



# School of Technical Professional Studies

## 2009 – 2012 Catalog

Carolina



Barceloneta



Cabo Rojo



Santa Isabel



Utuado



Yauco



# Certificate Programs

August 2009 thru December 2012

**IMPORTANT NOTES: THE TERMINATION DATE OF UNIVERSIDAD DEL ESTE'S CERTIFICATE PROGRAMS CATALOG HAS BEEN EXTENDED UNTIL DECEMBER 2012.**

Universidad del Este's School of Technical Professional Studies Certificate Programs Catalog is published for informational purposes and should not be considered as a contract between a student and the Institution. Information contained herein supersedes that previously published and is subject to change.

At Universidad del Este (UNE), every effort is made to provide accurate and up - to - date information. However, the University reserves the right to change without notice statements in the catalog concerning rules, policies, fees, curricula, courses, or other matters when necessary. Changes may apply to current and former students.

Universidad del Este reserves the right to make changes in course offerings, curricula, and other policies affecting its certificate programs. In the specific case of a curriculum revision, current students will be moved horizontally to the new curriculum.

In addition, **UNE is currently reviewing and restructuring many of our academic programs in an effort to enhance their quality and improve our efficiency. In that process, some of the programs and courses mentioned in this catalogue may be modified, consolidated with other programs or courses, or eliminated.** If you have questions about a particular program or course, you should contact the appropriate university school or University Center. In case that a program is eliminated, the school's representative or program director will prepare a course schedule to assure the graduation of those students enrolled in the program.

It is the student's responsibility to know and comply with the rules expressed herein, which coincide with current bylaws and regulations of the University, the administrative resolutions and the federal laws on civil rights.

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Universidad del Este's School of Technical Professional Studies Catalog 2009-2012

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## **Our Profile**

Universidad del Este (UNE) is a private non-profit institution of higher education and a component of the Ana G. Méndez University System. Its main campus is located in Carolina and five Off-Campus sites in Puerto Rico are located in the towns of Yauco, Utuado, Cabo Rojo, Barceloneta, and Santa Isabel. UNE has two branch campuses in the state of Florida, one in Orlando; Metro Orlando University Center and Miramar; South Florida University Center. The Carolina campus is located in the Eastern part of the island. Its 21 acres suburban campus and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

A professionally oriented institution, Universidad del Este offers twenty-four baccalaureate programs and sixteen associate degrees, including programs in business, education, liberal arts, hospitality management and sciences. Founded in 1949, as Puerto Rico Junior College, it has continued to grow into a four-year institution in 1992 as Colegio Universitario del Este and finally evolving into a university in 2001 as Universidad del Este.

UNE's student population consists mostly of commuting young adults from the surrounding communities. The over 12,700-student body is comprised of undergraduates in the Carolina campus, the five Off-Campus sites, and the two branch campuses. Masters degree programs were initiated in October 2001 at UNE's Carolina campus and in 2005 were initiated in the Off-Campus sites.

The academic faculty consists of one-hundred and eight (108) full time professors and over five hundred and thirty-five part-time professors. Forty-one per cent of the full time faculty has doctorates while the rest of the faculty possesses master's degrees in their fields of expertise.

## **History of Universidad del Este**

During the 1940's, three distinguished educators, Dr. Ana G. Méndez, Dr. Florencio Pagán Cruz, and Mr. Alfredo Muñiz Souffront, recognized the need for new developments in the field of education that would keep pace with the social and economic advances that were taking place in Puerto Rico at that time. With this in mind, in 1947 they began to lay the groundwork for establishing a modern institution of higher learning.

In 1949, Puerto Rico Junior College was founded and incorporated according to Puerto Rican laws on June 30, 1950. The Puerto Rico Council of Higher Education licensed the Institution on June 27, 1957, which was followed by the Middle States Association of Colleges and Secondary Schools accreditation on May 1, 1959. It has been subsequently reaccredited since 1959 until the present, been the last reaffirmation on June 2005. In 1992, the institution changed its name to Colegio Universitario del Este in order to incorporate baccalaureate degrees. Finally, in 2001 Universidad del Este completed its transformation and evolution as well as its new name from a junior college to a college to a university by initiating its first master degree programs.

Presently, the Ana G. Méndez University System operates three institutions: Universidad del Turabo, Universidad Metropolitana, Universidad del Este, and WMTJ-TV station channel 40.

Universidad del Este is a non-sectarian, non-profit, independent, educational institution that serves the people of the Commonwealth of Puerto Rico and the state of Florida, but through its collaborative agreements contributes to the international communities in general. In the academic area, Universidad del Este offers technical-professional programs in: liberal arts, sciences, hospitality, culinary arts, education, and business administration leading to certificates, associate, bachelor, and master degrees in different disciplines.

The Chancellor and the staff direct the administrative activities of the Institution with the two governing bodies: the Administrative Council and the Academic Board. The Student Council elected by a governing assembly made up of student delegates also contributes to the student representation in these administrative governing bodies.

The academic programs offered by the Institution can be classified under three categories: occupational and professional programs, transfer programs, and community service programs.

One of the principle goals of the Universidad del Este is to instruct and develop in its students the occupational and academic skills that will allow them to perform efficiently in jobs, and that will permit them to achieve more advanced academic levels. On account of this, the Institution has designed a diversified and flexible program of studies to mold each student into a capable professional in the area of their specialty.

Universidad del Este is a teaching institution, therefore it provides its faculty with professional development opportunities in their teaching specialties; it offers teaching support services within its student holistic development framework and it provides the means through which the teaching-learning process occurs in an appropriate environment.

Universidad del Este fosters both the creative activity and educational, scientific, and social research to: promote continuous institutional progress, contribute to the advancement of knowledge, and better serve the community at large.

The principal function of the faculty, according to UNE's philosophy, is to provide responsible and innovative teaching. Faculty enjoys complete academic freedom and participates actively in academic advising processes. Faculty's professional activities on and off campus should follow UNE's basic tenets.

UNE expects to reach academic excellence by means of a well-trained faculty, academic programs sensitive to the needs of students and the job market in adequate and well-equipped physical facilities.

## **Mission Statement**

Universidad del Este is a non-profit, lay, higher education learning community, which is part of the Ana G. Méndez University System. The school has a flexible admissions policy and an ample and varied academic course offering.

The mission of the Universidad del Este is to promote the integral development of a diverse student population through research, critical-creative thinking, the construction of knowledge and its application.

Academic offerings include certificates, associate degrees, bachelor's degrees, graduate studies and continuing education. These offerings meet the needs and interests of the members of the university community and receive the support of all institutional resources. Study programs incorporate multidisciplinary educational perspectives through learning and teaching strategies that are in harmony with local, regional, and global demands and with the latest technology. The learning vision also incorporates a life-long learning process based on the most effective access to information for its gathering, handling, analysis and application. The Institution is committed to continuous improvement of the teaching-learning process, support services, assessment, research and the appreciation of Puerto Rican culture in harmony with global cultures.

## **Principles**

The principles, which guide the Institution, are wisdom, justice, honor and freedom.

## **Goals**

To fulfill its mission, Universidad del Este proposes:

- To develop a well-rounded person through a multidisciplinary and liberal education.
- To value diverse manifestations of Puerto Rico's cultural-historic patrimony in our national identity and within a globalized culture.
- To help students enrolled at the institution to achieve their educational goal.
- To develop optimum levels in the quality of student life through the broadening of academic support services, team work, the use of emerging technologies and occupational and professional orientation pertinent to a well-rounded education.
- To improve quality levels in the teaching, learning and service processes.
- To strengthen human resource competencies through personal and professional development activities.
- To perform research as a fundamental means to solve problems and as an essential part of institutional duties.
- To develop current and pertinent academic courses that respond to society's needs.
- To improve the quality, efficiency and effectiveness of decision making in institutional administrative procedures.
- To demonstrate leadership in services provided to Puerto Rico and abroad.

## **Accreditation and Licensures**

Middle States Commission on Higher Education  
Puerto Rico Council on Higher Education  
Puerto Rico General Council of Education  
Joint Review of the Health Commission in Radiologic Technology  
International Association for Continuing Education and Training  
Accreditation Commission for Programs in Hospitality Administration

## **Memberships**

American Association for Adult and Continuing Education  
American Association for Counseling and Development.  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Higher Education  
American Council on Education  
American Library Association  
American Physical Plant Association  
Asociación Universitaria de Programas de Honor Puerto Rico  
Association for Educational Communications and Technology  
College Board of Puerto Rico  
Council for Continuing Education Units (CEU)  
Hispanic Association of Colleges and Universities  
International Facility Management Association  
Learning Resources Network  
Library Administration and Management Association  
National Collegiate Honors Council  
National University Continuing Education Association (NUCEA)  
Puerto Rico Association of Higher Education  
Puerto Rico Association of Honors Programs

Puerto Rico Association for Counseling and Development.  
Puerto Rico Chamber of Commerce  
Puerto Rico Library Association  
Puerto Rico Manufactures Association  
The Association for Institutional Research

### **Non-Profit Status**

Universidad del Este is a private, secular, non-partisan educational institution and a member of the non-profit Ana G. Méndez University System, which operates a system of university level institutions.

### **Non-Discrimination Statement**

Universidad del Este does not discriminate on the basis of race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, social or trade union beliefs.

### **Statement of Policy**

This catalog includes the main terms concerning the formal relationship between students and Universidad del Este. Regardless of its effective date, the Institution reserves the right to admit, re-admit or register a student only for a semester, part of term or session separately. The Institution binds itself only during the semester, part of term for which the student has enrolled and paid his/her tuition fees.

It is the student's responsibility to know and comply with the content of this catalog and all UNE's rules and regulations. This catalog is in compliance with the institution's bylaws, regulations and administrative orders and duties under Federal Law. It is subject to subsequent amendments.

### ***Important Note:***

***This catalog contains the major points of the current agreement between the students and Universidad del Este. Regardless of the date on which the agreement shall become effective, the Institution will maintain its right to admit, re-admit or register a student only for a semester, part-of-term or session, separately. The Institution will also limit its agreement to the semester, part-of- term or session in which the student has properly enrolled and has paid the corresponding fee.***

***It is the student's responsibility to know and comply with the instructions expressed herein, which coincide with by-laws and regulations of the Institution, the administrative instructions, and the federal laws on civil rights.***

***Norms and regulations contained in this document are subject to institutional and/or administrative changes without previous notification.***

### **Student Body**

Our student body includes young adults who proceed mainly from the San Juan - Carolina metropolitan area as well as adjacent towns the off-campus sites serve. The majority are members of families, which have low incomes and limited education. The student body is also composed of youths and adults that have recently graduated from high school or have done so some time ago, as well as adults that having entered the working market need to complete an academic degree need to improve skills in a technical profession or desire an opportunity for self improvement.

## **Programs and Curriculum**

Our admissions policy requires that the student have finish high school or have approved an Equivalency Exam from the Department of Education of Puerto Rico. As a way of helping the students to overcome any cognitive difficulty and adaptation to university life, UNE offers special academic courses to improve in mathematics, English and Spanish basic skills.

The academic programs at Universidad del Este are conducive to obtaining a certificate, associate, bachelor, and /or master degrees. The academic degree programs are classified in these general categories: Certificate Programs, Associates, Bachelors, and Masters. The Certificate program allows the student to continue toward an associate or baccalaureate degree after graduation. The nature of the curricula of these programs is of such nature as to allow other universities to ratify them.

The certificate, associate, baccalaureate, and master's degree programs are geared toward a profession and to prepare the graduate to enter the employment market immediately. The curricula include courses in general education, core/professional courses, and major courses but emphasis is also given to the technical and occupational courses. The continuing education programs are offered in accordance with the needs of public and private agencies, mainly in skilled areas where employees need to be re-skilled or retrained for a specific job.

## **Community Relations**

Universidad del Este's mission as a learning community is assisted through the relations developed with the community. Among the relations developed with the community are active participation on special projects through professional organizations, the educational consortia's, clinical affiliations, and advisory boards. Universidad del Este participates in these consortia as part of the Ana G. Méndez University System as well as its own self standing partnerships and agreements.

## **Advisory Board**

Universidad del Este has an Advisory Board. This Board provides advice and support to the Institution's administration.

## **Board of Directors and Administration of Ana G. Méndez University System**

### **Board of Directors of the Ana G. Méndez University System**

Florabel G. Mullick, President of the Board

Félix Schmidt, Vice President of the Board

José F. Méndez, President of the Ana G. Méndez University System

Juan M. García-Passalacqua

Juan R. Melecio

Antonio J. Colorado

Daneri Fernández

Zoraida Fonalledas

David Rivé-Power

Ivan A. Pietri

José Domingo Pérez

Víctor Hernández

José E. De la Cruz Skerrett, Legal Counselor



## **Administration of the Ana G. Méndez University System**

José F. Méndez, President of the Ana G. Méndez University System

Alfonso L. Dávila, Executive Vice President

Jorge L. Crespo, Vice President for Planning and Academic Affairs

Alfonso L. Dávila, Acting Vice President for Financial Affairs

Francisco J. Bartolomei, Vice President for Marketing and Student Affairs

Victoria De Jesús, Vice President for Human Resources

Jesús A. Díaz, Vice President for Administrative Affairs

Federico Matheu, Chancellor, Universidad Metropolitana

Dennis R. Alicea, Chancellor, Universidad del Turabo

Migdalia Torres, Acting Chancellor, Universidad Virtual

Margarita Millán, Vice President and General Manager of SiTV - Ana G. Méndez University Station

## **Universidad del Este's Administrative Council and Academic Board**

### **Administrative Council**

The Administrative Council of Universidad del Este is the legislative body of the Institutional policy of the university in accordance with the by-laws of the Ana G. Méndez University System as established by its Board of Directors.

The Chancellor, the Vice Chancellor, Vice Chancellor of Student Affairs, Physical Facilities and Operations Manager, Deans of schools, five faculty representatives, and two student representatives constitute the Administrative Council.

### **Academic Board**

The Academic Board of Universidad del Este regulates all the academic aspects of the Institution. It recommends relevant regulations regarding faculty, curricula, educational projects, and other educational innovations.

The Academic Board consists of the Vice Chancellor, the Associate Deans of the schools, the Library Director, fourteen undergraduate faculty representatives, and two student representatives.

## **Universidad del Este's Administration and Staff**

### **Office of the Chancellor**

Alberto Maldonado Ruiz, Esq. Chancellor

María S. Díaz, MBA. Executive Assistant to the Chancellor

Anne L. Howard Tristani, MA, Vice Chancellor for International, Federal and Corporate Affairs

María I. De Guzmán, MA, Assistant Vice Chancellor for Development

Ivonne D. Arroyo, MBA, Director of Public Relations

Gisela Negrón, MBA, Director, Alumni Affairs and Fundraising

Yamil Natal, BS, Coordinator of Information Systems

### **Office of the Vice Chancellor**

Mildred Huertas Solá, Ed.D., Vice Chancellor

Nilda I. Rosado, MEd. Associate Vice Chancellor for Licensing and Accreditation

Magalie Alvarado Hernández, MPA Associate Vice Chancellor for Administrative Affairs

María Véaz, Ed.D., Associate Vice Chancellor for Retention

Luis Iturralde, MBA, Associate Vice Chancellor for Research  
Ezequiel Bayuelo, Ed.D. Assistant Vice Chancellor for Assessment and Investigation  
Jesús Oliveras, MBA Assistant Vice Chancellor for Graduate Programs  
Mildred Rivera, MBA, Assoc. Vice President-Dean, School of Professional Studies and Continuing Education  
Omar J. Pagán, MS, Dean, José A. (Tony) Santana International School of Hospitality and Culinary Arts  
Maria Véaz, Ed.D., Acting Dean, School of Education  
Maritza Espina, Ph.D., Dean, School of Business Administration  
Jhon Sanabria, Ph.D., Dean, School of Social and Human Sciences  
Wilfredo Colón Guasp, Ph.D., Dean, School of Sciences and Technology  
Justo Lugo, MPH, Acting Dean, School of Health Sciences  
Elizabeth Marte, MEd., Associate Dean, School of Professional Studies at UNE  
Esther Rubio, MBA, Associate Dean, School of Technical Professional Studies  
Sylvia Esquilín, MBA, Director, Faculty Development

### **Office of the Vice Chancellor of Information Resources and Telecommunications**

Carmen Ortega, MLS, Vice Chancellor for Information Resources  
Carlos H. Medina, MA, Director, Educational Technology  
Elsa Mariani, MLS, Director, Library  
Nestor Más, MBA, Director, Telecommunication and Information Systems

### **Office of the Vice Chancellor of Student Affairs**

Georgina León de Rivera, MA, Vice Chancellor of Student Affairs  
Karen A. Crespo, MBA, Associate Vice Chancellor of Student Affairs  
Ramón Fuentes BBA., Associate Vice Chancellor for Enrollment Management  
Magda E. Ostolaza, MBA, Associate Vice Chancellor for Marketing and Recruitment  
Camen G. Velázquez, MA, Associate Vice Chancellor of Quality of Life and Student Wellness  
Migdalia S. Torres, MEd., Assistant Vice Chancellor for Multidisciplinary Services  
Belinda Ruiz, MA, Assistant Vice Chancellor for Scholarships and Internship Program  
Betzaida Cora, MEd, Assistant Vice Chancellor of the Employment Center  
Eigna De Jesús, MBA, Registrar  
Clotilde Santiago, BBA, Director of Admissions and Financial Aid  
Angel González, BBA, Bursar  
Emmanuel Colón, MA, Director of Social and Cultural Activities  
Julio Figueroa, MEd., Director Athletics and Sports  
Jeffrey Gladstone, M A., Director of Complimentary Educational Services  
Adamar González, MD, Doctor, Carolina Campus  
Lydia E. Meléndez, BS, Nurse, Carolina Campus

### **Office of the Evening and Weekend Programs**

Lourdes González Ed.D, Director of the Evening and Weekend Programs  
Adrián Hernández, BBA, Coordinator  
Carmen Sánchez, BS, Nurse, Evening Division-Carolina Campus

### **Office of Physical Facilities and Operations**

Edgar Dixon Rodríguez, Eng., Manager of Physical Facilities and Operations  
Juan Boada, Eng., Assistant Manager of Physical Facilities and Operations

### **Off-Campus University Centers Directors**

Maricelli Zaragoza, MA, Director, Yauco Off-Campus Center  
Rosemary González, MS, Director, Utuado Off-Campus Center

Griselda Correa, DBA, Director, Barceloneta Off-Campus Center  
Rosa Pérez, MBA, Director, Cabo Rojo Off-Campus Center  
Evelyn Ayala, MA, Director, Santa Isabel Off-Campus Center

## Admission Requirements

### General Admission

The following are the general admission requirements:

- Graduation from an accredited secondary school or its equivalent.
- An Official Transcript of credits of the school he/she attended or an official document of an institution or agency recognized by the U.S. Department of Education must be submitted to comply with the equivalency of high school diploma.
- Applicants should submit College Entrance Examination Board (CEEB) scores. This is not required for applicant's ages twenty-three (23) or older.
- Non-refundable application fee (\$15.00).

### Eligibility Index

A grade point average of less than 2.00 for most Certificate programs is needed, but some specific programs require other requirements including an grade index point average of more than 2.00. The School of Technical Professional Programs will provide additional information regarding these requirements.

### Admissions Procedures

- Submit an application for admission.
- Submit an official high school transcript or its equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee (\$15.00).
- Submit College Entrance Examination Board results if applicant is under the age of 23 years old.
- Applicants for the nursing or other health programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Candidates for admission may be call to be interviewed by the School's Academic Coordinator or Student Coordinator.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.
- Incomplete applications or those not fulfilling the established requirements will be considered for conditional admission. The Institution may invalidate the student's admission and conditional registration. Students are urged to submit all the required documentation within **45 days** after classes have initiated.
- **Veterans and beneficiaries** should submit all admissions requirements before the first day of classes and **not within the 45 days** after the beginning of classes.

### Readmitted Students

An applicant for readmission is a student who has interrupted his studies for more than one semester (summer sessions will not be considered) and wishes to continue studying. The student must meet the academic requirements established in the Institution.

### Requirements for Readmission

- The applicant must have a grade point average equivalent to the retention index.
- The applicant must have complied with the suspension period for academic index or for disciplinary reasons.
- The Admissions Committee will evaluate the applicants who met all the requirements.

- The applicant must comply with all requirements established by his selected program of study.
- Compliance with all Universidad del Este's by-laws, rules and regulations.

### **Procedure for readmissions**

- Submit an application for readmission.
- Enclose a non-refundable \$15.00 readmission fee.

### **Transfer Students**

A transfer student is an active or former student of an accredited, post-secondary institution.

### **Requirements for Transfer**

- Passing grades in at least twelve credits from an accredited post-secondary institution.
- Cumulative grade point average equivalent to the retention index.
- A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
- Comply with the admission requirements for transfer as established by his/her program of choice.
- Compliance with all Universidad del Este's by-laws, rules and regulations.
- **Veteran students should submit transcripts from previous trainings taken. No veteran student will be certified until this requirement has been met.**

### **Procedures for Transfer**

- Submit an application for transfer.
- Enclose payment of a transfer fee of \$15.00. This is non-refundable.
- Submit an official transcription from the institution the student is transferring from.
- The applicant may be required to: Submit a copy of the catalog of the institution where the student attended if the applicant studied outside of Puerto Rico.

### **Foreign Students**

#### **Requirements**

- Submit a certification from the Department of Education of Puerto Rico. The applicant will be considered for admission if the courses approved are equivalent to the high school diploma of the Commonwealth of Puerto Rico's Department of Education.
- Affidavit (Verification of Foreign Economic Qualification).
- Complete certificate of eligibility for Non-immigrants.
- The admission of foreign students is subject to immigration laws.

