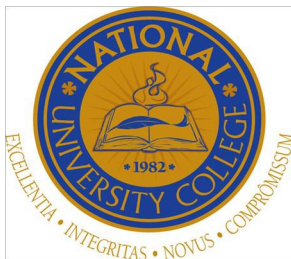


General Catalog

2014 - 2016

CATALOG DISCLAIMER

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



GENERAL CATALOG 2014-2016

MASTER'S, BACHELOR'S AND ASSOCIATE'S DEGREE PROGRAMS

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GENERAL INFORMATION

HISTORY

National University College (NUC) is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor's degree programs in Education, Nursing, Business and Office Systems, among others. The Institution also offers several Master's Degree Programs. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584, under the name of National College of Business and Technology. It began its educational programs in Bayamón in July 1982. In 1984 it opened the Arecibo Branch Campus in Arecibo, Puerto Rico, and in 2003 the Río Grande Branch Campus in Río Grande, Puerto Rico. In September 2007 NUC opened a learning site at San Cristóbal Hospital in Ponce, Puerto Rico. In July 10, 2009 it was converted to the Ponce Branch Campus. In January 2011, NUC opened a Learning Site in Caguas, Puerto Rico. In June 2014, it was converted to the Caguas Branch Campus.

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

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

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

In a short period of time the Institution won the confidence and the respect of the Bayamón and Arecibo communities which facilitated its accelerated and constant development.

The National University College buildings at each of the locations are easily accessible from different areas in Bayamón, Arecibo, Río Grande, Ponce and Caguas, Puerto Rico as from adjacent towns. Each location is at a short distance from the city's main roads. This is in accordance with the Institution's objective of ensuring educational services

are accessible for the socioeconomically disadvantaged population within our society. Each site's strategic location and the ease with which transportation is available offers the students a real alternative to study.

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

MISSION

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

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

INSTITUTIONAL GOALS

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

ACCREDITATION, LICENSING AND ASSOCIATIONS

National University College is licensed by the Puerto Rico Council of Education to offer Master's, Bachelor's and Associate's Degrees.

The Institution is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267)284-5000. The Middle States Commission on Higher Education is a regional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Institution is certified by the United States Department of Education as an eligible institution to administer Title IV federal funds. The Institution is also approved for veterans training.

The Institution is authorized by the Indiana Board for Proprietary Education 101 W. Ohio St., Suite 670 Indianapolis, IN 46204-1984.

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

GOVERNANCE

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

BOARD OF DIRECTORS (CORPORATE BOARD)

- Guillermo Nigaglioni, CPA**...CEO, Puerto Rico Operations, EduK Group
- Jeffrey Leeds**.....Director
- Joel Meyerson**.....Director
- Scott VanHoy**.....Director
- Erik Brooks**.....Director

BOARD OF TRUSTEES

- Antonio Ginorio, CPA**.....Chairman
- Guillermo Nigaglioni, CPA**.....Vice Chair
- Dr. Ramón Claudio**.....Trustee
- Dr. Gloria E. Baquero**.....Trustee
- Marcos A. Vidal**.....Trustee
- Dr. Carmen Z. Claudio**.....Trustee
- Alberto Estrella, Esq.**.....Trustee
- Dr. Sylvette Rivera**.....Trustee
- James Binyon, CPA**.....Trustee
- Minerva Rivera, Esq.**.....Trustee

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

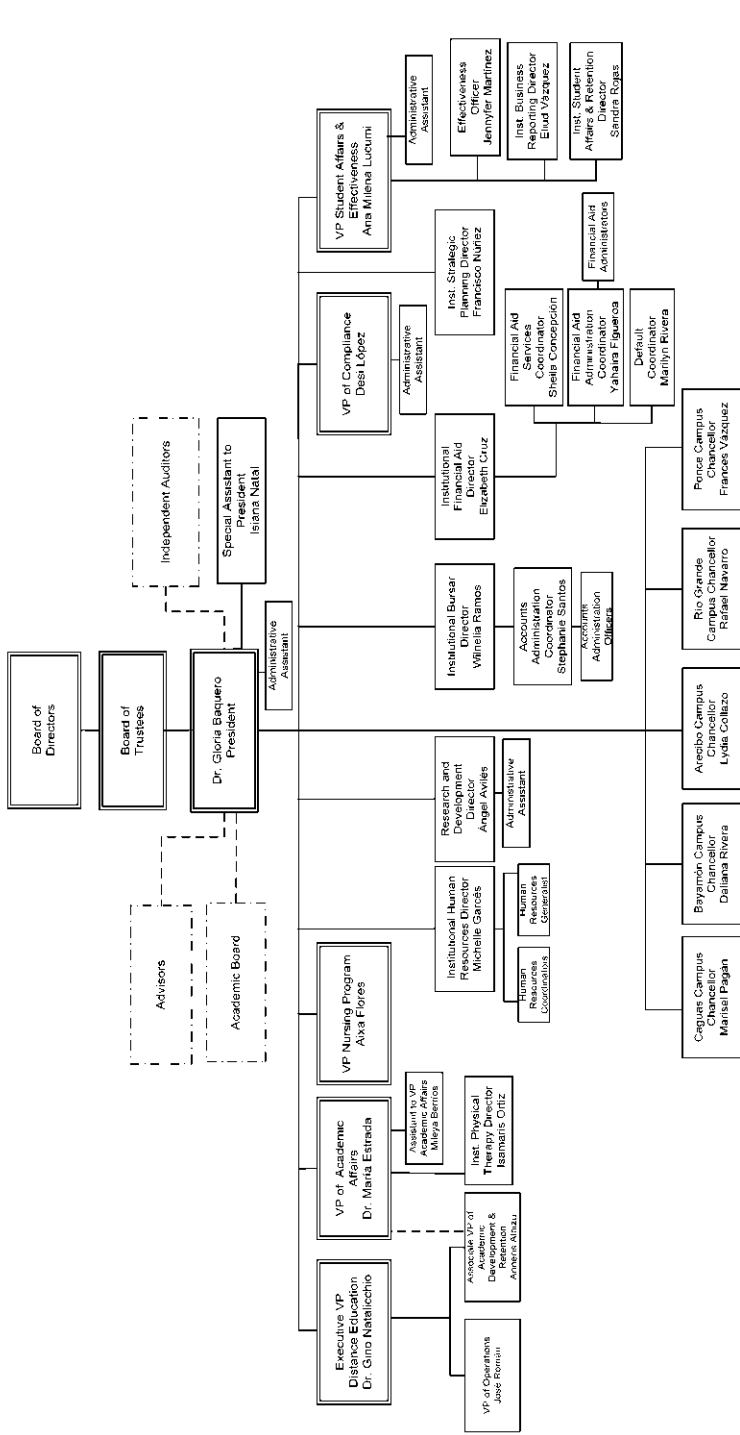
EXECUTIVE COMMITTEE

- Gloria E. Baquero, EdD**.....President
- Guillermo Nigaglioni, CPA**...CEO, Puerto Rico Operations, EduK Group
- Gino Q. Natalicchio**.....Executive Vice President of Distance Education
- Felipe Ramos**.....Planning and Development VP, Facilities Management, Eduk Group
- Desi López**.....Vice President of Compliance
- María Estrada, Ed.D.**.....Vice President of Academic Affairs
- James Binyon, CPA**.....Chief Financial Officer

Ana Milena Lucumi	Vice President of Student Affairs and Effectiveness
Aixa Flores	Vice President of the Nursing Program
Daliana Rivera	Chancellor of Bayamón Main Campus
Lydia Collazo	Chancellor of Arecibo Branch Campus
Rafael Navarro	Chancellor of Río Grande Branch Campus
Frances Vázquez	Chancellor of Ponce Branch Campus
Marisel Pagán	Chancellor of Caguas Branch Campus
Ángel Avilés	Director of Research and Development
Yelitza Gutierrez	Institutional Director of Publicity

INSTITUTIONAL ORGANIZATIONAL CHART

National University College – Institutional

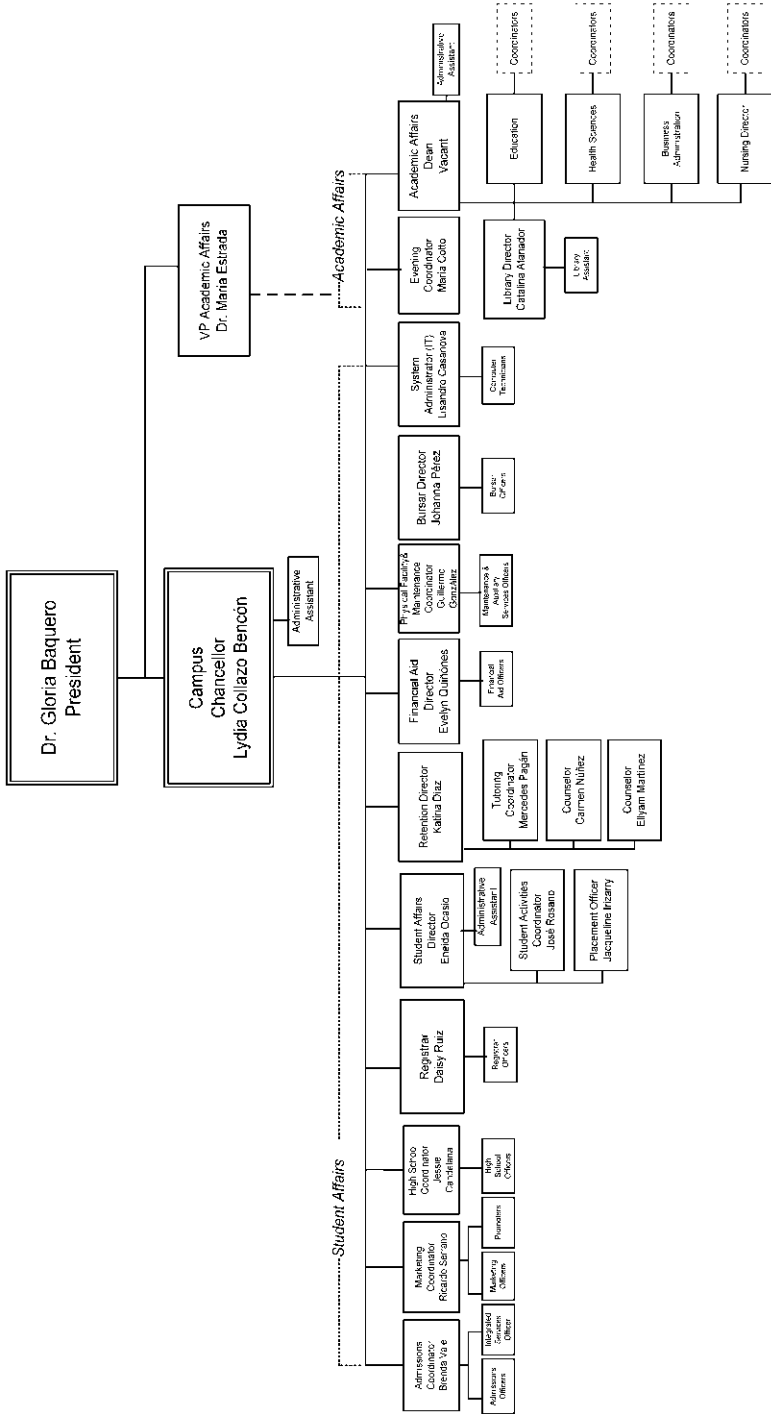


ORGANIZATIONAL CHART
Bayamón Main Campus

ORGANIZATIONAL CHART

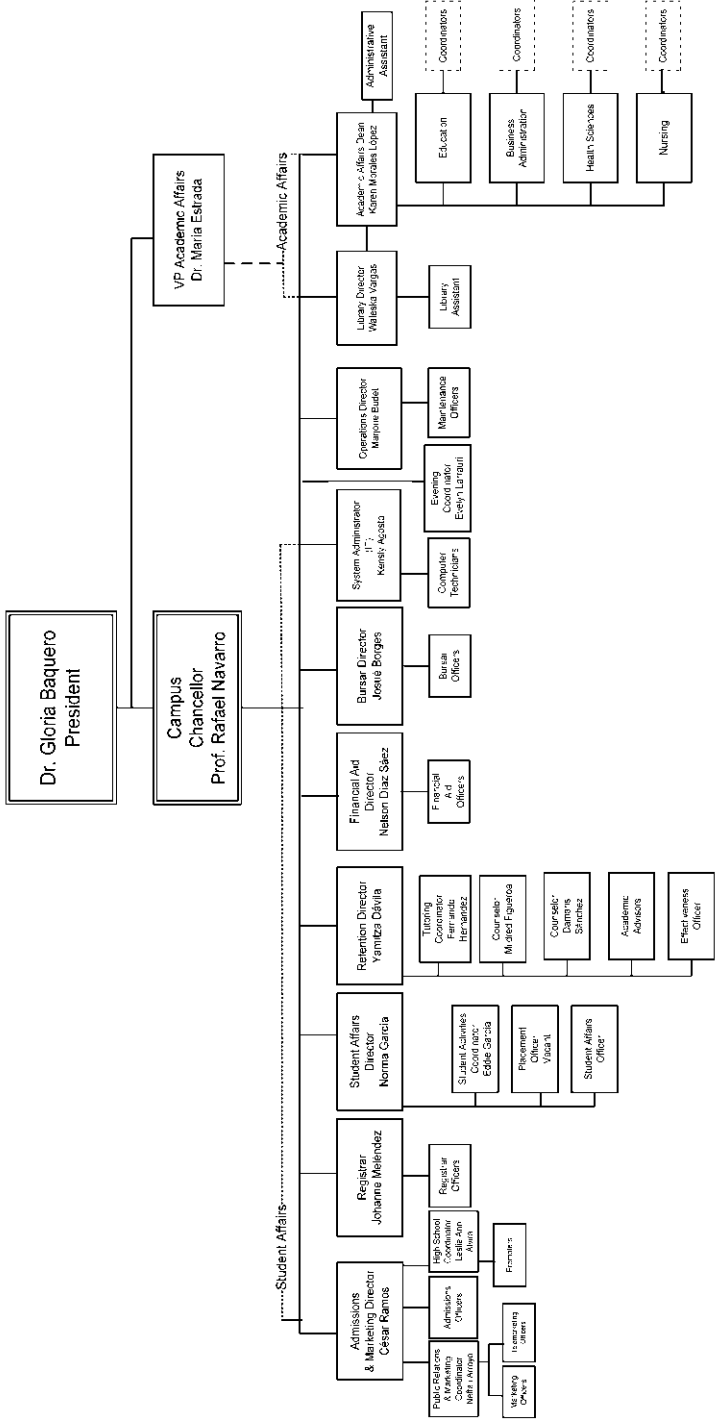
Arecibo Branch Campus

National University College – Arecibo Campus



ORGANIZATIONAL CHART
Río Grande
Branch Campus

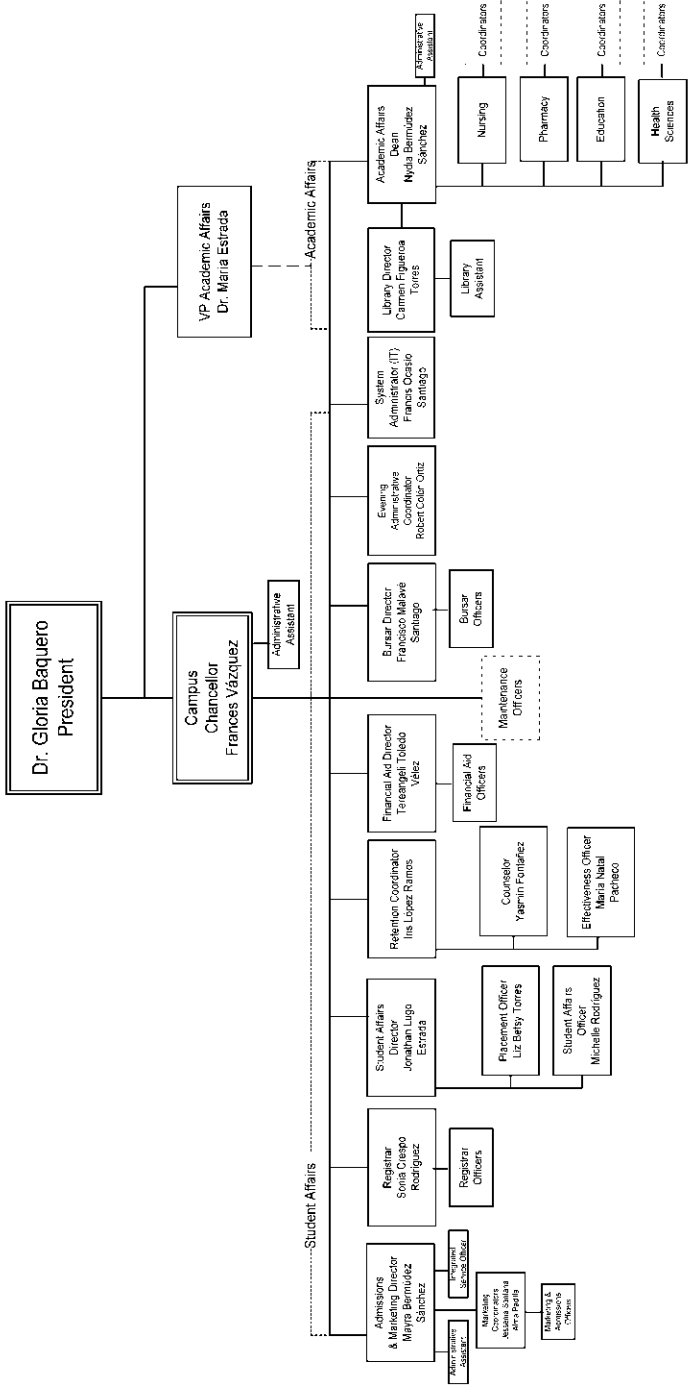
National University College – Río Grande Campus



ORGANIZATIONAL CHART

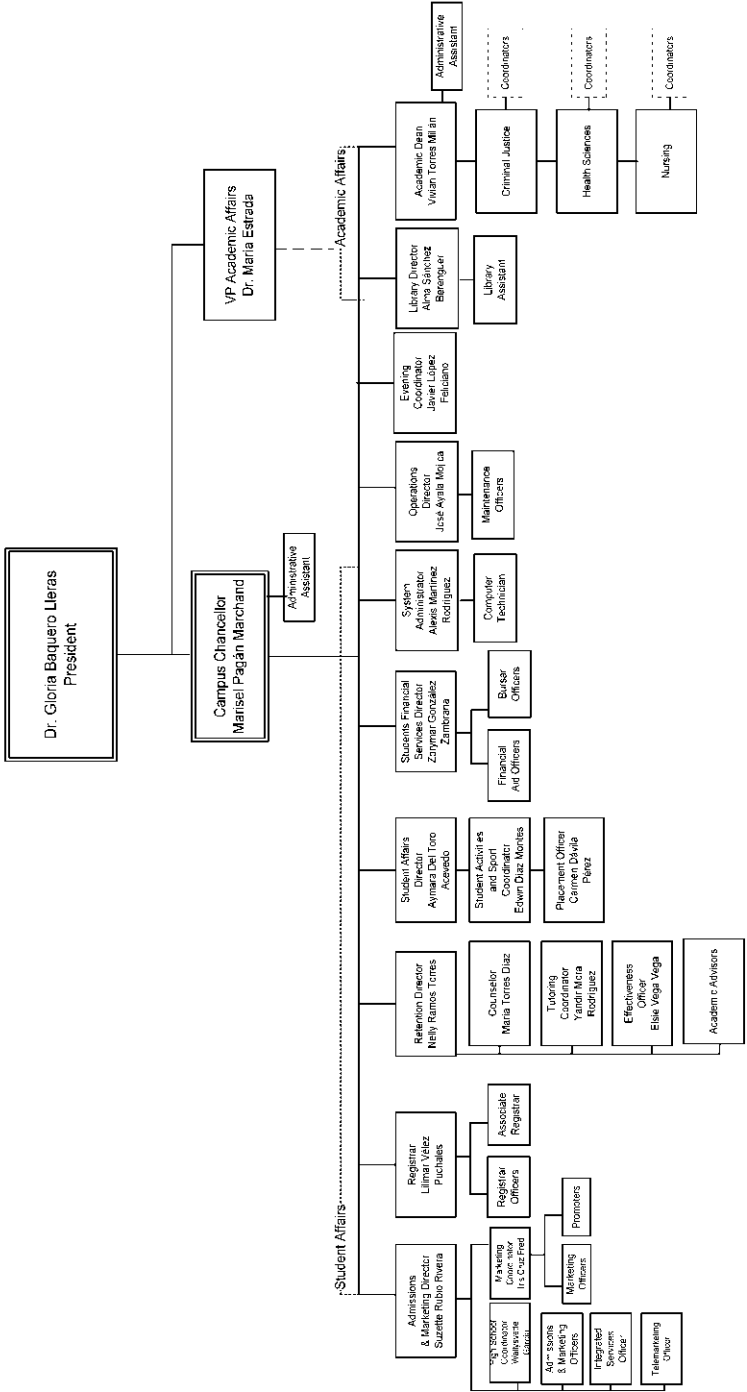
Ponce Branch Campus

National University College – Ponce Campus



ORGANIZATIONAL CHART
Caguas Branch Campus

National University College – Caguas Campus



INSTITUTIONAL ORGANIZATION

NATIONAL UNIVERSITY COLLEGE
ADMINISTRATION

- BAQUERO-LLERAS, GLORIA E.**PRESIDENT
Ed.D., 1997, University of Puerto Rico
MA, 1978, University of Puerto Rico
BA, 1969, University of Puerto Rico
- NIGAGLIONI-VIDAL, GUILLERMO**.....CEO, PUERTO RICO
CPA, 1990 OPERATIONS, EDUK GROUP
BS, 1990, Washington University
- LÓPEZ-PADILLA, DESI**.....VP OF COMPLIANCE
MA, 1974, Montclair State College, New Jersey
BA, 1973, City College of New York
- ESTRADA-PEÑA, MARÍA**.....VP OF ACADEMIC AFFAIRS
Ed.D, 2005, Interamerican University of Puerto Rico
MAE, 1988, University of Phoenix
BAE, 1974, University of Puerto Rico
- FLORES-PÉREZ, AIXA M.**VP OF THE NURSING PROGRAM
MSN, 1998, University of Puerto Rico
BSN, 1983, University of Puerto Rico
AD, 1981, University of Puerto Rico
- LUCUMI-OROSTEGUI, ANA MILENA**.....VP OF STUDENT
MAE, 1996, Sacred Heart University AFFAIRS AND
INSTITUTIONAL
EFFECTIVENESS
- NATAL-PACHECO, ISIANA**.....SPECIAL ASSISTANT TO THE
BA, 2005, University of Puerto Rico PRESIDENT
- AVILÉS-CASTAÑÓN, ÁNGEL**.....DIRECTOR OF RESEARCH
MS, 1994, Carlos Albizu University AND DEVELOPMENT
MA, 1986, Pontifical Catholic University of PR
BA, 1984, Pontifical Catholic University of PR
- NÚÑEZ-AQUINO, FRANCISCO**.....INSTITUTIONAL STRATEGIC
PhD, 2005, Pontifical Catholic University of PR PLANNING
MA, 1992, Interamerican University of Puerto Rico DIRECTOR
BA, 1983, University of Puerto Rico

INSTITUTIONAL ADMINISTRATION

BERRÍOS-AGOSTO, MILEYA	ASSISTANT TO VP OF ACADEMIC AFFAIRS
BEd, 2003, National University College	
CABRERA-TORRES, NOÉ	JR. ACCOUNTANT
BBA, 1999, Interamerican University of Puerto Rico	
CONCEPCIÓN-MARTÍNEZ, SHEILA	FINANCIAL AID SERVICES COORDINATOR
BA, 2004, University of Puerto Rico	
CRUZ-RIVERA, ELIZABETH	INSTITUTIONAL FINANCIAL AID DIRECTOR
FIGUEROA-SANABRIA, YAHAIRA	FINANCIAL AID ADMINISTRATION COORDINATOR
FONTÁNEZ-VÁZQUEZ, MILIANA	FINANCIAL AID ADMINISTRATOR
GARCÉS-RIVERA, MICHELLE	INSTITUTIONAL HUMAN RESOURCES DIRECTOR
MA, 2001, University of Puerto Rico	
BA, 1987, University of Puerto Rico	
GONZÁLEZ-MONTES, AZARIA	ACCOUNTS ADMINISTRATION OFFICER
BBA, 2012, National University College	
GONZÁLEZ-ROMÁN, MARIADEL	ADMINISTRATIVE ASSISTANT
BSS, 1993, American University	
HALLMAN-NAVARRO, VANESSA	ADMINISTRATIVE ASSISTANT
HERNÁNDEZ-ALCÁZAR, MAYDEE	ACCOUNTS PAYABLE OFFICER
MARTÍNEZ-MELÉNDEZ, JENNYFER	INSTITUTIONAL EFFECTIVENESS OFFICER
BA, 2006, National University College	
MARTÍNEZ-RÍOS, SULEYKA	FINANCIAL AID ADMINISTRATION

- MATOS-CORTÉS, HILDA**.....HUMAN RESOURCES
BAE, 1967, University of Puerto Rico COORDINATOR
- ORTEGA-NEVÁREZ, WANDA**.....ADMINISTRATIVE
ASSISTANT
- ORTIZ-FUENTES, ISAMARIS**.....INSTITUTIONAL PHYSICAL
DPT, 2013, University of Montana THERAPY DIRECTOR
BS, 2002, University of Puerto Rico
- ORTIZ-NIEVES, SHAYMET Z.**.....HUMAN RESOURCES
BA, 2008, National University College COORDINATOR
- ORTIZ-RAMOS, WILBERTO**.....SYSTEM ANALYST III
BBA, 1995, American University
- PÉREZ-FONTÁNEZ, JOYSELLIE**.....ADMINISTRATIVE
BA, 2002, Universidad del Turabo ASSISTANT
- RAMOS-TORRES, WILNELIA**.....INSTITUTIONAL BURSAR
DIRECTOR
- REYES-VIERA, AILEEN**.....ACCOUNT ADMINISTRATION
OFFICER
- RIVERA-CASTRO, MARILYN**.....DEFAULT PREVENTION
BBA, 2004, Interamerican University of Puerto Rico COORDINATOR
- RIVERA-VÁZQUEZ, JANNETTE**.....ACCOUNTS
ADMINISTRATION OFFICER
- RIVERA-VELÁZQUEZ, YONAI M.**.....FINANCIAL
AID ADMINISTRATOR
- RODRÍGUEZ-DÍAZ, EVELYN**.....PAYROLL OFFICER
BBA, 1986, University of Puerto Rico
- ROJAS-MARRERO, SANDRA**.....INSTITUTIONAL STUDENT
MS, 2009, University of Phoenix AFFAIRS & RETENTION
BS, 2004, Universidad del Turabo DIRECTOR

ROSARIO-ANDINO, NANETTEADMINISTRATIVE
BOA, 2006, Universidad del Este ASSISTANT

SANTOS-MARRERO, STEPHANIE...ACCOUNT ADMINISTRATION
BBA, 2010, University of Puerto Rico COORDINATOR

VÁZQUEZ-SANTIAGO, ELIUD.....INSTITUTIONAL BUSINESS
BA, 2007, Caribbean University REPORTING DIRECTOR

BAYAMÓN MAIN CAMPUS
ADMINISTRATION

AGUIRRE-ESQUILÍN, AIXA.....COUNSELOR
M.Ed., 2012, American University
MA, 2006, University of Puerto Rico
BA, 1998, University of Puerto Rico

AMAYA-MARTÍNEZ, KARLA M......LIBRARY ASSISTANT
M.Ed., 2013, Universidad del Turabo
BE.d., 2005 National University College

APONTE-RODRÍGUEZ, XIOMARA.....INTEGRATED SERVICES
BBA, 2006, Universidad Central de Bayamón OFFICER

AROCHO-DE JESÚS, LAURA.....ACADEMIC ADVISOR
BAE, 2008, University of Puerto Rico

AYALA-LOZADA, ELBA.....ADMINISTRATIVE ASSISTANT

ALICEA-VALENTÍN, LILIANA.....TUTORING COORDINATOR

BÁEZ-TORRES, JULIO.....MAINTENANCE OFFICER

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

BURGOS-PANTOJAS, MARÍA DE L......REGISTRAR OFFICER

CARRERO-RUIZ, EMMANUEL.....TELEMARKETING OFFICER

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

CANEPAS-CAMPOS, MARCELO.....MAINTENANCE OFFICER

COLLAZO-CAÑIZARES, ALEXANDRA.....EFFECTIVENESS
OFFICER

CORE-QUIÑONES, LISA.....FINANCIAL AID OFFICER

COSME-ROSARIO, DIEGO.....MARKETING OFFICER

- COTTO-CASTELLANO, ZULEIKA**.....STUDENT AFFAIRS
 MA, 2013, Universidad Central de Bayamón OFFICER
 BS, 2010 University of Puerto Rico
- CRUZ-BADILLO, ROSELINDA**.....ADMINISTRATIVE ASSISTANT
- CRUZADO-ARCE, MIGUEL**.....MAINTENANCE OFFICER
- DÍAZ-ARANA, ELAINE**.....MARKETING OFFICER
- DURÁN-CASTANOS, JUANA**.....PHARMACY
 PRACTICES COORDINATOR
- ERAZO-COLÓN, LUIS**.....COMPUTER TECHNICIAN
- FALCÓN-DIAZ, MICHELE**.....FINANCIAL AID OFFICER
 BBA, 2009, University of Puerto Rico
- FIGUEROA-RODRÍGUEZ, ADADÍN**.....MAINTENANCE OFFICER
- GARCÍA-DE-LOS-SANTOS, LICET**.....BASICS SKILLS
 MSN, 2013, Universidad del Turabo LAB TECHNICIAN
 BSN, 2010 University of Puerto Rico
- GARCÍA-FIGUEROA, HÉCTOR**.....EVENING COORDINATOR
 MBA, 2008, University of Phoenix
 BA, 2002, University of Puerto Rico
- GONZÁLEZ-ORTIZ, MARÍA**.....ADMINISTRATIVE ASSISTANT
 BA, 1994, Universidad Central de Bayamón
- GONZÁLEZ-RODRÍGUEZ, BLANCA**.....ENROLLMENT AND
 ADMISSIONS COORDINATOR
- GONZÁLEZ-SANTIAGO, NEREIDA**.....FINANCIAL AID OFFICER
 BBA, 1978, Interamerican University of Puerto Rico
- GONZÁLEZ-TORRES, EDNA**.....ADMISSIONS OFFICER
 BA, 2005, Pontifical Catholic University of PR
- IRIZARRY-MOLINA CARMEN L.**.....ADMINISTRATIVE
 ASSISTANT
- LEÓN-CUEVAS, CARLOS**.....DATA ENTRY

- LÓPEZ-SANTIAGO, EMMELINE K.**ADMISSIONS
MBA, 2007, University of Phoenix AND MARKETING DIRECTOR
BA, 2005, University of Puerto Rico
- MALDONADO-GONZÁLEZ, YARITZA**.....BURSAR OFFICER
- MARTÍNEZ-CEBOLLERO, EFRAÍN**.....ACADEMIC ADVISOR
BS, 2013, University of Puerto Rico
- MARTÍNEZ-RIVERA, MILETTE**.....FINANCIAL AID OFFICER
- MÁRQUES-WAREN, MÓNICA**.....REGISTRAR OFFICER
BBA, 2010, Interamerican University of Puerto Rico
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BOS, 2013, National University College
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BBA, 1998, Interamerican University of Puerto Rico
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BA, 2000, Interamerican University of Puerto Rico AND SPORTS
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- VÁZQUEZ-VÁZQUEZ, YAZMÍN**.....ADMINISTRATIVE
BBA, 2006, National University College ASSISTANT
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ALVARADO-ALVARADO, AURANYDACCREDITATION
MA, 2009, Universidad del Turabo SPECIALIST
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ALVARADO-RAMOS, WASKARFACILITIES
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CAMERON-RIVERA, EMMANUEL.....ADMISSIONS OFFICER

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- CARRILES-LÓPEZ, OSVALDO**.....STUDENT SUPPORT
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BA, 2007, University of Puerto Rico
- CARTY-DEL ROSARIO, MARIELLI**.....ADMISSIONS OFFICER
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- CINTRÓN-MUSIGNAC, BRYAN**.....ADMISSION OFFICER
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BA, 2012, Caribbean University NEW STUDENTS
- COLÓN-MORALES, KENNY**.....QUALITY COURSE SPECIALIST
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- CORDERO-REYES, CAROL**.....REGISTRAR OFFICER
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- COTTO TORRES, XAVIER**INFORMATION TECHNOLOGY
BA, 2012, National University College TECHNICIAN
- CRESPO-COLÓN, JOANNE**.....FINANCIAL ANALYST
BBA, 2006, Interamerican University of Puerto Rico
- CROUCH-SANTOS, DENISSE**.....BURSAR MANAGER
BBA, 2012, John Dewey College
- CRUZ-REYES, SHAMELY**.....FINANCIAL AID OFFICER
BA, 2005, National University Pedro Henriquez Ureña, DR
- CUEVAS-RIVERA, EDWIN**.....FINANCIAL AID OFFICER
BBA, 2003, University of Puerto Rico
- DEL VALLE-MORELL, MARÍA DE LOS ÁNGELES**.....SENIOR
BA, 1995, Purdue University of West Lafayette, IN DIRECTOR
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- DÍAZ-BERMÚDEZ, ÁNGEL**.....ADMISSIONS OFFICER
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- DÍAZ-SALGADO, LEANDRO**.....QUALITY COURSE
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- FLORAN-LUGO, LIZNERIE**.....DEGREE PLANNER
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- FORTI-PAGÁN, KARLA**.....DIRECTOR OF STUDENT
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BBA, 1999, Polytechnic University of PR
- GARRAMUNO-BECERRA, VALENTINA**.....LMS COMMUNITY
BA, 2012, Sacred Heart University CONTENT MANAGER
- GÓMEZ-VÉLEZ, EDNA**ASSOCIATE DIRECTOR OF
BBA, 2012, University of Puerto Rico FINANCIAL AID
- GONZÁLEZ-BIGIO, KARLA**.....REGISTRAR OFFICER
- GONZÁLEZ-FAJARDO, ALICIA**ADMISSIONS OFFICER
- HOMS-GONZÁLEZ, JENNIFER**.....ACADEMIC ADVISOR
BS, 2003, University of Puerto Rico
- JUSTICIA-LEÓN, NORMAN**.....CAREER SERVICES
COORDINATOR
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BA, 1999, Interamerican University of Puerto Rico
- MAICHEL-THIELS, ADOLFO**.....IT ANALYST
BBA, 1985, School of Business Administration of Colombia
- MARTÍNEZ-MARZÁN, LUIS**.....TECHNOLOGY INFORMATION
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BBA, 2004, University of Puerto Rico GENERALIST
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BBA, 2010, University of Puerto Rico COUNSELOR
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MAEd, 2012, Sacred Heart University DIRECTOR
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BA, 2011, Universidad del Turabo	
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BA, 2004, Universidad del Turabo	
MAYOL-ANDUJAR, KARLA	FINANCIAL AID OFFICER
BBA, 2009, University of Puerto Rico	
MEDINA-HERNÁNDEZ, ANA I.	LIBRARIAN
MLS, 2002, University of Puerto Rico	
BS, 1997, University of Puerto Rico	
MELÉNDEZ-ROSADO, MANUEL	BUSINESS AND FINANCE MANAGER
BA, 2012, University of Puerto Rico	
MIRANDA-ALFONSO, ROBERTO	MILITARY BENEFITS COORDINATOR
BBA, 2010, Universidad del Este	
MONTERO-FÉLIX, JOEL	ASSOCIATE DIRECTOR OF ADMISSION
BS, 2009, University of Florida	
MONTES-FIGUEROA, SYLVIA	ADMISSION OFFICER
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NATALICCHIO, GINO	EXECUTIVE VICE PRESIDENT OF DISTANCE EDUCATION
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NIEVES-RIVERA, JOSÉ	ADMISSION OFFICER
NIEVES-TORRES, MAR-IAM	WEB & SOCIAL MEDIA SPECIALIST
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VEGA-ORTIZ, KAREN L......ASSOCIATE DIRECTOR
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MA, 2012, University del Turabo COORDINATOR
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CARRIÓN-MATOS, BRENDA LIZ.....NURSING
MSN, 2005, University of Puerto Rico
BSN, 2000, University of Puerto Rico

