1998, Interamerican University	
TORRES-AGUILAR, VIVIANA	MARKETING OFFICER
TORRES-LÓPEZ, MARIELA	COUNSELOR
MA, 2004, Interamerican University of Puerto Rico	
BA, 2001, Interamerican University of Puerto Rico	
TUA-MARRERO, EDWIN	COMPUTER TECHNICIAN
BEd, 2005, National College	
VALE-VARGAS, BRENDA L	MARKETING COORDINATOR
BBA, 2003, University of PR	
VALENZUELA-NÚÑEZ, JOHANNA	ADMINISTRATIVE
BA, 2005, University of PR	ASSISSTANT

ARECIBO BRANCH CAMPUS
FACULTY

ACEVEDO-VIRUET, MARÍA.....INFORMATION TECHNOLOGY
MBA, 2000, University of Phoenix
BS, 1992, University of Puerto Rico

ADAMES-CRUZ, IRIS, M.....INFORMATION TECHNOLOGY
MA, 2003, Interamerican University of Puerto Rico
BS, 1980, University of Puerto Rico

BARRETO-VELÁZQUEZ, GRELLIANE.....SPANISH
MA, 2000, University of Phoenix
BA, 1994, University of Puerto Rico
AD, 1988, University of Puerto Rico

BATISTA-GONZÁLEZ, MADELINE.....NURSING
MSN, 2004, University of Puerto Rico
BSN, 1989, Interamerican University of Puerto Rico

BRAVO-RODRÍGUEZ, MARÍA DE LOS A.....SPANISH
MA, 1991, University of Puerto Rico
BA, 1985, University of Puerto Rico

CAJIGAS-CAJIGAS, JOSÉ M.....ELECTRONICS
BS, 1997, University of Puerto Rico
AD, 1986, University of Puerto Rico
AD, 1985, University of Puerto Rico

CASANOVA-OCASIO, ALICE.....SPANISH
MA, 2006, Caribbean University
BA, 2004, Universidad del Este

COLLAZO-DÁVILA, NAYDA DE LOS A.....SOCIAL SCIENCES
MA, 2007, Interamerican University of PR
BA, 1995, Interamerican University of PR

DELGADO-OJEDA, YOLANDA.....BUSINESS ADMINISTRATION
MBA, 2000, University of Phoenix
BBA, 1992, American University
AD, 1985, University of Puerto Rico

- FLORES-PÉREZ, AIXA M.**.....NURSING
 MSN, 1998, University of Puerto Rico
 BSN, 1983, University of Puerto Rico
 AD, 1981, University of Puerto Rico
- GÓMEZ-SEDA, GREGORIO**.....MATHEMATICS
 MBA, 2001, Webster University
 BA, 1994, Warner Southern College
 AS,1976, University of Puerto Rico
- IBARRONDO-AQUINO, JOSÉ**.....ELECTRONICS
 MBA, 2003, University of Phoenix
 BS, 1998, Interamerican University of PR
- LÓPEZ-MONTIJO, ZAHIRA**.....EDUCATION
 MA, 2005, Interamerican University of PR
 BS, 1985, University of Puerto Rico
- MELÉNDEZ-CASTRO, IRMA**.....INFORMATION TECHNOLOGY
 MBA, 1996, Sacred Heart University
 BS, 1985, University of Puerto Rico
 AS, 1983, University of Puerto Rico
- MORALES-MERCADO, JUAN**.....NURSING
 MS, 2000, University of Puerto Rico
 BS, 1987, University of Puerto Rico
 ASN, 1985, University of Puerto Rico
- NAVEDO-RIVERA, MARÍA**.....PHARMACY
 BSPH, 1984, University of Puerto Rico
- OCASIO-REILLO, ANA**.....INFORMATION TECHNOLOGY
 BS, 1984, University of Puerto Rico
- PADÍN-GUMÁ, WANDA**.....BIOLOGY
 MA, 2000, University of Phoenix
 BS, 1988, University of Puerto Rico
- PÉREZ-LUGO, ARNALDO**.....DENTAL ASSISTANT
 Completer of Dental Surgeon Degree 1983, Autonomous University of Puebla, México

QUIJANO-RIVERA, AMELIA.....ENGLISH

MA, 1985, Interamerican University of Puerto Rico

BA, 1975, University of Puerto Rico

ROMÁN-SUÁREZ, JOSEPH.....NURSING

MSN, 2003, University of Puerto Rico

BSN, 1998, University of Puerto Rico

ASN, 1993, Interamerican University of Puerto Rico

SANTIAGO-GRACIA, BLANCANURSING

MA, 2000, Central University of Bayamón, PR

BS, 1991, Caribbean University

AAD, Sacred Heart University

TORRES-PÉREZ, CLOTILDE.....OFFICE SYSTEMS

MA, 2000, Interamerican University of Puerto Rico

BA, 1985, University of Puerto Rico

AS, 1983, University of Puerto Rico

TORRES, LINETTE.....PHARMACY TECHNICIAN

PharmD, 2005, University of Puerto Rico

TOSADO-ÁVILA, CARMEN G......OFFICE SYSTEMS

MA, 2002, Interamerican University of Puerto Rico

BA, 1998, Interamerican University of Puerto Rico

NORTHEAST BRANCH CAMPUS
ADMINISTRATION

AGOSTO-GAUTIER, CARLOS L......SYSTEM ADMINISTRATOR

AGOSTO-PAGÁN, KENSLY.....SYSTEM ADMINISTRATOR

ALVIRA-GONZÁLEZ, LESLIE A.ADMISSIONS OFFICER
BA, 2003, Interamerican University of Puerto Rico

BALSEIRO-ASTOR, LOURDES M.EXECUTIVE DIRECTOR
MA, 1999, Central University of Bayamón
BPH, 1981, University of Puerto Rico

BURGOS-JIMÉNEZ, JORALDA.....ADMINISTRATIVE
BA, 2007, National College ASSISTANT

CALDERÓN-SANTIAGO, MYRIAM.....MARKETING OFFICER
BA, 1982, University of Puerto Rico

CHARRIEZ-CAMACHO, VÍCTOR.....SECURITY OFFICER

COLLADO-RODRÍGUEZ, DAVID.....COMPUTER TECHNICIAN

DÍAZ-SÁEZ, NELSON.....FINANCIAL AID DIRECTOR
BBA, 2001, American University

FEBO-FERNÁNDEZ, HILDA M.ADMINISTRATIVE ASSISTANT
BBA, 1987, Metropolitan University AND RECEPTIONIST

FIGUEROA, HÉCTOR.....SECURITY OFFICER

FORTIS-TORRES, MARÍA V.MAINTENANCE OFFICER

GARCÍA-CRUZ, EDDIE.....FINANCIAL AID OFFICER
BA, 1997, Catholic University of Ponce

GARCÍA-MARTINEZ, NORMA I.STUDENT AFFAIRS
MA, 1997, Interamerican University DIRECTOR
BA, 1994, Central University of Bayamón

GÓMEZ-RIVERA, FRANCISCO.....SECURITY OFFICER

GONZÁLEZ-MILIÁN, FRANCIS Y.ADMINISTRATIVE
BA, 2007, National College ASSISTANT

GONZÁLEZ-OYOLA, DANIEL.....SECURITY OFFICER

GUZMÁN-QUIÑONES, NICOLÁS.....SECURITY OFFICER

HERNÁNDEZ-LÓPEZ, MARICELIS.....ADMISSIONS OFFICER

LARRAURI-SÁNCHEZ, EVELYN.....ADMINISTRATIVE
ASSISTANT

LASANTA-REYES, VÍCTOR M.COMPUTER TECHNICIAN

LÓPEZ-CALO, LILLIAM.....REGISTRAR OFFICER
BA, 2007, National College

LÓPEZ-ROSA, ILEANA.....BURSAR OFFICER

LÓPEZ-SANTOS, WINNETKA.....RETENTION COORDINATOR
BA, 1999, University of Puerto Rico

LÓPEZ-ZAMBRANA, JOAN E.EVENING SERVICES
BA, 2007, National College COORDINATOR

MATOS-JIMÉNEZ, HÉCTOR J.ADMISSIONS OFFICER

MELÉNDEZ-ADORNO, JOHANNE.....REGISTRAR
BBA, 1991, Interamerican University of Puerto Rico

MELÉNDEZ-DELGADO, IRIS B......ACADEMIC DIRECTOR
BA, 1992, Interamerican University

NAVARRO-PIZARRO, RAFAEL.....ACCOUNTING
BA, 2002, University of Puerto Rico

ORTIZ-GARCÍA, JOSÉ.....MAINTENANCE OFFICER

ORTIZ-PASTRANA, RAÚL.....MAINTENANCE OFFICER

VÁZQUEZ-DE JESÚS, GLENDA K.ADMISSIONS OFFICER

VÁZQUEZ-SANTIAGO, ELIUD.....BURSAR DIRECTOR
BA, 2007, Caribbean University

VIZCARRONDO-NIEVES, GLORIMAR.....FINANCIAL
BA, 2007, National College **AID OFFICER**

NORTHEAST BRANCH CAMPUS
FACULTY

AGOSTO-ROBLES, GLENDA.....BIOLOGY
BS, 1998, Interamerican University

CEDEÑO-APONTE, SONIA.....NURSING
MS, 2000, Pontifical Catholic University of Puerto Rico
BS, 1994, Pontifical Catholic University of Puerto Rico

CRUZ-RIVERA, OLGA.....CHEMISTRY
BS, 1998, Interamerican University

CRUZ, VILMA.....OFFICE SYSTEMS
BA, 2003, University of Puerto Rico

IBERN-CARABALLO, JOSÉ A......DENTAL ASSISTANT
DDS, 1991, New York University

RIVERA-RIVERA, NYDIA M......ENGLISH
BA, 1985, University of Puerto Rico

Location and Facilities

The main campus is located in Bayamón at the National College Plaza, a five story building, formerly “Edificio Ramos”, in the center of the business area of the city of Bayamón, Puerto Rico. This location assures students easy access to the Institution by public or private transportation. The regional bus terminal that serves the district of Bayamón, and more than thirty towns is across the street from the Institution. There is also a train station within walking distance of the Institution. At present, this location is handicapped accessible.

The Arecibo Branch Campus is located in the two story Arecibo Centro Plaza Building, in the central part of the city of Arecibo. This location is conveniently located and accessible to all students by public and private transportation. All classrooms and laboratories are centrally air conditioned. The facility is handicapped accessible.

The Northeast Branch Campus is located in a two story building at Km. 22.1 on State Road No. 3, Ciénaga Baja Ward in Río Grande. This location is also easily accessible by public and private transportation as it is situated right off a major highway. This campus is handicapped accessible.

The Ponce Learning Site is located in the San Cristóbal Hospital on State Road 506 Km 1.0, Bo. Coto Laurel, Ponce, PR .

Special Facilities and services available to disabled students

National College is committed to providing services to students with disabilities. This has resulted in positive attitudes on behalf of faculty, administrative and support personnel. The facilities are essentially barrier free and include ramps, elevators (not all campuses) and handicapped accessible bathrooms. In terms of services, National College supports students who self identify a disability and provide documentation of their disability from an appropriate source. If students have disabilities that require special accommodations in terms of learning, mobility or class access, it is incumbent upon the student to contact the Student Services Office.

Parking

At all campuses, unless otherwise stated, parking is provided at no cost to students on a first come, first served basis. A student identification card is required for its use. Neither the Institution nor any of its officers or employees, assume any responsibility for damages to any cars in its parking lots nor for theft of any personal belongings left in any car.

Housing and Transportation

The Institution does not provide housing for students. Facilities are easily reached by both public and private transportation. If any student needs accommodations, the Institution may recommend several options available.

Educational Resources

Educational resources are those academic support services provided by the Institution to students, faculty, administration and alumni. These resources consist of Computer and Word Processing Laboratories, Dental, Nursing, Pharmacy, Chemistry, Electrical and Electronic Technology Laboratories, and the Center of Educational Resources with access to modern technology.

Educational Resources Centers

The Educational Resources Centers of National College are equipped with complete up-to-date collections of periodicals and other resources related to the academic programs offered by the Institution. The collections also include general and specialized encyclopedias, dictionaries, handbooks, textbooks, general and specialized newspapers, periodicals, and audiovisual equipment and materials, such as: laptop, data show, computers, overhead projectors, color TV, video and DVD players and cassette recorders. Students also have access to the EBSCO data base which includes 2,000 periodicals, most of them available in full text. Users can connect to the library from outside the institution through the library page interconnected within campuses. In addition, the Centers have access to a wide spectrum of information through the Internet and E-books.

The Centers' services include, at each campus, the availability of study and reading sections with appropriate equipment and well organized collections so that resources can be easily located. The Centers have developed policies to facilitate the lending and circulation of books and materials, as well as for the use of the technology. Added to the users instruction on library services is the information literacy program which allows students to seek on their own the information needed throughout their lives. Besides the Library Directors, there is additional support personnel at each site. Daily communication and inter-library loans of library materials are provided for the improvement of the services at all three campuses. Library services are offered mostly from 7:30 a.m. to 9:00 p.m. Itineraries may vary between campuses depending on student's needs.

STUDENT AFFAIRS

All students admitted at National College receive a copy of the "Student Consumer Information Manual". This manual states the responsibilities and rights of students enrolled in the Institution as related to the financial aid programs available, the institution's academic programs, and facilities. A "Student Regulations Manual", an "Academic Progress Standards Policy", and other policies and procedures are also provided to students.

Special Projects

The Student Affairs Office is in charge of providing services to the student population including those students participating in special projects. These are mostly students referred by different consortia of municipalities participating in job training programs and also from the local Department of Labor. The Student Affairs Office also prepares the different proposals requested for these training services.

Counseling and Guidance

Counseling and guidance services are offered to all students to help them fulfill their educational goals, including students in online courses.

These services include vocational and academic orientation, personal or group counseling, group discussions, referral services, workshops, support services through student associations and guidance and counseling to special groups.

The office of Counseling and Guidance prepares different activities to inform students about the negative consequences of alcohol, drugs and violence, among other information. It also works closely with the Registrar's Office in the evaluation and counseling regarding the standards of academic progress. The Counseling and Guidance Office also maintains contact with the faculty in order to address any situation which may occur in the institution and may require a referral to the Discipline Committee.

Two full time counselors are available on site at the Arecibo Campus to provide services for students of the Ponce Learning Site.

Student Associations

These Associations are sponsored by the office of Student Affairs and/or the academic department. The Associations aim to highlight qualities of leadership, responsibilities and dynamism among their student members.

Placement Counseling Service

The Placement Counseling Office aids students and graduates to obtain gainful employment by providing job market information. It advises students regarding resume preparation, job interviews and job offers. It is also responsible for the development of relationships with employers and referrals of students to prospective employers. An employment skills workshop is provided to prospective graduates. Every year a Job Fair is held for students who are candidates for graduation, continuing students, graduates and the community.

Student Activities, Sports and Student Center

The Student Activities, Sports and Student Center offers students a variety of cultural, social, educational, prevention and recreational activities all of which promote an environment conducive to the student's growth and personal development.

Student identification cards can be obtained from this area. Student publications such as the "Ritmo Estudiantil" newsletter as well as other periodical type newsletters are produced here. A variety of sports such as volleyball, softball, basketball, table tennis and others are available to students to enable them to compete and share with their fellow students from the main and branch campuses. Intercollegiate tournaments are also

promoted to encourage in students the spirit of competition and excellence. Activities with the community are encouraged, such as Red Cross blood donations and other activities with social character to promote a better quality of life.

Other Student Services Offices

Admissions

The Admissions Office is responsible for providing information regarding all academic programs offered at National College. This office evaluates the applications of candidates for admission. During an interview with the candidate the student receives information with respect to the admissions process as well as Institutional policies, rules and regulations.

Admission Requirements

Documents to be presented in order to be considered for admission are:

1. Complete and submit an enrollment application for admission.
2. Present an official high school transcript, evidence of having passed the high school equivalency test or their recognized equivalent.
3. Present the test results of the College Entrance Examination Board, SAT, or in its absence, take the Entrance Examination offered by the National College. This particular requirement will not apply to transfer students.
4. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department.
5. It is required that each student have an admission index of at least 176 points to be admitted into any of the associate degree programs with the exception of the Nursing and Pharmacy Technician programs. To be admitted in the Nursing or Pharmacy Technician Programs, a high school graduation index of at least 2.00 and an admission index of at least 220 points is required.
6. For any of the Bachelor's Degree Programs which require a state certification or licensing exam, candidates must have a high school grade point average of at least 2.25 and an admissions index of at least 225.

7. For the other Bachelor's Degree Programs candidates must have an admission index of at least 176 points.
8. Candidates with special qualifications who do not meet the minimum admission index may be evaluated by an Admission's Committee. This committee which has representation from the Department Directors, and the Counseling Department decides which of these candidates are admitted. The Admission's Committee will evaluate the candidates that did not obtain the minimum admission index. Such evaluation may be done at the request of the student or upon the recommendation of the Admissions Office. The committee will consider the following as mitigating circumstances which if one or more are met would make the candidate eligible for admission contingent upon the results of the evaluation.
 - a. Be 21 years of age or older
 - b. Have work experience
 - c. Be head of family
 - d. Have special studies (continuing education) after high school
 - e. Demonstrate special interest during the interview
 - f. Present recommendation letter from the high school counselor. If in the opinion of the committee, the candidate meets two or more of the above criteria, the student will qualify to be evaluated for admission. The committee may also recommend for those students admitted a limited course load, closer or more frequent follow-up and even special monitoring.
9. Students whose admissions index cannot be calculated because they don't have a high school grade point average, must be evaluated by the Admission's Committee.
10. Home schooled students must present an official certification that they have completed high school through home schooling.
11. Students interested in taking online courses or programs must first complete READI diagnostic evaluation. The results of the assessment will be utilized by the academic dept to orient the student on skills sets for online learning that need further development.

Formula for computing the admission's Index:

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

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

$(G.P.A. \times 100) + (C.E.E.B. \text{ or } NCBT \text{ Entrance Exam} \div 100) = \text{Admission Index (A.I.)}$
 $(2.00 \times 100) + (2,000 \div 100) = A.I. 200 + 20 = 220 \text{ Admission Index}$

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

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

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

Graduates of Allied Health and Education programs are reminded that they are required by law to take an exam offered by the various Boards that oversee these professions to obtain their licenses. A good conduct certificate is required in some Allied Health Programs.

TRANSFER STUDENTS

An applicant who has studied in an accredited institution, and is in good standing, may apply for admission as a transfer student under the following conditions:

1. The transferability of credits is not guaranteed unless there is evidence that the competencies of the course to be transferred are equivalent to the competencies of a course at National College.

2. For associate and bachelor's degrees, the course to be transferred may be from any postsecondary level (for equivalent course) as long as the competencies of the course are equivalent to the competencies of the course requested to be accepted as transferred.
3. For an Associate Degree program the applicant must have approved a minimum of six (6) credits with a grade of "C" at least. Credits approved with less than "C" will not be considered for transfer.
4. For the Bachelor's Degree Programs which require a state certification or licensing exam, the applicant must have approved a minimum of twelve (12) credits with a grade point average of 2.25. Credits approved with less than "C" will not be considered for transfer.
5. For the other Bachelor's Degree Programs, the applicant must have approved a minimum of twelve (12) credits with a grade point average of 2.00.
6. Submit an official transcript from the institution where the student is transferring from and a high school transcript, if applicable.
7. Complete and submit an application for admission.
8. Complete the form used for transfer students.
9. Once the official transcript is received, the student is admitted and his record is completed. In addition, the courses requested for transfer are reviewed taking into consideration the description, number of credits and their equivalency with our general catalog. Only those courses with an equal or greater number of credits as compared to the equivalent course at National College will be considered for transfer as per the course description.
10. Undergraduate courses accepted for transfer credit are determined in accordance with the institutional policy, up to a maximum of 50% of the total of required credits for the program. A student may accumulate up to 50% percent of the total credits in his program by means of transfer credits, competency exams, portfolio or a composite of both.

11. The Registrar's Office will notify students which courses have been accepted for transfer.
12. There are certain courses which are not transferable. In all cases, the student should consult with his academic department director.
13. National College does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.
14. Any transfer student who upon presenting their official transcript is not in good standing will be referred to the Admission's Committee for evaluation.

FINANCIAL AID OFFICE

National College of Business and Technology offers financial aid to students who are eligible for the programs currently administered by the Institution. 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 at the Institution are the following:

- Federal Pell Grant Program
- Federal Family Education Loans Program
- Federal Work Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program
- Academic Competitiveness Grant (ACG) Program
- National Science and Mathematics Access to Retain Talent Grant (SMART) Program
- Supplementary Educational Aid Program
- State Grant Program
- Nursing Grants Program

To apply for financial aid, students must complete the standard forms, provided by the Financial Aid Office, for the programs currently offered. In the case of the Pell Grant Program, the Free Application for Federal Student Aid (FAFSA) can also be obtained from the high school counselor, the local Post Office or by completing an application online at www.fafsa.ed.gov. Specific information concerning the eligibility requirements for each program is also available at the Financial Aid Office.

Students are also required to complete a financial aid application at the Financial Aid Office.

To be eligible for any type of financial aid, all students must comply with the Institution's Standards of Satisfactory Academic Progress. Students who do not comply with these standards will be placed on a Financial Aid Probation Period.

Students placed on Financial Aid Probation will be entitled to receive their Pell Grant payment or funds coming from any Title IV Financial Aid Program during the term/s in which they are on probation. Failure to comply with the standards of satisfactory progress at the end of the probation period may result in the student's dismissal from the institution and/or discontinuance of any remaining Pell Grant payments or funds coming from any Title IV or State Funded Financial Aid Program for the given academic year.

The following is a description of the different types of financial aid offered by the Institution:

Federal Pell Grant Program

This grant does not have to be repaid by the student. Funds for this program are available for eligible undergraduate students. The eligibility for this program is determined by a standard formula provided by the Federal Department of Education. Students may apply for this aid by completing the Free Application for Federal Student Aid (FAFSA).

Federal Family Educational Loans Program

Provides low interest loans that the student or parent must repay to the lender. They are insured by a guarantee agency and are available for eligible undergraduate students. Students must be enrolled and registered at least half time (6 credits).

Federal Work Study (FWS) Program

The Federal Work Study Program provides jobs for eligible undergraduate students who need financial aid. Federal Work Study gives students the opportunity to earn money to help pay educational expenses. The amount of the awards is based on need and availability of funds.

**Federal Supplemental Educational
Opportunity Grant (FSEOG) Program**

The Federal Supplemental Educational Opportunity Grant is an award to help students after high school. It is for those eligible undergraduate students having the greatest financial need (with priority given to Pell Grant recipients), and it doesn't have to be paid back. The amount of the award is based on need and availability of funds.

Academic Competitiveness Grant (ACG)

This program provides funds to eligible undergraduates in their first or second academic year who have completed a rigorous high school program. Eligible students must be enrolled full time and be Pell Grant recipients in the same award year.

National SMART Grant

This program provides funds to eligible undergraduates enrolled full time in their third or fourth academic year. Eligible students must be Pell Grant recipients in the same award year and have declared a major in information technology. This is the only eligible program for these funds offered by the institution at present.

**Supplementary Educational Aid Program /
State Grant Program**

These funds are assigned to the Institution by the Puerto Rico Council of Higher Education for eligible students with financial need who are enrolled in a bachelor's, associate degree or certificate program.

**Nursing Grant Program (Scholarships for Disadvantaged
Students)**

Provides grants to eligible students enrolled in Nursing Degree Programs. Funds are assigned to the institution by the Department of Health and Human Services.

ACADEMIC YEAR

The Institution's Academic Year is divided into three terms (trimesters of approximately three and a half (3.5) months each). The academic calendar is published yearly and is included within this Catalog. The institution's programs are measured in semester credit hours as per the accreditation criteria formula.

CLASS ATTENDANCE

Students are expected to attend all the courses in which they are officially enrolled. Work missed by absences is the responsibility of the student. This work, whether it be for a grade or not, can be made-up through a consultation with the course professor.

CLASS SCHEDULE

The Institution's academic programs are offered during daily sessions. Students are advised that some courses are offered during evening and/or Saturday sessions and therefore must adjust their programs accordingly. Weekend sessions may be offered depending on enrollment. Classes are offered daily from 7:00 a.m. to 4:00 p.m.; evenings from 5:00 PM to 10:30 PM; and Saturdays from 8:00 AM to Noon. There is a six minute break between classes during the day session schedule.

Credit Hours

The basic unit in evaluating a student's work is credit hours. One credit is equivalent to 15 hours of lecture class. One instructional hour is equivalent to 50-60 minutes of classes. Two or three instructional laboratory hours per week for a full term is equivalent to one credit. Practicum hours may vary depending on the field and Examination Boards, if applicable, but one credit practicum is equivalent to not less than 45 hours per term.

ADVANCED PLACEMENT

Students who have successfully taken one or more of the Advanced Placement Tests of the College Entrance Examination Board may ask for course equivalency. Scores of 3 or more are required for such action. The decision to grant credit for the Advanced Placement Test is based on test equivalency to the content of courses in National College. In order for more than one level to be considered by course material, a score of 4 or 5 will be required. Advanced placement or credit action is only taken if the student has specifically requested such consideration and has submitted official score reports from the College Board. No grades are assigned to courses credited.

SCORE	COURSE
3	ENGL 1010 MATH 1010 SPAN 1010
4 or 5	ENGL 1010-1020 MATH 1010 SPAN 1010-1020

ARMED FORCES CREDIT

Some training courses provided by the Armed Forces may be the equivalent of college courses and transfer credit may be obtained. Where courses are applicable to a program of study, credit will be determined using the American Council on Education publication titled Guide to Evaluation of Educational Experience in the Armed Services.

VETERANS AND OTHER BENEFICIARIES

Veteran students and beneficiaries of Veteran's Administration Programs will be entitled to benefits if they complete their study programs at the regular time (minimum number of credits required for completion) stipulated in the Catalog. In the event that they exceed the minimum number of credits required to complete a program, they lose eligibility for these benefits under Title 38. However, they may still be eligible for financial aid under Title IV (Pell Grants and others) if they comply with the corresponding requirements for this aid.

INTERNAL GRIEVANCE POLICY

An internal grievance policy has been established to consider complaints received from students, employees, and other interested parties. The process is the following:

1. The student should submit his complaint in writing to the counselor's office. In the case of employees or interested parties, they should submit their complaint in writing to the Human Resources Director.
2. The complaints will be reviewed by the designated officials within five business days after filing.
3. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.
4. Students, employees, and interested parties may also contact the Accrediting Council for Independent Colleges and Schools at 750 First Street NE, Suite 980, Washington, D.C., 20002-4241. Tel. (202) 336-6780.

NON DISCRIMINATION POLICY

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, National College designated its Human Resources Director as its Title IX coordinator. The following non discrimination policy and grievance procedures are hereby published to address any complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. National College does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
2. The Title IX Coordinator for the Institution is Ms. Marisel Pagán, Human Resources Director, National College of Business & Technology. She can be contacted at the Human Resources Office, National College Plaza Building, Km 11.2, State Road #2, Bayamón, PR 00961, telephone (787)780-5134 ext. 4104.

3. All inquiries concerning the application of Title IX and its implementing regulations may be referred to Ms. Marisel Pagán, Title IX Coordinator or to the Office for Civil Rights of the US Department of Education at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.

GRIEVANCE PROCEDURES

The following procedure should be followed in order to file/ address complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. The student or employee should submit his complaint in writing to the Human Resources Office to the attention of Ms. Marisel Pagán.
2. The complaints will be reviewed by the designated officials within five business days after filing.
3. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

REGISTRAR'S OFFICE

The Registrar's office is responsible for carrying out all transactions related to the student's academic records. All information that the student may need to know regarding academic progress, grades, grade point average and general information can be found in this office.

Registration Process

The Registrar's Office organizes the entire registration process. Each active student is responsible for participating in this process to guarantee his selection of courses. All students should comply with the established requirements including the academic calendar. This enrollment process for regular students including the courses pending academic counseling is carried out before the end of the term in progress. No enrollment will be valid until the student has paid all the necessary fees and until his program has the official stamp of the Bursar's Office.

Enrollment Status

The enrollment status of students at our Institution is as follows:

- | | | |
|--------------------|---|---|
| Full Time Students | - | a student enrolled in 12 or more credits |
| 3/4 Time Students | - | a student enrolled in 9-11 credits |
| 1/2 Time Students | - | a student enrolled in 6-8 credits |
| Irregular Students | - | a student enrolled in less than 6 credits |
| Special Students | - | enrollment for informational instruction only or for professional development. These students are not enrolled in a program of study. |

Student Records

The Office of the Registrar is responsible for the registration and maintenance of all student's official academic transcripts, certifications of studies and of graduation. Students requiring information concerning grade records, issuance of transcripts and related services should contact the Registrar's office.

In compliance with the Family Educational Rights and Privacy Act of 1974, the confidentiality of student records is protected. Students may request or examine any information from their student record or they may authorize in writing that a third person be provided access to their academic record.

Notification / Grades Changes

At the end of each term, the Registrar will mail grade reports to each individual student. Students who believe there are errors in their reports should notify the Registrar not later than the third week of the following session. A student who does not receive a grade report should contact the Office of the Registrar.

Certifications and Transcripts

Upon a student's written request on the appropriate form and upon payment of the corresponding fees, certification of his study program, transcripts or any other official statement will be issued by the Registrar within a minimum of 10 business days after having filed said request.

However, when requests are made at the beginning or the end of a term, a longer period of time may be required to issue the corresponding certifications.

For transfer of credits to other colleges and universities and for information to certifying agencies and prospective employers, confidential transcripts are issued upon a student's request. These are sent directly to the address provided by the student in his request and are never given to the student.

For their personal information, students may obtain a "certified student copy" transcript, which is unacceptable for official purposes. Any alleged errors in a transcript should be informed to the Registrar within ten days of its receipt.

Partial Withdrawals

The deadline for partial withdrawal from one or more but not all courses is established on the academic calendar. The withdrawal will be authorized by the Registrar only after the student has requested it and has obtained all the required signatures. The student transcript will reflect a "W" for the corresponding courses.

Change of Address

When students register, they are required to file their residential mailing address with the Office of the Registrar. Changes of address should be informed immediately to the Registrar.

The Institution will not be responsible for notifications not received by students if their address has changed and they did not make the corresponding notification. Any notice, mailed to a student's address as it appears on the records shall be deemed sufficient notice.

Total Withdrawals

The deadline for all courses (total) withdrawals is established on the academic calendar. To process this withdrawal, students should obtain the appropriate official signatures and return the form to the Registrar's office. The student transcript will reflect a "W" for the corresponding courses.

Administrative Withdrawals (AW)

This grade is assigned by the Institution to any student who has been dismissed from the Institution due to disciplinary reasons. Only the Dean of Academic and Student Affairs will assign this grade. Students dismissed from the Institution for disciplinary reasons will not be allowed to return.