#### **Procedure**

Foreign students applying for admission must meet the requirements set forth by the Institution in the general admissions.

#### **Rights Reserved:**

*The Universidad del Este reserves the right to admit, readmit, or register any student for any class session, semester or part-of-term. It also reserves the right to suspend temporarily, partially, totally or permanently any student according to the by-laws of the Institution.*

## **Rules and Regulations for Admission and Registration**

Students should familiarize themselves with all rules, norms and regulations of the Institution through the *Student Handbook*, *Student Regulation*, and the *Manual of Academic Norms and Administrative Procedures*, revised June 2009 which are distributed once a year and are available upon request at the Office of the Vice Chancellor of Student Affairs and at the website: [www.suagm.edu/une](http://www.suagm.edu/une)

The Institution reserves the right to enforce the observance of those rules, norms and regulations that safeguard the ideals and standards for which it stands, and may ask a student to withdraw if he/she does not comply with these rules or refuses to cooperate with a working member of the Institution. The decision reached by the administration in such cases is final.

All students should examine regularly the bulletin boards in the different buildings of the Institution in order to be informed of official announcements.

### **Admissions Policy**

The two main objectives of the Universidad del Este in the admissions, readmissions, and transfer policies are:

1. To provide admissions to as many qualified applicants as the physical facilities and programs allow.
2. To provide the educational opportunities that will best contribute to the success of those students capable of doing college work.

### **Academic Information**

#### **Registration and Other Related Procedures**

The Office of the Vice Chancellor of Student Affairs determines the registration procedure, and no program of study is valid without the approval of this administrative officer. The Office of the Registrar in coordination with the Office of the Vice Chancellor for Enrollment Management is responsible for the registration process.

The Registrar's Office is responsible for the maintenance of all official academic student records and for issuing transcripts, certifications, registration and graduation certificates, as well as submitting or mailing the grade reports to students.

Candidates for admission, readmission, or transfer and special students may not register until each has received an official and final statement of acceptance from the Office of Admissions. Accompanying this statement, the student will receive a registration schedule with the date and hour assigned to them. This registration schedule should be presented at the registration desk.

The Institution does not necessarily guarantee the class program of study chosen by the student during the early registration period if the course does not attain the minimum of students per section. The Institution does not guarantee the program chosen if the student does not observe the scheduled date and hour for registration. After this period, the Institution may use such offerings for other students, especially in the period scheduled for changes in class programs.

Changes in class programs will only be allowed with the written recommendation of the student coordinators, deans, or other academic representatives. The academic representatives approve the changes in class programs based on the existing requirements. The Registrar's Office will determine if there is space in the requested sections.

Each student is responsible for having met prerequisites prior to registration in a particular continuation course.

### **Pre-Registration**

Pre-registration is the process by which the active student has the opportunity to select the courses for which he will officially register during the registration process.

### **Late Registration**

Late registration will be held after official classes begin, in the period determined for late registration. Students who did not attend early registration or who failed to attend registration on the date assigned may register during the late registration period, provided there is space in the sections they select. No student will be able to register after the period determined for late registration.

After the period allowed for registration, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel their registration by filling the appropriate cancellation request forms and submitting them to the Office of the Registrar or the Office of the Vice Chancellor of Student Affairs before the end of the late registration period. A student who does not attend classes and does not follow the corresponding procedures for cancellation of their classes will be penalized by receiving **(WF)** in his permanent record at the Institution.

### **Reallocation of Students**

At the end of the registration period, the Registrar may reallocate students where elimination and rescheduling of courses has taken place. Such changes should take place on the dates designated for this purpose in the Academic Calendar.

### ***Important Note:***

***Registration is not complete until the student has paid all fees required by the Office of the Treasurer; the official stamps of the Registrar and the Office of the Treasurer have been stamped on his registration class schedule; and he has signed a statement consenting to follow and observe the rules, norms, and regulations of the Institution.***

### **Official Admission to Classes**

At the beginning of the semester or part-of-term each student should present his official registration class schedule to each of his professors. This class schedule should be stamped with the official seals of the Office of the Registrar and of the Office of the Treasurer. The absence of any one of these seals or unofficial changes in the class schedule will invalidate it.

Students should attend classes and/or sections where they are enrolled and professors should admit to their classes only those students that have been officially registered in the appropriate courses and sections. The Registrar's Office is not responsible for recording grades of students who attended classes and/or sections in which they were not officially registered.

### **Corrections or Changes in Names and Addresses**

Students with address changes should notify the Registrar's Office. This office will provide them with the appropriate forms to fill out.

The same procedure should be followed for corrections to be made for the change of name. For changes of name, the student must submit a petition legally signed and with a certified affidavit.

### **Classifications of Students**

Students are classified as follows:

- **By credit hours enrolled**

1. **Full-time Students**-those who have fulfilled the admission requirements of the Institution and are carrying twelve or more credit hours per semester in a program leading to a degree, diploma or certificate.

2. **Part-time Students**-those who have fulfilled the admission requirements of the Institution and are carrying less than twelve credit hours per semester in a program leading to a degree, diploma or certificate.

- **By credit hours leading to an undergraduate degree**

1. **First Year Students**-those with a secondary school diploma or the equivalent who are registered at the Institution in courses leading to a degree.

2. **Second Year Students**-those who have completed a minimum of 31 credit hours of work at the Institution.

3. **Third Year Students**-those who have completed a minimum of 61 credits hours of work at the Institution.

- **By grade point average**

1. Students on Academic Probation
2. Students on Academic Suspension
3. Honor Students

- **By type of admission**

1. **Readmission Students** - Those students who have interrupted their studies for at least one semester, and wish to continue studying.

2. **Transfer Students** – Those active or former students of an accredited post-secondary Institution.

### **Re-classification of Students**

- Students who wish to change concentrations may re-classify from one concentration to another. These types of re-classifications are authorized as long as the student complies with the admissions requirement of the new concentration.

### **Special Conditions and Regulations**

- Students who have registered in the maximum permitted academic load and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the written authorization of the appropriate Associate Dean of the School or Academic Coordinator.
- No student will have an academic load greater than 21 credits. The maximum academic load in the summer will be: twelve to fifteen (12-15) credits. An academic load of (18) credits will be permitted to students who are candidates for graduation in the summer and have the written authorization of the appropriate Associate Dean of the School or Academic Coordinator.

- All students will be given a reasonable time in which to graduate or complete their declared major. However, the Institution discourages professional students and will reserve the right to admit, readmit or register any student in any semester, part-of-term session or class. For the same reasons, the Institution reserves the right to suspend a student temporarily or permanently.

### Changes in Programs or Schedules

- A student may change their program of study in accordance with the following rules:
  - The student must have written authorization of the Associate Dean of the School in order to be processed by the Registrar's Office.
  - The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time schedule or to withdraw a course or courses. The School may identify other similar courses to substitute the eliminated course.

### Withdrawals

- Total or partial withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.
- Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (**W**) grade.
- Any student, who fails to complete the required procedure for dropping a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure (**WF**).
- Total withdrawal is allowed at any moment before the date stipulated in the academic calendar of the semester, part-of-term, or summer session.
- Total withdrawal may be considered in the case of a registered student who drops 75% or more of his total course load. This does not include the two summer sessions.
- The deadline for voluntary total withdrawals will be included in the semester or part-of-term academic calendar of classes in the semester or summer session, before the final examinations begin.
- The institution reserves the right to require a student to withdraw from any course or from the Institution, temporarily, for any of the following reasons:
  - a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued.
  - b. Refusal to obey regulations or serious misconduct on the part of the student.
  - c. Deficient academic work (below required scholastic standards).
  - d. Students who withdraw from the Institution or finish their studies without settling their financial obligations forfeit their right to receive grades, transcripts or diplomas.

### Class Attendance

- Class attendance is mandatory. The students will be responsible for work missed.
- If a student enrolled in a course never attends each and every class, the professor will identify him as a non-attending student (N/A). The Registrar's Office, then, will adjudicate a withdrawal for non-attendance (WN). Adjustments in, Financial Assistance benefits or total cancellation of Financial Aid and the payment of the total cost of enrollment, as pertinent, will also take effect. Students must visit the Financial Aid Office for information regarding the % of the payment required by the student.
- **Veterans and beneficiaries will have their educational benefits terminated when a Leave of Absence is granted. Once the veteran's returns to classes, the benefits will be reinstated.**



## Student Evaluation Procedures

- Professors are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given semester or part-of-term. These partial grades may consist of tests or any other kind of evaluation activity chosen by the professor.
- Professors may grant an opportunity to make up a test or quiz, which had been previously announced, to any student with a valid excuse.
- Students must complete any work required for a partial grade before the end of the semester; otherwise, he will be given a zero (0) for that particular assignment.
- It is the student's responsibility to clarify any questions about partial grades before the date scheduled for the final evaluation activity of the course.
- Students should complete the Institutional Assessment instruments administered in each course at the end of each semester.

## Grading System

The unit of measure for determining the course value is the credit, which is equivalent to one-hour of classroom work per week during a given semester or part-of-term or two hours of class per week during a summer session. The accelerated adult program has five or eight-week class sessions per course that meet four-hours per week during a part-of-term.

The credit equivalent for laboratory work has been determined according to the rules of each School.

Scholastic standing in completed courses is indicated by the following letter grades:

### Letter grade system and grade points per credit.

A	(90 - 100)	-	4	excellent
B	(80 - 89)	-	3	good
C	(70 - 79)	-	2	satisfactory
D	(60 - 69)	-	1	deficient
F	(0 - 59)	-	0	failure (no grade credit)

### In special cases the following grading system will be used:

<b>W</b>	Withdrawal
<b>WN</b>	Administrative withdrawal (no grade points)
<b>WF</b>	Student deserted the classroom or excessive unjustified absences from course.
<b>I</b>	Incomplete work. Student absent from final examination or failed to complete and turn in final work assignment, but must have complied with all the partial requirements of the course.
<b>WA</b>	Administrative withdrawal. Processed by the Vice Chancellor of Student Affairs
<b>P</b>	Passed
<b>NP</b>	Not passed
<b>IP</b>	In progress
<b>*</b>	Repeated Course
<b>T</b>	Transfer course
<b>NR</b>	Not Reported (Grade) by professor

A "W" indicates a withdrawal from a course with the official approval of the Office of the Registrar.

A “**WN**” Indicates no assistance to a course within the first few days after classes begin (no grade points). Reported to the Office of the Registrar in the official *Student Assistance Register* by the professor

A “**WF**” indicates a student failure to continue attending his classes and does not officially drop the course.

An “**I**” indicates a student, who is absent from the final examination or failed to complete and turn in final work assignment, but must have complied with all the partial requirements of the course or does not satisfy all financial obligations to the Institution, will receive an incomplete as a provisional grade.

A “**WA**” indicates an administrative withdrawal approved by the Vice Chancellor of Student Affairs given for one of the following reasons:

1. Possibility of danger to the health of the student or that of other students if enrollment were to be continued.
2. Refusal to obey regulations or serious misconduct on the part of the student.
3. Deficient academic work (below required academic standards).
4. New admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution’s calendar.

### **Incompletes**

A student will receive a provisional grade of Incomplete (I) in the following instances:

- If his absence from a final examination can be justified
- If his absence of not more than 25% of his work in laboratory experiences, practice teaching or seminar can be justified.
- If the student has complied with all partial requirements of the course during the semester or part-of-term.
- If the student does not satisfy all financial obligations to the Institution before the final examination.

In order to remove an Incomplete the student should take the corresponding final examination within the first 30 days of the subsequent semester or summer session. Those students receiving Incomplete in prerequisite courses during the summer session must take the final examination or work requirement within the first fifteen days of the following summer session.

The professor has the responsibility of removing all Incompletes. The Associate Dean of the School or the Director or Coordinator of Academic Affairs of the Off-Campus University Center, if the professor is not available, will make the corresponding changes in the official course grade register at the Registrar’s Office.

In the case of students not complying with these established rules, the professor will assign a “**0**” in the corresponding work missed by the student, and will report the final grade to the Registrar after calculating the corresponding grades.

### **Grade Point Average**

The grade point average is obtained by dividing the total number of honor points by the total number of credit hours in which the student has received a final grade, even those where an F or WF is final. The credits taken at UNE will be the only ones used to compute the student’s grade point average.

All courses identified as developmental and not included in the course sequence of the program of study, will not be included in the grade point average for graduation.

### **Grade Reports**

Once assigned by the professor, the grades are final, unchangeable within the context of the institution's academic discretion, and certified by the Registrar's Office.

Reports of the grades will be mailed to each student from the Registrar's Office at the end of each academic term and at the end of the Second Summer Session.

### **Students' Records**

The Office of the Registrar has custody of all students' academic records. These are confidential.

### **Transcripts**

Official transcripts, which bear the seal of the Institution, will not be given to students or alumni, but sent directly to institutions specified by the students in their official requests to the Registrar's Office

Requests for transcripts of credits should be made fifteen working days in advance. In those cases where a student is in debt with the Institution, the Registrar will not certify the courses approved until the student has satisfied his debt.

Any claim concerning a transcript request should be presented at the Registrar's Office no later than 90 days after making the request.

### ***Important Note:***

***The admission / registration procedures are essential steps for establishing a relationship between the student and the Institution. However, the payment of the appropriate fees formalizes this relationship semester-by-semester or session-by-session. All of these requirements must be fulfilled in order for a student to be considered in good standing with the Institution.***

### **Standards for Satisfactory Academic Progress**

The purpose of the Standards for Satisfactory Academic Progress is to evaluate that the students approve the credits percentage required, with an accumulated academic index equal or higher to the retention index, according to their program of studies. It also establishes a formal process through which students that are encountering academic difficulties can be identified and the necessary help can be provided.

The student has a right to appeal the Institution's determination regarding his/her status if the student understands that there is academic progress and that the Institution's determination is due to an administrative error or that, during the academic year, a critical situation existed that prevented him/her from obtaining satisfactory academic progress as established by the Institution.

### **Student Academic Status**

There will be four types of students based on the cumulative academic grade point average: honor students, students in progress, students on academic probation, and students on academic suspension.

- **Honor Students** - Those students carrying not less than twelve credit hours with a grade point average of 3.75 or more and who fulfill the requirements of the Vice Chancellor of Student Affairs.
- **Students in Progress** - Those whose grade point average is equal to or greater than the minimum retention grade point average.
- **Students on Academic Probation** - Those students with a grade point average, earned credit hours, or both, below the standards of the Progress Academic Rule for this category.
- **Students on Academic Suspension** - Those students who have been on extended academic probation and not been able to overcome their academic deficiencies.

### **Student Suspension for Academic Reasons**

Students who fail to meet the academic standards are subject to suspension from UNE for one (1) academic year. The student has the right to study one academic year on probation.

### **Academic Probation**

A suspended student may qualify for academic probation if recommended by the Satisfactory Academic Progress Appeals Committee, upon completion of the following procedure:

- Submit a written request to the Vice Chancellor of Student Affairs who will refer it for probation to the Satisfactory Academic Progress Appeals Committee.
- The Satisfactory Academic Progress Appeals Committee will consider only situations related to student's personal affairs, economic problems or dysfunctions in family relations.
- The probation period will last two semesters.
- Students who do not reach the minimum academic average for retention during the probationary period will be suspended. If the student is placed on a second probationary period and again does not meet the minimum academic average for retention, he will be permanently suspended.
- Veteran students and beneficiaries who were suspended from UNE due to failure to meet the academic standards; and qualify for academic probation, the benefits should remain suspended as well.

The decisions reached by the Satisfactory Academic Progress Appeals Committee will be put in writing and will be final.

### **Minimum Grade Average Required by Earned Credits**

- Readmission to UNE will be based on the norms established by the Institution.
- The Satisfactory Academic Progress Appeals Committee must approve readmission to UNE. As condition for readmission, the student must reach the minimum grade point average required, based on the number of credits in a term of two academic semesters: Otherwise, the student will be dismissed for a period of one academic year. If the student is suspended for a second time he will be permanently dismissed.
- Universidad del Este will not give credit for courses taken by the students at other institutions during the time of their suspension.
- Students dismissed for academic deficiency cannot be registered.

### **Required Credits and Retention Index per Program**

#### **Definitions**

- **Attempted Credits** - the number of credits of all registered courses, independently of the grades received. This includes accepted transfer credits.
- **Approved Credits** – the number of credits of all courses in which the grades of A, B, C, D, or P, including transfer credits, are obtained.

The students should approve the courses according to the Standard of Academic Progress for the type of academic program in which the student is enrolled: Certificate, associate and bachelor degrees according to the number of accumulated credits and the accumulative academic grade point average, as established in the *Table of Required Credits and Retention Index per Program*. Students will receive a copy of the *Standards for Satisfactory Academic Progress*, where this table is included upon their registration and available at the web site: [www.suagm.edu/une](http://www.suagm.edu/une)

An example representing each academic program is below.

### Required Credits and Retention Index per Program

#### Certificate Program (36 credits)

Accumulated Attempted Credits	% Required of Attempted Credits Approved	Retention Index Required
1 - 14	50%	1.60
15 - 28	55%	1.80
29 - 42	60%	2.00
43 - 54	67%	2.00

### Veterans and their beneficiaries: Required Credits and Retention Index per Program

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (**100%**). Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. They need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the Standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

### Graduation Requirements

The student usually graduates from the Universidad del Este under the program requirements prevailing at the time of his admission to the Institution; however, the Institution reserves the right to make changes in the different programs and in the requirements for the awarding of the Certificate. Students who do not complete their studies during the time required by their respective programs, as well as those who apply for readmission after a period of absence from the Institution, are governed by the rules of the class in which they graduate.

To receive a certificate from the Universidad del Este, candidates must meet the following requirements:

- They must have taken the courses required in one of the programs offered by the Institution. Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. Students receiving certificates with a grade point average of 3.90 to 4.00 will graduate with honors.

- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- They must have satisfied all financial obligations to the Institution. All candidates for graduation will be required to attend Commencement Exercises. Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a degree or certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

## Honor Awards

Students are eligible for the following honor designations according to their cumulative grade point average:

### Certificates

Honor	Average of 3.75 to 3.89
High Honor	Average of 3.90 to 4.00

### **Important Note:**

***Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Manual of Academic Norms and Administrative Procedures, which are distributed once a year and are available upon request at the Office of the Vice Chancellor of Student Affairs and at the web site: [www.suagm.edu/une](http://www.suagm.edu/une) These documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of studying at the Institution.***

## Family Rights and Privacy Act Information Statement

In accordance with Public Law 93-380, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, students have the right at Universidad del Este to inspect educational records, and correct such records if warranted. The students' records are protected from release of information, open for inspection or review by the student unless he or she waives this right. The parent(s) of U.S.C.S. s. 1152 Internal Revenue Code also has the right to inspect records, which are maintained by the Institution on behalf of the student.

There are two distinct categories of records: (1) Directory Information Records, (2) LIMITED ACCESS RECORDS.

(1.) Directory Information, which may be made public, includes the student's name, last known address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The Office of the Vice Chancellor of Student Affairs will only release this information or a representative after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of "directory information" must complete a statement in the Office of the Registrar no later than the last day of each term; otherwise directory information may be disclosed by the College for legitimate purposes

(2.) Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also includes all records maintained officially by the Institution, which do not come under the categories of Directory Information, or Sole Possession Records.

The Institution will not release information in Limited Access Records except after written permission of the student or parent.

### **Student Right-To-Know and Campus Security Act**

The common intention of the three major parts of this 1990 Act is to enhance the choice of the potential consumer, the post-secondary student, by reporting statistics about the “performance” of higher education institutions.

- Section 103 covers disclosures about the graduation or completion rate and other postsecondary outcomes of all students.
- Section 104 covers disclosures about the comparative academic “success” of students who receive financial assistance contingent upon participation in intercollegiate sports and Section 105 concerns institutional revenues and expenditures for intercollegiate athletic activities.
- Sections 203 and 204 concern disclosures, reports, and publications about campus security policies and crime statistics.

Compliance with all of the Act’s disclosure provisions becomes an additional criterion for institutional eligibility to participate in federal student aid programs.

### **Office of the Vice Chancellor of Student Affairs**

The Vice Chancellor of Student Affairs is the person responsible for planning, coordinating, developing, and maintaining the system of services, which the institution offers its student body. These services respond to the academic, vocational, social and human resource needs of students and are offered by well-prepared, responsible, and committed professionals. The following offices provide student services:

Admissions and Marketing	Sports Program
Registrar	Quality of Life and Students’ Wellness
Social and Cultural Activities	Student Associations Program
Counseling and Guidance	Bursar
Student Support Services Program	Financial Aid
Health Services	

The Office of the Registrar answers to the Office of the Vice Chancellor for Academic Affairs. The remaining offices, Bursar and Financial Aid respond to the Vice President for Financial Affairs. However, since these offices provide major services to the student population, they are presented here.

The organizational structure of the Office of the Vice Chancellor of Student Affairs allows for the provision of specialized student services for all students under the direct supervision of the Associate Vice Chancellor for Quality of Life and Students Well Being.

Human resources have been assigned to the Office of the Vice Chancellor for Quality of Life and Students Well Being in order to provide counseling and orientation, social/psychological services, tutoring, and an academic advising/mentor program.

A complete program is designed to aid the student in his personal, academic, and career development areas. The following programs are coordinated: Academic Advising/Mentor Program, Counseling and Orientation,

Psychology, Social Work, and Tutoring. All of these services have proven effective in student retention and the provision of a better quality of student life.