COLÓN-TORRES, MARIE J.GENERAL EDUCATION
MaE, 1996, University of Phoenix
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DELIZ-CARDE, WILFREDO.....BUSINESS ADMINISTRATION
MBA, 1999, University of Puerto Rico DIRECTOR
BBA, 1987, University of Puerto Rico
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DEL TORO-HERNÁNDEZ, RAFAEL.....GRADUATE PROGRAM
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MA, 1998, Pontifical Catholic University of PR
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FIGUEROA-AGOSTO, MANUEL.....BUSINESS ADMINISTRATION
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MA, 1998, Interamerican University of Puerto Rico
BBA, 1993, Interamerican University of Puerto Rico

GONZÁLEZ-RAMOS, MARÍA I......NURSING
MSN, 2010, Interamerican University of Puerto Rico
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GONZÁLEZ-RAMÍREZ, ISMAEL.....TECHNOLOGY
MBA, 2006, University of Phoenix
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- HERNÁNDEZ-ORTIZ, JOSÉ**.....TECHNOLOGY
 MA, 2007, EDP College
 BA, 1986, EDP College
- LLERANDI-FLORES, LORENA**.....GENERAL EDUCATION
 MS, 2005, Pontifical Catholic University of PR
 BA, 2002, University of Puerto Rico
- LÓPEZ-MARTÍNEZ, JOSÉ**.....BUSINESS ADMINISTRATION
 MBA, 2003, Universidad del Turabo COORDINATOR
 BBA, 2001, Columbia College
- MALDONADO-RÍOS, MIRNA J.**.....GENERAL EDUCATION
 MA, 2004, Interamerican University of Puerto Rico
 BA, 1998, University of Puerto Rico
- MIRANDA-ROSARIO, SOLANGEL**.....GENERAL EDUCATION
 MA, 2006, Universidad del Turabo
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- MONTALVO-QUINTERO, LAURA**.....CRIMINAL JUSTICE
 MA, 2009, Interamerican University of Puerto Rico COORDINATOR
 BA, 2007, Sacred Heart University
- MORALES-VELÁZQUEZ, KARILYN**.....NURSING
 MSN, 2005, University of Puerto Rico COORDINATOR
 BSN, 2000, University of Puerto Rico
- ORTIZ-VÁZQUEZ, RAQUEL**.....GENERAL EDUCATION
 MS, 2009, Pontifical Catholic University of PR
 BS, 2003, Pennsylvania State University
- RIVERA-GARCÍA, JUAN**.....GENERAL EDUCATION
 MA, 2000, University of Phoenix
 BS, 1976, University of Puerto Rico
- RIVERA-JIMÉNEZ, CINTHIA**.....NURSING
 MSN, 2010, Interamerican University of Puerto Rico
 MEd, 2005, Interamerican University of Puerto Rico
 BSN, 2000, Interamerican University of Puerto Rico

- RIVERA-LÓPEZ, ANGIEMARIE**.....GENERAL EDUCATION
 EdD, 2003, Interamerican University of Puerto Rico
 MSED, 1990, Dowling College of Long Island
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 MSN, 2005, University of Puerto Rico DIRECTOR
 BSN, 2002, University of Puerto Rico
- ROSARIO-CRUZ, HARRY**.....GENERAL EDUCATION
 MA, 1990, Graduate School of Southern Puerto Rico
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- SÁNCHEZ-VEGA, ALEXIS**.....CRIMINAL JUSTICE
 JD, 2008, University of Puerto Rico
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- SÁNCHEZ-VEGA, ZORAYA**.....CRIMINAL JUSTICE
 MA, 1997, Interamerican University of Puerto Rico
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- TORRES-ACEVEDO, JESÚS**.....BUSINESS ADMINISTRATION
 MBA, 2000, University of Phoenix
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 CPA, 2011, Puerto Rico State Department
- VELILLA-GARCÍA, CARMEN**.....BUSINESS ADMINISTRATION
 Ph.D, 2005, Interamerican University of Puerto Rico
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ADMINISTRATION

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BA, 1999, Interamerican University of Puerto Rico
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BBA, 2006, National University College
- AFANADOR-CRUZ, CATALINA**LIBRARY DIRECTOR
M.Ed., 2008, Universidad del Turabo
BBA, 2006, Universidad del Este
- ARROYO-PÉREZ, ÁNGEL**.....TECHNOLOGICAL
LAB TECHNICIAN
- BELTRÁN-IRIZARRY, IRIS**.....ADMINISTRATIVE
ASSISTANT
- CANDELARIA-PORTALATÍN, JESSIE**.....HIGH SCHOOLS
COORDINATOR
BS, 2004, University of Puerto Rico
- CARRILLO-NIEVES, STEPHANIE O.**ADMINISTRATIVE
ASSISTANT
BS, 2007, University of Puerto Rico
- CASANOVA-SERRANO, LISANDRO**.....SYSTEMS
ADMINISTRATOR
BBA, 2003, American University of PR
- COLLAZO-BENCÓN, LYDIA M.**CHANCELLOR
MA, 1997, Interamerican University of Puerto Rico
BA, 1987, University of Puerto Rico
- CORREA-SANTIAGO, LISSETTE**.....ADMISSIONS
OFFICER
BEd, 2004, National University College
- COTTO-ROJAS, MARÍA E.**EVENING COORDINATOR
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- DÍAZ-AVILÉS, KATIRIA**.....RETENTION DIRECTOR
MSW, 2010, Pontifical catholic University of PR
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BBA, 2009, National University College

- DÍAZ RAMÍREZ, CHRISTYLORRAINE**.....MARKETING OFFICER
- ESTRADA-MELÉNDEZ, MARITZABEL**.....FINANCIAL AID OFFICER
BBA, 2010, University of Puerto Rico
- FELICIANO-GONZÁLEZ, MARILYN**.....ADMINISTRATIVE ASSISTANT
BA, 2007, National University College
- FLORES-CRUZ, LUIS A.**.....COMPUTER TECHNICIAN
BEd, 2004, National University College
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BA, 2005, National University College
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Med, 2002, Universidad del Turabo
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BBA, 1995, Interamerican University of Puerto Rico
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- MALDONADO-CONCEPCIÓN, EDWIN**.....MAINTENANCE OFFICER
- MARTÍNEZ-GONZÁLEZ, ELLYAM**.....COUNSELOR
MAE, 2012, Universidad Central de Bayamón
- MERCADO-PÉREZ, MARIBEL**.....ADMISSIONS OFFICER
BA, 2009, National University College
- MORALES-FIGUEROA, EVELYN**.....BURSAR OFFICER
BBA, 2006, National University College

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- PÉREZ-MATOS, JOHANA**.....BURSAR DIRECTOR
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- PÉREZ-PÉREZ, MIGUEL A.**.....MAINTENANCE OFFICER
- PÉREZ-RODRÍGUEZ, JOSÉ A.**.....AUXILIARY SERVICES
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- PLUMEY-SERRANO, GILBERTO**.....MAINTENANCE
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BA, 2010, National University College

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BA, 2005, National University College
- ROSARIO-CRUZ, JOSÉ A.**STUDENT ACTIVITIES AND SPORT MA, 2007, Caribbean University COORDINATOR
BA, 1993, Interamerican University of Puerto Rico
- ROSARIO-RAMOS, MARITZA**.....REGISTRAR OFFICER
BOS, 2010, National University College
- RUÍZ-OCASIO, DAISY**.....REGISTRAR
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BBA, 1990, University of Puerto Rico
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BSBA, 2003, University of Puerto Rico
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BOS, 2007, National University College
- SERRANO-RÍOS, MICHELL O.**MAINTENANCE OFFICER
- SERRANO-VEGA, RICARDO**.....MARKETING COORDINATOR
MBA, 2011, University of Phoenix
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- SINDO-RIVERA, OMAIRA**.....BURSAR OFFICER
BBA, 1998, Interamerican University of Puerto Rico
- TOLEDO-COLLET, WANDA I.**BASICS SKILLS LAB. TECHNICIAN
BSN, 2009, National University College
- TORRES-BELTRÁN, ALEX**.....INTEGRATED SERVICES OFFICER
BEEd, 2006, National University College
- TORRES-SERRANO, HÉCTOR M.**MAINTENANCE OFFICER
- VALE-VARGAS, BRENDA L.**.....ADMISSIONS COORDINATOR
BBA, 2003, University of Puerto Rico

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

BARRETO-VELÁZQUEZ, GRELLIANE...EDUCATION DIRECTOR
MA, 2000, University of Phoenix
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BATISTA-GONZÁLEZ, MADELINE.....NURSING
MSN, 2004, University of Puerto Rico
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BRAVO-RODRÍGUEZ, MARÍA DE LOS A......SPANISH
MA, 1991, University of Puerto Rico
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CAJIGAS-CAJIGAS, JOSÉ M.ELECTRONICS AND
BS, 1998, University of Puerto Rico ELECTRICITY
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AD, 1985, University of Puerto Rico

CHACÓN-DORTA, CRISTINA.....CRIMINAL JUSTICE
MPA, 2013, Universidad del Turabo COORDINATOR
BA, 2010, Interamerican University of PR

CRESPO-RIVERA, ADELAIDA.....NETWORK TECHNOLOGY
MS, 2006, Interamerican University of PR
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DELGADO-OJEDA, YOLANDA.....BUSINESS ADMINISTRATION
MBA, 2000, University of Phoenix
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- ESCOBAR-RIVERA, DORITZA**.....PHYSICAL THERAPY
MS, 2008, University of Puerto Rico
COORDINATOR
BS, 2006, University of Puerto Rico
- GÓMEZ-SEDA, GREGORIO**.....BUSINESS ADMINISTRATION
MBA, 2001, Webster University
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AD, 1976, University of Puerto Rico
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MS, 1999, University of Puerto Rico
BAE, 1994, University of Puerto Rico
- MÁRQUEZ-MAISONET, ABIGAIL**.....NURSING
MSN, 2010, Caribbean University
BSN, 2007, National University College
- MARTÍNEZ-PÉREZ, GAISY**.....EDUCATION PROFESSOR
MAE, 1997, University of Phoenix
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- MELÉNDEZ-CASTRO, IRMA**.....BUSINESS ADMINISTRATION
MBA, 1996, Sacred Heart University
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BS, 1985, University of Puerto Rico
DEPARTMENT DIRECTOR
AS, 1983, University of Puerto Rico
- MORALES-MERCADO, JUAN**.....NURSING
MSN, 2000, University of Puerto Rico
BSN, 1987, University of Puerto Rico
ASN, 1985, University of Puerto Rico
- NIEVES-NATAL, JOSÉ**.....PHARMACY PROFESSOR
MD, 2006, Universidad Iberoamericana
- OCASIO-REILLO, ANA**.....NETWORK TECHNOLOGY
MBA, 2012, Sacred Heart University
BS, 1984, University of Puerto Rico
- PADÍN-GUMÁ, WANDA**.....PHARMACY COORDINATOR
MA, 2000, University of Phoenix
BS, 1988, University of Puerto Rico

- PÉREZ-LUGO, ARNALDO**.....DENTAL ASSISTANT
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Autonomous University of Puebla, México
- QUIJANO-RIVERA, AMELIA**.....ENGLISH
MA, 1985, Interamerican University of Puerto Rico
BA, 1975, University of Puerto Rico
- ROBLES-ORTIZ, NILSA**.....NURSING
MSN, 1987, University of Puerto Rico
BSN, 1982, University of Puerto Rico
- RODRÍGUEZ-AQUINO, ISRAEL**.....PHARMACY
BSPH, 1998, University of Puerto Rico
- ROMÁN-SUÁREZ, JOSEPH**.....NURSING DIRECTOR
MSN, 2003, University of Puerto Rico
BSN, 1998, University of Puerto Rico
ASN, 1993, Interamerican University of Puerto Rico
- TERRÓN-RIVERA, NORMA**.....NURSING
MSN, 2002, University of Puerto Rico
BSN, 1993, University of Puerto Rico
ADN, 1977, University of Puerto Rico
- TORRES-PÉREZ, CLOTILDE**.....OFFICE SYSTEMS
MA, 2000, Interamerican University of Puerto Rico
BA, 1985, University of Puerto Rico
AS, 1983, University of Puerto Rico
- TORRES, LINETTE**.....PHARMACY TECHNICIAN
BSPH., 2005, University of Puerto Rico

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ADMINISTRATION

- ACEVEDO-PENA, YOLANDA**.....REGISTRAR OFFICER
BBA, 2002 Interamerican University of Puerto Rico
- AGOSTO-PAGÁN, KENSLEY**.....SYSTEM ADMINISTRATOR
BA, 2008, National University College
- ALVIRA-GONZÁLEZ, LESLIE A.**.....HIGH SCHOOLS
BBA, 2003, Interamerican University of Puerto Rico COORDINATOR
- ARROYO-RAMOS, NEFTALÍ**.....PUBLIC RELATIONS AND
MARKETING COORDINATOR
- BORGES-FIGUEROA, JOSUÉ**.....BURSAR DIRECTOR
BBA, 2011, University of Puerto Rico
- BUDET-GUEITS, MARJORIE**.....OPERATIONS DIRECTOR
- CEPEDA-ARROYO, ASHLEY**.....LIBRARY ASSISTANT
- COLLADO-RODRÍGUEZ, DAVID**.....COMPUTER TECHNICIAN
BIT, 2009, National University College
- DÁVILA-DÁVILA, YAMITZA**.....RETENTION DIRECTOR
MA, 2013, University of Puerto Rico
- DE LEÓN-RIVERA, FRANCES**.....ADMINISTRATIVE ASSISTANT
- DÍAZ-SÁEZ, NELSON**.....FINANCIAL AID DIRECTOR
BBA, 2001, American University
- DURAND-RIVERA, DENISSE**.....MARKETING OFFICER
- FIGUEROA-CARRIÓN, JEYLIANNIE**....FINANCIAL AID OFFICER
BOS, 2012, National University College
- FIGUEROA-DÁVILA, MILDRED**COUNSELOR
MEd, 2008, University of Phoenix
BS, 1994, Interamerican University of Puerto Rico
- FIGUEROA-MIRANDA, HÉCTOR**.....MAINTENANCE OFFICER

- FIGUEROA-VEGA, ROSA**.....LIBRARY ASSISTANT
- FLORES-LÓPEZ, GISELLE**.....ADMINISTRATIVE ASSISTANT
BA, 2010, National University College
- FORTIS-TORRES, MARÍA V.**MAINTENANCE OFFICER
- FRAGUADA-MONSERRATE, LORNA**.....PLACEMENT OFFICER
BBA, 2005, Universidad del Este
- FUENTES-CANALES, IVELISSE**.....FINANCIAL AID OFFICER
- GARCÍA-CRUZ, EDDIE**.....STUDENT ACTIVITIES AND SPORTS
BA, 1997, Pontifical Catholic University of PR COORDINATOR
- GARCÍA-MARTINEZ, NORMA I.**STUDENT AFFAIRS
MA, 1997, Interamerican University of Puerto Rico DIRECTOR
BA, 1994, Universidad Central de Bayamón
- GONZÁLEZ-MILIÁN, FRANCIS Y.**ADMINISTRATIVE
BA, 2007, National University College ASSISTANT
- GUTIÉRREZ-VÁZQUEZ, NANCY**.....ADMISSIONS OFFICER
- HERNÁNDEZ-LÓPEZ, FERNANDO**.....TUTORING
MA, 2010, Interamerican University COORDINATOR
BEEd, 2004, University of Puerto Rico
- IRIZARRY-ARROYO, MARIXA**BASICS SKILLS LABORATORY
BSN, 1994, Pontifical Catholic University of PR TECHNICIAN
- LARRAURI-SÁNCHEZ, EVELYN**.....EVENING COORDINATOR
BA, 2010, National University College
- LASANTA-REYES, VÍCTOR M.**COMPUTER TECHNICIAN
BA, 2010, National University College
- LAUREANO-LEBRÓN, IVELISSE**.....REGISTRAR OFFICER
- LÓPEZ-CALO, LILLIAM**.....REGISTRAR OFFICER
BA, 2007, National University College

LÓPEZ-ROSA, ILEANA	BURSAR OFFICER
MEDINA-MELÉNDEZ, MADELEINE	ADMINISTRATIVE ASSISTANT
BA, 1994, Universidad Metropolitana	
MELÉNDEZ-ADORNO, JOHANNE	REGISTRAR
MBA, 2008, University of Phoenix	
BBA, 1991, Interamerican University of Puerto Rico	
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MILLÁN-QUIÑONES, JENNIFER	ADMINISTRATIVE ASSISTANT
MOJICA-ROHENA, MAGALY	CLINICAL COORDINATOR
MSN, 2011, University of Puerto Rico	
MBA, 2007, Universidad del Turabo	
BSN, 2003, University of Puerto Rico	
MOLINA-DELGADO, MARITZA	ADMISSIONS OFFICER
BBA, 1996, University of Puerto Rico	
MORALES-LÓPEZ, KAREN	ACADEMIC AFFAIRS DEAN
MBA, 2003, University of Phoenix	
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NAVARRO-PIZARRO, RAFAEL	CHANCELLOR
MBA, 2008, Caribbean University	
BA, 2002, University of Puerto Rico	
NÚÑEZ-PÉREZ, YISELIS	TELEMARKETING OFFICER
ORTIZ-GARCÍA, JOSÉ	MAINTENANCE OFFICER
ORTIZ-JIMÉNEZ, IRMA	ACADEMIC ADVISOR
ORTIZ-PASTRANA, RAÚL	MAINTENANCE OFFICER
PÉREZ-RODRÍGUEZ, ALICE M.	BASIC SKILLS LABORATORY TECHNICIAN
MSN, 2014, Caribbean University	
BSN, 1985, University of Puerto Rico	
RAMOS-MARTÍNEZ, CÉSAR	ADMISSIONS AND MARKETING DIRECTOR

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BBA, 2006, Interamerican University of Puerto Rico
- RIVERA-QUIÑONES, MARÍA DE LOS A.**.....REGISTRAR OFFICER
- RIVERA-RODRÍGUEZ, LILLIAN**.....LIBRARY ASSISTANT
- RIVERA-VÁZQUEZ, DORCAS**.....ADMISSIONS OFFICER
- ROBLES-MARTINEZ, SHAREE M.**EFFECTIVENESS OFFICER
BA, 2008, National University College
- RODRÍGUEZ-CARDI, CARMEN**.....TELEMARKETING OFFICER
- RODRÍGUEZ-REYES, ASHLEY**.....BURSAR OFFICER
BOS, 2012, National University of PR
- RODRÍGUEZ-RIVERA, AGNES**.....MARKETING OFFICER
- RODRÍGUEZ-SUERO, MIRIAM**.....BURSAR OFFICER
- ROSA-BÁEZ, VANESSA**.....MAINTENANCE OFFICER
- ROSARIO-SANDOVAL, LINGERIE**.....MARKETING OFFICER
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BBA, 2010, University of Puerto Rico
- SÁNCHEZ-SANTIAGO, DAMARIS**.....COUNSELOR
- SANTOS-FOX, JOHN**.....FINANCIAL AID OFFICER
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- VARGAS-TORRES, WALESKA**.....LIBRARY DIRECTOR
MEd, 2001, Universidad del Turabo
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 MA, 2008, Interamerican University of PR AND TECHNOLOGY
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SÁNCHEZ-ÁLVAREZ, JUAN C.PHARMACY AND
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 MED, 2002, University of Puerto Rico
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BA, 2009, University of Puerto Rico
- LUGO-ESTRADA, JONATHAN**.....STUDENT AFFAIRS
BS, 2006, Interamerican University of Puerto Rico DIRECTOR
- MALAVÉ-SANTIAGO, FRANCISCO**.....BURSAR DIRECTOR
BBA, 2001 Universidad del Turabo
- MUÑOZ-RIVERA, JANICE**.....BURSAR OFFICER
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- NATAL-PACHECO, MARÍA**.....EFFECTIVENESS OFFICER
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- OCASIO-SANTIAGO, FRANCIS**.....SYSTEM ADMINISTRATOR
- ORTIZ-VALENTINE, CELIA**.....REGISTRAR OFFICER
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- PADILLA-RIVERA, ALMA D.**MARKETING COORDINATOR
BBA, 2007, University of Puerto Rico
- PÉREZ-ALVARADO, LUZ**.....ADMISSIONS & MARKETING
BBA, 2004, Pontifical Catholic University of PR OFFICER
- PÉREZ-GONZÁLEZ, LISA**.....FINANCIAL AID
BBA, 2005, Pontifical Catholic University of PR OFFICER
- PÉREZ-ROSA, JORGE**.....MAINTENANCE OFFICER
- QUIÑONES-ARCE, NELLYZAIDA**.....FINANCIAL AID OFFICER
BBA, 2004, Interamerican University of Puerto Rico

- QUIÑONES-COLÓN, JENNIFER**.....LIBRARY ASSISTANT
- RIVERA-RIVERA, MÉRIDA**.....ADMINISTRATIVE
BBA, 2011, Universidad del Este ASSISTANT
- RIVERA-SANTIAGO, LIZBETH**.....ADMINISTRATIVE ASSISTANT
BA, 2001, Interamerican University of Puerto Rico
- RODRÍGUEZ-ESCALERA, MICHELLE M.**STUDENT AFFAIRS
BA, 2004, University of Puerto Rico OFFICER
- RODRÍGUEZ-TORRES, NELSON**.....LIBRARY ASSISTANT
BA, 2011, University of Puerto Rico
- RODRÍGUEZ-VÉLEZ, JOSEPH**.....FINANCIAL AID OFFICER
BBA, 2007, Pontifical Catholic University of PR
- ROMERO-ROSA, JOSÉ A.**MAINTENANCE OFFICER
- SANTANA-RIVERA, JESSENIA**...ADMISSIONS AND MARKETING
MSS, 2012, Pontifical Catholic University of PR OFFICER
BA, 2004, University of Puerto Rico
- TOLEDO-VÉLEZ, TEREANGELI**.....FINANCIAL AID
BA, 2008, Interamerican University of Puerto Rico DIRECTOR
- TORO-FELICIANO, LUIS A.**SECURITY AND
MAINTENANCE OFFICER
- TORRES-YORDAN, LIZ BETSY**.....PLACEMENT OFFICER
BA, 1992, Interamerican University of PR
- VÁZQUEZ-PADILLA, FRANCES**.....CHANCELLOR
MSN, 2007, Universidad del Turabo
BSN, 1999, Interamerican University of Puerto Rico
- VELÁZQUEZ-MONTALVO, JOHEYLY**.....ADMINISTRATIVE
BA, 2008, Interamerican University of Puerto Rico ASSISTANT

PONCE BRANCH CAMPUS
FACULTY

- CUEVAS-JUSTINIANO, NANCY**.....NURSING
MSN, 2009, Caribbean University
MPH, 2007, Ponce School of Medicine
BSN, 1986, Pontifical Catholic University of PR
- FIGUEROA-MATÍAS, LEIRA**.....CHEMISTRY
MD, 2006, Universidad Central del Este
- ORTÍZ-ROSA, WALESKA I.**.....NURSING PROGRAM
MPH, 2007, Ponce School of Medicine COORDINATOR
BSN, 2003, Universidad Metropolitana
- RIVERA-HERNÁNDEZ, RAÚL**..... GENERAL EDUCATION
MA, 2007, Caribbean University
BA, 2003, University of Puerto Rico
- RODRÍGUEZ-DAVID, LUZ**HEALTH SCIENCES
MD, 2003, Universidad Autónoma de Guadalajara
BS, 1997, Pontifical Catholic University of PR
- SANTIAGO-ZAMBRANA, ZORAIDA**.....NURSING
MSN, 1999, Pontifical Catholic University of PR
BSN, 1992, Pontifical Catholic University of PR
- SOLER-RODRÍGUEZ, IRMA**NURSING
MSN, 2004, Pontifical Catholic University of PR
BSN, 2001, Interamerican University of Puerto Rico
- TORRES-MATEO, LIDUVINA**.....GENERAL EDUCATION
MAED, 1988, University of Puerto Rico
BAEd, 1966, University of Puerto Rico
- TORRES-ORTIZ, NORA**PHARMACY COORDINATOR
MAED, 2011, Universidad del Este
CT, 2007, Interamerican University of Puerto Rico
BS, 1977, University of Puerto Rico
- TORRES-ROMERO, GILBERTO**.....TECHNOLOGY
MBA, 2002, University of Phoenix
BS, 1990, Interamerican University of Puerto Rico

VÁZQUEZ-PADILLA, JOSÉ.....EDUCATION COORDINATOR
MA, 2003, Universidad Central de Bayamón
BA, 1998, Universidad Central de Bayamón

VÉLEZ-CAQUIAS, YVONNE.....GENERAL EDUCATION
MAE, 1985, University of Phoenix
BA, 1980, World University

CAGUAS BRANCH CAMPUS
ADMINISTRATION

- ACOSTA-OSORIO, JESÚS**.....COMPUTER TECHNICIAN
- AYALA-MOJICA, JOSÉ**.....OPERATIONS DIRECTOR
- BATISTA-RUIZ, MARGELIS**.....ADMISSIONS AND
MARKETING OFFICER
- CANALES-CASTILLO, EFRÉN**.....MAINTENANCE OFFICER
- CAPELLA-MIRANDA, OMAR**CLINIC COORDINATOR
MSN, 2012, Columbia University College
BSN, 2009, University of Puerto Rico
- CINTRÓN-HERNÁNDEZ, GISELA**.....ADMINISTRATIVE
BE.d, 2003, National University College ASSISTANT
- CRUZ-CLAUDIO, JEANETTE**.....FINANCIAL AID OFFICER
BBA, 2012, National University College
- CRUZ-FRED, IRIS**.....MARKETING COORDINATOR
BA, 2002, Sacred Heart University
- CRUZ-MELÉNDEZ, CAROLINE**....ADMINISTRATIVE ASSISTANT
- CRUZ-SANTIAGO, SHARON**.....REGISTRAR OFFICER
- DÁVILA-PÉREZ, CARMEN**.....PLACEMENT OFFICER
BBA, 2008, Interamerican University of Puerto Rico
- DEL TORO-ACEVEDO, AYMARA**.....STUDENTS' AFFAIRS
ME.d, 2011, Universidad del Turabo DIRECTOR
BAE, 2009, University of Puerto Rico
- DELGADO-CARRASQUILLO, JENNIFER**....LIBRARY ASSISTANT
BBA, 2012, Columbia Centro Universitario
- DELGADO-GONZÁLEZ, ANA**.....BURSAR OFFICER
- DÍAZ-MONTES, EDWIN**.....STUDENT ACTIVITIES AND
BBA, 2012, University of Puerto Rico SPORTS COORDINATOR

- GARCÍA-ALVARADO, WALLYSVETT**.....HIGH SCHOOLS
2009, University of Puerto Rico COORDINATOR
- GARCÍA-GARCÍA, JENNIFER M.**.....ADMISSIONS AND
MARKETING OFFICER
- GARCÍA-SOLIS, JOHAN**.....MAINTENANCE OFFICER
- GONZÁLEZ -DELGADO, ROSELY**.....HIGH SCHOOL OFFICER
- GONZÁLEZ-ZAMBRANA, ZORYMAR**.....STUDENTS' FINANCIAL
BBA, 2006, University of Puerto Rico SERVICES DIRECTOR
- JIMÉNEZ-ROSADO, YOLANDA**.....ADMISSIONS AND
BA, 2010, Sacred Heart University MARKETING OFFICER
- LÓPEZ-FELICIANO, JAVIER O.**.....EVENING COORDINATOR
BA, 1989, University of Puerto Rico
- LÓPEZ-MORENO, JOSUÉ**.....LIBRARY ASSISTANT
- MARTÍNEZ-RODRÍGUEZ, ALEXIS**.....SYSTEMS
BIT, 2011, National University College ADMINISTRATOR
- MORA-RODRÍGUEZ, YANDIR**.....TUTORING
BS, 2012, University of Puerto Rico COORDINATOR
- PAGÁN-MARCHAND, MARISEL**.....CHANCELLOR
MA, 2000, University of Puerto Rico
BBA, 1996, University of Puerto Rico
- RAMOS-MORALES, YESSENIA**.....INTEGRATED SERVICES
BBA, 2003, University of Puerto Rico OFFICER
- RAMOS-PÉREZ, JENNIFER**.....ASSOCIATE REGISTRAR
- RAMOS-TORRES, NELLY**.....RETENTION
MA, 2012 Universidad del Turabo DIRECTOR
BA, 2006, Columbia
- RIVERA MARTÍNEZ, YOLIMAR**.....ACADEMIC ADVISOR
MED, 2013, Universidad del Turabo
BA, 2010, Universidad del Turabo

- RODRÍGUEZ-COTTO, SHAIRA**.....BURSAR OFFICER
- RODRÍGUEZ-CRUZ, JUAN**.....MAINTENANCE OFFICER
- RODRÍGUEZ-MERCADO, GLADYS**.....TELEMARKETING
OFFICER
- ROMÁN-SILVA, JOSÉ**.....MAINTENANCE OFFICER
- RUBIO-RIVERA, SUZETTE**.....ADMISSIONS AND MARKETING
BA, 1979, University of Puerto Rico DIRECTOR
- SÁNCHEZ-BERENGUER, ALMA A.**LIBRARY DIRECTOR
M.Ed., 2013, Universidad del Turabo
BE.d., 2010, National University College
- SANTIAGO-VICENTE, LAYSHA**.....ACADEMIC ADVISOR
- SERRANO-TORRES, DORIS**.....ADMISSIONS AND
BBA, 2012 Universidad del Este MARKETING OFFICER
- SOTO-AGOSTO, ZORIELIS**.....FINANCIAL AID OFFICER
- TORRES-DÍAZ, MARÍA**.....COUNSELOR
ME.d, 1990, Universidad Católica
- TORRES-MILLÁN, VIVIAN**.....ACADEMIC AFFAIRS DEAN
MA, 2006, University of Phoenix
BS, 1993, Universidad Metropolitana
- VEGA-VEGA, ELSIE**.....EFFECTIVENESS OFFICER
BA, 1984, University of Puerto Rico
- VÉLEZ-PUCHALES, LILIMAR**.....REGISTRAR
MBA, 2006, University of Phoenix
BS, 2004, University of Puerto Rico

CAGUAS BRANCH CAMPUS
FACULTY

RIVERA-CRUZ, OLGA.....HEALTH SCIENCES
MBA-HSO, 2009, Columbia Centro Universitario COORDINATOR
BS, 1998, Interamerican University of PR
AD, 2008, National University College

RIVERA-VÁZQUEZ, YEIDY.....CRIMINAL JUSTICE
MA, 1998, Interamerican University of PR COORDINATOR
BA, 1989, University of Puerto Rico

TORRES-HERNÁNDEZ, MYRNA.....NURSING COORDINATOR
BSN, 1979, Pontifical Catholic University of PR

Location and Facilities

The main campus is located in Bayamón at the National University College Plaza in the center of the business area of the city of Bayamón, Puerto Rico. This location assures students easy access to the Institution by public or private transportation. There is a train station within walking distance of the Institution. This campus also has a Campus Addition located at Las Vistas Shopping Village (Distance Education Division) in Río Piedras.

The Arecibo Branch Campus is located in the Arecibo Centro Plaza Building, in the central part of the city of Arecibo. The Río Grande Branch Campus is located at Km. 22.1 on State Road No. 3, Ciénaga Baja Ward in Río Grande. The Ponce Branch Campus is located on State Road 506 Km 1.0, Bo. Coto Laurel, Ponce, PR. The Caguas Branch Campus is located at 190 Gautier Benítez Avenue in the city of Caguas. All locations are handicapped oriented and accessible to all students by public and private transportation.

Special Facilities and services available to disabled students

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

Parking

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

Housing and Transportation

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

Educational Resources

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

Educational Resources Centers

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

The Centers' services include, at each campus, the availability of study and reading sections with appropriate equipment and well organized collections so that resources can be easily located. The Centers have developed policies to facilitate the lending and circulation of books and materials, as well as for the use of the technology. In addition to the users instruction on library services is the information literacy program which allows students to seek on their own the information needed throughout their lives. Besides the Library Directors, there is additional support personnel at each site. Daily communication and inter-library loans of library materials are provided for the improvement of the services at all three campuses.

Library services are offered mainly from 7:30 a.m. to 9:00 p.m. Itineraries may vary among campuses depending on student's needs.

STUDENT AFFAIRS

All students admitted at National University College are oriented with regard to student consumer information and its accessibility on the institution's website. A "Student Regulations Manual", an "Academic Progress Standards Policy", and other policies and procedures are also provided to students either directly or through the institution's website.

Special Projects

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

Counseling and Guidance

Counseling and guidance services are offered to students to help them fulfill their educational goals.

These services include vocational and academic orientation, personal counseling, group discussions, referral services, workshops, support services through student associations and guidance and counseling to special groups. The office of Counseling and Guidance prepares different activities to inform students about the negative consequences of alcohol, drugs and violence, among other information. It also works closely with the Registrar's Office in the evaluation and counseling regarding the standards of academic progress. The Counseling and Guidance Office also maintains contact with the faculty in order to address any situation which may occur in the institution and may require a referral to the Discipline Committee.

Student Associations

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

Placement Counseling Service

The Placement Counseling Office aids students and graduates in the job search process to obtain gainful employment by providing job market information. It advises students regarding resume preparation, job interviews and job offers. It is also responsible for the development of relationships with employers and referrals of students to prospective employers.

Student Activities, Sports and Student Center

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

Student identification cards can be obtained from this area. Student publications as well as other periodical type newsletters are published through this Office. A variety of sports such as volleyball, softball, basketball, table tennis and others are available to students to enable them to compete and share with their fellow students within and between campuses from the main and branch campuses. Intercollegiate tournaments are also promoted to encourage in students a spirit of competition and excellence. Activities with the community are encouraged, such as Red Cross blood donations and other activities with social character to promote a better quality of life.

Other Student Services Offices

Admissions

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

Admission Requirements (on ground and online students)

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

1. Complete and submit an enrollment application for admission.
2. Present final High School Transcript, High School diploma, evidence of having passed the high school equivalency test or their recognized equivalence.
3. Present the test results of the College Entrance Examination Board, SAT, or in its absence, take the Entrance Examination offered by the National University College. This particular requirement will not apply to transfer students.
4. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department. This requirement will not apply to students enrolled online residing outside Puerto Rico.
5. It is a requirement that each student have an admission index of at least 176 points to be admitted into any of the associate's degree programs with the exception of the Nursing, Pharmacy Technician and *Physical Therapy** programs. To be admitted into the Nursing, Pharmacy Technician or Physical Therapy Programs, a high school graduation index of at least 2.00 and an admission index of at least 220 points is required.
6. For any of the Bachelor's Degree Programs which require a state certification or licensing exam, candidates must have a high school grade point average of at least 2.25 and an admissions index of at least 225.
7. For the other Bachelor's Degree Programs candidates must have an admission index of at least 176 points.
8. For all programs, except for the Education and Nursing programs, candidates with special qualifications who do not meet the minimum admissions index may be evaluated by an Admission's Committee. This committee which has representation from the Department Directors and the Counseling Department decides which of these candidates are admitted. The Admission's Committee will evaluate the candidates that did not obtain the minimum admission index. Such evaluation may be done at the request of the student or upon the recommendation of the Admissions Office. The committee will consider the following as mitigating circumstances which if one or more are met would make the candidate eligible for admission contingent upon the results of the evaluation.