Failure to Withdraw (FW)

This grade is assigned to a student who did not provide official notification of withdrawal and whose attendance through the end of the period cannot be confirmed. An "FW" in a course is considered as a course not approved nor completed. This grade will not affect the student's cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully (quantitative component) at the moment in which the student's academic record has been evaluated to measure the time frame for academic progress.

No Show (NS)

Refers to an enrolled student who doesn't attend any of his courses.

Partial Show (PS)

This grade is assigned to a student who is enrolled in various courses and fails to show up at one or more, but not all of the courses.

Transfer Credits (TC)

Credits granted for courses transferred from other collegiate institutions.

Repeating Courses

Prior to enrolling in a more advanced course on the same subject, students will have the right to repeat the course when they are not satisfied with the grade obtained. They may repeat a course not more than three times. However, this does not exempt the student from approving the number of credits required for each term, as specified in the academic progress standards. The highest grade and all corresponding credits attempted will be kept in the student's record. In terms of financial aid, the Title IV programs will only cover the cost of one repetition.

COMPETENCY EXAMS OR PORTFOLIO

Students can apply and take competency exams or submit a portfolio for any course in their program of study if the course content may be subject to such a test or document. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking a competency exam or submitting a portfolio should apply for it. This exam or portfolio will be authorized to students after they have been officially enrolled in the institution. Competency exams or portfolios will only be offered to students in courses in which they have never been enrolled.

If the student passes the exam or portfolio with a grade of 75 per cent or higher, he will obtain the value in credits assigned to that course. No grade will be assigned for competency exams or portfolio.

UNIVERSITY ENVIRONMENT SEMINAR

All graduates of National College of Business and Technology as well as transfer students who have completed degrees are exempt from taking the SEMI 1001, University Environment Seminar.

GRADING SYSTEM

The grading system used is fully explained on the transcript. The evaluation of a student's academic progress in the institution is based on:

100-90	A	=	<i>Excellent</i>	4.00	<i>Grade Points</i>
89-80	B	=	<i>Good</i>	3.00	<i>Grade Points</i>
79-70	C	=	<i>Satisfactory</i>	2.00	<i>Grade Points</i>
69-60	D	=	<i>Deficient</i>	1.00	<i>Grade Points</i>
59-0	F	=	<i>Failure</i>	0.00	<i>Grade Points</i>
	<i>I</i>	=	<i>Incomplete</i>		
	<i>R</i>	=	<i>Repeated Course</i>		
	<i>TC</i>	=	<i>Transferred Credits</i>		
	<i>AW</i>	=	<i>Administrative Withdrawal</i>		
	<i>CE</i>	=	<i>Competency Exam or Portfolio</i>		
	<i>FW</i>	=	<i>Failure to Withdraw</i>		
	<i>NS</i>	=	<i>No Show</i>		
	<i>P</i>	=	<i>Pass</i>		
	<i>W</i>	=	<i>Withdrawal</i>		
	<i>PS</i>	=	<i>Partial Show</i>		
	<i>NP</i>	=	<i>No Pass</i>		
	<i>NR</i>	=	<i>Grade not Reported</i>		

RE-ADMISSIONS

Every student who has withdrawn from the Institution and is interested in being re-admitted should complete a re-admission request form at the Registrar's office. This process applies to those students who have not been enrolled at the Institution for one or more terms.

PROCEDURE FOR RE-ADMISSION

1. Obtain the re-admission form in the Registrar's office.
2. Obtain the authorization of: Finance (Bursar's) office, Financial Aid office, Educational Resources Center, Admission's Office, Orientation and Counseling Office and finally the Registrar's office.
3. Pay a non-refundable fee of \$25.

Students applying for re-admission should be aware that academic credits expire ten years after the student has studied for the last time. Except in those cases in which the student has completed an academic degree, all other academic credits completed within the ten years prior to the date in which the student seeks re-admission, will be evaluated for equivalency as per the corresponding catalog and the course content of the applicable program.

ELECTIVES

Electives are courses included in the offerings of National College at the student's level of study. They exclude the required courses for the degree in which the student is enrolled. Any student can select from any of these courses to comply with the electives requirements.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In compliance with the regulations of the Federal Department of Education and the Accreditation Criteria of the Accrediting Council for Independent Colleges and Schools (ACICS), the Institution has established the following criteria to measure the academic progress with which each student has to comply.

Maximum Time Frame

1. The maximum time frame allowed to complete any program is determined by multiplying by 1.5 the number of credits that comprise the program (program duration).

2. Failure to complete the program during the allotted time frame specified above will result in the dismissal of the student from the institution. Students who exceed the maximum time frame allowed to complete a program will not be eligible to receive the original degree for which they enrolled except that they may be authorized to continue studies in an extended enrollment status but will only be eligible to receive a certificate of completion. These students will not be eligible to receive additional Title IV funds. The terms and conditions of this extended enrollment status should be in writing and accepted by the student.
3. At 100% of the maximum time frame (or graduation, whichever occurs sooner) the student must have completed all of the program requirements with a CGPA of 2.0 or higher depending on the GPA graduation requirement for each program as applicable. In the particular case of the Bachelor's degree programs in Education the required grade point average (GPA) for graduation will be 2.50 or higher whereas for the Bachelor's degree in Science in Nursing it will be at least 2.25.
4. In the case of students receiving Veteran's benefits, the following will apply:

Once a student completes the minimum number of credits required to complete the program, VA education benefits will be stopped unless otherwise determined by the Veteran's Administration. This in no way affects a veteran or other student's eligibility to attend as a regular student of the institution and only applies to the requirement for receipt of veteran's benefits.

Evaluation Points

1. The student's progress will be evaluated at the end of each term. As such, this institutional policy provides for a more frequent evaluation of satisfactory progress than required by the accrediting agency ACICS.

2. The number of credits that a student should approve for each evaluation point will be 60% of the credits in which the student has been enrolled.
3. At 100% of the maximum time frame, the student's CGPA should be at least 2.0 or a grade point average consistent with the graduation requirements for a specific program as applicable. (Bachelor's in Science in Nursing 2.25; Bachelor's in Education 2.50) or the student will no longer be eligible to receive Title IV funds nor will the student be eligible to receive the original credential for which they enrolled.
4. The cumulative grade point average of the student shall be evaluated in accordance with the formula established by the Registrar's office for each term.

Notifications

Upon the completion of each term, the Registrar's office will send a written notification to each student who has not complied with the satisfactory academic progress standard. Said notification will be mailed to the most recent address appearing on the Registrar's records. Failure of the student to notify address changes should not make the notification process void. As a preventive measure, the Institution may carry out an evaluation of a student's academic progress at different points beyond those required during the academic year to make the students more aware of their progress.

Probationary Period

Those students who do not comply with the satisfactory academic progress standards will be placed on academic probation during the term following the written notification of non-compliance (warning letter). This academic probation may include a limited course load, counseling and/or strategies geared to help improve the student's academic achievement. During the probationary period the eligibility for student financial aid will continue.

Dismissal Period

Any student who has been dismissed due to failure to comply with the Standards of Academic Progress and wishes to resume his studies, will be required to pay from his own funds those tuition costs and fees corresponding to the term in which he resumes studies. The student will continue paying from his own funds until he progresses academically according to the standards of Academic Progress and as long as he doesn't exceed his maximum time frame.

Appeals process

An appeals process has been established to be used by those students who have been dismissed (suspended) due to failure to comply with the satisfactory Academic Progress Standards. The process is the following:

1. The student should request in writing a review of his case. (The forms for requesting a review are available at the Counselor's office).
2. The student should submit the request to the Counselor's office not later than five (5) business days after having received the written notification.
3. The request for review shall be evaluated by an Appeals Committee composed of: representatives from the Registrar, Financial Aid and Counseling Offices.
4. Once the appeals Committee meets and review the student's appeal, the Committee will make known its decision in writing through the Registrar's Office. The decision shall be considered as final.

Mitigating or Special Circumstances

The Mitigating or Special Circumstances that the Appeals Committee considers acceptable to grant the students appeal request are the following:

1. Death of a close relative such as father, mother, spouse, son or daughter, grandparents or a guardian.
2. An accident that has prevented the student from attending classes.
3. An illness that has impeded or interfered with the student's learning process.
4. The divorce of a student or of the parents of a student which has emotionally affected the student.
5. The illness of a close relative which has affected the student's satisfactory academic progress.
6. Significant personal problems out of the student's control, that have a direct or indirect impact on his performance at the Institution.

All of these cases shall be properly documented by the student before being considered.

Re-eligibility/Re-installment

A student may qualify to be reinstated in a Title IV program when his situation meets the following conditions:

1. If a student has not progressed academically but has submitted an appeal and said appeal is approved, he shall be eligible to receive financial aid as long as he qualifies and meets all minimum requirements to receive said aid.
2. If a student loses his eligibility and after having completed his period of dismissal, is in compliance with the minimum number of credits as well as the grade point average required, he could be newly eligible. After having approved the period of dismissal determined by the Institution, and having achieved academic progress, the student shall be eligible for financial aid for the subsequent term.

3. A student who after completing his period of dismissal does not progress academically may apply to continue his studies in an extended enrollment status at his own expense as long as he doesn't exceed the maximum time frame.
4. In the case of students in the National Guard or Reserves, their academic progress will not be affected.

**Institutional Policy Regarding Withdrawals,
Incompletes, Leaves of Absence, and others**

Withdrawals (W), (AW)

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully at the moment in which his academic record has been evaluated to measure the time frame for academic progress. Students who are expelled from the Institution due to disciplinary action will receive "AW" and this grade will appear in their record.

Incompletes (I)

Removing an incomplete is the sole responsibility of the student. Any student who, due to mitigating or special circumstances, fails to take a final exam will receive an incomplete and a provisional grade in the class upon request to the professor and approval of the incomplete. This grade may be removed by taking the term's final exam not later than 45 days after the start date of classes of the following term. If not removed by that time the Registrar will assign as final the grade originally accompanying the incomplete in the student's record. In some cases and in mutual agreement with his professor, a student may also receive an incomplete if he owes an assignment or has missed an exam. In these cases, the incomplete may be removed by the student taking the exam missed or by submitting the assignment owed. Incompletes accompanied by an F (IF) not removed by the time established herein will have the same effect as a course not approved.

Program changes

A change of program will be considered any change which involves a change of curriculum, whether it be within the same program the student is enrolled in or not. Students interested in changing programs should first visit the Counseling Office to be interviewed.

At the interview, both the student and the Counselor will evaluate the student's academic goals and skills and proceed to complete a Change of Program form from the Registrar's office. The program change will be authorized by the Department Director to whom the student is referred.

The program change will be provided to the Registrar to update the system and the student's record. No more than one (1) program change will be permitted. With regard to the determination of a student's satisfactory academic progress who changes programs, seeks to earn an additional degree or changes to a different curriculum either voluntarily or through the re-admission process, only the credits attempted and grades earned in the new program will count.

Leave of absence (LOA)

The student should notify the Registrar's Office in writing of the reasons why he is requesting a leave of absence for one term. The request for leave of absence should be made prior to the start date of the term for which the LOA is being requested. The student's request will be evaluated and if approved by the Academic Director or Dean of the particular campus, the student will be notified in writing. It will be the student's responsibility to enroll in the term immediately following the term in which the LOA was approved.

Repeating a course

The student can repeat a course no more than three times if he is interested in improving his grade. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages. In terms of financial aid the Title IV programs will cover only the cost of one repetition.

Re-admission

Any student who discontinues his studies in the institution and is later re-admitted, will re-enter under the academic progress status that he had at the moment of discontinuing his studies. Notwithstanding the above, the students so re-admitted, should be bound by academic program and other requirements in the Catalog and other established guidelines effective as of the date of this re-admission.

Transfer students

The standard program length for transfer students will be shortened based on the number of courses accepted for transfer credit. The maximum time frame for these students will be recalculated based on the actual number of credits remaining to complete the program duration. Therefore, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed.

In terms of academic progress, once the Institution has determined which courses will be acceptable for transfer credit, the standard program length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated.

In the event that there are no relevant courses to transfer to the new academic program, the student begins the new curriculum with a new maximum time frame and a new cumulative grade point average.

Pass-No Pass Grades

Pass-No Pass grades for satisfactory academic progress purposes do not affect the student's cumulative grade point average but are counted as credits attempted as well as for maximum time frame purposes.

Remedial Courses

This Institution does not offer remedial courses.

Grade Points and Grade Point Averages

Each grade has a grade point value. The grade point average is computed according to the following procedure: write down the grade and number of credits for each course; then multiply the grade point value for each grade by the number of credits of each course. After this, add the number of credits to obtain the total number of credits, add the grade point values to obtain the total grade point value. Then divide the total grade point value by the total number of credits. This will provide the grade point average.

<i>Example:</i>	GRADE	POINT VALUE	
<i>SPAN 1010</i>	<i>A (4) X</i>	<i>3 CRS.</i>	<i>12</i>
<i>ENGL 1010</i>	<i>B (3) X</i>	<i>3 CRS.</i>	<i>9</i>

Graduation with Honors

In recognition of high achievement, certificates or medals will be awarded to those students who graduate from the Bachelor's Degree program as follows:

3.95-4.00 Summa Cum Laude
3.71-3.94 Magna Cum Laude
3.50-3.70 Cum Laude

In the Associate Degree Programs students will be eligible for honors recognition as follows:

3.85 to 4.00 points - High Honor
3.50 to 3.84 points - Honor

Graduation Ceremony

The graduation ceremony will normally be held during July of every year. Students who have completed the requirements for graduation in any of the Institution's programs are eligible to participate in this ceremony. All graduating students are encouraged to attend graduation ceremonies.

PUBLICATIONS

The Student Affairs Office publishes several newsletters and/or flyers and are the Institution's means of sharing friendship and information. They are published periodically by the Institution for all students, personnel and our community. Under the direction of the Student Affairs Office and the participation of students, these publications include interesting articles and comments on institutional life as well as individual students and personnel's thoughts and interests. The publications are produced in house.

FINANCIAL INFORMATION

Tuition and Fees (per academic term)*

Tuition per credit.....	\$165.00
Laboratory fees:	
Dental Assistant and Dental Assistant with Expanded Functions Programs	80.00
Other Programs Laboratory Fees.....	40.00
Registration fee (per term)	25.00
Library fee (per term)	40.00
Competency exam or portfolio.....	25.00
Admission fee (non refundable) (new students only).....	25.00
Readmission fee.....	25.00
Allied Health Programs practicum fee.....	100.00
Removal of incomplete.....	10.00
Change of registration/course.....	10.00
Change of major.....	20.00
Late registration.....	10.00
Transcript/Certification.....	2.00
Academic evaluation.....	1.00
Accident insurance.....	***5.00
Graduation fee.....	35.00
Cancellation of enrollment.....	100.00
Transfer of credits (per credit).....	5.00
Duplicate copy of official registration form.....	1.00
Audit students (no credit awarded) 50% of tuition per credit	

*Subject to annual revision. / ***The accident insurance for students offered by the institution only covers accidents occurring in official student activities on campus.

Payment Policy

I. General Information with Regard to Payment Policy for Tuition and Fees

The academic year consists of three terms with a duration of approximately three and a half months each. All student payment balances pending after the applicable financial aid has been applied to the student's amount should be paid in accordance with the following options:

- a. By paying the full balance upon the student's completion of the registration process and upon the student receiving their official program of study.
- b. Through a payment plan of 3 payments per term.
- c. In the case of Federal Work Study Program students, payment should be made in accordance with a payment agreement consent form.
- d. Through any other grant or benefit for which the student may be eligible such as:
 1. Clara Abbott Foundation Grant
 2. Workmen's Compensation Fund Corporation
 3. Arecibo Observatory Grant (Cornell University)
 4. Vocational Rehabilitation
 5. Veteran's Benefits Program
 6. Workforce Investment Act (WIA) Funds
 7. Others

II. Payment Policy for students who are not eligible for Federal and/or State Financial Aid

The Institution reserves the right to request an initial deposit from students to receive their official program of study of no less than 35% of the total cost of their tuition and fees for the term in question.

III. Continuing or Regular Students

If the student has a pending debt with the institution from a prior term of studies, it should be paid in full before receiving the official program of study for the current term. The applicable procedure to make the payments will be governed by what is stated in the institution's payment policy found in this catalog and available at the Bursar's Office

IV. Payment procedure

Payments shall be made in cash, personal check, Manager's check (payable to National College), ATM, American Express, Master Card, Visa or any debit or credit card accepted by the Institution. The institution reserves the right to accept checks which are not payable to National College. All checks returned by the bank will have a \$15 surcharge payable upon picking up the check and paying in cash the amount it was made out for.

In the eventuality that National College refers an unpaid student account to an external collection agency, all related costs must be paid in full by the student. The Institution reserves the right to restrict the provision of certain documents such as student transcripts, certifications and diplomas to those students whose accounts are not current.

Cancellation prior to commencement of classes

If a student cancels his enrollment prior to the beginning of classes the Institution may charge him a \$100 administrative fee.

Contract Training

In the case of government or private sponsored contract training, an administrative cost will be included in the budget to cover administrative and student services provided to these students. This also includes all students trained with funds provided through the "Workforce Investment Act" (WIA).

Institutional Refund Policy

The Institutional Refund Policy applies to all students. Refunds are calculated and authorized by the Bursar's Office. The drop/withdrawal date for official total withdrawals will be determined by the Institution, utilizing one of the following methods:

- the date in which the student begins the procedure for official withdrawals, or
- the date which the student notifies the office designated by the institution for this purpose of his intention to withdraw from all his courses, or
- the last date of attendance at an academic sponsored activity as documented by the Institution

In order to determine the student's debt in the student's account, the institution will use the following procedure. The percentage to be utilized will be the one indicated by the program to be retained by the institution rounded to the next highest 10% or a fee of \$100, whichever is higher.

The formula to be utilized to calculate the amount owed will be the following:

Total # of days (date of withdrawal process) / total # of days in the enrollment period = % due to the institution rounded to the next highest 10% or \$100, whichever is higher.

Percentage due to the Institution

From	To	
.01%	10.0%	10%
10.01%	20.0%	20%
20.01%	30.0%	30%
30.01%	40.0%	40%
40.01%	50.0%	50%
50.01%	60.0%	60%
60.01%	100%	100%

Exceptions in Fees:

There are several fees that are exempt from adjustment in this refund policy. They are:

Admission fee - Non-refundable	\$25.00
Readmission fee– Non-refundable	25.00
Student accident Insurance	5.00

Procedure for Unofficial Total Withdrawals

An unofficial total withdrawal is considered as any student who fails to notify his intention of not continuing his studies and abandons all of his courses at the Institution. An unofficial total withdrawal (FWT) may result from any combination of PS credits, partial withdrawals and regular credits which upon adding them up equals the total number of credits the student is enrolled in for the term. In these cases, the Institution will determine the withdrawal date using one of the following methods:

- midpoint of the term if the student stops attending without filing an official notification or
- the last date of attendance at an academic sponsored activity as documented by the Institution

Payment Methods:

If the student is a federal financial aid recipient, the applicable percentage of tuition and fees due to the institution will be computed using the “Return of Title IV Funds Policy” described further below and using the Department of Education’s software program. The portion of the student’s debt/balance not covered by federal financial aid will be the student’s responsibility. The institution reserves the right to pursue collection of any outstanding debts through collection agencies or the legal process.

Return of Title IV Funds Policy

In accordance with federal law and regulations, the following policy has been established for both new and continuing students enrolled in eligible programs leading to a degree who withdraw, drop out, are expelled or otherwise fail to complete the enrollment period or program on or after their first day of class of the period of enrollment for which they were charged.

The law requires that, when you withdraw during a payment period or period of enrollment the amount of student financial assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

If the Institution is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that he must return, the student repays in accordance with the terms of the promissory note. That is, he makes scheduled payments to the holder of the loan over a period of time.

If the student is responsible for returning grant funds, he does not have to return the full amount. The law provides that he is not required to return 50 percent of the grant assistance that he receives that it is his responsibility to repay. Any amount that the student has to return is a grant overpayment, and he must make arrangements with National College or the Department of Education to return the funds.

1. This policy applies to all students whose program of studies leads to a degree at National College of Business and Technology (NCBT).
2. Students who have been awarded financial aid for the period in which they withdraw have to first visit the financial aid office and the Bursar's Office to complete the withdrawal process and the return of Title IV funds policy process.

Order of Return of Title IV Funds

When applicable, as per current regulations, National College will return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment, in the following order.

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grants
4. Federal Supplemental Educational Opportunity Grants (FSEOG)

Administrative and Academic Regulations

Students are expected to conduct themselves in a nature and manner that reflects the values and integral development that National College has as its mission for its students. Students are expected to abide by the rules and regulations found in the student's manual and the Institutional Catalog.

The Institution may dismiss any student in case of violation of the rules of conduct set forth in the student manual, or the Institutional catalog.

The Institution will keep a record of disciplinary actions taken. This record will be kept separately from the student's academic record.

INSTITUTIONAL RULES AND REGULATIONS

National College's main objective is that its students complete their program within an excellent academic environment and by receiving quality services. Such services require an atmosphere of adequate behavior conducive to an optimum learning environment. To that effect, the following rules must be observed by every student.

1. Students are expected to observe good behavior at all times at National College.
2. Classrooms are considered study areas where students should maintain silence and act orderly. Silence and order is also required in the Educational Resources Center, laboratories and halls.
3. Regular and prompt attendance at classes and laboratories is an essential part of the academic program.
4. Appropriate dressing is required at all times. Students should be aware that some programs require a specific uniform to be worn during the internship and/or in certain laboratories.
5. Every student is encouraged to hand-in requested documents at the required time.
6. The administration will expel from the Institution any student who damages or destroys any property of National College. Damaging or destroying any property or equipment of the Institution or of other students is reason for automatic expulsion of the student.
7. Students who have officially enrolled in the National College have the right to use the laboratories corresponding to the courses they are enrolled in. However, they must be careful in handling laboratory and computer equipment and follow all rules governing their utilization.
8. Children are not allowed in classrooms and National College is not responsible for any injuries or accidents they may suffer.

9. Collection of money or any kind of selling without written authorization of the administration is prohibited.
10. Students are not permitted to smoke except in the designated smoking areas.
11. The use of alcohol or illegal drugs at National College, or attending classes under the influence of said products is reason for automatically expelling the students involved in accordance with the Institution's policy.

Additional information regarding rules and regulations to be observed by students can be found in the publication entitled "Reglamento del Estudiante," a student manual provided to the Institution's students.

EXPLANATION OF COURSE NUMBERING SYSTEM

General Education Courses have a 1000 or low 2000 numbering with some exceptions. The higher the number in each category is indicative of a more advanced course. This numbering of courses can be more easily identified as Prerequisites or advanced depending on whether they are assigned lower or higher numbers.

Programs Offered at Bayamón Main Campus

- Business Administration-Accounting (Associate's Degree)
- Business Administration-Entrepreneurship (Associate's Degree)
- Business Administration-Information Systems (Associate's Degree)
- Business Administration with Major in Banking (Bachelor's Degree)
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Dental Assistant (Associate's Degree)
- Dental Assistant with Expanded Functions (Associate's Degree)
- Education with Major in Health Education (Bachelor's Degree)
- Education with Major in Preschool Education (Bachelor's Degree)
- Electronics Engineering Technology (Associate's Degree)
- Information Technology (Associate's Degree)
- Information Technology (Bachelor's Degree)
- Nursing (Associate's Degree)
- Office Systems Administration (Bachelor's Degree)
- Office Systems - Information Processing (Associate's Degree)
- Office Systems - Legal Secretary (Associate's Degree)
- Office Systems - Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Science in Nursing (Bachelor's Degree)
- Tourism and Hospitality (Associate's Degree)

*Some courses for these programs may be offered through distance education.

Programs Offered at Arecibo Branch Campus

- Business Administration-Accounting (Associate's Degree)
- Business Administration-Entrepreneurship (Associate's Degree)
- Business Administration with Major in Banking (Bachelor's Degree)
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Dental Assistant (Associate's Degree)
- Dental Assistant with Expanded Functions (Associate's Degree)
- Education with Major in Health Education (Bachelor's Degree)
- Education with Major in Preschool Education (Bachelor's Degree)
- Electrical Engineering Technology (Associate's Degree)
- Electronics Engineering Technology (Associate's Degree)
- Information Technology (Associate's Degree)
- Information Technology (Bachelor's Degree)
- Instrumentation (Associate's Degree)
- Nursing (Associate's Degree)
- Office Systems Administration (Bachelor's Degree)
- Office Systems - Information Processing (Associate's Degree)
- Office Systems - Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Science in Nursing (Bachelor's Degree)
- Tourism and Hospitality (Associate's Degree)

*Some courses for these programs may be offered through distance education.

Programs Offered at Río Grande Campus

- Business Administration-Accounting (Associate's Degree)
- Business Administration Entrepreneurship (Associate's Degree)
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Dental Assistant (Associate's Degree)
- Dental Assistant with Expanded Functions (Associate's Degree)
- Education with major in Pre-school Education (Bachelor's Degree)
- Electrical Engineering Technology (Associate's Degree)
- Electronics Engineering Technology (Associate's Degree)
- Information Technology (Associate's Degree)
- Information Technology (Bachelor's Degree)
- Nursing (Associate's Degree)
- Office Systems Administration (Bachelor's Degree)
- Office Systems - Information Processing (Associate's Degree)
- Office Systems - Legal Secretary (Associate's Degree)
- Office Systems - Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Science in Nursing (Bachelor's Degree)
- Tourism and Hospitality (Associate's Degree)

*Some courses for these programs may be offered through distance education.

Programs Offered at Ponce Learning Site

- Nursing (Associate's Degree)
- Office Systems - Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Science in Nursing (Bachelor's Degree)

*Some courses for these programs may be offered through distance education.

DISTANCE EDUCATION COURSES

National College may offer selected courses from different programs through the distance education mode of delivery. Teleconferencing and the Internet through the Blackboard platform will be used to deliver these courses. Students must request guidance from the corresponding academic department in order to determine if the mode of delivery is in accordance with their needs and available resources besides those offered by the institution. Since students taking courses are residential, they will have regular access through the institution to all resources and equipment, including the Internet and the library's virtual data bases. When accessing online courses from outside the institution, the student must have computer and Internet access. The computer should have the following specifications:

Hardware/Software Requirements

Hardware

Pentium 4 - 2.8 GHz
 Windows XP Professional SP2
 1gb Ram
 80gb Hard Drive
 DVD-Rom
 Video Card
 Audio Card
 17 Flat Panel Monitor
 Network Card

Software

Acrobat Reader
 Apple Quick Time
 Microsoft Media Player
 Flash Player
 Excel Viewer
 Power Point Viewer
 Word Viewer
 Internet Explorer
 Mozilla Firefox
 Netscape

Platform

Blackboard Learning System

Internet Connection

Cable, DSL or 56 kbps or higher speed connection

No special fees or costs will be charged for courses taken through the distance education mode of delivery.

**ALLIED HEALTH SCIENCES
DEPARTMENT**

ALLIED HEALTH SCIENCES DEPARTMENT

The faculty of this department offers students an education where technological and humanistic education merge with the student's social and cultural background. They also aim to prepare graduates to occupy positions at entry level in the government and the private sector in areas related to the allied health sciences professions. The Department offers Associate Degrees in Pharmacy Technician, Dental Assistant, Dental Assistant with Expanded Functions and Nursing as well as a Bachelor's Degree in Science in Nursing.

The Pharmacy Technician, Dental Assistant, Dental Assistant with Expanded Functions and the Nursing programs provide the student with a maximum of knowledge and skills to work either as an assistant to professionals in the academic associate degree program fields or as a professional in the Bachelor's of Science in Nursing program field.

Under the laws of the Commonwealth of Puerto Rico all professions whose ultimate goals have to do with the health of people, are highly regulated. Candidates entering into the Allied Health Sciences Programs field should be aware of the various licensing, public service and other requirements of these professions.

Health sciences programs require a hepatitis vaccine and OSHA and HIPAA Seminars before the students can begin their internships. Also, the Pharmacy Board and the Department of Education require a certificate of no penal record in Puerto Rico, issued by the Puerto Rico Police Department before the student can begin his/her internship in the Pharmacy Technician Program. The Nursing Board and the Dental Assistant Board may also require a similar certificate. In the Dental Assistant program, pregnant students are not allowed to be present in the X-ray process in the dental laboratory. Students enrolling in the Expanded Functions in Dental Assistant Associate Degree Program should either be graduates of a Dental Assistant certificate or associate degree program.

BACHELOR'S DEGREE IN SCIENCE IN NURSING

OBJECTIVE:

The graduate of the Bachelor's Degree in Science in Nursing will be capable of carrying out professional interventions applying learned leadership and administrative skills, critical thinking and assertive communication. The bachelor's degree emphasizes the needs of the profession, human care, teaching and knowledge integration. It aims to develop a professional nurse with the following qualifications: leadership and creativity, assertive communicator conscious of the need to distinguish between different needs groups, populations and situations, knowledge of the clinical and psychosocial development aspects of the individual, capable of working in different scenarios, such as with the individual, hospital and community in the primary, secondary, and tertiary levels. It also aims to contribute with our graduates to the betterment of the quality of life of our society.

MINIMUM REQUIREMENTS

36	Credits in General Education
21	Credits in Core Courses
63	Credits in Major Courses
<u>6</u>	Credits in Electives
126	Total Credits

GENERAL EDUCATION

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2020	WRITING AND COMPOSITION	<u>2</u>
			36

CORE COURSES

BIOL	1010*	INTRODUCTION TO BIOLOGY	3
BIOL	2000*	HUMAN ANATOMY AND PHYSIOLOGY	3
CHEM	1010*	GENERAL CHEMISTRY FOR HEALTH SCIENCES	3
CHEM	1011L*	GENERAL CHEMISTRY FOR HEALTH SCIENCES LAB.	1
EDUC	2020	PSYCHOLOGY OF HUMAN DEVELOPMENT	3
MICR	1000*	BASIC MICROBIOLOGY	3
MICR	1011L	BASIC MICROBIOLOGY LAB.	1
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			21

MAJOR COURSES

NURS	1000	NURSING THEORY AND EVOLUTION	2
NURS	1050	PHARMACOLOGY AND NURSING IMPLICATIONS	3
NURS	1211L	PHARMACOLOGY AND LABORATORY SKILLS FOR THE MEDICINES ADMINISTRATION	2
NURS	1300	FUNDAMENTALS OF NURSING	3
NURS	1311L	FUNDAMENTALS OF NURSING LABORATORY	2
NURS	1411P	PRACTICE OF FUNDAMENTALS OF NURSING	1
NURS	1500	NURSING ETHICS AND LAW	2
NURS	1550	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS I	3
NURS	1561P	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS I (PRACTICUM)	1
NURS	1600	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS II	3

NURS	1611P	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS II (PRACTICUM)	1
NURS	2600	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN	3
NURS	2611P	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN (PRACTICUM)	1
NURS	2700	NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT WITH HEALTH ALTERATIONS	3
NURS	2711P	NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT WITH HEALTH ALTERATIONS (PRACTICUM)	1
NURS	2740	NURSING INTERVENTIONS WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY	3
NURS	2751P	CLINICAL PRACTICE IN NURSING INTERVENTIONS WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY	1
NURS	2761	INTEGRATING SEMINAR - NURSING	3
NURS	3000	PROFESSIONAL ROLE OF THE NURSE IN THE PRESENT SOCIETY	2
NURS	3005	CRITICAL THINKING IN NURSING	3
NURS	3010	PHYSICAL EXAMINATION	2
NURS	3011L	LABORATORY OF PHYSICAL EXAMINATION	1
NURS	3025	NURSING INTERVENTION IN THE ADMINISTRATION OF MEDICINES	3
NURS	3050	RESEARCH IN NURSING	3
NURS	3055	LEADERSHIP AND MANAGEMENT	3
NURS	3130	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH CHILDREN AND ADULTS	3
NURS	3131P	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH ADULTS AND ELDER (PRACTICUM)	1

104

NURS	4010	VALUATION AND INTERVENTION WITH POPULATION AND GROUPS	3
NURS	4011P	VALUATION AND INTERVENTION WITH POPULATION AND GROUPS (PRACTICUM)	<u>1</u>
			63

ELECTIVES **6**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Science in Nursing Practices are equivalent to 112 hours each.