The program gives continuing assessment and support by consolidating institutional and community resources. The following services are provided:

- Personal, academic, vocational and occupational counseling.
- Workshops and seminars according to the student needs.
- Academic advising - a faculty member is assigned to a group of students to assist in their academic progress. The professor will assist the students during the academic year.
- Learning support services - these services are offered on basic areas such as: mathematics and English through the teacher assistance program and tutorial services.
- Career center - coordinate workshops and activities related with career life planning. Students can explore careers develop goals and identify employment opportunities.
- Placement services - refer students who are seeking part-time job so they can have career related work experience and supplement their economical needs.

### **Professional Counseling and Guidance Programs**

The dramatic changes of the dynamic society are also reflected in our students' population. The needs of the younger students, the adult student who is coming back to the university and the special populations, are continuously assessed in order to offer them relevant services.

The Counseling and Guidance Program focuses its services and projects on the new paradigms in Counseling: integral human development, prevention and pro-active educational strategies to develop special skills for life and career.

The main objectives of the program are geared to enhance the student self-esteem, help them achieve self-knowledge, help them learn and develop skills for decision making and conflict resolution, to develop leaderships skills and to assume responsibility with themselves and their community.

Specials projects are established according to students' assessment and in coordination with the university community resources; to promote healthy lifestyles as well as to prevent academic failures or withdrawals, and personal risky behaviors.

The program emphasizes outreach and pro-active stance in the delivery of services. The services include: individual and group personal counseling, crises management, consultation, personalization and humanization of campus environment searching for the quality of students life, establishment of self helps groups, enhancement of leadership skills, follow up, referrals and others. Professional counselors offer all services.

### **Advising Program**

The Academic Advisement services promote continuous interaction between the students, faculty members, the academic counselor and other administrators of the Office of the Vice Chancellor.

Helping the students with their academic problems is a major aspect of advising. Because it requires curricular knowledge and expertise, academic advising is an academic concern.



## **Mentoring Program**

This program is geared towards helping students adapt to college life. As part of an integrated advising team, a professor is assigned to each participating student to counsel him on academic and personal matters.

## **Tutorial Services**

In close cooperation between the Offices of the Vice Chancellor of Student Affairs and the Associate Vice Chancellor of Retention, a free of charge Tutorial Program is offered to every student who requests this service in areas such as Mathematics, English, Spanish, Biology, Chemistry, Statistics, Accounting and others.

## **Student Support Services Program**

The Student Support Services Program at Universidad del Este provides an integrated gamma of academic and counseling services to over 400 UNE students a year that meet the eligibility criteria established by federal law for participation in this program.

The United States Department of Education Grant Award permits the Program to offer personal, academic and career counseling; and academic support such as tutoring in all subject areas, special tutoring for disabled students and socio-cultural and career oriented off-campus activities; concerts, and conferences.

To qualify as a program participant, a student must be an American citizen or resident alien, have obtained final admission to the school, be the first generation of his family to graduate with a baccalaureate degree, be of low income and/or have a documented disability. Certain documentation may request of those students interested in becoming program participants.

## **Health Services\***

First aid and medical services are offered at the Health Services Office of the Institution.

In the event of an emergency or illness, the student should report to the Health Services Office to receive first-aid.

The Health Services Office offers preventive medicine and medical materials, free of charge, for all students. The nurse and or doctor provide information on a variety of health related topics which includes medical clinic sessions as well as personal health care education

In case of an emergency, an ambulance from the metropolitan area will be called and the student will be taken to a local hospital. This same procedure will be followed in the off-campus university centers.

\*A doctor and/or nurse will be available to serve the student population at the Carolina Campus. The off-campus university centers do not have nurses, therefore, the services of an ambulance are provided to them in case of an emergency free of charge.

## **Social and Cultural Activities**

The Social and Cultural Activities Program gives the students, the faculty and the community an opportunity to watch films and theatrical performances, attend concerts, shows, lectures, workshops and seminars.

Participation in these activities is open to all interested persons and it aims at developing attitudes, values, sensibility towards art and good citizenship.

Participation in student associations fosters leadership by developing mutual understanding and respect for social and human values.

### **Sports Program**

The Athletic program is geared to the promotion and active participation of students in all sports activities. It is a fundamental component of the students' life in our Institution, which aims at contributing to the physical and mental growth and well being of its students.

The athletes in the Program participate in internal and inter-university competitions. Universidad del Este is a member of the inter-university sports organization.

To strengthen the Program and increase the number of participants, the Director and coaches of the Program visit the sports programs of high schools. During these visits they present the Program and identify prospective candidates. The Program has a Procedures Manual and a guide for granting athletic scholarships.

### **Books and Supplies**

The Universidad del Este has a bookstore where textbooks, reading materials requested by the faculty, and other school supplies, and other personal supplies are available. The Off-campus centers also have a small bookstore on their premises.

### **Veterans and their Beneficiaries Services**

The Veteran's Services, located at the Registrar's Office, is primarily directed toward the motivation of veterans and their dependents in order that they may effectively exercise their rights to an education.

They are helped in the completion and processing of required documents for the purpose of establishing eligibility, certification of service, and academic progress.

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (**100%**). Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. Therefore, **Academic Progress Norms** established on page 23, do not apply to veterans and their beneficiaries, who need to maintain a retention index of 2.00 when the 100% of the program is completed. The Tables shown on pages 24 and 25 do not apply. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. The following examples show time/length of various programs: Certificate program of 36 credits is 1 and half years; Associate degree program of 73 credits is 2 and half years; Bachelor degree program of 121 credits is 4 years. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

### **Student Activities**

Universidad del Este offers students the opportunity for social, cultural and athletic programs in order to develop leadership, responsibility and initiative.

All students are urged to join the clubs and organizations that most correspond to their needs and interests.

Each group or club has a faculty adviser who counsels its members and helps to promote the activities of the group.

### **Student Associations**

All student organizations must be recognized and approved by the Office of the Vice Chancellor of Student Affairs. Any group consisting of ten or more regular students may organize and apply for official recognition of its organization.

Interested students should request an application from the Office of the Vice Chancellor for Students Affairs. The purpose of the organization and the name of the advisor should be stated.

Through students' participation in organizations, they have the opportunity to collaborate in the Institution plans and development. Also, the students develop their own leadership skills and help enhance the students' quality of life in the Institutional setting.

The Office of the Vice Chancellor of Student Affairs has recognized the following organizations.

#### **Carolina Campus**

- Association of Christian Students
- Early Childhood Education Students Association
- Management Association Student Staff
- Office Systems Students Association
- Paralegal Studies Students Association
- Student Support Services Participants Association
- Theater Students Association
- Tutors Association

#### **Off Campus Centers (each is independent at each campus)**

- Christian Youth University Students Association - Cabo Rojo
- Association of Ebenezer Christian Students - Barceloneta
- Criminology Association Student Staff - Barceloneta
- Pro Health and Physical Fitness Students Association – Barceloneta
- Education Students Association - Yauco
- Office Systems Students Association - Yauco
- Pro Student's Quality of Life Association - Yauco
- Peer Counselors Association - Yauco

### **Student Council**

There is a Student Council which meets monthly and has, among others, the following functions: to represent the student body, make recommendations to the Vice Chancellor of Student Affairs, participate in various committees, serve as liaison between students, professors and the administration, and to promote the general well-being of the Institution.

There is a Student Government Assembly that guarantees student participation in the life of the Institution. Delegates to this organization are student body representatives and must be elected responsibly.

Delegates must be regular students. They must attend and participate in meetings of campus delegates and must establish relationships among faculty, administration and students of their corresponding sections. The

Chancellor and the Vice Chancellor of Student Affairs supervise campus delegate meetings. Delegates must provide for the discussion of those matters pertaining to their particular campus and must acquaint themselves with administrative standards and procedures that are related to the needs and problems that affect students' welfare.

An Alternate delegate is also elected to act in case of the absence of the delegate in charge.

***Important Note:***

***All students' activities and student organizations mentioned above must be governed by the student regulations and other institution's standards. Failure to comply with existing rules and regulations will incur disciplinary measures and/or penalties, accordingly.***

**Disciplinary Regulations**

Universidad del Este's Student Council representative has approved disciplinary rules and regulations that were ratified by the Ana G. Mendez University System Board of Directors.

The students at Universidad del Este are expected to honor, obey and respect these rules and regulations in all their ramifications. These principles, rules and regulations are clearly stated in the Institutions by-laws, the Student Handbook, and in the other regular or periodic publications of the Administration.

***Important Note:***

***Due to the importance of the Disciplinary Regulations each student is required to obtain a copy of the Student's Handbook from the Office of the Vice Chancellor of Student Affairs, sign a receipt for it, and commit himself to read and become familiar with the Student's Handbook contents, Student's Regulations, and Manual of Academic Norms and Administrative Procedures. These requirements cannot be waved or omitted under any circumstances.***

**Student Financial Aid**

The mission of the Student Financial Aid Program is to provide the student with scarce economic resources equal educational opportunities to obtain an academic preparation that will facilitate his integration to society.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education is of the family. Therefore, the majority of the funds are offered under the economic criterion of need. The objectives of providing a fair distribution of the financial resources are in agreement with the state, federal and institutional dispositions.

The Program is made up of three components, such as: scholarships that are given and thus do not have to be repaid. Student money loans made available at a low interest with reasonable conditions of repayment. The work and study program permits the student to acquire experience of a job related to his program of studies and at the same time receives compensation for the work being done, thus helping with his costs of education.

The student can be eligible to receive aid of all three components, as long as these available funds will permit.

## **Grant-Scholarship Programs**

### **Federal Pell Grant**

This grant helps undergraduate students to pay for their postsecondary education and students must be enrolled at least on three credits to receive the benefit. For the academic year 2009-2010 the maximum annual award is \$4,050 and the student must meet the eligibility requirements of the program.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This grant helps undergraduate students with exceptional financial need. The amount of the awards is contingent to availability of funds.

### **Educational Opportunity Program**

The Commonwealth of Puerto Rico provides yearly funds for grants and scholarships to qualifying students. The grant is awarded on the financial need basis and the scholarships on the academic performance basis.

## **Loan Programs**

### **Federal Direct Loan**

Federal Direct-Ford Loans are offered at a variable interest rate, with a cap of 8.25%. For "Subsidized-Direct" the government pays the interest while you are in school; for "Unsubsidized Direct" you are responsible for paying the interest while you are in school. If you choose not to pay the interest, it will accrue and be capitalized (added on the principle).

### **Federal Direct Parent Loan for Undergraduate Students (FDPLUS)**

"PLUS" loans are borrowed by parents for dependent students. The interest rate is variable, with a cap of 9%. Repayment begins 60 days after the First Disbursement.

## **Work and Study Program**

### **Federal Work-Study Program (FWSP)**

A program, that requires the student work a maximum of 40 hours per week. The student is paid a competitive wage and is able to gain experience in his area of study.

## **Institutional Scholarships Programs**

### **Athletic Scholarship**

This program is available to students who have athletic performance. The Athletic Scholarship Committee studies the candidates recommended by the coaches and determine the student benefit.

## **How to Apply for Financial Aid**

Financial Aid is awarded annually. The student must apply each year. The Financial Aid Application packets will be available after January, from OSFA.

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or Renewal FAFSA to the U.S. Department of Education. Renewals FAFSA's will be mailed early to prior applicants. If you do not receive

a Renewal FAFSA, please pick up a FAFSA in our Office of Admissions and Financial Aid. Late applicants will be awarded only on a funds-available basis.

The amount of financial aid may vary each year according to your need, the type of aid you are eligible, your academic performance and available funding.

All applications for financial aid can be made either personally or by mail to:

Universidad del Este  
P.O. Box 2010  
Carolina, P.R. 00984-2010

## **Eligibility Requirements**

In order to meet the eligibility requirements, students must:

- have financial need
- have a high school diploma or a General Education Development (GED) certificate.
- be working toward a degree or certificate.
- be a U.S. citizen or eligible no citizen.
- have a valid Social Security Number.
- not owe a refund on a Federal Grant or be in default on a Federal Educational loan.
- be making Satisfactory Academic Progress.
- be registered with Selective Service (if required).
- be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.
- not receive a Bachelor's Degree for Pell and FSEOG.
- provide documentation of any information requested by the Office of Admission and Financial Aid.

### ***Important Note:***

***The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility, and the release of such records, provided that such institutions must furnish parents of students access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate; that institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.***

## **Refunds and Adjustments for Active and New Students**

### **Refund Policy**

#### **A. New Admission Student-Pro Rate Refund**

New admission or transfer students enrolled in their first semester at UNE who completely withdraw from their classes during the first 10 weeks starting the first day of class of each semester, and during the first 10 days, since the first day of class during the summer session, will be refunded part of the tuition costs. This norm will apply

only to those students enrolled in their first semester for the first time. In subsequent semesters, the active student refund policy will apply.

Ten weeks into the semester and ten days in the summer session equal 60% of the corresponding academic term. Therefore, after this period, the System will charge 100% of the tuition costs.

The amount of tuition to be refunded will be pro-rated in accordance with the date of withdrawal as decreed in the following table:

<b>Semester Week</b>	<b>Amount of Refund</b>
First and Second	88 Percent
Third and Fourth	76 Percent
Fifth and Sixth	64 Percent
Seventh and Eight	52 Percent
Ninth and Tenth	40 Percent

### **B. Active Student-Federal Refund**

Students, previously enrolled at UNE, who completely withdraw before the end of 50% of the academic period, semester or summer session, will be refunded part of the tuition costs according:

- 100% if the student withdraws on or before the first day of class
- 90% after the first day and up to 10 percent of the academic period
- 50% the first day after the 10 percent period and up to 25 percent of the academic period
- 25% the first day after the 25 percent period and up to 50 percent of the academic period

After 50 percent of the academic period, the System will charge 100% of the tuition costs. The semester is composed of 15 weeks, where six days (Monday through Saturday) are considered.

The amount of tuition to be refunded is based on the date of withdrawal as decreed on the following table:

#### **SEMESTER ATTENDANCE**

<b>WEEK</b>	<b>PERCENT</b>	<b>WEEKS</b>	<b>DAYS</b>	<b>REFUND</b>
15	x	0	= 0	= 0 100%
15	x	10	= 1.50	= 9 90%
15	x	25	= 3.75	= 22 50%
15	x	50	= 7.50	= 45 25%

In accordance with the Title IV Student Financial Assistance Programs regulations, when calculating the amount to be refunded, tuition costs not paid by the student will be subtracted before determining the amount of funds applied to the costs. The principle behind this rule is that the student and his/her parents are primarily responsible for tuition expense.

Financial aid from federal programs, state and institutional, accredited to the student's account will be refunded to the original program. The amount paid by the student will be refunded to him/her, and it will depend on the withdrawal date.

### **C. Partial Withdrawal**

Students who partially withdraw during the first two (2) week starting the first day of classes of each semester, and within the first two days of classes during the summer session, will be refunded 88% of tuition costs. After this period, the System will charge 100% tuition costs.

### **D. Non - Attendance**

Students who do not attend their registered courses will be marked NA by the professors, given an administrative withdrawal, and refunded 88% the cost of the course. The student will be held responsible for 12% of the cost, as financial aid programs do not cover it.

### **Adjustments and Refunds**

Adjustment and refunds will be made in the event of total withdrawal. A student who made a total withdrawal during the first ten (10) days of classes during the regular semester and the first two (2) days of the summer session will receive a credit of two thirds (2/3) of the total cost per credit withdrawn.

During the period of reallocation of students due to eliminated sections, all the students who can make adjustments have the authorization of the Treasurer's Office.

Cash refunds will be made if payment was made in cash. Tuition paid for with financial aid is not eligible for a cash refund.

### **Tuition, Fees, and Related Information\***

Every year the Office of the Vice President for Financial Affairs publishes a circular with information about tuition cost for all academic programs and other fees for all institutional services. This circular is available at the Bursar's Office.

Tuition fees are made by credit or contact hour as follow:

- Technical Programs                      \$ 151.00

In addition, for each academic term the institution has a general fee of \$410.00 per student. Costs are subject to change from one academic year to the next.

Please note that in attending any Institution, you will need to allow for other expenses, such as; books and supplies, transportation, meals and other personal needs. A variety of financial aid packages are available. Tuition, fees and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash, or by certified or manager's checks, money orders, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts. ***\*All tuition, general fees and service charges are subject to change during the life-term of this catalog (August 2009 to July 2012).***

### **Tuition Option Payment Plan (TOPP)**

The Institution has a convenient method for paying educational expenses through scheduled payments over the period of enrollment.



The TOPP grants 50% tuition and fees deferred payment to students who do not satisfy cost or receive financial aid at the registration time. Contact the Bursar's Office for more information about the TOPP.

### **Clear Statement**

Students with an outstanding debt balance will not be allowed to take final examinations until such balance is paid in full.

Upon receipt of payment, the Bursar's Office will issue a "clear" statement, which must be presented by the student at each examination. Students who do not comply with this requirement will receive a qualification of Incomplete (I) and will be required to pay \$20 fee in order to remove the qualification from the academic record.

### **Invoices**

The Bursar's Office will mail four invoices during the regular semester and two during the summer session. The approximate dates for the mailing of such invoices are: September 15, October 15, November 15, December 10, February 15, March 15, April 15, May 10, June 14 and July 22.

If the invoice is not received in the mail, it is the student's responsibility to request it personally from the Bursar's Office.

## **Office of the Vice Chancellor of Information Resources and Telecommunications**

### **Vision**

In harmony with the mission of the Institution, the vision of the Office of the Vice Chancellor of Information Resources and Telecommunications endeavors to become a recognized leader in the process of learning, teaching, research, and service.

### **Mission**

The Office of the Vice Chancellor of Information Resources and Telecommunications will contribute to the integral development of its students. As an administrative and academic center, we pretend to promote in our students, the social and cultural values of our people, offering effective quality service through information resources that are inherent to the academic development of our Institution environment. We pledge to complement the Institution's commitment to research, creativity and innovation through the use of new technologies.

### **Description of the unit**

The Office of the Vice Chancellor of Information Resources and Telecommunications is the administrative unit that integrates the Library, Distance Education, Information and Telecommunication, Exhibit area, Piñero Collection, Educational Technology, and the Community Technological Center. Through a structured and systemic approach the units provide the necessary services to support the Institution's academic programs. It provides educational services and materials to serve the diverse learning and instructional needs of students and faculty members, thus becoming an integral part of the teaching-learning process of the Institution. The units of the Vice Chancellor of Information Resources and Telecommunications houses a wide variety of printed, audiovisual, and

electronic materials selected in accordance with the academic programs and adequately organized to foster their usage.

## **Library**

The Library has a complete automated system that provides access to the materials available in all of the three libraries of the Ana G. Méndez University System. UNE's five Off-campus university centers are also part of this automated system and have the use of inter-library loans of materials available to all the students of AGMUS. A Virtual Library is also available for students through an electronic web page (WEB Voyager) <http://www.suagm.edu/une>

Materials include a variety of formats: books, journals and newspapers, microfilms, microfiche, Multimedia CDROMS, VHS, and DVD's as well as on line resources.

The library provides seating areas for individual study, facilities for small study groups and computers for students' independent use with wireless access as well as for students that are physically challenge.

The Bibliographic Instruction Program in the library provides the necessary skills for the effective use, services, and academic resources, Internet.

## **Sala Florencio Pagán Cruz**

The Reference and Reserve unit are located in this area. The Reference collection has the basic resources needed to do research and investigation projects such as: general and specialized dictionaries, annuals, atlas, directories, reference books, indices in electronic and printed formats, access to Internet and the data base specialized in legal resources. We have invested in the research-based search engine Voyager System, which greatly facilitates the identification and access to a vast quantity of research literature, journals, textbooks, and other relevant documentation. The total collection of magazines, books, e-books, journals, and audiovisual ascends to a total of over 150,738 titles and over 224,979 volumes.

## **Circulation and Reserve Area**

This area facilitates the loan of books out of the library to authorized users. The Magazine Collection provides more than 4,000 titles combined in printed materials and online resources, local as well as international newspapers.

## **Inter-Library Loans**

The inter-library loan is the opportunity given to the academic community of obtaining, as a loan, the use of resources of other libraries in, as well as outside of Puerto Rico. At the same time, the Library at the Carolina campus participates actively in lending its resources to the other libraries of the Ana G. Méndez University System and to the five Libraries in the Off Campus university centers.

## **Exhibit Area**

The art works exhibition area is located strategically in the entrance to the Information Resources Center. The atrium was designed with all the necessary specifications to offer to the public the opportunity of enjoying exhibitions while visiting us. The interior garden, situated to the end of this atrium is a sculpture of our founder, Dr. Ana G. Méndez.

## Collection Developments and New Acquisitions

The Center at the Carolina Campus provides all the printed and non-printed resources necessary to facilitate the teaching learning process and to enrich the Institution educational programs. To facilitate collection access, the material is catalogued using Spanish and English subject heading and classified according to the Subject Headings from the Library of Congress. Some of the resources identified are Bibliographical file, Internet, etc

## Educational Technology

This unit advises on the appropriate use of technological resources in the classroom. This unit also administers and distributes electronic materials and equipment requested by the faculty and students. The faculty and students can coordinate the loan services of educational materials and audiovisual equipment to be used in the [e@classroom](#).

## Distance Education

The mission of this unit is to expand the cultural and educational offerings utilizing the modality of distance education. Distance education as an educational strategy is part of the academic task of the Institution. The Institution participates in various academic projects such as: offering of courses through ITS, the broadcasting of conferences from various parts of the world, as well as providing training to faculty regarding distance education strategies and methodologies thus certifying faculty in the use of this media. The Blackboard platform is used.