- a. Be 21 years of age or older
 - b. Have work experience
 - c. Be head of family
 - d. Have special studies (continuing education) after high school
 - e. Demonstrate special interest during the interview
 - f. Present a recommendation letter from the high school counselor. If in the opinion of the Committee, the candidate meets two or more of the above criteria, the student will qualify to be evaluated for admission. The Committee may also recommend for those students admitted a limited course load, closer or more frequent follow-up and even special monitoring.
9. Students whose admissions index cannot be calculated because they don't have a high school grade point average, must be evaluated by the Admission's Committee.
 10. Home schooled students must present an official certification from the applicable state agency that they have completed high school through home schooling. In the event this is not available, they should present an affidavit certifying that they have completed high school through home schooling. They will also be required to complete and submit all admission documents required by the Institution.

**“Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.*

National University College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in [professional/technical] courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.”

The Bayamón Campus of National University College is the only one officially recognized as a developing program by CAPTE at this time; other program locations are not seeking recognition at this time; and the previous graduate and current students will not be recognized as graduates of a CAPTE accredited program.

Formula for computing the admission's Index:

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

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

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

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

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

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

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

TRANSFER STUDENTS POLICY

A transfer student is a student entering National University College for the first time but known to have previously attended a postsecondary institution, with at least one course approved. An applicant who has studied in an accredited institution, and is in good standing, may apply for admission as a transfer student under the following conditions:

1. The transferability of credits is not guaranteed unless there is evidence that the competencies of the course to be transferred are equivalent to the competencies of a course at NUC.
2. Students applying for transferring credits should be aware that academic credits expire ten years after the student has studied for the last time, unless the degree was conferred.
3. For associate's and bachelor's degrees, the course to be transferred may be from any postsecondary level as long as the competencies of the course are equivalent to the competencies of the course requested to be accepted as transferred.
4. All transfer courses must be approved with a grade of "C" at least. Credits approved with less than a "C" will not be considered transfer credits. Some programs may have requisites. Students should consult with their academic department director for specific requirements.
5. For the Bachelor's Degree Programs which require a state certification or licensing exam, the applicant must have approved a minimum grade point average of 2.25. For the other Bachelor's Degree Programs, the applicant must have approved a minimum grade point average of 2.00.
6. Associate's Degree Programs may have different minimum grade point average requirements. Students should consult with their academic department directors for specific requirements.
7. Submit a transcript from the institution where the student is transferring from, and a high school transcript, if applicable.
8. Complete and submit an application for admission.
9. Complete the form used for transfer students.
10. Once the transcript is received, the student is admitted and his record is completed. In addition, the courses requested for transfer are reviewed taking into consideration the description, number of credits and their equivalency with courses in NUC's offerings. Only those courses with an equal or greater number of credits as compared to the equivalent course at NUC will be considered for transfer as per the course description.

11. Undergraduate courses accepted for transfer credit are determined in accordance with the institutional policy, up to a maximum of 50% of the total of required credits for the program. A student may accumulate up to 50% percent of the total credits in his program by means of transfer credits and competency exams. In the case of transfer students from any of the EduK Group institutions, the maximum percentage of credits that a student may accumulate is 70%.
12. There are certain courses which are not transferable, such as development or remedial courses, among others. In all cases, students should consult with their academic department director.
13. NUC does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.
14. Any transfer student who upon presenting their transcript is not in good standing will be referred to the Admission's Committee for evaluation.
15. The Registrar's Office will notify students which courses have been accepted for transfer.

SPECIAL STUDENTS (NON-DEGREE SEEKING-NDS) POLICY

National University College (NUC) currently receives students (Audit Students) who seek to take courses without any interest whatsoever in obtaining a degree. The institution's student information system, Campus Vue, classifies these students as Non Degree Seeking (NDS). Special students will be those students who are not interested in obtaining an academic degree but are interested in taking courses for their own professional or personal development. In addition, special students will be those students enrolled in other collegiate or university level institutions who have been authorized to take courses at NUC.

Also, NUC receives students who wish to obtain a certification as teaching personnel in the PR Department of Education either through the recertification route or through the direct route.

The alternate students who wish to obtain a certification are those who already possess an academic degree with a certification as teachers and return to study because they are interested in obtaining a certification in another area of concentration or specialty.

The alternate students who follow the direct route are those who already possess an academic degree and return to study the necessary courses to apply for a certification as teaching personnel in the PR Department of Education. These students will be classified by NUC as special even if the PR Department of Education identifies them as alternates.

All the students previously described, except Audit Students, will receive credits and a final grade. This means that they will have to comply with all the assignments and required exams to approve the courses. If a student doesn't have a conferred degree and wishes to continue his studies to obtain a university degree, he should complete all the requirements to be admitted as a regular student.

Requirements to be admitted as a special student

1. Should complete and submit the application for admission.
2. If under the age of 21, should submit the original document or a copy of the updated immunization certificate. (This will not apply to alternate students enrolled in the education programs)
3. Payment of admissions fee (non refundable)
4. If the student is enrolled in another collegiate institution, he should submit evidence of authorization from his institution to take courses at NUC (This will not apply to alternate students enrolled in the education programs).
5. Submit a transcript that certifies the award granted.
6. Be interviewed by the NUC Education Department Director or Coordinator (This only applies to alternate students enrolled in the education programs).
7. The student should follow the norms and procedures established by the institution.
8. The costs per credit and fees will be the same as those charged to regular students with the exception of Audit Students who will be charged 50% of tuition per credit and fees.

This policy will apply to on ground, online and foreign students. For this policy, students should comply with all the requirements of the Commonwealth of Puerto Rico, the United States and their place of origin.

FINANCIAL AID OFFICE

National University College offers financial aid to students who are eligible for the programs currently administered by the Institution. The aid offered to each eligible student is subject to the availability of funds for the specific award year. The Financial Aid programs currently available at the Institution are the following:

- Federal Pell Grant Program
- Federal Work Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program

- Federal Direct Loan Program
- PRCE Supplementary Educational Sub-graduate and Graduate Program
- PRCE Students with Merit Program
- PRCE High Honor Students Program
- Special Fund for Students Exceeded Pell LEU > 600%
- PRCE Scholarship Program Specific Academic Areas

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

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

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

Federal Pell Grant Program

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

Federal Direct Loan Program

Enables eligible students and parents to borrow directly from the US Department of Education. The program provides low interest loans that must be repaid with interest.

Federal Work Study (FWS) Program

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

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

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

PRCE Programs/State Grants Program

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

ACADEMIC YEAR

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

CLASS ATTENDANCE

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

Online Division Programs and Courses Attendance Policy

National University College recognizes students have varied personal and professional responsibilities in addition to their obligations as students and as a consequence many elect to complete a degree through distance learning. NUC Online Division (NUCO) provides academic flexibility and diversity to meet the needs of students varied learning styles. Learning is a combination of individual study and engagement with other students in a structured learning environment. Therefore, NUCO expects that students meet their academic obligations with a high level of responsibility and timeliness, while on the other hand, expects faculty to maintain flexibility to meet student needs.

To stay in compliance with state and federal regulations, National University College is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard, however, attendance is monitored in a different manner. Student "attendance" in online courses will be defined as active participation in the course.

Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete course required activities each week by the required deadline. Students are encouraged to review the course syllabus for details of required activities that constitute active participation. Failure to meet attendance expectations may result in an administrative withdrawal.

Participation is captured and recorded as the Last Date of Attendance (LDA) in the student records system and updated with each consecutive academically-related activity. This provides a dynamic update to the LDA in the student's academic record for monitoring of course participation throughout a term. In the event of a student-initiated or administrative withdrawal, the LDA is used as the official date of withdrawal.

Students are expected to communicate with the respective faculty, in advance, when an absence will occur. It is at the discretion of the faculty member to accept late assignments or to allow make up work due to absences. To this end, each course syllabus clearly delineates expectations regarding absence notification of faculty by student's, class participation, and acceptance of late work.

Students that want to drop one or all courses after the end of the add/drop period (first week of term), should refer to the University's withdrawal policies and their Student Services Advisor for options. Students who stop attending class will receive an earned letter grade of W or A-F at the end of the term determined by the student's last date of class attendance.

CONSORTIUM AGREEMENT INVOLVING CAMPUSES OF NUC

Students have the option to complete a portion of their program of study through online courses. The courses taken online may vary by student and by program. Online courses are supported through services provided by the NUC Online Division. These online courses are specifically

designed for the student who will be accessing online courses from a standard home or personal computer. Students will not incur in any additional costs as a result of enrolling in the online courses they will be accessing in order to complete a portion of their program of study. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. The Online Division of National University College's Bayamón main campus located at State Road #2 in Bayamón, PR. 00960 will be providing the portion of the educational program that the Ponce Campus will not be providing. The method of delivery will be through distance education. At present, the NUC Ponce campus is participating in a consortium agreement with the NUC Bayamón main campus (Host institution).

CLASS SCHEDULE

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

Credit Hours

The basic unit in evaluating a student's work is credit hours. One lecture credit is equivalent to 15 lecture contact hours and 30 hours of out-of-class work. One laboratory credit is equivalent to 30 contact hours. Practicum hours may vary depending on the field and Examination Boards, if applicable, but one credit practicum is equivalent to not less than 45 hours per term.

Out-of-Class Work

Each lecture credit requires 30 hours of out-of-class student work. The out-of-class work may include but is not limited to: required reading, library research, studio work, written assignments, portfolios, and studying for quizzes and exams.

ADVANCED PLACEMENT

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

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

NATIONAL EXAMS FOR COLLEGE CREDIT

Students earning satisfactory scores on CLEP*, DSST or ECE exams may be awarded credit hours towards a degree program at National University College. The Registrar's office will determine eligible examinations and the potential number of credits possible for each examination. For more information on exams, how to order study guides, and to find a testing center near you, please visit:

- CLEP <http://clep.collegeboard.org/>
- DSST <http://www.getcollegetcredit.com>
- ECE <http://www.excelsior.edu/exam-list#schools>

*CLEP, DSST and ECE are approved by the American Council on Education (ACE). <http://www.acenet.edu/news-room/Pages/National-Exams-for-College-Credit.aspx>

ARMED FORCES CREDIT

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

VETERANS AND OTHER BENEFICIARIES

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

INTERNAL GRIEVANCE POLICY

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

1. The student should submit his complaint in writing to the counselor's office. In the case of employees or interested parties, they should submit their complaint in writing to the Institutional Human Resources Director.
2. The complaints will be reviewed by the designated officials within five business days after filing.
3. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

NON DISCRIMINATION POLICY

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

1. National University College does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
2. The Title IX Coordinator for the Institution is the Institutional Human Resources Director, National University College. She can be contacted at the Human Resources Office, National

University College Plaza Building #1660, Km 11.2, State Road #2, Bayamón, PR 00961, telephone (787)780-5134 ext. 4180.

3. All inquiries concerning the application of Title IX and its implementing regulations may be referred to the Institutional Human Resources Director or to the Office for Civil Rights of the US Department of Education at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.
4. Any complaints of discrimination based on age, race, color, place of birth, social origin or condition, physical or mental handicap or political or religious beliefs will also follow the grievance procedures policy mentioned below and as described in the Student Handbook.

GRIEVANCE PROCEDURES

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

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

REGISTRAR'S OFFICE

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

Registration Process

The Registrar's Office organizes the entire registration process. Each active student is responsible for participating in this process to

guarantee his selection of courses. All students should comply with the established requirements including the academic calendar. This enrollment process for continuing students including the courses pending academic counseling is carried out before the end of the term in progress. No enrollment will be valid until the student has paid all the necessary fees and has received the official enrollment form from the Registrar's Office.

Enrollment Status

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

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

Student Records

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

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

Notification / Grades Changes

At the end of each term, students can access their grades through the student portal on the website of National University College. Students who experience difficulty accessing their grades through the Student Portal, should contact the Registrar's Office. If a student understands that there has been an error, the student should first contact his professor and if there was an error, should visit the Registrar's office

to request a grade change form to be completed by the student's professor. The completed form should be returned to the Registrar's office no later than upon completion of the third week of classes of the following term (this date is specified in the institution's academic calendar).

Certifications and Transcripts

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

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

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

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

Change of Address

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

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

National University College Withdrawal Policy

A student is considered to have withdrawn from a term (payment period) if the student does not complete all the days in the term that the student was scheduled to complete.

Students that are considering withdrawing as an option are encouraged to meet with the Academic Advisor and/or the Retention Officer before leaving school. Students must also review the Title IV and Institutional Refund Policies to have an understanding of how withdrawals could affect their accounts, amounts of Title IV received, and obligations to repay federal loans.

Official Withdrawals

A student is considered to have officially withdrawn when the official withdrawal process is completed.

Official Withdrawal Process:

1. Student must contact the Registrar's Office (On ground students) or the Academic Advisor (Online Division) to notify his/her intent of withdrawal, from some or all courses, and request the Official Withdrawal Form.
2. Student must complete the Official Withdrawal Form and obtain the appropriate authorizations.
3. After completed, form must be returned to the Academic Advisor or Registrar's Office.

Written Confirmation of Future Attendance – Only for Programs Offered in Modules

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

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

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

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

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

Unofficial Withdrawals

If the student does not complete the official withdrawal process but is absent for 14 consecutive days, without providing written confirmation of future attendance, he/she will be administratively withdrawn.

Reinstallation after Withdrawal

A student who would like to rescind his/her notification of withdrawal, or appeal the institution decision of administrative withdrawal must complete the Withdrawal Appeal Form where the student indicates his or her intent to remain in academic attendance through the end of the term.

The completed Withdrawal Appeal Form must be submitted to the Registrar's Office or Academic Advisor for the appropriate evaluation.

Satisfactory Academic Progress Effect of Withdrawals

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits that the student should have successfully completed at the moment in which his academic record has been evaluated to measure the time frame for academic progress.

Date of Determination and Withdrawal Date

For Official Withdrawals, the Date of Determination (DOD) will be the date the student completes the Official Withdrawal Process. For Unofficial Withdrawals, the DOD will be the date National University College became aware that the student was not in attendance (no later than 14 days of LDA).

For students that do not return after providing Written Confirmation of Future Attendance, the DOD will be no later than 14 days after the date student was scheduled to resume attendance.

For all Withdrawal types, the Withdrawal date will be the last date of academic attendance (LDA) as determined by the attendance records.

Deadlines

The deadline to request partial or total withdrawals is established on the academic calendar.

Financial Aid

All students that received loans from the Federal Student Loan Program must complete an exit counseling session after leaving the institution, completing the program or reducing course load to less than half time.

Exit counseling can be completed at: http://www.nslds.ed.gov/nslds_SA/SaEcWelcome.do

Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans have a six-month grace period before payments are due. PLUS loans have no grace period.

Administrative Withdrawals

This status is assigned by the Institution to any student who has been dismissed from the Institution due to disciplinary reasons. Only the Dean of Academic Affairs will make the determination. Students may be dismissed for one or more terms or permanently.

No Show (NS)

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

Transfer Credits (TC)

Credits granted for courses transferred from other collegiate institutions.

Repeating Courses

A student can repeat a course if he is interested in improving his grade. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time and the course repetition cannot be due to the student failing other previous coursework.

COMPETENCY EXAMS

Undergraduate students can apply for and take competency exams for any course in their program of study, subject to academic evaluation, availability and depending upon the regulations and/or the accreditation standards of those academic programs. Not all program courses will be available for competency exams. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking a competency exam should apply for it. This exam will be authorized to students after they have been officially enrolled in the institution and active in the term in which they apply for the exam. Competency exams will only be offered to students in courses in which they have never been enrolled.

If the student passes the exam with a grade of 70 per cent or higher, he will obtain the value in credits assigned to that course. No grade will be assigned for competency exams. The competency exam may be taken up to a maximum of two times, which means that the student can only repeat the exam once. Each attempt requires a new application and payment. The student may only take two competency exams per academic term, and up to a total of four tests in his academic life at National University College, while not exceeding the amount of allowed transfer credits as stated in the transfer credit policy. If the student should fail the exam on both attempts, the student must enroll and take the course.

UNIVERSITY ENVIRONMENT SEMINAR

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

GRADING SYSTEM

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

100-90	A	=	<i>Excellent</i>	4.00	<i>Grade Points</i>
89-80	B	=	<i>Good</i>	3.00	<i>Grade Points</i>
79-70	C	=	<i>Satisfactory</i>	2.00	<i>Grade Points</i>
69-60	D	=	<i>Deficient</i>	1.00	<i>Grade Point</i>
59- 0	F	=	<i>Failure</i>	0.00	<i>Grade Point</i>
	<i>I</i>	=	<i>Incomplete</i>		
	<i>R</i>	=	<i>Repeated Course</i>		
	<i>TC</i>	=	<i>Transfer Credits</i>		

<i>AW</i>	=	<i>Administrative Withdrawal</i>
<i>CE</i>	=	<i>Competency Exam</i>
<i>NS</i>	=	<i>No Show</i>
<i>P</i>	=	<i>Pass</i>
<i>W</i>	=	<i>Withdrawal</i>
<i>NP</i>	=	<i>No Pass</i>
<i>NR</i>	=	<i>Grade not Reported</i>

RE-ADMISSIONS

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

PROCEDURE FOR RE-ADMISSION

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

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

ELECTIVES

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

ACADEMIC INTEGRITY POLICY

Statement of Policy: NUC's principles of academic integrity will not tolerate acts of falsification, misrepresentation, intellectual dishonesty, whether intentional or unintentional or deception. Such acts of intellectual dishonesty include, but are not limited to, cheating, plagiarism, fabricating data or citations, stealing examinations, selling or distributing stolen

examinations, using faculty member editions of textbooks without authorization, taking an exam for another student, using technology to disseminate exam questions and answers, tampering with the academic work of another student, misuse of grant or institutional funds, facilitating other students' acts of academic dishonesty, academic sabotage, and resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project).

The student will be responsible for reading and complying with the Academic Integrity Policy available on the Institution's Website.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In compliance with the regulations of the US Department of Education (ED), the Institution has established the following policy to measure the Academic Satisfactory Progress (SAP) with which each student has to comply.

Students will be evaluated annually. The standards to be evaluated include qualitative and quantitative measurements and the maximum time frame required to complete the educational program.

Maximum Time Frame

All students are required to complete their program of studies in a reasonable time period. The federal regulation defines as reasonable time 150% of the duration of the program of studies. The maximum time frame allowed to complete any program is determined by multiplying by 1.5 the number of credits that comprise the program (program duration). Eligibility for financial aid will be suspended for those students that fail to complete their program of studies within the 150% required time frame.

Credits included in the 150% of the maximum time frame will be:

- a) All the transfer credits (TC) from other institutions that are equivalent to the program of studies.
 - b) All the credits of competency exams (CE) that are equivalent to the program of studies.
 - c) All the attempted credits, even if they have not been completed due to withdrawals, incompletes, or failures.
1. Failure to complete the program during the allotted time frame specified above will result in the student no longer being eligible to receive Title IV financial aid funds. Students who exceed the maximum time frame allowed to complete a program will be eligible

- to receive the original degree for which they enrolled only if they are authorized to continue studies in an extended enrollment status. These students will not be eligible to receive additional Title IV financial aid funds. The terms and conditions of this extended enrollment status should be in writing and accepted by the student.
2. At 100% of the maximum time frame (or graduation, whichever occurs sooner) the student must have completed all of the program requirements with a CGPA of 2.0 or higher depending on the GPA graduation requirement for each program as applicable. In the particular case of the Bachelor's Degree Programs in Education the required grade point average (GPA) for graduation will be 3.00 or higher whereas for the Bachelor's Degree in Science in Nursing it will be at least 2.25.
 3. In the case of students receiving Veteran's benefits, the following will apply: Once a student completes the minimum number of credits required to complete the program, Veterans Administration education benefits will be stopped unless otherwise determined by the Veteran's Administration. This in no way affects a veteran or other student's eligibility to attend as a regular student of the institution and only applies to the requirement for receipt of veteran's benefits.

Quantitative Component: Credits

All students must successfully complete a required percentage (%) of the attempted credits as established in the *Schedule of Satisfactory Academic Progress*. The student's academic progress will be calculated dividing the number of completed credits by the number of attempted credits. Withdrawals, incompletes and transfer credits will be counted as attempted credits.

Qualitative Component: GPA

In order to comply with this standard, students must comply with a minimum grade point average (GPA) as determined by the pertinent program, consistent with the Institution's requirement for graduation.

Notifications

Students will be evaluated annually and the Registrar's Office will send a written notification to each student who has not complied with the satisfactory academic progress standard. Said notification will be mailed to the most recent address appearing on the Registrar's records. Failure of the student to notify address changes will not make the notification process void.

Any student, who is under Financial Aid Probation due to failure to

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

Financial Aid Probation

Status assigned by the Institution to a student who fails to make satisfactory academic progress and who has had eligibility for aid reinstated.

As long as the student completes the appeal process and the appeal is successful, the student may continue to receive financial aid for one payment period.

Appeals process

An appeals process has been established to be used by those students who are under Financial Aid Probation due to failure to comply with the satisfactory academic progress standards. The process is the following:

1. The student should request in writing a review of his case. (The forms for requesting a review are available at the Counselor's Office).
2. The student should submit the request to the Counselor's Office not later than five (5) business days after having received the written notification.
3. The Counselor will evaluate the student's appeal and the conditions that prevented the student from meeting the academic progress standards to determine if:
 - a. The student should be able to make satisfactory academic progress during the subsequent payment period and meet the Institution's satisfactory academic progress standards at the end of that payment period; or
 - b. The student should be able to make satisfactory academic progress by a specific point in time after the development of an academic plan.
4. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV, HEA program funds.
5. The request for review shall be evaluated by an Appeals Committee composed of: the Registrar or a representative from the Registrar, a

Department Director and a representative from the Financial Aid and Counseling Offices.

6. Once the Appeals Committee meets and reviews the student's appeal, the Committee will make known its decision in writing through the Registrar's Office. The decision shall be considered as final.

Mitigating or Special Circumstances

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

1. Death of a close relative such as father, mother, spouse, son or daughter, grandparents or a guardian.
2. An illness that has impeded or interfered with the student's learning process.
3. Significant personal problems out of the student's control, that have a direct or indirect impact on his performance at the Institution.

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

Re-installment

A student may qualify to be reinstated for eligibility to Title IV programs when his situation meets the following condition:

If a student loses his eligibility and after having completed his Financial Aid Probation is in compliance with the minimum number of credits as well as the grade point average (GPA) required, he could be newly eligible.

After having approved the period of Financial Aid Probation determined by the Institution, and having achieved academic progress, the student shall be eligible for financial aid for the subsequent term.

A student who after completing his period of Financial Aid Probation does not progress academically may apply to continue his studies in an extended enrollment status at his own expense as long as he doesn't exceed the maximum time frame.

If a student while being in an extended enrollment status achieves academic progress, he should submit a letter to the Registrar's Office requesting a reconsideration of his case. The letter will be sent to the Academic Dean to evaluate the case and make a final determination. If the evaluation is favorable, the Registrar's Office will remove the extended enrollment status from the student.

In the case of students active in the National Guard or Reserves, their academic progress will not be affected.

**SCHEDULE OF SATISFACTORY ACADEMIC PROGRESS
ASSOCIATE'S DEGREES**

ASSOCIATE'S DEGREE PROGRAMS 86-87 CREDITS		
		MAJOR
		Electronics Engineering Technology with Major in Telecommunications, Network Technology and Applications Development and Pharmacy Technician
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-22	50%	1.25
23-43	54%	1.40
44-64	58%	1.55
65-86	62%	1.70
87-108	64%	1.85
109-131	67%	2.00

ASSOCIATE'S DEGREE PROGRAMS 83-85 CREDITS		
		MAJOR
		Criminal Justice, Office Systems with Major in Medical Secretary and Instrumentation
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-22	50%	1.25
23-43	54%	1.40
44-64	58%	1.55
65-85	62%	1.70
86-106	64%	1.85
107-128	67%	2.00

ASSOCIATE'S DEGREE PROGRAMS		
82 CREDITS		
		MAJOR
		Office Systems with Major in Information Processing and Business Administration with Major in Information Systems
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-22	50%	1.25
23-43	54%	1.40
44-64	58%	1.55
65-84	62%	1.70
85-104	64%	1.85
105-123	67%	2.00

<u>ASSOCIATE'S DEGREE PROGRAMS</u>		
81 CREDITS		
		MAJOR
		Business Administration with Major in Accounting, Business Administration with Major in Entrepreneurship, Tourism and Hospitality, Dental Assistant with Expanded Functions, Office Systems with Major in Legal Secretary and Nursing.
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-22	50%	1.25
23-43	54%	1.40
44-64	58%	1.55
65-84	62%	1.70
85-103	64%	1.85
104-122	67%	2.00

ASSOCIATE'S DEGREE PROGRAM 80 CREDITS		
		MAJOR
		Electrical Engineering Technology with Major in Renewable Energy
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-22	50%	1.25
23-43	54%	1.40
44-64	58%	1.55
65-84	62%	1.70
85-101	64%	1.85
102-120	67%	2.00

ASSOCIATE'S DEGREE PROGRAM 78 CREDITS		
		MAJOR
		Physical Therapy*
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-22	50%	1.25
23-43	54%	1.40
44-64	58%	1.55
65-84	62%	1.70
85-101	64%	1.85
102-117	67%	2.00

**Please refer to page 183 for important information regarding this program.*

ASSOCIATE'S DEGREE PROGRAMS		
69 CREDITS		
		MAJOR
		Business Administration
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-20	50%	1.25
21-40	54%	1.40
41-58	58%	1.55
59-74	62%	1.70
75-90	64%	1.85
91-104	67%	2.00

BACHELOR'S DEGREES

BACHELOR'S DEGREE PROGRAM		
133 CREDITS		
		MAJOR
		Network Technology and Applications Development
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-30	50%	1.50
31-60	53%	1.60
61-90	56%	1.70
91-120	59%	1.80
121-150	62%	1.90
151-180	65%	2.00
181-200	67%	2.00

BACHELOR'S DEGREE PROGRAM 131CREDITS		
		MAJOR
		Education with Major in Preschool Education
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-30	50%	2.50
31-60	53%	2.60
61-90	56%	2.70
91-120	59%	2.70
121-150	62%	2.80
151-180	65%	3.00
181-197	67%	3.00

BACHELOR'S DEGREE PROGRAM 129 Credits		
		MAJOR
		Business Administration with Major in Accounting
ATTEMPTED	% CREDITS	ACADEMIC
1-28	50%	1.50
29-56	53%	1.60
57-84	56%	1.70
85-112	59%	1.80
113-140	62%	1.90
141-168	65%	2.00
169-194	67%	2.00

BACHELOR'S DEGREE PROGRAM 126 CREDITS		
		MAJOR
		Office Systems Administration
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC A VERAGE (GPA)
1-27	50%	1.50
28-54	53%	1.60
55 -81	56%	1.70
82 -108	59%	1.80
109-135	62%	1.90
136-162	65%	2.00
163-189	67%	2.00

BACHELOR'S DEGREE PROGRAM 126 CREDITS		
		MAJOR
		Science in Nursing
ATTEMPTED	%CREDITS	ACADEMIC
1-27	50%	1.95
28-54	53%	2.00
55-81	56%	2.05
82-108	59%	2.10
109-135	62%	2.15
136-162	65%	2.20
163-189	67%	2.25

BACHELOR'S DEGREE PROGRAM 125 CREDITS		
		MAJOR
		Education with Major in Health Education
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-27	50%	2.50
28-54	53%	2.60
55-81	56%	2.70
82-108	59%	2.70
109-135	62%	2.80
136-162	65%	3.00
163-188	67%	3.00

BACHELOR'S DEGREE PROGRAM 125 CREDITS		
		MAJOR
		Business Administration with Major in Banking
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-27	50%	1.50
28-54	53%	1.60
55-81	56%	1.70
82-108	59%	1.80
109-135	62%	1.90
136-162	65%	2.00
163-188	67%	2.00

BACHELOR'S DEGREE PROGRAM 120-121 CREDITS		
		MAJOR
		Business Administration with majors in Business Intelligence, Human Resources and General Business
		Criminal Justice with majors in Homeland Security, Forensic Investigation, Cyber Crimes and Human Services
		Science in Nursing (RN to BSN)
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-26	50%	1.50
27-52	53%	1.60
53-78	56%	1.70
79-104	59%	1.80
105-130	62%	1.90
131-156	65%	2.00
157-182	67%	2.00

BACHELOR'S DEGREE PROGRAM 121 CREDITS		
		MAJOR
		Criminal Justice
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-26	50%	1.50
27-52	53%	1.60
53-78	56%	1.70
79-104	59%	1.80
105-130	62%	1.90
131-156	65%	2.00
157-182	67%	2.00

INSTITUTIONAL POLICY REGARDING WITHDRAWALS, INCOMPLETES, LEAVES OF ABSENCE, AND OTHERS

Withdrawals

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student's cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully at the moment in which his academic record has been evaluated to measure the time frame for academic progress.

Incompletes (I)

Removing an incomplete is the sole responsibility of the student. Any student who, due to mitigating or special circumstances, fails to take a final exam will receive an incomplete and a provisional grade in the class upon request to the professor and approval of the incomplete. This grade may be removed by taking the term's final exam not later than 45 days after the start date of classes of the following term.

If not removed by that time the Registrar will assign as final the grade originally accompanying the incomplete in the student's record. In some cases and in mutual agreement with his professor, a student may also receive an incomplete if he owes an assignment or has missed an exam. In these cases, the incomplete may be removed by the student taking the missed exam or by submitting the assignment owed. Incompletes accompanied by an F (IF) not removed by the time established herein will have the same effect as a course not approved.

Program changes

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

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

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

Leave of absence (LOA)

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

Repeating a course

A student can repeat a course if he is interested in improving his grade. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However, repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time and the course repetition cannot be due to the student failing other previous coursework.

Re-admission

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

Transfer students

All the transfer credits (TC) from other institutions that are equivalent to the program of studies will be included in the maximum time frame. Transfer credits (TC) will be counted as attempted and completed credits, but they will not be included in the grade point average (GPA) calculation.

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

Pass-No Pass Grades

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

Remedial Courses

The Institution does not offer remedial courses.

Grade Points and Grade Point Averages

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

<i>Example:</i>	GRADE	POINT VALUE	
<i>SPAN 1010</i>	<i>A (4) X</i>	<i>3 CRS.</i>	<i>12</i>
<i>ENGL 1010</i>	<i>B (3) X</i>	<i>3 CRS.</i>	<i>9</i>
<i>BUAD 2050</i>	<i>C (2) X</i>	<i>3 CRS.</i>	<i>6</i>
<i>MATH 1010</i>	<i>D (1) X</i>	<i>3 CRS.</i>	<i>3</i>
<i>HUMA 1010</i>	<i>F (0) X</i>	<i>3 CRS.</i>	<i>0</i>
<i>TOTALS</i>		<i>15CRS.</i>	<i>30</i>

$$\text{GRADE POINT VALUE} \qquad 30 \div 15 = 2.00 = C$$

Course Prerequisites

Students are required to take the prerequisites as established in each program of study. Exceptions for the prerequisites are to be approved by the Department Director.

AVERAGE LENGTH OF DEGREE PROGRAMS

Average length of time required to obtain an Associate's Degree is from two to two and a half years whereas in the case of the Bachelor's Degree it's from three to four years. For the Master's Degree programs, the average length of time normally required to obtain this degree is from one to one and a half years.

GRADUATION REQUIREMENTS

Students are recommended for graduation under the rules and regulations in the official catalog at the time the student entered or was readmitted to the Institution whichever date is later. A student may apply

for graduation at the time he has completed 90 percent of the courses required. The student should have a minimum grade point average of 2.0 if enrolled in an associate's degree program or in the bachelor's degree programs which do not require a State certification or licensing exam and a minimum 3.00 grade point average (cumulative and in their major) if enrolled in the Bachelor's Degree in Education programs upon completing the total number of required credits for requesting graduation. In the case of the Bachelor's in Science in Nursing Degree Program, the minimum grade point average for graduation is 2.25. Additionally, the student must have satisfied all outstanding debt with the institution in order to graduate.

A graduation application should be submitted with a receipt from the Bursar's Office for the amount of \$50.00. This application will be effective until the next scheduled graduation ceremony held in July of every year. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. A graduation certification is available upon request. Students who graduate with two different majors will receive two diplomas and will pay a graduation fee for each major.

Graduation with Honors

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

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

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

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

Graduation Ceremony

The graduation ceremony will normally be held during July of every year. Students who have completed the requirements for graduation in any of the Institution's programs are eligible to participate in this ceremony. Students whose accounts are not current or have an outstanding debt with the institution, will not be granted a graduation permit to attend the graduation ceremony.

PUBLICATIONS

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

FINANCIAL INFORMATION

Tuition and Fees (per academic term)*

(On ground students only)

Tuition per credit

undergraduate level.....	\$170.00
graduate level.....	\$180.00

Laboratory fees:

Dental Assistant and Dental Assistant with

Expanded Functions Programs.....**85.00

Other Programs Laboratory Fees.....**40.00

Registration fee (per term).....25.00

Administrative Services and Technological Resources fee (per term)....100.00

Admission fee (non refundable) (new students only).....25.00

Readmission fee.....25.00

Allied Health Programs practicum fee.....100.00

NLN Testing Services Fee (one time fee only).....****\$75.00

Removal of incomplete.....15.00

Change of registration/course.....15.00

Change of major.....25.00

Transcript/Certification

Official.....5.00

Unofficial (student copy).....3.00

Competency exam (per credit).....50.00

Certifications.....2.00

Duplicate copy of official registration form.....2.00

Academic evaluation.....2.00

Accident insurance.....***5.00

Graduation fee.....50.00

Cancellation of enrollment.....100.00

Audit students (no credit awarded) Payment of Admission Fee (non-refundable) and 50% of tuition per credit and fees.

*Subject to annual revision./**Not applicable to online courses./***The accident insurance for students offered by the institution only covers accidents occurring in official student activities on campus./****This fee is for Associate's Degree Nursing students and will apply to the first academic term in which the student is enrolled in the program. This fee is not refundable.

Tuition and Fees - Online Students Only

Charge	Full Online		Hybrid
	Undergraduate		Undergrad
	Out-of-State (anywhere other than PR & Caribbean)	In-State (PR & Caribbean)	In-State (PR & Caribbean)
Tuition*	\$300 ¹	\$170	\$170
Registration fee**	\$25	\$25	\$25
Administrative Services and Technological Resources fee **	\$100	\$100	\$100
Foreign Credentials Evaluation Fee	\$100	-	-
Admissions Fee (Non-refundable)	\$25	\$25	\$25
Readmission fee***	\$25	\$25	\$25
Removal of Incomplete***	\$15	\$15	\$15
Change of Registration/Course ***	\$15	\$15	\$15
Change of Major***	\$25	\$25	\$25
Transcript/Certification***			
Official	\$5	\$5	\$5
Unofficial	\$3	\$3	\$3
Competency Exam (Per Credit)***	\$50	\$50	\$50
Certifications***	\$2	\$2	\$2
Duplicate Copy of official Registration form***	\$0	\$0	\$0
Academic Evaluation***	\$0	\$0	\$0
Accident Insurance***	\$0	\$0	\$5
Graduation Fee***	\$50	\$50	\$50
Cancellation of Enrollment***	\$100	\$100	\$100

¹Eligible US military students who enroll in fully online programs (undergraduate) qualify for a discounted tuition rate of **\$250.00 per credit** in accordance with the Tuition and Fees schedule disclosed in the current institutional catalog.