**ASSOCIATE DEGREE
IN DENTAL ASSISTANT**

OBJECTIVE

The Associate Degree in Dental Assistant is designed to prepare the student to work in a dental office as an assistant to the Dentist. It also provides students with the knowledge and skills to work in oral radiology and administrative tasks. The program will prepare graduates to enter the work force in different positions in a dental clinic or a dental office while providing a balance between the technical education and social aspects of the student development.

MINIMUM REQUIREMENTS:

25	Credits in General Education
13	Credits in Core Courses
34	Credits in Major Courses
<u>3</u>	Credits in Elective
75	Total Credits

GENERAL EDUCATION:

ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010-1020	HUMANITIES I- II	
		OR	
SOSC	1010-1020	SOCIAL SCIENCES I-II	6
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SPAN	1010-1020	BASIC SPANISH I, II	<u>6</u>
			25

CORE COURSES:

BIOL	2000	HUMAN ANATOMY AND PHYSIOLOGY	3
BIOL	1010	INTRODUCTION TO BIOLOGY	3
MESE	2020	MEDICAL INSURANCE BILLING	2
MESE	2021L	MEDICAL INSURANCE BILLING LAB.	1
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
OFSY	1400	DOCUMENTS CONTROL	<u>3</u>
			13

MAJOR COURSES:

DEAS	1200	DENTAL ANATOMY AND NOMENCLATURE	2
DEAS	1210	ORAL ANATOMY, HEAD, NECK, HISTOLOGY AND EMBRYOLOGY	2
DEAS	1300	DENTAL MATERIALS SCIENCES	2
DEAS	1311L	DENTAL MATERIALS SCIENCES LAB.	2
DEAS	1400	DENTAL RADIOLOGY	3
DEAS	1411L	DENTAL RADIOLOGY LAB.	2
DEAS	1500	INSTRUMENTS AND CLINICAL SCIENCE I	2
DEAS	1511L	INSTRUMENTS AND CLINICAL SCIENCE I LAB.	2
DEAS	1600	ORAL PHARMACOLOGY	3
DEAS	1811L	ORAL MICROBIOLOGY AND INFECTION CONTROL LAB.	2
DEAS	2600	INSTRUMENTS AND CLINICAL SCIENCE II	2
DEAS	2611L	INSTRUMENTS AND CLINICAL SCIENCE II LAB.	2
DEAS	2900	PREVENTIVE DENTAL TREATMENT AND ORAL PATHOLOGY	3
DEAS	2011L	PREVENTIVE DENTAL TREATMENT AND ORAL PATHOLOGY LAB.	2
DEAS	2931	EXTERNAL CLINIC SEMINAR	1
DEAS	2941P	EXTERNAL CLINIC PRACTICUM**	<u>2</u>
			34

ELECTIVES: **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Dental Assistant Practice is equivalent to 225 hours.

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

OBJECTIVE

The Associate Degree in Dental Assistant with Expanded Functions was designed to provide students with the knowledge and skills to work as Expanded Functions Dental Assistants. Students will acquire the knowledge and training needed to work on dental radiology, and in preventive and restorative tasks. The students will be prepared for an entry level position in a hospital, dental clinic or dental office. The program provides the student the opportunity to balance between aspects related to their technical education and the social aspects of each individual's development.

MINIMUM REQUIREMENTS:

25	Credits in General Education
10	Credits in Core Courses
43	Credits in Major Courses
<u>3</u>	Credits in Elective
81	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010-1020	HUMANITIES I-II	
	OR		
SOSC	1010-1020	SOCIAL SCIENCES I-II	6
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	<u>3</u>
			25

CORE COURSES:

BIOL	1010*	INTRODUCTION TO BIOLOGY	3
BIOL	2000*	HUMAN ANATOMY AND PHYSIOLOGY	3
MESE	2020*	MEDICAL INSURANCE BILLING	2
MESE	2021L*	MEDICAL INSURANCE BILLING LAB.	1
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
			10

MAJOR COURSES:

DEAS	1600	ORAL PHARMACOLOGY	3
DEAS	1200	DENTAL ANATOMY AND NOMENCLATURE	2
DEAS	1210	ORAL ANATOMY, HEAD, NECK, HISTOLOGY AND EMBRYOLOGY	2
DEAS	1300	DENTAL MATERIALS SCIENCES	2
DEAS	1311L	DENTAL MATERIALS SCIENCES LAB.	2
DEAS	1400	DENTAL RADIOLOGY	3
DEAS	1411L	DENTAL RADIOLOGY LAB.	2
DEAS	1500	INSTRUMENTS AND CLINICAL SCIENCE I	2
DEAS	1511L	INSTRUMENTS AND CLINICAL SCIENCE I LAB.	2
DEAS	1811L	ORAL MICROBIOLOGY AND INFECTIONS CONTROL LAB.	2
DEAS	2000	EXPANDED FUNCTIONS IN RESTORATIVE PRE-CLINIC SCIENCE	2
DEAS	2011L	EXPANDED FUNCTIONS IN RESTORATIVE PRE-CLINIC SCIENCE LAB.	2
DEAS	2031	EXPANDED FUNCTIONS PREVENTIVE SCIENCE CLINIC SEMINAR	2
DEAS	2041P	EXPANDED FUNCTIONS PREVENTIVE SCIENCE CLINIC PRACTICE*	2
DEAS	2061P	EXPANDED FUNCTIONS RESTORATIVE SCIENCE CLINIC PRACTICE*	2
DEAS	2051	EXPANDED FUNCTIONS RESTORATIVE SCIENCE CLINIC SEMINAR	2
DEAS	2600	INSTRUMENTS AND CLINICAL SCIENCE II	2
DEAS	2611L	INSTRUMENTS AND CLINICAL SCIENCE II LAB.	2
DEAS	2900	PREVENTIVE DENTAL TREATMENT AND ORAL PATHOLOGY	3
DEAS	2911L	PREVENTIVE DENTAL TREATMENT AND ORAL PATHOLOGY LAB.	<u>2</u>
			43

ELECTIVES**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Dental Assistant with Expanded Functions Practices are equivalent to two (2) internships practices of 180 hours each.

ASSOCIATE DEGREE IN NURSING

OBJECTIVE

The associate degree in Nursing program will prepare students with the knowledge and skills needed for an entry level position in a community hospital, laboratory, doctor's office or elderly care facility, with a balance between the aspects related to their technical education and the social aspects of each individual's development. The objective of the Associate Degree in Nursing is geared towards those students interested in collaborating and participating in the planning and delivery of providing direct nursing care to patients in hospitals or ambulatory care facilities.

The students apply their abilities, skills and fundamentals in the procedure of the natural sciences and human behavior, always under the direct supervision of a nurse, general physician, or specialist.

MINIMUM REQUIREMENTS:

25	Credits in General Education
15	Credits in Core Courses
38	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
81	Total Credits

GENERAL EDUCATION:

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
MATH	1010	BASIC MATHEMATICS	3
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	<u>1</u>
			25

CORE COURSES:

BIOL	1010*	INTRODUCTION TO BIOLOGY	3
BIOL	2000*	HUMAN ANATOMY AND PHYSIOLOGY	3

CHEM	1010*	GENERAL CHEMISTRY FOR HEALTH SCIENCES	3
CHEM	1011L*	GENERAL CHEMISTRY FOR HEALTH SCIENCES LAB.	1
MICR	1000*	BASIC MICROBIOLOGY	3
MICR	1011L	BASIC MICROBIOLOGY LAB.	1
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
			15

MAJOR COURSES:

NURS	1000	NURSING THEORY AND EVOLUTION	2
NURS	1050	PHARMACOLOGY AND NURSING IMPLICATIONS	3
NURS	1211L	PHARMACOLOGY AND LABORATORY SKILLS FOR THE MEDICINES ADMINISTRATION	2
NURS	1300	FUNDAMENTALS OF NURSING	3
NURS	1311L	FUNDAMENTALS OF NURSING LAB.	2
NURS	1411P	PRACTICE OF FUNDAMENTALS OF NURSING	1
NURS	1500	NURSING ETHICS AND LAW	2
NURS	1550	NURSING INTERVENTIONS WITH ADULTS AND ELDERLY WITH HEALTH ALTERATIONS I	3
NURS	1561P	NURSING INTERVENTIONS WITH ADULTS AND ELDERLY WITH HEALTH ALTERATIONS I (PRACTICUM)*	1
NURS	1600	NURSING INTERVENTIONS WITH ADULTS AND ELDERLY WITH HEALTH ALTERATIONS II	3
NURS	1611P	NURSING INTERVENTIONS WITH ADULTS AND ELDERLY WITH HEALTH ALTERATIONS II (PRACTICUM)*	1
NURS	2600	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN	3
NURS	2611P	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN (PRACTICUM)*	1
NURS	2700	NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT WITH HEALTH ALTERATIONS	3

NURS 2711P	NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT WITH HEALTH ALTERATIONS PRACTICUM*	1
NURS 2740	NURSING INTERVENTIONS WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY	3
NURS 2751P	CLINICAL PRACTICE IN NURSING INTERVENTION WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY*	1
NURS 2761	INTEGRATING SEMINAR-NURSING	<u>3</u>
		38

ELECTIVE **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Nursing Practices are equivalent to 112 hours each.

**ASSOCIATE DEGREE
IN PHARMACY TECHNICIAN**

OBJECTIVE

The Academic Associate Degree Program in Pharmacy Technician aims to prepare students with the knowledge and skills required to work as assistants to a pharmacist. The Pharmacy Technician Program is geared to those students interested in offering their services in community or hospital pharmacies as assistants as per the laws and regulations of the Puerto Rico Pharmacy Board.

MINIMUM REQUIREMENTS:

25	Credits in General Education
17	Credits in Core Courses
42	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
87	Total Credits

GENERAL EDUCATION

ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010-1020	HUMANITIES I-II OR	
SOSC	1010-1020	SOCIAL SCIENCIES I-II	6
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SPAN	1010-1020	BASIC SPANISH I, II	<u>6</u>
			25

CORE COURSES

CHEM	2010*	GENERAL CHEMISTRY I	4
CHEM	2020*	GENERAL CHEMISTRY II	4
CHEM	2011L*	GENERAL CHEMISTRY I LAB.	1
CHEM	2021L*	GENERAL CHEMISTRY II LAB.	1
BIOL	2000*	HUMAN ANATOMY AND PHYSIOLOGY	3
BIOL	1010*	INTRODUCTION TO BIOLOGY	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
			17

MAJOR COURSES:

PHAR	1000	PHARMACEUTICAL THEORY	3
PHAR	1050	PHARMACEUTICAL CHEMISTRY	3
PHAR	1100	PHARMACEUTICAL MATHEMATICS	3
PHAR	2151L	DISPENSING TECHNIQUES LABORATORY	2
PHAR	2250	PHARMACEUTICAL LEGISLATION	3
PHAR	2350	POSOLOGY	3
PHAR	2361L	PHARMACY ADMINISTRATION LAB.	2
PHAR	2371	PHARMACY INTERNSHIP SEMINAR II	1
PHAR	2381P	PHARMACY INTERNSHIP I	2
PHAR	2401P	PHARMACY INTERNSHIP II*	2
PHAR	2411P	PHARMACY INTERNSHIP II*	2
PHAR	2451	PHARMACY INTERNSHIP SEMINAR II 2	
PHAR	2461	PHARMACY INTERNSHIP SEMINAR III	2
PHAR	2560	PHARMACOLOGY	3
PHAR	2630	PHARMACEUTICAL SPECIALTIES I	3
PHAR	2650	PHARMACEUTICAL SPECIALTIES II	3
PHAR	2670	PHARMACEUTICAL SPECIALTIES III	<u>3</u>
			42

ELECTIVES: **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Pharmacy Technician Practice is equivalent to two (2) internships of 350 hours each and another one of 300 hours. In addition, the student must take 550 additional practice hours to complete the 1,000 hours required to take the Pharmacy Technician Licensing Exam.

**BUSINESS
ADMINISTRATION
TECHNOLOGY, AND
EDUCATION DEPARTMENT**

**BUSINESS ADMINISTRATION
TECHNOLOGY, AND EDUCATION DEPARTMENT**

The Business Administration, Technology and Education Department provides students with the opportunity to develop the ability and skills in the principles and practice of these fields. It aims to develop in the students an understanding of the management and technology situations while they have the opportunity of acquiring skills such as problem solving, teamwork, communication, memory, self management and administrative techniques. This Department offers Associate Degrees in Business Administration, Information Technology, Electrical and Electronic Engineering Technology, Office Systems and Tourism, and Bachelor's Degrees in Education, Office Systems Administration, Information Technology, and Banking.

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION
WITH MAJOR IN BANKING**

OBJECTIVE:

This program prepares the students to accomplish effectively different roles within the banking industry. The students will acquire the necessary skills in areas such as paying and receiving, commercial finance, money banking, and fundamentals of investment and realty. The program will qualify students to work in areas such as administrative and client services.

Minimum Requirements

40	Credits in General Education
39	Credits in Core Courses
43	Credits in Major Courses
<u>3</u>	Credits in Electives
125	Total Credits

GENERAL EDUCATION

BIOL	1010	INTRODUCTION TO BIOLOGY	3
ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HIST	1010	HISTORY OF PUERTO RICO	
		OR	
HIST	4020	HISTORY OF UNITED STATES	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SOSC	1030	SOCIAL SCIENCES: TENDENCIES AND PERSPECTIVES	4
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2020	WRITING AND COMPOSITION	<u>2</u>
			40

CORE COURSES

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
ACCO	1050	INTRODUCTION TO ACCOUNTING II	4
BUAD	2250	HUMAN RELATIONS	3
BUAD	3050	ETHICS IN BUSINESS	3
BUMA	1000	INTRODUCTION TO BUSINESS	3
FINA	2100	FINANCE AND CASH FLOW	3
ECON	2000	MICROECONOMICS	3
ECON	3200	MACROECONOMICS	3
MATH	1050	BUSINESS MATHEMATICS	3
OFSY	2501L	KEYBOARDING AND LAB.	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
STAT	2000	INTRODUCTION TO STATISTICS	3
STAT	3300	INFERENTIAL STATISTICS	<u>3</u>
			39

MAJOR COURSES

FINA	2710	MONEY AND BANKING	3
ACCO	4220	PRINCIPLES OF AUDITING	3
BANK	1010	FOUNDATIONS OF BANKING OPERATIONS	3
BANK	1020	BANKING REGULATIONS AND POLICIES	3
BANK	1030	BANKING CREDIT	3
BANK	2010	FOUNDATIONS OF INVESTMENTS	3
BANK	2101L	BANK TELLER AND PAYER/ COLLECTOR I LAB.	3
BANK	2201L	BANK TELLER AND PAYER/ COLLECTOR II LAB.	3
BANK	3010	MORTGAGE AND REAL ESTATE MARKET	3
BANK	4010	CUSTOMER SERVICE	3

BANK	4020	INTERNATIONAL MARKET	3
BANK	4301P	PRACTICE IN BANKING	4
MKTG	1010	MARKETING PRINCIPLES	3
MKTG	2020	MARKETING TECHNIQUES IN BANKING SYSTEMS	<u>3</u>
			43

ELECTIVES **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Administration with a Major in Banking Practice is equivalent to 225 hours.

BACHELOR'S DEGREE IN EDUCATION WITH MAJOR IN HEALTH EDUCATION

OBJECTIVE

The Bachelor's degree in Education with a Major in Health Education has the objective to develop in the students skills and knowledge in the area of Health Education. The students will develop as professionals capable of collaborating with the changing processes that will enhance their own lives and those of others. The courses in Health Education will emphasize the development of the different skills and attitudes that make a creative, critical, and flexible mind possible. The students will attain a higher sense of leadership, humanistic and ethical values and will be able to harmoniously integrate education and health. Will be able to develop promotion programs in health education that will strengthen both public and private education and will be able to deliver courses and conferences both in the classrooms and in community forums.

MINIMUM REQUIREMENTS

40	Credits in General Education
17	Credits in Core Courses
59	Credits in Major Courses
<u>9</u>	Credits in Elective Courses
125	Total Credits

GENERAL EDUCATION

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HIST	1010	HISTORY OF PUERTO RICO	3
HIST	4020	HISTORY OF UNITED STATES	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
MATH	1010	BASIC MATHEMATICS	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
SOSC	1030	SOCIAL SCIENCES, TENDENCIES AND PERSPECTIVES	4
SPAN	1010	BASIC SPANISH I	3

SPAN	1020	BASIC SPANISH II	3
SPAN	2020	WRITING AND COMPOSITION	<u>2</u>
			40

CORE COURSES

BIOL	1010*	INTRODUCTION TO BIOLOGY	3
BIOL	2000*	HUMAN ANATOMY AND PHYSIOLOGY	3
ITTE	4211L*	INTEGRATING TECHNOLOGY IN THE CURRICULUM AND WORKSHOP	2
ITTE	4230*	ASSISTIVE TECHNOLOGY	2
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SEMI	2009*	SEMINAR OF PRESENT ISSUES	3
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			17

MAJOR COURSES

EDUC	2020	PSYCHOLOGY OF HUMAN DEVELOPMENT	3
EDUC	2030	THEORIES OF INSTRUCTION	3
EDUC	3120	TEACHING METHODOLOGY	3
EDUC	3140	SOCIOLOGICAL FOUNDATIONS OF EDUCATION	3
EDUC	3150	PHILOSOPHICAL FOUNDATIONS OF EDUCATION	3
EDUC	3160	EXCEPTIONAL POPULATION	3
EDUC	3170	CURRICULUM DESIGN AND REVISION	3
EDUC	4000	PROPOSAL DEVELOPMENT	2
EDUC	4130	MEASUREMENT, EVALUATION AND ASSESSMENT	3
HEED	1020	FOUNDATION OF EDUCATION FOR HEALTH	3
HEED	1040	NUTRITION, SCHOOL AND COMMUNITY	3
HEED	1500	FIRST AID	3

HEED	2050	ENVIRONMENTAL HEALTH EDUCATION	3
HEED	2060	PERSONALITY DYNAMICS AND MENTAL HEALTH	3
HEED	2080	HEALTH EDUCATION DURING ADULTHOOD AND OLD AGE	3
HEED	3010	HEALTH AND QUALITY OF LIFE	3
HEED	3020	HEALTH EDUCATION COUNSELING	3
HEED	4040	HUMAN SEXUALITY AND EDUCATION	3
HEED	4120	TEACHING METHODOLOGY IN HEALTH EDUCATION	3
HEED	4311P	INTERDISCIPLINARY EXPERIENCES	<u>3</u>
			59
ELECTIVES			9

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Business Education with Major in Health Education Practice is equivalent to 200 hours internship in an Educational Center and 100 additional internship hours in an Organization or Institution that offer services to the community.

**BACHELOR'S DEGREE IN EDUCATION
WITH MAJOR IN PRESCHOOL EDUCATION**

OBJECTIVE

The Bachelor's Degree in Education with major in Preschool Education has the objective of offering the student the opportunity of developing as a professional of early childhood. This program will develop a professional capable of assuming the role of educational leader, teacher and entrepreneur, and provide the necessary knowledge to establish his own business as needed in this area.

MINIMUM REQUIREMENTS:

40	Credits in General Education
23	Credits in Core Courses
62	Credits in Major Courses
<u>6</u>	Credits in Elective Courses
131	Total Credits

GENERAL EDUCATION:

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HIST	1010	HISTORY OF PUERTO RICO	3
HIST	4020	HISTORY OF UNITED STATES	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2020	WRITING AND COMPOSITION	2
SOSC	1030	SOCIAL SCIENCES: TENDENCIES AND PERSPECTIVES	<u>4</u>
			40

CORE COURSES:

BUMA	1050*	INTRODUCTION TO ENTREPRENEURSHIP	3
BUMA	2050*	SMALL BUSINESS PLANNING	3
BUMA	2150*	SMALL BUSINESS PROPOSAL AND DEVELOPMENT	4
ITTE	3111L*	DEVELOPMENT OF MULTIMEDIA MATERIALS AND WORKSHOP	2
ITTE	4211L*	INTEGRATING TECHNOLOGY IN THE CURRICULUM AND WORKSHOP	2
ITTE	4230*	ASSISTIVE TECHNOLOGY	2
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SEMI	2009*	SEMINAR OF PRESENT ISSUES	3
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			23

MAJOR COURSES:

EDUC	2020	PSYCHOLOGY OF HUMAN DEVELOPMENT	3
EDUC	2030	THEORIES OF INSTRUCTION	3
EDUC	2040	FUNDAMENTALS OF EARLY EDUCATION	3
EDUC	2050	THE PROCESS OF ACTIVE GAME IN THE CHILD LEARNING	3
EDUC	3030	MOTOR SKILLS IN EARLY EDUCATION	3
EDUC	3050	EARLY OBSERVATION AND INTERVENTION	3
EDUC	3120	TEACHING METHODOLOGY	3
EDUC	3140	SOCIOLOGICAL FOUNDATIONS OF EDUCATION	3
EDUC	3150	PHILOSOPHICAL FOUNDATIONS OF EDUCATION	3
EDUC	3160	EXCEPTIONAL POPULATION	3
EDUC	3175	DESIGN AND REVISION OF THE CURRICULUM OF THE PRESCHOOL CHILD	3
EDUC	3180	ETHICAL AND LEGAL ASPECTS IN EDUCATION	3

EDUC	3190	LEADERSHIP AND CREATIVITY	3
EDUC	3230	THE LANGUAGE ARTS IN THE PRESCHOOL CHILD	3
EDUC	3250	HEALTH, NUTRITION AND SECURITY IN THE PRESCHOOL	3
EDUC	3290	MANAGEMENT RECREATION PROGRAMS FOR CHILDHOOD SERVICE	3
EDUC	4130	MEASUREMENT, EVALUATION AND ASSESSMENT	3
EDUC	4161L	HANDLING AND CARE OF THE INFANT AND LABORATORY	2
EDUC	4170	TEACHING METHODOLOGY IN PRESCHOOL	3
EDUC	4551P	CLINICAL EXPERIENCES*	5
SEMI	4001	INTEGRATING SEMINAR	<u>1</u>
			62

ELECTIVES **6**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Business Education with Major in Preschool Education Practice is equivalent to 225 hours.

BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY

OBJECTIVE

The Bachelor's Degree in Information Technology will develop in the student the skills and knowledge in the area of technology in accordance with the demands of the labor market. The student will be able to evolve both in the public and private sector. The student will obtain advanced knowledge directed to the architecture, administration, diagnosis, and maintenance of communication networks and the handling, repair, configuration and programming of computers. In addition, students will be familiarized with the principles of audit and security in the networks as well as be prepared to create communication protocols for Internet.

MINIMUM REQUIREMENTS:

36	Credits in General Education
11	Credits in Core Courses
80	Credits in Major Courses
<u>6</u>	Credits in Elective Courses
133	Total Credits

GENERAL EDUCATION:

BIOL	1010	INTROD. TO BIOLOGY	3
ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
HIST	1010	HISTORY OF PUERTO RICO	3
MATH	1010	BASIC MATHEMATICS	3
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	<u>3</u>
			36

CORE COURSES:

ACCO	1000	INTROD. TO ACCOUNTING I	4
BUMA	1000	INTROD. TO BUSINESS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			11

MAJOR COURSES:

INTE	2450	DATA COMMUNICATIONS	3
INTE	2461L	DATA COMMUNICATIONS LABORATORY	2
INTE	2500	LOCAL AREA NETWORKS	4
INTE	2511L	LOCAL AREA NETWORKS LAB	2
INTE	2540	COMPUTER NETWORKS ARCHITECTURE	3
INTE	2551L	COMPUTER NETWORKS ARCHITECTURE LAB.	1
INTE	2560	NETWORKS ADMINISTRATION	3
INTE	2571L	NETWORKS ADMINISTRATION LAB.	1
INTE	3010	WEB PAGE DESIGN	3
INTE	3011L	WEB PAGE DESIGN LAB.	1
INTE	3020	DIAGNOSTIC AND MAINTENANCE OF PC	3
INTE	3031L	DIAGNOSTIC AND MAINTENANCE OF PC LAB.	1
INTE	4010	NETWORKS SECURITY AND AUDITING	3
INTE	4120	INTRODUCTION TO ELECTRONIC COMMERCE	3
INTE	4131L	INTRODUCTION TO ELECTRONIC COMMERCE LAB.	1
INTE	4161P	INFORMATION TECHNOLOGY PRACTICE	4
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
PROG	1030L	INTRODUCTION TO COMPUTERS PROGRAMMING AND LAB.	2
PROG	1150	DATA BASE DESIGN	3

PROG	1161L	DATA BASE DESIGN LAB.	2
PROG	2250	APPLICATIONS DEVELOPMENT I	3
PROG	2261L	APPLICATIONS DEVELOPMENT I LAB.	2
PROG	2350	OPERATING SYSTEMS AND ARCHITECTURE	3
PROG	2361L	OPERATING SYSTEMS AND ARCHITECTURE LAB.	2
PROG	2371L	ELECTRONICS PRESENTATIONS AND LAB.	3
PROG	2470	ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS	3
PROG	2481L	ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS LAB.	2
PROG	3350	APPLICATIONS DEVELOPMENT II	3
PROG	3361L	APPLICATIONS DEVELOPMENT II LAB.	1
PROG	3370	OBJECT ORIENTED PROGRAMMING	3
PROG	3371L	OBJECT ORIENTED PROGRAMMING LAB.	1
PROG	3420	DATA BASE MANAGEMENT	3
PROG	3431L	DATA BASE MANAGEMENT LAB.	<u>2</u>
			80

ELECTIVES **6**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Information Technology Practice is equivalent to 225 hours.

**BACHELOR'S DEGREE IN OFFICE SYSTEMS
ADMINISTRATION**

OBJECTIVE:

The Bachelor's Degree in Office Systems Administration will develop in the student the necessary skills and knowledge to fulfill the business requirements of an office professional in the automated office. The student will demonstrate a high professionalism, leadership, and high humanistic and ethical sense, in addition to the performance of the profession's tasks. The student will also perform administrative duties, make effective decisions, participate in the solution of different office situations, supervise other employees, and assist the executive in managerial functions assigned.

MINIMUM REQUIREMENTS:

36	Credits in General Education
22	Credits in Core Courses
64	Credits in Major Courses
<u>6</u>	Credits in Electives
128	Total Credits

GENERAL EDUCATION:

BIOL	1010	INTRODUCTION TO BIOLOGY	3
ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HIST	1010	HISTORY OF PUERTO RICO	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
MATH	1010	BASIC MATHEMATICS	3
SOCS	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	<u>3</u>
			36

CORE COURSES:

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
ACCO	2250	COMPUTERIZED ACCOUNTING	3
ACCO	2261L	COMPUTERIZED ACCOUNTING LAB.	2
BUAD	2250	HUMAN RELATIONS	3
ENGL	2000	BUSINESS ENGLISH	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN	2000	BUSINESS SPANISH	3
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			22

MAJOR COURSES:

BUAD	2050	BUSINESS LAW	3
BUAD	3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA	1000	INTRODUCTION TO BUSINESS	3
MKTG	1010	MARKETING PRINCIPLES	3
OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I & LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II & LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTATION & TRANSCRIPTION OF SPANISH SPEEDWRITING AND LAB.	3
OFSY	2201L	DICTATION & TRANSCRIPTION OF ENGLISH SPEEDWRITING AND LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2700	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I	3
OFSY	2711L	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I LAB.	2
OFSY	2751L	ELECTRONIC BUSINESS WRITING AND LAB.	3
OFSY	2800	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II	3

OFSY	2811L	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II LAB.	2
OFSY	3901L	SIMULATED OFFICE AND LAB.	3
OFSY	3010	BUSINESS TRANSLATION	3
OFSY	3851P	OFFICE SYSTEMS PRACTICE AND INTEGRATING SEMINAR	4
PROG	2300	USE AND MANAGEMENT OF ELECTRONIC SHEET	3
PROG	2311L	USE AND MANAGEMENT OF ELECTRONIC SHEET LAB.	<u>2</u>
			64

ELECTIVES **6**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Office Systems Administration Practice is equivalent to 200 externship hours and 25 seminar hours.

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

OBJECTIVE

The Associate Degree in Business Administration with Major in Accounting provides students with the knowledge and skills necessary for an entry level position in the Business Administration field. It also prepares the student to perform the functions of analyzing, investigating, summarizing, informing and interpreting accounting reports with the use of modern technology for the decision making process.

MINIMUM REQUIREMENTS:

22	Credits in General Education
33	Credits in Core Courses
23	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
81	Total Credits

GENERAL EDUCATION:

ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010	HUMANITIES I OR	
SOSC	1010	SOCIAL SCIENCES I	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SPAN	1010-1020	BASIC SPANISH I, II	<u>6</u>
			22

CORE COURSES:

BUAD	2250	HUMAN RELATIONS	3
BUAD	2050	BUSINESS LAW	3
BUMA	1000	INTRODUCTION TO BUSINESS	3
ECON	2000	MICROECONOMICS	3
ENGL	2000	BUSINESS ENGLISH	3
FINA	2100	FINANCE AND CASH FLOW	3

MATH	1050	BUSINESS MATHEMATICS	3
PROG	2300	USE AND MANAGEMENT OF ELECTRONIC SHEET	3
PROG	2311L	USE AND MANAGEMENT OF ELECTRONIC SHEET LAB.	2
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN	2000	BUSINESS SPANISH	3
STAT	2000	INTROD. TO STATISTICS	<u>3</u>
			33

MAJOR COURSES:

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
ACCO	1050	INTRODUCTION TO ACCOUNTING II	4
ACCO	2100	INTERMEDIATE ACCOUNTING	3
ACCO	2250	COMPUTERIZED ACCOUNTING	3
ACCO	2261L	COMPUTERIZED ACCOUNTING LAB.	2
ACCO	2200	PUERTO RICAN TAXES	3
ACCO	2301P	ACCOUNTING PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			23

ELECTIVE**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Business Administration with Major in Accounting Practice is equivalent to 210 hours and 15 seminar hours.