## Computerized Information Technology and Telecommunications

Its mission is to integrate the computerized information technology and the telecommunications to the administrative and academic processes. The design is following a plan that has considered the necessary details to bring up to date and to expand the equipment and the software of the student's computer laboratories, the faculty and administrative personal training laboratory, and the access to Internet in all the computers located in the libraries.

## Hours of Operation

The Library offers its services in the following schedule for the Carolina campus and the five Off-Campus University Centers located in Yauco, Cabo Rojo, Santa Isabel, Utuado, and Barceloneta.

Monday - Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday / Holidays	12:00 p.m. – 5:00 p.m. (Carolina Campus)

## Staff

The Center has a staff of professional librarians, educational technologists, assistant librarians, technicians, and clerks whose main goal is to provide the collegiate community with efficient services. They offer students and faculty direct assistance in locating information that will best satisfy their particular interests and needs. Orientation in the proper use of the Center facilities is one of the main features of the daily work.

## **Office of the Director of the Evening and Weekend Programs**

### **Mission**

Its mission is to provide academic and administrative services needed to students enrolled in the evening and weekend classes at UNE. Design and provide support services to this segment of the student population geared towards improving retention and graduation. Coordinate in consortia with the Schools the enrollment process, evaluation process of faculty, dissemination of information related to the academic offerings, and assist in designing and promoting student activities to improve evening and weekend university life.

Its mission is to serve the learning needs of adults and organizations as well as to provide leadership in developing adult education programs through the attainment of external funds.

### **Description of the unit**

The office is headed by a Director and assisted by a Coordinator in charge of providing direct services to students and faculty. These services entail coordinating services needed by evening and weekend students with the Registrar's Office, Financial Aid, Treasure's Office, Professional Counseling, Academic Advising, and the Schools.

The Programs features the regular academic degree programs. These are offered during evenings from 5:00 to 10:00 p.m. and Saturdays from 7:00 a.m. to 4:00 p.m. Some programs offer courses on Sundays from 8:00a.m. to 12:00 noon.

## **Academic Programs offered at Universidad del Este**

### **Carolina Campus**

Certificates in Technical Programs in:

- Medical Billing of Medical Plans
- Architectonic Draftsman
- Sales and Marketing
- Clerk/Receptionist
- Tour Guide
- Teacher's Aid in Early Education
- Associate in Networks of CISCO
- Criminology for Municipal Police
- Private Security Guard
- Leader of Recreational and Sports Programs
- Hotel Operations
- Banking Operations
- Hydroponics Technician
- Maintenance of Green Areas and Golf Course Technician
- Computer Repair and Network Installation
- Computerized Graphic Design
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Entrepreneurship
- Licensed Practical Nurse
- Construction

- Computer Applications
- Health Assistant

### **Off Campus Centers (University Centers)**

The Off Campus Locations programs respond to the needs of the communities in the various geographical areas throughout Puerto Rico. The University Centers are located in the towns of Utuado, Barceloneta, Yauco, Cabo Rojo and Santa Isabel.

The academic programs offered are certificate, associate and bachelor degrees in Business Administration, Criminal Justice, Social Work, Education, Health Sciences, and Office Systems in all of the Centers. Some Centers have more program offerings than others do to their physical facilities.

The same educational support services that are available on campus are also available at the Centers. These services are: the Offices of the Guidance Counselor, Registrar, Financial Aid, Bursar's, Admissions, and Library. The faculty is from the surrounding community with master's degree and some with doctorates, all recommended for their excellent educational background and experience.

### **Off Campus Centers**

#### **Academic Offerings**

The five Off-Campus University Centers offer the following academic programs:

**Yauco Off-Campus**  
**Santo Domingo Street #29**  
**Yauco, Puerto Rico 00698**

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Tour Guide
- Private Security Guard
- Criminology for Municipal Police
- Leader of Recreational and Sports Programs
- Hydroponics Technician
- Maintenance of Green Areas and Golf Course Technician
- Banking Operations
- Computerized Graphic Design
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Entrepreneurship
- Licensed Practical Nurse
- Construction
- Computer Repair and Network Installation

**Cabo Rojo Off-Campus**  
**Carretera Núm. 100 K.4.8, Intersección Carretera 311**  
**Barrio Miradero, Sector Conde Ávila**  
**Cabo Rojo, Puerto Rico 00623**

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Tour Guide
- Criminology for Municipal Police
- Associate in Networking of CISCO
- Hydroponics Technician
- Banking Operations
- Private Security Guard
- Architectonic Draftsman
- Leader of Recreational and Sports Programs
- Hotel Operations
- Computer Repair and Network Installation
- Computerized Graphic Design
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Entrepreneurship
- Construction

**Santa Isabel Off-Campus**  
**Carretera Núm 153, Barrio Felicia 2, Sector Jauca**  
**Santa Isabel, Puerto Rico**

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Clerk/Receptionist
- Tour Guide
- Criminology for Municipal Police
- Associate in Networking of CISCO
- Hydroponics Technician
- Maintenance of Green Areas and Golf Course Technician
- Banking Operations
- Private Security Guard
- Leader of Recreational and Sports Programs
- Computer Repair and Network Installation
- Computerized Graphic Design
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Entrepreneurship
- Construction

**Utado Off-Campus**  
**Ave. Fernando Ribas Dominici**  
**Carr. 111 Km. 1.8,**  
**Utado, Puerto Rico 00641**

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Tour Guide
- Associate in Networking of CISCO
- Hydroponics Technician
- Maintenance of Green Areas and Golf Course Technician
- Banking Operations
- Private Security Guard
- Leader of Recreational and Sports Programs
- Computer Repair and Network Installation
- Computerized Graphic Design
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Licensed Practical Nurse

**Barceloneta Off-Campus**  
**Carr. P.R. # 2 KM. 59.0 Barrio Florida Afuera**  
**Barceloneta, Puerto Rico 00617**

Certificate Programs in:

- Teacher's Aid in Early Education
- Medical Billing of Medical Plans
- Sales and Marketing
- Clerk/Receptionist
- Tour Guide
- Criminology for Municipal Police
- Associate in Networking of CISCO
- Hydroponics Technician
- Maintenance of Green Areas and Golf Course Technician
- Banking Operations
- Private Security Guard
- Leader of Recreational and Sports Programs
- Computer Repair and Network Installation
- Computerized Graphic Design
- Technical Assistance in Criminal Justice
- Paralegal Technical Assistance
- Licensed Practical Nurse
- Hotel Operations
- Architectonic Draftsman

## **Assessment Model at UNE**

The assessment model of the UNE adopts the assessment features outlined by the Ana G. Méndez University System (SUAGM, 1992). The model is based on the concept of “Talent Development” as defined by Alexander Astin. From this perspective, resources, reputation, do not define our excellence nor by whom we admit to our Institution, but on what we do for the students once they reach us. Thus, excellence is observed starting with institutional effectiveness in the development of talent in the students, and how much value is added in the development process once they are admitted.

The model gathers information about the educational process of the students in three stages: before, during, and after:

**Before:** Information is gathered regarding the set of knowledge, skills and attitudes of the student before beginning the educational process. A diversity of instruments are used (educational and sociodemographic information, tests, interviews, and others) to know the environmental circumstances and the strengths and limitations of the learner regarding determined competencies considered as necessary and important.

**During:** It refers to the educational experiences that the university provides for the student through academia, teaching support services, and administrative services. During the educational process the institution creates the necessary conditions in the areas so that students can progressively achieve their educational goal. Information from different areas is gathered to follow the formative process of the students: curriculum, teaching, learning, educational materials, technology, support services, orientation, and others.

**After:** The main attention of this stage is to know the products achieved by the students after having passed through a planned assessment process. Once the students finish their formative process, we can reach the conclusion of whether or not they have attained their educational objective. With this information, we identify the changes that occurred in student achievement.

Calibrating the student’s talent development allows us to understand the links between before, during and after aimed at promoting experiences that develop their capacities to the maximum. According to Astin (1991), learning involves a change of learning; therefore it is necessary to measure the change in that process. Also, we start with the supposition that learning increases when students are aware of what they must learn, know the means and criteria to attain their educational objectives, and receive corrective follow-up or maintenance to improve learning. In this sense the purpose of assessment is to gather diverse information to improve the students’ learning product. Therefore, the term “outcomes assessment” is closely related to the curriculum (understood as teaching-learning).

## **Non-Degree Programs**

The Universidad del Este has several non-degree programs to serve both the interests and special needs of students within the Institution as well as the surrounding community. These are:

**Resource Center for Educational Excellence** - this is a service program initiated in 2003 as the center for diagnostic and placement of students in developmental courses in Spanish, English, and Mathematics for all degree programs. It also serves the students of these courses, as well as students in other level courses as a tutorial program especially in the English, Spanish, and Mathematic courses. A replica of this service program can also be found at the five off-campus university centers.



**Complementary Educational Services Program** - this is a federally funded program whose goal is to provide academic and counseling services to eligible students of the Institution in order to facilitate their academic success and personal growth. These services in the areas of Spanish, English and Mathematics are delivered through tutoring, mini-courses, individual counseling and career activities.

**Upward Bound Program** - a federal government funded program, Upward Bound is geared for secondary school students. The group is carefully selected to receive weekly intensive instruction and tutoring to help the students increase their academic performance as well as to enrich their cultural background. Participants also receive guidance with regard to vocational and career opportunities. The Vice Chancellor for Academic Affairs directly supervises the Program. During the summer, a six-week residential program is offered with emphasis on the academic, tutoring, counseling areas and socio-cultural activities. The main goal of this program is to increase the academic performance and motivations of eligible students enrolled in Puerto Rico's public high schools located within the target areas, so they may complete secondary education, apply for and score competitively in college entrance examinations, and thus secure admission to post secondary programs.

**Gear-Up Program** – initiated in 2001, it offers classes, field trips experiences, and tutoring to students of several junior high schools until they finish high school. Parents and teachers also receive workshop and seminars addressing their needs.

### **Special Programs**

#### **Air Force and Army Reserve Officers Training Corps (Air Force ROTC) and (Army ROTC)**

A formal cross-enrollment agreement was established in 1996 between Universidad del Este and the Air Force ROTC. The Army established a similar agreement in 2007 with the Ana G. Méndez University System.

Students from Universidad del Este are authorized to enroll and attend classes in the ROTC Program that are offered in the Carolina Campus. Those courses will be considered as Universidad del Este resident courses. Credit will be granted and entered on the official academic record.

Students will not be charged for courses taken in the ROTC Program. The Air Force and Army will provide ROTC textbooks, military type equipment, uniforms and military training. Students will have equal opportunity to compete for two and three year scholarships on a nationally competitive basis.

Students must be approved by the Vice Chancellor of Student Affairs prior to participating in the ROTC cross enrollment. The course offerings and programming schedule of the Air Force ROTC and the Army ROTC are available at the offices of both the Army and Air Force Coordinators located at the Employment Center building.

#### **Army ROTC Courses**

ROTC 3011	Introduction to Military Sciences	2 credits
ROTC 3012	Basic Military Skills	2 credits
ROTC 3021	Fundamentals of Military Tactics I	2 credits
ROTC 3022	Fundamentals of Military Tactics II	2 credits
ROTC 3041	Basic English for Today's Army I	1 credit
ROTC 3042	Basic English for Today's Army II	1 credit
ROTC 3043	Intermediate English for Today's Army I	1 credit
ROTC 3044	Intermediate English for Today's Army II	1 credit

ROTC 3051	Military Briefing I	2 credits
ROTC 3052	Military Briefing II	2 credits
ROTC 4011	Communication and Psychology of Military Leadership	4 credits
ROTC 4012	Fundamentals of Military Strategy	4 credits
ROTC 4021	Military History, Leadership and Military Administration	4 credits
ROTC 4022	Seminar: Leadership and Military Administration	4 credits
ROTC 4041	Military Writing I	2 credits
ROTC 4042	Military Writing II	2 credits

### **Air Force Courses**

#### **Basic Courses**

ESAE 3001 – 3002	Foundations of USAF	4 credits
ESAE 3011 – 3012	Evolution of USAF Aerospace Power	4 credits

#### **Advanced Courses**

ESAE 4001 – 4002	AF Leadership Studies	8 credits
ESAE 4011 – 4012	National Security Affairs & Preparation for Active Duty	8 credits

### **Universidad del Este's Anthem (Institutional Song)**

Nuestro es el porvenir,  
la promesa de un nuevo amanecer  
horizontes de luz,  
nuestra es la juventud.

Nuestra es la libertad,  
la verdad, la justicia y el honor  
esperanza en flor  
para la humanidad...

Nuestro es el sol y el mar  
nuestros sueños podemos alcanzar  
nuestro es el saber,  
y el saber es la libertad....

Lyrics and Music by Alberto Carrión

# School of Technical Professional Studies

The School of Technical Professional Studies of Universidad del Este was initiated in 1997. This academic division was designed in order to attend immediate employment needs of the surrounding community that the university serves. The School not only serves the main campus of the university located in Carolina, but the five Off-campus university centers that serve the municipalities of Yauco, Cabo Rojo, Barceloneta, Santa Isabel and Utuado.

## VISION

The School of Technical Professional Studies vision is to transform the AGMUS into a first option for studies and to serve as a model in technological education programs. The School will become an important component and support to strengthen undergraduate registration at AGMUS and its institutions.

## MISSION

The mission of the School of Technical Professional Studies is to offer high quality education with a technological curriculum to recent high school graduates and adults. The students will be able to pursue a university technical certificate or an associate degree, and will receive the proper training to satisfy the occupational demand for trained employees, in relation to banking, commerce, industry, government and self-employment.

## GOALS

To fulfill the Mission of the School of Technical Professional Studies the following goals must be attained:

- Offer certified programs designed to qualify the students in the necessary skills that will allow them to compete effectively in the employment market.
- Design and maintain certified programs that will promote the student's effective working experience.
- To endow the student with the knowledge, skills and attitudes needed to carry out with efficiency, dignity, and ethics in his/her respective profession.
- To educate capable professionals in their specialty and sense of social responsibility.

## OBJECTIVES OF THE SCHOOL ARE TO:

- Provide technical education that will respond to the present and future demands of the employment markets. It should be in agreement with the requirements of each area, as proven in the different enterprises that hire and give jobs to our graduate.
- Train and develop in the students the skills and knowledge related to their profession, in accordance to the demands of the human resources of the community we serve.
- Provide support services that will facilitate the persistency of the student in the program and that will contribute to his academic and professional success.
- Develop in the students the necessary skills and attitudes needed in the use of learning resources, including the new developments in the area of educational technology.
- Provide the students with real laboratory experiences, so that they will familiarize themselves with the aspects of their future work.
- Develop in the student's small management competences in order to create their own employment as well as employment for other persons.

## **ADMINISTRATIVE STAFF**

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## **ACADEMIC INFORMATION**

### **Admission Requirements**

- High school diploma or its equivalent
- Submit the following documents:
  - A complete application for admission
  - An official high school transcript or its equivalent
  - College Board or take the Institution placement test
  - A non-refundable application fee of \$15.00

### **Graduation Requirements**

Students at Universidad del Este are eligible to receive their certificate degree after complying with the following requirements:

- Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of Credits with a grade point average of 2.00 (C) or higher or as required in their program of studies.
- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- Candidates for a certificate must submit themselves to the rules and graduation requirements of the year they expect to graduate.
- They must have satisfied all financial obligations to the Institution.
- Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

## **CERTIFICATE PROGRAM DESCRIPTION**

### **ARCHITECTONIC DRAFTSMAN**

This architectonic Draftsman Certificate trains the student in the preparation of plans (drafts) using the latest advances of computer software to prepare building plans, including; table drawing and AutoCAD. It also includes courses in mathematics, English, cost analysis, building techniques, ARPE regulations and art appreciation.

### **ASSOCIATE IN CISCO NETWORKS**

This certificate is oriented to contribute to the professional development of all person interested in the industry of the telecommunications. In addition, it is directed to the technical areas of networks, its configuration, planning and design.

### **BANKING OPERATIONS TECHNICIAN**

The certificate includes training in banking operations, its administration and computer applications. The program analyzes common procedures in commercial and mortgage banking, savings and credit associations, cooperative and financial institutions, finance companies, and brokerage firms.

### **MEDICAL BILLING OF MEDICAL PLANS**

This certificate intends to prepare a professional that work in offices of health plans, health centers, public, and private medical services offices or to establish their own business. The student will be able to dominate the computerized programmed billing used in insurance and medical offices among others.

### **CLERK AND RECEPTIONIST**

The courses included in this certificate will develop in the students personal qualities, skills and professional aptitudes that every office clerk / receptionist must process. Computer skills will be developed emphasizing programs like Word, Data Base, and Electronic Sheet with the Excel Program.

### **COMPUTER REPAIR AND NETWORK INSTALLATION**

The main objective of this program is to facilitate the effective application of the acquired theoretical and practical knowledge in technology of networks as well as the detection and repairing problems with the "Hardware". It includes skills of effective communication, critical thought, decision making and creativity, in addition to the capacities related to the use of instruments, tools and equipment, for a labor performance of high quality.

### **COMPUTER APPLICATIONS**

This certificate offers the students the essential knowledge to work with software programs that are mostly used in computers in a business setting. The students master the technical skills of the keyboard for computers as a basis for working fast and effectively with the application programs. The students will become familiar with the following software programs; Excel, Power Point, Access also with Data Base, among others.

### **COMPUTERIZED GRAPHIC DESIGN**

The professional of this field will be able to communicate, through the images, diverse concepts and ideas. It will be able to create and to design advertising texts; in addition it will acquire the skill to develop advertising presentations, when applying the principles of the publicity.

### **TECHNICAL ASSISTANCE IN CRIMINAL JUSTICE**

The study of Criminal Justice is related to the nature and scope of crime, as well as, the reactions to those who infringe on the law. The curriculum includes the study of crime and the factors that lead to delinquency. Human behavior is emphasized in aspects of public policy and the role that citizens play in the democratic and judicial processes. Professionals in this field develop positive attitudes that allow them to be productive citizens in society. Graduates from this program will have the ability to work in the public or private sector. They will be provided with the

most recent and innovative knowledge within the field of criminology, sustained by courses that discuss the Penal Code, Evidence, Juvenile Delinquency, Administration of Public Security, and the Correctional System, among others. Students will be equipped with oral and written skills necessary for the field of criminology, as well as, terminology and technical tools within the area that increase competence as a professional in this field.

### **CRIMINOLOGY FOR MUNICIPAL POLICE**

This certificate is oriented toward municipal police belonging to law enforcement bodies. It offers police training in related areas to the criminal investigation, laws and processes. In addition, they will become qualified in the areas of Security, Human Relations, Recent Legislations, Criminology, Technical Writing of Report, Administrative Procedures, Internal Security and others.

### **ENTREPRENEURSHIP**

This program has been designed to prepare professionals who wish to establish, design and manage a small business or company. It is directed to students with a clear vision and goals without neglecting its ethical and moral values towards establishing a business.

### **GOLF COURSE AND PUBLIC GREENS MAINTENANCE TECHNICIAN**

This program prepares students to provide the golf and ornamental industry with personnel thoroughly trained in both knowledge and skills to solve issues in that specific industry and can be employed in various industries such as, recreational and sports facilities, resorts and other hospitality industries.

### **PRIVATE SECURITY GUARD**

This certificate prepares the student for prevention in rounds and inspections of fire, theft, vandalism and illegal entry. Private guards have a responsibility to protect life and property of people. In private facilities, they search people for weapons, explosives, and other smuggling devices. This professional can be employed in banks, hospitals, housing estates, shopping centers, among others.

### **HEALTH ASSISTANT**

A Health Assistant provides services related to nursing. These services may be offered to elderly, incapacitated or disabled patients. The services provided cover physical, emotional, and social needs. A Health Assistant may be employed in public and/or private hospitals, retirement homes, Pediatric facilities, Day Care Centers, Disabled Care Centers, and Home Care Centers. Requirements for this position are handling equipment such as wheel chairs, gurneys, hospital beds, among others. It also entails managing health care supplies. A Health Assistant must be able to communicate and promote effective interpersonal relationships with their patients and demonstrate sensibility to their special needs.

### **HOTEL OPERATIONS**

It has been designed to provide students with the knowledge and skills necessary to work effectively in the front desk, reservations, concierge or uniform service, cleanliness of public areas and rooms within the hotel's rooms division. It includes a 250-hour practicum in a hotel, small inn or resort environment. The certificate assures competitive bidding for position openings in excellent hotels, small inns and "Paradores".

### **HYDROPONICS TECHNICIAN**

The goal is for the student to develop a micro-enterprise, applying basic management knowledge and develop planting technique appropriate to hydroponics systems towards commercial production of hydroponics grown produce. The graduate will be able to continue their education towards a Bachelor's Degree in Agribusiness or Business Management.

## **LICENSED PRACTICAL NURSE**

It has been designed to provide students the knowledge and skills necessary to work in simple tasks in medical procedures, to administer medicines, as long as they are not by intravenous route, to evaluate the answers of the patients, to take care of wounded, to take vital signs and to offer direct basic care to the patient and basic measures of resuscitation.

## **PARALEGAL TECHNICAL ASSISTANT**

Paralegals (legal assistants) are professionals whose duties are related to the field of Law and who work in close collaboration with lawyers and legal service institutions. These professionals fill an urgent need in the legal services that are offered in Puerto Rico. Their most important role will be to offer all the administrative support that lawyers need in order to practice law quickly and efficiently by researching laws and prior cases, investigating facts and evidence, write legal documents and briefs, coordinate communications, and keep records of all documents.