* Per Term, Per Credit Hour

** Per Term

*** As required

Payment Policy

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

The academic year consists of three trimesters with a duration of approximately 14 weeks each. Each trimester represents a payment period for financial aid purposes. All student payment balances pending after the applicable financial aid has been applied to the student's amount should be paid in accordance with the following options:

- a. By paying the full balance upon the student's completion of the registration process and upon the student receiving their official program of study.
- b. Through a payment plan of 3 payments per payment period.
- c. Through any other grant or benefit for which the student may be eligible such as:
 1. Clara Abbott Foundation Grant
 2. Workmen's Compensation Fund Corporation
 3. Arecibo Observatory Grant (Cornell University)
 4. Vocational Rehabilitation
 5. Veteran's Benefits Program
 6. Workforce Investment Act (WIA) Funds
 7. PR Law 7
 8. Other

The disbursements will be credited directly to the student's account to cover the payment of tuition and fees. Once the tuition and fees for the academic year have been covered, a check will be issued for the amount in excess, if any, within the 14 days following the date in which the account reflects the credit.

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

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

Continuing or Regular Students

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

IV. Payment procedure

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

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

Cancellation prior to commencement of classes

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

Contract Training

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

Institutional Refund Policy

National University College uses the Return of Title IV Funds calculation established by the U.S. Department of Education as the basis for calculating the adjustment to student accounts when the student withdraws from all courses. The Institutional Refund Policy applies to all students. Refunds are calculated and authorized by the Bursar's Office.

The percentage used to determine the tuition earned by the Institution is the percentage earned, as per Return of Title IV Funds calculation, rounded to the nearest 10% or a charge of \$ 100.00, whichever is higher.

For Example:

Completed days (Withdrawal Date) / Total days in Payment Period =
% earned, rounded to the nearest 10% or \$ 100.00 whichever is higher.

Percentage due to the Institution

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

Exceptions in Fees:

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

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

The portion of the student's debt/balance not covered by federal financial aid will be the student's responsibility. The institution reserves the right to pursue collection of any outstanding debts through collection agencies or the legal process.

Return of Title IV Funds Policy

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

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

to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

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

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

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

Order of Return of Title IV Funds

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

1. Unsubsidized FFEL/Direct
2. Subsidized FFEL/Direct Loans
3. FFEL/Direct PLUS (Graduate Student)
4. FFEL/Direct PLUS Parent
5. Federal Pell Grant
6. FSEOG

Administrative and Academic Regulations

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

The Institution may dismiss any student in case of violation of the rules of conduct set forth in the Student's Manual, or the Institutional Catalog.

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

INSTITUTIONAL RULES AND REGULATIONS

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

1. Students are expected to observe good behavior at all times at National University College.
2. Classrooms are considered study areas where students should maintain silence and act orderly. Silence and order is also required in the Educational Resources Centers, laboratories and halls.
3. Regular and prompt attendance at classes and laboratories is an essential part of the academic program.
4. Appropriate dressing is required at all times. Students should be aware that some programs require a specific uniform to be worn during the internship and/or in certain laboratories.
5. Every student is encouraged to hand-in requested documents at the required time.
6. The administration will expel from the Institution any student who damages or destroys any property of National University College. Damaging or destroying any property or equipment of the Institution or of other students is reason for automatic expulsion of the student.
7. Students who have officially enrolled in National University College have the right to use the laboratories corresponding to the courses they are enrolled in. However, they must be careful in handling laboratory and computer equipment and follow all rules governing their utilization.
8. Children are not allowed in classrooms and National University College is not responsible for any injuries or accidents they may suffer.
9. Collection of money or any kind of selling without written authorization of the administration is prohibited.
10. Students are not permitted to smoke except in the designated

smoking areas.

11. The use of alcohol or illegal drugs at National University College, or attending classes under the influence of said products is reason for automatically expelling the students involved in accordance with the Institution's policy.

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

EXPLANATION OF COURSE NUMBERING SYSTEM

The prefix of a course designated in the program outline for each program of study stands for the type of course. Courses are designated with a 4 digit numerical code.

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

Courses designated with a first digit of one or two are lower division courses whereas those with a first digit of three or four are upper division courses. Five thousand and six thousand level courses are courses in graduate programs.

Programs Offered at Bayamón Main Campus***
(Residential Programs)

- Accounting (Associate's Degree)*
- Business Administration (Master's Degree)
- Business Administration with Major in Accounting (Bachelor's Degree)
- Business Administration with Major in Entrepreneurship (Associate's Degree)*
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Dental Assistant with Expanded Functions (Associate's Degree)
- Education with Major in Preschool Education (Bachelor's Degree)**
- Electrical Engineering Technology with Major in Renewable Energy (Associate's Degree)
- Electronics Engineering Technology in Telecommunications (Associate's Degree)**
- Network Technology and Applications Development (Associate's Degree)*
- Network Technology and Applications Development (Bachelor's Degree)
- Nursing (Associate's Degree)
- Office Systems with Major in Information Processing (Associate's Degree)**
- Office Systems with Major in Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Physical Therapy** (Associate's Degree)***
- Science in Nursing (Bachelor's Degree)

Some courses for some of the above mentioned programs may be offered through distance education.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.nuc.edu/programas/divulgacion>

*Not currently offered for new students in the residential modality.

**Not currently offered for new students.

***“*Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.*

National University College is seeking accreditation of a new physical

therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in [professional/technical] courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.”

The Bayamón Campus of National University College is the only one officially recognized as a developing program by CAPTE at this time; other program locations are not seeking recognition at this time; and the previous graduate and current students will not be recognized as graduates of a CAPTE accredited program.

Bayamón Main Campus
(Online Programs)

The following programs are offered fully online and have no residency requirements, with the exception of those with an asterisk (*):

- Accounting (Associate's Degree)
- Business Administration (Associate's Degree)
- Business Administration (Master's Degree)
- Business Administration with Major in Accounting (Bachelor's Degree)
- Business Administration with major in Business Intelligence (Bachelor's Degree)
- Business Administration with Major in Entrepreneurship (Associate's Degree)
- Business Administration with major in General Business (Bachelor's Degree)
- Business Administration with major in Human Resources (Bachelor's Degree)
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Criminal Justice with major in Homeland Security (Bachelor's Degree)
- Criminal Justice with major in Forensic Investigation (Bachelor's Degree)
- Criminal Justice with major in Cyber Crimes (Bachelor's Degree)
- Criminal Justice with major in Human Services (Bachelor's Degree)
- Education with Major in Educational Leadership (Master's Degree)**
- Network Technology and Applications Development (Associate's Degree)
- Network Technology and Applications Development (Bachelor's Degree)
- Nursing (Associate's Degree)*
- Science in Nursing (Bachelor's Degree)*
- Sciences in Nursing (RN to BSN)

*The nursing programs (with exception of the RN to BSN which is fully online) includes clinical laboratories and internships, that are offered on ground.

**Puerto Rico residents who aspire to be certified as school principals by the Puerto Rico Education Department should contact this agency to familiarize themselves with the requirements needed to obtain this certification. At present, it is a requirement that the candidates be certified

as regular teachers, have two years of experience as a teacher, and complete a practicum, for which the student should enroll in the courses EDUC 6015 and EDUC 6025 (Field Experiences in the Educational Scenario I and II).

****Residents from outside Puerto Rico are not required to complete the Field Experiences in the Educational Scenario courses. These students should instead enroll in the courses EDUC 6025 – Leadership for Diversity and EDUC 6045 – Integrated Seminar in Educational Leadership.**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.nuc.edu/programas/divulgacion>

Programs Offered at Arecibo Branch Campus**

- Business Administration with Major in Entrepreneurship (Associate's Degree)
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Dental Assistant with Expanded Functions (Associate's Degree)
- Education with Major in Educational Leadership (Master's Degree)
- Education with Major in Health Education (Bachelor's Degree)*
- Education with Major in Preschool Education (Bachelor's Degree)
- Electrical Engineering Technology with Major in Renewable Energy (Associate's Degree)
- Electronics Engineering Technology in Telecommunications (Associate's Degree)*
- Network Technology and Applications Development (Associate's Degree)
- Network Technology and Applications Development (Bachelor's Degree)
- Instrumentation (Associate's Degree)
- Nursing (Associate's Degree)
- Office Systems Administration (Bachelor's Degree)
- Office Systems with Major in Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Physical Therapy* (Associate's Degree)**
- Science in Nursing (Bachelor's Degree)

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.nuc.edu/programas/divulgacion>

*Not currently offered for new students.

***“Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.*

National University College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does

not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in [professional/technical] courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.”

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Programs Offered at Río Grande Branch Campus**

- Accounting (Associate's Degree)*
- Business Administration with Major in Accounting (Bachelor's Degree)
- Business Administration with major in Business Intelligence (Bachelor's Degree)
- Business Administration with Major in Entrepreneurship (Associate's Degree)*
- Business Administration with major in Human Resources (Bachelor's Degree)
- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Dental Assistant with Expanded Functions (Associate's Degree)
- Education with Major in Educational Leadership (Master's Degree)
- Education with major in Preschool Education (Bachelor's Degree)*
- Electrical Engineering Technology with Major in Renewable Energy (Associate's Degree)*
- Electronics Engineering Technology in Telecommunications (Associate's Degree)*
- Network Technology and Applications Development (Associate's Degree)
- Network Technology and Applications Development (Bachelor's Degree)
- Nursing (Associate's Degree)
- Office Systems Administration (Bachelor's Degree)
- Office Systems with Major in Information Processing (Associate's Degree)*
- Office Systems with Major in Medical Secretary (Associate's Degree)
- Pharmacy Technician (Associate's Degree)
- Physical Therapy* (Associate's Degree)**
- Science in Nursing (Bachelor's Degree)
- Tourism and Hospitality (Associate's Degree)*

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.nuc.edu/programas/divulgacion>

*Not currently offered for new students.

** *“Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314;*

phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

National University College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in [professional/technical] courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.”

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Programs Offered at Ponce Branch Campus*

- Criminal Justice (Associate's Degree)
- Criminal Justice (Bachelor's Degree)
- Nursing (Associate's Degree)
- Office Systems Administration (Bachelor's Degree)
- Pharmacy Technician (Associate's Degree)
- Physical Therapy* (Associate's Degree)**
- Science in Nursing (Bachelor's Degree)

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

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*Not currently offered for new students

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Programs Offered at Caguas Branch Campus*

- Criminal Justice (Associate’s Degree)
- Criminal Justice (Bachelor’s Degree)
- Nursing (Associate’s Degree)
- Office Systems with Major in Medical Secretary (Associate’s Degree)*
- Pharmacy Technician (Associate’s Degree)
- Science in Nursing (Bachelor’s Degree)
- Physical Therapy* (Associate’s Degree)**

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

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.nuc.edu/programas/divulgacion>

*Not currently offered for new students

**“*Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.*

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ACADEMIC PROGRAM DISCLOSURES

For information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at: <http://www.nuc.edu/programas/divulgacion> or the following direct links for each program:

ASSOCIATE'S DEGREES

Academic Program	Gainful Employment Disclosure Link
Accounting	http://www.nuc.edu/gedt/AD_Accounting/Gedt.html
Business Administration	http://www.nuc.edu/gedt/AD_Business_Administration/Gedt.html
Business Administration with Major in Entrepreneurship	http://www.nuc.edu/gedt/AD_Entrepreneurship/Gedt.html
Criminal Justice	http://www.nuc.edu/gedt/AD_Criminal_Just/Gedt.html
Dental Assistant with Expanded Functions	http://www.nuc.edu/gedt/AD_Dental_Assistant_Exp_Functions/Gedt.html
Electrical Engineering Technology with Major in Renewable Energy	http://www.nuc.edu/gedt/AD_Electrical_Tech/Gedt.html
Electronics Engineering Technology in Telecommunications*	http://www.nuc.edu/gedt/AD_Electronics/Gedt.html
Instrumentation	http://www.nuc.edu/gedt/AD_Instrumentation/Gedt.html
Network Technology and Applications Development	http://www.nuc.edu/gedt/AD_Network_Tech/Gedt.html
Nursing	http://www.nuc.edu/gedt/AD_Nursing/Gedt.html
Office Systems with Major in Information Processing*	http://www.nuc.edu/gedt/AD_Office_System_Inf_Proc/Gedt.html
Office Systems with Major in Medical Secretary	http://www.nuc.edu/gedt/AD_Medical_Secretary/Gedt.html
Office Systems with Major in Legal Secretary*	http://www.nuc.edu/gedt/AD_Legal_Secretary/Gedt.html
Pharmacy Technician	http://www.nuc.edu/gedt/AD_Pharmacy_Tech/Gedt.html
Physical Therapy**	http://www.nuc.edu/gedt/AD_Physical_Therapy/Gedt.html
Tourism and Hospitality*	http://www.nuc.edu/gedt/AD_Tourism/Gedt.html

Academic Programs vary by campus.

*Program not currently offered for new students.

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to sit for the licensure examination, which is required in all states.

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BACHELOR’S DEGREES

Academic Program	Gainful Employment Disclosure Link
Business Administration with Major in Accounting	http://www.nuc.edu/gedt/BBA_Accounting/Gedt.html
Business Administration with Major in Banking*	http://www.nuc.edu/gedt/BBA_Banking/Gedt.html
Business Administration with major in Business Intelligence	http://www.nuc.edu/gedt/BBA_Buss_Intelligence/Gedt.html
Business Administration with major in General Business	http://www.nuc.edu/gedt/BBA_General_Buss/Gedt.html
Business Administration with major in Human Resources	http://www.nuc.edu/gedt/BBA_Human_Resources/Gedt.html
Criminal Justice	http://www.nuc.edu/gedt/BA_Criminal_Just/Gedt.html
Criminal Justice with major in Homeland Security	http://www.nuc.edu/gedt/BA_CJ_Homeland_Sec/Gedt.html
Criminal Justice with major in Forensic Investigation	http://www.nuc.edu/gedt/BA_CJ_Forensic_Inv/Gedt.html
Criminal Justice with major in Cyber Crimes	http://www.nuc.edu/gedt/BA_CJ_Cyber_Crimes/Gedt.html

Academic Program	Gainful Employment Disclosure Link
Criminal Justice with major in Human Services	http://www.nuc.edu/gedt/BA_CJ_Human_Serv/Gedt.html
Education with Major in Preschool Education	http://www.nuc.edu/gedt/BED_Preschool_Ed/Gedt.html
Education with Major in Health Education*	http://www.nuc.edu/gedt/BED_Health_Ed/Gedt.html
Network Technology and Applications Development	http://www.nuc.edu/gedt/BA_Network_Tech/Gedt.html
Office Systems Administration	http://www.nuc.edu/gedt/BA_Office_System/Gedt.html
Science in Nursing	http://www.nuc.edu/gedt/BA_Sciences_in_Nursing/Gedt.html
Sciences in Nursing (RN to BSN)	http://www.nuc.edu/gedt/BA_RN_to_BSN/Gedt.html

Academic Programs vary by campus.

*Program not currently offered for new students.

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DISTANCE EDUCATION TECHNICAL REQUIREMENTS INFORMATION

National University College has selected Canvas as a technological tool to support its online courses, starting on July 16th 2014. Canvas is a platform for delivering online courses, is simple and allows you remote access to your courses.

Minimum technical requirements to use Canvas

E-mail Account

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

Minimum Hardware required for PC (Windows)

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

Minimum Hardware required for MAC (Macintosh)

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

If the student wants to view Canvas on a device with a screen smaller than 1024 x 600 resolution, is recommended to use Canvas Mobile App available at <http://guides.instructure.com>

Software¹ and Plugins²

- ADOBE Acrobat Reader¹
- Apple Quicktime¹
- Windows Media Player²
- Flash Player¹

- Mozilla Firefox (Latest version. Uninstall previous versions.)
Language preferences
 - JAVA Player² (Latest version. Uninstall previous versions.) Should be enabled in your browser.
 - Respondus Lockdown Browser (Used for taking course tests in Blackboard platform.)
 - Microsoft Office 2007 or latest: Word, Excel, PowerPoint, Access. (Windows User)
 - Office for MAC 2008 or latest: Word, Excel, PowerPoint
- * If you have a previous version of Microsoft Office, you can download Microsoft Office Compatibility Pack for Word, Excel and PowerPoint 2007 file formats. Select according to your version at <http://www.microsoft.com/en-us/download/details.aspx?id=3>
 - * If you do not have Microsoft Office, you can download Open Office (Free software compatible with Microsoft Office) at www.openoffice.org
 - * With your **institutional e-mail** you have access to online Microsoft Office applications: Word, PowerPoint y Excel. To get value from this benefit, just sign in with your institutional e-mail account at <https://skydrive.live.com/>.

Internet Connection

- Wired connection: Cable, DSL, Modem 256k or faster
- Wired connection preferable. Wireless connections are sensitive to weather changes; thus, they are unstable and may cause trouble when you are working or taking a test in the platform.

Basic Knowledge

- How to manage, send and receive e-mails
- Ability to open, close and save files in the following formats: Word (DOC), Plain text (TXT), Rich text format (RTF) and PDF
- Basic knowledge on software used for course content (Example: Word, PowerPoint, Excel, among others)

Recommended Browser

- Google Chrome
- Internet Explorer versión 9.0 or higher
- Firefox versión 19 or higher

National University College's Online Division is located at Las Vistas Shopping Village, 300 Felisa Rincón de Gautier Avenue, Local #31, Río Piedras, PR. 00926. This address houses technical and support services for the online courses offered at the institution.

GRADUATE PROGRAMS

MASTER'S DEGREE IN BUSINESS ADMINISTRATION

OBJECTIVE

The graduates of the Master's Degree in Business Administration will be able to implement management principles, while applying the process and analysis of optimal evaluation to contemporary business problems. Manage organizations within a dynamic and competitive global environment, using proper business tools for qualitative and quantitative research and resolve organizational problems. Furthermore, evaluate business theories according to their relevance and application to the world of global business and develop professionally with an appreciation of the importance of social responsibility, ethics, and excellence.

MINIMUM REQUIREMENTS

39 Total Credits

MAJOR COURSES

MBA 5000	ORGANIZATIONAL BEHAVIOR	3
MBA 5010	MARKETING MANAGEMENT	3
MBA 5020	MANAGERIAL ECONOMICS	3
MBA 5030	HUMAN RESOURCES DEVELOPMENT ADMINISTRATION AND MANAGEMENT	3
MBA 5040	MANAGERIAL ACCOUNTING	3
MBA 5050	MANAGERIAL FINANCE	3
MBA 5200	BUSINESS LEADERSHIP	3
MBA 5220	SOCIAL AND ETHICAL RESPONSIBILITY	3
MBA 5240	PROJECT MANAGEMENT AND ADMINISTRATION	3
MBA 5260	MANAGERIAL INFORMATION SYSTEMS	3
MBA 5990	SEMINAR ON GLOBAL BUSINESS STRATEGIES	3
REME 5100	RESEARCH METHODOLOGY	3
STAT 5210	STATISTICS	3

* *This program is offered in both fully on ground and online delivery modes.*

* *All courses must be passed with at least a "B" grade.*

MASTER'S DEGREE IN EDUCATION WITH A MAJOR IN EDUCATIONAL LEADERSHIP

OBJECTIVE

The Master's Degree in Education with Major in Educational Leadership will provide the students with the necessary knowledge, skills and competencies to: function as transformative leaders in public and private educational organizations, effectively, ethically and productively; promote through innovative management and instructional practices a school climate conducive to learning for all constituents; encourage the formation and strengthening of learning communities in constant development and the creation and maintenance of a service-oriented organizational culture of the highest quality to all customers. It is characterized by the attitude toward collaboration, participation and sense of commitment from all participants.

MINIMUM REQUIREMENTS

21 Credits in Core Courses
18 Credits in Major Courses
39 Total Credits

CORE COURSES

EDUC	5100	EDUCATIONAL RESEARCH METHODS	3
EDUC	5110	PSYCHOSOCIAL FOUNDATIONS OF EDUCATION	3
EDUC	5120	ORGANIZATIONAL BEHAVIOR AND CHANGE	3
EDUC	5200	THEORIES, PRINCIPLES AND PROCESSES GOVERNING THE DESIGN OF EDUCATIONAL PROGRAMS	3
EDUC	5210	ETHICAL AND LEGAL ASPECTS OF EDUCATION	3
EDUC	5220	HUMAN RESOURCES ADMINISTRATION	3
EDUC	5140	ADMINISTRATION OF SPECIAL EDUCATION PROGRAMS	<u>3</u>
			21

MAJOR COURSES

EDUC 5230	INSTRUCTIONAL LEADERSHIP IN EDUCATIONAL SCENARIOS	3
EDUC 5240	ETHICAL AND TRANSFORMATIONAL LEADERSHIP	3
EDUC 6000	EDUCATIONAL SUPERVISION	3
EDUC 6010	SEMINAR ON PROCESSES AND CONTROVERSIAL ISSUES IN EDUCATIONAL MANAGEMENT	3
EDUC 6015*	FIELD EXPERIENCES IN THE EDUCATIONAL SCENARIO I	
<i>OR</i>		
EDUC 6025**	LEADERSHIP FOR DIVERSITY	3
EDUC 6035	FIELD EXPERIENCES IN THE EDUCATIONAL SCENARIO I	
<i>OR</i>		
EDUC 6045	INTEGRATED SEMINAR IN EDUCATIONAL LEADERSHIP	<u>3</u>
		18
<i>Total Credits</i>		39

*Puerto Rico residents who aspire to be certified as school principals by the Puerto Rico Education Department should contact this agency to familiarize themselves with the requirements needed to obtain this certification. At present, it is a requirement that the candidates be certified as regular teachers, have two years of experience as a teacher, and complete a practicum, for which the student should enroll in the courses EDUC 6015 and EDUC 6025 (Field Experiences in the Educational Scenario I and II).

**Residents from outside Puerto Rico are not required to complete the Field Experiences in the Educational Scenario courses. These students should instead enroll in the courses EDUC 6025 –Leadership for Diversity and EDUC 6045 – Integrated Seminar in Educational Leadership.

- All courses must be passed with at least a “B” grade.
- Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
- The Master’s Degree in Education with major in Educational Leadership Field Experiences in the Educational Scenario are equivalent to a total of 105 hours and additional 40 hours of Integrative Seminars.

Note: Puerto Rico residents that aspire to become school principals of the Puerto Rico Education Department should: Please, contact the Teacher Education and Certification Division of the Puerto Rico Department of Education to verify the requirements for the school principal licensure. For more details:

<http://www.de.gobierno.pr>

<http://www.de.gobierno.pr/sites/de.gobierno.pr/files/ReglamentoCertificaciones.pdf>

MASTER'S DEGREE PROGRAMS ADMISSION REQUIREMENTS

In order for students to be admitted into a Master's Degree program students must:

- Have a bachelor's degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin.
- Have a minimum grade point average (GPA) of 3.00 or its equivalent to be admitted to the Master's Degree in Education with major in Educational Leadership or 2.50 or its equivalent, to be admitted to the Master's Degree in Business Administration program, according to the grading system of the institution of origin.
- Have a computer that provides Internet use and have a valid e-mail address.

The documents that must accompany the admission application are:

- Transcript of academic history or a certification that includes the GPA.
- If the transcript is from a foreign university, the student will be responsible for having the document translated to English by a certified translator, and have the credits evaluated by a certified foreign credential evaluator that is a member of the National Association of Credential Evaluation Services. The certified documents must be sent to the Dean of Academic Affairs of National University College to which the student is applying.
- For the Master's Degree in Education with major in Educational Leadership students must submit two recommendation letters from professors or other fellow professionals.

Students who don't comply with any one of these admission requirements will not be considered for admission into the program.

GRADUATE STUDENTS TRANSFER POLICY

A transfer student is one who enters National University College (NUC) for the first time and has taken graduate courses at another accredited institution. To apply for admission as a graduate transfer student, the following conditions must be met:

1. Have a minimum of 6 credits approved and a minimum cumulative average of 2.50, to be admitted to the Master's Degree in Business

Administration program. For the Master's Degree in Education with major in Educational Leadership program a minimum of 6 credits approved and a minimum cumulative average of 3.00 is required.

2. Up to 6 graduate credits may be validated.
3. All courses transferred must be approved with a minimum grade of B.
4. The transferability of credits is not guaranteed unless there is evidence that competencies of the course to be transferred are equivalent to the competencies of a course at NUC.
5. Students applying to transfer courses should be aware that credits expire after 6 years after the student has studied for the last time.
6. Submit transcript of credits from the University of origin.
7. Complete the application for recognition of credits.
8. Meet the requirements established in the Admissions section for graduate students.

GRADUATION REQUIREMENTS

Students are recommended for graduation under the rules and regulations in the official catalog at the time the student entered or was readmitted to the Institution whichever date is later. A student may apply for graduation at the time he has completed 90 percent of the courses required. The student should have a minimum grade point average of 3.00 upon completing the total number of required credits for requesting graduation. Additionally, the student must have satisfied all outstanding debt with the institution in order to graduate.

A graduation application should be submitted with a receipt from the Bursar's Office for the amount of \$50.00. This application will be effective until the next scheduled graduation ceremony held in July of every year. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. A graduation certification is available upon request.

Graduation Ceremony

The graduation ceremony will normally be held during July of every year. Students who have completed the requirements for graduation in any of the Institution's programs are eligible to participate in this ceremony. Students whose accounts are not current or have an outstanding debt with the institution, will not be granted a graduation permit to attend the graduation ceremony.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICY ONLINE STUDENTS MASTER'S DEGREE

National University College requires that all graduate students demonstrate satisfactory academic progress annually. To comply with the academic progress policy, the student must meet both the qualitative and quantitative components.

Qualitative Component

The student must maintain a minimum cumulative grade point average of 3.00 in each evaluation period.

Quantitative Component

The student must complete a required percentage (%) of attempted credits in relation to the number of credits attempted (cumulative approved credits/ cumulative credits attempted). This includes transfer credits.

Notifications

The Registrar's Office will use the following status to identify students who do not meet the academic progress standards.

Financial Aid Probation

This status is used to identify students who fail to meet the academic progress requirements. As long as the students complete the appeal process and the appeal is successful, students may continue to receive Financial Aid (Title IV) for one payment period.

Appeal Process

The appeal process is that in which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of eligibility to receive Title IV Financial Aid assistance.

1. The student must complete an appeal request and submit it with the appropriate documentation that evidences the appeal

- conditions to the Counseling Office.
2. The Counselor will evaluate the student's appeal and the conditions that prevented the student from meeting the academic progress standards to determine if:
 - a. The student should be able to make satisfactory academic progress during the subsequent payment period and meet the institution's satisfactory academic progress standards at the end of that payment period; or
 - b. The student should be able to make satisfactory academic progress by a specific point in time after the development of an academic plan.
 3. At the end of one payment period on financial aid probation, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV, HEA program funds.
 4. If after the evaluation the Institution understands that the student cannot meet the institution's academic progress standard, then:
 - a. The Appeal Request will be denied and the student will receive notification of the decision. The student will not be able to receive Title IV financial aid assistance, but may continue to be enrolled and pay for the cost of studies.

Appeal Conditions

1. Death in family
2. Injury or illness of the student
3. Another special circumstance

The student must submit documentation evidencing the status of the appeal.

SCHEDULE OF SATISFACTORY ACADEMIC PROGRESS

MASTER'S DEGREE

<i>GRADUATE PROGRAM</i>		
<i>39 CREDITS</i>		
		MAJOR
		Business Administration
		Education with Major in Educational Leadership
ATTEMPTED CREDITS	%CREDITS REQUIRED	ACADEMIC AVERAGE (GPA)
1-12	50%	3.00
13-24	55%	3.00
25-36	60%	3.00
37-48	65%	3.00
49-59	67%	3.00

FINANCIAL INFORMATION

Tuition and Fees - Graduate Students

Charge	Full Online	
	Graduate	
	Out-of-State (anywhere other than PR & Caribbean)	In-State (PR & Caribbean)
Tuition*	\$350¹	\$180
Registration fee**	\$25	\$25
Administrative Services and Technological Resources Fee**	\$100	\$100
Foreign Credentials Evaluation Fee (online students only)	\$150	-
Admissions Fee (Non-refundable)	\$25	\$25
Readmission fee***	\$25	\$25
Removal of Incomplete***	\$15	\$15
Change of Registration/Course ***	\$15	\$15
Change of Major***	\$25	\$25
Transcript/Certification***		
Official	\$5	\$5
Unofficial	\$3	\$3
Competency Exam (Per Credit)***	\$50	\$50
Certifications***	\$2	\$2
Duplicate Copy of official Registration form***	\$0	\$0
Academic Evaluation***	\$0	\$0
Accident Insurance***	\$0	\$0
Graduation Fee***	\$50	\$50
Cancellation of Enrollment***	\$100	\$100

¹Eligible US military students who enroll in July online programs qualify for a discounted tuition rate of \$275.00 per credit in accordance with the Tuition and Fees schedule disclosed in the current institutional catalog.

* Per Term, Per Credit Hour

** Per Term

*** As required

PROGRAM DISCLOSURE

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MASTERS DEGREES

Academic Program	Gainful Employment Disclosure Link
Business Administration	http://www.nuc.edu/gedt/MBA/Gedt.html
Education with Major in Educational Leadership	http://www.nuc.edu/gedt/MED/Gedt.html

Academic Programs vary by campus.

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GRADUATE PROGRAMS COURSE DESCRIPTIONS

EDUC 5100: Educational Research Methods: 3 credits

In this course, the student will discuss and analyze paradigms and types of research in education. The student will also emphasize on research methods and techniques and their application, design, and applied statistical concepts.

EDUC 5110: Psychosocial Foundations of Education: 3 credits

In this course, the student will analyze various aspects of schools of thought in psychology and sociology that directly impact education and their influence on students; the environment and a positive school culture conducive to learning. This course includes the study of real and simulated cases, with emphasis on recent research.

EDUC 5120: Organizational Behavior and Change: 3 credits

In this course, the student will analyze theories and models of change and organizational behavior, as well as their implications toward achieving the vision and goals of the institution. The student will also examine the importance of climate, organizational culture, and the role of the leader as a change agent. This includes the analysis of recent research and its implication in education.

EDUC 5140: Administration of Special Education Programs: 3 credits

In this course, the student will discuss the process of teaching, evaluation, and legal basis that intervene and regulate Special Education. Evaluate the role of the educational leader and support staff in the intervention process. Analyze cases in which the student will apply new trends and practices in Special Education. The student will also integrate regulations and procedures in the educational setting to ensure and promote the social and academic development of people with disabilities.

EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits

In this course, the student will analyze and evaluate the general concepts of the curriculum, as well as apply them in the development of a curriculum segment integrated into the educational and work scenario it serves. Examine various theories and curricular approaches in order to seize them critically for successful implementation of these in the development of the curricular segment. The student will also recommend and impart direction towards achieving the educational goals of the institution.

EDUC 5210: Ethical and Legal Aspects of Education: 3 credits

In this course, students will discuss the legal basis that intervene and regulate the public and private school system in elementary, middle school,

and high school levels in the United States of America and their implications in the territories or associated states of the American nation. Critically evaluate ethical and moral concepts and professional standards that influence the educational leadership and teaching career. The student will emphasize in educational structures, and legal, academic, and administrative areas that the educational leader must know, and will apply the concepts and laws in order to improve the academic progress of students. Furthermore, examine case studies of educational systems as professional learning strategies.

EDUC 5220: Human Resources Administration: 3 credits

In this course, the student will examine the administrative practices that apply in human resources administration in contemporary educational organizations. The student will critically discuss and analyze the current legislation related to: selection and recruitment, personnel development (both at a personal and professional level), cultural and organizational environment, internal policies, and the development of work groups. This includes the study of real and simulated cases, emphasizing in the application of concepts.

**EDUC 5230: Instructional Leadership in Educational Scenarios:
3 credits**

In this course, the student will discuss and analyze the professional competencies needed for the professional development of the school director as an educational leader and capable of achieving student learning. The student will develop plans and study models based on the scientific basis for the continuous renewal of the school. It includes the analysis of real and simulated cases and situations directed toward the learning process of all students.

EDUC 5240: Ethical and Transformational Leadership: 3 credits

In this course, the student will examine the evolutionary development of the educational leadership concept, emphasizing on transactional and transformational leadership and their implementation in effective contemporary organizations. The course includes aspects related to strategic thinking and the promotion of an organizational vision of the future.

EDUC 6000: Educational Supervision: 3 credits

In this course, the student will critically examine new paradigms in the supervision designed to facilitate teacher professional development and the improvement of the academic achievement of all students. The student will also study models and innovative supervisory strategies as part of

continuous school improvement.

(Pre-requisite: EDUC 5230)

EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits

This course requires the student to reflect, analyze, and perform investigations related to controversies, problems, and developments in light of conditions prevailing in the educational system. The student will examine aspects from an integrative perspective on how to: establish a mission and a vision, development of an educational project involving the integration of technology, parent participation, and educational partnerships, among others.

EDUC 6015: Field Experiences in the Educational Scenario I: 3 Credits

In this course, the student will make visits to various educational settings, both in public and private sectors and of various levels, and other community agencies with educational programs. Observe and become aware of aspects in the educational environment, how to carry out managerial, supervisory, and educational processes from the perspective of a future leader. This course includes visits (group and individual) to schools, interviews with school staff and students, and observation of the environment and school organization. This stage requires a minimum of 30 hours in the educational setting and an integration seminar consisting of 15 hours of meetings with the professor. Furthermore, the student will reflect on this learning process.

(Pre-requisites: EDUC 5100, EDUC 5110, EDUC 5120, EDUC 5140, EDUC 5200, EDUC 5210, EDUC 5220, EDUC 5230, EDUC 5240)

EDUC 6020: Field Experiences in the Educational Scenario I: 1.5 credits

In this course, the student will make visits to various educational settings, both in public and private sectors and of various levels, and other community agencies with educational programs. Observe and become aware of aspects in the educational environment, how to carry out managerial, supervisory, and educational processes from the perspective of a future leader. This course includes visits (group and individual) to schools, interviews with school staff and students, and observation of the environment and school organization. This stage requires a minimum of 30 hours in the educational setting and an integration seminar consisting of 15 hours of virtual meetings with the professor. Furthermore, the student will reflect on this learning process.

(Pre-requisite: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 5230, 5240, 6000, 6010)

EDUC 6025: Leadership for Diversity: 3 Credits

In this course, students will evaluate the effect of globalization on learning environments, taking into account the importance of individual cultural interactions within society. They will develop the managerial skills of an educational leader with the ability to diversify culturally, respecting individual perspectives that interact in educational and work settings. They will also take and defend positions that integrate and value the respect that must prevail for diversity and for a pluralist and multicultural environment in society.

EDUC 6030: Field Experiences in the Educational Scenario II: 1.5 credits

In this course, the student will participate in direct experiences in the field to observe the relationships between instructional leadership theories and the practice applied in an educational setting. This stage requires a minimum of 75 hours spread over 3 hours a day, five days a week in the school setting and an integration seminar consisting of 25 hours of virtual meetings with the professor during a period of five weeks.

(Pre-requisites: EDUC 6020)

EDUC 6040: Grade Project Seminar: 3 credits

In this course, the student will analyze the research process as a practical contribution to public or private educational scenarios. The student will receive group and individual guidance to develop his/her grade project. Also, evaluate the reality of educational processes and present the work in oral and written form. Reflect on the impact of the research process in the management of educational leadership. As well as, include his/her research in the professional portfolio, thus completing an experience that began in the previous courses.