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

OBJECTIVE

The Associate Degree in Business Administration with Major in Entrepreneurship develops in the student basic administrative and managerial capabilities. Also, conscious of the new realities, changes and trends in our economy, this course offers an alternative for the student to acquire the basic knowledge in planning, implementing, developing and operating his own business.

MINIMUM REQUIREMENTS:

22	Credits in General Education
37	Credits in Core Courses
19	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
81	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I-II	6
ENGL	1010-1020	BASIC ENGLISH I-II	6
HUMA	1010	HUMANITIES I	
		OR	
SOSC	1010	SOCIAL SCIENCES I	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	<u>3</u>
			22

CORE COURSES:

ACCO	1000	INTROD. TO ACCOUNTING I	4
ACCO	1050	INTROD. TO ACCOUNTING II	4
ACCO	2200	PUERTO RICAN TAXES	3
ACCO	2250	COMPUTERIZED ACCOUNTING	3
ACCO	2261L	COMPUTERIZED ACCOUNTING LAB.	2

BUAD	2250	HUMAN RELATIONS	3
ECON	2000	MICROECONOMICS	3
MATH	1050	BUSINESS MATHEMATICS	3
MKTG	1010	MARKETING PRINCIPLES	3
PROG	1150	DATA BASE DESIGN	3
PROG	1161L	DATA BASE DESIGN LAB.	2
PROG	2371L	ELECTRONICS PRESENTATIONS AND LAB.	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
			37

MAJOR COURSES:

BUMA	1000	INTROD. TO BUSINESS	3
BUMA	1050	INTROD. TO ENTREPRENEURSHIP	3
BUMA	2000	BUSINESS REGULATIONS AND PERMITS	3
BUMA	2050	SMALL BUSINESS PLANNING	3
BUMA	2150	SMALL BUSINESS PROPOSAL AND DEVELOPMENT	4
FINA	2100	FINANCE AND CASH FLOW	<u>3</u>
			19

ELECTIVES: **3**

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

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION
WITH MAJOR IN INFORMATION SYSTEMS**

OBJECTIVE

The Associate Degree in Business Administration with Major in Information Systems provides the student with the knowledge and skills to manage business information systems. Students will be able to operate and work in a computerized accounting system and environment.

MINIMUM REQUIREMENTS:

21	Credits in General Education
32	Credits in Core Courses
26	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
82	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010	HUMANITIES I OR	
SOSC	1010	SOCIAL SCIENCES I	3
MATH	1010	BASIC MATHEMATICS	3
BIOL	1010	INTRODUCTION TO BIOLOGY	<u>3</u>
			21

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
BUMA	1000	INTRODUCTION TO BUSINESS	3
ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
SPAN	2000	BUSINESS SPANISH	3
ACCO	1050	INTRODUCTION TO ACCOUNTING II	4
STAT	2000	INTRODUCTION TO STATISTICS	3
ACCO	2250	COMPUTERIZED ACCOUNTING	3

ACCO	2261L	COMPUTERIZED ACCOUNTING LAB.	2
BUAD	2050	BUSINESS LAW	3
BUAD	2250	HUMAN RELATIONS	3
ENGL	2000	BUSINESS ENGLISH	<u>3</u>
			32

MAJOR COURSES:

ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
PROG	2371L	ELECTRONICS PRESENTATIONS AND LAB.	3
PROG	1150	DATA BASE DESIGN	3
PROG	1161L	DATA BASE DESIGN LAB.	2
PROG	2300	USE AND MANAGEMENT OF ELECTRONIC SHEET	3
PROG	2311L	USE AND MANAGEMENT OF ELECTRONIC SHEET LAB.	2
PROG	2470	ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS	3
PROG	2481L	ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS LAB.	2
BUAD	2351P	PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			26

ELECTIVES: **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Business Administration with Major in Information Systems Practice is equivalent to 2 10 externship practice hours and 15 seminar hours.

**ASSOCIATE DEGREE IN ELECTRICAL
ENGINEERING TECHNOLOGY**

OBJECTIVE

The objective of this program is to provide the student the necessary skills in the field of Electrical Engineering Technology. The graduates of this program will be able to work as Electrical Power Technicians, assistant or installer of electrical and wiring systems among others. They will also be able to offer maintenance to equipment and electrical devices based on the Electrical Code Manuals as well as interpreting electrical diagrams and blue prints. The curriculum is designed to prepare the student not only in his area but also in the verbal communication both in Spanish and English based on the ethical norms of his profession for the benefit of the progress and quality of life of his community and country.

MINIMUM REQUIREMENTS:

19	Credits in General Education
21	Credits in Core Courses
39	Credits in Major Courses
<u>3</u>	Credits in Elective
82	Total Credits

GENERAL EDUCATION:

SPAN	1010	BASIC SPANISH I	3
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010-1020	HUMANITIES I - II OR	
SOSC	1010-1020	SOCIAL SCIENCES I - II	6
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	<u>1</u>
			19

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
TEEN	2150	TECHNICAL ENGLISH FOR ELECTRONICS	3
MATH	2010	BASIC MATHEMATICS FOR ENGINEERING TECHNOLOGY	3

ELEC	1030	BASIC ELECTRONICS	4
ELEC	1041L	BASIC ELECTRONICS LAB.	2
ELEC	2400	INTRODUCTION TO INDUSTRIAL ELECTRONICS	3
ELEC	2411L	INTRODUCTION TO INDUSTRIAL ELECTRONICS LAB.	1
ELEC	2850	PROGRAMMABLE LOGIC CONTROLLERS (PLC)	3
ELEC	2861L	PROGRAMMABLE LOGIC CONTROLLERS LAB. (PLC)	<u>1</u>
			21

MAJOR COURSES:

ELEN	1000	INDUSTRIAL SECURITY	3
ELEC	1010	BASIC ELECTRICITY	4
ELEC	1021L	BASIC ELECTRICITY LAB.	2
ELEN	1050	TRIPHASICS ELECTRICAL CIRCUITS ANALYSIS	3
ELEN	2310	ELECTRICAL MACHINERIES	3
ELEN	2311L	ELECTRICAL MACHINERIES LAB.	2
ELEN	2320	ELECTRICAL REGULATIONS AND WIRING	3
ELEN	2321L	ELECTRICAL REGULATIONS AND WIRING LAB.	2
ELEN	2430	ELECTRICAL POWER SYSTEMS	3
ELEN	2431L	ELECTRICAL POWER SYSTEMS LAB.	1
ELEN	2440	ELECTRICAL DISTRIBUTION	3
ELEN	2550	ELECTRICAL SYSTEMS PROTECTION	3
ELEN	2551L	ELECTRICAL SYSTEMS PROTECTION LAB.	1
ELEN	2460	ELECTRICAL ILLUMINATION SYSTEMS DESIGN	3
ELEN	2901P	ELECTRICAL PRACTICE AND SEMINAR*	<u>3</u>
			39

ELECTIVES **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Electrical Engineering Technology Practice is equivalent to 225 hours.

**ASSOCIATE DEGREE IN
ELECTRONICS ENGINEERING TECHNOLOGY**

OBJECTIVE

The Associate Degree in Electronics Engineering Technology provides students with the knowledge and skills in the electronics technology field. The graduates from this program will acquire the knowledge of electronics technology in order to be capable of obtaining an entry level position in industries as electronics technicians as well as being able to work independently repairing electronic devices and equipment. The program satisfies the needs of industries highly specialized in electronics. It also emphasizes automated processes using robotic arms and PLC'S. The curriculum is tailored to prepare students with advanced technical knowledge and high skills in electronics such as digital and logic circuits, principles of computers, microprocessors, microcomputers, communications, and industrial electronics.

MINIMUM REQUIREMENTS:

21	Credits in General Education
7	Credits in Core Courses
55	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
86	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010-1020	HUMANITIES I-II OR	
SOSC	1010-1020	SOCIAL SCIENCES I-II	6
BIOL	1010	INTRODUCTION TO BIOLOGY	<u>3</u>
			21

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
TEEN	2150	TECHNICAL ENGLISH FOR ELECTRONICS	3
MATH	2010	BASIC MATHEMATICS FOR ENGINEERING TECHNOLOGY	<u>3</u>
			7

MAJOR COURSES:

ELEC	1010	BASIC ELECTRICITY	4
ELEC	1021L	BASIC ELECTRICITY LAB.	2
ELEC	1030	BASIC ELECTRONICS	4
ELEC	1041L	BASIC ELECTRONICS LAB.	2
ELEC	1050	DIGITAL ELECTRONICS	4
ELEC	1061L	DIGITAL ELECTRONICS LAB.	2
ELEC	2200	INTROD. TO THE MICROPROCESSORS	3
ELEC	2211L	INTROD. TO THE MICROPROCESSORS LAB.	1
ELEC	1350	OPERATING SYSTEMS FOR ELECTRONICS	3
ELEC	1361L	OPERATING SYSTEMS FOR ELECTRONICS LAB.	2
ELEC	2350	INTRODUCTION TO ROBOTICS	3
ELEC	2361L	INTRODUCTION TO ROBOTICS LAB.	1
ELEC	2400	INTRO. TO THE INDUSTRIAL ELECTRONICS	3
ELEC	2411L	INTRO. TO THE INDUSTRIAL ELECTRONICS LAB.	1
ELEC	2450	TELECOMMUNICATIONS	3
ELEC	2461L	TELECOMMUNICATIONS LAB.	1
ELEC	2500	MICROCOMPUTERS REPAIR	3
ELEC	2511L	MICROCOMPUTERS REPAIR LAB.	1
ELEC	2750	ELECTRONIC EQUIPMENT REPAIR	3
ELEC	2761L	ELECTRONIC EQUIPMENT REPAIR LAB.	2
ELEC	2850	PROGRAMMABLE LOGIC CONTROLLERS (PLC)	3
ELEC	2861L	PROGRAMMABLE LOGIC CONTROLLERS (PLC) LAB.	1
ELEC	2901P	ELECTRONICS PRACTICE*	<u>3</u>
			55

ELECTIVES**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Electronics Engineering Technology Practice is equivalent to 135 hours.

**ASSOCIATE DEGREE IN
INFORMATION TECHNOLOGY**

OBJECTIVE

The Information Technology Program prepares professionals in the use of different computer equipment in either the public or private sector. The graduate will obtain knowledge geared to the architecture, administration, diagnostic and maintenance of network communication through the use of the computer. Students will also be prepared to configure communication protocols for the Internet.

MINIMUM REQUIREMENTS:

21	Credits in General Education
11	Credits in Core Courses
52	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
87	Total Credits

GENERAL EDUCATION:

BIOL	1010	INTRODUCTION TO BIOLOGY	3
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010	HUMANITIES I OR	
SOSC	1010	SOCIAL SCIENCE I	3
MATH	1010	BASIC MATHEMATICS	3
SPAN	1010-1020	BASIC SPANISH I, II	<u>6</u>
			21

CORE COURSES:

ACCO	1000	INTROD. TO ACCOUNTING I	4
BUMA	1000	INTROD. TO BUSINESS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN	2000	BUSINESS SPANISH	<u>3</u>
			11

MAJOR COURSES:

INTE	2450	DATA COMMUNICATIONS	3
INTE	2461L	DATA COMMUNICATIONS LAB.	2
INTE	2500	LOCAL AREA NETWORKS	4
INTE	2511L	LOCAL AREA NETWORKS LAB.	2
INTE	2540	COMPUTER NETWORKS ARCHITECTURE	3
INTE	2551L	COMPUTER NETWORKS ARCHITECTURE LAB.	1
INTE	2560	NETWORKS ADMINISTRATION	3
INTE	2571L	NETWORKS ADMINISTRATION LAB.	1
INTE	2601P	INFORMATION TECHNOLOGY PRACTICE*	4
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
PROG	1150	DATA BASE DESIGN	3
PROG	1161L	DATA BASE DESIGN LAB.	2
PROG	1030L	INTRODUCTION TO COMPUTER PROGRAMMING AND LAB.	2
PROG	2250	APPLICATIONS DEVELOPMENT I	3
PROG	2261L	APPLICATIONS DEVELOPMENT I LAB.	2
PROG	2350	OPERATING SYSTEMS AND ARCHITECTURE	3
PROG	2361L	OPERATING SYSTEMS AND ARCHITECTURE LAB.	2
PROG	2371L	ELECTRONICS PRESENTATIONS AND LAB.	3
PROG	2470	ANALYSIS, DESIGN & IMPLEMEN. OF SYSTEMS	3
PROG	2481L	ANALYSIS, DESIGN & IMPLEMEN. OF SYSTEMS LAB.	<u>2</u>
			52

ELECTIVES **3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Information Technology practice is equivalent to 225 hours.

ASSOCIATE DEGREE IN INSTRUMENTATION

OBJECTIVE

The Associate Degree in Instrumentation will provide the students the necessary knowledge and skills to be able to obtain an entry level position in all types of industries of products or services with automated processes such as: pharmaceuticals, electronics, manufacturing, health, communications, and telecommunications.

The program will prepare the student with the necessary skills to perform successfully in the areas of calibration, hydraulic, programming, management and maintenance of Programmable Logic Controller (PLC), and management of robotic arms.

MINIMUM REQUIREMENTS:

15	Credits in General Education
10	Credits in Core Courses
57	Credits in Major Courses
<u>3</u>	Credits in Electives
85	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010	HUMANITIES I	
OR			
SOSC	1010	SOCIAL SCIENCES I	<u>3</u>
			15

CORE COURES:

TEEN	2150	TECHNICAL ENGLISH FOR ELECTRONICS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
MATH	2010	BASIC MATHEMATICS FOR ENGINEERING TECHNOLOGY	3
MATH	2020	PRE-CALCULUS FOR ENGINEERING TECHNOLOGY	<u>3</u>
			10

MAJOR COURSES:

ELEC	1010	BASIC ELECTRICITY	4
ELEC	1021L	BASIC ELECTRICITY LAB.	2
ELEC	1030	BASIC ELECTRONICS	4
ELEC	1041L	BASIC ELECTRONICS LAB.	2
ELEC	1050	DIGITAL ELECTRONICS	4
ELEC	1061L	DIGITAL ELECTRONICS LAB.	2
ELEC	2200	INTROD. TO THE MICROPROCESSORS	3
ELEC	2211L	INTROD. TO THE MICROPROCESSORS LAB.	1
ELEC	1350	OPERATING SYSTEMS FOR ELECTRONICS	3
ELEC	1361L	OPERATING SYSTEMS FOR ELECTRONICS LAB.	2
ELEC	2350	INTRODUCTION TO ROBOTICS	3
ELEC	2361L	INTRODUCTION TO ROBOTICS LAB.	1
ELEC	2400	INTRODUCTION TO THE INDUSTRIAL ELECTRONICS	3
ELEC	2411L	INTRODUCTION TO THE INDUSTRIAL ELECTRONICS LAB.	1
ELEC	2850	PROGRAMMABLE LOGIC CONTROLLERS	3
ELEC	2861L	PROGRAMMABLE LOGIC CONTROLLERS LAB.	1
INST	2450	INTRODUCTION TO PNEUMATICS AND HYDRAULICS	3
INST	2461L	INTRODUCTION TO PNEUMATICS AND HYDRAULICS LAB.	2
PHYS	1010	BASIC PHYSICS	3
INST	2700	INSTRUMENTATION CONTROLS AND STANDARDS	2
INST	2711L	INSTRUMENTATION CONTROLS AND STANDARDS LAB.	1
INST	2800	INTRODUCTION TO CALIBRATION	3
INST	2811L	INTRODUCTION TO CALIBRATION LAB.	1
INST	2901P	PRACTICE AND SEMINAR IN INSTRUMENTATION	3
			57

ELECTIVES:**3**

- * Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate's Degree in Instrumentation Practice is equivalent to 135 hours.

**ASSOCIATE DEGREE IN OFFICE SYSTEMS
WITH MAJOR IN INFORMATION PROCESSING**

OBJECTIVE

The Associate Degree in Office Systems with major in Information Processing provides students with the knowledge and skills needed to manage and administer an office. The graduate of this program will be skilled in operating office equipment while having a well rounded background and the ability to exercise good judgment, work independently and take full responsibility for handling the management of basic office tasks.

MINIMUM REQUIREMENTS:

24	Credits in General Education
16	Credits in Core Courses
41	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
84	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I OR	
SOSC	1010	SOCIAL SCIENCES I	3
MATH	1010	BASIC MATHEMATICS	3
BIOL	1010	INTRODUCTION TO BIOLOGY	<u>3</u>
			24

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
ENGL	2000	BUSINESS ENGLISH	3
ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
PROG	2300	USE AND MANAGEMENT OF ELECTRONIC SHEET	3
PROG	2311L	USE AND MANAGEMENT OF ELECTRONIC SHEET LAB.	2
BUAD	2250	HUMAN RELATIONS	<u>3</u>
			16

MAJOR COURSES:

OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I AND LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II AND LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTATION AND TRANSCRIPTION OF SPANISH SPEEDWRITING AND LAB.	3
OFSY	2700	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I	3
OFSY	2711L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I LAB.	2
OFSY	2201L	DICTATION AND TRANSCRIPTION OF ENGLISH SPEEDWRITING AND LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2751L	ELECTRONIC BUSINESS WRITING AND LAB.	3
OFSY	2800	WORD PROCESSING AND ELECTRONIC PRESENTATIONS II	3
OFSY	2811L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS II LAB.	2
OFSY	2851P	OFFICE PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			41

ELECTIVES**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Office Systems with Major in Information Processing Practice and Integrated Seminar is equivalent to 200 Practice Hours and 25 Contact Seminar Hours.

**ASSOCIATE DEGREE IN OFFICE SYSTEMS
WITH MAJOR IN LEGAL SECRETARY**

OBJECTIVE

The Associate Degree in Office Systems with a major in Legal Secretary will provide students the opportunity to obtain the knowledge and skills to work effectively in today's automated legal office. It will also provide the concepts of responsibility, honesty, loyalty and discretion needed in the legal office.

MINIMUM REQUIREMENTS:

24	Credits in General Education
4	Credits in Core Courses
50	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
81	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I OR	
SOSC	1010	SOCIAL SCIENCES I	3
MATH	1010	BASIC MATHEMATICS	3
BIOL	1010	INTRODUCTION TO BIOLOGY	<u>3</u>
			24

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
BUAD	2250	HUMAN RELATIONS	<u>3</u>
			4

MAJOR COURSES:

LAW	1100	INTRODUCTION TO LAW	3
LAW	1200	LEGAL INVESTIGATION	3
LAW	1300	CIVIL PROCEDURES	3
LAW	1400	MORTGAGE AND NOTARIAL LAW	3
LAW	1500	LEGAL DOCUMENTS WRITING	3
OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I AND LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II AND LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTATION AND TRANSCRIPTION OF SPANISH SPEEDWRITING & LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2700	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I	3
OFSY	2711L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I LAB.	2
OFSY	2800	WORD PROCESSING AND ELECTRONIC PRESENTATIONS II	3
OFSY	2811L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS II LAB.	2
OFSY	285IP	OFFICE PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			50

ELECTIVES**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Office Systems with Major in Legal Secretary Practice is equivalent to 200 practice hours and 25 contact seminar hours.

**ASSOCIATE DEGREE IN OFFICE SYSTEMS
WITH MAJOR IN MEDICAL SECRETARY**

OBJECTIVE

The Associate Degree in Office Systems with major in Medical Secretary will provide students the knowledge and skills needed in the automated medical office environment. Students will be working with concepts of medical terminology, procedures and administration of automated medical plans systems, within an integral and balanced education to offer an efficient service to the client.

MINIMUM REQUIREMENTS:

24	Credits in General Education
19	Credits in Core Courses
41	Credits in Major Courses
<u>3</u>	Credits in Restricted Elective
87	Total Credits

GENERAL EDUCATION:

SPAN	1010-1020	BASIC SPANISH I, II	6
ENGL	1010-1020	BASIC ENGLISH I, II	6
ENGL	2050	CONVERSATIONAL ENGLISH	3
MATH	1010	BASIC MATHEMATICS	3
HUMA	1010	HUMANITIES I OR	
SOSC	1010	SOCIAL SCIENCES I	3
BIOL	1010	INTRODUCTION TO BIOLOGY	<u>3</u>
			24

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
ENGL	2000	BUSINESS ENGLISH	3
ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
PROG	2300	USE AND MANAGEMENT OF ELECTRONIC SHEET	3

PROG	2311L	USE AND MANAGEMENT OF ELECTRONIC SHEET LAB.	2
BUAD	2250	HUMAN RELATIONS	3
BIOL	2000	ANATOMY AND PHYSIOLOGY	<u>3</u>
			19

MAJOR COURSES:

OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I AND LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II AND LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTION AND TRANSCRIPTION OF SPANISH SPEEDWRITING AND LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2700	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I	3
OFSY	2711L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I LAB.	2
OFSY	2800	WORD PROCESSING AND ELECTRONIC PRESENTATIONS II	3
OFSY	2811L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS II LAB.	2
MESE	1010	MEDICAL TERMINOLOGY	3
MESE	2020	MEDICAL INSURANCE BILLING	2
MESE	2021L	MEDICAL INSURANCE BILLING LAB.	1
OFSY	2851P	OFFICE PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			41

ELECTIVES **3**

- * All cores courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Office Systems with Major in Medical Secretary Practice is equivalent to 200 practice hours and 25 contact seminar hours.
- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

**ASSOCIATE DEGREE IN
TOURISM AND HOSPITALITY**

OBJECTIVE

The Associate Degree in Tourism and Hospitality prepares students with the knowledge and skills needed to work in the tourism industry both inside and outside of Puerto Rico, mostly, with hotel, airlines and travel agencies. Students will become knowledgeable of laws, regulations and computerized procedures, national and international tourism, geography and the phase of conventions.

MINIMUM REQUIREMENTS:

25	Credits in General Education
14	Credits in Core Courses
41	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
83	Total Credits

GENERAL EDUCATION:

ENGL	1010-1020	BASIC ENGLISH I-II	6
ENGL	2050	CONVERSATIONAL ENGLISH	3
HIST	1010	HISTORY OF PUERTO RICO	3
HUMA	1010	HUMANITIES I	
		OR	
SOSC	1010	SOCIAL SCIENCES I	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
SPAN	1010-1020	BASIC SPANISH I, II	<u>6</u>
			25

CORE COURSES:

ACCO	1000	INTROD. TO ACCOUNTING I	4
BUAD	2250	HUMAN RELATIONS	3
MKTG	1010	MARKETING PRINCIPLES	3
MATH	1050	BUSINESS MATHEMATICS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
			14

MAJOR COURSES:

GEOG	1010	TOURIST GEOGRAPHY OF NORTH, CENTRAL, SOUTH AMERICA AND THE CARIBBEAN	3
GEOG	1020	TOURIST GEOGRAPHY OF EUROPE, AFRICA, ASIA AND AUSTRALIA	3
TOUR	1000	INTROD. TO THE TOURISM INDUSTRY	3
TOUR	1050	INTERNATIONAL AIR TRAFFIC	3
TOUR	1100	INTROD. TO THE HOSPITALITY INDUSTRY	3
TOUR	1200	TOURIST LEGISLATION	3
TOUR	1080	FOOD AND BEVERAGES DEPARTMENT OPERATIONS	3
TOUR	1120	INTRODUCTION TO THE TRAVEL INDUSTRY	3
TOUR	2030	WHOLESALES EXCURSIONS	3
TOUR	2051L	INTRODUCTION TO SABRE RESERVATIONS SYSTEM I AND LAB.	3
TOUR	2100	GROUPS AND CONVENTIONS	3
TOUR	2151L	SABRE RESERVATIONS SYSTEM II AND LAB.	2
TOUR	2230	ROOMS DIVISIONS AND HOUSEKEEPING OPERATIONS	3
TOUR	2421P	TOURISM AND HOSPITALITY PRACTICE*	<u>3</u>
			41

ELECTIVES:**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate Degree in Tourism and Hospitality Practice is equivalent to 225 externship hours.

LIBERAL ARTS
DEPARTMENT

LIBERAL ARTS DEPARTMENT

The General Education courses establish an adequate balance between the technological and humanistic education. They provide students with basic knowledge in linguistics, literature, numerical concepts, computer literacy and personality development. This curricular component is essential to transmit our cultural and social heritage. It fosters the development of good interpersonal skills, creativity, motivation, decision making and problem solving.

The goal of the Liberal Arts Department is to ensure that all students achieve the following competencies.

1. Communicate effectively orally and in writing, in Spanish and in English as a second language, developing creativity and sensibility to assertive communication.
2. Develop historical, ideological and artistic background, valuing the cultural legacy in the formation of the individual.
3. Identify the impact of the historical, economic, and political, and psychological processes in the development of the Puerto Rican society.
4. Integrate the economic, sociological, psychological and political contemporary issues into a multidisciplinary approach, in order to understand the importance of their contribution to society and quality of life.
5. Develop ability to understand, manage, and improve academic aptitude and its integration to his/her professional life.
6. Demonstrate mastery of fundamental mathematical operations and their applications.
7. Demonstrate basic knowledge of natural sciences concepts and their contribution to the development of the educated individual in order to integrate them to his/her professional life.
8. Integrate the use of technology and other means to his/her professional development in the search of information for analysis and decision making.

The Liberal Arts Program includes the following courses:

CODE	TITLE	CREDITS
BIOL 1010	INTRODUCTION TO BIOLOGY	3
ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HEED 3010	HEALTH AND QUALITY OF LIFE	3
HIST 1010	HISTORY OF PUERTO RICO	3
HIST 4020	HISTORY OF UNITED STATES	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1010	COMPUTER LITERACY	3
ITTE 1011L	COMPUTER LITERACY LAB.	1
MATH 1010	BASIC MATHEMATICS	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SOSC 1030	SOCIAL SCIENCES: TENDENCIES AND PERSPECTIVES	4
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2020	WRITING AND COMPOSITION	2

* This Department is also in charge of the SEMI 1001 (University Environment Seminar) core course. ITTE 1010-1011L courses are considered major courses in certain programs in the technology field. BIOL 1010 course is considered a core course in Health Science Allied Programs.

* This Department is also in charge of Associate's and Bachelor's Degrees in Criminal Justice Programs.

BACHELOR'S DEGREE IN CRIMINAL JUSTICE

OBJECTIVE

The Bachelor's Degree in Criminal Justice will develop in the student knowledge and expertise in legal areas, criminal procedure, criminality, criminology and applications of techniques of the actual market. It will promote in the student:

- The acquisition of advanced knowledge directed toward the penal laws, place of the crime and compilation of evidence, interview and interrogation, civil and criminal investigation, and presentation of cases in Court according to the protocols of the Department of Justice.
- The knowledge on the traits of pathological, psychological and sociological behavior in such a way that it can contribute effectively as a facilitator in the diverse scenarios of the discipline.
- Analysis skills of the actual society from a critical perspective and how the political and economic structures generate transformations in our social reality.

MINIMUM REQUIREMENTS

36 Credits in General Education
 16 Credits in Core Courses
 60 Credits in Major Courses
 9 Credits in Elective
121 Total Credits

GENERAL EDUCATION

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
MATH	1010	BASIC MATHEMATICS	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
SPAN	1010	BASIC SPANISH I	3

SPAN	1020	BASIC SPANISH II	3
SPAN	2020	WRITING AND COMPOSITION	<u>2</u>
			36

CORE COURSES:

ETHI	1010	ETHICS AND PROFESSIONALISM	3
PSYC	2510	PSYCHOLOGY	3
POLS	3110	POLITICAL SCIENCE	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC	3610	CURRENT SOCIETY	3
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			16

MAJOR COURSES:

JUST	1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3
JUST	1020	PENAL LAWS	3
JUST	1030	SPECIAL PENAL LAWS	3
JUST	1040	INTRODUCTION TO CRIMINOLOGY	3
JUST	1050	EVIDENCE	3
JUST	2010	INTERVIEW AND INTERROGATION	3
JUST	2020	RULES OF CRIMINAL PROCEDURE	3
JUST	2030	VICTIMOLOGY	3
JUST	2040	PENAL LAW	3
JUST	2050	CRIMINAL INVESTIGATION	3
JUST	2060	OBSERVATION SEMINAR	3
JUST	3000	CIVIL RIGHTS	3
JUST	3005	DRUG ADDICTION AND CRIME	3
JUST	3008	PENOLOGY	3
JUST	3010	RIGHTS OF THE PRISONER	3
JUST	3020	REHABILITATION AND TREATMENT OF THE DELINQUENT	3
JUST	3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3

160

PSYC	3510	SOCIAL PSYCHOLOGY	3
PSYC	3520	PSYCHOPATHOLOGY	3
JUST	3981P	EXTERNAL PRACTICE IN CRIMINAL JUSTICE	<u>3</u>
			60

ELECTIVES **9**

- * Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Bachelor's Degree in Criminal Justice External Practice is equivalent to 150 hours.

ASSOCIATE'S DEGREE IN CRIMINAL JUSTICE

OBJECTIVE

The Associate's Degree in Criminal Justice will develop in the student the basic knowledge in legal areas, criminal procedures, criminology, crime and technical applications in accordance with the actual market. Human conduct and sociological aspects will be studied, which will allow the students to participate effectively as facilitators in the diverse scenarios where they will work.

MINIMUM REQUIREMENTS

25	Credits in General Education
10	Credits in Core Courses
45	Credits in Major Courses
<u>3</u>	Credits in Elective
83	Total Credits

GENERAL EDUCATION

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010	BASIC MATHEMATICS	3
SOSC	1010	SOCIAL SCIENCES I	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	<u>3</u>
			25

CORE COURSES

ETHI	1010	ETHICS AND PROFESSIONALISM	3
PSYC	2510	PSYCHOLOGY	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			10

MAJOR COURSES

JUST	1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3
JUST	1020	PENAL LAWS	3
JUST	1030	SPECIAL PENAL LAWS	3
JUST	1040	INTRODUCTION TO CRIMINOLOGY	3
JUST	1050	EVIDENCE	3
JUST	2010	INTERVIEW AND INTERROGATION	3
JUST	2020	RULES OF CRIMINAL PROCEDURE	3
JUST	2030	VICTIMOLOGY	3
JUST	2040	PENAL LAW	3
JUST	2050	CRIMINAL INVESTIGATION	3
JUST	2060	OBSERVATION SEMINAR	3
JUST	2981P	EXTERNAL PRACTICE IN CRIMINAL JUSTICE	3
JUST	3000	CIVIL RIGHTS	3
JUST	3005	DRUG ADDICTION AND CRIME	3
JUST	3008	PENOLOGY	<u>3</u>
			45

ELECTIVES**3**

- * Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
- * All core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate's Degree in Criminal Justice External Practice is equivalent to 150 hours.