## **LEADER OF RECREATION AND SPORTS PROGRAMS**

This certificate is geared towards managing sports and recreational programs at community and municipal levels. These programs, both at community and municipal levels, are small and centered on a specific community therefore, they are under-staffed and with little funding. The role of leader is based in organizing sports activities and purchases the necessary equipment, ensure the maintenance of facilities, monitoring officers or technical sports that are responsible and submit reports work and utilized.

## **SALES AND MARKETING**

This program prepares the student to develop skills in the areas of sales and marketing. The students will familiarize with the essential and common activities of the business marketing. Throughout special courses, creative sales, promotion and publicity, telemarketing and customer services, among others, he will learn the basic functions of a sales representative. He will learn strategic sale plans and the use of the telephone and computer as basic sales tools.

## **ASSISTANT TEACHER AID IN EARLY EDUCATION**

This program prepares educational support personnel in the areas related to the development of the child. Some of these areas are: Educational environment for early age, Curriculum, Family dynamics, Group work, Field experiences. It is a structured programmed to promote knowledge and the skills needed to share the work of the teacher in property.

## **TOUR GUIDE**

The principal objective of the program is to train students in one of the most demanding careers of human resources in Puerto Rico tourism. The courses are designed in such a way, that, when the student completes the program, he/she can work in technical positions in public or private organizations that deal with tourism. The students will study the roll of the tourist guide and how to promote in an effective way the different tourist attractions that are on the island. The student will also develop the necessary knowledge in geography, history, and tourist information as well as learn about excursion techniques.

## **CONSTRUCTION**

This program prepares personnel with the basic skills in the areas of the construction industry. It is therefore that curriculum in professional form has been developed to train with the basic skills in construction and carpentry, in addition to general knowledge in the areas of electricity, plumbing, masonry, enterprise development and cooperative enterprise development



## CERTIFICATE PROGRAMS SEQUENCE

### ARCHITECTONIC DRAFTSMAN CERTIFICATE 51 CREDITS – 1,200 CONTACT HOURS (CODE 9209)

Revised: June 2008

#### First Term

COURSE	CREDITS
DRAF 011	5
DRAF 011-L	0
MATC 011	4
QYLC 110	3
<b>Total of Credits</b>	<b>12</b>

#### Second Term

COURSE	CREDITS
DRAF 022	5
DRAF 022-L	0
DRAF 021	4
DRAF 021-L	0
DRAF 032	5
DRAF 032-L	0
<b>Total of Credits</b>	<b>14</b>

#### Third Term

COURSE	CREDITS
ART 010	3
DRAF 042	5
DRAF 042-L	0
DRAF 031	4
DRAF 031-L	0
<b>Total of Credits</b>	<b>12</b>

#### Fourth Term

COURSE	CREDITS
ENGC 014	3
DRAF 041	4
DRAF 041-L	0
DRAF 033	3
DRAF 023	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLES	CREDITS (51)
ENGC 014	Blueprint literacy in English	3
DRAF 011	Drafting I	5
DRAF 011-L	Drafting Laboratory I	0
MATC 011	Mathematics Introduction	4
DRAF 022	Drafting II	5
DRAF 022-L	Drafting Laboratory II	0
DRAF 021	AutoCad I	4
DRAF 021-L	AutoCad Laboratory I	0
ART 010	Art Appreciation	3
DRAF 032	Drafting III	5
DRAF 032-L	Drafting Laboratory III	0
DRAF 031	AutoCad II	4
DRAF 031-L	AutoCad Laboratory II	0
DRAF 023	Construction materials and methods	3
DRAF 042	Drafting IV	5
DRAF 042-L	Drafting Laboratory IV	0
DRAF 041	AutoCad III	4
DRAF 041-L	AutoCad Laboratory III	0
DRAF 033	Cost Estimated – Regulation of ARPE	3
QYLC 110	Development of Values & Attitudes for the University Life	3

**ASSOCIATE IN CISCO NETWORKS CERTIFICATE  
26 CREDITS - 390 CONTACT HOURS  
(CODE 9211)**

Revised: January 2009

**First Term**

COURSE	CREDITS
CCNA 101	5
CCNA 102	5
MANC 101	3
<b>Total of Credits</b>	<b>13</b>

**Second Term**

COURSE	CREDITS
CCNA 103	5
CCNA 104	5
SMBC 201	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLES	CREDITS (26)
CCNA 101	Cisco Network Associate I	5
CCNA 102	Cisco Network Associate II	5
CCNA 103	Cisco Network Associate III	5
CCNA 104	Cisco Network Associate IV	5
MANC 101	Introduction to Business	3
SMBC 201	Small Business	3

**BANKING OPERATION CERTIFICATE  
40 CREDITS - 700 CONTACT HOURS  
(CODE 9234)**

Revised: January 2009

**First Term**

COURSE	CREDITS
QYLC 110	3
ENGC 115	3
BOTC 101	3
BOTC 102	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
BOTC 103	3
BOTC 106	3
BOTC 201	3
BOTC 202	3
SPAC 115+LAB	3
<b>Total of Credits</b>	<b>15</b>

**Third Term**

COURSE	CREDITS
BOTC 203	3
BOTC 205	3
BOTC 206	3
*MATC 118	3
BOTC 220 P/S	1
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLES	CREDITS (40)
ENGC 115	College Reading and Writing I	3
*SPAC 115	College Reading and Writing I	3
*MATC 118	Fundamentals of Intermediate Algebra	3
BOTC 101	Bank Administration, Laws and Regulations	3
BOTC 102	Accounting Introduction I	3
BOTC 103	Teller I	3
BOTC 106	Customer Service Platform	3
BOTC 201	Property tax and Insurance	3
BOTC 202	Loans Mortgage Process	3
BOTC 203	Money and Banking Basics	3
BOTC 205	Credits Administration	3
BOTC 206	Administration of Savings and Credits Institutions	3
QYLC 110	Development of Values and Attitudes for the University Life	3
BOTC 220 P/S	Teller Practice	1

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

**MEDICAL BILLING OF MEDICAL PLANS CERTIFICATE**  
**38 CREDITS - 685 CONTACT HOURS**  
**(CODE 9208)**

Revised: January 2009

**First Term**

COURSE	CREDITS
ENGC 115	3
QYLC 110	3
SMEC 112	3
COAP 101	4
<b>Total of Credits</b>	<b>13</b>

**Second Term**

COURSE	CREDITS
SMEC 230	2
CODE 101	3
HINC 200	4
COMC 110	3
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
OFAC 205	3
OFAC 206	1
OFAC 024	3
OFAC 125	3
*SPAC 115 & LAB+	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLES	CREDITS (38)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115+	College Reading and Writing I	3
COAP 101	Basic Keyboarding and Introduction to the processing information	4
COMC 110	Introduction to Computer & Software	3
SMEC 112	Medic Terminology	3
CODE 101	Codification	3
HINC 200	Basic Billing	4
OFAC 125	Basic Accounting	3
SMEC 230	Legal Medical Aspects and Administrative Procedures	2
OFAC 024	Electronic Billing	3
OFAC 205	Audit Invoicing of Medical Plans	3
OFAC 206	Practice	1
QYLC 110	Development of Values and Attitudes for the University Life	3

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+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

**CLERK AND RECEPTIONIST CERTIFICATE**  
**38 CREDITS - 570 CONTACT HOURS**  
**(CODE 9204)**

Revised: January 2008

**First Term**

COURSE	CREDITS
ENGC 115	3
*SPAC 115 & LAB+	3
QYLC 110	3
COAP 101	4
<b>Total of Credits</b>	<b>13</b>

**Second Term**

COURSE	CREDITS
COAP 102	4
OFAC 125	3
OFAC 290	3
ENGC 246+	3
<b>Total of Credits</b>	<b>13</b>

**Third Term**

COURSE	CREDITS
COMC 105	3
SOST 228	3
ENGC 234+	3
OFAC 291	3
<b>Total of Credits</b>	<b>12</b>

COURSE CODE	COURSE TITLES	CREDITS (38)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115+	College Reading and Writing I	3
ENGC 246+	Conversational English I	3
ENGC 234+	Advance Conversational English II	3
COAP 101	Basic Keyboarding and Introduction to the processing information	4
COAP 102	Intermediate word processing	4
OFAC 125	Accounting	3
COMC 105	Effectives Presentations	3
OFAC 290	Document Administration	3
OFAC 291	Processing Modern of Office	3
SOST 228	Social	3
QYLC 110	Development of Values and Attitudes for the University Life	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

**COMPUTER SOFTWARE APPLICATION CERTIFICATE  
40 CREDITS - 600 CONTACT HOURS  
(CODE 9201)**

Revised: April 2007

**First Term**

COURSE	CREDITS
ENGC 115	3
SPAC 115 & LAB+	3
OFAC 105	2
COAP 101	4
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
COAP 102	4
COAP 103	3
COAP 104	2
COAP 105	3
QYLC 110	3
<b>Total of Credits</b>	<b>15</b>

**Third Term**

COURSE	CREDITS
COAP 201	4
COAP 203	6
ENGC 246	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLES	CREDITS (40)
SPAC 115	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
OFAC 105	Destrezas de Cotejo	2
COAP 101	Basic Keyboarding and Introduction to the processing information	4
COAP 102	Intermediate word processing	4
COAP 103	Spreadsheet Aplications	3
COAP 104	Database	2
COAP 105	Presentations	3
COAP 201	Advanced Word Processing	4
ENGC 246	Conversational English I	3
COAP 203	Simulation, Integration of Programs and Internet	6
QYLC 110	Development of Values and Attitudes for the University Life	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

**COMPUTERIZED GRAPHIC DESIGN CERTIFICATE**  
**39 CREDITS - 615 CONTACT HOURS**  
**(CODE 9245)**

Revised: January 2009

**First Term**

COURSE	CREDITS
ENGC 115	3
QYLC 110	3
CSDC 100	3
CSDC 101	3
ARTC 101	2
<b>Total of Credits</b>	<b>14</b>

**Second Term**

COURSE	CREDITS	Pre-req.
ARTC 105	3	
*SPAC 115 & LAB+	3	
CSDC 115	3	CSDC 101
COMC 110	3	
<b>Total of Credits</b>	<b>12</b>	

**Third Term**

COURSE	CREDITS	Pre-req.
WEBC 101	3	
CSDC 103	3	CSDC 100
CSDC 116	3	CSDC 115
ENGC 246 <sup>+</sup>	3	
CSDC 220 P/S	1	
<b>Total of Credits</b>	<b>13</b>	

COURSE CODE	COURSE TITLES	PRE-REQ.	CREDITS (39)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I		3
ENGC 115	College Reading and Writing I		3
COMC 110	Introduction to Computer & Software		3
ARTC 101	Art Appreciation		2
ARTC 105	Art History		3
WEBC 101	Web Page Design I		3
COMC 105	Presentations Skills		3
CSDC 100	Photography and Components of the Computer		3
*MATC 118	Intermediate Algebra Fundamentals		3
CSDC 101	Graphic Design Introduction		3
CSDC 103	Image Design Photoshop	CSDC 101	3
CSDC 115	Flash Basics	CSDC 101	3
QYLC 110	Development of Values and Attitudes for the University Life		3
CSDC 116	Flash Animation	CSDC 115	3
CSDC 220 P/S	Practice in Computerized Graphic Design		1

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 60 hours of practice and 2 hours of seminary in classroom.

**TECHNICAL ASSISTANCE IN CRIMINAL JUSTICE CERTIFICATE**  
**42 CREDITS - 645 CONTACT HOURS**  
**(CODE 9226)**

Revised: January 2009

**First Term**

COURSE	CREDITS
*SPAC 115 & LAB	3
SOST 112	3
CRIT 103	3
CRIT 203	3
QYLC 110	3
<b>Total of Credits</b>	<b>15</b>

**Second Term**

COURSE	CREDITS	PRE-R
ENGC 115	3	
CRIT 206	3	CRIT 203
PLEC 105	3	
COMC 110	3	
CRIT 320	3	CRIT 203
<b>Total of Credits</b>	<b>15</b>	

**Third Term**

COURSE	CREDITS	PRE-R
*MATC 118	3	
CRIT 331	3	
CRIT 415	3	CRIT 203
SOST 335	3	
<b>Total of Credits</b>	<b>12</b>	

COURSE CODE	COURSE TITLES	CREDITS (42)
*SPAC 115	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
SOST 112	The human being and his social surroundings	3
SOST 335	Ethics, moral and society	3
CRIT 103	Introduction to the Criminal Justice System	3
CRIT 203	General principles of penal right and crime against the person	3
CRIT 206	Introduction to the Judicial procedures	3
CRIT 320	Criminal Investigation	3
CRIT 331	Police organization, administration, supervision and information	3
CRIT 415	Evidence, preparation of the case and testimony	3
PLEC 105	Right Constitutional of Puerto Rico	3
COMC 110	Introduction to Computer & Software	3
*MATC 116	Fundamentals of Mathematical Reasoning	3
QYLC 110	Development of Values and Attitudes for the University Life	3

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+ =English and Spanish courses must be approved with a minimum of B.



**CRIMINOLOGY FOR MUNICIPAL POLICE CERTIFICATE  
36 CREDITS - 540 CONTACT HOURS  
(CODE 9210)**

Revised: January 2009

**First Term**

COURSE	CREDITS
ENGC 115	3
CMPC 103	3
CMPC 116	3
*SPAC 115 & LAB+	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
CMPC 117	3
CMPC 118	3
CMPC 119	3
QYLC 110	3
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
CMPC 120	3
CMPC 121	3
CMPC 122	3
ENGC 140+	3
<b>Total of Credits</b>	<b>12</b>

COURSE CODE	COURSE TITLES	CREDITS (36)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
ENGC 140+	Conversational English applicated to the security	3
CMPC 103	Introduction to Criminal Justice	3
CMPC 116	Traffic Law applied	3
CMPC 117	General Principles of the penal right and crimes against the person and the property	3
CMPC 118	Civil Justice System	3
CMPC 119	Introduction to the techniques of criminal investigation I	3
CMPC 120	Introduction to the techniques of criminal investigation II	3
CMPC 121	Foundations and organization and administration of the police	3
CMPC 122	Fundamental principles on forms and transactions of information	3
QYLC 110	Development of Values and Attitudes for the University Life	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

**ENTREPRENEURSHIP CERTIFICATE  
40 CREDITS – 600 CONTACT HOURS  
(CODE 9219)**

**Effective: August 2008**

**First Term**

COURSE	CREDITS
QYLC 110	3
EMPC 101	3
*MATC 118	3
MANC 101	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
EMPC 210	3
ACOC 111	4
*SPAC 115 & LAB+	3
EMPC 216	3
<b>Total of Credits</b>	<b>13</b>

**Third Term**

COURSE	CREDITS
ENGC 115	3
EMPC 117	3
EMPC 207	3
EMPC 208	3
EMPC 230	3
<b>Total of Credits</b>	<b>15</b>

COURSE CODE	COURSE TITLES	CREDITS (40)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
*ENGC 115+	College Reading and Writing I	3
QYLC 110	Development of Values and Attitudes for the University Life	3
EMPC 101	Entrepreneurship Introduction	3
*MATC 118	Fundamental Aspects in Intermediate Algebra	3
MANC 101	Introduction to Business	3
EMPC 210	Administrative Theory	3
ACOC 111	Elementary Accounting	4
EMPC 216	Business development and Design	3
EMPC 117	Operational management	3
EMPC 207	Commercial Documents for the Entrepreneur	3
EMPC 208	Commerce and Electronic Businesses	3
EMPC 230	Organizational Behavior	3

= Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

**GOLF COURSE AND PUBLIC GREENS MAINTENANCE TECHNICIAN CERTIFICATE**  
**39 CRÉDITOS - 585 CONTACT HOURS**  
**(CODE 9240)**

Revised: January 2009

**First Term**

COURSE	CREDITS
*MATC 100	3
ENGC 115	3
FAEC 100	3
FAEC 105	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
*SPAC 115 & LAB+	3
OFAC 125	3
FAEC 110	3
FAEC 115	3
FAEC 120	3
<b>Total of Credits</b>	<b>15</b>

**Third Term**

COURSE	CREDITS
ETIC 010	3
FAEC 210	3
FAEC 250	6
<b>Total of Credits</b>	<b>12</b>

COURSE CODE	COURSE TITLES	CREDITS (39)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
*MATC 100	Basic Mathematics	3
FAEC 100	Introduction to the ornamental horticulture and landscaper design	3
FAEC 105	Relation soil-plant-nutrition	3
OFAC 125	Basic Accounting	3
FAEC 110	Systems of Irrigation for Green Areas and Golf Courses	3
FAEC 115	Mechanization and Security for Maintenance of Green Areas and Golf Courses	3
FAEC 120	Protection of Cultures and Control of weeds	3
ETIC 010	Ethics	3
FAEC 210	Agrobusiness Administration	3
FAEC 250	Practice	6

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

**PRIVATE SECURITY GUARD CERTIFICATE  
36 CREDITS - 540 CONTACT HOURS  
(CODE 9239)**

Revised: January 2009

**First Term**

COURSE	CREDITS
ENG 115 & LAB	3
*SPAC 115 & LAB+	3
PSGC 101	3
PSGC 102	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
PSGC 103	3
PSGC 104	3
ENG 140	3
ETIC 010	3
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
PSGC 105	3
PSGC 106	6
PSGC 123	3
<b>Total of Credits</b>	<b>12</b>

COURSE CODE	COURSE TITLES	CREDITS (36)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENG 115	College Reading and Writing I	3
ENG 140	Conversational English applied to Security	3
PSGC 101	Introduction to the Security	3
PSGC 102	Legal Authority and Limits	3
PSGC 103	Answer to Situations of Emergency	3
PSGC 104	Report Writing	3
PSGC 105	Human relations	3
PSGC 106	Practice	6
ETIC 010	Ethics	3
PSGC 123	Basic psychology applied to security	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

**HEALTH ASSISTANT CERTIFICATE  
39 CREDITS - 585 CONTACT HOURS  
(CODE 9238)**

Revised: April 2007

**First Term**

COURSE	CREDITS
HASC 101	3
HASC 102	3
HASC 103	3
HASC 104	4
<b>Total of Credits</b>	<b>13</b>

**Second Term**

COURSE	CREDITS
OFAC 023	3
HASC 105	5
HASC 106	3
HASC 107	3
<b>Total of Credits</b>	<b>14</b>

**Third Term**

COURSE	CREDITS
HASC 108	6
HASC 109	3
HASC 110	3
<b>Total of Credits</b>	<b>12</b>

COURSE CODE	COURSE TITLES	CREDITS (39)
HASC 101	The Assistant of Health: Ethical and Legal principles aspects	3
HASC 102	Basic principles of Pharmacology	3
HASC 103	Psychological aspects in the care of the patient	3
HASC 104	Anatomy and Physiology	4
OFAC 023	Writing Technical Reports	3
HASC 105	Fundamental aspects in the care of the patient	5
HASC 106	Taken care of the patient with special necessities	3
HASC 107	Attendance and Administration in the home of old	3
HASC 108	Clinic practice	6
HASC 109	Handling of the terminal patient	3
HASC 110	The rehabilitation of the patient	3

**HOTEL OPERATION CERTIFICATE  
40 CREDITS - 630 CONTACT HOURS  
(CODE 9244)**

**Effective: January 2009**

**First Term**

COURSE	CREDITS
ENGC 115	3
QYLC 110	3
HOPC 101	3
COMC 110	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS	PRE-REQ.
HOPC 202	3	
HOPC 180	3	
ENGC 246+	3	ENGC 115
FREC 101	3	
* SPAC 115 & LAB+	3	
<b>Total of Credits</b>	<b>15</b>	

**Third Term**

COURSE	CREDITS	PRE-REQ.
ENGC 234+	3	ENGC 246
HOPC 107	3	HOPC 102
TOUR 102	3	
TOUR 115	3	
HOPC 220	1	
<b>Total of Credits</b>	<b>13</b>	

COURSE CODE	COURSE TITLES	CREDITS (40)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
ENGC 246+	Conversational English I	3
QYLC 110	Development of Values and Attitudes for the University Life	3
HOPC 101	Introduction to Hospitality I	3
HOPC 202	Introduction to Events & Conventions	3
TOUR 115	Tourism System	3
HOPC 107	Introduction to Food & Beverage services	3
HOPC 180	Customer Service	3
TOUR 102	Ethics	3
ENGC 234+	Advance Conversational English	3
FREC 101	Basic French	3
HOPC 220 P/S	Hospitality practicum	1
COMC 110	Introduction to Computer & Software	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

**HYDROPONICS TECHNICIAN CERTIFICATE  
48 CREDITS - 735 CONTACT HOURS  
(CODE 9237)**

**Effective: January 2009**

**First Term**

COURSE	CREDITS
HITC 101	3
ENGC 115	3
QYLC 110	3
*SPAC 115 & LAB+	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
HITC 102	3
HITC 103	3
HITC 104	3
HITC 105	3
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
HITC 106	3
HITC 107	3
HITC 210	3
*MATC 118	3
<b>Total of Credits</b>	<b>12</b>

**Fourth Term**

COURSE	CREDITS
COAP 100	3
HITC 108	3
HITC 109	6
<b>Total of Credits</b>	<b>12</b>

COURSE CODE	COURSE TITLES	CREDITS (48)
ENGC 115	College Reading and Writing I	3
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
MATC 118+	Fundamental Aspects in Intermediate Algebra	3
HITC 101	Introduction to seedtime in Hydroponics system	3
HITC 102	Design of hydroponics systems	3
HITC 103	Land laws and Regulations businesses	3
HITC 104	Nutrition in Hydroponics systems	3
HITC 105	Commercial production in hydroponics systems	3
HITC 106	Fitosanitty	3
HITC 107	Appropriate technologies in Hydroponics systems	3
HITC 210	Administration principles	3
COAP 100	Introduction to computers	3
HITC 108	Propagation of Plants, Principles and Practices	3
HITC 109	Practice	6
QYLC 110	Development of Values and Attitudes for the University Life	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

**LICENSED PRACTICAL NURSE CERTIFICATE  
53 CREDITS – 1,350 CONTACT HOURS  
CODE (9227)**

**Effective: August 2008**

**First Term**

COURSE	CREDITS
ENGC 115	3
HEST 104+LAB.	4
QYLC 110	3
NURC 101	2
COMC 110	3
<b>Total of Credits</b>	<b>15</b>

**Second Term**

COURSE	CREDITS
*SPAC 115 +LAB	3
HEST 107+LAB	4
NURC 102+LAB	5
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
MATC 118*	3
NURC 104+LAB	5
NURC 105+LAB	5
<b>Total of Credits</b>	<b>13</b>

**Fourth Term**

COURSE	CREDITS
NURC 106+LAB	5
NURC 107+LAB	5
HINC 120 (elective)	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLES	CREDITS (53)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
HEST 104	Anatomy and Physiology	4
QYLC 110	Development of Values and Attitudes for the University Life	3
NURC 101	Introduction to Nursing	2
HEST 125	Microbiology	4
NURC 102+LAB	Fundamentals of Nursing + Clinical Laboratory	5
MATC 118	Fundamentals of Intermediate Algebra	3
NURC 104+LAB	Infirmery of Primary Care to Mother and newborn + Clinical Laboratory	5
NURC 105+LAB	Infirmery of young and adolescent primary care+ Clinical Laboratory	5
NURC 106+LAB	Infirmery and care for the adult and elder+ Clinical Laboratory	5
NURC 107+LAB	Taken care of patient mental health and psychiatry+ Clinical Laboratory	5
HINC 120 (elective)	Medical record and its contents	3
COMC 110	Introduction to Computer & Software	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.