(Pre-requisites: EDUC 6030)

**EDUC 6035: Field Experiences in the Educational Scenario II:
3 Credits**

In this course, the student will participate in direct experiences in the field to observe the relationships between instructional leadership theories and the practice applied in an educational setting. This stage requires a minimum of 75 hours spread over 3 hours a day, five days a week in the school setting and an integration seminar consisting of 25 hours of meetings with the professor during a period of five weeks.

(Pre-requisites: EDUC 6015)

EDUC 6045: Integrated Seminar in Educational Leadership: 3 Credits

In this course the student will analyze educational scenarios in several public and private organizations, where the student will demonstrate the competences and acquired abilities in their educational formation. Will also evaluate situations in the work environment to develop skills for effective decision making in diverse organizations and educational institutions with multicultural environments. Furthermore, will prepare oral and written reports about the influence of the effective leadership in an educational working environment.

(Pre-requisites: EDUC 5100, EDUC 5110, EDUC 5120, EDUC 5140, EDUC 5200, EDUC 5210, EDUC 5220, EDUC 5230, EDUC5240, EDUC 6025)

MBA 5000: Organizational Behavior : 3 credits

In this course, students will analyze the theories and concepts related to organizational behavior. They will develop skills that will enable them to manage the behavior of work groups, corporate culture, and their implications on organizational performance. Students will also discuss the relationship between motivation, communication, and conflict management and the performance of individuals within an organization.

MBA 5010: Marketing Management: 3 credits

In this course, the student will analyze the marketing mix, segmentation and positioning concepts from a managerial approach. Argue marketing strategies based on the analysis of the internal and external environment. Furthermore, develop processes for the creation of goals and decision-making based on markets needs and opportunities.

MBA 5020: Managerial Economics : 3 credits

In this course, students will examine microeconomic and macroeconomic theories, how they are applied in a company environment and analyze the links that exist between the company and its different areas, and its economic means. Students will apply knowledge on related issues, such as economic problems and supply and demand functions. Furthermore, students will also discuss and analyze the theory, production costs, perfect and imperfect competition models and monopolies and oligopolies to provide economic growth and stability in the decision-making process.

MBA 5030: Human Resources Development Administration and Management : 3 credits

In this course, the student will assess administrative practices, important functions and primary processes related to human resources.

Discuss theoretical models that promote the development of the organization. Analyze the interdependence and highlight elements of the modern management style to promote a culture of continuous learning. The student will also argue about the influence of managerial leadership and conflict management in the supervision of staff in a company.

MBA 5040: Managerial Accounting : 3 credits

In this course, students will examine the purposes of managerial accounting and compare its different branches to achieve an effective process of decision-making within the company. Students will examine the importance of systems for cost analysis used to interpret internal reports. They will also evaluate the techniques and tools that allow profit maximization to obtain greater productivity and to support the decision-making process. Furthermore, students will emphasize on the implications of cost analysis in management decisions, capital planning, and investment strategies that contribute to the company's optimal and reliable fiscal performance.

MBA 5050: Managerial Finance : 3 credits

In this course, the student will analyze reports, financial statements, risk and performance as a base for decision-making. Furthermore, the student will study the value of time and its implications on financial decisions.

MBA 5200: Business Leadership : 3 credits

In this course, students will analyze the main concepts and theories regarding business leadership and development of the skills needed to exercise effective leadership. The students will critically evaluate current leadership challenges and their implications in an organization's changes and performance. In addition, students will examine the human resources of a company through an ethical, fair, democratic, and inspiring process.

MBA 5220: Social and Ethical Responsibility: 3 credits

In this course, students will examine the criterion that contributes to social responsibility development in an organization. The students will evaluate how personal values influence the decision-making process. Furthermore, they will discuss the ethical decisions made daily at the work place.

MBA 5240: Project Management and Administration: 3 credits

In this course, students will analyze and evaluate the concepts, theories, and criteria related to the organization and administration of the resources used to manage a project. The students will discuss the role of

leadership in project management necessary to complete a project. They will examine the tools, methodologies, and standards established by the Project Management Institute. Furthermore, they will design projects that add value to an organization by using the PERT and CPM models.

MBA 5260: Managerial Information Systems: 3 credits

In this course, students will analyze the concepts, processes and modern techniques used to ensure control of information management as well as the security, integrity and quality of the data stored in the information systems. Students will discuss security techniques used in information management of a network system. Also, they will develop a relationships diagram that implements automation and security processes for a company or business.

MBA 5990: Seminar on Global Business Strategies: 3 credits

In this course, students will incorporate knowledge, skills and abilities acquired throughout their courses. Also, students will prepare a dossier demonstrating their planning and implementation skills in activities that reflect their ability to make decisions and implement solutions with leadership, a sense of duty, and using critical and ethical thinking. Furthermore, they will analyze case studies that include cultural and global contexts, into which they must insert the development of competitive strategies, the impact of strategies within the organization's functional areas, and ethical situations that multinational corporations are faced with. This course is the conclusion of the experience that began in previous courses.

(Pre-requisites: MBA 5000, 5010, 5020, 5030, 5040, 5050, 5200, STAT 5210)

REME 5100: Research Methodology: 3 credits

In this course the student will discuss and analyze paradigms and types of research in business administration. The course makes emphasis on methods and techniques of research and its design, application, interpretation and results presentation.

(Pre-requisite: STAT 5210)

STAT 5210: Statistics: 3 credits

In this course, students will analyze and discuss the application of descriptive and inferential statistics. Also, use different types of computing systems and their application for research and decision-making in the organization.

UNDERGRADUATE PROGRAMS

**ALLIED HEALTH SCIENCES
DEPARTMENT**

ALLIED HEALTH SCIENCES DEPARTMENT

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

The Pharmacy Technician, Dental Assistant with Expanded Functions and Physical Therapy programs provide the student with a maximum of knowledge and skills to work as assistants to professionals in the academic associate's degree program fields.

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

****Please refer to page 183 for important information regarding this program.***

ASSOCIATE'S DEGREE IN DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

MAJOR COURSES:

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

43**ELECTIVES****3**

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

ASSOCIATE'S DEGREE IN PHARMACY TECHNICIAN

OBJECTIVE

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

MINIMUM REQUIREMENTS:

25 Credits in General Education

17 Credits in Core Courses

42 Credits in Major Courses

3 Credits in Elective Courses

87 Total Credits

GENERAL EDUCATION

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

CORE COURSES

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

MAJOR COURSES:

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

ELECTIVES:**3**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All general education and core courses with an asterisk and all major courses must be passed with at least a "C" grade.
- * The Associate's Degree in Pharmacy Technician Practice is equivalent to two (2) internships of 350 hours each and another one of 300 hours.

ASSOCIATE’S DEGREE IN PHYSICAL THERAPY**

OBJECTIVE

The Associate’s Degree in Physical Therapy Program, develops in the students the knowledge and clinical competencies necessary to positively impact their clients, profession and community. It also prepares students to demonstrate critical thinking skills, effective communication, technological competencies and leadership. Graduates will be capable of joining the workforce and demonstrating that they understand the limits of their role and the scope of their interventions as Physical Therapy Assistants.

MINIMUM REQUIREMENTS

21	Credits in General Education
12	Credits in Core Courses
42	Credits in Major Courses
<u>3</u>	Credits in Electives
78	Total Credits

GENERAL EDUCATION:

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
HUMA	1010	HUMANITIES I	
		OR	
SOSC	1010	SOCIAL SCIENCES I	3
HUMA	1020	HUMANITIES II	
		OR	
SOSC	1020	SOCIAL SCIENCES II	3
MATH	1010	BASIC MATHEMATICS	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	<u>3</u>
			21

CORE COURSES:

BIOL	2010*	ANATOMY AND PHYSIOLOGY I	3
BIOL	2020*	ANATOMY AND PHYSIOLOGY II	3
ITTE	1021L	COMPUTER LITERACY AND LAB.	2
MEBI	1011L*	MEDICAL PLANS BILLING AND MEDICAL RECORDS DIGITIZING	3

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u> 12
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MAJOR COURSES:

THER	1010	FUNDAMENTAL PRINCIPLES OF PHYSICAL THERAPY	2
THER	1021L	BASIC THEORIES AND PRACTICES OF PHYSICAL THERAPY INTERVENTION AND LABORATORY	3
THER	1031L	INTERVENTION MODALITIES IN PHYSICAL THERAPY AND LABORATORY	3
THER	1040	KINESIOLOGY	4
THER	1051L	THERAPEUTICAL MESSAGES AND LABORATORY	3
THER	1061L	THERAPEUTICAL EXERCISES AND LABORATORY	3
THER	2020	PHYSICAL DYSFUNCTIONS I	3
THER	2011L	DAILY LIVING ACTIVITIES AND LABORATORY	3
THER	2030	PHYSICAL DYSFUNCTIONS II	3
THER	2061P	PHYSICAL THERAPY PRACTICE I*	6
THER	2071P	PHYSICAL THERAPY PRACTICE II*	6
THER	2081	INTEGRATING SEMINAR ON PHYSICAL THERAPY	<u>3</u> 42
ELECTIVES:			3

This program is not currently offered for new students

- * Before beginning internship, students must have completed all prerequisites of the internship courses in accordance with the curriculum of the program.
- * All general education and core courses with an asterisk and all major courses must be passed with at least a “C” grade.
- * The Associate’s Degree in Physical Therapy Practices are equivalent to 300 hours each.

** “Graduation from a physical therapist [assistant] education program accredited by the Commission on Accreditation in Physical Therapy

Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

National University College is seeking accreditation of a new physical therapist assistant education program from CAPTE. The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status. Achievement of Candidate for Accreditation status is required prior to implementation of the [professional/technical] phase of the program; therefore, no students may be enrolled in [professional/technical] courses until Candidate for Accreditation status has been achieved. Further, though achievement of Candidate for Accreditation status signifies satisfactory progress toward accreditation, it does not assure that the program will be granted accreditation.”

The Bayamón Campus of National University College is the only one officially recognized as a developing program by CAPTE at this time; other program locations are not seeking recognition at this time; and the previous graduate and current students will not be recognized as graduates of a CAPTE accredited program.

**NURSING
DEPARTMENT**

NURSING DEPARTMENT

The nursing department faculty is committed to enhance the knowledge and prepares students to become leaders in nursing, ready to provide caring, holistic and quality nursing services to diverse population. The programs under this department are designed to prepare graduates to occupy positions at entry level in the government and the private sector in areas related to the nursing profession. The Department offers Associate's Degree in Nursing as well as a Bachelor's Degree in Science in Nursing.

The Nursing programs provide the student with a maximum of knowledge and skills to work in the academic associate's degree program fields or as professionals in the Bachelors of Science in Nursing program field.

Under the laws of the Commonwealth of Puerto Rico the nursing profession is highly regulated. Candidates entering into the Nursing Programs field should be aware of the various licensing, public service and other requirements of these profession.

BACHELOR'S DEGREE IN SCIENCE IN NURSING

OBJECTIVE:

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

MINIMUM REQUIREMENTS

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

GENERAL EDUCATION

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

CORE COURSES

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

MAJOR COURSES

NURS	1000	NURSING THEORY AND EVOLUTION	2
NURS	1050	PHARMACOLOGY AND NURSING IMPLICATIONS	3
NURS	1211L	PHARMACOLOGY AND LABORATORY SKILLS FOR THE MEDICINES ADMINISTRATION	2
NURS	1300	FUNDAMENTALS OF NURSING	3
NURS	1311L	FUNDAMENTALS OF NURSING LABORATORY	2
NURS	1411P	PRACTICE OF FUNDAMENTALS OF NURSING	1
NURS	1500	NURSING ETHICS AND LAW	2
NURS	1550	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS I	3
NURS	1561P	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS I (PRACTICUM)	1
NURS	1600	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS II	3
NURS	1611P	NURSING INTERVENTIONS WITH ADULT AND ELDER WITH HEALTH ALTERATIONS II (PRACTICUM)	1

NURS	2600	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN	3
NURS	2611P	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN (PRACTICUM)	1
NURS	2700	NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT WITH HEALTH ALTERATIONS	3
NURS	2711P	NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT WITH HEALTH ALTERATIONS (PRACTICUM)	1
NURS	2740	NURSING INTERVENTIONS WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY	3
NURS	2751P	NURSING INTERVENTIONS WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY (PRACTICUM)	1
NURS	2761	INTEGRATING SEMINAR - NURSING	3
NURS	3000	PROFESSIONAL ROLE OF THE NURSE IN THE PRESENT SOCIETY	2
NURS	3005	CRITICAL THINKING IN NURSING	3
NURS	3010	PHYSICAL EXAMINATION	2
NURS	3011L	LABORATORY OF PHYSICAL EXAMINATION	1
NURS	3025	NURSING INTERVENTION IN THE ADMINISTRATION OF MEDICINES	3
NURS	3050	RESEARCH IN NURSING	3
NURS	3055	LEADERSHIP AND MANAGEMENT	3
NURS	3130	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH ADULT	3
NURS	3131P	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH ADULT (PRACTICUM)	1
NURS	4010	VALUATION AND INTERVENTION WITH POPULATION AND GROUPS	3
NURS	4011P	VALUATION AND INTERVENTION WITH POPULATION AND GROUPS (PRACTICUM)	<u>1</u>

63**ELECTIVES****6**

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

BACHELOR'S DEGREE IN SCIENCE IN NURSING (RN TO BSN)

OBJECTIVE

The objective of the Bachelor's Degree in Science in Nursing (RN to BSN) is to prepare health professionals with a solid foundation in theoretical knowledge, leadership and managerial skills, innovative and technological advances, investigation, communication, clinical judgment, and decision-making. The Bachelor's in Sciences in Nursing (RN to BSN) program emphasizes the needs within the profession, the holistic care of the human beings, and the integration of knowledge within the discipline.

MINIMUM REQUIREMENTS:

12	Credits in General Education
5	Credits in Core Courses
<u>28</u>	Credits in Major Courses
45	Total Credits

Note: For a description of additional courses/credits required to complete this Bachelor's Degree, please refer to the next two pages of this document.

GENERAL EDUCATION:

ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	
	OR	
SOSC 1010	SOCIAL SCIENCES I	3
HUMA 1020	HUMANITIES II	
	OR	
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 2040	WRITING AND COMPOSITION	<u>3</u>
		12

CORE COURSES

NUTR 1000	INTRODUCTION TO NUTRITION	2
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		5

MAJOR COURSES

NURS 3006	TRANSITION OF THE ROLE OF NURSES IN CURRENT SOCIETY	3
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NURS	3015	PHYSICAL ASSESSMENT	3
NURS	3050	RESEARCH IN NURSING	3
NURS	3130	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH ADULTS	3
NURS	3040	TECHNOLOGY AND PRACTICE IN NURSING	3
NURS	3055	LEADERSHIP AND MANAGEMENT	3
NURS	4000	GLOBAL AND NATIONAL HEALTH POLICIES	3
NURS	4012	INTERVENTION AND ASSESSMENT: GROUP AND POPULATION	4
NURS	4090	INTEGRATED SEMINAR—RN TO BSN	<u>3</u>
			28

*All core and major courses must be passed with at least a “C” grade.

**Program offered only online.

Admission Requirements:

- Complete and submit the admission application.
- Have an associate degree in nursing from an accredited institution that is recognized by the United States Department of Education or by an official agency from the country of origin.
- Have a minimum GPA of 2.50 or its equivalent, according to the grading system of the institution of origin.
- Show proficiency in computer literacy.
- Have a permanent RN license in United States or Puerto Rico and show evidence that such license is active. *All students must keep their license active during their time of study.

Documents that must be submitted with the admission application:

1. Transcript of the academic file or certification that includes a cumulative average and a degree conferred by the college or university of origin.
2. If the transcript comes from a foreign university, it will be the responsibility of the student to have the document translated to English by a certified translator and have the transcript evaluated by a credentials evaluator who is member of the National Association of Credential Evaluation Services to determine the equivalency of the credentials to credentials awarded by institutions in the United States. These documents must be sent directly to the academic dean.
3. Pay the admissions fee.

Transfer of credits for the Bachelor's Degree in Science in Nursing (RN to BSN) Program

Academic Degree: Bachelor's Degree in Science in Nursing (RN to BSN)

Terms: 3 full-time

Total credits: RN to BSN- 45 credits

Credits required for graduation: **121 credits**

The student will be able to transfer up to 75% of the credits which include credits in natural sciences, nursing and general education with a minimum approval of C. The university of origin must be accredited and recognized by the United States Department of Education or by a national or regional accrediting agency. The courses will be evaluated one by one and must be equivalent to the ones included in the Bachelor's in Science in Nursing. Depending on the student's awarded associate's degree, prerequisite courses may have to be completed and additional courses may be required to successfully complete the RN to BSN program graduation requirements.

Having approved all core and major courses with a minimum academic index of "C".

TRANSFER CREDITS RN TO BSN

GENERAL EDUCATION COURSES

The student must complete a total of 36 credits in general education. The student will be able to transfer up to 24 credits, equivalent to the Bachelor's in Science in Nursing, general education courses.

ASSOCIATE'S DEGREE IN NURSING

OBJECTIVE

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

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

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

MAJOR COURSES:

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

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

ELECTIVE**3**

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

**BUSINESS
ADMINISTRATION
AND TECHNOLOGY
DEPARTMENT**

BUSINESS ADMINISTRATION AND TECHNOLOGY DEPARTMENT

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

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN ACCOUNTING

OBJECTIVE

The Bachelor's Degree Program in Business Administration with major in Accounting provides students with the knowledge and skills necessary for an entry level position in the Business Administration field, with an emphasis in Accounting. It also prepares the student with skills to analyze, investigate, synthesize and interpret the accounting cycle focusing on costs, contributions, and forensic auditing for the decision-making process.

MINIMUM REQUIREMENTS

40	Credits in General Education
42	Credits in Core Courses
33	Credits in Major Courses
<u>6</u>	Credits in Elective Courses
121	Total Credits

GENERAL EDUCATION

BISC 1010	INTRODUCTION TO BIOLOGICAL SCIENCES	3
ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
ITTE 1031L	COMPUTER LITERACY	3
MATH 1010*	BASIC MATHEMATICS	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
		40

CORE COURSES

BUAD 1050	MULTICULTURALISM	3
BUAD 2000	FUNDAMENTS OF MANAGEMENT	3

BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARED MANAGEMENT	3
BUAD 3050*	ETHICS IN BUSINESS	3
BUAD 4000*	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000*	MICRO ECONOMICS	3
ECON 3200*	MACRO ECONOMICS	3
FINA 2100*	FINANCE AND CASH FLOW	3
MATH 1050*	BUSINESS MATHEMATICS	3
MATH 2080*	QUANTITATIVE METHODS	3
MKTG 1010	MARKETING PRINCIPLES	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		42

MAJOR COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1050	INTRODUCTION TO ACCOUNTING II	4
ACCO 2100	INTERMEDIATE ACCOUNTING I	3
ACCO 2270L	COMPUTERIZED ACCOUNTING AND LAB.	4
ACCO 2200 ¹	PUERTO RICAN TAXES	
OR	OR	
ACCO 3320 ¹	FEDERAL TAXES	3
ACCO 3150	INTERMEDIATE ACCOUNTING II	3
ACCO 3420	INTRODUCTION TO COST ACCOUNTING	3
ACCO 4220	PRINCIPLES OF AUDITING	3
ACCO 4400	ADVANCED ACCOUNTING	3
ACCO 4500	FORENSIC ACCOUNTING	<u>3</u>
		33

ELECTIVES

6

1 Residents of Puerto Rico must enroll in ACCO 2200. Residents outside of Puerto Rico must enroll in ACCO 3320 Federal Taxes. Residents of Puerto Rico must enroll in ACCO 3320 Federal Taxes as Elective Course.

- * This program will be offered through the on ground and online delivery mode.
- * All general and core courses with an asterisk and all major courses must be passed with at least a “C” grade.
- * Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN BANKING

OBJECTIVE:

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

Minimum Requirements

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

GENERAL EDUCATION

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

CORE COURSES

ACCO	1000*	INTRODUCTION TO ACCOUNTING I	4
ACCO	1050*	INTRODUCTION TO ACCOUNTING II	4

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

MAJOR COURSES

FINA	2710	MONEY AND BANKING	3
ACCO	4220	PRINCIPLES OF AUDITING	3
BANK	1010	FOUNDATIONS OF BANKING OPERATIONS	3
BANK	1020	BANKING REGULATIONS AND POLICIES	3
BANK	1030	BANKING CREDIT	3
BANK	2010	FOUNDATIONS OF INVESTMENTS	3
BANK	2101L	BANK TELLER AND PAYER/ COLLECTOR I LAB.	3
BANK	2201L	BANK TELLER AND PAYER/ COLLECTOR II LAB.	3
BANK	3010	MORTGAGE AND REAL ESTATE MARKET	3
BANK	4010	CUSTOMER SERVICE	3
BANK	4020	INTERNATIONAL MARKETING	3
BANK	4301P	PRACTICE IN BANKING	4
MKTG	1010	MARKETING PRINCIPLES	3
MKTG	2020	MARKETING TECHNIQUES IN BANKING SYSTEMS	<u>3</u>
			43

ELECTIVES

3

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

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

OBJECTIVE

The Bachelor's of Business Administration Program with major in Business Intelligence, prepares the student with the basic knowledge and skills to gather, interpret, analyze, develop and implement projects, programs, or complete solutions, combining this information with available technology to transform it into valuable knowledge to support the analysis, the business problem solutions, contributing to the decision making process or the development of plans and actions that will help the organizations in reaching their goals and objectives.

MINIMUM REQUIREMENTS:

40	Credits in General Education
50	Credits in Core Courses
24	Credits in Major Courses
<u>6</u>	Credits in Electives
120	Total Credits

GENERAL EDUCATION:

BISC	1010	BIOLOGICAL SCIENCES	3
ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
ITTE	1031L	COMPUTER LITERACY AND LAB.	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
MATH	1010*	BASIC MATHEMATICS	3
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2040	WRITING AND COMPOSITION	<u>3</u>
			40

CORE COURSES

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
ACCO	1050	INTRODUCTION TO ACCOUNTING II	4
BUAD	1050	MULTICULTURALISM	3
BUAD	2000	FUNDAMENTALS OF MANAGEMENT	3

BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARATIVE MANAGEMENT	3
BUAD 3050	ETHIC IN BUSINESS	3
BUAD 4000	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICRO ECONOMICS	3
ECON 3200	MACRO ECONMICS	3
FINA 2100	FINANCE AND CASH FLOW	3
MATH 1050	BUSINESS MATHEMATICS	3
MATH 2080	QUANTITATIVE METHODS	3
MKGT 1010	MARKETING PRINCIPLES	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		50

MAJOR COURSES

BUIN 1010	PRINCIPLES OF INFORMATION SYSTEMS	3
BUIN 1020	INTRODUCTION TO DATA BASE	3
BUIN 1030	DECISION SUPPORT SYSTEMS	3
BUIN 1040	PROGRAMS DEVELOPMENT TOWARD BUSINESS ADMINISTRATION	3
BUIN 1050	C++ PROGRAMMING	3
BUIN 1060	MANAGEMENT SCIENCE	3
BUIN 1070	DATA WAREHOUSING	3
BUIN 1075	INTERNATIONAL BUSINESS	<u>3</u>
		24

ELECTIVES **6**

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

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

OBJECTIVE

The Bachelor's Degree in Business Administration with major in General Business, provides students with the necessary knowledge, skills and abilities to apply management principles to contemporary business problems, manage organizations and use business theories according to their relevance and application to the global world.

MINIMUM REQUIREMENTS:

40	Credits in General Education
50	Credits in Core Courses
24	Credits in Major Courses
<u>6</u>	Credits in Electives
120	Total Credits

GENERAL EDUCATION:

BISC 1010	BIOLOGICAL SCIENCES	3
ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	1
MATH 1010*	BASIC MATHEMATICS	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	<u>3</u>
		40

CORE COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1050	INTRODUCTION TO ACCOUNTING II	4
BUAD 1050	MULTICULTURALISM	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3

BUAD 3010	COMPARATIVE MANAGEMENT	3
BUAD 3050	ETHIC IN BUSINESS	3
BUAD 4000	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICRO ECONOMICS	3
ECON 3200	MACRO ECONOMICS	3
FINA 2100	FINANCE AND CASH FLOW	3
MATH 1050	BUSINESS MATHEMATICS	3
MATH 2080	QUANTITATIVE METHODS	3
MKGT 1010	MARKETING PRINCIPLES	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		50

MAJOR COURSES

BUAD 2010	POLICIES AND BUSINESS STRATEGY	3
BUAD 2030	ECOMMERCE	3
BUAD 2050	BUSINESS LAW	3
BUAD 2070	ENTREPRENEURSHIP	3
BUIN 1010	PRINCIPLES OF INFORMATION SYSTEM	3
HURE 1030	FUNDAMENTALS OF BUSINESS COACHING	3
HURE 1060	MANAGING ORGANIZATIONAL CHANGE	3
HURE 1070	INTERNATIONAL LABOR LAW	<u>3</u>
		24

ELECTIVES **6**

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

**Program offered only online.

**BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION
WITH MAJOR IN HUMAN RESOURCES**

OBJECTIVE

The Bachelor's Program in Business Administration with major in Human Resources qualifies the student with the required knowledge, skills and abilities to work in the administration and management of the Human Resources in global and local companies. It also prepares the student to perform the planning, organization, leadership and administrative functions in the Human Resources in a strategic way and according to the company objectives.

MINIMUM REQUIREMENTS:

40	Credits in General Education
50	Credits in Core Courses
24	Credits in Major Courses
<u>6</u>	Credits in Electives
120	Total Credits

GENERAL EDUCATION:

BISC	1010	BIOLOGICAL SCIENCES	3
ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
ITTE	1031L	COMPUTER LITERACY AND LAB.	3
MATH	1010*	BASIC MATHEMATICS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2040	WRITING AND COMPOSITION	3
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	<u>3</u>
			40

CORE COURSES

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
ACCO	1050	INTRODUCTION TO ACCOUNTING II	4
BUAD	1050	MULTICULTURALISM	3

BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARATIVE MANAGEMENT	3
BUAD 3050	ETHIC IN BUSINESS	3
BUAD 4000	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICRO ECONOMICS	3
ECON 3200	MACRO ECONOMICS	3
FINA 2100	FINANCE AND CASH FLOW	3
MATH 1050	BUSINESS MATHEMATICS	3
MATH 2080	QUANTITATIVE METHODS	3
MKGT 1010	MARKETING PRINCIPLES	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		50

MAJOR COURSES

HURE 1010	RECRUITMENT AND SELECTION	3
HURE 1020	TRAINING AND DEVELOPMENT	3
HURE 1030	FUNDAMENTALS OF BUSINESS COACHING	3
HURE 1040	COMPENSATION AND BENEFITS	3
HURE 1050	SUPERVISORY STRATEGIES	3
HURE 1060	MANAGING ORGANIZATIONAL CHANGE	3
HURE 1070	INTERNATIONAL LABOR LAW	3
HURE 1080	BUSINESS CONFLICT MEDIATION	<u>3</u>
		24

ELECTIVES 6

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

**BACHELOR'S DEGREE IN
NETWORK TECHNOLOGY
AND APPLICATIONS DEVELOPMENT**

OBJECTIVE

The Bachelor's Degree in Network Technology and Applications Development will enable the student to gain advanced knowledge in architecture, administration, diagnosis, and maintenance of communication networks. It will also prepare the student to handle, repair, and configure Internet protocols that meet the users' needs, with emphasis in auditing and network security. In addition, the student will develop applications in diverse environments and utilize different tools in Web Design and E-commerce.

MINIMUM REQUIREMENTS

40	Credits in General Education
49	Credits in Core Courses
25	Credits in Major Courses
<u>6</u>	Credits in Electives Courses
120	Total Credits

GENERAL EDUCATION

BISC 1010	INTRO. TO BIOLOGICAL SCIENCES	3
ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
MATH 1010*	BASIC MATHEMATICS	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
		40

CORE COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
BUMA 1000	INTRODUCTION TO BUSINESS	3

BUAD	3000	HUMAN RESOURCES ADMINISTRATION	3
MATH	2050*	APPLIED MATHEMATICS	3
INTE	2460L*	DATA COMMUNICATIONS AND LABORATORY	3
INTE	2530L*	LOCAL AREA NETWORKS AND LABORATORY	4
INTE	2570L*	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE	2520L*	WEB PAGE DESIGN AND LABORATORY	3
INTE	3040L*	DIAGNOSTIC & MAINTENANCE OF PC'S AND LABORATORY	3
INTE	3510L*	WEB TECHNOLOGY AND LABORATORY	3
PROG	2310L	USE AND MANAGEMENT OF SPREADSHEET AND LABORATORY	3
PROG	1030L*	INTRODUCTION TO COMPUTER PROGRAMMING AND LABORATORY	2
PROG	1140L*	DATA BASE DESIGN AND LABORATORY	3
PROG	2270L*	APPLICATIONS DEVELOPMENT I AND LABORATORY	3
PROG	2370L*	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG	2480L*	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LABORATORY	<u>3</u>
			49

MAJOR COURSES

BUIN	1050	C++ PROGRAMMING	3
INTE	4010	NETWORKS SECURITY AND AUDITING	3
INTE	4125L	INTRODUCTION TO ELECTRONIC COMMERCE AND LABORATORY	3
INTE	4200 ¹	NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT	
	OR	INTEGRATION SEMINAR	
INTE	4161P ¹	INFORMATION TECHNOLOGY PRACTICE	4
PROG	3355L	APPLICATIONS DEVELOPMENT II AND LABORATORY	3
PROG	3375L	OBJECT ORIENTED PROGRAMMING AND LABORATORY	3
PROG	3425L	DATA BASE MANAGEMENT AND LABORATORY	3
STAT	2000	INTRODUCTION TO STATISTICS	<u>3</u>
			25

ELECTIVES**

6

- ¹ Students enrolled in the on ground modality or hybrid program must take the INTE 4161P – Information Technology Practice course. Students enrolled in the full online modality program must take the INTE 4200 – Network Technology and Applications Development Integration Seminar.
- * This program will be offered through the on ground and online delivery mode.
 - * All general education and core courses with an asterisk and, all major courses must be passed with at least a “C” grade.
 - * Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

For students enrolled in the on ground modality or hybrid program:

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * The Bachelor’s Degree in Network Technology and Applications Development Practice is equivalent to 225 hours.

BACHELOR'S DEGREE IN OFFICE SYSTEMS ADMINISTRATION

OBJECTIVE:

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

MAJOR COURSES:

BUAD	2050	BUSINESS LAW	3
BUAD	3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA	1000	INTRODUCTION TO BUSINESS	3
MKTG	1010	MARKETING PRINCIPLES	3
OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I & LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II & LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTATION & TRANSCRIPTION OF SPANISH SPEEDWRITING AND LAB.	3
OFSY	2201L	DICTATION & TRANSCRIPTION OF ENGLISH SPEEDWRITING AND LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2661L	PLANNING AND TECHNIQUES OF TRAINING AND LAB.	3
OFSY	2730	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I	3
OFSY	2731L	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I LAB.	1
OFSY	2740	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II	3
OFSY	2741L	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II LAB.	1

OFSY	2751L	ELECTRONIC BUSINESS WRITING AND LAB.	3
OFSY	3901L	SIMULATED OFFICE AND LAB.	3
OFSY	3851P	OFFICE SYSTEMS PRACTICE AND INTEGRATING SEMINAR	4
PROG	2300	USE AND MANAGEMENT OF SPREADSHEET	3
PROG	2311L	USE AND MANAGEMENT OF SPREADSHEET LAB.	<u>2</u>
			62

ELECTIVES **6**

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

ASSOCIATE'S DEGREE IN BUSINESS ADMINISTRATION

OBJECTIVE

The Associate's Degree in Business Administration qualifies the student with the required knowledge and the necessary basic skills to recognize business problems and theories for its implementation in the modern business world.

MINIMUM REQUIREMENTS:

22	Credits in General Education
<u>47</u>	Credits in Major Courses
69	Total Credits

GENERAL EDUCATION:

ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
HUMA	1010	HUMANITIES I	3
or			
SOSC	1010	SOCIAL SCIENCES I	3
ITTE	1031L	COMPUTER LITERACY AND LABORATORY	3
MATH	1010*	BASIC MATHEMATICS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	<u>3</u>
			22

MAJOR COURSES

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
ACCO	1050	INTRODUCTION TO ACCOUNTING II	4
BUAD	1050	MULTICULTURALISM	3
BUAD	2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD	3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD	3010	COMPARATIVE MANAGEMENT	3
BUAD	3050	ETHIC IN BUSINESS	3
BUMA	1000	INTRODUCTION TO BUSINESS	3
ECON	2000	MICRO ECONOMICS	3
ECON	3200	MACRO ECONOMICS	3
FINA	2100	FINANCE AND CASH FLOW	3
MATH	1050	BUSINESS MATHEMATICS	3

MATH 2080	QUANTITATIVE METHODS	3
MKGT 1010	MARKETING PRINCIPLES	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		47

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

**Program offered only online.

ASSOCIATE'S DEGREE IN ACCOUNTING

OBJECTIVE

The Associate's Degree in Accounting prepares students with basic knowledge and skills needed to perform the tasks associated with the profession of accounting such as bookkeeping and financial statement analysis. This program provides learning experiences through the use of technology to ensure student success in modern companies.

MINIMUM REQUIREMENTS

22	Credits in General Education
39	Credits in Major Courses
<u>3</u>	Credits in Elective
64	Total Credits

GENERAL EDUCATION

ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
HUMA 1010	HUMANITIES I	
	OR	
SOSC 1010	SOCIAL SCIENCES I	3
ITTE 1031L	COMPUTER LITERACY AND LAB	3
MATH 1010*	BASIC MATHEMATICS	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
		22

MAJOR COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1050	INTRODUCTION TO ACCOUNTING II	4
ACCO 2100	INTERMEDIATE ACCOUNTING I	3
ACCO 2200 ¹	PUERTO RICAN TAXES	
	OR	
ACCO 3320 ¹	FEDERAL TAXES	3
ACCO 2270L	COMPUTERIZED ACCOUNTING AND LAB.	4
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3

BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICRO ECONOMICS	3
FINA 2100	FINANCE AND CASH FLOW	3
MATH 1050	BUSINESS MATHEMATICS	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		39

ELECTIVE **3**

¹Residents of Puerto Rico must enroll in ACCO 2200. Residents outside of Puerto Rico must enroll ACCO 3320 Federal Taxes.

- * This program will be offered through the on ground and online delivery modes.
- * General education courses with an asterisk and all major courses must be passed with at least a “C” grade.
- * Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

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

OBJECTIVE

The Associate's Degree in Business Administration with major in Entrepreneurship prepares the student with basic administrative and managerial skills. This course considers the new trends, changes, and realities in our economy; therefore, it offers an alternative for the student to acquire the basic knowledge in planning, implementing, developing, and operating the student's own business.

MINIMUM REQUIREMENTS

22 Credits in General Education
45 Credits in Major Courses
67 Total Credits

GENERAL EDUCATION

ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
HUMA1010	HUMANITIES I	
OR	OR	
SOSC 1010	SOCIAL SCIENCES I	3
ITTE 1031L	COMPUTER LITERACY AND LAB.	3
MATH 1010*	BASIC MATHEMATICS	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
		22

MAJOR COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1050	INTRODUCTION TO ACCOUNTING II	4
ACCO 2200 ¹	PUERTO RICAN TAXES	
OR	OR	
ACCO 3320 ¹	FEDERAL TAXES	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3050	ETHICS IN BUSINESS	3
BUMA 1000	INTRODUCTION TO BUSINESS	3

BUMA 1050	INTRODUCTION TO ENTREPRENEURSHIP	3
BUMA 2000	BUSINESS REGULATIONS AND PERMISSIONS	3
BUMA 2050	SMALL BUSINESS PLANNING	3
BUMA 2150	SMALL BUSINESS PROPOSAL AND DEVELOPMENT	4
ECON 2000	MICRO ECONOMICS	3
FINA 2100	FINANCE AND CASH FLOW	3
MATH 1050	BUSINESS MATHEMATICS	3
MKTG 1010	MARKETING PRINCIPLES	<u>3</u>
		45

¹Residents of Puerto Rico must enroll in ACCO 2200. Residents outside of Puerto Rico must enroll in ACCO 3320.