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ACCO 1000: Introduction to Accounting I: 4 credits

This course deals with basic, modern accounting principles and their application to the business accounting process. The complete accounting cycle is studied starting with individual businesses and reaching the corporations. Financial statements will be prepared and their impact on the decision making process will be analyzed.

(Pre-requisite: MATH 1010)

ACCO 1050: Introduction to Accounting II: 4 credits

In this course the accounting cycle and its impact on financial statements is analyzed. It presents valuation rules, effective formulas, investments, and other assets. Principles involving debts in short and long terms and the nature of capital accounting is studied. It also studies the different internal control techniques as well as cash flow, budget principles and payroll system.

(Pre-requisites: ACCO 1000, MATH 1010)

ACCO 2100: Intermediate Accounting: 3 credits

This course covers the study of assets, liabilities and the stockholder patrimony; recognition of the income and special problems in determining, and presenting them. Also, the analysis of financial statements is discussed. Basic elements of management accounting are also studied, as well as master budgets.

(Pre-requisites: ACCO 1000, 1050, MATH 1010)

ACCO 2200: Puerto Rican Taxes: 3 credits

This course studies Puerto Rico's tax systems, emphasizing the individual income tax system. Income tax, deductions, tax computation, individual and business tax are analyzed. It also includes principles of sales tax and tariff charges.

(Pre-requisites: ACCO 1000, 1050, MATH 1010)

ACCO 2250: Computerized Accounting: 3 credits

In this course the student will become acquainted with a computerized program in which he will carry out all the duties related to accounting. Will be able to prepare reports of the field using the more advanced technological systems.

(Co-requisite: ACCO 2261L)

(Pre-requisites: ACCO 1000, ITTE 1010, 1011L, MATH 1010)

(Pre-requisites for Bachelor's Degree in Office Systems Administration: ACCO 1000, MATH 1010)

ACCO 2261L: Computerized Accounting Lab: 2 credits

In this laboratory the student will apply the different phases within the accounting cycle such as: create accounting codes, opening a general ledger, subsidiaries, recording daily transactions in journals, and preparing financial statements, all these within a computerized program.

(Co-requisite: ACCO 2250)

(Pre-requisites: ACCO 1000, ITTE 1010, 1011L, MATH 1010)

(Pre-requisites for Bachelor's Degree in Office Systems Administration: ACCO 1000, MATH 1010)

ACCO 2301P: Accounting Practice and Integrating Seminar: 4 credits

This course reinforces the student's knowledge in the accounting area with the experience in a practice center, by performing 210 hours of externship practice. It also includes an integrated seminar of 15 hours where the student shares experiences about the practice centers, and the analysis of its relation to the accounting courses content. External resources will be used as part of the course. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisites: ACCO 1000, 1050, 2100 2200, 2250, 2261L, MATH 1010)

ACCO 4220: Principles of Auditing: 3 credits

This course includes the basic principles of auditing. The ethical and legal implications of an auditing system as well as the functions of the auditor in this process are discussed. It also includes the way to present reports and interpretation techniques.

(Pre-requisites: MATH 1010, 1050, ACCO 1000, 1050)

BANK 1010: Foundations of Banking Operations: 3 credits

Introductory course that includes basic data and concepts directed to the fundamental skills in banking operations. The student will learn about banking origins, the development of the banking industry, as well as its functions as an enterprise that provides services; functions of commercial banks, types of accounts, and the numerical classification system of The Federal Reserve System. It also covers the function of the Test and Transit Department and posting of negotiable instruments.

BANK 1020: Banking Regulations and Policies: 3 credits

This course analyzes the following topics: bank to bank check payments; credit functioning; credit financing charges; consumer loans; commercial loans, new sales promotions and activities modalities in banking incorporated to the customer service area.

(Pre-requisite: BANK 1010)

BANK 1030: Banking Credit: 3 credits

In this course, topics such as: consumer credit, credit approval, collection procedures, Fair Practice Collection Law, commercial loans, types of mortgage loans, approval sources, credit cards, credit cards fraud, electronic transfer of funds and leasing contracts are analyzed.

(Pre-requisite: BANK 1010)

BANK 2010: Foundations of Investments: 3 credits

In this course, the foundations of investments are discussed. The types of transactions with negotiable instruments, the markets and the applicability at local and international level are described. It covers among others the following topics: negotiable instruments of corporate income, fixed income, bonds investments, portfolio administrators, investment companies, and the risk factor in investments.

(Pre-requisites: BANK 1010, 1020)

BANK 2101L: Bank Teller and Payer/Collector I Lab.: 3 credits

In this course, the student will learn about the functions, tasks, role, and image of the bank teller in a financial system. Also, he will acquire knowledge about how to carry out transactions, such as: cashing checks, receiving funds in deposits, loan payments, Christmas Club, Cash Advance, electricity and water bills, cash register operational procedures, opening methods, collection, and manual cash balance. The student will observe demonstrations of different bank transactions as studied in class and will initiate supervised practices in a laboratory.

(Pre-requisite: BANK 1010)

BANK 2201L: Bank Teller and Payer/Collector II Lab.: 3 credits

In this course, the knowledge of the daily transactions techniques and procedures performed by a payer and collector or bank teller is applied, through practical classes and simulations in the laboratory. The student will become familiarized with the use of manual and electronic equipment for the fast and accurate processing of all types of transactions. Emphasis will be given to the development of precision and mastery of the skill acquired in BANK 2101L. The student will carry out simulations of

activities appropriate to cash register area, under the supervision of the professor. Exercises about the means to make loans and bill payments, techniques for counting money, checks processing and security measurement applications are included.

(Pre-requisite: BANK 1010, 2101L)

BANK 3010: Mortgage and Real Estate Market: 3 credits

This course is the study and analysis of mortgage markets and the financial programs available in the banking business. It includes the analysis of appraisals and real estate related concepts.

(Pre-requisites: BANK 1010, 1020, 1030, 2010)

BANK 4010: Customer Service: 3 credits

This course provides the basic and fundamental skills to develop the student in the know-how to deal with the public. It covers the following skills: verbal communication, non-verbal communication in the customer service, listening to the client, how to deal with difficult clients, stress management, time management, and promoting clients' retention. It is complemented with practice exercises and simulations to develop the skills.

(Pre-requisites: BANK 1010, 1020, 1030)

BANK 4020: International Market: 3 credits

This course will provide the student the opportunity to discuss topics related to the global market. Among the topics to be covered are: international marketing concepts, multinational enterprise, world economy administration, foreign investments; foreign exchange market; international financial markets including: payments, barriers, integration, cost, and benefits.

(Pre-requisite: MKTG 2020)

BANK 4301P: Practice in Banking: 4 credits

This course complements the academic preparation that the student has received in academic terms with the practical experience in a working environment in a banking institution. The course will consist of 225 hours of practice in the industry. It requires all the duties and responsibilities that the banking institution establishes.

(Pre-requisites: BANK 1010, 1020, 1030, 2010, 2101L, 2201L, 3010, 4010, BUAD 3050)

BIOL 1010: Introduction to Biology: 3 credits

This course is designed to offer the student a fundamental knowledge of biological concepts. Emphasis is given to organisms, to the cell, genetics and physiological aspects of development.

BIOL 2000: Human Anatomy and Physiology: 3 credits

This course studies the basic concepts of human anatomy and physiology and analyzes the structure and functioning of different systems as well as the organ's malfunctioning and its pathological effects on the human body. It includes the study of anatomy, functions, its anomalies and functional disorders.

Pre-requisite: BIOL 1010)

BUAD 2050: Business Law: 3 credits

This course covers the basic principles in business law and its specific applications in management. It analyzes the nature and contents of business law, and its relation and importance in the enterprise and in the economics activities of our society.

BUAD 2250: Human Relations: 3 credits

This course covers the way people work in organizations and how they can be motivated to work collectively and in harmony, organizational behavior models, communication, stress to which employees are submitted, discipline, equal opportunities, social ethics, sexual harassment and self concept are discussed.

BUAD 2351P: Practice and Integrating Seminar: 4 credits

This course pretends to enrich the student's knowledge in the administrative and technological areas with the experience in a practice center, by performing 210 hours of externship practice. It also includes an integrated seminar of 15 hours where the student develops a proposal by analyzing the needs of technology in a company. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisites: ACCO 1000, 1050, 2250, 2261L, ITTE 1010, 1011L, PROG 1150, 1161L, 2300, 2311L, 2470, 2481L)

BUAD 3000: Human Resources Administration: 3 credits

This course consists of the principles and administrative practices related to the recruitment, selection and evaluation of personnel, their development, promotions, transfers, discipline, remuneration and collective bargaining agreements. These functions have the purpose of developing human resources encouraging an adequate working environment through the satisfaction and motivation of the employee.

BUAD 3050: Ethics in Business: 3 credits

The basic principles of ethics as a distinctive philosophical principle to distinguish between good and evil will be analyzed and its applications in the entrepreneurial, financial, and professional fields. The ethical and justice applications and principles applicable to our economical system and business organization types will be discussed.

BUAD 3190: Organizational Leadership: 3 credits

Analysis of the theories and principles that support the contemporary concept of leadership. Emphasis is given to the strengthening of the abilities and skills of the organizational leader. Development of strategies to work with the members of the team, inspire them to develop and implement innovative and creative activities, especially related to the organizational objectives. To facilitate and promote the development of the team members in order to achieve their development themselves as leaders.

BUMA 1000: Introduction to Business: 3 credits

This course provides a reference to elements important in a business, as well as the different types of businesses. It provides a complete description of the theoretical, practical, legal, financial and economic elements that provide the tools necessary to perform successfully in a business environment.

BUMA 1050: Introduction to Entrepreneurship: 3 credits

This course provides the elements necessary to develop a small business, with emphasis in the areas where the business will be operating.
(Pre-requisites: BUMA 1000. Does not apply to the Bachelor's Degree in Education with Major in Preschool Education Program)

BUMA 2000: Business Regulations and Permissions: 3 credits

This course will place the small business on the legal environment that it will operate. The student acquires the knowledge to operate and administer his business in a legal and adequate manner. It is not a business law course, it includes a general view of the regulations that exist in our economic system.

BUMA 2050: Small Business Planning: 3 credits

This course provides the necessary information, forms, and worksheets required to start and operate a business. It helps students to plan and implement their ideas to begin operating a business.

(Pre-requisites: BUMA 1000, 1050, 2000)

(Pre-requisites for the Bachelor's Degree in Education with Major in Preschool Education Program: BUMA 1050, MATH 1010)

BUMA 2150: Small Business Proposal and Development: 4 credits

The course will give the student the knowledge to prepare a business plan in order to increase the opportunities to have a successful business and to be successful in the process of obtaining appropriate financial support.

(Pre-requisites: BUMA 1000, 1050, 2000, 2050, 2100)

(Pre-requisites for the Bachelor's Degree in Education with Major in Preschool Education Program: BUMA 1050, 2050, MATH 1010)

CHEM 1010: General Chemistry for Health Sciences: 3 credits

This course studies the composition and the properties of matter, the diverse chemical reactions and the transfer of energy associated to these reactions for inorganic and organic compounds and biomolecules. It emphasizes the basic concepts of general and organic chemistry as well as biochemistry which apply to the different scenarios of the patients health care by studying the different cases, internet information and oral presentations.

(Co-requisite: CHEM 1011L)

(Pre-requisite: MATH 1010)

CHEM 1011L: General Chemistry for Health Sciences Laboratory: 1 credit

In this course the student will develop skills and acquire knowledge in the use and holding of laboratory equipment besides applying and practicing the different concepts offered in the theoretical course.

(Pre-requisite: MATH 1010)

(Co-requisite: CHEM 1010)

CHEM 2020: General Chemistry II: 4 credits

This course discusses properties, reactions, production and applications of representative and transitional elements, precipitation reactions, acid-based and redox, general concepts of nuclear chemistry and electrochemistry. Formulas, nomenclature, properties, reactions and structure of organic matters are also discussed.

(Pre-requisites: CHEM 2010, 2011L, MATH 1010)

CHEM 2021L: General Chemistry II Laboratory: 1 credit

In this course, the student will develop skills and learn the use and handling of the laboratory equipment. He will also apply and practice the theory developed in classroom presentation.

(Pre-requisites: CHEM 2010, 2011L, MATH 1010)

DEAS 1200: Dental Anatomy and Nomenclature: 2 credits

This course studies and provides knowledge regarding dental anatomy, oral cavity, amount, composition, function of the tooth and of the soft tissue. The student will acquire knowledge regarding their different teeth and its function in the oral cavity. They will also learn and use the different numerical systems like the Universal, Palmer and F.D.I.

(Co-requisite: BIOL 1010)

DEAS 1210: Oral Anatomy, Head, Neck, Histology and Embryology: 2 credits

This course studies the basic knowledge and terminology related to the anatomy of head and neck emphasizing the oral cavity, the tooth and mastication as related to the Temporomandibular Joint.

The student will learn the oral histology and embryology.

(Co-requisite: BIOL 2000)

(Pre-requisites: DEAS 1200, BIOL 1010)

DEAS 1300: Dental Materials Sciences: 2 credits

This course provides the student with the basic knowledge of dental materials. It includes the study of the chemical and physical properties of dental materials and their use in the field of odontology. The student will also learn the different techniques and precautions in the handling of these materials.

(Co-requisite: DEAS 1311L)

DEAS 1311L: Dental Materials Sciences Laboratory: 2 credits

This course offers the student the opportunity to experiment and practice with the dental materials used by the dentist in the dental profession. Students will learn to handle and mix materials and observe their reactions and various applications in dummies, as well as the techniques and precautions in the handling of these materials. This course broadens the student's knowledge by means of a supervised laboratory practice.

(Co-requisite: DEAS 1300)

DEAS 1400: Dental Radiology: 3 credits

This course provides the student with the knowledge and fundamental aspects of dental radiology and its applications. The theoretical aspects of the use of dental radiology in the diagnosis and treatment of injuries and abnormalities of the oral cavity are studied. The student will also learn the different techniques in exposing, developing and mounting of dental X-rays.

(Co-requisite: DEAS 1411L)

(Pre-requisite: DEAS 1200,1210,1811L)

DEAS 1411L: Dental Radiology Laboratory: 2 credits

This course provides practice in the use and handling of x-rays in the dental office using dummies as well as training in exposing, developing and mounting X-ray for the diagnosis and treatment in oral health. The different techniques Parallelism and Bisecting angle are presented.

(Co-requisite: DEAS 1400)

(Pre-requisite: DEAS 1200,1210,1811L)

DEAS 1500: Instruments and Clinical Science I: 2 credits

This course introduces dental assistant students to the instruments and procedures of a dental clinic. Provides the knowledge of the diverse functions and clinical situations in the dental office and the application of concepts of prevention techniques in oral health and patient education. Procedures for prophylaxis, sealants, fluoride treatments, rubber dam, amalgam and resin restorations are presented.

(Co-requisites: DEAS 1210, 1511L, 1811L)

(Pre-requisites: DEAS 1200, 1300, 1311L)

DEAS 1511L: Instruments and Clinical Science I Lab: 2 credits

In this course the dental assistant students practice the knowledge, skills and the techniques necessary for handling and storing dental instruments and materials used in the procedures for preventive and restorative dentistry. Trays, instrumental sequence and their use are studied.

(Co-requisites: DEAS 1210, 1500, 1811L)

(Pre-requisites: DEAS 1200, 1300, 1311L)

DEAS 1600 – Oral Pharmacology: 3 credits

This course offers the basic concepts of oral pharmacology. Drugs will be studied focusing on the commercial name, generic name, therapeutic groups, indications, contraindications, adverse reactions, mechanisms of action, doses, available commercial presentations, common interactions, accessory labeling and storage.

(Pre-requisites: BIOL 1010, 2000)

DEAS 1811L: Oral Microbiology and Infections Control Laboratory: 2 credits

This course provides the student practice in the observation and identification of different microorganisms which cause oral infections. The student will also practice different techniques commonly used in infection control knowing the microorganisms that cause the different pathologies.

(Co-requisites: BIOL 2000, DEAS 1210)

(Pre-requisites: BIOL 1010, DEAS 1200)

DEAS 2000: Expanded Functions in Restorative Pre-Clinic Science: 2 credits

This course provides the student with the knowledge and skills of the different restorative dentistry procedures. It also provides practical aspects of the procedures involved, as well as four handed dentistry skills and handling of dental cements.

(Co-requisites: DEAS 2011L,2031,2041P)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2900, 2911L, BIOL 1010, 2000, PHAR 2560)

DEAS 2011L: Expanded Functions in Restorative Pre-Clinic Science Laboratory: 2 credits

This course develops in the student the skills in restorative procedures, such as amalgam and composite resin in the anatomical models. It also covers concepts of four handed dentistry.

(Co-requisites: DEAS 2000-2031-2041P)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 1700, 1711L, 1900, 1911L, 2600, 2611L, 2900, 2911L, PHAR 2560, BIOL 1010,2000)

DEAS 2031: Expanded Functions Preventive Science Clinic Seminar: 2 credits

This course provides students with the opportunity to discuss and evaluate critical clinical situations presented in the clinical practice with the dentist. Students discuss their experience during the rotation in the clinic and identify alternatives in treatment and prevention, such as: prophylaxis and clinical oral examination.

(Co-requisites: DEAS 2000, 2011L, 2041P)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 1700, 1711L, 1900, 1911L, 2600, 2611L, PHAR 2560, BIOL 1010, 2000)

**DEAS 2041P: Expanded Functions Preventive Science Clinic Practice:
2 credits**

This course offers students the opportunity to practice the knowledge acquired in preventive science and nutrition, tooth polishing, and topical application of fluoride, sealant application and oral hygiene in the patient. This will be performed in a dental clinic environment where a dentist and the professor in charge will supervise the student.

(Co-requisites: DEAS 2000, 2011L, 2031)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 166, 1811L, 2600, 2611L, 2900, 2911L, PHAR 2560, BIOL 1010, 2000)

**DEAS 2051: Expanded Functions Restorative Science Clinic Seminar:
2 credits**

This course provides students the opportunity to discuss and evaluate clinical situations presented in the clinical practice in restorative. Students discuss their experience during the rotation in the clinic and identify alternatives to improve their skills in restorative procedures in the clinic. It also reviews the different aspects required for State Board Certification.

(Co-requisite: DEAS 2061P)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 2000, 2011L, 2600, 2611L, 2031, 2041P, 2900, 2911L, PHAR 2560, BIOL 1010, 2000)

**DEAS 2061P: Expanded Functions Restorative Science Clinic Practice:
2 credits**

This course offers students the opportunity to practice the clinical procedures learned in theory courses and in the laboratories, especially in the course of Expanded Functions Restorative Science Clinic. It enhances in the student the skills and efficiency used in four handed dentistry and restoratives dental procedures. Important aspects evaluated by State Board Exams are presented and reviewed.

(Co-requisites: DEAS 2051)

(Pre-requisites: BIOL 1010, 2000, DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 1700, 1711L, 1900, 1911L, 2000, 2011L, 2031, 2041P, 2600, 2611L, 2900, 2911L, PHAR 2560)

DEAS 2600: Instruments and Clinical Science II: 2 credits

This course is the continuation of Clinical Science I. It provides the necessary knowledge in the use and maintenance of instrumentation and materials used in the different specialties in the dental office, such as: pedodontics, orthodontics, periodontics, endodontics and oral surgery.

(Co-requisites: DEAS 2611L, 2900, 2911L)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1811L, BIOL 1010, 2000)

DEAS 2611L: Instruments and Clinical Science II Lab. 2 credits

This Laboratory is designed for students to learn about all the instruments used in the different clinical procedures of the different specialties like pedodontics, orthodontics, periodontics and oral surgery, their utilization and their maintenance.

(Co-requisites: DEAS 2600, 2900, 2911L)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1811L, BIOL 1010, 2000)

DEAS 2900: Preventive Dental Treatment and Oral Pathology: 3 credits

This course provides the knowledge of the preventive phase of oral health. It studies different methods of prevention through the application of diverse treatment options. The student will learn different dental procedures like oral prophylaxis, fluoride treatments, pit and fissure sealant and will know and differentiate the pathological conditions that affect the oral cavity.

(Co-requisites: DEAS 2911L)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1811L, BIOL 1010, 2000)

DEAS 2911L: Preventive Dental Treatment and Oral Pathology Laboratory: 2 credits

The student will develop in a laboratory environment basic skills in the preventive area such as: oral prophylaxis, fluoride application and pit and fissure sealant. The student also learn to develops preventive conferences for group orientations to be presented outside the dental practice.

(Co-requisites: DEAS 2911L)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1811L, BIOL 1010, 2000)

DEAS 2931: External Clinic Seminar: 1 credit

This course consolidates and broadens the knowledge of the dental assistants, and their role as professionals in the field of modern dentistry. Films and lectures will be offered and experience from the supervised external clinical seminar will be evaluated and analyzed taking into consideration their performance in the external clinic. Important aspects evaluated by State Board Exams are presented and reviewed.

(Co-requisite: DEAS 2941P)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 2600, 2611L, PHAR 2560, BIOL 1010, 2000)

DEAS 2941P: External Clinic (Practicum): 2 credits

This course provides the student with a real dental office setting in which to practice all the knowledge, training and skills developed in the courses. The dentist where the service is offered as well as the professor in charge of external clinics will supervise this practice.

(Co-requisite: DEAS 2931)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 2600, 2611L, 2900, 2911L, BIOL 1010, 2000)

ECON 2000: Microeconomics: 3 credits

This course is an introduction to the fundamentals and technical aspects used in the micro and macro economy system. It also develops attitudes and consciousness toward the economy to comprehend the local and global reality as well as the economic systems.

ECON 3200: Macroeconomics: 3 credits

This course emphasizes the continuity of the basic of economy. An ample vision of the economic reality on both a national and international level is presented and the basic economic elements are analyzed on a macro level.

(Pre-requisites: ECON 2000)

EDUC 2020: Psychology of Human Development: 3 credits

This is the study of alterations or changes which arise in the human organism from conception until old age. It also analyzes the problems related to development and their repercussion in modern education, as well as the applicable theories.

EDUC 2030: Theories of Instruction: 3 credits

This course deals with the study of the different learning theories and their adaptation to the teaching process and diverse scenarios. Different theories and approaches are analyzed and compared. The function of technology in instruction is studied.

EDUC 2040: Fundamentals of Early Education: 3 credits

This is an introductory course based on the evolution and development of early education. It includes in a practical and analytical form the different programs that measure the effectiveness and integration in early education.

EDUC 2050: The Process of Active Game in the Child Learning: 3 credits

Theories of playing games will be studied, in relation to the holistic development and the educational process of childhood. Focus is given to planning activities to play games in and out of the classroom, considering cognitive social-emotional and kinesthetic aspects of childhood for self discovery. Critical analysis of commercial games emphasizing computerized ones is covered. Critical analysis of studies and scientific research will occur. Emphasis is given to the role of the adult in the games of childhood.

EDUC 3030: Motor Skills in Early Education: 3 credits

This is an introductory course in motor skills according to the development of the child at an early age. Motor skills which will develop the creative concepts of rhythm and coordination related to arts will be identified. Instructional methods and strategies that promote expressive values will be emphasized.

(Pre-requisites: EDUC 2050)

EDUC 3120: Teaching Methodology: 3 credits

Study of the different methods and strategies used by teachers for a more effective and significant teaching and learning process. The use of technology in the teaching-learning process. Emphasis is given to the daily planning, the development of educational materials, preparing the official documents needed in the school, and using the computer as an educational instrument.

EDUC 3140: Sociological Foundations of Education: 3 credits

This course studies the interrelationship between the social, cultural and political elements and their influence in the educational systems. Discussion of the matters, which affect today's education.

EDUC 3050: Early Observation and Intervention: 3 credits

Analysis of the nature and needs of the infant child. Discussion of direct and indirect methods of observation considering the basic areas of physical, cognitive, social and emotional development.

EDUC 3150: Philosophical Foundations of Education: 3 credits

This course studies the philosophical development of education and its goals, as well as the pioneer's developers of educational philosophy. Also, emphasis will be given to the educational processes and events in Puerto Rico and the world in general.

EDUC 3160: Exceptional Population: 3 credits

The study of the different groups that make up the exceptional population, their characteristics, teaching strategies and the different placement alternatives. Identification and analysis of the law which guarantees the education of this population.

(Pre-requisites: EDUC 2020, EDUC 2030)

EDUC 3170: Curriculum Design and Revision: 3 credits

This course studies the principles for curriculum design and development. The relation between curriculum and instruction is discussed. Emphasis is given to the adaptation of the curriculum to the social changes. Provides experiences in the development of skills for the design of teaching units as well as course design.

(Pre-requisites: EDUC 2030, 3150)

EDUC 3175: Design and Revision of the Curriculum of the Preschool Child: 3 credits

Study of the principles for the design and development of curriculum at the preschool level. Relation between curriculum and instruction are discussed. This course provides experiences in the skills development in the preschool level to create learning units in the sciences, mathematical and social studies areas. Emphasis is given in the curriculum integration and a interdisciplinary focus.

(Pre-requisites: EDUC 2030, 2050, 3150, 3120, 3160, 3210, 3230)

EDUC 3180: Ethical and Legal Aspects in Education: 3 credits

This course studies the personal and professional ethics. It includes the analysis of different laws, local and federal, that regulate the educational process and the school environment in Puerto Rico.

EDUC 3190: Leadership and Creativity: 3 credits

Analysis of the theories and principles, which support the contemporary concept of leadership. Emphasis on the strengthening of abilities and skills of the educational leader to work with the members of a team, inspiring them in the development and implementation of the innovative and creative activities, especially those related to help others develop as leaders.

EDUC 3230: The language Arts in the Preschool Child: 3 credits

In this course, the different arts of language shall be studied, speaking, reading, writing, listening with major emphasis on infantile (child-like) literature as a developmental mean. Through different infantile, classical and modern stories the arts of language skills shall be developed as well as the creativity of the preschool child.

(Pre-requisites: SPAN 1010, 1020, EDUC 2030, 3120)

EDUC 3250: Health, Nutrition and Security in the Preschool: 3 credits

The course will provide knowledge in preschool nutrition, nutritional values and the implications for good health and confidence in the physician for the holistic development of the child, considering the new Nutritional Standards.

EDUC 3290: Management Recreation Programs for Childhood Service: 3 credits

This course emphasizes in the planning, administration and evaluation of recreational programs and services geared toward childhood. It also includes the study and analysis of philosophical, organizing and practical affairs. Knowledge of policy and regulations which rule the establishment and development of a preschool educational center should be acquired by the student.

EDUC 4000: Proposal Development: 2 credits

This course covers the composition skills that provide students with a working knowledge of the basic tools of written expression. It is focused on the importance of written proposals and documentation related to trainings and workshops. Special emphasis is given on the editing and

revision of general and technical documents related to proposals, applying the computer and other technology resources in multimedia center.

(Pre-requisites: EDUC 3120, ITTE 1010, 1011L)

EDUC 4130: Measurement, Evaluation and Assessment: 3 credits

Study and analysis of the techniques and methods used to carry out measurement, evaluation and assessment in the classroom. Emphasis on the preparation, administration and interpretation of the tests and assessment techniques. Application of these techniques to diverse scenarios and populations.

(Pre-requisites: EDUC 2030, 3120, MATH 1010)

EDUC 4150: Teaching Methodology of Office System: 3 credits

Introduction to the methodology of teaching business education in the office systems. Analysis of the competencies that the business education professor and the office systems student should have. Emphasis is given to daily and course planning, writing objectives, evaluation and other tasks related to the teaching professor.

(Pre-requisites: ITTE 1010, 1011L, 4211L, EDUC 2020, 2030, 3120, 3140, 3150, OFSY 1201L, 1301L, 1250, 1351L, 2700, 2711L, 2450, 1400)

EDUC 4160: Teaching Methodology of Accounting: 3 credits

Study, analysis and discussion of the new contents, methodology, approaches, goals, scope, and basic competencies required to teach accounting.

Application to diverse populations and scenarios. Emphasis is given to daily and course planning, writing objectives, evaluation and other tasks related to the teaching professor.

(Pre-requisites: EDUC 2020, 2030, 3120, 3140, 3150, CONT 1000, 1050, 2100, 2250, 2261L, MATH 1010, 1050)

EDUC 4161L: Handling and Care of the Infant and Laboratory: 2 credits

Necessary knowledge for the appropriate management of infants in the routine aspects that lead to healthy and complete development will be acquired by the student.

EDUC 4170: Teaching Methodology for Preschool : 3 credits

This course is a critical exam of the theories and practices within the process of teaching-learning at preschool level. The student will practice the implementation of models, techniques and strategies. Achievement of educational objectives at this level is oriented in a holistic manner and requires real work scenario experiences.

(Pre-requisites: EDUC 2020, 2030, 3030, 3120, 3160, 3230, 3250)

EDUC 4551P: Clinical Experiences: 5 credits

This course covers a series of clinical experiences carefully planned and properly supervised, geared towards the applied practice of related competencies in the teaching learning process. The student will be responsible for producing a creative project in which he will demonstrate his capability for integrating education to his/her major.

(Co-requisite: SEMI 4001)

(Pre-requisites: EDUC 4170)

ELEC 1010: Basic Electricity: 4 credits

This course provides the knowledge of the fundamental laws of electricity including the electrical function of typical circuits. Ohm's law, Thevenin and Norton theorems, capacitance, inductance and reactance as well as transformer applications are included. The course is divided in two parts: the study of DC current; circuits and applications and the study of AC currents; circuits and applications.

(Co-requisite: ELEC 1021L)

ELEC 1021L: Basic Electricity Lab.: 2 credits

This course covers a practical approach to the theory and fundamental electrical laws studied in the course ELEC 1010. It includes a series of experiments on both DC and AC circuits. Themes included are resistance combinations, DC and AC resistive circuits combinations, RC, RL, and RLC circuits, Thevenin and Norton theorems and other circuits applications.

(Co-requisite: ELEC 1010)

ELEC 1030: Basic Electronics: 4 credits

This course includes the electronic fundamentals that will help develop practical knowledge used in the solution of real electronic circuit problems. Some of the subjects discussed are semiconductors, transistors, amplifiers, thyristors, optoelectronic components and applications in communication systems such as sound, radio and T.V.

(Co-requisite: ELEC 1041L)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1041L: Basic Electronics Lab.: 2 credits

This course includes a series of experiments directed toward the practical handling of diodes, transistors, thyristors and other electronic components. It includes the measurement of every component to verify its state, amplifier circuits and applications construction and analysis.

(Co-requisite: ELEC 1030)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1050: Digital Electronics: 4 credits

This course provides the fundamentals of digital electronics that will help develop practical knowledge in solving real equipment situations. It includes techniques to diagnose digital circuits' failures and includes logic gates, flip flops, combinational and sequential circuits and applications.

(Co-requisite: ELEC 1061L)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1061L: Digital Electronics Lab.: 2 credits

This course includes experiments designed to apply the fundamentals of digital electronics that will help develop practical knowledge in solving real circuits' situations. Techniques to diagnose digital circuits' failures and repair methods are discussed. Experiments include logic gates, combinational and sequential circuits, flip-flops, decoders and multiplexers.