**PARALEGAL TECHNICAL ASSISTANT CERTIFICATE  
42 CREDITS - 630 CONTACT HOURS  
(CODE 9226)**

Revised: January 2009

**First Term**

COURSE	CREDITS
*SPAC 115 & LAB	3
PLEC 105	3
CRIT 203	3
QYLC 110	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS	PRE-R
ENGC 115	3	
PLEC 103	3	COMC 110
PLEC 107	3	
CRIT 206	3	CRIT 203
PLEC 205	3	
<b>Total of Credits</b>	<b>15</b>	

**Third Term**

COURSE	CREDITS	PRE-R
PLEC 206	3	PLEC 205
PLEC 311	1	
PLEC 403	2	
CRIT 415	3	CRIT 203
SOST 228	3	
PLEC 207	3	
<b>Total of Credits</b>	<b>15</b>	

COURSE CODE	COURSE TITLE	CREDITS (42)
*SPAC 115	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
SOST 228	Interpersonal relations	3
PLEC 103	Introduction to legal and computer science investigation	3
PLEC 105	Constitutional Rights of Puerto Rico	3
PLEC 107	Civil procedure	3
PLEC 205	Introduction to the private right I	3
PLEC 206	Introduction to the private right II	3
PLEC 311	Professional responsibility	1
PLEC 403	Legal Office Administration	2
PLEC 207	Mortgage Law	3
CRIT 203	General Principles of the penal right and crime against the person	3
CRIT 206	Introduction to the judicial procedures	3
CRIT 415	Evidence, preparation of the case and testimony	3
QYLC 110	Development of Values and Attitudes for the University Life	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

**LEADER OF RECREATION AND SPORTS PROGRAM CERTIFICATE**  
**40 CREDITS - 700 CONTACT HOURS**  
**(CODE 9228)**

Revised: January 2009

**First Term**

COURSE	CREDITS
QYLC 110	3
RSLC 101	3
RSLC 102	3
RSLC 103	3
RSLC 104	3
<b>Total of Credits</b>	<b>15</b>

**Second Term**

COURSE	CREDITS
RSLC 105	3
RSLC 106	3
RSLC 107	3
RSLC 108	3
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
OFAC 023	3
RSLC 109	3
RSLC 110	1
ENGC 115	3
*SPAC 115+LAB	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURS TITLE	CREDITS (40)
RSLC 101	The recreation like profession	3
RSLC 102	Legal aspects of the recreation	3
RSLC 103	Psycho-social foundations of the sport	3
RSLC 104	Aptitude and education of physical efficiency	3
RSLC 105	Organization and development of programs of recreation	3
RSLC 106	Evaluation of recreational programs	3
RSLC 107	Administration of recreational programs	3
RSLC 108	Handling of special populations (Young, elderly and adult), First aid	3
OFAC 023	Writing Technical Reports	3
RSLC 109	Arbitration in sports	3
RSLC 110P/S	Practice in the administration of programs of recreation and sports	1
QYLC 110	Development of Values and Attitudes for the University Life	3
SPAC 115+LAB	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

**MARKETING AND SALES CERTIFICATE  
41 CREDITS - 630 CONTACT HOURS  
(CODE 9202)**

Revised: January 2009

**First Term**

COURSE	CREDITS
ENGC 115	3
MARC 133	3
QYLC 110	3
MANC 101	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
*MATC 118	3
MARC 205	3
MARC 251	3
*SPAC 115 & LAB+	3
MARC 206	3
<b>Total of Credits</b>	<b>15</b>

**Third Term**

COURSE	CREDITS
MARC 209	3
MARC 134	3
ACOC 111	4
OFAC 323	3
MARC 120	1
<b>Total of Credits</b>	<b>14</b>

COURSE CODE	COURSE TITLE	CREDITS (41)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
*ENGC 115+	College Reading and Writing I	3
MARC 133	Marketing foundations	3
MANC 101	Introduction to Business	3
*MATC 118+	Fundamentals of Intermediate Algebra	3
MARC 205	Creative strategies	3
MARC 251	Promotion and publicity	3
MARC 206	Consumer conduct	3
MARC 209	Investigation seminary	3
MARC 134	Telemarketing and Customer Service	3
ACOC 111	Elementary Accounting I	4
OFAC 323	Database and Spreadsheet	3
QYLC 110	Development of Values and Attitudes for the University Life	3
MARC 120	Seminary in telemarketing and Customer Service	1

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

S= 2 hours of seminary in classroom

**ASSISTANT TEACHER AID IN EARLY EDUCATION CERTIFICATE  
39 CREDITS - 685 CONTACT HOURS  
(CODE 9207)**

Revised: August 2008

**First Term**

COURSE	CREDITS
ENGC 115	3
*SPAC 115 & LAB+	3
QYLC 110	3
ETEC 171	3
ECEC 150S	1
<b>Total of Credits</b>	<b>13</b>

**Second Term**

COURSE	CREDITS
ETEC 173	3
ECEC 308	3
ECEC 405	3
ECEC 329	3
ECEC 250S	1
<b>Total of Credits</b>	<b>13</b>

**Third Term**

COURSE	CREDITS
ECEC 403	3
ECEC 322	3
ECEC 402	3
ECEC 350P	1
ECEC 350S	0
EETC 202	3
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLE	CREDITS (39)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
EETC 171	Human Growth and Development	3
EETC 173	Introduction to the Early Childhood Education	3
ECEC 150S	Classroom Seminary (3 themes)	0
EETC 202	Device and material for teaching and learning	3
ECEC 308	Management of the Early Childhood Education Environment	3
QYLC 110	Development of Values and Attitudes for the University Life	3
ECEC 405	Development of Language and Literacy	3
ECEC 322	Health, Nutrition and Preventive Medicine	3
ECEC 250S	Classroom Seminary (3 themes)	0
ECEC 329	Education for Children with Exceptional Needs and Abilities	3
ECEC 402	Creative Expression in Early Childhood	3
ECEC 403	Curriculum Development in Pre-school and Primary Education	3
ECEC 350P	Clinical Practice III (100 hours)	1
ECEC 350S	Classroom Seminary (3 themes)	0

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

Note: The student who wishes to complete 60 credits will ask for graduation when finalizing the same and will take courses from special education.

**TOUR GUIDE CERTIFICATE  
37 CREDITS - 655 CONTACT HOURS  
(CODE 9203)**

Revised: January 2009

**First Term**

COURSE	CREDITS
ENGC 115	3
QYLC 110	3
TOUR 101	3
TOUR 105	3
<b>Total of Credits</b>	<b>12</b>

**Second Term**

COURSE	CREDITS
ENGC 246+	3
TOUR 104	3
*SPAC 115 & LAB	3
FREC 101	3
<b>Total of Credits</b>	<b>12</b>

**Third Term**

COURSE	CREDITS
TOUR 103	3
ENGC 234+	3
TOUR 204	3
ITAC 101	3
TOUR 220	1
<b>Total of Credits</b>	<b>13</b>

COURSE CODE	COURSE TITLE	CREDITS (37)
*SPAC 115+	Reading, Writing and Oral Communication in Spanish I	3
ENGC 115	College Reading and Writing I	3
ENGC 246+	Conversational English I	3
ENGC 234+	Advanced Conversational English II	3
FREC 101	French	3
ITAC 101	Basic Italian	3
TOUR 104	Touristic Geography of Puerto Rico	3
TOUR 101	Tourism Introduction	3
TOUR 112	Ethics	3
TOUR 103	Touristic Destinations of Puerto Rico	3
TOUR 204	Marketing foundations for the tourism industry	3
QYLC 110	Development of Values and Attitudes for the University Life	3
TOUR 220 P/S	Practice	1

\* = Students will be placed in the areas of Spanish, English and Mathematics according to the CEEB results and or the Institution's placement tests.

+ =English and Spanish courses must be approved with a minimum of B.

P/S= 100 hours of practice and 2 hours of seminary in classroom

## **COURSE DESCRIPTIONS**

### **ACOC 111      Elementary Accounting I**

#### **4 Credits**

This course covers the fundamentals of accounting; theory of debit and credit; practice in the handling of accounts; the work sheet and principles of analysis; financial statements; accounting for inventories and problem related to fixed assets; the voucher system; bank reconciliations; payrolls; partnership and corporate accounting; and a brief introduction to cost accounting.

### **ARTC 010      Introduction to Art Appreciation**

#### **3 Credits**

This course introduces the students to art appreciation and architecture. It includes an introduction to the arts, aesthetic appreciation and a variety of architectural masterpieces of art.

### **ARTC 101      Art Appreciation**

#### **2 Credits**

This course is designed to develop in the student a broad understanding of the basic principles of art. The student will also gain aesthetic appreciation of great masterpieces.

### **ARTC 105      History of Art**

#### **3 Credits**

This course is a study of visual arts and their relation to history and culture. The student will gain appreciation of the great masterpieces in sculpture and painting, and will learn to recognize the stylistic forms of the various historical periods. The course includes visits to museums, expositions and exhibits of works of art.

### **BOTC 101      Administration of Banks, Laws and Regulations**

#### **3 Credits**

This course describes as the activities of a company are administered to reach defined objectives. In addition it emphasizes the importance of knowing and of fulfilling the different laws and regulations that regulate the process and the banking activity in Puerto Rico. The general knowledge are approached on subjects like: inversions in the commercial bank and investments of personal type. Emphasis to the calculation of the risk, the analysis of the yield, the negotiable instruments in the commercial bank will occur, the market of values and the role that the Federal plays Reserves to Bank and the Governmental Bank of Promotion in the process of investments of the Puerto Rican bank.

### **BOTC 102      Introduction to Accounting I**

#### **4 Credits**

Theory of debit and credit. Practice in the administration of accounts. Principles of analysis when preparing a worksheet and financial statements. One analyzes the accounting of inventory, accounts, concepts and principles of reconciliation of banking states.

### **BOTC 103      Payer Receiver I**

#### **3 Credits**

This course includes the entire theory of handling of box effects that enable students to learn the functions of Payer Receiver and Assistant of Platform with services to the client. This course entails simulation laboratory.

### **BOTC 104      Introduction to Accounting II**

#### **3 Credits**

The course includes the basic concepts of registry of goods and equipment. One analyzes the methods of depreciation, accounts of payment, corporations and statements of account and cash.

**BOTC 105      Centralized Operations**

**3 Credits**

It includes knowledge of the operations of the centralized departments of a bank and its importance in the benefit of services to the bank and the clients. One will lend special attention to the current departments of Test and Transit, Accounts, Returns and Processing of Information as well as to other related departments.

**BOTC 106      Platforms and Services to the Client**

**3 Credits**

It includes knowledge of the opening of different accounts from deposits, requests of banking loans to the consumer and other products and services. Special attention will offer different necessary documents and that they are requisite for the different types from accounts, loans and services and the legal implications of such.

**BOTC 201      Contribution Movable, Immovable and Safe Property**

**3 Credits**

Introduction and familiarization with the laws of contributions of Puerto Rico that affect regulate the banking industry and its clients. It includes in addition all those regulations, contributions and insurances that affect the bank and to the banking clients.

**BOTC 202      Processing of Hypothecating Loans**

**3 Credits**

This course is designed to help the student to closely understand the complete cycle of the hypothecating loans. In addition one works with the laws that regulate these procedures for the benefit of the consumers and of the banks that grant the loans.

**BOTC 203      Foundations of Currency and Bank**

**3 Credits**

This course will offer the student general knowledge on subjects such as: nature of the money, and the history of the development of the financial institutions. The operational structures of the local markets, the International, United States and their relation with the different monetary policies from the world will be studied. Our local economy will be analyzed from a general perspective and in contrast to the economic globalization.

**BOTC 204      Payer Receiver II**

**4 Credits**

This course is one where the student will put in practice all the knowledge acquired in the course of BANK 115. The student will be immersed in the area of practice of a Payer Receiver in the simulated branch. (This course entails simulation laboratory).

**BOTC 205      Administration of Credit**

**3 Credits**

This course describes the activities of the administration of loans in the financial institutions. The form to generate income through the different credit facilities that are offered by the banks and other institutions of credit in Puerto Rico and the United States. In addition, it emphasizes the importance of granting good loans, to manage and obtain the projected yield.

**BOTC 206      Administration of Cooperatives of Saving and Credit**

**3 Credits**

This ample course will offer to the student knowledge on the cooperative movement, its laws, principles and the form to administer a Cooperative of saving and Credit in Puerto Rico. The student will learn about the relation between the Cooperative bank PR and the Cooperatives of A/C of the Island. The student will become familiar with the rules of parliamentary procedure so that the student can carry out the works in an Assembly of Partners.

**BOTC 207          Investments****3 Credits**

This course will offer to the student general knowledge on subjects such as: Investments in the commercial bank and investments of personal type. Emphasis to the calculation of the risk, the analysis of the yield, the negotiable instruments in the commercial bank will occur, the market of values and the role that the Federal Reserve's plays to banks and the Governmental Bank of promotion in the process of investments of the Puerto Rican bank.

**CCNA 101          CISCO Network Associate I****6 Credits**

This course is first of four courses of a semester and was designed to provide to the students theoretical experience to them and of laboratory in the present and emergent technologies of networks. Its purpose is to prepare them for its future use and/or education and continuous training in the area of computation networks. For the development of the content levels it was carried out an exhaustive study of the present norms of the industry and an occupational analysis. The course includes/understands, although it is not limited security, connectivity of networks, terminology and protocols of networks, norms, LAN's WAN's, models OSI, tools of wiring, star topology, IP addresses, norms of networks, etc. Emphasis in the use is made specifically of techniques of you take from decisions and solution from problems applying concepts from Scientifics, mathematical, communicational and social studies for the resolution of the problems of networks.

**CCNA 102          CISCO Network Associate II****6 Credits**

This course is the second of four courses of a semester and was designed to provide to the students theoretical experience to him and of laboratory in the new emergent technologies of networks. Its purpose is to prepare them for its future use and/or education and continuous training in the area of computation networks. For development the content levels were carried out an exhaustive study of the present norms of the industry and an occupational analysis. The course includes/understands, although it is not limited security, connectivity of networks, terminology and protocols of networks, norms, LANs WANs, models OSI, Ethernet, Token ring, Interface of Distribution of Data Optical Fiber, Protocol of Address TCP/IP, dynamic routing, routing and the roll and function of the administrator of the network. One insists on the use of techniques of decision makings and solution of problems applying scientific, mathematical, communicational and social concepts for the resolution of the problems of networks. Also the areas with instruction and training in the care, maintenance and use of software, tools and equipment for networks are covered, like in all the state or federal regulations and codes of security, construction and environmental protection.

**CCNA 103          CISCO Network Associate III****6 Credits**

This it is third of four courses designed to introduce a new content and to extend the skills previously learned related to the connectivity of networks, which prepared to the students for their future use or to improve their education and training in the area of computation networks. For the development of the content levels it was carried out an exhaustive study of the present norms of the industry and an occupational analysis. The course introduces and extends of the industry and an occupational analysis. The course introduces and extends the knowledge and the practical experience of the students in Commentators, Local area networks (LANs and design Virtual de LANs (VLANs), configuration and maintenance. The students will develop the practice experience in the skills related to configuration d of LANs, WANs, Novell networks, Internet work Packet Exchange Routing (IPX), the protocols Interior Gateway Routing Protocol (IGRP), as well as in the solution and detection of faults in the networks.

**CCNA 104          CISCO Network Associate IV****6 Credits**

This it is the quarter of four courses designed to introduce a new content and to extend the skills previously learned related to the connectivity of networks, which will qualify the students to enter the labor force or to improve their education and training in the area of computation networks. For the development of the content levels it was carried out an exhaustive study of the present norms of the industry and an occupational analysis. The course introduces and



extends knowledge the practical experience you students in WAN (WANs), Data networks of Integrated Services (ISDNs) and Protocol Point to (PPP), as design, configuration and maintenance of the Frame Relay. The students will develop the practical experience in the skills related to the configuration of WANs, ISDN, Protocols PPP and Frame Relay, as like in the solution and detection of faults in the networks.

**CMPC 103      Introduction to Criminal Justice**

**3 Credits**

Introductory course in which the origin and development of the Criminal Justice System in Puerto Rico will be studied. The class will examine the aspect and basic functions of the police, the courts the lawyers of the defense, the district attorney, the correction facilities and the juvenile justice system. Consideration is given to the study of the crime, definition, reach and factors associate with crime.

**CMPC 116      Applied law of Transit**

**3 Credits**

This detailed study of Law 141. The course includes traffic control, traffic engineering (and the traffic court).

**CMPC 117      General Principles of the Penal Right and Crimes against the Person and the**

**3 Credits      Property**

The general principles of the penal code of Puerto Rico is studied. The topics covered are, criminal intention, tentative, and authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, and the theory of the physiology of causality. Included are crimes against the person and property. Case study and jurisprudence.

**CMPC 118      System of Civil Justice**

**3 Credits**

The study of the historical evaluation of the civil law in Puerto Rico with respect to the legal subsystem fundamentals and rights of the Family, Succession, Property, Obligation, Cons tracts and Torts Law.

**CMPC 119      Introduction to the Techniques Criminal Investigation I**

**3 Credits**

The general principles of the penal code of Puerto Rico is studied. The topics covered are, criminal intention, tentative, authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the physiology of causality. Include are crimes against the person and property. Case study and jurisprudence .

**CMPC 120      Introduction to the Techniques Criminal Investigation II**

**3 Credits**

The general principles of the penal code of Puerto Rico is studied. The topics covered are, criminal intention, tentative, authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the physiology of causality. Include are crimes against the person and property. Case study and jurisprudence.

**CMPC 121      Foundations of the Organization and Administration of the Police**

**3 Credits**

Includes the study and analysis of the history of the state and municipal police organization in Puerto Rico, its functions, powers, obligation, faculty, administrative procedures and relations to the community.

**CMPC 122      Formulary and Processing of Documentation**

**3 Credits**

Knowledge in the completion of formulary documents relating to investigations in the criminal case. Techniques of compiling data and elaborating them on a report with the precision headed to successfully complete a criminal investigation.

**COAP 100      Introduction to Computers**

**3 Credits**

To study applications and handling of basic computer concepts, productivity tools. Include the analysis and evaluation of different application software. Emphasize on the creation and editing of documents and effective presentation of programs such as: search engine, internet, electronic mail, word processor and presentations. Includes laboratory experiences and practice in the use of the internet.

**COAP 101      Basic Keyboarding I**

**4 Credits**

This course is designed to begin developing writing skills on the computer for students in Office Systems. Students will learn the alphanumeric keyboard, symbols and some commands. The main emphasis will be on mastering techniques to achieve speed and the precision required. The basic skills for text copy, drafts, and documents with statistics and in cursive will be applied. Students will begin using proofreading techniques to revise their work and will use proofreading symbols. The course also develops good working habits, positive attitudes and good interpersonal relationships.

**COAP 102      Intermediate and Advance Word Processing**

**4 Credits**

This course continues developing skills and basic techniques necessary to achieve speed and the precision required. Once the students master the basic word processing techniques, they can transfer these skills to the production of business documents such as: memorandums, e-mail, letters with envelopes, corresponding punctuation, unbound reports, left margin binding, and simple tables. They will continue developing techniques for proofreading in the production of documents and tests for speed and precision. They will also present the positive attitudes required for a professional environment. Prerequisite: COAP 101

**COAP 103      Application of Electronic Spreadsheet**

**3 Credits**

The course includes data entry tools, introduction to macros, multiple worksheets and data exchange, formatting, printing and basic graph. The student learns to develop a worksheet, make changes in the appearance of a worksheet and formula construction.