- * This program will be offered through the on ground and online delivery mode.
- * All general education courses with an asterisk and all major courses must be passed with at least a “C” grade.

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

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
BUMA	1000*	INTRODUCTION TO BUSINESS	3
ACCO	1000*	INTRODUCTION TO ACCOUNTING I	4
SPAN	2000	BUSINESS SPANISH	3
ACCO	1050*	INTRODUCTION TO ACCOUNTING II	4
STAT	2000*	INTRODUCTION TO STATISTICS	3
ACCO	2250	COMPUTERIZED ACCOUNTING	3
ACCO	2261L	COMPUTERIZED ACCOUNTING LAB.	2
BUAD	2050	BUSINESS LAW	3
BUAD	2250	HUMAN RELATIONS	3
ENGL	2000	BUSINESS ENGLISH	<u>3</u>
			32

MAJOR COURSES:

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

ELECTIVES:**3**

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

**ASSOCIATE'S DEGREE IN ELECTRICAL
ENGINEERING TECHNOLOGY WITH
RENEWABLE ENERGY**

OBJECTIVE

The objective of this program is to provide the student the necessary skills in the field of Electrical Engineering Technology with Renewable Energy. The graduates of this Program will be able to work as Electrical Power Technicians, assistants or installers of electrical renewable systems, electrical wiring, and modern systems of electrical illumination, among others. They will also be able to offer maintenance to equipment and electrical devices based on the National Electrical Code (NEC) as well as interpreting residential, commercial or industrial electrical diagrams, and work with programmable logic controllers (PLC'S). The curriculum is designed to prepare the student not only in his area but also in the verbal communication both in Spanish and English based on the ethical norms of his profession for the benefit of the progress and quality of life of his community and country.

MINIMUM REQUIREMENTS:

16	Credits in General Education
21	Credits in Core Courses
40	Credits in Major Courses
<u>3</u>	Credits in Elective
80	Total Credits

GENERAL EDUCATION:

SPAN	1010	BASIC SPANISH I	3
ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010	HUMANITIES I	
OR			
SOSC	1010	SOCIAL SCIENCES I	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	<u>1</u>
			16

CORE COURSES:

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
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MATH	2010*	BASIC MATHEMATICS FOR ENGINEERING TECHNOLOGY	3
ELEC	1030*	BASIC ELECTRONICS	4
ELEC	1041L*	BASIC ELECTRONICS LAB.	2
ELEC	2400*	INTRODUCTION TO INDUSTRIAL ELECTRONICS	3
ELEC	2411L*	INTRODUCTION TO INDUSTRIAL ELECTRONICS LAB.	1
ELEC	2850	PROGRAMMABLE LOGIC CONTROLLERS (PLC)	3
ELEC	2861L	PROGRAMMABLE LOGIC CONTROLLERS LAB. (PLC)	1
ENGL	2160	TECHNICAL ENGLISH	<u>3</u>
			21

MAJOR COURSES:

ELEC	1010	BASIC ELECTRICITY	4
ELEC	1021L	BASIC ELECTRICITY LAB.	2
ELEN	1050	TRIPHASICS ELECTRICAL CIRCUITS ANALYSIS	3
ELEN	2310	ELECTRICAL MACHINERIES	3
ELEN	2311L	ELECTRICAL MACHINERIES LAB.	2
ELEN	2320	ELECTRICAL REGULATIONS AND WIRING	3
ELEN	2321L	ELECTRICAL REGULATIONS AND WIRING LAB.	2
ELEN	2430	CONVENTIONAL AND RENEWABLE, ELECTRIC POWER SYSTEMS	3
ELEN	2431L	CONVENTIONAL AND RENEWABLE, ELECTRIC POWER SYSTEMS LAB.	1
ELEN	2450	RENEWABLE ENERGY PRINCIPLES	3
ELEN	2461L	RENEWABLE ENERGY PRINCIPLES LAB.	1
ELEN	2470	MODERN SYSTEMS OF ELECTRICAL ILLUMINATION	2
ELEN	2471	MODERN SYSTEMS OF ELECTRICAL ILLUMINATION LAB.	1
ELEN	2550	ELECTRICAL SYSTEMS PROTECTION	3
ELEN	2551L	ELECTRICAL SYSTEMS PROTECTION LAB.	1
ELEN	2600	INDUSTRIAL SECURITY	3
ELEN	2901P	ELECTRICAL PRACTICE*	<u>3</u>
			40

ELECTIVES **3**

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

ASSOCIATE'S DEGREE IN ELECTRONICS ENGINEERING TECHNOLOGY IN TELECOMMUNICATIONS

OBJECTIVE

The Associate's Degree in Electronics Engineering Technology in Telecommunications provides the student the relevant knowledge and skills tools in the field of electronics in Telecommunications. The graduates will be capable of obtaining entry level positions in Telecommunications industries and related areas as electronics technicians. The program satisfies the needs of the electronics industry in telecommunications including areas such as PLC and electronic equipment repair. The curriculum includes knowledge and advanced technical skills in areas such as radars, satellites, radio signals and microwaves, networks and structural cabling. Students may develop the needed skills in order to obtain the FCC licenses.

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

ENGL	1010-1020	BASIC ENGLISH I, II	6
HUMA	1010-1020	HUMANITIES I-II OR	
SOSC	1010-1020	SOCIAL SCIENCES I-II	6
SPAN	1010-1020	BASIC SPANISH I, II	<u>6</u>
			18

CORE COURSES:

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

MAJOR COURSES:

ELEC	1010	BASIC ELECTRICITY	4
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ELEC	1021L	BASIC ELECTRICITY LAB.	2
ELEC	1030	BASIC ELECTRONICS	4
ELEC	1041L	BASIC ELECTRONICS LAB.	2
ELEC	1050	DIGITAL ELECTRONICS	4
ELEC	1061L	DIGITAL ELECTRONICS LAB.	2
ELEC	1350	OPERATING SYSTEMS FOR ELECTRONICS	3
ELEC	1361L	OPERATING SYSTEMS FOR ELECTRONICS LAB.	2
ELEC	2450	TELECOMMUNICATIONS	3
ELEC	2461L	TELECOMMUNICATIONS LAB.	1
ELEC	2550	MICROWAVE SIGNALS, DEVICES AND TRANSMISSION	3
ELEC	2561L	MICROWAVE SIGNALS, DEVICES AND TRANSMISSION LAB.	1
ELEC	2650	TELECOMUNICATIONS II	3
ELEC	2661L	TELECOMUNICATIONS II LAB.	1
ELEC	2750	ELECTRONIC EQUIPMENT REPAIR	3
ELEC	2761L	ELECTRONIC EQUIPMENT REPAIR LAB.	2
ELEC	2820	SATELLITE AND RADAR TECHNOLOGY	3
ELEC	2831L	SATELLITE AND RADAR TECHNOLOGY LAB.	1
ELEC	2850	PROGRAMMABLE LOGIC CONTROLLERS (PLC)	3
ELEC	2861L	PROGRAMMABLE LOGIC CONTROLLERS (PLC) LAB.	1
ELEC	2891	REGULATIONS SEMINAR AND FCC ELEMENTS	1
ELEC	2901P	ELECTRONICS PRACTICE*	3
INTE	2500	LOCAL AREA NETWORKS	4
INTE	2511L	LOCAL AREA NETWORKS LAB.	<u>2</u>
			58

ELECTIVES**3**

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

**ASSOCIATE'S DEGREE IN
NETWORK TECHNOLOGY AND APPLICATIONS
DEVELOPMENT**

OBJECTIVE

The Associate's Degree in Network Technology and Applications Development prepares the student with the knowledge and skills needed to recommend, implement, and execute processes related with architecture. It will also enable the student the ability to configure communication protocols for the Internet, develop basic software applications in different environments, and manage tools used in Web Design.

MINIMUM REQUIREMENTS

28	Credits in General Education
43	Credits in Major Courses
<u>3</u>	Credits in Elective Courses
74	Total Credits

GENERAL EDUCATION

BISC 1010	INTRO. TO BIOLOGICAL SCIENCES	3
ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
HUMA1010	HUMANITIES I	
OR	OR	
SOSC 1010	SOCIAL SCIENCES I	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010	BASIC MATHEMATICS	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	<u>1</u>
		28

MAJOR COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
BUMA 1000	INTRODUCTION TO BUSINESS	3
INTE 2460L	DATA COMMUNICATIONS AND LAB.	3

INTE	2520L	WEB PAGE DESIGN AND LAB.	3
INTE	2530L	LOCAL AREA NETWORKS AND LAB.	4
INTE	2570L	NETWORKS ADMINISTRATION AND LAB.	3
INTE	3040L	DIAGNOSTIC & MAINTENANCE OF PC'S AND LAB.	3
INTE	3510L	WEB TECHNOLOGY AND LAB.	3
MATH	2050	APPLIED MATHEMATICS	3
PROG	1030L	INTRODUCTION TO COMPUTER PROGRAMMING AND LAB.	2
PROG	1140L	DATA BASE DESIGN AND LAB.	3
PROG	2270L	APPLICATIONS DEVELOPMENT I AND LAB.	3
PROG	2370L	OPERATING SYSTEMS & ARCHITECTURE AND LAB.	3
PROG	2480L	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LAB.	<u>3</u>
			43

ELECTIVES **3**

- * This program will be offered through the on ground and online delivery mode.
- ** All major courses must be passed with at least a "C" grade.
- *** Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

ASSOCIATE'S DEGREE IN INSTRUMENTATION

OBJECTIVE

The Associate's Degree in Instrumentation will provide the students the necessary knowledge and skills to be able to obtain an entry level position in all types of industries of products or services with automated processes such as: pharmaceuticals, electronics, manufacturing, health, communications, and telecommunications. The program will prepare the student with the necessary skills to perform successfully in the areas of calibration, hydraulic, programming, management and maintenance of Programmable Logic Controller (PLC), and management of robotic arms.

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURES:

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

MAJOR COURSES:

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

ELECTIVES:**3**

- * Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
- * All general education and core courses with an asterisk and all major courses must be passed with at least a “C” grade.
- * The Associate’s Degree in Instrumentation Practice is equivalent to 165 hours.

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

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

MAJOR COURSES:

OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I AND LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II AND LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTATION AND TRANSCRIPTION OF SPANISH SPEEDWRITING AND LAB.	3
OFSY	2201L	DICTATION AND TRANSCRIPTION OF ENGLISH SPEEDWRITING AND LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2730	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I	3
OFSY	2731L	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I LAB.	1
OFSY	2740	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II	3
OFSY	2741	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II LAB.	1
OFSY	2751L	ELECTRONIC BUSINESS WRITING AND LAB.	3
OFSY	2851P	OFFICE PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			39

ELECTIVES**3**

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

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

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

MAJOR COURSES:

LAW	2000	INTRODUCTION TO LAW	3
LAW	2100	LEGAL INVESTIGATION	3
LAW	2200	MORTGAGE LAW AND PROPERTY REGISTRY ACT	3

LAW	2300L	CIVIL PROCEDURES AND LEGAL DOCUMENTS WRITING AND LAB.	3
LAW	2400L	NOTARIAL LAW, BUSINESS WRITING OF NOTARIAL DOCUMENTS AND LAB.	3
LAW	2730	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I	3
LAW	2731L	WORD PROCESSING AND ELECTRONICS PRESENTATIONS I LAB.	1
OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I AND LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II AND LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2101L	DICTION AND TRANSCRIPTION OF SPANISH SPEEDWRITING & LAB.	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2740	WORD PROCESSING AND ELECTRONICS PRESENTATIONS II	3
OFSY	2741L	WORD PROCESSING AND ELECTRONICS	1
OFSY	285IP	OFFICE PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			48
ELECTIVES			3

*Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

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

*The Associate's Degree in Office Systems with Major in Legal Secretary Practice is equivalent to 200 practice hours and 25 contact seminar hours.

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

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

ACCO	1000	INTRODUCTION TO ACCOUNTING I	4
BIOL	2000	HUMAN ANATOMY AND PHYSIOLOGY	3
BUAD	2250	HUMAN RELATIONS	3
PROG	2300	USE AND MANAGEMENT OF SPREADSHEET	3
PROG	2311L	USE AND MANAGEMENT OF SPREADSHEET LAB.	2

SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN	2000*	BUSINESS SPANISH	<u>3</u>
			19

MAJOR COURSES:

MESE	1010	MEDICAL TERMINOLOGY	3
MESE	2500	MANUAL MEDICAL BILLING	3
MESE	2600L	ELECTRONIC MEDICAL BILLING AND LAB.	3
MESE	2700	MEDICAL AUDITING	3
OFSY	1201L	BASIC TYPING AND LAB.	3
OFSY	1250	SPEEDWRITING IN SPANISH	3
OFSY	1301L	DOCUMENTS PRODUCTION I AND LAB.	3
OFSY	1351L	DOCUMENTS PRODUCTION II AND LAB.	3
OFSY	1400	DOCUMENTS CONTROL	3
OFSY	2450	ADMINISTRATION AND OFFICE TECHNIQUES	3
OFSY	2730	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I	3
OFSY	2731L	WORD PROCESSING AND ELECTRONIC PRESENTATIONS I LAB.	1
OFSY	2851P	OFFICE PRACTICE AND INTEGRATING SEMINAR*	<u>4</u>
			38

ELECTIVES **3**

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

ASSOCIATE'S DEGREE IN TOURISM AND HOSPITALITY

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

MAJOR COURSES:

GEOG	1000	WORLDWIDE TOURISTIC GEOGRAPHY	4
GEOG	2000	PUERTO RICO TOURISTIC GEOGRAPHY	3
TOUR	1000	INTROD. TO THE TOURISM INDUSTRY	3
TOUR	1050	AIR TRAFFIC	3
TOUR	1100	INTROD. TO THE HOSPITALITY INDUSTRY	3
TOUR	1200	TOURIST LEGISLATION	3
TOUR	1080	MANAGEMENT OF FOOD AND BEVERAGES OPERATIONS	3
TOUR	2030	TOUR PLANNING	3
TOUR	2051L	INTRODUCTION TO SABRE RESERVATIONS SYSTEM I AND LAB.	3
TOUR	2100	GROUPS AND CONVENTIONS	3
TOUR	2151L	SABRE RESERVATIONS SYSTEM II AND LAB.	2
TOUR	2370	SUSTAINABLE TOURISM	3
TOUR	2421P	TOURISM AND HOSPITALITY PRACTICE*	<u>3</u>

39**ELECTIVES: 3**

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

**EDUCATION
DEPARTMENT**

EDUCATION DEPARTMENT

The Education Programs will develop in students the professional skills, pedagogical content knowledge, and active methods of teaching and learning that will enable future educators to be active, effective and reflective. At the same time, they will educate on respect for differences and human diversity and to develop comprehensive educational leaders in all their potential, with ethical values and committed to excellence in education and in the promotion of lifelong learning for all students.

BACHELOR'S DEGREE IN EDUCATION WITH MAJOR IN HEALTH EDUCATION

OBJECTIVE

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

MINIMUM REQUIREMENTS

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

GENERAL EDUCATION

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

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

CORE COURSES

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

MAJOR COURSES

EDUC	2020	PSYCHOLOGY OF HUMAN DEVELOPMENT	3
EDUC	2030	THEORIES OF INSTRUCTION	3
EDUC	3120	TEACHING METHODOLOGY	3
EDUC	3140	SOCIOLOGICAL FOUNDATIONS OF EDUCATION	3
EDUC	3150	PHILOSOPHICAL FOUNDATIONS OF EDUCATION	3
EDUC	3160	EXCEPTIONAL POPULATION	3
EDUC	3170	CURRICULUM DESIGN AND REVISION	3
EDUC	4000	PROPOSAL DEVELOPMENT	2
EDUC	4130	MEASUREMENT, EVALUATION AND ASSESSMENT	3
HEED	1020	FOUNDATION OF EDUCATION FOR HEALTH	3
HEED	1040	NUTRITION, SCHOOL AND COMMUNITY	3
HEED	1500	FIRST AID	3
HEED	2050	ENVIRONMENTAL HEALTH EDUCATION	3

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

ELECTIVES **9**

- * Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
- * All courses must be passed with at least a “B” grade.
- * The Bachelor’s Degree in Education with Major in Health Education Practice is equivalent to 300 hours internship in an Educational Center.

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

OBJECTIVE

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

MINIMUM REQUIREMENTS:

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

GENERAL EDUCATION:

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

CORE COURSES:

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

MAJOR COURSES:

EDUC	2020	PSYCHOLOGY OF HUMAN DEVELOPMENT	3
EDUC	2030	THEORIES OF INSTRUCTION	3
EDUC	2040	FUNDAMENTALS OF EARLY EDUCATION	3
EDUC	2050	THE PROCESS OF ACTIVE GAME IN THE CHILD LEARNING	3
EDUC	3030	MOTOR SKILLS IN EARLY EDUCATION	3
EDUC	3050	EARLY OBSERVATION AND INTERVENTION	3
EDUC	3120	TEACHING METHODOLOGY	3
EDUC	3140	SOCIOLOGICAL FOUNDATIONS OF EDUCATION	3
EDUC	3150	PHILOSOPHICAL FOUNDATIONS OF EDUCATION	3
EDUC	3160	EXCEPTIONAL POPULATION	3
EDUC	3175	DESIGN AND REVISION OF THE CURRICULUM OF THE PRESCHOOL CHILD	3
EDUC	3180	ETHICAL AND LEGAL ASPECTS IN EDUCATION	3
EDUC	3190	LEADERSHIP AND CREATIVITY	3
EDUC	3230	THE LANGUAGE ARTS IN THE PRESCHOOL CHILD	3
EDUC	3250	HEALTH, NUTRITION AND SECURITY IN THE PRESCHOOL	3
EDUC	3290	MANAGEMENT RECREATION	

		PROGRAMS FOR CHILDHOOD SERVICE	3
EDUC	4130	MEASUREMENT, EVALUATION AND ASSESSMENT	3
EDUC	4161L	HANDLING AND CARE OF THE INFANT AND LABORATORY	2
EDUC	4170	TEACHING METHODOLOGY FOR PRESCHOOL	3
EDUC	4551P	CLINICAL EXPERIENCES*	5
SEMI	4001	INTEGRATING SEMINAR	<u>1</u>
			62

ELECTIVES**6**

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

**GENERAL EDUCATION
DEPARTMENT**

GENERAL EDUCATION DEPARTMENT

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

The goal of the General Education Department is to ensure that all students achieve the following competencies.

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

The General Education Department includes the following courses:

CODE		TITLE	CREDITS
BIOL	1010	INTRODUCTION TO BIOLOGY	3
BISC	1010	BIOLOGICAL SCIENCES	3
ENGL	1010	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HIST	1010	HISTORY OF PUERTO RICO	3
HIST	4020	HISTORY OF UNITED STATES	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
ITTE	1021L	COMPUTER LITERACY AND LAB	2
ITTE	1031L	COMPUTER LITERACY AND LAB	3
MATH	1010	BASIC MATHEMATICS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
SOSC	1030	SOCIAL SCIENCES: TENDENCIES AND PERSPECTIVES	4
SPAN	1010	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2020	WRITING AND COMPOSITION	2
SPAN	2040	WRITING AND COMPOSITION	3

* ITTE 1010-1011L courses are considered major courses in certain programs in the technology field. BIOL 1010 course is considered a core course in Health Science Allied Programs.

BACHELOR'S DEGREE IN CRIMINAL JUSTICE

OBJECTIVE

The Bachelor's Degree in Criminal Justice enables students to explore the judicial process, theories of criminology and the major's trends and issues of today's criminal justice system. This program provides students a comprehensive knowledge in criminology, criminal procedure, from prevention, enforcement and the justice system. Others areas of study include criminal psychology and sociology to examine how and why criminals do what they do. Also, students learn to create solutions for problems involving ethics and to use research to develop an understanding in the field of criminal justice.

MINIMUM REQUIREMENTS

38 Credits in General Education
 12 Credits in Core Courses
 61 Credits in Major Courses
9 Credits in Electives
120 Total Credits

GENERAL EDUCATION

ENGL	1010*	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
HUMA	1010	HUMANITIES I	3
HUMA	1020	HUMANITIES II	3
MATH	1010*	BASIC MATHEMATICS	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC	1010	SOCIAL SCIENCES I	3
SOSC	1020	SOCIAL SCIENCES II	3
SPAN	1010*	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	3
SPAN	2040	WRITING AND COMPOSITION	<u>3</u>

CORE COURSES:

ETHI	1010*	ETHICS AND PROFESSIONALISM	3
PSYC	2510*	PSYCHOLOGY	3
POLS	3110*	POLITICAL SCIENCE	3
STAT	2000*	INTRODUCTION TO STATISTICS	<u>3</u>
			12

MAJOR COURSES:

JUST	1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3
JUST	1025	FUNDAMENTALS OF PENAL LAWS	3
JUST	1030	SPECIAL PENAL LAWS	3
JUST	1040	INTRODUCTION TO CRIMINOLOGY	3
JUST	1050	EVIDENCE	3
JUST	2010	INTERVIEW AND INTERROGATION	3
JUST	2020	RULES OF CRIMINAL PROCEDURE	3
JUST	2030	VICTIMOLOGY	3
JUST	2050	CRIMINAL INVESTIGATION	3
JUST	3000	CIVIL RIGHTS	3
JUST	3003	JUVENILE JUSTICE SYSTEM	3
JUST	3005	DRUG ADDICTION AND CRIME	3
JUST	3015	FUNDAMENTALS OF PENOLOGY AND THE RIGHTS OF THE PRISONER	3
JUST	3020	REHABILITATION AND TREATMENT OF THE DELINQUENT	3
JUST	3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
PSYC	3510	SOCIAL PSYCHOLOGY	3
PSYC	3520	PSYCHOPATHOLOGY	3
JUST	4000	SOCIAL INVESTIGATION METHODOLOGY	4
JUST	4010	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	<u>6</u>
			61

ELECTIVES **9**

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

BACHELOR'S DEGREE IN CRIMINAL JUSTICE WITH MAJOR IN CYBER CRIMES

OBJECTIVE

The Bachelor's program in Criminal Justice with Major in Cyber Crimes prepares the student with the necessary knowledge, skills and abilities to immerse themselves in the field. They will learn research management, data collection, analysis and interpretation, processes for document presentation, crime adjudication, and post-processing of cyber crimes such as fraud, identity theft, cyber terrorism, and other computer crimes committed worldwide.

MINIMUM REQUIREMENTS

38 Credits in General Education
 52 Credits in Core Courses
 21 Credits in Major Courses
9 Credits in Elective
120 Total Credits

GENERAL EDUCATION

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1010	COMPUTER LITERACY	3
ITTE 1011L	COMPUTER LITERACY LAB.	1
MATH 1010*	BASIC MATHEMATICS	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	<u>3</u>
		38

CORE COURSES

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3

JUST 1025	FUNDAMENTALS OF PENAL LAWS	3
JUST 1040	INTRODUCTION TO CRIMINOLOGY	3
JUST 1050	EVIDENCE	3
JUST 2010	INTERVIEW AND INTERROGATION	3
JUST 2020	RULES OF CRIMINAL PROCEDURE	3
JUST 2030	VICTIMOLOGY	3
JUST 3003	JUVENILE JUSTICE SYSTEM	3
JUST 3120	FEDERAL JURISDICTION	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4000	SOCIAL INVESTIGATION METHODOLOGY	4
JUST 4010	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	6
POLS 3110	POLITICAL SCIENCES	3
PSYC 2510	PSYCHOLOGY	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>

52**MAJOR COURSES**

CYCR 1010	INTRODUCTION TO CYBER CRIMES	3
CYCR 2020	COMPUTER FORENSICS I	3
CYCR 2030	COMPUTER FORENSICS II	3
INTE 2460L	DATA COMMUNICATIONS AND LAB.	3
INTE 4010	NETWORKS SECURITY AND AUDITING	3
JUST 2050	CRIMINAL INVESTIGATION	3
PROG 2370L	OPERATING SYSTEMS AND ARCHITECTURE, AND LAB.	<u>3</u>

21**ELECTIVES****9**

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

**Program offered only online.

BACHELOR'S DEGREE IN CRIMINAL JUSTICE WITH MAJOR IN FORENSIC INVESTIGATION

OBJECTIVE

The Bachelor's program in Criminal Justice with Major in Forensic Investigation prepares the student with basic knowledge and skills necessary for the use of science and/or technology in the investigation and establishment of facts or evidence to be used in criminal cases or other investigative procedures.

MINIMUM REQUIREMENTS

38	Credits in General Education
52	Credits in Core Courses
21	Credits in Major Courses
9	Credits in Elective
120	Total Credits

GENERAL EDUCATION

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1010	COMPUTER LITERACY	3
ITTE 1011L	COMPUTER LITERACY LAB.	1
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	<u>3</u>
		38

CORE COURSES

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3
JUST 1025	FUNDAMENTALS OF PENAL LAWS	3

JUST 1040	INTRODUCTION TO CRIMINOLOGY	3
JUST 1050	EVIDENCE	3
JUST 2010	INTERVIEW AND INTERROGATION	3
JUST 2020	RULES OF CRIMINAL PROCEDURE	3
JUST 2030	VICTIMOLOGY	3
JUST 3003	JUVENILE JUSTICE SYSTEM	3
JUST 3120	FEDERAL JURISDICTION	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4000	SOCIAL INVESTIGATION METHODOLOGY	4
JUST 4010	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	6
POLS 3110	POLITICAL SCIENCES	3
PSYC 2510	PSYCHOLOGY	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		52

MAJOR COURSES

FOIN1010	INTRODUCTION TO FORENSIC INVESTIGATION	3
FOIN 2020	FORENSIC PHOTOGRAPHY	3
FOIN 2030	COLLECTION AND ANALYSIS OF PHYSICAL EVIDENCE	3
FOIN 3040	CRIME SCENE PROCESSING	3
FOIN 3050	RESEARCH AND ANALYSIS OF <i>POST MORTEM</i> EXAMINATIONS	3
FOIN 4060	CLASIFICATION AND PROCESSING OF FINGERPRINTS	3
JUST 2050	CRIMINAL INVESTIGATION	<u>3</u>
		21

ELECTIVES 9

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

**Program offered only online.

BACHELOR'S DEGREE IN CRIMINAL JUSTICE WITH MAJOR IN HOMELAND SECURITY

OBJECTIVE

The Bachelor's program in Criminal Justice with Major in Homeland Security prepares the student with the necessary theoretical knowledge, leadership skills, legal knowledge, investigative and communication skills, and innovative technological advances needed for the protection of U.S. security, as well as in unincorporated territories.

MINIMUM REQUIREMENTS

38	Credits in General Education
52	Credits in Core Courses
21	Credits in Major Courses
<u>9</u>	Credits in Elective
120	Total Credits

GENERAL EDUCATION

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1010	COMPUTER LITERACY	3
ITTE 1011L	COMPUTER LITERACY LAB.	1
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	<u>3</u>
		38

CORE COURSES

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3

JUST 1025	FUNDAMENTALS OF PENAL LAWS	3
JUST 1040	INTRODUCTION TO CRIMINOLOGY	3
JUST 1050	EVIDENCE	3
JUST 2010	INTERVIEW AND INTERROGATION	3
JUST 2020	RULES OF CRIMINAL PROCEDURE	3
JUST 2030	VICTIMOLOGY	3
JUST 3003	JUVENILE JUSTICE SYSTEM	3
JUST 3120	FEDERAL JURISDICTION	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4000	SOCIAL INVESTIGATION METHODOLOGY	4
JUST 4010	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	6
POLS 3110	POLITICAL SCIENCES	3
PSYC 2510	PSYCHOLOGY	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>

52

MAJOR COURSES

HOSE 1010	FORENSIC PSYCHOLOGY	3
HOSE 2020	INTRODUCTION TO HOMELAND SECURITY	3
HOSE 2030	HOMELAND SECURITY AGENCIES	3
HOSE 3040	TERRORISM	3
HOSE 3050	AVIATION SECURITY	3
HOSE 4060	CYBER SECURITY	3
JUST 3000	CIVIL RIGHTS	<u>3</u>

21

ELECTIVES

9

*All core and major courses must be passed with at least a “C” grade.

**Program offered only online.

BACHELOR'S DEGREE IN CRIMINAL JUSTICE WITH MAJOR IN HUMAN SERVICES

OBJECTIVE

The Bachelor's program in Criminal Justice with Major in Human Services prepares the student with the necessary skills, abilities, and knowledge regarding solutions and mechanisms used in populations that need assistance as to rights and services offered to victims of crimes, substance abusers, young offenders and people confined to community inclusion. This program will enable the student to work in a variety of institutional and community settings within criminal justice systems.

MINIMUM REQUIREMENTS

38	Credits in General Education
52	Credits in Core Courses
21	Credits in Major Courses
<u>9</u>	Credits in Elective
120	Total Credits

GENERAL EDUCATION

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1010	COMPUTER LITERACY	3
ITTE 1011L	COMPUTER LITERACY LAB.	1
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SPAN 2040	WRITING AND COMPOSITION	<u>3</u>
		38

CORE COURSES

ETHI 1010	ETHICS AND PROFESSIONALISM	3
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JUST 1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3
JUST 1025	FUNDAMENTALS OF PENAL LAWS	3
JUST 1040	INTRODUCTION TO CRIMINOLOGY	3
JUST 1050	EVIDENCE	3
JUST 2010	INTERVIEW AND INTERROGATION	3
JUST 2020	RULES OF CRIMINAL PROCEDURE	3
JUST 2030	VICTIMOLOGY	3
JUST 3003	JUVENILE JUSTICE SYSTEM	3
JUST 3120	FEDERAL JURISDICTION	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4000	SOCIAL INVESTIGATION METHODOLOGY	4
JUST 4010	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	6
POLS 3110	POLITICAL SCIENCES	3
PSYC 2510	PSYCHOLOGY	3
STAT 2000	INTRODUCTION TO STATISTICS	<u>3</u>
		52

MAJOR COURSES

HUSE 1010	DRUG ADDICTION AND LEGAL-ETHICAL ASPECTS	3
HUSE 2020	YOUNG OFFENDERS	3
HUSE 2030	SERVICES IN CORRECTIONAL INSTITUTIONS AND REHABILITATION	3
HUSE 3040	SERVICES FOR DOMESTIC VIOLENCE VICTIMS	3
HUSE 3050	SERVICES FOR CRIME VICTIMS	3
HUSE 4060	RESTORATIVE JUSTICE	3
JUST 3000	CIVIL RIGHTS	<u>3</u>
		21

ELECTIVES **9**

*All core and major courses must be passed with at least a “C” grade.

**Program offered only online.

ASSOCIATE'S DEGREE IN CRIMINAL JUSTICE

OBJECTIVE

The Associate's Degree in Criminal Justice will develop in the student the basic knowledge of the criminal justice system and criminal justice skills. The program offers a foundation in criminal law, legal procedures, criminal evidence, criminology and can develop technical skills predominant in the current criminal justice environment. Others areas of study include human behavior and sociological aspects, which will allow the students to participate effectively as facilitators in the diverse scenarios where they will work.

MINIMUM REQUIREMENTS

26	Credits in General Education
9	Credits in Core Courses
33	Credits in Major Courses
<u>3</u>	Credits in Elective
71	Total Credits

GENERAL EDUCATION

ENGL	1010*	BASIC ENGLISH I	3
ENGL	1020	BASIC ENGLISH II	3
ENGL	2050	CONVERSATIONAL ENGLISH	3
ITTE	1010	COMPUTER LITERACY	3
ITTE	1011L	COMPUTER LITERACY LAB.	1
MATH	1010*	BASIC MATHEMATICS	3
SEMI	1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC	1010	SOCIAL SCIENCES I	3
SPAN	1010*	BASIC SPANISH I	3
SPAN	1020	BASIC SPANISH II	<u>3</u>
			26

CORE COURSES

ETHI	1010*	ETHICS AND PROFESSIONALISM	3
PSYC	2510*	PSYCHOLOGY	3
STAT	2000*	INTRODUCTION TO STATISTICS	<u>3</u>
			9

MAJOR COURSES

JUST	1010	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE	3
JUST	1025	FUNDAMENTALS OF PENAL LAWS	3
JUST	1030	SPECIAL PENAL LAWS	3
JUST	1040	INTRODUCTION TO CRIMINOLOGY	3
JUST	1050	EVIDENCE	3
JUST	2010	INTERVIEW AND INTERROGATION	3
JUST	2020	RULES OF CRIMINAL PROCEDURE	3
JUST	2030	VICTIMOLOGY	3
JUST	2050	CRIMINAL INVESTIGATION	3
JUST	3000	CIVIL RIGHTS	3
JUST	3003	JUVENILE JUSTICE SYSTEM	<u>3</u>
			33

ELECTIVES**3**

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

**UNDERGRADUATE
COURSE
DESCRIPTIONS**

UNDERGRADUATE COURSE DESCRIPTIONS

ACCO 1000: Introduction to Accounting I: 4 credits

In this course, students will explain the fundamentals of accounting and their impact on business operations. They will examine and categorize the types of accounts to record transactions in the relevant accounting records. Additionally, they will prepare financial reports arising during and after completing the accounting cycle of the business.

(Pre-requisite: MATH 1010)

ACCO 1050: Introduction to Accounting II: 4 credits

In this course, students will discuss the analysis of the accounting cycle and its impact on the financial statements. They will apply the rules of calculating the hours worked by employees and subsequent gross and net pay for each employee. They will develop skills related to the preparation and understanding of bank reconciliations and they will prepare the necessary ledger entry adjustments. They will calculate the depreciation expense of the assets of a company through different depreciation methods. They will prepare reports establishing inventory values by applying different methods used in accounting.

(Pre-requisites: ACCO 1000, MATH 1010)

ACCO 2100: Intermediate Accounting I: 3 credits

In this course, students will evaluate the generally accepted accounting principles in a company. They will analyze the objectives of presenting a company's financial information. They will also prepare financial statements and explain their importance in the decision making process of investors and other users.

(Pre-requisites: ACCO 1050)

ACCO 2200: Puerto Rican Taxes: 3 credits

In this course, students will analyze the fundamentals and history of the income tax system in Puerto Rico. They will describe the Internal Revenue Code to determine the tax liability of individuals and corporations. They will also prepare individual and corporate tax returns.

(Pre-requisites: ACCO 1050)

ACCO 2250: Computerized Accounting: 3 credits

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

(Co-requisite: ACCO 2261L)

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

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

ACCO 2261L: Computerized Accounting Lab: 2 credits

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

(Co-requisite: ACCO 2250)

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

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

ACCO 2270L: Computerized Accounting and Lab: 4 credits

In this course, students will analyze accounting cycles using an accounting software. They will create economic transactions in said software. Furthermore, students will generate the necessary accounting documents and reports, whether self-employed or in a company.

(Pre-requisites: ACCO 1000, ITTE 1031L)

(Pre-requisite for the Office Systems programs: ACCO 1000)

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

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

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

ACCO 3150: Intermediate Accounting II: 3 credits

In this course, students will analyze the composition of a company's assets. They will assess, classify, and present inventory items and determine an adequate management and control system. They will contrast the fundamental aspects of tax accounting for a corporation. They will also prepare the stockholders' equity of a corporation.