(Co-requisite: ELEC 1050)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1350: Operating Systems for Electronics: 3 credits

This course includes the use and handling of personal computers with a graphic oriented operating system. The students are trained in the use and management of the Operating System in disc (DOS), and a graphic Operating System (GUI) to recognize their differences.

(Co-requisite: ELEC 1361L)

ELEC 1361L: Operating Systems for Electronics Lab: 2 credits

This course trains the student in the use and management of the Operating System in disc (DOS), and a graphic Operating System (GUI) to recognize their differences.

(Co-requisite: ELEC 1350)

ELEC 2200: Introduction to the Microprocessors: 3 credits

This course presents the basic concepts of a microprocessor functioning, its interconnection to other elements such as memory, input and output devices and microprocessor programming. Its use as a control element for electronic equipment, programmable gates and elements of a microprocessor family are also included.

(Co-requisite: ELEC 2211L)

(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2211L: Introduction to the Microprocessors Lab: 1 credit

This course includes experiments designed to develop skills in the handling and programming of a microprocessor trainer as a model of real microprocessors. Some of the themes included are algorithms, programming modes, addressing modes, mnemonic, opcodes, memory and I/O interfaces, electronic equipment control, etc.

(Co-requisite: ELEC 2200)

(Pre-requisites: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2350: Introduction to Robotics: 3 credits

This course provides the student with a wide scope of the fundamentals and applications of industrial robotics. Basic concepts of industrial robots are included, such as: typical configurations of the articulations, control and programming units, commercial specifications, implementation and applications.

(Co-requisite: ELEC 2361L)

(Pre-requisites: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2361L: Introduction to Robotics Lab.: 1 credit

As a complement to the robotics course, this course provides the student with the practical skills in programming, manipulating and maintenance of robotic arms articulations in the laboratory.

(Co-requisite: ELEC 2350)

(Pre-requisites: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2400: Introduction to the Industrial Electronics: 3 credits

This course studies the basic concepts of industrial electronics such as: operational amplifiers used in industrial equipment applications and integrated circuits, industrial controls, motor operation, power and process controls, telemetry and data communications, sequential process and programmable controllers (PLC).

(Co-requisite: ELEC 2411L)

(Pre-requisite: ELEC 1030, 1041L, for the Electrical Engineering Technology Program)

(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L for the Electronic Engineering Technology Program)

ELEC 2411L: Introduction to the Industrial Electronics Lab.: 1 credit

This laboratory offers the opportunity to apply the basic concepts used in industrial applications including OPAMP's, IC's and PLC's. Experiments include operational amplifier configurations and applications, trystors and applications, motor control systems, PLC's basic ladder diagrams and industrial security.

(Co-requisite: ELEC 2400)

(Pre-requisites: ELEC 1030, 1041L, for the Electrical Engineering Technology Program)

(Pre-requisites: ELEC 1030, 1041L, 1050, 1061L for the Electronic Engineering Technology Program)

ELEC 2450: Telecommunications: 3 credits

This course provides the student with updated concepts of the telecommunication systems including transmission and reception circuits, networks, microwaves, satellite, fiber optics and wireless technology.

(Co-requisite: ELEC 2461L)

(Pre-requisites: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2461L: Telecommunications Lab.: 1 credit

This course presents the students with a series of experiments including the use of a specialized telecommunications trainer. Experiments include the development of transmission and reception circuits using fiber optics, radar and telephony concepts including wireless technology, related to the telecommunications field.

(Co-requisite: ELEC 2450)

(Pre-requisites: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2500: Microcomputers Repair: 3 credits

This course offers the basic architecture of all the components of a personal computer. It includes various troubleshooting and repair techniques of the different parts of a computer and its peripherals including the CPU, monitor, printer, keyboards, mouse, cameras and others.

(Co-requisite: ELEC 2511L)

(Pre-requisites: ELEC 1350, 1361L)

ELEC 2511L: Microcomputers Repair Laboratory: 1 credit

The course includes laboratory practices in which the student develops skills in troubleshooting and repairing of a personal computer. It includes diagnostic and repair techniques of power supplies, motherboard, and peripherals; such as monitors, printers, keyboards, mouse, cameras and others.

(Co-requisite: ELEC 2500)

(Pre-requisite: ELEC 1350-1361L)

ELEC 2750: Electronic Equipment Repair: 3 credits

This course presents the student the basic concepts of electronic equipment such as DVD's, CD's, and the new developments in electro domestic equipment such as TV's and MWO. The course includes the techniques for troubleshooting the most common failures of each studied equipment.

(Co-requisite: ELEC 2761L)

(Pre-requisites: ELEC 1030-1041L, 1050, 1061L)

ELEC 2761L: Electronic Equipment Repair Laboratory: 2 credits

This course provides the student with the practice in electronic equipment covered in the course ELEC 2750: TV, MWO, DVD, and CD. It includes schematics reading and technical replacement manuals handling in repair and maintenance. The course includes the practice of troubleshooting techniques for the most common failures of each equipment.

(Co-requisite: ELEC 2750)

(Pre-requisites: ELEC 1030-1041L-1050-1061L)

ELEC 2850: Programmable Logic Controllers (PLC): 3 credits

This course prepares the student with the fundamentals of the functions and capacities of a PLC (Programmable Logic Controller). It includes the important aspects of security and operation. Also, the aspects of its connection, programming using ladder diagram, applications and maintenance (trouble shooting) are included.

(Co-requisite: ELEC 2861L)

(Pre-requisites: ELEC 2400, 2411L, for the Electrical Engineering Technology)

(Pre-requisites: ELEC 2200, 2211, 2400, 2411L for the Electronics Engineering Technology)

ELEC 2861L: Programmable Logic Controllers (PLC) Lab.: 1credit

This course provides the student with the practical knowledge about the use, applications, programming and maintenance of PLC's. The course includes the use of advanced PLC units for the interconnection of PLC to various applications of load controls and other process simulating industrial and general applications.

(Co-requisite: ELEC 2850)

(Pre-requisites: ELEC 2400, 2411L, for the Electrical Engineering Technology)

(Pre-requisites: ELEC 2200, 2211L, 2400, 2411L for the Electronics Engineering Technology)

ELEC 2901P: Electronic Practice: 3 credits

This course includes the application of the electronic knowledge and techniques in a manufacturing or service environment. The student, by means of a cooperative agreement, will be evaluated in a real industrial environment, at the same time that he develops his occupational techniques. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisites: ELEC 2500, 2511L, 2750, 2761L, 2350, 2361L, 2450, 2461L, 2850, 2861L)

ELEN 1000: Industrial Security: 3 credits

The student will acquire the knowledge and fundamental concepts related to the security and health in the pharmaceutical, services manufacturing and electronic industry. Preventive and recursive measures to face physical accidents caused by electrical discharges, toxic gases inhaling and others will be covered. Labor Department and OSHA regulations applying to the industry will be reviewed.

ELEN 1050: Thrphasics Electrical Circuits Analysis: 3 credits

This course will present the student the concepts of monophasic and triphasics electrical circuits analysis applying the concepts of vectorial analysis of electromagnetic forces. The student will obtain additional knowledge to understand the generation and maintenance of potency of triphasics systems. The corresponding physics laws that apply to electrical forces circuits such as Lentz, Ampere, Faraday, and other laws will be reviewed.

ELEN 2310: Electrical Machineries: 3 credits

The course of Electrical Machineries provides students with knowledge about the different forms of producing energy in alternators and the devices, mechanisms and machinery used in the transmission, distribution and consumption of alternate current. The student will study apparent reactive and real power, step-up and step-down transformers, monophasic, polyphasic and synchronous motors, voltage regulators synchronous converters and direct current machinery.

(Co-requisite: ELEC 2311L)

(Pre-requisites: ELEC 1010, 1021L)

ELEN 2311L: Electrical Machineries Lab.: 2 credits

In the laboratory of electrical machinery the student will develop the skills and abilities in the installation and management of the different machineries of direct and alternate current such as: DC Generators, triphasic and monophasic alternators, distribution transformers (step-down), monophasic and triphasic motors, voltage regulators, synchronous converters, motors and DC equipment.

(Co-requisite: ELEN 2310)

(Pre-requisites: ELEC 1010, 1021L)

ELEN 2320: Electrical Regulations and Wiring: 3 credits

The course on regulations and electrical wiring will provide the student knowledge about the reading and interpretation of blueprints and electrical diagrams. Studies on regulations and laws that rule the electrical installations (residential, commercial, and industrial) are included. Regulations, analysis and usage of the different devices and materials used in electrical installations are studied. Also included are the design methods utilizing the regulations of the National Electrical Code (NEC), NEMA, UL, OSHA and those of the Electrical Energy Authority (AEE).

(Co-requisites: ELEN 2321L)

(Pre-requisites: ELEC 1010, 1021L)

ELEN 2321L: Electrical Regulations and Wiring Laboratory: 2 credits

The laboratory of regulations and electrical wiring and installations will provide the necessary knowledge so the students will install the devices and electrical equipment (residential, commercial and industrial), guided by the interpretation of the electrical blue prints and diagrams. The student will apply the regulations and analyze the different devices and materials used in the electrical installations. The student will design and install the devices based on the regulations of the National Electrical Code (NEC), NEMA, UL, OSHA and the current regulations of the Electrical Energy Authority.

(Co-requisites: ELEN 2320)

(Pre-requisites: ELEC 1010, ELEC 1021L)

ELEN 2430: Electrical Power Systems: 3 credits

The course on Electrical Power Systems provides the student knowledge about the electrical system in Puerto Rico and its operation, starting with the different generation systems, transformation, transmission, distribution and consumption of the electrical energy including machinery, equipment, tools and devices; not only in triphasics but also in monophasics systems.

(Co-requisites: ELEN 2431L)

(Pre-requisites: ELEN 2310, 2311L)

ELEN 2431L: Electrical Power Systems Lab.: One (1)

In this laboratory, the student will make experiments related with the electrical transition and distribution system, triphasics generation, phases sequence, transmission lines, power transformations, alternators simulation, reactive power compensation in transmission lines, and safety considerations in the electrical power system.

(Co-requisites: ELEN 2430)

(Pre-requisites: ELEN 2310, ELEN 2311L)

ELEN 2440: Electrical Distribution: 3 credits

The course Electrical Distribution provides knowledge to the student of electrical technology about the basic structure of the electrical distribution systems and its typical problems. Radial systems, primary and secondary systems, loads' electrical characteristics, distribution transformers, voltage regulators, and technical considerations in the construction of aerial and underground distribution lines will be studied. Problems in the quality of electrical power and security consideration are treated in this course.

(Pre-requisites: ELEN 2320, 2321L)

ELEN 2460: Electrical Illumination Systems Design: 3 credits

This course provides the student with the competencies needed to comprehend and analyze the different techniques used in the design of illumination and exterior systems. The course includes studies of the basic units utilized, physical functioning principles, mercury and sodium lamps, luminaries' descriptions, lighting control, interior and exterior lighting applications and security considerations in the installation and repair of interior and exterior illumination systems.

(Pre-requisites: ELEN 2320, 2321L)

ELEN 2550: Electrical Systems Protection: 3 credits

In this course, the student will study the adequate procedures to detect failures in the different control electrical systems and its correction afterwards. Supervision methods will be established for the preservation and maintenance program for electrical equipment.

(Co-requisite: ELEN 2551L)

(Pre-requisites: ELEN2430, 2431L)

ELEN 2551L: Electrical Systems Protection Lab.: 1 credit

Theoretical–practical type of course for (professional) formation, with the general objective of rendering a global vision of the protection equipment mostly used in the Power Electrical Systems in a way the student will be able to select the most adequate protections and determine the necessary adjustments in a particular application, and also to understand and utilize the normalized symbology applied in the control and protection blueprints of these systems. The course considers expositive classes with the assistance of audiovisuals, complemented by the handling of notes and exercise guides, some of which are developed in class and the others are developed by the student individually. In addition, in the practice component, laboratory experiences will be developed in which the behavior of different protections is studied in simulated electrical systems under different operational conditions.

(Co-requisites: ELEN 2550)

(Pre-requisites: ELEN 2430, 2431L)

ELEN 2901P: Electrical Practice and Seminar: 3 credits

In this course, the knowledge and electrical techniques in a manufacturing or service environment will be applied. The student, by means of a cooperative agreement, will be evaluated in a real industry environment at the same time that he will develop his occupational skills.

(Pre-requisites: ELEC 1010, 1021L, ELEN 1000, 2010, 2310, 2311L, 2320, 2321L, 2430, 2431L, 2440, 2460, 2550, 2551L)

ENGL 1010: Basic English I: 3 credits

This course will emphasize the use of the English language in oral and written communication (speech and composition) through the practice of language structures. Students will read short stories, essays, newspaper and magazine articles, as well as be involved in creative writing in order to develop a higher order of reading comprehension as well as improve their vocabulary skills and thinking and communication skills.

ENGL 1020: Basic English II: 3 credits

This course has been designed to improve the student's skills in listening, speaking, reading, and writing English as a second language. Emphasis is given to the development of reading and writing abilities as well as reinforcement of listening and speaking abilities.

(Pre-requisite: ENGL 1010)

ENGL 2000: Business English: 3 credits

This course covers basic English business composition to provide the students with a working knowledge on the basic tools of oral and written expression. Special emphasis is given to business vocabulary, letters, and memoranda, reading and writing as coordinated skills for written composition and other written documents.

(Pre-requisite: ENGL 1010-1020)

ENGL 2050: Conversational English: 3 credits

This course is designed to develop in the students the fundamental skills of oral communication in English. It pursues to develop in the students the necessary fundamental knowledge to enable them to perform effectively in diverse situations within the work environment. Formal and informal conversations will be carried out in the classroom.

(Pre-requisite: ENGL 1010,1020)

FINA 2100: Finance and Cash Flow: 3 credits

This course prepares the students with the convenient ways to apply the financing, and the cash flow techniques. Maximize the opportunities to have a successful business, as well as to prepare reports that help in the decision making process.

(Pre-requisite: BUMA 1000, 1050, MATH 1010)

FINA 2710: Money and Banking: 3 Credits

This course is the study and analysis of money, its development within the financial institution structures and its valuation in the market. It emphasizes the money and economic policy as an instrument that affects the administration of assets, liabilities, capital, interest rates, investment market, and banking services.

ETHI 1010: Ethics and Professionalism: 3 credits

This course will prepare the student on how to act professionally and ethically. The student will be exposed to concepts and ethical points, which will be critical for success in their professional careers. They will acquire a greater conscience and perception on ethical matters and a firm comprehension of the importance of professionalism in the effort to advance in their career.

GEOG 1010: Tourist Geography of North, Central, South America and the Caribbean: 3 credits

This course studies the tourist geography of North America, South America, Central America, and the Caribbean. Emphasis on the climate, topography, natural resources and tourist cultural characteristic language, currency, density, population history, transportation, capital cities hotels, restaurants, and tourist attractions.

GEOG 1020: Tourist Geography of Europe, Africa, Asia and Australia: 3 credits

This course studies the tourist geography of Europe, Africa, Middle East, Asia, Australia, New Zealand and the South Pacific Island with emphasis on the climate, topography, natural resources and tourist cultural characteristic language, currency, density, population, history, transportation capital cities, hotels, restaurants and tourist attractions.

HEED 1020: Foundation of Education for Health : 3 credits

The philosophical, social, psychological, legal, and public health foundations that serve as a basis to develop a health education program in the school and the community will be analyzed.

HEED 1040: Nutrition, School and Community: 3 credits

This course provides the knowledge about food, its components, and the implications of a balanced diet for good health. The new recommendations for the ingestion of food, the relation between nutrition and school performance and the educational and nutritional programs directed to different populations and the controversy areas related to nutrition are discussed.

(Pre-requisite: BIOL 1010)

HEED 1500: First Aid: 3 credits

The techniques employed for the immediate care of a person in a medical emergency situation to prevent harm or death are studied. It includes the following cases: shocks, cardiopulmonary resuscitation, fractures, intoxication, insect bites and burns.

HEED 2050: Environmental Health Education: 3 credits

The foundations of environmental health and its relation to Health Education will be analyzed, with the purpose of protecting life, preserving individual and community health in the following areas: air, water, soil, and food. The prevention of contamination, control and disposition of garbage and other debris, noise control, adequate treatment of food as well as sustainable development of the ecological environment will be discussed.

(Pre-requisites: BIOL 1010, HEED 1020)

HEED 2060: Personality Dynamics and Mental Health : 3 credits

The personality from various perspectives in psychology is discussed, giving emphasis to psychoanalytical, behavioral, humanistic, cognitive and features. Analysis of the main mental health problems in Puerto Rico and their impact on individual and community health highlighting the role that health education plays in terms of their prevention and treatment.

(Pre-requisites: EDUC 2020, HEED 1020)

HEED 2080: Health Education During the Adulthood and Old Age: 3 credits

Study of the basic principles of gerontology and andragogy and their application to health education during adulthood and old age. The outstanding theories of the biology, psychology, education, and sociology fields about the aging process in function of the promotion of integral health are discussed.

(Pre-requisite: HEED 1020)

HEED 3010: Health and Quality of Life: 3 credits

In this course, students will study the fundamental knowledge of natural sciences. It emphasizes the foundations of human physiology related to the structure and functioning of the human body. In particular, they are studied in relation to health. It also highlights the impact that this knowledge offers to the life quality of the human being.

HEED 3020: Health Education Counseling: 3 credits

Study of the philosophy and objectives of counseling and their relation to health education. By means of the media utilized, the students will be facilitated the process of identifying and managing different counseling models utilized in health education, with special attention to the intervention models in group dynamics.

(Pre-requisites: EDUC 2020, 2030, 3140, 3150, HEED 1020)

HEED 4040: Human Sexuality and Education : 3 credits

Analysis of the biological, psychological, legal, social, and cultural bases of human sexuality, with emphasis on the implications for sexual education. The role of the health teacher in the prevention of problems related to sexual and reproductive health will be discussed.

(Pre-requisites: BIOL 1010, 2000, EDUC 2020)

HEED 4120: Teaching Methodology of Health Education : 3 credits

Theoretical and practical analysis of the teaching-learning process in health education. Planning, curricular analysis, teaching adaptation and implementation, and learning instruction and evaluation in the health education field are emphasized.

(Pre-requisites: EDUC 2020, 2030, 3140, HEED 1020, 1040, 2050, 2060, 2080, 3010, 3020)

HEED 4311P : Interdisciplinary Experiences: 3 credits

Collection of clinical experiences, deliberately planned and properly supervised, geared towards the practical application of health teaching in public and private schools as well as in the community. The student will complete 200 hours in a school and 100 hours in an institution that provides services to the community. The student will be responsible for the production of a creative project in which he will show the acquired knowledge and its relation with the community.

(Pre-requisite: EDUC 2020, 2030, 3140, 3160, HEED 1020, 1040, 3010, 2050, 2060, 2080, 4120, 3020, 4040)

HIST 1010: History of Puerto Rico: 3 credits

This course deals with the historic development of the Puerto Rican society since “Pre-Colombian” time until the 21st Century. This course will encourage a sense of belonging, responsibility, security, and identification in the student with the elements that suit our idiosyncrasy. It is our duty to know, love and protect our identity and culture. During his educational development, the student will learn aspects that are related to the colonization, political, religious, economic and social development in the historic times of our people and society.

HIST 4020: History of United States: 3 credits

The student will acquire general knowledge of the history of the United States. Through this course, students will analyze different aspects of the political, social and economic development through the historical periods of the North American society. Controversial issues and their relation with the world will also be studied. The impact of the relationship between the United States and Puerto Rico will be studied.

HUMA 1010: Humanities I: 3 credits

Study of Western Civilization since its beginning until the fall of Rome. The following aspects will be taken into consideration: literature, society, politics, economy, art, religion, and philosophy.

HUMA 1020: Humanities II: 3 credits

Covers the study of Western civilization from the Middle Ages up to the XXI Century. The most important aspects, such as history, literature, art, religion, philosophy, society, economy and politics will be taken into consideration.

INST 2450: Introduction to Pneumatics and Hydraulics: 3 credits

The purpose of this course is to introduce students to the two technologies universally used in the industry and services. Study of terminology and symbology are employed in these important techniques. In addition, students are introduced to the principles of pneumatics and hydraulics. The functioning and application of the different elements that integrate the pneumatics and hydraulics circuits (compressors, cylinders, valves) are included.

(Co-requisite: INST 2461L)

(Pre-requisites: PHYS 1010, ELEC 2400, 2411L)

INST 2461L: Introduction to Pneumatics and Hydraulics Lab.: 2 credits

This course provides the practical experience for the Pneumatics and Hydraulics course and includes the laboratory experiences based on the pneumatics and hydraulics systems such as compressors, valves, cylinders. In addition, it relates to the symbology with the real aspects of the job.

(Co-requisite: INST 2450)

(Pre-requisites: PHYS 1010, ELEC 2400, 2411L)

INST 2700: Instrumentation Controls and Standards: 2 credits

This course provides the student the knowledge to identify schematics, and general characteristics of measurement principles. It includes the applications and installation of instruments and the development of a global vision for the industrial processes automation. It also includes the fundamental knowledge and concepts related to instrumentation controls and standards. The course will also include the design of a basic control system.

(Co-requisite: INST 2711L)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2711L : Instrumentation Controls and Standards Lab.: 1 credit

This laboratory course of controls and standards emphasize a variety of controls such as PID. It will provide the student the opportunity to interpret the instrumentation diagrams to strengthen the problem solution techniques (troubleshooting). A basic control system that includes essential components such as transmitters, level sensors, temperature monitoring and gases will be implemented.

(Co-requisite: INST 2700)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2800: Introduction to Calibration: 3 credits

This course includes the calibration techniques, repair, and maintenance of control instruments. In this course, emphasis is made on the basic principles of instruments and their calibration considering ranges, digital/analog control elements and specifications. It includes measure instruments reading, such as temperature, pressure and calibrator process.

(Co-requisite: INST 2811L)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2811L: Introduction to Calibration Lab.: 1 credit

This course complements the instrumentation calibration theory course for hydraulic, pneumatic, temperature processes, etc. It includes the instruments calibration techniques, measurement, sensors, as well as management and maintenance.

(Co-requisite: INST 2800)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2901P: Practice and Seminar in Instrumentation: 3 credits

This course includes an external practice of the institution in a practice center for a minimum established period in which the students will apply the acquired concepts and skills in a real workplace environment under the supervision of a practice coordinator and the employer, who will evaluate their performance (135). Also, an integrated seminar is included (25hrs.) in which the student will develop a PLC programming project for an industrial process.

(Co-requisite: INST 2800)

(Pre-requisites: ELEC 2350, 2361L, 2850, 2861L, PHYS 1010, INST 2450, 2461L, 2700, 2711L, 2800, 2811L)

INTE 2450: Data Communications: 3 credits

This course covers general information regarding the protocols of data communication currently in use. Emphasis is given to transport systems no matter the physical medium with an example to be studied in detail: TCP/IP and the functioning of the Internet including the design, implementation and the programming of applications that use it.

(Co-requisite: INTE 2461L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350-2361L)

INTE 2511L: Local Area Networks Laboratory: 2 credits

In this laboratory will be applied the principles of data transmission in the computer networks and the operation of the local area networks. They will apply the interconnection concepts that allow that the different types from networks can be connected. Also, a computer network is installed and configured which includes network adaptors, wires preparation and patch panel.

(Co-requisites: INTE 2500)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 2461L: Data Communications Lab: 2 credits

In this laboratory the student applies the knowledge and abilities required for the configuration, installation, maintenance, use and support to a network based in Transmission Control Protocol/Internet Protocol (TCP/IP) in Windows.

(Co-requisite: INTE 2450)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350-2361L)

INTE 2500: Local Area Networks: 4 credits

This course includes the environment of a computer local area network (LAN). It also includes the topologies, physical means of transmission and the elements that make up a network. Basic functions and utilities to administer a network are also discussed.

(Co-requisite: INTE 2511L)

(Pre-requisite: ITTE 1010, 1011L, 2350, 2361L)

INTE 2511L: Local Area Networks Lab: 2 credits

In this laboratory the protocols are configured where emphasis is given to the Transmission Control. Also, a computer network is installed and configured which includes network adapters and the preparation of wires.

(Co-requisite: INTE 2500)

(Pre-requisite: PROG 1550, 1561L)

INTE 2540: Computer Networks Architecture: 3 credits

Study of the nature, characteristics, infrastructure and operation of a network and its components. The student will learn how to select appropriate equipment of connectivity for the types of networks. He will also apply acquired knowledge to develop infrastructure plans and networks designs.

(Co-requisites: INTE 2551L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 2551L: Computer Networks Architecture Lab.: 1 credit

The student will apply the techniques used to assemble physical components in a network. He will also install and configure routers.

(Co-requisite: INTE 2540)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 2560: Networks Administration: 3 credits

The student will learn the process to configure protocols and servers, create users and apply security systems. He will also learn to monitor resources and processes on a network.

(Co-requisite: INTE 2571L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L, INTE 2500, 2511L)

INTE 2571L: Networks Administration Lab: 1 credit

The student will manage processes, configure servers, modems, printers and protocols. He will also create users, apply system securities, supervise and audit resources.

(Co-requisite: INTE 2560)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L, INTE 2500, 2511L)

INTE 2601P: Information Technology Practice: 4 credits

The student of the Associate Degree in Information Technology will acquire knowledge and occupational skills under an industrial and business cooperative agreement. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisites: INTE 2500, 2511L, 2540, 2551L, 2560, 2571L, ITTE 1010, 1011L, PROG 1150, 1161L, 2250, 2261L, 2350, 2361L)

INTE 3010: Web Page Design: 3 credits

In this course the student will have the opportunity to learn the design, publication and maintenance of web pages utilizing tools such as FrontPage.

(Co-requisite: INTE 3011L)

(Pre-requisite: ITTE 1010, 1011L)

INTE 3011L: Web Page Design Laboratory: 1 credit

This course includes the practice at a laboratory where the student will be able to develop skills in the design, publication and maintenance of Web pages.

(Pre-requisites: ITTE 1010, 1011L)

INTE 3020: Repair and Maintenance of PC: 3 credits

This course permits the student to work with the architecture of the personal computers.

(Co-requisite: INTE 3031L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 3031L: Repair and Maintenance of PC Lab. : 1 credit

This course provides the student the opportunity to work in the diagnosis, repair and maintenance of computers. It includes the diagnostic and repair techniques of Power Supplies, Motherboards and peripherals.

(Co-requisite: INTE 3020)

(Pre-requisites: ITTE, 1010, 1011L, PROG 2350, 2361L)

INTE 4010: Networks Security and Auditing: 3 credits

This course introduces the student to the techniques and functions of information systems security and auditing. It provides the foundation for the student's active involvement in information systems auditing.

(Pre-requisite: ITTE 1010, 1011L, PROG 1030L)

INTE 4120 Introduction to Electronic Commerce: 3 credits

The student will understand how Internet works and its integration in business. The student will develop the necessary skills to do merchandising through Internet.

(Co-requisite: INTE 4131L)

(Pre-requisite: ITTE 1010, 1011L, INTE 3010, 3011L)

INTE 4131L: Introduction to Electronic Commerce Lab.: 1 credit

The student will apply his/her knowledge on the theory of electronic trade to create an environment of small business on Internet based on a real life situation.

(Co-requisite: INTE 4120)

(Pre-requisite: ITTE 1010, 1011L, INTE 3010, 3011L)

INTE 4161P: Information Technology Practice: 4 credits

The Practice for the Bachelor's Degree in Information Technology involves a corporative agreement with the industry and commerce where the student receives occupational knowledge and skills in the real world to carry out supervised work experiences.

(Pre-requisite: ITTE 1010, 1011L, PROG 1030L, 1150, 1161L, 2250, 2261L, 2350, 2361L, 2371L, 2470, 2481L, 3350, 3361L, 3370, 3371L, 3420, 3431L, TEIN 2450, 2461L, 2500, 2511L, 2544, 2551L, 2560, 2571, 4010, 3020, 3031L, 4120, 4131L)

ITTE 1010: Computer Literacy: 3 credits

Study of the theory and evolution of information processing as a system and its cycle. Study of the subsystems of information processing and of the concept of telecommunication.

(Co-requisite: ITTE 1011L)

ITTE 1011L: Computer Literacy Lab.: 1 credit

Application of the technical concepts and the managing of the operation systems and application programs, such as: text processor, electronic spreadsheet software to create presentations and databases.

(Co-requisite: ITTE 1010)

**ITTE 3111L: Development of Multimedia Materials and Workshop:
2 credits**

Basic concepts in design of multimedia materials. Study of the strategies to create multimedia presentations. Analysis of the software available in the market for the design of multimedia materials.

(Pre-requisites: ITTE 1010,1011L, EDUC 2030,3120)

ITTE 4000: Data Communications: 3 credits

This course prepares the student to develop common knowledge on the protocols existing in data communication. The student will acquire the basic knowledge that will allow him to configure, install, use and give support to a net base on transmission and control of Protocol/Internet and Protocol (TCP/IP) in Windows.

(Co-requisite: ITTE 4001L)

(Pre-requisites: ITTE 1010,1011L,2110,2111L)

ITTE 4001L: Data Communications Lab.: 1 credit

In this course the student will be able to configure, install, use and give support to a net based on transmission and control Protocol/Internet and Protocol (TCP/IP) in Windows.

(Co-requisite: ITTE 4000)

(Pre-requisites: ITTE 1010,1011L,2110,2111L,)

**ITTE 4211L: Integrating Technology in the Curriculum and
Workshop: 2 credits**

Development of abilities and skills in students in the evaluation, selection and acquisition of technological equipment for educational purpose. Use and management of computer applications, to create program and instructional activities. This course studies the structure and functioning of technological equipment and its integration to the curriculum. It also analyzes the nature and characteristics of modern electronic systems

(Pre-requisites: ITTE 1010,1011L, EDUC 2020, 2030, 3120)

ITTE 4230: Assistive Technology: 2credits

This course pursues to develop consciousness in future teachers of the existence and use of technology adapted to the learning of populations with hearing, visual cognitive and mobility impairments, among others.

(Pre-requisite: EDUC 2020)

JUST 1010: Introduction to Organization and Administration in Criminal Justice: 3 credits

This course provides an analysis of the basic principles of administration and management, as these apply to the Criminal Justice Agencies. Emphasis is made on the theories of bureaucracy, exercise of planning of power and models for decision making. The principles of the organization are applicable to the police, courts and corrections.

JUST 1020: Penal Laws: 3 credits

Through the study of the Penal Laws of Puerto Rico, the student will obtain fundamental and clear knowledge of our laws, penalties, type of crime and the legal principles involved

JUST 1030: Special Penal Laws: 3 credits

The student will acquire knowledge of the contents of the penal laws. Emphasis will be given to juvenile law. In addition, the laws on firearms, drugs and Law 54 will be discussed.

(Pre-requisite: JUST 1020)

JUST 1040: Introduction to Criminology: 3 credits

In this course, the student will study the theory of crime in our society and the origins of the criminal law. Elements such as “corpus delicti” and the different methods to measure a crime are considered. The focus of this course is on the most important schools in criminology.