**COAP 104      Data Base**

**2 Credits**

This course is designed to introduce the students to the concepts and applications of databases. The students will learn to create and manage database programs, data files, and produce documents and reports.

**COAP 105      Graphics**

**3 Credits**

This course introduces the techniques and tools to prepare a presentation. The student will learn to create and organize a presentation using graphs and visuals with the aid of computer software.

**COAP 201      Advanced Word Processing I**

**4 Credits**

This course emphasizes the development of advanced skills and knowledge to produce information using a microcomputer with a word processing program. The student will master written communication using acceptable

office formats such as, business letters with special characteristics and styles, memorandums, tabulation, technical and statistical reports and others. Speed and accuracy will be increased in rough-draft copy, statistical script and handwriting copy. Emphasis is given to proofreading, good habits, organization of work and good interpersonal skills. Prerequisite: COAP 102

**COAP 203      Simulation and Integrated Systems**

**6 Credits**

The course provides the students the opportunity to integrate different skills and previous knowledge in a simulation by using the following applications: Word Processing, Spreadsheets, Desktop Publishing, Graphics, and Data Base. The students will learn to transfer and retrieve data and to include graphics, images and diagrams into a document. The course offers techniques on how to organize and select data gathered from different.

**COMC 110      Introduction to Computer & Software**

**3 Credits**

Study, application and handling of basic computer concepts, productivity tools. Include the analysis and evaluation of different application software. Emphasize on the creation and editing of documents and effective presentations. Includes laboratory experiences and practice in the use of the internet.

**CRIT 103      Introduction to Criminal Justice**

**3 Credits**

Introductory course in which the origin and development of the Criminal Justice system in Puerto Rico will be studied. The class will examine the aspect and basic functions of the police, the courts, the lawyers of the defense, the district attorney, the correction facilities and the juvenile justice system. Consideration is given to the study of the crime, definition, reach and factors associated with crime.

**CRIT 203      General Principles of the Penal Code and Crimes against Individuals and Property**

**3 Credits**

The general principles of the penal code of Puerto Rico is studied. The topics covered are criminal intention, tentative, authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the physiology of causality. Included are crimes against the person and property. Case study and jurisprudence.

**CRIT 206      Criminal Procedure**

**3 Credits**

This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court.

**CRIT 320      Criminal Investigation**

**3 Credits**

The course of Criminal Investigation consists of the study of the origin and evolution of the criminal investigation and its relation with the antisocial in Puerto Rico. The process of the investigation of the felony from the study of the scene where the crime was committed until the judicial process takes place. The basic techniques of scientific interviews cross examination, and the modern methods for the investigation of crime.

**CRIT 331      Police Organization, Administration, and Supervision**

**3 Credits**

The course focuses on the study and analysis of the history, organization, administration, and supervision of the Puerto Rico and the Municipal Police Force. It also includes the roles, powers, duties, faculties, and administrative procedures.

**CRIT 415 Evidence, Case Preparation, and Testimony**

**3 Credits**

A study of the rules of evidence relating to the criminal process, with emphasis on hearsay and its exception, how to prepare an effective presentation of a criminal case before a court, and how to give oral testimony.

**CSDC 100 Digital Photograph**

**3 Credits**

This course covers the basic elements of photography. The students will learn the use and differences of digital and film cameras and their auxiliary equipment. In addition the student will become familiarized with the computer digital equipment and software.

**CSDC 101 Introduction to Graphic Design**

**3 Credits**

This course covers the history, use and alternatives in the graphics design environment. The student will learn be exposed to computers and application software related to graphics design. They will learn how marketing, psychology, research, mass media, law, and ethics are important to professionals working in industry. Class will emphasize the use of strategy to develop creative advertising.

**CSDC 103 Image Design (Adobe Photoshop)**

**3 Credits**

This course will cover the photo editing strategies to be applied on graphic design. The students will learn how to implement digital filters and textures to picture objects. The student will develop creative thinking to achieve innovative ideas. This course exposes students to the Adobe Photoshop software. Pre-requisite: CSDC 101.

**CSDC 115 Flash Basics**

**3 Credits**

The study of the basic drawing and animating tools in Flash, mastering such critical interface elements as layers, scenes, nested symbols, and movie clips. Pre-requisite: CSDC 101.

**CSDC 116 Flash Animations**

**3 Credits**

This course includes the creation of animations using basic tweening and frame-by frame techniques of flash. The student will learn how to draw simple but compelling characters, prepare them for animation, add expression and motion, and storyboard and animate a 30 second sequence with a soundtrack. Pre-requisite CSDC 115

**CSDC 220 Practice**

**1 Credit**

This course requires 100 hours of practice in a specialized industry. Emphasis in the design and development of art, logos and ads, in computer graphics will be given. The student will practice the skills and all the acquired knowledge within the certificate.

**DASC 101 Drug and Alcohol Seminar**

**1 credit**

This is a prevention program that presents the necessary tools to maintain security, obtain counseling and take control to the use and abuse of alcohol and drugs. State and local legal regulations are included in the course.

**DRAF 011 Drafting I**

**5 Credits**

This course introduces the students to the drafting profession and the basic principles of drafting. Students work with drafting instruments, alphabet lettering, lines, geometric applications, multisided projections, view sections, isometric,

oblique, perspective auxiliary views, hand croquets, dimensional pictorials. The work is done on a traditional drafting table. Ten hours per week with laboratory.

**DRAF 021      Auto CAD I**

**4 Credits**

This is an introductory course of AUTOCAD computer aided drafting software. Students learn the advantages and disadvantages of using computer graphics as well as fundamental capabilities of the basic program, including drawing and editing entities (lines, circles), plotting drawings, working with layers, working with text and dimensional drawings. This course is an introduction to DRAF 022-022L.

Prerequisites: DRAF 022 – DRAF 122

**DRAF 022      Drafting II**

**5 Credits**

This course introduces the students to the elements of architectural drafting, such as learning how to draw and dimension floor plans, elevations (facades) and architectural sections. It includes dimensional drawings. The course concludes with a final project that consists of drawing a residence using class concepts. Ten hours per week with laboratory.

**DRAF 023      Construction Methods & Materials**

**3 Credits**

This course introduces the students to the basic principles of construction. The students work with different types of building material and construction techniques, floors and walls. A mayor emphasis is placed on the architectural representation of the building elements (how they are drawn).

**DRAF 031      Auto CAD II**

**4 Credits**

This course studies the advanced AUTOCAD graphic program. It includes dimension, editing, style, tolerance, "GRIPS" editing, and sectional lines. Seven hours per week with laboratory.

Prerequisite: DRAF 021 – DRAF 121

**DRAF 032      Drafting III**

**5 Credits**

In this course the students draw electrical distribution of light and energy of residences, and its plumbing system. The aim is to familiarize the students with the nomenclature and organization of drawings. The students practice at drawing tables. At the conclusion of this course, the student prepares a project that includes a drawing of the areas of structure sections of a building, sanitary and potable water isometrics of a building, and electrical diagrams of a building and other details studied in the class. Ten hours per week with laboratory.

**DRAF 033      Cost Estimating – ARPE Regulations**

**3 Credits**

This course introduces the student to the fundamentals of cost estimating and ARPE regulations. From the drawings the students estimate the portion of cost for the necessary quantity of equipment. Students work with basic cost estimating formulas for the different areas. Three hours per week.

**DRAF 041      Auto CAD III**

**4 Credits**

This course studies the AUTOCAD graphic program. It includes 3D dimension, editing, style, and tolerance, "grip" editing and sectional lines. Seven hours per week with laboratory.

**DRAF 042      Drafting IV**  
**5 Credits**

This course prepares the student in the facets of foundations, situation plans and localization, reading topographic maps, and additional topics on surveying transversal and card calculation. The work is done at a drawing table. The class concludes with a final project in which the student draws the localization of a residence in a level according to the zonification zone. Nine hours per week with laboratory.

**ECEC 150      Seminary and Practice**  
**1 credit**

The course ECEC 150, try to provide to the student the opportunity to visit scholar scenario of the public and private schools of Puerto Rico. Throughout the face to face course, practical experience at the field will be included to develop and strengthen the educational skills related to childhood education and will acquire experience like student-teacher. The course is divided in 30 hours experiences in different scenarios and weekly meetings.

**ETEC 171      Human Growths and Development I**  
**3 Credits**

The course presents theoretical and empirical foundations of human development and growth from conception through adulthood. Analysis is conducted from a multidisciplinary perspective. Emphasis is given to the changes that occur in each of the stages of transition from childhood to adulthood and their implications for the educational process.

**ETEC 173      Introductions to Early Childhood Education**  
**3 Credits**

The course offers an overview of the field of early childhood education. Aspects such as: history, legislation, public policy, philosophy, programs, curricula and the early childhood profession are analyzed. A proper understanding of the reasons, rationale, importance, and objectives of early childhood education in contemporary society and in the next decades is addressed.

**ECEC 308      Management of the Early Childhood Education Environment**  
**3 Credits**

Provides a strong foundation about design, management and interpersonal relationships in the learning environment. Interaction between environment and significant learning is addressed.

**ECEC 322      Health, Nutrition and Preventive Medicine**  
**3 Credits**

Theoretical and practical approach in the discussion of factors related to the improvement and conservation of collective and personal health. Analysis of environment health and its impact on the adult, preschool, child and primary is conducted. Personal health habits and the relationship of the human body to health, nutrition, disease and preventive medicine are discussed. Management of aspects of health, nutrition, security and preventive medicine in the preschool and environment are studied.

**ECEC 329      Education for Children with Exceptional Needs and Abilities**  
**3 Credits**

Psychological, social, historical and philosophical foundations of an early childhood education geared at satisfying areas that need to be strengthened in children with exceptional needs and capabilities are studied. The following aspects are analyzed: nature and learning needs of preschoolers and primaries with exceptional needs and capabilities; procedures, techniques and instruments for diagnosis and intervention with this population; educational programs, models and teaching approaches; curricular development for an education of this nature.

**ECEC 402          Creative Expressions in Early Childhood**

**3 Credits**

Students are exposed to experience in creativity in order to develop an awareness of the need of aesthetic expression in the preschool and primary curriculum. Workshops include movement activities, plastic, arts, music and children's games.

**ECEC 403          Curriculum Development in Preschool and Primary Education**

**3 Credits**

Presents diverse curricular models for early childhood education. Emphasis is given to the analysis of different curricular designs that take growth and development as point of departure, from birth to age eight. Reviews curricular approaches geared at infants and toddlers. Emphasis is on curricula for preschooler and primaries from age three to eight. Students are required to design and prepare a curricular unit geared to a specific age group within the field of early childhood education.

**ECEC 405          Development of Language and Literacy**

**3 Credits**

Studies oral and written language development from birth to age of eight. Theories and recent research are presented. Curricular models that promote language development with emphasis on the whole language approach and emergent literacy are studied. Whole language approach is compared with other models and approaches used in Puerto Rico. Integration of children's literature into the curriculum: survey, evaluation, selection of books for children, strategies for selection and use of literacy genres is also studied.

**ECEC 443          Practice**

**6 Credits**

Final requirement in the preschool and primary teacher education program. It is the field experience in which the candidate assumes the duties and responsibilities a teacher performs in a preschool and primary environment. Offers students the opportunity to promote physical, emotional, social and intellectual development of children. Students work under the supervision of a regular teacher from an accredited school and a college supervisor.

**ETEC 202          Device and Materials for Teaching and Learning**

**3 Credits**

Emphasis is placed in the systematic planning, preparation and use of media, and the evaluation of educational materials. Encourages the integration of creativeness to the existing educational technology, and the consideration of the needs, interests, developmental stage, and the scope and sequence of the curriculum. Prerequisites: Gatekeeper courses at each academic program.

**ENG 014          Blueprint literacy in English**

**3 Credits**

This course introduces students to the fundamentals of reading construction plans in English. The emphasis is on the technical vocabulary of construction plans.

**ENG 115          College Reading and Writing I**

**3 Credits**

Emphasis in strengthening of basic reading comprehension and writing skills. An integrated language arts approach will be used; therefore, specific grammatical skills will also be developed along with oral communication and listening skills. The ability to organize one's thoughts, to express them simply and clearly, and to observe the standards and conventions of language usage will be developed. Short research projects will be developed through the integration of technology (individual, pair, or group work). Includes lab experiences.

**ENGC 116 College Reading and Writing II**

**3 Credits**

This is part two of a two semester course designed for students who scored between 426 and 525 on the English section of the College Board Examination. Emphasis is placed on the strengthening of basic reading comprehension and writing skills. An integrated language arts approach will be used: therefore, specific grammatical skills will also be developed along with oral communication and listening skills. We will develop the ability to organize one's thoughts, to express them simply and clearly, and to observe the standards and convention of language usage. Brief, oral projects will be developed through the responsible use of technology (individual, pair or group work).

**ENGC 140 English Conversational Applied to the Security**

**3 Credits**

Application of skills of oral communication in English. Development of the oral atmosphere expression related to the security through simulated situations. Practice to develop the oral expression and to increase to the fluidity and precision in the conversation.

**ENGC 246 Conversational English**

**3 Credits**

This course is intended for students majoring in all fields. Practice in English to develop oral expression and increase the fluency and precision in conversation. Emphasizes business and everyday vocabulary as well as the writing of messages through the study of basic sentence patterns. One semester, 3 hours weekly.

**ENGC 234 Advanced Conversational English**

**3 Credits**

Extensive practice in the use of academic speaking, listening, communication skills. The course prepares students to master successful communication skills in everyday settings such as the workplace, social events, and problem solving situations. Conversations, role-playing, discussions, and debates, among others, will be used in the classroom. Technology will be integrated to facilitate the development of the activities.

**ETIC 010 Foundations of Ethics**

**3 Credits**

Realistic and practical Vision of the field of the private security. The student will acquire by means of practice direct valuable professional experience, in addition to a training specialized, according to his location.

**FAEC 100 Introduction to the Horticulture Ornamental and Design Landscape**

**3 Credits**

This course covers the identification, production and ligneous, abrasives maintenances of succulent plants, of foliage, and turf, with emphasis in its ornamental use in gardens, green areas and golf courses. It includes in addition knowledge and practice in modern technologies to design of gardens.

**FAEC 105 Ground – Plants – Nutrition Relation**

**3 Credits**

The foundations appear on the physical, chemical, biological formation of grounds, its properties and of fertility. The foundations with the physiology and vegetal nutrition and its interaction are covered the means atmosphere.

**FAEC 110 System of Irrigation for Green Areas and Golf Courses**

**3 Credits**

This course covers the design and maintenance with the systems of irrigation by dripping, aspersion and flood. Topics like the irrigation, water handling and drainage according to the physical characteristics of the ground, the components of filtration and autoimmunization of the irrigation systems are discussed.



**FAEC 115            Mechanization and Security for Maintenance of Green Areas and Golf courses**

**3 Credits**

This course covers the description, use and maintenance of the agricultural equipment that is used in the maintenance of gardens, green areas and golf courses. Also it covers the procedures with occupational security in the work area according to effective the state and federal regulations.

**FAEC 120            Protection of Cultures and Control of Weeds**

**3 Credits**

This course covers the identification and strategies with control of the weeds, pathogenic insects, microorganisms and nematodes that cause diseases in the plants. Identification of the plagues and calibration of equipment. Emphasis in the new land chemical available in the market.

**FAEC 210            Administration of Agribusiness**

**3 Credits**

The general principles of the administrative theory and the administrative and economic concepts appear that govern the agro business. The processes of decision making, organization, analyses and financial control, and administration of the human resources will be discussed.

**FAEC 250            Professional Practice**

**6 Credits**

The course will allow the student to expose to the real experiences within the phases of maintenance of the companies and governmental agencies that administer green areas, fields of ball and golf courses.

**FAIC 101            First Aid**

**2 Credits**

Provision of the fundamentals to deal with minor medical emergencies: Cardiopulmonary Resuscitation, the Heimlich Technique, and how to treat minor wounds, injuries and burns.

**FREC 101            First Year French I**

**3 Credits**

The course is an introduction to the basic principles of French. It consists of the grammatical elements of this language, and of basic vocabulary that is very useful for the everyday conversation. The grammatical points as well as vocabulary are presented progressively. They are followed by written and oral exercises. Conversation and reading are Basic in the course.

**GEOC 105            Geography of Puerto Rico**

**3 Credits**

This course analyzes basic notions of general geography and related sciences. The location of America in relation to other continents as well as the situation of Puerto Rico within the Americas is major topics of study. Finally several aspects of physical and human geography of Puerto Rico are studied among them the island's topography, hydrographic, climate, ethnic composition, folklore and demography growth.

**HINC 200            Basic Billing**

**4 Credits**

The course focuses the codification of medical services and surgical procedures lent by the ambulatory medical professional and at level of hospital. It includes practices of codification in prospective payments and procedures using the manual "Current Procedural, Terminology" (CEPT) of the American Medical Association, last revision. The course, in addition presents/displays to the student accepted the basic principles of invoicing in Puerto Rico, for medical insurances of health in hospitals for the responsible personnel to invoice the services and to review the information of payment of the insuring companies.

**HASC 101      Assistant of Health: Ethics and legal principles, Aspects**

**3 Credits**

Introduction the principles, ethical and legal aspects that govern the profession of Assistant of Health. It is analyzed, by means of conference, electronic presentations and other didactic resources the foundations, legal and ethical the frame that shelter the health assistant.

**HASC 102      Basic principles of Pharmacology**

**3 Credits**

This course provides basic knowledge and skills in the administration with medicines. General direction approaches on the pharmacology, pharmacy quinsy and pharmacy dynamic in addition of the system of metric measurement, apothecary and homemade, the use of the proportion method and reason in the calculation of dose of medicines that are administered by diverse routes. One offers to emphasis to the considerations of infirmary and the education of the patient.

**HASC 103      Psychological Aspects in the Care of the Patient**

**3 Credits**

This course is designed to offer to the student an introduction to the study of the human conduct. The conduct-organism relation is emphasized. In the importance of the primary prevention and its relation with the healthful conduct and the modification of conduct. From the treatment scenes.

**HASC 104      Anatomy and Physiology**

**4 Credits**

Fundamental concepts of the anatomy and human physiology. The relation between the structure, function and its integration with the different systems from the human body is emphasized. This course covers the basic principles with biochemistry and cellular, the system integument rio, squaretail, to muscular, nervous Biology, and endocrine. The course incorporates pathological conditions, the medical terminology and the more common diagnostics tests for the different ones condition.

**HASC 105      Fundamental Aspects in the Care of the Patient**

**5 Credits**

This course is designed for the development of knowledge and basic skills of infirmary that enable to the student in the satisfactory execution of clinical experiences. The foundations of taken care of infirmary and basic skills are discussed so that the student can fill the expectations and necessities of the client in the areas of hygiene, physical support and sociologic, comfort security, prevention and control of infections. The course entails three of conference and three hours of clinical experiences in differences possible scenes.

**HASC 106      Taken care of the Patient with special Necessities (Intensive)**

**3 Credits**

The basic knowledge, skills and competitions to provide well-taken care of from infirmary to clients in critical state hospitalized in areas of intensive cares.

**HASC 107      Attendance in the Administration in Home of Old**

**3 Credits**

Introduction to the fundamental concepts of the administration of the services of health in a home of old. Application of administrative processes, organization direction, control and evaluation. One emphasizes the handling of administration skills, evaluation of tendencies and practices in the offer of services of health.

**HASC 108      Clinical Practice**

**6 Credits**

This course develops the inherent principles to the care of the patient, the family and the community in the different stages of taken care of from the individuals and their diverse stages of development and growth, as well as the basic

necessities of the boy, the adult and the old one. The student interaction with the physiological and pathological pictures that can happen of way integrated in the different systems.

**HASC 109      Handling of the Terminal Patient**

**3 Credits**

The diverse processes, rights and stages of the patient in final stage are discussed. Development of skills to attend the dying patient and its family.

**HASC 110      Rehabilitation of the Patient**

**3 Credits**

Analysis and discussion of the models and practices in the development of the rehabilitation of the patient. Identification of appropriate techniques to the situations of diverse conditions that require rehabilitation.

**HISC 253      Compendium of History of Puerto Rico**

**3 Credits**

This is a compendium course, which includes a study of the historical evolution of Puerto Rico from the pre-Colombian period to the present.

**HITC 101      Introduction to Seedtime in Hydroponics Systems**

**3 Credits**

Analysis of the concepts and basic principles of traditional seedtime versus the hydroponics systems. To different systems and hydroponics techniques for seedtime from vegetables are discussed.

**HITC 102      Designs of Hydroponics Systems**

**3 Credits**

Presentation and discussion of some designs of cultures used in the hydroponics systems. Systems will be designed taking in consideration the type of vegetable to seed.

**HITC 103      Laws and Regulations in Agribusiness**

**3 Credits**

Emphasis in the statutory law of Industry and Farming Law 225, Law of Agricultural Contributing Incentives of Puerto Rico. It also includes the laws on sexual harassment, discriminate in the use, bond, equality of use, in justified dismissal, day of work, policy, protection of the Natural Resources, Water Law, Health and Security in Employ (OSHA), as like his regulations.

**HITC 104      Nutrition in Hydroponics Systems**

**3 Credits**

Analysis and effective handling of the nutritious solutions, identification of nutritional deficiencies in the vegetative and reproductive weave and of the nutritional requirements of the plants.

**HITC 105      Commercial Productions in Hydroponics Systems**

**3 Credits**

Discussion of basic principles to establish hydroponics cultures on commercial scale of vegetables such as lettuce, tomato and peppers among others.