(Pre-requisites: ACCO 2100)

ACCO 3320: Federal Taxes: 3 credits

In this course, students will analyze the Federal Internal Revenue Code. They will use the Code in light of organization's needs and different types of taxpayers. They will differentiate the forms used in the Federal Income Tax process.

(Pre-requisites: ACCO 1050)

ACCO 3420: Introduction to Cost Accounting: 3 credits

In this course, students will examine the basic concepts of cost in the production process of manufacturing and non-manufacturing companies. They will discuss the conceptual framework a company's cost systems. Additionally, they will analyze and explain the role of cost accounting in a company's decision making process.

(Pre-requisites: ACCO 2100, 2200)

ACCO 4220: Principles of Auditing: 3 credits

In this course, students will analyze and explain the basic elements and kinds of audits and the role of the CPA. Contrast the various audit reports, their presentation and the techniques to interpret them. Additionally, they will discuss professional ethics, legal elements of the audit, the evidence in the audit processes, and internal control mechanisms.

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

ACCO 4400: Advance Accounting: 3 credits

In this course, students will examine principles, practices, transactions, reports and will prepare corporate and consolidated businesses reports. they will evaluate transactions of stocks, bonds, and dividends. They will analyze the valuation of foreign currency operations of a business and the effect it has on a company when they implement the international accounting standards to their accounting process. Also, they will contrast the accounting process of partnerships, estates, trusts, and nonprofit organizations.

(Pre-requisite: ACCO 2100)

ACCO 4500: Forensic Accounting: 3 credits

In this course, students will examine the basic concepts of forensic accounting, criminology and forensic auditor ethics. They will contrast the different types of fraud and financial crimes, cybercrimes and what the legal framework to counter them. Additionally, they will investigate fraud schemes and methods used to commit fraud and will apply investigation strategies for the collection, assessment, and recovery of embezzled funds.

(Pre-requisites: ACCO 1000, 1050, 2100, 2200, 3150, 3320 4220, 4400)

ACCO 4601P: Accounting Practice and Practice Seminar: 4 credits

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

(Pre-requisites: ACCO 1000, 1050, 2250, 2261L, 2100, 2200, 3150, 3420, 4220, y 4400)

BANK 1010: Foundations of Banking Operations: 3 credits

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

BANK 1020: Banking Regulations and Policies: 3 credits

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

(Pre-requisite: BANK 1010)

BANK 1030: Banking Credit: 3 credits

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

(Pre-requisite: BANK 1010)

BANK 2010: Foundations of Investments: 3 credits

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

(Pre-requisites: BANK 1010, 1020)

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

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

(Pre-requisite: BANK 1010)

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

In this course, the knowledge of the daily transactions techniques and procedures performed by a payer and collector or bank teller is applied, through practical classes and simulations in the laboratory. The student will become familiarized with the use of manual and electronic equipment for the fast and accurate processing of all types of transactions. Emphasis will be given to the development of precision and mastery of the skill acquired in BANK 2101L. The student will carry out simulations of activities appropriate to cash register area, under the supervision of the professor. Exercises about the means to make loans and bill payments, techniques for counting money, checks processing and security measurement applications are included.

(Pre-requisite: BANK 1010, 2101L)

BANK 3010: Mortgage and Real Estate Market: 3 credits

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

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

BANK 4010: Customer Service: 3 credits

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

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

BANK 4020: International Marketing: 3 credits

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

(Pre-requisite: MKTG 2020)

BANK 4301P: Practice in Banking: 4 credits

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

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

BIOL 1010: Introduction to Biology: 3 credits

In this course the student will explain the basic concepts of some of the key elements of this branch of science. It will analyze issues related to the different living organisms, emphasizing on the cellular, genetic, energetic, metabolic and environmental aspects.

BIOL 2000: Human Anatomy and Physiology: 3 credits

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

(Pre-requisite: BIOL 1010)

BIOL 2010: Anatomy and Physiology I: 3 credits

This course includes the study of the basic concepts of anatomy and physiology. Emphasis is given to the structure and function of the cell, the four basic tissues and the integumentary, skeletal muscular and nervous system of the human body.

BIOL 2020: Anatomy and Physiology II: 3 credits

This course comprises the study of the structure and the function of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive system.

(Pre-requisite: BIOL 2010)

BISC 1010: Biological Sciences: 3 Credits

In this course, students will analyze the fundamental concepts and characteristics that distinguish living organisms, their revolutionary processes, and their interaction with other organisms and the environment. Distinguish the essential and indispensable chemical aspects for the development of life. Students will also assess the reproductive aspects of the cell and its genetic role. Furthermore, they will analyze and differentiate ecosystems and the effect caused by human intervention in them.

BUAD 1050: Multiculturalism: 3 Credits

In this course, students will analyze the cultural diversity in companies through a historical perspective and its impact on the expansion of markets and services. Compare the characteristics of a multicultural environment and its impact on organizations. Relate cultural interactions and personality traits through communication channels. The students will also assess inputs and cultural practices and policies that bring diverse groups to organizations and how these influence the development of new strategies and processes in organizations.

BUAD 2000: Fundamentals of Management: 3 Credits

In this course, the student will critically analyze the main concepts about management and organizational management. The student will evaluate management planning, strategy and decision making. The student will develop the organizations' structure, design, and innovation. The student will discuss the fundamental elements of the management of human resources analyze the control, quality of operations, and productivity.

(Pre-requisite: BUMA 1000)

BUAD 2010: Policies and Business Strategies: 3 Credits

In this course, students will analyze the basics of strategic planning, including formulation, implementation, and evaluation. Apply strategic SWOT analysis methodology to study the internal and external environment of a company in order to achieve effective business growth. Evaluate functional, corporate, and competitive strategies that a business or company has available, as the necessary framework for making informed decisions that will impact the policies within the company. The students will also describe various international strategies for companies, implementation and evaluation, for the development of the same.

(Pre-requisites: BUMA 1000)

BUAD 2030: ECommerce: 3 Credits

In this course, students will analyze the basic concepts and models of electronic commerce. Evaluate the process and the technologies needed to

develop a Web presence for e-commerce and marketing. Also, discuss on ethical, legal, and privacy protection aspects regarding any electronic commerce.

(Pre-requisites: ITTE 1031L)

BUAD 2050: Business Law: 3 credits

In this course, students will analyze the fundamental concepts and nature of business law. Evaluate legal situations of business law and its relation to the economic activities of our society. Explain the importance of information and communication technologies (ICT) in trade negotiations. Also appreciate the importance of ethics in the practice of the legal services, both globally and nationally.

BUAD 2070: Entrepreneurship: 3 Credits

In this course, the student will examine entrepreneurial opportunities and the process needed to establish a business. The student will also examine the critical factors relative to conceiving, initiating and developing a business.

(Pre-requisite: BUMA 1010)

BUAD 2250: Human Relations: 3 credits

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

BUAD 2351P: Practice and Integrating Seminar: 4 credits

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

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

BUAD 3000: Human Resources Administration: 3 credits

In this course, students will understand the principles, rules and management practices used in Human Resources. They will emphasize the planning strategies used by the human resources department, including recruitment, personnel selection and

evaluation, their education, training and development, raises, transfers, discipline, remuneration, labor law and collective bargaining agreements. They will analyze these activities in light of the importance of developing an organization's human capital according to the trends of the twenty-first century.

BUAD 3010: Comparative Management: 3 Credits

In this course the student will analyze the management from an international perspective. Will evaluate the organizational culture and the transcultural communication within the international management, emphasizing the importance of understand the global market organizational behavior. The student will justify the diverse controls in the international operation management, emphasizing the marketing, production and financial areas. Also, will discuss the international perspective of the diverse leadership styles, as well as the human resources management.

(Pre-requisites: BUAD 2000)

BUAD 3050: Ethics in Business: 3 credits

In this course, students will examine ethics as a philosophical principle distinguishing good from evil, their relationship and application to the business, financial, and professional environment. Evaluate current ethical issues and develop managerial awareness that promotes greater social responsibility through business ethics. Also, differentiate the development and implementation of codes of ethics based on the type of business or organization. Lastly, outline a code of ethics that responds to the profession they are working or studying in.

BUAD 3190: Organizational Leadership: 3 credits

In this course, the student will evaluate leadership concepts applied to business administration. The student will discuss the diverse leadership theories including the leadership models that derives from them. In addition, the student will examine leader individual characteristics and implications that cultural diversity has in the execution of an effective leadership role. The student will also analyze ethical concepts needed for future leader development.

BUAD 4000: Integrative Seminar Business Administration: 3 Credits

In this course the student will analyze the development of the management thought and its integration to the business area. The student will develop the structure and culture of an organization for the integration of a strategic and operational business planning. In addition the student

will argue about the direction and control processes in organizations to achieve results in a business.

(Pre-requisites: All core courses and recommended elective credits.)

BUIN 1010: Principles of Information Systems: 3 Credits

In this course, students will examine the fundamentals and various information systems. Evaluate the various components that make up an information system. Also, discuss the importance of information systems in business processes in order to support problem solving and decision making.

BUIN 1020: Introduction to Data Base: 3 Credits

In this course, students will analyze the databases, management systems, structures, data modeling, and design process. Use the elements and queries of SQL language in the structure and design of databases. The students will also develop a database on a standardized model.

(Pre-requisites: BUIN 1010)

BUIN 1030: Decision Support Systems: 3 Credits

In this course, students will analyze the decision support systems and key aspects in the process of decision making. Consider types of decision support systems based on analytical decision models. Develop and produce decision support systems, as well as an implementation plan for the same. Also, analyze the fundamental concepts of business intelligence and its integration to decision support systems.

(Pre-requisites: BUIN 1060, MATH 2080)

BUIN 1040: Programs Development Toward Business Administration: 3 Credits

Upon completion of this course, students will examine the fundamentals of object-oriented programming and Visual Basic language. Handle the Visual Studio platform and Microsoft.NET tools. Describe the use of logical/math structures, selection and repetition. Also, evaluate and encode functions, subroutines, arrays, and files.

(Pre-requisites: BUIN 1010, MATH 1050)

BUIN 1050: C++ Programming: 3 Credits

In this course, students will analyze the basic concepts of programming and C++ language. We will describe the use of logical structures and we will encode algorithms implementing control structures. We will examine the importance of functions within the C++ programming structure. Additionally, we will assess the various data structures: Arrays, pointers and classes.

(Pre-requisites: BUIN 1010, MATH 2080)

BUIN 1060: Management Science: 3 Credits

In this course, students will examine concepts of linear programming and time series for the analysis and decision making process. Analyze the various models for distribution networks and project activities. Also, use the optimization concepts applied to inventory management and analysis of waiting lines.

(Pre-requisites: BUIN 1040, MATH 2080)

BUIN 1070: Data Warehousing: 3 Credits

In this course, students will analyze the basic concepts and requirements of a data warehouse. Evaluate data preparation, information delivery, and results analysis and visualization. Describe tools for analyzing the data collected and how these help business intelligence. Also, outline the architecture and infrastructure, as well as the planning and implementation of a data warehouse.

(Pre-requisites: BUIN 1020, MATH 2080)

BUIN 1075: International Business: 3 credits

In this course, students will explain the nature of international markets and the impact of globalization in the trade arena. Describe the dynamics between different countries regarding trade and economic integration agreements between countries. Evaluate the different business intelligence tools available to capitalize on opportunities in foreign markets.

BUMA 1000: Introduction to Business: 3 credits

In this course, the student will analyze the business principles and general functions, including the social, political and economic aspects that impact the business environment. The student will evaluate diverse functional areas of the human resources administration, marketing and finance, and how the general functions assist to obtain the goals defined by the business managers.

BUMA 1050: Introduction to Entrepreneurship: 3 credits

In this course, students will analyze the general aspects, techniques and basic skills needed to develop a company. They will justify the planning and development of a business plan. Additionally, they will explain and develop an ethical and social conscience that will allow them to have good performance in the business world.

(Pre-requisites: BUMA 1000. Does not apply to the Bachelor's Degree in Education with Major in Preschool Education Program)

BUMA 2000: Business Regulations and Permissions: 3 credits

In this course, students will explain the regulations and permits required by the process of establishing a business. Analyze the processes related to the creation and development of a business. Furthermore, students will discuss contractual relations, bankruptcy procedures, and employer rights.

BUMA 2050: Small Business Planning: 3 credits

In this course, students will analyze the importance of planning in the development of a business. The student will develop a business plan. Additionally, they will evaluate the economic viability and available assistance programs for the different types of businesses.

(Pre-requisites: BUMA 1050, 2000)

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

BUMA 2150: Small Business Proposal and Development: 4 credits

In this course, students will compare the financial alternatives available to a business and their implications. Evaluate and justify activities, operations, investing, and financing of a business. Also, prepare a business proposal of a product or service.

(Pre-requisites: BUMA 2050, FINA 2100)

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

CHEM 1010: General Chemistry for Health Sciences: 3 credits

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

(Co-requisite: CHEM 1011L)

(Pre-requisite: MATH 1010)

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

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

(Co-requisite: CHEM 1010)

(Pre-requisite: MATH 1010)

CHEM 2010: General Chemistry I: 4 credits

This course offers the basic principles of Chemistry. It covers changes, properties and classification of matter. The properties of the matter, the energy, and the atomic structure, chemical formulas, the atomic theory and the periodic chart are discussed. Students are introduced to the inorganic nomenclature. It also introduces topics on temperature, heat, pressure, and solutions.

(Co-requisite: CHEM 2011L, MATH 1010)

CHEM 2011L: General Chemistry I Laboratory : 1 credit

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

(Co-requisite: CHEM 2010, MATH 1010)

CHEM 2020: General Chemistry II: 4 credits

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

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

CHEM 2021L: General Chemistry II Laboratory: 1 credit

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

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

CYCR 1010: Introduction to Cyber Crimes: 3 credits

In this course, the student will analyze the fundamentals of cyber-crimes, the profile of a cyber criminal, the methods and mechanisms used to commit cyber crimes, as well as the classification of cyber crimes. The student will discuss and evaluate the methods used to commit terrorism, identity theft, and organized crime. Distinguish between basic concepts of computer forensics and explain the process used to search for and seize computer evidence.

CYCR 2020: Computer Forensics I: 3 credits

In this course, the student will evaluate the mechanisms used to obtain evidence from a computer, e-mails, network records and legal aspects regarding the search and seizure of equipment related to information systems. The student will analyze the types of computer crimes, forensic computer processes and digital investigations, domain

names and addresses, constitutional methods of investigation, laws and jurisdiction related to the mechanisms used to obtain information from computers. The student will also compare the types of computers, types of storage, equipment handling methods and means of communications, search and recovery of information, encryption, stenography and the use of tools.

(Pre-requisite: CYCR 1010)

CYCR 2030: Computer Forensics II: 3 credits

In this course, the student will analyze advanced concepts regarding computer forensics analysis. The student will discuss advanced legal concepts: procedures for summons and search warrants, the methods used for digital communications, image and authentication, forensic hardware and software, using Linux as a forensic platform, using EnCase, Toolkit and ProDiscover to analyze the communications, and files systems. The student will also develop forensic analysis reports.

(Pre-requisites: CYCR 1010; CYCR 2020)

DEAS 1200: Dental Anatomy and Nomenclature: 2 credits

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

(Co-requisite: BIOL 1010)

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

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

(Co-requisite: BIOL 2000)

(Pre-requisites: DEAS 1200, BIOL 1010)

DEAS 1300: Dental Materials Sciences: 2 credits

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

(Co-requisite: DEAS 1311L)

DEAS 1311L: Dental Materials Sciences Laboratory: 2 credits

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

(Co-requisite: DEAS 1300)

DEAS 1400: Dental Radiology: 3 credits

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

(Co-requisite: DEAS 1411L)

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

DEAS 1411L: Dental Radiology Laboratory: 2 credits

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

(Co-requisite: DEAS 1400)

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

DEAS 1500: Instruments and Clinical Sciences I: 2 credits

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

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

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

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

In this course the dental assistant students practice the knowledge, skills and the techniques necessary for handling and storing dental instruments and materials used in the procedures for preventive and

restorative dentistry. Trays, instrumental sequence and their use are studied.

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

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

DEAS 1600: Oral Pharmacology: 3 credits

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

(Pre-requisites: BIOL 1010, 2000, DEAS 1811L)

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

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

(Co-requisites: BIOL 2000, DEAS 1210)

(Pre-requisites: BIOL 1010, DEAS 1200)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Co-requisite: DEAS 2061P)

(Pre-requisites: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 2000, 2011L, 2600, 2611L, 2031, 2041P, 2900, 2911L, BIOL 1010, 2000, MESE 2020, 2021L)

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

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

(Co-requisites: DEAS 2051)

(Pre-requisites: BIOL 1010, 2000, DEAS 1200, 1210, 1300,1311L, 1400, 1411L, 1500, 1511L, 1600, 1811L, 1700, 1711L, 1900, 1911L, 2000, 2011L, 2031, 2041P, 2600, 2611L, 2900, 2911L, MESE 2020, 2021L)

DEAS 2600: Instruments and Clinical Science II: 2 credits

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

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

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

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

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

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

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

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

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

(Co-requisites: DEAS 2911L)

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

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

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

(Co-requisites: DEAS 2900)

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

ECON 2000: Micro economics: 3 credits

In this course, students will examine basic elements of micro economics, taking into consideration economic and political problems. Justify the theory of consumer and producer behavior, emphasizing different types of markets and their agents. Evaluate models of supply and demand and their changes, the concept and model of elasticity, and state intervention. Also, explain different market structures, evaluating the efficiency, equity, and their failures.

ECON 3200: Macro economics: 3 credits

In this course, students will review the basics of macro economics and macro economic variables related to economic growth and development. They will discuss the implications of the operation of the fiscal and monetary policy, financial and monetary systems for the stabilization of the economy. Also, they will evaluate the effects of economic policies in a global economy.

(Pre-requisites: ECON 2000)

EDUC 2020: Psychology of Human Development: 3 credits

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

EDUC 2030: Theories of Instruction: 3 credits

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

EDUC 2040: Fundamentals of Early Education: 3 credits

This is an introductory course based on the evolution and development of early childhood. It includes an analytical and practical review of different programs to measure their effectiveness and integration in early childhood education.

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

Theories of play will be studied, in relation to the holistic development and the educational process in early childhood. Focus is given to planning play activities games in and out of the classroom,

considering cognitive social-emotional and kinesthetic aspects of childhood for self discovery. Critical analysis of commercial games emphasizing computerized ones is covered. Critical analysis of studies and scientific research will occur. Emphasis is given to the role of the adult in early childhood play.

EDUC 3030: Motor Skills in Early Education: 3 credits

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

(Pre-requisites: EDUC 2050)

EDUC 3120: Teaching Methodology: 3 credits

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

EDUC 3140: Sociological Foundations of Education: 3 credits

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

EDUC 3050: Early Observation and Intervention: 3 credits

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

EDUC 3150: Philosophical Foundations of Education: 3 credits

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

EDUC 3160: Exceptional Population: 3 credits

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

(Pre-requisites: EDUC 2020, EDUC 2030)

EDUC 3170: Curriculum Design and Revision: 3 credits

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

(Pre-requisites: EDUC 2030, 3150)

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

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

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

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

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

EDUC 3190: Leadership and Creativity: 3 credits

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

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

This course will develop in students the necessary skills to understand the process of reading-writing and fundamentals. The different arts of language shall be studied, speaking, reading, writing and listening, with major emphasis on infantile (child-like) literature as a development mean. According to the standards of the Department of Education of Puerto Rico will be used as a basis for studying the different arts of language.

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

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

The course will provide knowledge in preschool nutrition, nutritional

values and the implications for good health and confidence in the physician for the holistic development of the child, considering the new Nutritional Standards.

EDUC 3290: Management Recreation Programs for Childhood

Service: 3 credits

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

EDUC 4000: Proposal Development: 2 credits

This course covers the composition skills that provide students with a working knowledge of the basic tools of written expression. It is focused on the importance of written proposals and documentation related to trainings and workshops. Special emphasis is given on the editing and revision of general and technical documents related to proposals, applying the computer and other technology resources in multimedia center.

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

EDUC 4130: Measurement, Evaluation and Assessment: 3 credits

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

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

EDUC 4160: Teaching Methodology of Accounting: 3 credits

Study, analysis and discussion of the new contents, methodology, approaches, goals, scope, and basic competencies required to teach accounting. Application to diverse populations and scenarios. Emphasis is given to daily and course planning, writing objectives, evaluation and other tasks related to the teaching professor.

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

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

This course covers the necessary knowledge for the appropriate care of infants in the routine aspects that lead to healthy and complete

development. Aspects of hygiene, nutrition and document creation to assess/evaluate the child's development will be also integrated.

EDUC 4170: Teaching Methodology for Preschool : 3 credits

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

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

EDUC 4551P: Clinical Experiences: 5 credits

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

(Co-requisite: SEMI 4001)

(Pre-requisites: EDUC 2020, 2030, 2040, 2050, 3030, 3050, 3120, 3140, 3150, 3160, 3175, 3180, 3190, 3230, 3250, 3290, 4130, 4161L, 4170)

ELEC 1010: Basic Electricity: 4 credits

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

(Co-requisite: ELEC 1021L)

ELEC 1021L: Basic Electricity Lab.: 2 credits

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

(Co-requisite: ELEC 1010)

ELEC 1030: Basic Electronics: 4 credits

This course includes the electronic fundamentals that will help develop practical knowledge used in the solution of real electronic circuit

problems. Some of the subjects discussed are semiconductors, transistors, amplifiers, thyristors, optoelectronic components and applications in communication systems such as sound, radio and T.V.

(Co requisite: ELEC 1041L)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1041L: Basic Electronics Lab.: 2 credits

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

(Co-requisite: ELEC 1030)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1050: Digital Electronics: 4 credits

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

(Co-requisite: ELEC 1061L)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1061L: Digital Electronics Lab.: 2 credits

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

(Co-requisite: ELEC 1050)

(Pre-requisites: ELEC 1010, 1021L)

ELEC 1350: Operating Systems for Electronics: 3 credits

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

(Co-requisite: ELEC 1361L)

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

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

(Co-requisite: ELEC 1350)

ELEC 2200: Introduction to the Microprocessors: 3 credits

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

(Co-requisite: ELEC 2211L)

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

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

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

(Co-requisite: ELEC 2200)

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

ELEC 2350: Introduction to Robotics: 3 credits

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

(Co-requisite: ELEC 2361L)

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

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

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

(Co-requisite: ELEC 2350)

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

ELEC 2400: Introduction to the Industrial Electronics: 3 credits

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

(Co-requisite: ELEC 2411L)

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

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

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

(Co-requisite: ELEC 2400)

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

ELEC 2450: Telecommunications: 3 credits

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

(Co-requisite: ELEC 2461L)

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

ELEC 2461L: Telecommunications Lab.: 1 credit

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

(Co-requisite: ELEC 2450)

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

ELEC 2550: Microwave signals, devices and transmission: 3 credits

This course provides the theoretical base about the devices used in the transmission and reception of microwave signals, and the theory about propagation of this type of signal. It includes themes such as RF signals, amplifier circuits and oscillators for RF, devices, transmissions signals, propagation signals, propagation by diffraction, atmospheric, effects, and digital links among others.

(Co-requisites: ELEC 2561L)

(Pre-requisites: ELEC 2450, 2461L)

ELEC 2561L: Microwave signals, devices and transmission laboratory: 1 credit

This course provides the practical experimentation about the devices used the transmission and reception of microwave signals as well as the propagation of this type of signal. Experiments in amplifier circuits, oscillator circuits, RF signals, semiconductor devices, signal transmission,

signal propagation by diffraction and atmospheric effects are included, among others.

(Co-requisites: ELEC 2550L)

(Pre-requisites: ELEC 2450, ELEC 2461L)

ELEC 2650: Telecommunications II: 3 credits

This course includes the second part of the course ELEC 2450 or Telecommunications I. Themes, like modems, protocols LAN's, emergent technology and wireless communications in its first part, are included. The second part of the course includes the development of structural cabling, important in the development of modern telecommunications.

(Co-requisites: ELEC 2661L)

(Pre-requisites: ELEC 2450, ELEC 2461L)

ELEC 2661L: Telecommunications Laboratory II: 1 credit

This course includes the practice of the second part of the laboratory ELEC 2461L: Telecommunications I Laboratory. Topics such as modems, protocols, LAN's, emergent theory, wireless communications are included in the first part. Also, included is the practice about structured cabling, including cabling systems, media, connections, support structures, junctions, endings, and practical applications.

(Co-requisites: ELEC 2650)

(Pre-requisites: ELEC 2450, ELEC 2461L)

ELEC 2750: Electronic Equipment Repair: 3 credits

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

(Co-requisite: ELEC 2761L)

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

ELEC 2761L: Electronic Equipment Repair Laboratory: 2 credits

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

(Co-requisite: ELEC 2750)

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

ELEC 2820: Satellite and Radar Technology: 3 credits

This course offers the comprehensive theory of the basic principles and applications in the satellite and radar field. It covers the technological aspects and applications of satellites. It includes aspects such as orbits, trajectories, communication techniques, multiple access and linkage, remote sensorial applications, meteorology, navigation, science and the military. The fundamental radar theory, covering the basic theory, block diagrams, frequency and applications is included. Also, the MTI and Doppler pulse theory, wave propagation, antennas, transmitters and receivers are included. Important themes such as automatic tracking Doppler technology aerial radars and target recognition are also included.

(Co-requisites: ELEC 2831L)

(Pre-requisites: ELEC 2450, ELEC 2461L)

ELEC 2831L: Satellite and Radar Technology Laboratory: 1 credit

This course offers the laboratory practice complementary to the satellite and radar theory. It covers the technological aspects and applications of satellites and radars. Aspects such as, orbits, trajectories, communications, techniques, multiple access and linkages are included. Also, included are the remote sensorial and meteorology practical applications, navigation, science and military applications. Also, the course includes experiments about the Doppler pulse, wave propagation, antennas, transmitters, receivers and automatic tracking.

(Co-requisites: ELEC 2820)

(Pre-requisites: ELEC 2450, ELEC 2461L)

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

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

(Co-requisite: ELEC 2861L)

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

(Pre-requisites: ELEC 1030, 1041 for the Electronics Engineering Technology in Telecommunications)

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

This course provides the student with the practical knowledge about the use, applications, programming and maintenance of PLC's. The course includes the use of advanced PLC units for the interconnection of PLC to

various applications of load controls and other process simulating industrial and general applications.

(Co-requisite: ELEC 2850)

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

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

ELEC 2891: Regulations seminar and FCC elements: 1 credit

This course presents information material and reviews for the different required elements for FCC (Federal Communications Commission) for the telecommunications area. Also, included are the federal agencies regulations concerning this area of technology.

(Pre-requisites: ELEC 2650, ELEC 2661L)

ELEC 2901P: Electronic Practice: 3 credits

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

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

ELEN 1050: Thriphysics Electrical Circuits Analysis: 3 credits

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

ELEN 2310: Electrical Machineries: 3 credits

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

(Co-requisite: ELEC 2311L)

(Pre-requisites: ELEC 1010, 1021L)

ELEN 2311L: Electrical Machineries Lab.: 2 credits

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

(Co-requisite: ELEN 2310)

(Pre-requisites: ELEC 1010, 1021L)

ELEN 2320: Electrical Regulations and Wiring: 3 credits

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

(Co-requisites: ELEN 2321L)

(Pre-requisites: ELEC 1010, 1021L)

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

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

(Co-requisites: ELEN 2320)

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

ELEN 2430: Conventional and Renewable, Electric Power Systems: 3 credits

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

(Co-requisites: ELEN 2431L)

(Pre-requisites: ELEN 2310, 2311L)

ELEN 2431L: Conventional and Renewable, Electric Power Systems Lab.: One (1)

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

(Co-requisites: ELEN 2430)

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

ELEN 2450: Renewable Energy Principles: 3 credits.

This course provides the practical concepts for the development and use of the renewable energy systems such as: solar, eolic, hydraulic, biomass, ocean-thermal, and geo-thermal, among others.

(Co-requisites: ELEN 2461L)

(Pre-requisites: ELEN 2430, 2431L for Electric, ELEC 1030, 1041L for Electronic)

ELEN 2461L: Renewable Energy Principles Lab. : 1 credit

This course provides the basic concepts for the development and use of the renewable energy systems, such as solar, eolic, hydraulic, ocean-thermal and geo-thermal, among others.

(Co-requisites: ELEN 2450)

(Pre-requisites: ELEN 2430, 2431L - for Electric, ELEC 1030, 1041L - for Electronic)

ELEN 2470: Modern Systems of Electrical Illumination: 2 credits

This course provides the student with the competencies necessary to understand and analyze the different techniques used in the design of modern systems of illumination and exterior. The course includes: studies in the basic units used, physical principles of functioning, vapor lamps, mercury lamps, sodium lamps, description of luminaries, lighting control, application to interior and exterior illumination, safety considerations in the installation and repair of interior and exterior illumination systems.

(Co-requisites: ELEN 2471L)

(Pre-requisites: ELEN 2320, 2321L)

ELEN 2471L: Modern Systems of Electrical Illumination Lab.: 1 credit

This course will provide the student with the necessary competencies

to understand and analyze the different techniques used in the design of interior and exterior illumination systems. During the course, the student will have the opportunity to implement diverse types of wiring and combinations to obtain adequate illumination environments. In addition, he/she will acquire the necessary knowledge to prepare, analyze and give preventive maintenance to the illumination circuits.

(Co-requisites: ELEN 2470)

(Pre-requisites: ELEN 2320, 2321L)

ELEN 2550: Electrical Systems Protection: 3 credits

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

(Co-requisite: ELEN 2551L)

(Pre-requisites: ELEN2430, 2431L)

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

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

(Co-requisites: ELEN 2550)

(Pre-requisites: ELEN 2430, 2431L)

ELEN 2600: Industrial Security: 3 credits

The student will acquire the knowledge and basic concepts related to safety and health in the Pharmaceutical Industry, Services and Manufacturing Electronics. The preventive and remedy solutions to confront physical accidents caused by electrical charges, inhalation of toxic gases and others. The regulations of the Department of Labor and OSHA applicable to these industries will be reviewed.

ENGL 1010: Basic English I: 3 credits

In this course, the students will explain the importance of syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will write sentences, messages, paragraphs, and short essays using correct capitalization, punctuation and syntax and argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

ENGL 1020: Basic English II: 3 credits

This course enables the students to improve their skills in listening, reading, writing, and speaking English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills.

(Pre-requisite: ENGL 1010)

ENGL 2000: Business English: 3 credits

In this course, students will practice verbal and written expression skills for use in business and professional context by increasing their business vocabulary and introducing them to specific oral and written skills required in the business environments. Special emphasis is given to business vocabulary, letters, memoranda, writing and reading as coordinated skills for written compositions and other written documents.

(Pre-requisite: ENGL 1020)

ENGL 2050: Conversational English: 3 credits

In this course, students will review their writing knowledge and apply rules of Grammar for writing affirmative statements, negative statements, and questions in the present, past, and future verb tenses in preparation for conversation. They will analyze English pronunciation, intonation and word stress in context. Students will then evaluate idiomatic phrases and verbal idioms according to meaning and applicability for oral and written discourse. Also, the students will develop in writing and defend orally a position on a topic through persuasive speech, where they will showcase their skills in pronunciation, word stress, intonation, and general oral communication.

(Pre-requisite: ENGL 1020)

ENGL 2160: Technical English: 3 credits

This course is designed to enable the students to communicate both orally and written using technical English language including terms and devices names related to the engineering technology field. It includes technical vocabulary needed in the development of technical reports, memos, letters,

resumes, etc. Also included are the development steps for a formal technical report.

ETHI 1010: Ethics and Professionalism: 3 credits

In this course, students will analyze the fundamental concepts, philosophical principles, and the importance of the study of ethics, as a discipline, in a globalized society. Evaluate the role of ethics in human reality, taking into account the values, morals, and virtues that we have as a society. Furthermore, students will examine the ethical, moral standards, and rules that govern the actions and decision-making in the workplace.

FINA 2100: Finance and Cash Flow: 3 credits

In this course, students will analyze most convenient financing alternatives and cash control techniques for efficient business management. Discuss and prepare financial reports that provide direction in the process of decision making. Also, explain risk measures and return of investments, as well as the valuation of different types of bonds.

(Pre-requisites: MATH 1010)

FINA 2710: Money and Banking: 3 Credits

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

FOIN 1010: Introduction to Forensic Investigation: 3 credits

In this course, the student will discuss the fundamental concepts and historical development of forensic investigations. The student will analyze the role of the forensic investigator, the types of evidence collected by them, and the difference between a forensic investigator and a criminalist.

FOIN 2020: Forensic Photography: 3 credits

In this course, the student will discuss the historical and technological development of forensic photography. The student will analyze the responsibility of the forensic photographer in a crime scene and during the legal process. The student will also justify the use of photography in the process used to identify evidence and establish its importance in criminal proceedings.

(Pre-requisite: FOIN 1010)

FOIN 2030: Collection and Analysis of Physical Evidence: 3 credits

In this course, the student will analyze the importance of physical evidence in a forensic investigation, as well as the correct techniques used

to conserve and protect the physical evidence. The student will discuss the mechanism used to perform a presumptive blood analysis and select the correct technique to collect blood samples and control samples. The student will distinguish the different classes and characteristics of evidence and the steps used to collect and process documents. The student will also descriptively discuss the gathered evidence.

(Pre-requisite: FOIN 1010)

FOIN 3040: Crime Scene Processing: 3 credits

In this course, the student will analyze the measures used to process a crime scene, identify the techniques used to search for and find evidence in a crime scene, and discuss the requirements for obtaining a search warrant.

(Pre-requisite: FOIN 1010)

**FOIN 3050: Research and Analysis of *Post Mortem* Examinations:
3 credits**

In this course, students will analyze death, its forms and characteristics to determine the time of death. The student will evaluate various forms of traumatic deaths. Also, describe different types of trauma that a corpse presents and its importance in the process of reconstructing a scene.

(Pre-requisite: FOIN 1010)

FOIN 4060: Classification and Processing of Fingerprints: 3 credits

In this course, the student will discuss basic fingerprint patterns and their subcategories. The student will compare fingerprint types, the techniques used to detect and identify them, and the process of transfer, pre-transfer and post-transfer used in the recovery of latent fingerprints. The student will explain the purpose of the Automated Fingerprint Identification System (AFIS) and how it is used in criminal cases. The student will also discuss the ethical and legal aspects involved in processing fingerprints.

(Pre-requisite: FOIN 1010)

GEOG 1000: Worldwide Touristic Geography: 4 credits

This course examines the worldwide touristic geography. Emphasis is given to the climate, language, currency, capitals, hotels, restaurants and typical food, touristic attractions and culture of the most visited countries. Also, describes related aspects of the history, religion, population and transportation.

GEOG 2000 Puerto Rico Touristic Geography: 3 credits

This course examines the general aspects of the touristic geography of Puerto Rico, with emphasis on local tourism history and most attractive touristic places. Also, political, economic, cultural and social aspects will be reviewed, and how these are impacted by the local tourism industry.