JUST 1050: Evidence: 3 credits

The course studies the processing rules related with the procedures to present proof and the determination to evaluate if there exists enough proof to establish a fact.

(Pre-requisites: JUST 1010, JUST 1040)

JUST 2010: Interview and Interrogation: 3 credits

This course is designed to familiarize the students with the techniques used in the process of the interrogation and interview. The students will examine the purpose and principles of an effective interview and especially the aspects involved in the legality of the information obtained.

(Pre-requisites: ETHI 1010, SPAN 1010)

JUST 2020: Rules of Criminal Procedure: 3 credits

By studying the Rules of Criminal Procedures, students will learn the aspects of investigation. Probable cause and the requirements of search warrants are central matters. Arrest, unwarranted search, rules of exclusion of responsibility and the appeal process are examined.

JUST 2030: Victimology: 3 credits

In this course, students will analyze the act from the perspective of the victim, the relation between the victim and the victimizer. They will study the nature and extension of the aggression and how it affects other members of the family and society in general. Students will learn about the agencies that offer services to crime victims and what to do when you work in a situation of this nature.

JUST 2040: Penal Law: 3 credits

This course will have a special application in the area of criminal justice, with the general principles of Penal Law, its interpretative judicial rules, its consequences, crimes of major repercussion in society and the jurisprudence applicable to each case.

JUST 2050: Criminal Investigation: 3 credits

The students will know the general concepts of the modern techniques to investigate crimes, ballistics, prints, identification of suspects, forensic laboratories and practical problems. Will also, understand the importance of the role that the criminal investigation has in the conviction or exoneration of the accused.

(Pre-requisites: JUST 2010, 2020)

JUST 2060: Observation Seminar: 3 credits

During this observation seminar, the students will have the opportunity to acquire practical knowledge by familiarizing themselves with the processes carried out in the different court houses in Puerto Rico. This course will help the students to listen and observe the main characters of the events carried out at the different court rooms and how the processes studied are carried out. The students will practice 20 hours in court.

JUST 2981P: External Practice in Criminal Justice: 3 credits

The course consists of a supervised practice, where the student will be located in an agency, institution or program of services to the community. The purpose of the practical experience is that the student can apply in an integrated and structured way the knowledge acquired, and the competencies and skills developed in the academic process.

(Pre-requisites: JUST 1010, 1020, 1030, 1040, 1050, 2010, 2020, 2030, 2040, 2050, 2060)

JUST 3000: Civil Rights: 3 credits

Through the study of Civil Rights, as fundamental rights and duties of the human being, as established by the Constitution of the Commonwealth of Puerto Rico and the fundamental laws that govern in our country. The jurisprudence related to rights and the duties of the human being will be studied, as well as the duties of the Supreme Court of Puerto Rico and the Supreme Court of the United States of America.

JUST 3005: Drug Addiction and Crime: 3 credits

In this course, the students will study the prevalence of the use of drugs, types and quantities of drugs in the market; relation between drug abuse and crime and various explanations of this relation. The stages of drug dependency are reviewed.. The aspects to demand and supply in the war against drugs are compared and verified. Focus on the aspect of the demand includes drug tests, drug treatment programs and other aspects of the prevention.

JUST 3008: Penology: 3 credits

Students will study the origins, philosophy and development of Penology, antecedents and trajectory of the Penitentiary System, analysis of penology and its juridical-penal reaction. Existing legislation, programs and services in the penal institutions from a preventive and rehabilitation perspective will also be studied.

(Pre-requisite: JUST 2040)

JUST 3010: Rights of the Prisoner: 3 credits

The students will analyze the rights of the prisoners, with special attention to the services, mechanisms of discipline, safety, and management of terminology such as: abuse of rights, civil and criminal actions and implementation of security measures.

(Pre-requisites: JUST 1010, 1030, 2020, 2040, 3000)

JUST 3020: Rehabilitation and Treatment of the Delinquent: 3 credits

This course is directed to the study of the different treatments, tests and measures used in the implementation of rehabilitation programs in the Criminal Justice System. Details of the different approaches used in the correctional process will be presented together with a presentation of instruments of tests used in the treatment process. Emphasis is made on the theoretical basis for the treatment programs in correction together with the importance of acceptance in the community.

(Pre-requisites: JUST 3010, SOSC 1010, PSYC 2510)

JUST 3610: White Collar Crimes and Fraud Detection: 3 credits

In this course, the student will study the white-collar crime as well as its consequences in the contemporary society and its impact on the economy. The student will receive training in the detection of fraud. The course will cover the identification of false documents, the detection of false identity, the use of stolen credit cards and falsification of bills and checks.

(Pre-requisite: JUST 3000)

JUST 3981P: External Practice in Criminal Justice: 3 credits

The course consists of a supervised practice, where the student will be located in an agency, institution or program of services to the community. The purpose of the practical experience is that the student can apply in an integrated and structured way the knowledge acquired, and the competencies and skills developed in the academic process.

(Pre-requisites: JUST 1010, 1020, 1030, 1040, 1050, 2010, 2020, 2030, 2040, 2050, 2060, 3000, 3005, 3008, 3010)

LAW 1100: Introduction to Law: 3 credits

This course covers the introduction to the Rights which studies the development and influences of the Roman and English Law until modern times. It emphasizes the sources of law and how to apply them.

LAW 1200: Legal Investigation: 3 credits

This course will provide the student with the necessary skills to develop an investigation methodology and juridical analysis in the legal profession. It also provides the student with the oral and written style and juridical language, through exercises, argumentations and discussions of legal situations.

(Pre-requisite: LAW 1100)

LAW 1300: Civil Procedures: 3 credits

This course covers the study of civil laws such as Family Law, Property law, contracts and successions. A study of civil procedures used in ordinary cases in local courts. Rules and statutes pertaining to civil law and procedures are emphasized.

(Pre-requisite: LAW 1100)

LAW 1400: Mortgage and Notarial Law: 3 credits

This course will provide the student the knowledge of the mortgage, notarial and other related laws.

(Pre-requisite: LAW 1100)

LAW 1500: Legal Documents Writing: 3 credits

In this course, emphasis is placed on the development of skills related to techniques used in editing documents and legal correspondence. The course also studies the process followed by the documents originated and emphasizes the use of technical legal vocabulary.

(Pre-requisite: LAW 1100,1300)

MATH 1010: Basic Mathematics: 3 credits

Review of arithmetic concepts, set theory, properties of real numbers, operations with integers, exponential notation, algebraic properties, operations with polynomials, and factoring, equations, inequalities, rational expressions, linear equations and systems of linear equations, radicals and quadratic equations with one variable. Concepts will be applied to specific examples.

MATH 1050: Business Mathematics: 3 credits

This course presents an introduction to business mathematics. The first part emphasizes the skill development in the numeric fundamental operations. Also it includes an introductory analysis, discussion and application of rules, principles and common habits that guide the commercial activity, simple and compound interest, as well as commissions, sales discounts, present and future value and payroll are analyzed.

(Pre-requisite: MATH 1010, except for Tourism and Hospitality Program)

MATH 2010: Basic Mathematics for Engineering Technology: 3 credits

This course provides the basic knowledge of algebra and how it can be applied to the concepts and needs of the theory and practice in the electronics field. It includes algebraic equations, inequalities, exponentials, polynomials and graphics.

MATH 2020: Pre-calculus for Engineering Technology: 3 credits

This course provides to the student the necessary foundations of pre-calculus for the application to the processes and calculations in the instrumentation technology area and applications. It includes equations systems applications, logarithmic, exponentials and trigonometric functions, as well as geometrics and algebraic vectors. Also, it emphasizes problems of numeric systems conversion.

(Pre-requisite: MATH 2010)

MATH 2050: Applied Mathematics: 3 credits

Study of mathematics applications in technology. Numerical systems, operations and codes. Boolean algebra and logical algebra simplifications.

(Pre-requisite: MATH 1010)

MESE 1010: Medical Terminology: 3 credits

This course develops skills on the basic medical vocabulary most commonly used. It also covers roots, prefixes, and suffixes related to the health field. It studies the medical vocabulary for all the body systems. It also provides an understanding of the scientific written and spoken words commonly used in the health field.

(Pre-requisites: BIOL 1010, 2000)

MESE 2020: Medical Insurance Billing: 2 credits

This course offers the student a wealth of information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms manually and electronically.

(Co-requisite: MESE 2021L)

(Pre-requisites: BIOL 1010, 2000)

MESE 2021L: Medical Insurance Billing Lab. :1 credit

This course offers the students information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical dental office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms, manually and electronically.

Pre-requisite: BIOL 1010-2000)

(Co-requisite: MESE 2020)

MICR 1000: Basic Microbiology: 3 credits

Students will study the history, morphology, genetics, metabolism, microorganism, and taxonomy in its relation with humans in their environment. Knowledge and skills will be provided: pathology and the virulence in the human diseases. Students will learn how to prevent and control infections, sterilization, safety, prevention and control of toxic waste.

(Co-requisite: MICR 1011L)

(Pre-requisite: BIOL 1010)

MICR 1011L: Basic Microbiology Lab.: 1 credit

This course provides the student the practical way to the observation and identification of the different microorganisms that cause the diseases.

(Co-requisite: MICR 1000)

(Pre-requisite: BIOL 1010)

MKTG 1010: Marketing Principles: 3 credits

The study of the necessary functions for the distribution of service and goods from the producers toward the final consumer. The course offers the students an introduction to the total integrated marketing system and its basics elements, such as product, price, promotion and distribution. Also includes the study of the macro environment and government regulations that affect it. The consumers behavior is also studied as well as the modern marketing trends and positioning.

MKTG 2020: Marketing Techniques in Banking Systems: 3 credits

This course will offer the student information related to marketing concepts and practices applied to the financial services sector, joined to the general competencies, which will permit them to apply marketing strategies that generate benefits. It deals with topics such as: definition of the marketing concept, models of clients' behavior, marketing planning process, marketing strategies, communication and distribution in the sales of products and services.

NURS 1000: Nursing Theory and Evolution: 2 credits

This is the introductory course to the nursing discipline. It studies the historic evolution and theory of nursing and the most important in U.S.A. and Puerto Rico in this field. It also studies concepts of the human being, environment, communications, health-disease, nursing and its implications in direct patient care. It covers current educational level from practical nursing to a doctorate degree as well as the different roles and functions performed by nursing in accordance with the Puerto Rico's law.

NURS 1050: Pharmacology and Nursing Implications: 3 credits

This is a theoretical course of pharmacology that emphasizes the action mechanics and the medicine administration emphasis given to the nursing functions.

(Pre-requisites: BIOL 1010, 2000, NURS 1000)

NURS 1211L: Posology and Laboratory Skills for the Medicines Administration: 2 credits

This laboratory is designed for the nursing student to develop and apply the fundamental skills necessary for dosage calculation and medicine administration: oral, parenteral, topical and inhalation administration.

(Prerequisites: BIOL 2000, MATH 1010, NURS 1000)

NURS 1300: Fundamentals of Nursing: 3 credits

This course introduces the direct care and the fundamentals skills for guiding the patient in satisfying their basic needs on hygiene, physical and psychological comfort, security, prevention, and infection controls. Emphasis is given in the nursing process as the solution to problems related to respiratory, cardiovascular, nourishment, and elimination functions.

(Co-requisite: NURS 1050, 1211L, 1311L, 1411P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, MICR 1000, 1011L, NURS 1000)

NURS 1311L: Fundamentals of Nursing Lab.: 3 credits

This course introduces the application to the fundamental skills of nursing in patient direct care. Emphasis is given to the solution of problems related to basic needs on hygiene, physical and psychological comfort, security, prevention, and infection controls. Also provides for the nursing process as the solution to problems related to respiratory, cardiovascular, nourishment, and elimination functions.

(Co-requisite: NURS 1050, 1211L, 1300, 1411P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, MICR 1000, 1011L, NURS 1000)

NURS 1411P: Clinical Practice of Fundamentals of Nursing: 1 credit

Clinical practice which offers the student the opportunity to apply and develop basic nursing skills in client-family care. In this course the student will carry out the basic skills and procedures in the direct care utilizing as a conceptual framework the nursing process. Emphasis is given to nursing interventions with the client and family who have basic needs of hygiene, physical and psychological comfortability, security, prevention and control of infections, nutrition, fecal elimination and the reduction of potential risk.

(Co-requisites: NURS 1050, 1211L, 1300, 1311L)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, MICRO 1000, 1011L, NURS 1000)

NURS 1500: Nursing Ethics and law: 2 credits

This course provides the student with the basic knowledge of nursing legislation, theoretical guidelines of the ethics, moral aspects of nursing and the laws and their implications in the practice of nursing. The swearing of Florence Nightingale and Hippocrates, as well as the ethical code of nursing will be studied.

(Pre-requisites: NURS 1000)

NURS 1550: Nursing Interventions with Adult and Elder with Health Alterations I: 3 credits

This course is designed so that the student can analyze common pathophysiologies that affect the individuals during adult-hood and elderly stages. It emphasizes nursing interventions with the patient and his family in cases of cellular damage, immunological problems, surgical processes, sensorperceptual problems and oxygenation problems.

(Co-requisites: NURS 1561P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300,1311L, 1411P, 1500)

NURS 1561P: Nursing Interventions with Adult and Elder with Health Alterations I (Practicum): 1 credit

The clinical practice provides the student with the opportunity to intervene in the caring of the patient and his family in cases of common pathophysiologies that affect the individual during adult-hood and elderly stages. It emphasizes nursing interventions in cases of cellular damage, immunological problems, surgical processes, sensoperceptual problems and oxygenation problems.

(Co-requisite: NURS 1550)

(Pre-requisite: BIOL 1010, 2000, CHEM 1010, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, MICR 1000, 1011L)

NURS 1600: Nursing Interventions with Adult and Elder with Health Alterations II: 3 Credits

This course is designed so that the student can analyze common pathophysiologies that affect the individual during adult-hood and elderly stages. It emphasizes nursing intervention with the patient and his family in cases of ingestion, digestion, absorption and elimination problems, regulatory mechanisms, coordination and mobility.

(Co-requisites: NURS 1611P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1550, 1561P)

NURS 1611P: Nursing Interventions with Adult and Elder with Health Alterations II (Practicum): 1 credit

This clinical practice provides the student with the opportunity to intervene in caring for the patient, who suffers common pathophysiologies during adulthood and old age as well as his family and community. Emphasis is given in the nursing care of the patient, families and communities with ingestion, digestion, absorption and elimination regulatory mechanisms, coordination and mobility.

(Co-requisites: NURS 1600)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1550, 1561P)

NURS 2600: Nursing Intervention with the Mother and Newborn: 3 credits

This course prepares students for the adaptation and care process of the mother and newborn. The course emphasis is on the mother's needs during the pre and postnatal phases. Skills are developed in the care of the newborn so as to identify any situation of characteristics that might represent some difficulty.

(Co-requisite: NURS 2611P)

(Pre-requisite: BIOL 1010, 2000, CHEM 1010, 1011L, MICRO 1000, 1011L, NURS 1000,1050,1200,1211L, 1300, 1311L,1550, 1561P, 1500)

**NURS 2611P: Nursing Intervention with the Mother and Newborn
(Practicum): 1 credit**

This course develops the necessary skills in nursing for the adaptation process between mother and the newborn. Emphasizes on the mother's needs during the pre and postnatal phases; of the family in this process, and the direct care of the mother and the newborn. Skills on the direct care of the patient during the prenatal phase in the family context as well as the skill needed to identify characteristics that might represent high risks to the newborn. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisite: NURS 2600)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P)

**NURS 2700: Nursing Intervention with the Child and Adolescent with
Health Alterations: 3 credits**

This course offers the opportunities of learning to acquire knowledge, skills and attitudes necessary to offer direct care to child and adolescent with health alterations. The patient and his/her family is considered and the effects in growth and development in the life cycle. The nursing process is emphasized in the promotion, restoration and maintenance of health and illness prevention. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisite: NURS 2711P)

(Pre-requisite: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P,2600, 2611P)

NURS 2711P: Nursing Intervention with the Child and Adolescent with Health Alterations (Practicum): 1 credit

This course offers the opportunities of learning skills and attitudes necessary to offer direct care to child and adolescent with health alterations and the use of therapeutic techniques with the patient and his/her family. The nursing process is emphasized in the promotion, restoration and maintenance of the health and prevention of the illness. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisite: NURS 2700)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICRO 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2740: Nursing Interventions with Patients with Mental Health Alterations and Psychiatry: 3 credits

This course provides the student with educational experiences so that he can develop cognitive, affective and psychomotor skills that will enable him/her to perform nursing therapeutical interventions with individuals, families and groups which are susceptible to develop mental health alterations. Risk factors needs and treatment of mental disorders will be studied. A holistic view of the human being and the cultural factors that contribute to maintain or alter their maximum functioning. It provides experiences that promote self- knowledge in the student. The use of himself as an instrument to establish and maintain therapeutical communication and its techniques. Mental health intervention for the community, mental health promotions and primary, secondary and tertiary prevention promotions will be developed as well as individual and group teaching skills.

(Co-requisite: NURS 2751P)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2751P: Clinical Practice in Nursing Interventions with Patients with Mental Health Alterations and Psychiatry (Practicum): 1 credit

This clinical practice provides the student with educational experiences so that he can develop cognitive, affective and psychomotor skills that will enable him to perform nursing therapeutical interventions with individuals, families and groups which are susceptible to develop mental health alterations. Risk factors needs and treatment of mental disorders will be studied. A holistic view of the human being and the cultural factors that contribute to maintain or alternate their maximum functioning. It provides experiences that promote self-knowledge in the student. The use of himself or herself as an instrument to establish and maintain therapeutical communication and its techniques. Mental health interventions for the community, mental health promotions and primary, secondary and tertiary prevention promotions will be developed as well as individual and group teaching skills.

(Co-requisite: NURS 2740)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MICRO 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2761: Integrating Seminar - Nursing: 3 credits

This is an introductory course to the Nursing Board Exam. It utilizes the concepts used by the Examining Board to organize and design the Board Exams in Puerto Rico; the **Client Needs** categories according to the NCLEX-RN: secure and effective environment care, promotion and maintenance of health, psychological and physiological integrity. Emphasis is given on the health concept in Puerto Rico, in the nurse interventions and the necessary professional competences to offer health care on the different scenarios and clients.

(Co-requisites: NURS 2700, 2711P, 2740, 2751P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1010, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 3000: Professional Role of the Nurse in the Present Society: 2 credits

This course introduces the student to holistic concepts, nursing theories, health education, health promotion and roles of the nursing professional. It emphasizes the effects of the values, culture and ethics in the challenges of the nursing professional. The use of computer science in an effective way is emphasized.

(Pre-requisites: NURS 1000, 1500)

NURS 3005: Critical Thinking in Nursing: 3 credits

Development of attitudes and general strategies of critical thinking. Knowledge on common critical thinking in the nursing profession. Development of abilities for clinical judgment. Use of critical thinking to make ethical decisions, apply it in research, teach others, learn and prepare tests. Practice on the abilities of critical thinking.

(Pre-requisites: NURS 1000, 1500)

NURS 3010: Physical Examination: 2 credits

This course enables the student to carry out a complete physical examination. The student will be able to identify the strengths in health and the problems of the individual that can act as a bridge to carry out a valuation in nursing, differentiating from the subjective and objective data of the client versus what is obtained in the physical examination. The student studies the systemic irregularities and local disorders.

(Co-requisites: NURS 3011L)

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)

NURS 3011L: Laboratory of Physical Examination: 1 credit

In this course the student will be able to make a complete physical examination and a health history. The student will recognize abnormal conditions, and will be able to integrate the complete physical examination to the evaluation of the customer's health.

(Co-requisites: NURS 3010)

(Pre-requisites: NURS 1000, 1050, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)

**NURS 3025: Nursing Intervention in the Administration of Medicines:
3 credits**

This course provides a review of the basic concepts of pharmacology and posology. Emphasis on nursing processes of the medicine administration, in the clients and family education about the use and effect of the most used medicines according to their classification.

(Pre-requisites: NURS 3000, 3005, 3010, 3011L)

NURS 3050: Research in Nursing: 3 credits

Development of skills to access and select research reports in nursing. Knowledge on the investigation process. Introduction to the interpretation of reports and the application of research findings in the practice.

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, STAT 2000)

NURS 3055: Leadership and Management: 3 credits

This course provides an introduction to the basic principles of leadership and management of health care. Necessary tools and concepts for the compliance of the role of the nursing professional in different fields. It is focused on the assurance of quality in health care communications with fellow, health care providers, patients and relatives, consultations, and collaborative relationships. Legal aspects of nursing practice and the effects of legislative processes and policies are emphasized.

(Pre-requisite: NURS 3000, 3005, 3010, 3011L)

**NURS 3130: Critical Interventions in Professional Nursing with
Children and Adults: 3 credits**

This course emphasizes critical professional nursing, interventions with children and adults with pathophysiological disorders. Evaluation skills, diagnostic reasoning based on humanistic and scientific knowledge of acute and chronic pathophysiologies that require critical care are emphasized. Leadership concepts, clinical judgment, systemic reasoning, diversity, legal and ethical responsibilities, research, patient and family education and handling of collaborative problems are also integrated and emphasized in the course.

(Co-requisites: NURS 3131P)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

NURS 3131P: Critical Intervention in Professional Nursing with Adults and Elder (Practicum): 1 credit

This clinical practicum provides the student with the opportunity to intervene in the critical interventions of professional nursing with adults who present pathophysiological alterations. Evaluation skills, diagnostic reasoning based on humanistic and scientific knowledge of acute and chronic pathophysiologies that require critical care are emphasized. Leadership concepts, clinical judgment, systemic reasoning, diversity, legal and ethical responsibilities, research, patient and family education and handling of collaborative problems are also integrated and emphasized in the course.

(Co-requisites: NURS 3130)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

NURS 3500: Cases Management: 1 credit

This course enables the student to integrate the management of cases in a constantly changing health system. Students will be able to identify strong points and patient's personal problems that will help provide high quality care. Contemporary models of case management in a hospital atmosphere and actual health services will be analyzed. Students will learn the role of a nursing professional in the handling of cases.

(Co-requisites: None)

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)

NURS 3511P: Critical Intervention in Professional Nursing with Children and Adolescents (Practicum): 1 credit

This clinical practice provides the student with the opportunity to intervene in the critical interventions of professional nursing with children and teens with pathophysiological disorders. It emphasizes the skills of diagnostic evaluation and reasoning based on scientific and humanistic knowledge of acute and chronic pathophysiologies that require critical care. Leadership concepts as well as clinical judgment, systemic thinking, diversity, ethical and legal responsibility, research, patient and family education and the handling of collaborative problems are incorporated and emphasized.

(Co-requisites: NURS 3130, 3131P)

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)

**NURS 4010: Valuation and Intervention with Population and Groups:
3 credits**

Study of the concepts and principles of public health and nursing in the community. Integration of the knowledge and skills of nursing to be able to provide services that promote and protect the health of groups and population. Evaluation of the health and interventions to provide nursing care to groups and population.

(Co-requisites: NURS 4011P)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

NURS 4011P: Valuation and Intervention with Population and Groups Practicum: 1 credit

Application of nursing knowledge and communication skills, interpersonal relations and human care, leadership, management, teaching and critical thinking in evaluating the health, plan, coordinate, implement and evaluate the care to population and groups. Application of research findings. Practice with selected population in selected communities. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisites: NURS 4010)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

NURS 4021: Integrating Seminar Nursing: 2 credits

This course will allow the student to demonstrate the knowledge and skills acquired through his/her academic preparation. In this way he will be able to adjust his/her knowledge and skills to prepare himself/herself in a proper way to obtain his/her professional license.

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L, 3025, 3050, 3130, 3131P, 3500, 3511P, STAT 2000)

OFSY 1201L: Basic Typing and Lab: 3 credits

In this course emphasis is given to the introduction and mastery of the alphabetic, numerical and symbols using the computer. Also, emphasis in errors corrections in documents, and remediative practice, basic techniques, speed development, typing precision as well as efficient transfer of the skill to simple problems of typing productions.

OFSY 1250: Speedwriting in Spanish : 3 credits

The student will develop skills in the Spanish speedwriting system, through lecture and writing. Emphasis will be given to the correct usage of language, grammar, dictation and transcription.

OFSY 1301L: Documents Production I and Lab: 3 credits

The development of basic skills of speed and precision are emphasized. At the same time, continued training will be given in the preparation of office duties such as business letters, envelopes, memoranda, outlines, reports and manuscripts. The student will practice the correct basic techniques in the production of typewriting tasks, with material in both English and Spanish languages to be considered.

(Pre-requisite: OFSY 1201L)

OFSY 1351L: Documents Production II and Lab: 3 credits

Development of basic skills, such as: speed, precision and comparison. Emphasis will be given to the production of office documents such as letters with special parts, manuscripts, special reports, minutes, outlines, memoranda, acts, agendas, legal and medical documents, purchase order forms, press release, fax, balance sheet, others. The student will be required to use his own initiative in the performance of these office tasks. Different Spanish and English documents will be completed.

(Pre-requisites: OFSY 1201L, 1301L)

OFSY 1400: Documents Control: 3 credits

This course prepares students to the introduction and the study of the systems to order by an alphabetic, numeric, geographical and by subject manner; including receipts systems, classification, processing, control and disposition of documents. Emphasis is given to the data management application, using a Data Base Program.

**OFSY 2101L: Dictation and Transcription of Spanish
Speedwriting and Lab.: 3 credits**

This course is designed with the fundamental purpose to enable students to produce grammatically and typewritten correct and precise documents in the computer. Students will review the speedwriting theory learned by practicing dictation of letters with a variety of vocabulary and emphasis in the correct usage of language rules. The student integrates his knowledge with the correct transcription process of different documents.

(Pre-requisites: OFSY 1201L, 1250, 1301L)

OFSY 2201L: Dictation and Transcription of English Speedwriting and Lab: 3 credits

This course is a writing system that is based primarily on the English Language alphabet. Through this course the speedwriting transcription skills and English language reinforcement are emphasized. Also, the speed and good work habits are developed in the process of taking dictations.

(Pre-requisites: ENGL 1010, 1020, OFSY 1201L, 1301L)

OFSY 2450: Administration and Office Techniques: 3 credits

The main purpose of this course is to familiarize the students with all the functions and techniques of the modern office and principles that apply to the planning, organization, direction and control of the typical activities of the different offices and in the solution of problems that appear. It also presents the applications of new equipment and the technological changes, and the effects in the administration of the office and support personnel.

OFSY 2501L: Keyboarding and Lab: 3 credits

In this course students will develop skills in the operation and management of the keyboard. The student will learn the key touch sequence of the alphanumeric keyboard, symbols and special characters most frequently used in a personal computer. This course also emphasizes the development of speed and accuracy skills on the keyboard.

OFSY 2700: Word Processing and Electronics Presentations I: 3 credits

This course prepares the students to know how to handle text processors, explaining the necessary functions for the handling of the Word Program and the creation of written documents. It introduces describing them the common elements that they can find such as to create, to write, to modify, and to review texts, to move by the document or to show it in different forms. It also prepares them to keep configurations in the search from archives, as well as in the configuration of the menus and bars of tools. This course provides the minimum knowledge required to prepare the student to take the examination for the Certification from Microsoft Office Specialist (MOS) in Word Core.

(Co requisite: OFSY 2711L)

(Pre-requisites: OFSY 1201L, 1301L)

OFSY 2711L: Word Processing and Electronics Presentations I Lab: 2 credits

The phase of the Word Processing and Electronics Presentation I Laboratory, is a resource used in the development of specific skills in the computerized equipment operations and its functions. It provides the student the opportunity to practice and execute specific functions of the most demanded programs in the work force. This course provides the minimum knowledge required to prepare the student to take the examination for Microsoft Office Specialist (MOS) in Word Core Certification.

(Co-requisite: OFSY 2700)

(Pre requisites: OFSY 1201L, 1301L)

OFSY 2751L: Electronic Business Writing and Lab: 3 credits

This course prepares the student to prepare office documents directly to the computer, and making the student conscious of the importance of the language and grammar to the office professional. Also studied is the application of the learned formats to the documents prepared and the specific functions of the information processing program.

(Pre-requisites: SPAN 1010, 1020, OFSY 1201L, 1301L)

OFSY 2800: Word Processing and Electronics Presentations II: 3 credits

This course prepares the student in advanced techniques and functions in the Word program. The necessary concepts to create styles, schemes, tables, index and crossed references are explained, as well as to translate, review, share and protect documents, add or create Web pages, combine correspondence and create and use macros. It also includes the basic concepts of PowerPoint program. It provides the minimum knowledge required to prepare the student to take the examination for the Certification of Microsoft Office Specialist (MOS) in Word Expert.

(Co-requisite: OFSY 2811L)

(Pre-requisite: OFSY 2700-2711L, 1201L-1301L)

OFSY 2811L: Word Processing and Electronics Presentations II Lab: 2 credits

The laboratory of the Word Processing and Electronics Presentation II course offers the student the opportunity to apply the knowledge and advanced functions of the Microsoft Word program. It provides the minimum knowledge requirements to prepare the student to take the examination for the certification of Microsoft Office Specialist (MOS) in Word Expert.

(Co requisite: OFSY 2800)

(Pre-requisites: OFSY 2700, 2711L, 1201L, 1301L)

OFSY 2851P: Office Practice and Integrating Seminar: 4 credits

The office practice reinforces the theory learned in the classroom in a real work scenario. It consists of a cooperative agreement between business, industry and the Institution where the student receives the occupational knowledge and skills in a real supervised job experience. This course reinforces the relation of the academic content to the workforce environment. It also includes a 25 hours seminar where the student has the opportunity to review the minimum knowledge requirements of the field. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

Pre-requisites are as follows:

Legal Secretary Program

OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2450, 2700, 2711L, 2800, 2811L, BUAD 2250, LAW 1100, 1200, 1300, 1400, 1500

Medical Secretary Program:

OFSY 1201L, 1301L, 2700, 2711L, 1250, 1400, 1351L, 2101L, 2450, 2800, 2811L, MESE 1010, 2020, 2021L PROG 2300, 2311L, BIOL 2000, BUAD 2250, BIOL 1010

Information Processing Program:

OFSY 1201L, 2700, 2711L, 2751L, 1250, 1301L, 1351L, 1400, 2101L, 2201L, 2450, 2800, 2811L, PROG 2300, 2311L, BUAD 2250, ACCO 1000

OFSY 3010: Business Translation: 3 credits

Study and analysis of the techniques of translation applied to business correspondence in the office.

(Pre-requisites: ENGL 1010, 1020, 2000)

OFSY 3851P: Office Systems Practice and Integrating Seminar: 4 credits

The office practice reinforces the theory learned in the classroom in a real work scenario. It consists of a cooperative agreement between business, industry and the Institution where the student receives the occupational knowledge and skills in a real supervised job experience. This course reinforces the relation of the academic content to the workforce environment. Includes a special presentation made in Power Point to a selected audience.