**HITC 106      Fitosanitary**

**3 Credits**

Identification of the plagues and the diseases most common to the vegetables and the suitable way to fight them, with emphasis in the use of the technique of Integrated Handling of Plagues (MIP). The effective use of the plaguicidas, its economic importance will be approached, the laws and regulations that control their use and the biological controls like alternative for the control of plagues.

**HITC 107           Appropriate Technology in Hydroponics Systems**

**3 Credits**

Presentation of some innovating technologies applied to the hydroponics cultures. It emphasizes in the use of photovoltaic energy.

**HITC 108           Propagation of Plants, Principles and Practices**

**3 Credits**

This course discusses and examines the principles in techniques of propagation of plants applicable to the hydroponics cultures, with emphasis in the horticulture.

**HITC 109           Practice in Hydrophone**

**6 Credits**

Emphasis in the design, construction and functional development of a complete system of Commercial Hydrophone. The student will be able in function all the acquired knowledge.

**HITC 210           Principles of Administration on Agribusiness**

**3 Credits**

The general principles of the administrative theory and the administrative and economic concepts appear that govern the agribusiness. The financial processes of decision making, organization, analysis, financial control and administration of the human resources will be discussed.

**HOPC 101           Introduction to the Hospitality Industry**

**3 Credits**

Examination of the nature, scope, and significance of the most important areas within the international, national and local Travel and Tourism Industry. Historical perspectives as well as current trends and issues that are shaping the industry and career opportunities will also be discussed. Special emphasis will be given to Lodging, Food and Beverage, and the Meeting industries. The course is developed through in-class discussion, situation analysis, and group dynamics. Responsible use of technology will be promoted and oral and written presentation skills will be developed. Pre-requisite: None

**HOPC 102           Introduction to Hospitality II**

**3 Credits**

Overview of the management functionalities and their implications to the hospitality industry. Comparative analysis of the major management theories and their application to the food service and hotel business. Discussion of the different investment opportunities and the environment in which hospitality operations develop financially. Emphasis on the selection of an effective management style, the use of the decision making process to resolve managerial situations and the development of strategic management thinking skills. The course is developed through class discussion, situation analysis, group dynamics, case studies, and a research project. Responsible use of technology will be promoted.

**HOPC 107           Food & Beverage Operations**

**3 Credits**

Overview of foodservice and beverage operations in the commercial and non-commercial segments. Discussion of the fundamentals of managing these operations to maximize service, efficiency, and productivity. Emphasis is placed on menu theory, production planning and service techniques used to exceed guest expectations. The course is developed through class discussion and teamwork assignments and discussion. The course will use the Internet as a research tool and MS Words for paper and projects. Pre-requisite: None

**HOPC 180      Guest Services**

**3 Credits**

Analysis and exploration of the role of service in a successful hospitality operation. Topics discussed encompass: handling difficult guests, dealing with complaints, developing listening skills, and improving guest satisfaction. Introduction to the service philosophy. The course will use the Internet as a research tool, MS Words for paper and projects, Email as means of communication and Power Point for presentations.

**HOPC 220      Hospitality Practicum**

**1 Credit**

Opportunity to learn through experience. The student will work within the hospitality Industry to gain on the job work experience as a waiter or waitress. Each student will need to apply acquires knowledge for a minimum of 100 hours. Evaluations from supervisors and the ISTHM internship coordinator and a final project presentation discussing the students learning experience will be required

**INEC 101      Introduction to Entrepreneurship**

**3 Credits**

This course is designed to provide the student an integrated vision about enterprise skills. Develop analytical skills, exposition to a variety of alternatives to fulfill the goals: establish, acquire and develop businesses.

**MANC 101      Introduction to Business**

**3 Credits**

The course presents a study of business, its nature, its environment and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance, organization and administration, and teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking. This course is a prerequisite for all other business courses.

**MARC 133      Fundamentals of Marketing**

**3 Credits**

This course studies marketing as a business function and social process, including problems and policies of manufacturers, wholesalers and retailers in the marketing of goods and services. Studies channels of distribution, unfair competition, functions of sales departments, market research and analysis applied to economic conditions in Puerto Rico. Prerequisite: MANC 101

**MARC 205      Creative Selling**

**3 Credits**

The purpose of this course is to introduce the student to the development of sales strategies. The principles and sales techniques and their applications in business are analyzed thoroughly. The course emphasizes those elements which the salesman should use to convince the customers to buy his products, and the presentation of the characteristics, advantages and uses of the product. Prerequisite: MARC 133

**MARC 206      Consumer Behavior**

**3 Credits**

This course presents insights into consumer behavior and how it developed from other disciplines. Areas relevant to the field, such as: social and cultural influences to consumer behavior, individual influences and choice, the consumer decision process, consumer's environment and consumerism are discussed. Offers practical applications of these concepts to marketing situations. Prerequisite: MARK 133

**MARC 209      Marketing Seminar**

**3 Credits**

The course offers a critical discussion of the activities such as planning, design strategy and marketing decision making process. Marketing analysis of cases are presented in the course. The student will identify a problem related to the marketing of a line of products of a company and develop a research paper on the selected problem.

**MARC 251      Advertising and Promotion**

**3 Credits**

This course introduces the student to the exciting world of advertising and promotion. In it the student will study the advertising process in detail, the advertising systems and methods of the past decades and the present one. Emphasis will be places on the technical aspects of the media and the strategies to be developed. Prerequisite: MARKC 133

**MATC 011      Introduction to Mathematics**

**4 Credits**

Fundamental mathematics concepts that include basic operations, fractions, decimals, proportions, percents, fractions, decimals, proportions, percents, units and conversions and basic concepts in geometry.

**MATC 111      Intermediate Algebra I**

**3 Credits**

This course covers the following mathematic concepts: sets, the arithmetic and algebra of real numbers, operations with polynomials, special products and factoring, first degree equations and inequalities, absolute value equations and inequalities, rational expressions and equations. This course includes laboratory experience.

**MATH 118      Fundamentals of Intermediate Algebra**

**4 Credits**

This course presents the use of whole numbers and their properties, the language of algebra and equations, rectangular coordinate system, graphics, polynomial, expressions rational exponents, radicals and operations, complex numbers, and quadratic equations.

**MATC 119      Applied Mathematics for Business Administration**

**3 Credits**

Study of fundamental concepts of mathematics applied to management, economics and finances. Includes functions, linear equations with one and two variables, matrixes, linear programming and mathematics applied to finances. Problem solving techniques will be applied to business administration situations in general. Concepts and skills will be developed through case studies and basic research projects. Technology will be used responsibly in the course applications. The course includes laboratory experiences.

**OFAC 023      Editing Technical Reports**

**3 Credits**

In this course the student will develop basic skills in writing reports and comprehensive evaluations of medical terms. Emphasis will be given in developing broad written ideas with precision and property.

**OFAC 024      Electronic Billing**

**3 Credits**

Students are introduced to the dynamics of medical and collections. The course will provide the skills necessary in completing HCFA forms and mastering the insurance claims from cycle. Practical information will be given on the features that are common to all insurance carries and features specific to Medicare, Medicaid, Blue Cross, Blue Shield, and others.

**OFAC 105      Proofreading Techniques**

**2 Credits**

This course offers the students the opportunity to develop proofreading techniques with the purpose to obtain accurate in all aspects of a document. Two hours per week.

**OFAC 125      Accounting**

**3 Credits**

This course has been designed to cover the basic knowledge of accounting. The main objective is to help the students understand and apply the principles of accounting that are necessary for those that wish to succeed in their administrative career as well as their personal life.

**OFAC 205      Audit Invoicing and Collection of Medical Plans**

**3 Credits**

This designed course to help the students to auto evaluation its experiences of learning. Theories and styles of learning will be explored and applied to the daily situations of our personal life and work. The students will develop portfolio in which they will demonstrate how their occupational experiences can be used to be confirmed by Credits.

**OFAC 206      Practice**

**4 Credits**

The course is designed so that the student verifies the invoices, its more common errors and determines the reason of its refusal. The audit is the mechanism of measurement of the received income, to receive and losses that happen in the invoicing processes.

**OFAC 290      Record Management**

**3 Credits**

This course is aimed at the application of the systematic analysis and control of business records from their creation up to their final disposition. This includes the planning, organization and control of documents in different systems as well as the following applications: database filing, microfilm, magnetic registers, etc. It also includes the discussion of the personal and professional qualities of the administrator of business records.

**OFAC 291      Modern Office Procedures**

**3 Credits**

This course develops the necessary skills for effective performance in the business world. It emphasized the need for the development of good working habits, decision making and work organization. The course emphasizes the development of business vocabulary and the application of office procedures. Prerequisite: COAP 102

**OFAC 306      Presentations**

**3 Credits**

This course provides the students with the skills and techniques to create pages with all kinds of design elements, such as formatted text, lines photographs and pictures using the desktop publishing program. Also the students can create print publications, such as newsletters, brochures, activities program, invitations, postcards, professional identification cards and calendars. Using the tools and features of the presentation program the students will create effective presentations integrating texts, photographs, tables, graphic and sound.

**OFAC 323      Spreadsheets and Database Applications**

**3 Credits**

This course is designed to introduce the students to the concepts and applications of spreadsheets and databases. The students will learn to use various electronic spreadsheet applications as well as create and manage database programs, data files, and produce documents and reports. Prerequisite: COAP 102

**PLEC 103            Legal Investigation**

**3 Credits**

Introduction to the techniques and resources of basic legal investigation. Introductory studies of the use of computers in legal investigation. Primary and secondary sources of legal rights will be examined. The techniques of editing summaries of jurisprudence and memorandum will be studied.

**PLEC 105            Constitutional Principles**

**3 Credits**

Study of the Constitution of Puerto Rico and the Constitution of the United States of America. Emphasis on the rights, privileges, and immunities comprised in both constitutions.

**PLEC 107            Fundamentals of Civil Procedure**

**3 Credits**

Introduction to the judicial system of Puerto Rico. Study of the Rules of Civil Procedure from its practical point of view. The development of a civil case with emphasis on the discovery of evidence will be used.

**PLEC 205            Introduction to Private Law I**

**3 Credits**

Study of the Civil Code of Puerto Rico and its more important matters: family rights, estate, and inheritance.

**PLEC 206            Introduction to Private Law II**

**3 Credits**

The study of the Code of Civil Laws of Puerto Rico in the matters of rights, duties and genuine contracts, and the vindictive damages.

**PLEC 311            Professional Responsibility**

**1 Credit**

Analysis of the paralegal role within the system and professional behavior with the lawyer. Study of the Code of Ethics for Lawyers. As a final project the student will develop a code of ethics for the paralegal profession.

**PLEC 403            Administration of the Legal Office**

**2 Credits**

This course is designed to prepare the student in the daily management of the office: implantation of procedures, training of personnel, purchases and supplies, accounting, reports, etc. Basic concepts of general administration.

**PSGC 101           Introduction to the Security**

**3 Credits**

Study of the history of the industry of private security and the tendencies of the future within this field. The function, the systems and subjects related to the security is discussed. By means of diverse strategies the basic principles of defense are demonstrated, planning and evaluation, threats, prevention and intervention.

**PSGC 102           Legal Authority and Limits**

**3 Credits**

Discussion processes and procedures related to the industry of the security like the arrest of a citizen, the use of the force and the relation with the law agents and order. Analysis of the processes that entail the authority to stop, to interrogate or to register a private citizen; as like also the authority that has a guard of deprived security to smooth a private property. The legal responsibility of its acts will be a subject widely discussed through study of cases and the technological simulation.



**PSGC 103      Answer to Situations of Emergency**

**3 Credits**

Definition and description of what it constitutes an emergency situation. They will discuss to different types from emergency and the way in which one is due to respond to each one according to its specifications. Through study of case and demonstrations the form will acquire knowledge to contact the personnel of the Police, Firemen and of Medical and Social Emergencies, and once these have arrived at the place of the incident, how to help them in their work.

**PSGC 104      Writing of Information**

**3 Credits**

Discussion and analysis the elements that all report of security must include and the importance of the writing of technical information. This course analyzes the physical necessity to provide description with the localities, the names of the surrounded people, date and hour of the incident will be explained, emphasizing in the difference between the facts and the opinions. It will be used the hypothetical exercise and the simulation for the writing of information.

**PSGC 105      Relations Humans**

**3 Credits**

Analysis of the aspects that integrate a good communication, as much when listening as when expressing ideas. The student guard of private security will be exposed by means of the illustration and group and individual exercises to situations in which she will demonstrate his skills to develop abilities in the public relations and the deal with mass media. Emphasis in techniques will be made to avoid the confrontations.

**PSGC 106      Practice**

**6 Credits**

Realistic and practical vision of the field of the private security. The student will acquire by means of practice direct valuable professional experience, in addition to a training specialized, according to his location.

**PSGC 123      Introduction to the study of the Psychology**

**3 Credits**

Course introductory to the subject of the P. Analysis of concepts like perception, motivation, learning development and human growth, theories of the personality, etc. Through conferences, study of group and study of cases.

**QYLC 110      Development of Values, Attitudes and Adaptation to University Life**

**3 Credits**

Analysis and evaluation of values, attitudes, and prejudices in university life and the world of work. The course studies the effect that our behavior has on others and how it also effects us. Different types of ethical conduct from different philosophical perspectives that allows for the selection of those that give the individual more self control with emphasis on the university surroundings will be evaluated. Application of concepts through the use of concept map, self-reflection, case studies, role playing, team work, and responsible use of technology will be emphasized.

**RSLC 101      Recreation as a profession**

**3 Credits**

Panoramic study of the recreation in society and its implications for the benefit of recreational services. It is explored by means of concepts, assumptions, philosophical, history, and programs of recreational services.

**RSLC 102      Legal aspects of recreation**

**3 Credits**

Study of the laws that originate and regulate the governmental recreation in Puerto Rico as conceptual frame to examine the function of the professionals of the recreation evolving like sport Program Managers or technicians. Concepts of handling of risks are examined, legal responsibility of the participant and the professional of the recreation.

**RSLC 103      Sports psycho-social foundations**

**3 Credits**

Analysis of the sociological and psychological foundations and their relation with the educative process in the recreation and sports. The social problems that affect the population nowadays and the interrelation between culture and education, change of articles of incorporation and special and diverse education, groups and the relations with the community are examined.

**RSLC 104      Medical fitness, Education and Physical Efficiency**

**3 Credits**

Studies of the basic concepts of the physical efficiency and their impact in the health. The basic elements of a physical training conditions are discussed and analyzed as it leaves from the style of life of people and it practices it of recreational sports like average promoting styles of healthful lives. It is offered to the student to develop a systematic program of physical preparation.

**RSLC 105      Organization and Development of recreational and sports programs**

**3 Credits**

Study of basic concepts related to the planning and implantation of recreation programs and sports in diverse scenes (governmental, deprived, municipal or of social action).

**RSLC 106      Evaluations of Recreational Programs**

**3 Credits**

Study of evaluation concepts and models of evaluation of recreational and sport programs. Development of skills of evolution of programs and sports already established. Creation of a model of pertinent recreation to the reality of the present populations.

**RSLC 107      Administration of Recreational Programs**

**3 Credits**

Study of the basic concepts applied to the management of recreational and sport services. One analyzes the functions most common in the administration of recreational and sport programs: to budget, to trade, to finance, organizational structures, handling of facilities, equipment and personnel and handling of risks.

**RSLC 108      Handling of Special Populations**

**3 Credits**

Education of the physical education adapted to fill the necessities of special populations (young, prevented and old). It is emphasized in the design of programs for special populations. The seminary of First aid will be offered.

**RSLC 109      Arbitration in Sports**

**3 Credits**

To expose to the students to real experiences related to the arbitration of the main sports and development of sport training.

**RSLC 110      Practice in Administration of Programs of Recreation and Sports**

**6 Credits**

Allocation of students to agencies or programs of recreation and sports. One exposes the student so that they participate in practical experiences supervised in the administration of programs of recreation and sports.

**SMEC 112      Medical Terminology**

**3 Credits**

This course studies the medical terminology used in laboratories, by radiologists, and receipt among others. It also studies the basic elements of medical terminology in the elaboration of words with the used of roots, prefixes, suffixes, and compounds. Definitions and vocabulary related to the health profession is also included.

**SMEC 230      Medical, Legal and Ethical Aspects**

**2 Credits**

Study and critical analysis of the referring terms to the laws that govern the medical practice, the privacy, confidentiality, consent. Emphasis in the interpersonal application of the ethics code and relations that must show all the personnel related of the field. The course is developed from the collaborations investigations, works and oral exhibitions.

**SOST 112      The Human Being and his social surroundings**

**3 Credits**

This course studies the conceptual and critical analysis of human social environment focusing on the main theoretical approaches and social organization, the integration of social and cultural structures, the social norms and roles, social inequality, and deviant behavior, as well as, the social institutions and their functions. The study of social processes, social interaction, and socialization and their consequences for the individual will be emphasized.

**SOST 228      Interpersonal Relations**

**3 Credits**

Philosophical and theoretical study of human and interpersonal relations from the behavioral perspective. Critical analysis and evaluation of human conduct starting with the individual and ending with his/her relationships with others. Emphasis will be on motivational skills, conflict management, decision making, problem solving, and ethical reflections, among others. The course will be carried out through case analysis, research, reflective exercises, group dynamics, and team work. The responsible use of technology will be encouraged.

**SOST 335      Ethics, Morality and Society**

**3 Credits**

Scientific and philosophical analysis of the classic and modern axioms related to ethics, morality, and individual and collective human behavior. The course is also the study of the ethical and moral foundations of society with special attention to the relation between the individual and his/her personal codes of conduct when faced with those held by the community. Emphasis is on the analysis of ethical, moral, and self concepts, as well as how they are modeled, internalized, and impact the vision of a responsible life in society, education, economy, religion, government, and professions; appreciation for the diversity of values within the perspective of a global society. The course will be developed through the study of theoretical contributions and their application to real and hypothetical situations and problems, teamwork, discussion groups, reflections, ethnographic research, and use of the internet. Responsible use of technology will be encouraged.

**SPAC 115      Reading, Writing and Oral Communication in Spanish I**

**3 Credits**

Understanding, handling and use of the Spanish language from a communicative approach. Study and analysis of the text written from the dimension of the understanding and the reading process. Analysis and interpretation of the reading from the frame of reference of: vocabulary in context, central idea; secondary idea, relation of ideas, types of language. Construction of the message written from the oration to the paragraph. Practice and handling of the grammar structures relative to the spelling and score. Development of techniques of oral presentation integrating the technology for the expositive speech. The course is developed by means of discussions of readings, reflections, critics, investigations, supported writing of tests and oral presentations in the technology. It includes laboratory experiences.

**SPAC 116      Reading, Writing and Oral Communication in Spanish II**

**3 Credits**

Study and analysis of the text written from the dimension of the understanding and the reading process. Analysis and interpretation of the reading from the frame of reference of: evaluation of the content of the message (inference, critical analysis, distinction between facts, opinions and assumptions, importance of signification the text, techniques and resources of the author. Construction of the message written from the paragraph and sequence of paragraphs for the coherence of the message. Practice and handling of the grammar structures relative to the imprecision or incretion in the use of the language (barbarisms, solecisms, amphibologies, agreement, pleonasm etc). Development of techniques of oral presentation for the argumentative speech. The course is developed by means of discussions of readings, reflections, critics, investigations, supported writing of tests and oral presentations in the technology. It includes laboratory experiences.

**TOUR 101      Introduction to Tourism**

**3 Credits**

An introduction to the tourism field. Themes such as: history, concepts. Components, impact, tourism organizations, motivations for travel and the application of fundamentals of the tourism industry will be discussed.

**TOUR 102      Tour Guide**

**3 Credits**

Study of the tour guide role and kinds of tour guides. Functions, responsibilities, and requirements of the professional tour guide. Study and analysis concepts like: personality, self-conscience, people, work environment, co-workers, ethics, and special knowledge of the tour guide will be emphasized.

**TOUR 103      Touristic Destinations**

**3 Credits**

A presentation of the tourist attractions of different countries in America with special emphasis on Puerto Rico, South America, Central America, the Caribbean and North America.

**TOUR 115      Tourism Systems**

**3 Credits**

Study of the different impacts that tourism has on destinations. Students will learn about the process of traveler decision making in tourism planning. Emphasis is placed on economy, culture, and the environment impacts. The course will use the Internet as a research tool and MS Words for paper and projects and Power Point for presentations. Pre-requisite: None

**TOUR 112      Hospitality Ethics**

**2 Credits**

Debate of the ethical dilemmas commonly encounters by the hospitality employees. Discussion of overbooking regulations, breach of contract, sexual harassment, professional and personal relationships with peers and supervisors, abuse of power, schedule assignation and lies. Emphasis will be placed in the understanding of morale and its implication. The course will be developed through the analysis of case studies, readings, and day-to-day situations. The course will use the Internet as a research tool, MS Words for paper and projects and Email as means of communication. Pre-requisite: None

**TOUR 204      Marketing Fundamentals for the Tourism Industry**

**3 Credits**

Prepare students to discuss the benefits of the tourism marketing, and design marketing strategies for the industry or for a business. Marketing aspects in the tourism industry or for a business. Marketing aspects in the tourism industry or for a business. Marketing aspects in the tourism industry development of the student's capabilities to plan and conduct a tourist excursion. Requires the complete design, planning, and making of an excursion, including the evaluation process to integrate the needed elements to be successful.

**WEBC 101      HTML**

**3 Credits**

This course introduces students to building a Web Page and teaches the basis HTML tags needs to add color and graphics, or add links to other Web pages.