Pre-requisites are as follows:

Business Education Program

(OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2201L, 2450, 2700, 2711L, 2751L, 3901L, ACCO 1000, BUAD 2250)

Office System Program

(OFSY 1201L, 1301L, 1250, 1351L, 2101L, 2700, 2711L, 2751L, 2201L, 2450, 1400, 3010, 3901L, ACCO 1000, 2250, 2261L, BUAD 2050, 3000 STAT 2000, , PROG 2300, 2311L, BUAD 2250)

OFSY 3901L: Simulated Office and Laboratory: 3 credits

In this course the student will develop the analysis of different situations in the office environment and decision-making. Creativity and originality will be emphasized when presenting work and will stimulate critical thinking when analyzing real situations in the office. The importance of interpersonal relations, attitudes, ethics, planning and decision-making will be emphasized.

(Pre-requisites: OFSY 1201L, 1301L, 1250, 1351L, 1400, 2101L, 2201L, 2450, 2700, 2711L, 2751L, 2800, 2811L)

PHAR 1000: Pharmaceutical Theory: 3 credits

This course discusses the evolution and history of pharmacy, as well as ancient and modern medicine concepts. Ethics and the role of Pharmacy Technicians in the community are emphasized. Introduces the student to medicine classification, label information, dosage forms, Medical Terminology used in prescription, as well as parts of the prescription and the label.

PHAR 1050: Pharmaceutical Chemistry: 3 credits

This course covers the study of the most important compounds and mixes that the pharmaceutical products have. Allows the students to relate with the different compounds, formulas and chemical reaction that they will apply in practice when they read literature of the different medicines as well as information about ways of action.

(Pre-requisites: BIOL 1010, PHAR 1000, CHEM 2010, 2011L, MATH 1010)

PHAR 1100: Pharmaceutical Mathematics: 3 credits

In this course the students learn systems such as metric, apothecary and avoirdupois to make pharmaceutical mathematics. It discusses different forms to prepare solutions such as dilution and concentrations. Dosage will be determined including the amount of medications to dispense as well as the prescriptions to dispense indicated by the doctor.

(Pre-requisite: MATH 1010, PHAR 1000)

PHAR 2151L: Dispensing Techniques Lab.: 2 credits

The role of the Pharmacy Technician, ethics and performance is discussed. It covers prescription readings, intravenous additives and hyperalimentation, OTC medications, common prescripts and medical equipment for monitorial home. Skills in equipment and scales use are emphasized as well as the preparation of prescriptions in today's world.

(Co-requisites: PHAR 2361L, 2371, 2381P)

(Pre-requisites: BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 1100, PHAR 2560)

PHAR 2250: Pharmaceutical Legislation: 3 credits

Includes the rules and laws that affect the operation of pharmacies in PR. Emphasis is given in laws such as Pharmacy Law of Puerto Rico, Law of Health Service Reform, Law of Controlled Substances, and the Consumer's Affairs Department (DACO) regulations, among others.

(Pre-requisite: PHAR 1000)

PHAR 2350: Posology: 3 credits

This course studies dosification forms, administration vias, doses calculation and equipment manipulation for the measurement and administration of medicines.

(Pre-requisite: BIOL 1010,2000, MATH 1010, PHAR 1000, 1050,1100)

PHAR 2361L: Pharmacy Administration Laboratory: 2 credits

This course covers the basic principles of administration and marketing used in the pharmacies. It includes topics on analysis of location and marketing, services offered in the pharmacies, inventory management, purchases, price calculation, discounts and organization of the merchandise. In addition, the student will be able to prepare inventory, add or eliminate inventory, prepare reports and simulate the Program of Invoicing of the Medical Plans of Computerized Pharmacy when dispatching medicines.

(Co-requisites: PHAR 2151L, 2371, 2381P)

(Pre-requisites: PHAR 1000, 1100, MATH 1010)

PHAR 2371: Pharmacy Internship Seminar I: 1 credit

This seminar is part of the Pre-Practice. The students will be oriented on attitudes, responsibilities, requisites of the practice and the development as a health professional in pharmacy. It discusses doubts related to the pharmaceutical aspects in the internship and activities are reinforced to improve the administrative processes carried out by the technician in pharmacy and the management of OTC products.

(Co-requisites: PHAR 2151L, 2361L, 2381P)

(Pre-requisites: PHAR 1000, 1050, 1100, 2250, 2560, BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010)

PHAR 2381P: Pharmacy Internship I: 2 credits.

This practice is carried out in community pharmacies. The law requires that a duly authorized pharmacist supervises the student. This internship will provide the student with practical experiences in the management of purchase orders, receipt and checking merchandise, return of expired goods and management of OTC and homeopathic products. The student must complete 300 hours in the Practice Center.

(Co-requisites: PHAR 2151L, 2361L, 2371)

(Pre-requisites: PHAR 1000, 1050, 1100, 2250, 2560, BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010)

PHAR 2401P: Pharmacy Internship II: 2 credits

This practice is done in community or hospital pharmacies. The law requires that an authorized pharmacist supervise the student. This internship provides practice experiences in prescription, labeling, health plans, ordering and inventory. The student must complete 350 hours in the practice center.

(Co-requisite: PHAR 2451)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2250, 2350, 2361L, 2371, 2381P, 2560)

PHAR 2411P: Pharmacy Internship III: 2 credits

This practice is done in community or hospital pharmacies. The law requires that an authorized pharmacist must supervise the student. These practical experiences will develop: prescription compounding, labeling, health plans, ordering and pricing skills. The student must complete 300 hours in the Practice Center.

(Co-requisite: PHAR 2461)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2250, 2350, 2361L, 2371, 2381P, 2560)

PHAR 2451: Pharmacy Internship Seminar II: 2 credits

This seminar is part of the internship I. The students are oriented about attitudes, responsibilities, practicum requirements and development as a Pharmacy health professional. It also discusses doubts regarding pharmaceutical aspects in this internship, and reinforced activities will be offered for better prescriptions dispensation..

(Co-requisite: PHAR 2401P)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010-2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2350, 2361L, 2371, 2381, 2250, 2560)

PHAR 2461: Pharmacy Internship Seminar II: 3 credits

This seminar is part of the internship II. The students are oriented about attitudes, responsibilities, practicum requirements and development as a Pharmacy health professional. It also discusses doubts regarding pharmaceutical aspects in this internship, and reinforced activities will be offered for better prescriptions dispensation.

(Co-requisite: PHAR 2411P)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2250, 2350, 2361L, 2371, 2381P, 2560)

PHAR 2560: Pharmacology: 3 credits

This course studies the basic concepts of pharmacology. Emphasis is given to brand and commercial names of the medicines, therapeutic group, indication, contraindications, adverse reactions, action mechanism, doses, commercial presentation, available, interactions, storage and labeling.

(Pre-requisites: BIOL 1010, 2000)

PHAR 2630: Pharmaceutical Specialties I: 3 credits

This course covers medicines. Emphasis is given to brand and commercial names of medicines, therapeutic group, indication, action mechanism, doses, commercial presentation, indication, storage and labeling.

(Pre-requisites: BIOL 1010,2000, PHAR 2560)

PHAR 2650: Pharmaceutical Specialties II: 3 credits

This course covers medicines. Emphasis is given to brand and commercial names of the medicine, therapeutic group, indications, contraindications, adverse reactions, action mechanism, doses, commercial presentation, interaction, storage and labeling.

(Pre-requisites: PHAR 1000, 2560, BIOL 1010,2000)

PHAR 2670: Pharmaceutical Specialties III: 3 Credits

The course includes the study of the medicinal components derived from plants and animals, their therapeutic properties and extraction methods, as well as their contents in pharmaceutical products. It mentions the medicinal and poisonous plants of Puerto Rico; describes the basic concepts of Homeopathy and drugs derived from hormones.

(Pre-requisites: PHARM 1000, 2560, BIOL 1010, BIOL 2000)

PHYS 1010: Basic Physic: 3 credits

This course includes the basic physics laws that govern the hydraulic and pneumatic industrial systems and others to be included in the program. The basic laws of temperature gases, fluids as well as the conversions of unit systems utilized in the typical instrumentation and calibration processes are included.

(Pre-requisites: MATH 2010)

POLS 3110: Political Science: 3 credits

This course will expose the student to the political system and political philosophies in which the law and justice system are based on nowadays. Also, it will provide a philosophical exam of the ethical aspects of justice, the nature of the law, the punishment and a study of substantive constitutional law.

PROG 1030L: Introduction to Computers Programming and Lab: 2 credits

This course covers the data structure and representations, arithmetic and logical expressions. The student will perform the analysis, design, evaluation and representation of various algorithms. Among the tools used by the student are flow charts and pseudo code.

PROG 1150: Data Base Design: 3 credits

This course presents the importance of database in an organization in the design, creation and handling of data and the management of software as a tool for the creation and handling of database.

(Co-requisite: PROG 1161L)

(Pre-requisite: ITTE 1010, 1011L)

PROG 1161L: Data Base Design Lab: 2 credits

This course covers the use of software as tools for the creation and management of databases.

(Co-requisite: PROG 1150)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2250: Applications Development I: 3 credits

This course includes the study and use of the Basic Language in programming geared to objects handled by events. It will emphasize the creation of programs for graphic interface of the user (GUI), which will permit working the environment of the Windows operating system.

(Co-requisite: PROG 2261L)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2261L: Applications Development I Lab: 2 credits

In this laboratory the student will apply the knowledge acquired in the course of PROG 2250 for the creation of programs for graphic interface of the user (GUI) which will permit working the environment of the Windows operating system.

(Co-requisite: PROG 2250)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2300: Use and Management of Electronic Sheet: 3 credits

This course covers the presentation of basic concepts, which involves the definition and handling of information files. It also covers the use of software programs such as Excel.

(Co-requisite: PROG 2311L)

(Pre-requisites: ITTE 1010, 1011L, only for the Business Administration with major in Information Systems Students)

PROG 2311L: Use and Management of Electronic Sheet Lab: 2 credits

This course covers the use and implementation of software programs such as Excel and the handling of information files.

(Co-requisite: PROG 2300)

(Pre-requisites: ITTE 1010, 1011L, only for the Business Administration with major in Information Systems Students)

PROG 2350: Operating Systems and Architecture: 3 credits

This course includes the use, handling of personal computers and their architecture. It integrates the structure, functions, modalities of work and the characteristics of different operating systems.

(Co-requisite: PROG 2361L)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2361L: Operating Systems and Architecture Lab: 2 credits

This course trains the students to be able to identify and administer the physical resources of a computer through the operating system. It also takes them to the implementation, configuration and handling of different operating systems.

(Co-requisite: PROG 2350)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2371L: Electronics Presentations and Lab.: 3 credits

This course includes theory and practice in the creation of electronic presentations and publications as tools to be used in areas such as technical reports, services and other promotional documents.

(Pre-requisites: TITE 1010, TITE 1011L)

PROG 2470: Analysis, Design and Implementation Systems: 3 credits

This course includes the theoretical concepts for the design and implementation of commercial computerized systems in accordance with the requirements of a modern computerized system.

(Co-requisite: PROG 2481L)

(Pre-requisites: ITTE 1010, 1011L, 1150, 1161L)

PROG 2481L: Analysis, Design and Implementation Systems Lab: 2 credits

This course includes the application of the concepts for the design and the implementation of commercial computerized systems in accordance with the requirements of a modern computerized system.

(Co-requisite: PROG 2470)

(Pre-requisites: ITTE 1010, 1011L, PROG 1150, 1161L)

PROG 3350: Application Development II: 3 credits

Second course in the development of applications using the characteristics, structure and functions of the language Visual Basic Net. Emphasis is on the program oriented toward database, development of the Web program and advanced applications on Visual Basic Net. Includes concepts such as: programming related databases, integrity of the database, and introductions to ASP NET, ADO NET; Web forms and working with XML.

(Co-requisite: PROG 3361L)

PROG 3361L: Application Development II Lab.: 1 credit

Second course of laboratory in the development of applications utilizing the characteristics, structure and operation of Visual Basic Net language. Emphasis is on the program oriented toward the database, development of Web programming and advanced applications of Visual Basic Net. It includes concepts such as related database programming, integrity of the database, and introduction to ASP, NET, ADO, NET, WEB forms and working with XML.

(Co-requisite: PROG 3350)

PROG 3370: Object Oriented Programming: 3 credits

This course prepares students in the design and management of programs oriented to objects in a vanguard's language, JAVA. Emphasizes the use of a compilation JIT (Justin Time).

(Co-requisite: PROG 3371L)

(Pre-requisites: ITTE 1010, 1011L, PROG 1030L)

PROG 3371L: Object Oriented Programming Lab.: 1 credit

This course covers the programming oriented to objects as tools for the development of the applications in this environment.

(Co-requisite: PROG 3370)

(Pre-requisites: ITTE 1010, 1011L, PROG 1030L)

PROG 3420: Data Base Management: 3 credits

This course focuses on the creation, management and maintenance of databases utilizing SQL (Structure Query Language). Also, specific commands and instructions will be used to obtain useful information on databases.

(Co-requisite: PROG 3431L)

(Pre-requisites: PROG 1150, 1161L)

PROG 3431L: Data Base Management Lab.: 2 credits

This course covers the utilization of programs as tools for the creation, management and maintenance of the databases utilizing SQL (Structured Query Language)

(Co-requisite: PROG 3420)

(Pre-requisites: PROG 1150, 1161L)

PSYC 2510: Psychology: 3 credits

The students will analyze and discuss the basic concepts in the psychological study of human behavior. Situations of daily life which have a significant influence in the psychosocial behavior will be discussed. Personal growth and comprehension towards others will be emphasized.

PSYC 3510: Social Psychology: 3 credits

The student will have a vision of the human being from a social perspective. Greater attention will be given to the relationship between one person and another in the psychosocial context. The Puerto Rican reality and the professional role as an emancipator agent and the social transformation shall also be studied.

(Pre-requisite: PSYC 2510)

PSYC 3520: Psychopathology: 3 credits

Psychopathology studies the relation between the factors that influence the criminal behavior. In this course, the students' attention will be directed to how situations and psychological and sociological matters are correlated in the explanation of individual offenses and abnormal behavior. The students will analyze the personal, social, political, economic and ecologic factors that influence on the criminal and antisocial behavior in Puerto Rico. Some classifications of the DSM-IV will be used.

(Pre-requisites: JUST 2020, PSYC 2510, 3510)

SEMI 1001: University Environment Seminar: 1 credit

This seminar will provide the student the opportunity and the tools to adapt appropriately to the new environment and for the effective transition toward university life. Through workshops, conferences, dynamics and other strategies, the student will be able to know himself better, to identify the personal and academic areas to improve and skills to strengthen in order to achieve a better quality in personal, student and professional life.

SEMI 2009: Seminar of Present Issues: 3 credits

The Seminar will consist of a learning experience to take the aptitude test for the certification of teachers, taking into account pedagogical situations and study of cases and giving emphasis in the educational research in order to present the subjects that then have the attention of the educational field and which will allow the student to analyze them critically while it stays to the day in such, and to create awareness of the importance of his professional development.

(Pre-requisites: EDUC 2020, 2030, 3120, 3140, 3150, 3170, 4130)

SEMI 4001: Integrating Seminar: 1 credit

In this course the student will have the opportunity to integrate the theoretical and practical knowledge acquired during the courses in the Bachelor's degree, through individual and group workshops and reviews among other strategies.

(Co-requisite: EDUC 4551P)

(Pre-requisites for Information Technology - EDUC 2020, 2030, 3120, 3140, 3150, 3160, 3170, 4140, ITTE 1010, 1011L, 2110, 2111L, 2220, 2221L, 3111L, 3190, 3191L, 4000, 4001L, 4211L,)

(Pre-requisites for Business Education with Major in Office Systems: ITTE 1010, 1011L, 4211L, EDUC 2020, 2030, 3120, 3140, 3150, 4150, OFSY 1201L, 1301L, 1250, 1351L, 2700, 2711, 2450, 1400)

(Pre-requisites for Business Education with Major in Accounting: EDUC 2020, 2030, 3120, 3140, 3150, 4160. ACCO 1000, 1050, 2100, 2250, 2261L, MATH 1010, 1050)

(Pre-requisites for Preschool Education: EDUC 2020, 2030, 3020, 3120, 3160, 3210, 3230, 3250, 4170)

SOSC 1010: Social Sciences I: 3 credits

The Social Sciences course is the study of the basic principles of our existence and of human relations. It will include the social incorporation of the individual into his/her cultural background; Puerto Rico and its relation with the social and historical development of the Western civilization. The student will integrate the interdisciplinary focus of the main economic, sociological and political problems of the contemporary world. Also, it includes the discussion of some psychological and anthropological theories and aspects of the human personality.

SOSC 1020: Social Sciences II: 3 credits

Analysis of the fundamental concepts of economics, politics, sociology, geography and environmental politics with emphasis on the systems, philosophies, and their impact in society.

SOSC 1030: Social Sciences: Tendencies and Perspectives: 4 credits*

This course introduces the student to the discipline of the Social Sciences. The student will know the concepts, principles and theories of each discipline and the impact in the educational development. The goal is to get the human being integration to be pertinent in his life.

SOSC 3610: Current Society: 3 credits

In this course, students will analyze the current society of Puerto Rico from a critical perspective. They will study political and economical structures and how these generate transformations in our social reality. The family, churches and schools will be considered in their role in our society.

(Pre-requisites: SOSC 1010, 1020, POLS 3110)

SPAN 1010: Basic Spanish I: 3 credits

The course Basic Spanish I will develop in the student language skills for the oral and written expression and the command of the techniques for public speaking. This will be carried out through reading and the analysis of the two important literary genres: the essay, poem and subjects of general interest.

SPAN 1020: Basic Spanish II: 3 credits

This course consists of reading exercises and analysis of literary genres such as, for example: the story, the drama and the novel, in the Spanish, Hispano-American and Puerto Rican literature. Develop the language skills in the vernacular language for the comprehension of literary texts and written expression of the analysis of texts. Includes a review of writing techniques and development of skills for oral expression learned during the course SPAN 1010.

(Pre-requisite: SPAN 1010)

SPAN 2000: Business Spanish: 3 credits

This course has been designed to relate the students with logical and psychological examples necessary to achieve effective business writing. Critical thinking, analysis and synthesis will be emphasized.

(Pre-requisite: SPAN 1010,1020)

SPAN 2020: Writing and Composition: 2 credits

In this course the student will strengthen writing skills learned in SPAN1010, SPAN1020; through reading and text comprehension, the study of vocabulary, and the grammar structures necessary to express himself correctly. Emphasis is made on the expository and argumentative writing using the computer and the multimedia resources.

(Pre-requisites: SPAN 1010,1020)

STAT 2000: Introduction to Statistics: 3 credits

This course covers some of the most essential topics in modern descriptive statistics. It consists of three parts: an introduction where in a simple manner it is enforced the steps in a scientific method are emphasized; classification and presentation of quantitative and qualitative statistic data, and the analysis and way of presenting them.

(Pre-requisite MATH 1010)

STAT 3300: Inferential Statistics: 3 credits

This course is the study of the probability distribution and its use in the determination of population parameters, proper sampling, significant levels estimates, chi square, variance, regression, and correlation analysis in decision making.

(Pre-requisites: MATH 1010, STAT 2000)

TEEN 2150: Technical English for Electronics: 3 credits

This course covers basic technical English vocabulary with the purpose of providing students with a working knowledge with basic tools of oral and written expression. Special emphasis is given to technical vocabulary use in documents such as letters, memos, reports, as well as reading and writing skills.

(Pre-requisite: ENGL 1010,1020)

TOUR 1000: Introduction to the Tourism Industry: 3 credits

This course studies the origin and development of the tourism industry with emphasis in the organization integrated in this industry, their functions and interrelations. Also, the economic and social impact of tourism will be studied.

TOUR 1050: International Air Traffic: 3 credits

This course studies the national and international airlines services. It includes related travel information such as: codes, flight schedules and connections. It studies the types of aircraft, luggage, taxes and others. It also offers knowledge on national and international air fares, considering their regulations. The student will be able to use the air traffic documents adequately.

(Pre-requisite TOUR 1000)

TOUR 1080: Food and Beverages Department Operations: 3 credits

In this course, the students will study the general aspects and importance of a hotel's food and beverage department, related areas as: the kitchen, restaurant and bar. The course also studies the different types of services offered to guests and organization of business and social activities.

TOUR 1100: Introduction to the Hospitality Industry: 3 credits

This course studies the origin of the hospitality industry and the contribution of the first leaders. Overachieves other specialties in the corporation markets, in pleasure, health and others. It studies the different hotel types and categories. It also studies its departments: rooms, management, food and beverages and engineering.

TOUR 1120: Introduction to the Travel Industry: 3 credits

This course studies the administration and operation of the travel agencies, its classification, organization, automatization and its relation with the air lines, hotels, car rentals companies and excursions wholesalers. It will be emphasized in the role of a travel agent, how to prepare and submit traffic documents, administrative forms and sales report. In addition the documents of air traffic will be used suitably.

(Pre-requisite: TOUR 1000)

TOUR 1200: Tourist Legislation: 3 credits

This course studies the tourist legislation. The student will study and analyze the laws and jurisprudence that regulate the relations between the Tourism Industry and their local and international customers. Among other laws, it will cover the Hospitality Law, Gambling Law, Immigration Law and the laws that regulate the airlines and travel agencies in Puerto Rico.

TOUR 2030: Wholesales Excursions: 3 credits

This course studies the different types of domestic and international tours, individual and group. It also studies cost information, taxes and requirements over net prices and prices subject to commissions. Hotel categories, reservation and sales of excursions, cruises and car rental are included. It also emphasizes in the organization and creation of excursions and their information brochures.

(Pre-requisite TOUR 1000)

TOUR 2051L: Introduction to SABRE Reservations System I and Lab.: 3 credits

This course studies the automated procedures created for the tourism industry. It also studies the different formats of the SABRE system used in the creation of the “PNR” (Passenger Name Record) and its modifications. It includes flight schedules, fare and seat assignment formats, among others. It also emphasizes the application of the automated procedures, flight reservations, quotes, and fares.

(Pre-requisite TOUR 1000)

TOUR 2100: Groups and Conventions: 3 credits

This course studies the operational concepts of the planning, development and services in conventions and meetings. It also emphasizes the study of the main marketing segments of the conventions and the techniques of effective sales for these groups. It includes knowledge on the preparation and presentation of tourist exhibitions.

(Pre-requisite TOUR 1000)

TOUR 2151L: SABRE Reservations System II and Lab.: 2 credits

This course studies the computerized reservations systems (SABRE) by direct access to airlines. It includes information and reservation of hotels and cars; “queues” system and fares: its regulations and restrictions.

(Pre-requisites: TOUR 2051L, 1000)

TOUR 2230: Rooms Divisions and Housekeeping Operations: 3 credits

This course studies the administrative process in the hotel operational areas. Emphasis will be given to the operational phase of the Reception Department, its formal organization, reservations, check-in, and check-out process, and the relationship with guests and personnel. It will also focus in the housekeeping department operations.

(Pre-requisite: TOUR 1000)

TOUR 2421P: Tourism and Hospitality Practice: 3 credits

This course reinforces the theory that experience in the job is as valuable as the learning experience in the classroom. During their Tourism and Hospitality practice hours students will receive direct and indirect instructions as well as knowledge and occupational skills.

(Pre-requisite: TOUR 1000, 1080, 1100, 1120, 1200, 2030, 2051L, 2151L, 2100, 1050, 2230, GEOG 1010, 1020)

**ACADEMIC
CALENDARS**

**FIRST TERM
AUGUST TO NOVEMBER
2009-2010**

Bayamón / Arecibo / Northeast / Ponce Campuses

August 3 (Monday)	August term classes begin
August 3-8 (Monday to Saturday)	Add/drop period and late registration
August 7 (Friday)	University Environment Intensive Seminar course begins for Friday Bayamón Campus
August 8 (Saturday)	University Environment Intensive Seminar course begins for Saturday Bayamón Campus
August 10-15 (Monday to Saturday)	Late registration continues (no changes)
August 22 (Saturday)	Deadline for grade changes from prior term
September 7 (Monday)	Labor Day (Holiday)
September 12 (Saturday)	Last day to apply for graduation (First Term)
September 17 (Thursday)	Last day for Faculty to remove incompletes from prior term
September 20-26 (Sunday to Saturday)	Week where faculty inform students of their progress in their classes
September 26 (Saturday)	Last day to apply for changes of major
September 28-30 (Monday to Wednesday)	Academic Counseling and Registration for November to March 2009-2010 term (Ponce Learning Site)

September 29 (Tuesday)	Last day to apply for withdrawal as per (“Return of Title IV Funds” policy)
October 1-9 (Thursday to Friday)	Academic Counseling and Registration for November to March 2009-2010 term (Northeast Campus)
October 7-16 (Wednesday to Friday)	Academic Counseling and Registration for November to March 2009-2010 term (Bayamón Campus)
October 15-23 (Thursday to Friday)	Academic Counseling and Registration for November to March 2009-2010 term (Arecibo Campus)
October 12 (Monday)	Columbus Day (Holiday)
October 31 (Saturday)	Last day for total and partial withdrawals
November 1 st (Sunday)	Final exams period for courses given on Sunday
November 2 (Monday)	Regular class day for Monday
November 3 (Tuesday)	Final exams period for courses given on Tuesday and Thursday
November 4 (Wednesday)	Final exams period for courses given on Monday and Wednesday
November 6 (Friday)	Final exams period for courses given on Friday
November 7 (Saturday)	Final exams period for courses given on Saturday
	Term ends
November 10 (Tuesday)	Last day for Faculty to submit grades online
November 11 (Wednesday)	Veteran’s Day (Holiday)

**SECOND TERM
NOVEMBER TO MARCH
2009-2010
Bayamón / Arecibo / Northeast / Ponce Campuses**

November 13 (Friday)	Regular session classes begin
November 13-14 (Friday and Saturday)	Add/Drop period and late registration
November 16-21 (Monday to Saturday)	Add/Drop period and late registration
November 19 (Thursday)	Puerto Rico Discovery Day (Holiday)
November 26-29 (Thursday to Sunday)	Academic Recess (Thanksgiving Recess)
December 4 (Friday)	University Environment Intensive Seminar course begins for Friday
December 5 (Saturday)	University Environment Intensive Seminar course begins for Saturday
December 5 (Saturday)	Deadline for submission of grade changes from prior term
December 24 to January 5 (Thursday to Tuesday)	Christmas Recess
January 6 (Wednesday)	Three Kings Day (Holiday)
January 7 (Thursday)	Second term continues following Christmas recess
January 11 (Monday)	Eugenio María de Hostos Day (Holiday)
January 12-17 (Tuesday to Sunday)	Week where faculty inform students of their progress in their classes

January 16 (Saturday)	Last day for Faculty to remove incompletes from prior term Last day for changes to major
January 18 (Monday)	Martin Luther King, Jr. Day (Holiday)
January 23 (Saturday)	Last day to apply for graduation (Second term)
January 26 (Tuesday)	Last day for total withdrawals per (“Return of Title IV Funds” policy)
January 28 to February 5 (Thursday to Friday)	Academic Counseling and Registration for March to June 2009-2010 term (Arecibo Campus)
February 3-12 (Thursday to Friday)	Academic Counseling and Registration for March to June 2009-2010 term (Bayamón Campus)
February 11-19 (Thursday to Friday)	Academic Counseling and Registration for March to June 2009-2010 term (Northeast Campus)
February 15 (Monday)	President’s Day (Holiday)
February 22-24 (Monday to Wednesday)	Academic Counseling and Registration for March to June 2009-2010 term (Ponce Learning Site)
February 27 (Saturday)	Last day for total and partial withdrawals
March 4 (Thursday)	Final Exams Period for courses given on Tuesday and Thursday
March 5 (Friday)	Final Exams Period for courses given on Friday

March 6 (Saturday)	Regular class day for Saturday courses
March 7 (Sunday)	Final Exams Period for courses given on Sunday
March 8 (Monday)	Regular class day for Monday and Wednesday courses
	Term ends
March 10 (Wednesday)	Deadline for Faculty to submit grades online

**THIRD TERM
MARCH TO JUNE
2008-2009**

Bayamón / Arecibo / Northeast / Ponce Campuses

March 12 (Friday)	Regular session classes begin
March 12-13 (Friday and Saturday)	Add/Drop period and late registration
March 15-20 (Monday to Saturday)	Add/Drop period and late registration
March 19 (Friday)	University Environment Intensive Seminar course begins for Friday
March 20 (Saturday)	University Environment Intensive Seminar course begins for Saturday
March 22 (Monday)	Abolition of Slavery Day (Holiday)
March 29 to April 4 (Monday to Sunday)	Holy Week Recess
April 10 (Saturday)	Deadline for submission of grade changes from prior term
April 19 (Monday)	José de Diego Day (Holiday)
May 1 st (Saturday)	Last day to apply for graduation for third term
May 3-7 (Monday to Friday)	Education Week
May 4 (Tuesday)	Last day for Faculty to remove incompletes from prior term

May 6 (Thursday)	College Student Day
May 7 (Friday)	Educators Day
May 9 (Sunday)	Mother's Day (Holiday)
May 10-16 (Monday to Sunday)	Week where faculty inform students of their progress in their classes
May 15 (Saturday)	Last day for changes to major
May 18 (Tuesday)	Last day to apply for withdrawal as per Return of Title IV funds policy
May 17-19 (Monday to Wednesday)	Academic Counseling and Registration for the August to November 2010-11 term (Ponce Learning Site)
May 19-28 (Wednesday to Friday)	Academic Counseling and Registration for the August to November 2010-11 term (Bayamón Campus)
May 27 to June 4 (Thursday to Friday)	Academic Counseling and Registration for the August to November term 2010-11 (Arecibo Campus)
May 31 (Monday)	Memorial Day (Holiday)
June 3-11 (Thursday to Friday)	Academic Counseling and Registration for the August to November term 2010-11 (Northeast Campus)

June 19 (Saturday)	Last day for partial and total withdrawals
June 20 (Sunday)	Father's Day (Holiday)
June 22 (Tuesday)	Final exams period for courses given on Tuesdays and Thursdays
June 23 (Wednesday)	Regular class day for courses given on Mondays and Wednesdays
June 25 (Friday)	Final exams period for courses given on Fridays
June 27 (Sunday)	Final exams period for courses given on Sunday
June 28 (Monday)	Final exams period for courses given on Sunday
June 28 (Monday)	Final exams period for courses given on Monday and Wednesday
	Term ends
June 30 (Wednesday)	Deadline for Faculty to submit grades online
July 4 (Sunday)	Independence Day (Holiday)
July 6 (Tuesday)	Graduation - All Campuses

CERTIFICATION

We hereby certify that this catalog is, to the best of our knowledge, a truthful representation of our offerings, curricula, and facilities.

To this effect, we hereby submit the same on the 1st day of June of 2009.

Dr. Carmen Zoraida Claudio
President

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