HEED 1020: Foundation of Education for Health : 3 credits

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

HEED 1040: Nutrition, School and Community: 3 credits

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

(Pre-requisite: BIOL 1010)

HEED 1500: First Aid: 3 credits

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

HEED 2050: Environmental Health Education: 3 credits

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

(Pre-requisites: BIOL 1010, HEED 1020)

HEED 2060: Personality Dynamics and Mental Health : 3 credits

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

(Pre-requisites: EDUC 2020, HEED 1020)

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

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

(Pre-requisite: HEED 1020)

HEED 3010: Health and Quality of Life: 3 credits

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

HEED 3020: Health Education Counseling: 3 credits

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

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

HEED 4040: Human Sexuality and Education : 3 credits

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

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

HEED 4120: Teaching Methodology of Health Education : 3 credits

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

(Pre-requisites: EDUC 2020, 2030, 3140, 3170, 4130, HEED 1020, 1040, 2050, 2060, 2080, 3010, 3020)

HEED 4311P : Interdisciplinary Experiences: 3 credits

In this course the students are required to engage actively in the process of teaching and learning in a state public school or private school accredited by the relevant agencies. These experiences provided the theoretical tools, techniques, practices and methodologies to develop in the participants the knowledge, skills and attitudes that contribute to improving their teaching practice. In addition, we discuss and analyze current issues in education, as well as situations that arise in clinical experiences.

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

HIST 1010: History of Puerto Rico: 3 credits

This course deals with the historic development of the Puerto Rican society since “Pre-Colombian” time until the 21st Century. This course will encourage a sense of belonging, responsibility, security, and identification in

the student with the elements that suit our idiosyncrasy. It is our duty to know, love and protect our identity and culture. During his educational development, the student will learn aspects that are related to the colonization, political, religious, economic and social development in the historic times of our people and society.

HIST 4020: History of United States: 3 credits

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

HOSE 1010: Forensic Psychology: 3 credits

In this course, the student will analyze the historical development of forensic psychology. The student will present arguments about a delinquent's psychological profile, the classifications for confessions and the mechanisms used to determine competence and/or incompetence. The student will also examine the evaluation process used to determine if the person accused of committing a crime understands the nature and consequences of their actions. The student will categorize crimes into aggressions, violent crimes, nonviolent crimes, and mass murders.

HOSE 2020: Introduction To Homeland Security: 3 credits

In this course, the student will analyze the tasks performed by the Homeland Security Agencies of the United States to protect the nation against terrorist attacks, immigration, natural disasters, transportation, fraud, forgeries and cybersecurity. The student will examine the focus of national security policy and will differentiate between the functions regarding said system.

(Pre-requisite: HOSE 1010)

HOSE 2030: Homeland Security Agencies: 3 credits

In this course, the student will analyze the functions, purposes and development of the agencies that make up the Homeland Security system. The student will evaluate the functions of the agencies and present arguments according to their goals and objectives.

(Pre-requisite: HOSE 2020)

HOSE 3040: Terrorism: 3 credits

In this course, the student will explain and analyze the historical background of terrorism around the globe, as well as the schemes used by terrorists to induce panic. The student will also identify the legal consequences of carrying out this type of criminal action.

(Pre-requisite: HOSE 2020)

HOSE 3050: Aviation Security: 3 credits

In this course, the student will analyze and evaluate the concepts related to national aviation security, which has the purpose of reducing security risks and vulnerabilities associated with general aviation operation by focusing on threat and risk management.

(Pre-requisite: HOSE 2020)

HOSE 4060: Cyber Security: 3 credits

In this course, the student will analyze and identify concepts that are related to cyber security and their historical development, the techniques used to diminish computer attacks, and the legal consequences that this type of criminal activity entails. The student will also discuss domains, the evolution of computer security, and explain the current policies on cyber security and their effects on society.

(Pre-requisite: HOSE 2020)

HUMA 1010: Humanities I: 3 credits

In this course, students will examine fundamental aspects of the evolution of mankind and its importance today. Explain the development of social, economic, political, religious, and cultural movements of ancient civilizations and how these have influenced the evolution and development of Western civilization. Also, evaluate the importance of values showing the evolution and development of said civilization.

HUMA 1020: Humanities II: 3 credits

In this course the student will discuss various manifestations of Western culture from a multidisciplinary and interdisciplinary perspective. In addition from the periodization it will examine some of the movements, values and key concepts for the formulation of social and cultural development of the historic movements, ranging from the Middle Ages to modern times.

(Pre-requisite: HUMA 1010)

HURE 1010: Recruitment and Selection: 3 Credits

In this course, students will analyze the basic functions of human resources in organizations. Design job analysis, descriptions, and specifications as required by the organization. Outline selection of personnel and recruitment processes.

(Pre-requisite: BUAD 3000)

HURE 1020: Training and Development of Human Resources: 3 credits

In this course, students will analyze the effective design of training and employee development considering the different business needs and the particular aspects of the participants. Evaluate the need for training and the various methods used to meet them. Design a training evaluation program. Also, value employee development, challenges in career development, and the

future of training and development programs.

(Pre-requisite: HURE 1010)

HURE 1030: Fundamentals of Business Coaching: 3 Credits

In this course, students will examine the fundamentals of business coaching and its impact on modern organizations. Contrast the various coaching processes and procedures. Design an individual coaching development plan. Also, examine the ethical, legal, and technology support available for the coaching professional.

(Pre-requisite: BUAD 3000)

HURE 1040: Compensation and Benefits Management: 3 Credits

In this course, students will analyze and discuss the difference between compensation and strategic compensation, as well as labor laws affecting work compensation tactics. Consider the different types of incentives that an organization can offer its employees. Design job analysis and compensation surveys for said position. Also, evaluate those fringe benefits available to executives and flexible workforce, as well as compensation plans for these.

(Pre-requisite: HURE 1010)

HURE 1050: Supervision Strategies: 3 Credits

In this course, students will analyze the challenges which face the supervision, planning, and organizing of personnel. Justify the design and implementation of control, motivation, and teamwork processes. Explain the role of the supervisor in the performance evaluations. The students will also describe the various organizational policies necessary for effective supervision.

(Pre-requisite: BUAD 3000)

HURE 1060: Managing Organizational Change: 3 Credits

In this course, students will examine the fundamentals of organizational behavior and how employees' personality attributes influence it. Justify the behavior of groups in organizations, as well as structures in said organizations. The students will also argue about the various theories for organizational change, the barriers it faces, and the strategies used in the process of organizational change.

(Pre-requisite: BUAD 3000)

HURE 1070: International Labor Law: 3 Credits

Upon completion of this course, students will analyze the principles and evolution of international labor relations and collective bargaining processes. Evaluate the economic and social impact of the development of labor laws in international organizations. The students will also argue about the role of unions in promoting and developing labor laws.

(Pre-requisite: BUAD 3000)

HURE 1080: Conflict Mediation in Business: 3 Credits

In this course, students will analyze the evolution and characteristics of the mediation process as a tool in conflict resolution in the workplace. Describe elements, models, procedures and legal aspects of mediation. The students will also judge the different models and styles of negotiation used in the workplace.

(Pre-requisite: BUAD 3000)

HURE 1090: Puerto Rico Labor Law: 3 credits

In this course, students will examine the social and historical conditions that propelled the approval and implementation of labor laws in Puerto Rico. Analyze local labor laws and their relevance in human resource management in business. Furthermore, evaluate how the administrative and judicial interpretations of labor laws affect their application in the workplace.

(Pre-requisites: BUAD 3000)

HUSE 1010: Drug Addiction and Legal-Ethical Aspects: 3 credits

In this course, the student will discuss the basic concepts on the use and abuse of controlled substances. The student will analyze the effects and risks of using illegal substances and the theory related to the causes of addiction. Furthermore, students will learn the means for social reintegration. Evaluate the legal-ethical aspects of offering services and prevention services available in the community.

(Pre-requisite: JUST 3000)

HUSE 2020: Young Offenders: 3 credits

In this course, the student will analyze the basic characteristics of adolescence, as well as the psycho-social problem that adolescents face when in contact with criminal law and institutional life. Differentiate between the levels of prevention defined by youth services. Compare prevention programs for youth in special education; and adolescents at risk such as: school dropouts, early motherhood or fatherhood, use and abuse of drugs and alcohol, violent behavior and loss of freedom. The student will identify community assistance services for young offenders as well as their rights in juvenile institutions.

(Pre-requisite: JUST 3000)

HUSE 2030: Services in Correctional Institutions and Rehabilitation: 3 credits

In this course, the student will evaluate the service programs offered by correctional institutions and residential programs for the prisoner's social reintegration by finding job placement programs. The student will discuss laws, jurisprudence and regulations related to treatment towards rehabilitation. The student will analyze the prisoner's fundamental rights. Lastly, the student

will identify family and community assistance services aimed at achieving a healthy coexistence in correctional institutions.

(Pre-requisite: JUST 3000)

HUSE 3040 : Services for Domestic Violence Victims: 3 credits

In this course, the student will analyze the indicators of abuse and the theories of domestic violence. Evaluate the complexity and multidimensionality of abuse in intimate relationships. Discuss the laws, jurisprudence and social-legal procedures related to domestic violence. Compare the protection services provided by the state and by community service organizations. Identify the rights of victims of domestic violence during the process in which they receive services.

(Pre-requisite: JUST 3000)

HUSE 3050 : Services for Crime Victims: 3 credits

In this course, the student will analyze theories on crime and victimization and differentiate the policies of the criminal justice system and their social, political and legal implications for the crime victims and their families. The student will also examine the laws, programs, regulations, and support groups aimed at victims of crimes and their families.

(Pre-requisite: JUST 3000)

HUSE 4060: Restorative Justice: 3 credits

In this course, the student will differentiate between concepts that are related to restorative justice, its historical development and theories as a systematic response to crime within the scope of criminal justice. The student will distinguish the foundations, characteristics or central values that explain restorative justice. The student will also compare the mechanisms used in restorative programs, as well as the future of restorative justice.

(Pre-requisite: JUST 3000)

INST 2450: Introduction to Pneumatics and Hydraulics: 3 credits

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

(Co-requisite: INST 2461L)

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

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

This course provides the practical experience for the Pneumatics and Hydraulics course and includes the laboratory experiences based on the

pneumatics and hydraulics systems such as compressors, valves, cylinders. In addition, it relates to the symbology with the real aspects of the job.

(Co-requisite: INST 2450)

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

INST 2700: Instrumentation Controls and Standards: 2 credits

This course provides the student the knowledge to identify schematics, and general characteristics of measurement principles. It includes the applications and installation of instruments and the development of a global vision for the industrial processes automation. It also includes the fundamental knowledge and concepts related to instrumentation controls and standards. The course will also include the design of a basic control system.

(Co-requisite: INST 2711L)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2711L : Instrumentation Controls and Standards Lab.: 1 credit

This laboratory course of controls and standards emphasizes a variety of controls such as PID. It will provide the student the opportunity to interpret the instrumentation diagrams to strengthen the problem solution techniques (troubleshooting). A basic control system that includes essential components such as transmitters, level sensors, temperature monitoring and gases will be implemented.

(Co-requisite: INST 2700)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2800: Introduction to Calibration: 3 credits

This course includes the calibration techniques, repair, and maintenance of control instruments. In this course, emphasis is made on the basic principles of instruments and their calibration considering ranges, digital/analog control elements and specifications. It includes measure instruments reading, such as temperature, pressure and calibrator process.

(Co-requisite: INST 2811L)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2811L: Introduction to Calibration Lab.: 1 credit

This course complements the instrumentation calibration theory course for hydraulic, pneumatic, temperature processes, etc. It includes the instruments calibration techniques, measurement, sensors, as well as management and maintenance.

(Co-requisite: INST 2800)

(Pre-requisites: ELEC 2350, 2361L, INST 2450, 2461L)

INST 2901P: Practice and Seminar in Instrumentation: 3 credits

This course includes an external practice of the institution in a practice center for a minimum established period in which the students will apply the

acquired concepts and skills in a real workplace environment under the supervision of a practice coordinator and the employer, who will evaluate their performance (135). Also, an integrated seminar is included (25hrs.) in which the student will develop a PLC programming project for an industrial process.

(Co-requisite: INST 2800)

(Pre-requisites: ELEC 2350, 2361L, 2850, 2861L, PHYS 1010, INST 2450, 2461L, 2700, 2711L, 2800, 2811L)

INTE 2450: Data Communications: 3 credits

This course covers general information regarding the protocols of data communication currently in use. Emphasis is given to transport systems no matter the physical medium with an example to be studied in detail: TCP/IP and the functioning of the Internet including the design, implementation and the programming of applications that use it.

(Co-requisite: INTE 2461L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350-2361L)

INTE 2460L: Data Communications and Laboratory: 3 credits

In this course, students will analyze the evolution of communication in information systems and TCP / IP and UDP communication protocols. Discuss physical and wireless media used in data communication. Also, review the configuration, maintenance, and use and support for communication networks based on transmission control protocols.

(Pre-requisite: ITTE 1031L, PROG 2370L)

INTE 2461L: Data Communications Lab: 2 credits

In this laboratory the student applies the knowledge and abilities required for the configuration, installation, maintenance, use and support to a network based in Transmission Control Protocol/Internet Protocol (TCP/IP) in Windows.

(Co-requisite: INTE 2450)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350-2361L)

INTE 2500: Local Area Networks: 4 credits

This course includes the environment of a computer local area network (LAN), its nature, characteristics, infrastructure, network operation and its components. The student will learn how to select the topologies and connectivity equipment appropriate to the types of networks. Also, will apply acquired knowledge to develop and design infrastructure plans and network designs based on current technologies.

(Co-requisite: INTE 2511L)

(Pre-requisite: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 2511L: Local Area Networks Lab: 2 credits

In this laboratory the protocols are configured where emphasis is given to the Transmission Control. Also, a computer network is installed and configured which includes network adapters and the preparation of wires.

(Co-requisite: INTE 2500)

(Pre-requisite: PROG 1550, 1561L)

INTE 2510: Web Page Design: 3 credits

In this course the student will have the opportunity to learn the design, publication and maintenance of web pages utilizing tools such as FrontPage.

(Co-requisite: INTE 2521L)

(Pre-requisite: ITTE 1010, 1011L)

INTE 2521L: Web Page Design Laboratory: 1 credit

This course includes the practice at a laboratory where the student will be able to develop skills in the design, publication and maintenance of Web pages.

(Co-requisite: INTE 2510)

(Pre-requisites: ITTE 1010, 1011L)

INTE 2520L: Web Page Design and Laboratory: 3 credits

In this course, students will contrast basic concepts of structure design, development, maintenance, and implementation of a webpage or website. Design a webpage or website to integrate multimedia and advanced design elements. The student will also recognize the social responsibility that involves the development and publication of content on a website.

(Pre-requisites: ITTE 1031L)

INTE 2530L: Local Area Networks and Laboratory: 3 credits

In this course, students will analyze basic structures that make up local computer networks. Compare the performance of various operating systems (Windows, Linux / UNIX, Mac OS, Novell Net Ware). Evaluate data transmission systems and local network security. The student will also create local networks for companies that include use and service policies.

(Pre-requisites: PROG 2370L)

INTE 2560: Networks Administration: 3 credits

The student will learn the process to configure protocols and servers, create users and apply security systems. He will also learn to monitor resources and processes on a network.

(Co-requisite: INTE 2571L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L, INTE 2500, 2511L)

INTE 2570L: Network Administration and Laboratory: 3 credits

In this course students will analyze network operating systems to be installed, taking into consideration the physical, logistical, and systems prerequisites. Evaluate and apply services configuration in the Windows®

network. Also, design and implement system policies on a domain using Windows Server™ tools.

(Pre-requisites: PROG 2370L)

INTE 2571L: Networks Administration Lab: 1 credit

The student will manage processes, configure servers, modems, printers and protocols. He will also create users, apply system securities, supervise and audit resources.

(Co-requisite: INTE 2560)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L, INTE 2500, 2511L)

INTE 2601P: Information Technology Practice: 4 credits

The student of the Associate's Degree in Network Technology and Applications Development will acquire knowledge and occupational skills under an industrial and business cooperative agreement. Before beginning their internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisites: INTE 2500, 2511L, 2560, 2571L, ITTE 1010, 1011L, PROG 1030L, 1150, 1161L, 2250, 2261L, 2350, 2361L, 2371L, 2470, 2481L, INTE 2450, 2461L, 2510, 2511L)

INTE 3020: Repair and Maintenance of PC: 3 credits

This course permits the student to work with the architecture of the personal computers.

(Co-requisite: INTE 3031L)

(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 3031L: Repair and Maintenance of PC Lab. : 1 credit

This course provides the student the opportunity to work in the diagnosis, repair and maintenance of computers. It includes the diagnostic and repair techniques of Power Supplies, Motherboards and peripherals.

(Co-requisite: INTE 3020)

(Pre-requisites: ITTE, 1010, 1011L, PROG 2350, 2361L)

**INTE 3040L: Diagnostic & Maintenance of PC's and Laboratory:
3 credits**

In this course, the student will explain the function of a computer starting with its components and assembly process. The student will also differentiate between essential and secondary components of a PC. Perform diagnostics and maintenance using tools and programs to work with the architecture. Will design plans to detect security problems and ensure the proper use of the equipment. Perform operating system upgrades, software installations (drivers) and general maintenance.

(Pre-requisites: PROG 2270L, PROG 2370L)

INTE 3410: Web Technology: 3 credits

This course introduces students to information exchanging techniques through the Internet. It also prepares students in the development of systems between customers and web servers.

(Co-requisite: INTE 3411L)

(Pre-requisites: ITTE 1010, 1011L, INTE 2510, 2521L)

INTE 3411L: Web Technology Lab.: 1 credit

This course includes the practice whereby students will develop the necessary skills to implement a WEB infrastructure between clients and WEB servers. Will integrate IIS and Apache applications to comply with organizational needs.

(Co-requisite: INTE 3410)

(Pre-requisites: ITTE 1010, 1011L, INTE 2510, 2521L)

INTE 3510L: Web Technology and Laboratory: 3 credits

In this course, students will examine the advanced functions related to the development of a website. Design webpages or websites using HTML and JavaScript. Create dynamic pages and functions using XML, ASP, while integrating databases and services that extend the service and functionality of a website. Also, analyze the social responsibility in the design and content of a website to accommodate the needs of people with accessibility problems.

(Pre-requisites: INTE 2520L, PROG 1030L, PROG 2370L)

INTE 4010: Networks Security and Auditing: 3 credits

In this course, students will analyze technical and security features and auditing in information systems. Evaluate the vulnerability of information systems and tools available to counter attacks. In addition, students will argue about auditing operating systems, databases, and networks.

(Pre-requisite: INTE 2530L)

(Pre-requisites: ITTE 1010, ITTE 1011L for the Criminal Justice major in Cyber Crimes Program)

INTE 4120 Introduction to Electronic Commerce: 3 credits

The student will understand how the Internet functions, and its integration into business. Will develop the necessary knowledge to market through the Internet using various tools including E-Business.

(Pre-requisite: ITTE 1010, 1011L, INTE 2510, 2521L)

INTE 4131L: Introduction to Electronic Commerce Lab.: 1 credit

The student will apply theory knowledge in electronic commerce to create an environment of small businesses on the Internet based on a real life situation.

(Pre-requisite: ITTE 1010, 1011L, INTE 2510, 2521L)

INTE 4125L: Introduction to Electronic Commerce and Laboratory: 3 Credits

In this course students, will analyze the fundamentals and structure of an electronic business (e-business). Explain factors, conditions, and legal aspects when creating an electronic business. Design components of an e-commerce website. Integrate quality standards and security technologies to protect content and online business transactions. The student will also evaluate the fundamentals and general aspects of electronic commerce (e-commerce) marketing.

(Pre-Requisites: INTE 2520L)

INTE 4161P: Information Technology Practice: 4 credits

The Practice for the Bachelor's Degree in Network Technology and Applications Development involves a corparative agreement with the industry and commerce where the student receives occupational knowledge and skills in the real world to carry out supervised work experiences.

(Pre-requisite: ITTE 1010, 1011L, PROG 1030L, 1150, 1161L, 2250, 2261L, 2350, 2361L, 2371L, 2470, 2481L, 3350, 3361L, 3370, 3371L, 3420, 3431L, INTE 2450, 2461L, 2500, 2511L, 2560, 2571, 3410, 3411L, 4010, 3020, 3031L, 4120, 4131L)

INTE 4200: Network Technology and Applications Development Integration Seminar: 4 Credits

In this course students will develop an application with database and webpage using the skills acquired in previous concentration courses. Create a graphic interface (GUI), write the code and design the required database, as well as perform the required standardization tests. The student will also prepare performance and productivity reports of the application and its packaging.

(Pre-Requisites: INTE 2570L, INTE 3510L, PROG 3355L, PROG 3375L, PROG 3425L)

ITTE 1010: Computer Literacy: 3 credits

In this course the student will describe the general concepts of the information systems. It will develop the use and management skills of the computer and its components. In addition it will recognize the technology assistance concept.

(Co-requisite: ITTE 1011L)

ITTE 1011L: Computer Literacy Lab.: 1 credit

In this course the student will explain the basic concepts of the information systems and the history of the computer. It will develop the use and management skills of the computer and its components. It will explain Internet use, its services and it will publish an electronic portfolio. It will

Identify basic programs and equipment for the communication of data and technological assistance.

(Co-requisite: ITTE 1010)

ITTE 1021L: Computer Literacy and Lab.: 2 credits

This course includes the use and management of computers and its components. Integrates the use of internet as a method of finding and creating processing documents in both word and electronic submissions.

ITTE 1031L: Computer Literacy and Laboratory: 3 credits

In this course students will analyze the history and transcendental aspects of technology in today's age. Assess the components and development of information and communication technologies (ICT). Discuss the advantages and disadvantages of online resources. And also demonstrate the use and management of basic programs widely used in corporate, academic, and personal environments.

ITTE 3111L: Development of Multimedia Materials and Workshop: 2 credits

Basic concepts in design of multimedia materials. Study of the strategies to create multimedia presentations. Analysis of the software available in the market for the design of multimedia materials.

(Pre-requisites: ITTE 1010,1011L, EDUC 2030,3120)

ITTE 4211L: Integrating Technology in the Curriculum and Workshop: 2 credits

Development of abilities and skills in students in the evaluation, selection and acquisition of technological equipment for educational purpose. Use and management of computer applications, to create program and instructional activities. This course studies the structure and functioning of technological equipment and its integration to the curriculum. It also analyzes the nature and characteristics of modern electronic systems

(Pre-requisites: ITTE 1010,1011L, EDUC 2020, 2030, 3120)

ITTE 4230: Assistive Technology: 2credits

This course pursues to develop consciousness in future teachers of the existence and use of technology adapted to the learning of populations with hearing, visual cognitive and mobility impairments, among others.

(Pre-requisite: EDUC 2020)

JUST 1010: Introduction to Organization and Administration in Criminal Justice: 3 credits

In this course students will discuss different models of Criminal Justice System and public policy for social control and crime prevention. In addition,

it will study and evaluate the operation and effectiveness regarding their laws and penalties.

JUST 1025: Fundamentals of Penal Laws: 3 credits

In this course, students will review basic principles of criminal law and its resources. Similarly, the student will identify the elements of the offense and the factors used as defense mechanisms for the relief of criminal responsibility.

JUST 1030: Special Penal Laws: 3 credits

In this course, students will analyze fundamentals and principles for the establishment of special criminal laws. Describe special criminal laws and their relation to the operation of the Criminal Justice System. Furthermore, students will also review jurisprudence where special criminal laws have been applied.

(Pre-requisite: JUST 1025)

JUST 1040: Introduction to Criminology: 3 credits

In this course, students will discuss basic concepts of criminology, historical background, evolution and vision of the crime, and some auxiliary sciences to study criminology. Similarly, the student will analyze approaches, models and criminological theories that identify and define deviant behavior.

JUST 1050: Evidence: 3 credits

In this course, students will examine the rules governing the admissibility of evidence in court proceedings. Furthermore, students will examine the procedural rules relating to procedures for the presentation of evidence to evaluate whether there is sufficient evidence to establish a crime.

(Pre-requisites: JUST 1010, JUST 1040)

JUST 2010: Interview and Interrogation: 3 credits

In this course students will study and analyze the techniques of interviewing and interrogation and related issues such as psychology, legal aspects and the different techniques to effectuate. It also determines the importance of the interview and interrogation as the main sources in a criminal investigation process.

(Pre-requisites: ETHI 1010, SPAN 1010)

JUST 2020: Rules of Criminal Procedure: 3 credits

In this course the student will analyze the basic concepts of criminal procedure rules. Also discuss aspects of the investigation, probable cause and search warrants. Discuss various procedural stages of the criminal action before the courts and post-judgment proceedings and sentencing.

JUST 2030: Victimology: 3 credits

In this course the student will analyze and discuss the basic concepts of victimology, and the relationship between victim and victimizer. Consider the nature and extent of the phenomenon of victimization and how it affects the family and society in general. Identify agencies that provide services to victims of crime and what to do when dealing with a situation of this nature.

JUST 2050: Criminal Investigation: 3 credits

In this course the student will discuss general aspects and the importance of the criminal investigation process regarding the performance, structure, the role of the criminal justice system and the conviction of a defendant accused of committing a crime. Discuss case studies where you will apply concepts of forensic science, identification of suspects, evidence and crime.

(Pre-requisites: JUST 2010, 2020)

JUST 3000: Civil Rights: 3 credits

In this course, students will analyze the rules and principles governing relations between individuals, public and corporate. Similarly, identify the basic fundamental rights and duties of human beings established both in the State Constitution and in the Constitution of the United States of America. Recognize case law related to the rights and duties of man both on the provisions in the local and federal levels.

JUST 3003: Juvenile Justice System: 3 credits

In this course the student will analyze the theoretical models that define deviant behavior in adolescents and young adults as reflected in public policy and criminology in order to prevent and address the problem of juvenile delinquency. Also examine and evaluate the criminal laws governing criminal conduct on children and how they are processed.

(Pre-requisites: JUST 1025, 1030)

(Pre-requisites for Bachelor's degree in Criminal Justice with majors in Cyber Crimes, Forensic Investigation, Homeland Security and Human Service: JUST 1025)

JUST 3005: Drug Addiction and Crime: 3 credits

In this course, students will analyze and discuss the prevalence of drug use and types of drugs available on the market. Also, the student will identify theories related to the use, abuse and drug addiction. Analyze the relationship between drug abuse and crime and the stages of dependency on drugs, the fight against drugs, treatments for drug addiction and other aspects of prevention.

JUST 3015: Fundamentals of Penology and the Rights of the Prisoner: 3 credits

In this course, students will examine fundamental concepts of penology, its evolution, characteristics, and composition of the penitentiary system. Contrast the constitutional rights of people confined in Puerto Rico and the United States of America. Describe the statutory rights of inmates granted by legislation, jurisprudence, and regulations. The students will also review the programs and services for the social reintegration of the confined population.

(Pre-requisites: JUST 1010, 1025, 1030, 2020, 3000)

JUST 3020: Rehabilitation and Treatment of the Delinquent: 3 credits

In this course, students will examine the basic principles and measures of treatment programs for social reintegration of delinquents. Discriminate on the etiology and intervention methods for rehabilitation and social reintegration. Also, compare the factors in the rehabilitation and social reintegration of young offenders and delinquents with mental disorders.

(Pre-requisites: JUST 3015, SOSC 1010, PSYC 2510)

JUST 3100: Conflict Mediation: 3 credits

In this course, the student will analyze the conceptual framework and historical background of conflict resolution. The student will also evaluate the conflict theories, mediation models and the mediator's role in conflict resolution. Furthermore, the student will examine participants' strategies and appropriation, and the professional's ethical and moral aspects during negotiation; as well as current laws and alternate methods of the judicial system for conflict resolution.

JUST 3110: Gender and the Criminal Justice Systems: 3 credits

In this course, the student will analyze fundamental concepts, schools of feminist thought, theories and biopsychosocial factors in the behavior of delinquent women in the Criminal Justice System. The student will describe the male perspective on delinquency and types of oppression against women. Also, the student will discuss about prevalent types of crime in the criminal behavior of women, factors and reasons that relate female and male crime rate. Furthermore, the student will examine rehabilitation programs and services available in women's correctional facilities.

JUST 3120: Federal Jurisdiction: 3 credits

In this course, the student will recognize the importance of the historical development and organizational structure of federal jurisdiction. The student will also analyze criminal proceedings under federal jurisdiction, the limits of said jurisdiction, and the agencies that comprise the justice system under federal jurisdiction.

(Pre-requisites: JUST 1010)

JUST 3610: White Collar Crimes and Fraud Detection: 3 credits

In this course, students will analyze the origins and consequences of white collar crimes and fraud against today's society. Examine the sociological, economic, ethical, and legal impacts related to white collar crimes and fraud. Analyze the various fraud detection techniques. The students will also argue on measures to prevent white collar crimes and fraud.

(Pre-requisite: JUST 3000)

(Pre-requisites for Bachelor's degree in Criminal Justice with majors in Cyber Crimes, Forensic Investigation, Homeland Security and Human Service: None)

JUST 4000: Social Investigation Methodology: 4 credits

In this course, students will evaluate the social investigation process and its importance in the field of criminal justice. Discuss ethical issues and regulations that affect the processes of social investigation. Analyze quantitative, qualitative, and mixed research methodologies and research designs that provide more information to a specific research topic. As part of the activities, develop a research proposal in one of the areas of Criminal Justice Studies.

(Pre-requisites: JUST 3015, PSYC 2510, SOSC 1020, STAT 2000)

(Pre-requisites for Bachelor's degree in Criminal Justice with majors in Cyber Crimes, Forensic Investigation, Homeland Security and Human Service: PSYC 2510, SOSC 1020, STAT 2000)

JUST 4010: Integration Seminar of Criminal Justice: 6 credits

In this seminar, students will demonstrate the skills, abilities, and knowledge acquired and/or developed during the course of their education in the Criminal Justice Program. In a reciprocal and multidirectional exchange, the student will also analyze information in different formats and apply the knowledge acquired from a social perspective within the criminal justice system. As part of course requirements, students will develop a research project which will analyze a contemporary problem in their area of specialization.

(Pre-requisites: JUST 1010, 1025, 1030, 1040, 1050, 2010, 2020, 2030, 2050, 3000, 3005, 3015)

LAW 2000: Introduction to Law: 3 credits

In the course we study the different stages of the development of Roman and Anglo-Saxon law. In addition, we study the influence that both systems have had on the contemporary law in Puerto Rico.

LAW 2100: Legal Investigation: 3 credits

This course will provide the student with the working tools needed to develop a research methodology and juridical analysis in the legal profession. Also, the student will become familiar with the legal style and language, both

oral and written, through argumentative exercises and solution of legal controversies.

(Pre-requisites: LAW 2000)

LAW 2200: Mortgage Law and Property Registry ACT: 3 credits

This course will develop in the student skills related to the analysis of the mortgage and notarial laws and other related laws.

(Pre-requisites: LAW 2000)

LAW 2300L: Civil Procedures and Legal Documents Writing and Lab.: 3 credits

This course will analyze and interpret the civil procedures rules so that the student will have a clear picture of the order of the procedures. The student will be guided from the start of a case up to the procedures after the sentence. Simultaneously to the analysis of the procedures, the techniques for the preparation of the documents that initiate, develop and conclude a case for the Court will be developed.

(Pre-requisites: LAW 2000, OFSY 1351L)

LAW 2400L: Notarial Law, Business Writing of Notarial Documents and Lab.: 3 credits

This course is directed toward the analysis and interpretation of the Notarial Law of Puerto Rico. Simultaneously, the course emphasizes on the preparation and composition of notarial documents in all their forms and formalities. Both the study of the Law as well as the preparation of documents will be complementary, so that through the interpretation and the practice it helps the students in the skills and knowledge of the information associated with the requirements and formalities of the Law.

(Pre-requisites: LAW 2000, 2300L, OFSY 1351L)

MATH 1010: Basic Mathematics: 3 credits

In this course, students will explain the features of numerical systems and their application to everyday life. Differentiate the concepts of fractions, ratios, and percentages and their various forms of representation. Generalize about solving linear equations and inequalities in one variable. The students will also consider measuring fundamentals and basic concepts of Euclidean geometry. Furthermore, describe the basics of polynomials.

MATH 1050: Business Mathematics: 3 credits

In this course, students will model problems of business administration using basic concepts of algebra and geometry. Solve simple and compound interest problems, rate changes, annuities, and percentages. Also, integrate the principles of geometry in the study of supply, demand, and present value annuity curves.

(Pre-requisite: MATH 1010, except for Tourism and Hospitality Program)

MATH 2010: Basic Mathematics for Engineering Technology: 3 credits

This course provides the basic knowledge of algebra and how it can be applied to the concepts and needs of the theory and practice in the electronics field. It includes algebraic equations, inequalities, exponentials, polynomials and graphics.

MATH 2020: Pre-calculus for Engineering Technology: 3 credits

This course provides to the student the necessary foundations of pre-calculus for the application to the processes and calculations in the instrumentation technology area and applications. It includes equations systems applications, logarithmic, exponentials and trigonometric functions, as well as geometrics and algebraic vectors. Also, it emphasizes problems of numeric systems conversion.

(Pre-requisite: MATH 2010)

MATH 2050: Applied Mathematics: 3 credits

In this course, students will analyze different problems and situations encountered in information systems using as a basis the set theory, propositional logic, and Boolean algebra. Solve combinatorial problems and successions. Also, examine various abstract structures using graphs and trees in order to explain and implement them.

(Pre-requisite: MATH 1010)

MATH 2080: Quantitative Methods: 3 Credits

In this course, students will integrate the analysis of polynomial, exponential, rational, and radical functions in problems focused on business administration. The students will solve linear optimization problems using matrix algebra and linear programming principles. Also will determine which mathematical model best characterize a data set.

(Pre-requisites: MATH 1010, 1050)

MEBI 1011L: Medical Plans Billing and Medical Records Digitizing: 3 credits

This course offers the student a wealth of information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms manually and electronically. The student will also acquire the knowledge of electronic records.

(Pre-requisites: BIOL 2010, 2020)

MESE 1010: Medical Terminology: 3 credits

This course develops skills on the basic medical vocabulary most commonly used. It also covers roots, prefixes, and suffixes related to the health field. It studies the medical vocabulary for all the body systems. It also provides an understanding of the scientific written and spoken words commonly used in the health field.

(Pre-requisites: BIOL 1010, 2000)

MESE 2020: Medical Insurance Billing: 2 credits

This course offers the student a wealth of information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms manually and electronically.

(Co-requisite: SEME 2021L)

(Pre-requisites: BIOL 1010, 2000)

MESE 2021L: Medical Insurance Billing Lab.: 1 credit

This course offers the student a wealth of information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms manually and electronically.

(Co-requisite: SEME 2020)

(Pre-requisites: BIOL 1010, 2000)

MESE 2500: Manual Medical Billing: 3 credits

This course exposes and familiarizes the student with the essential contents of the different medical plans and the manual invoicing process in the medical office. The student will develop the skill and knowledge to work with different formularies and manuals such as: CMS 1500, ICD9 and CPT and will become familiar with the information contained in these, among others.

(Pre-requisite: BIOL 1010, 2000, MESE 1010)

MESE 2600L: Electronic Medical Billing and Lab.: 3 credits

This course prepares the student to invoice through the medical electronic invoicing system. It uses the skills acquired for the manual medical invoicing to be applied in the electronic invoicing. The student will use the CMS 1500 formulary and the books ICD9 y CPT, among others, to carry out the invoicing.

(Pre-requisites: BIOL 1010, 2000, MESE 1010, 2500)

MESE 2700: Medical Auditing: 3 credits

This course has as its main purpose the analysis and management of medical accounts according to the actual laws and procedures of the main medical plans. The course will identify laws, rules and regulations that cover the medical invoicing. We will analyze clinical and invoice records covered by the laws and regulations in force and detect fraud and abuse.

(Pre-requisites: MESE 2500, 2600L)

MICR 1000: Basic Microbiology: 3 credits

Students will study the history, morphology, genetics, metabolism, microorganism, and taxonomy in its relation with humans in their environment. Knowledge and skills will be provided: pathology and the virulence in the human diseases. Students will learn how to prevent and control infections, sterilization, safety, prevention and control of toxic waste.

(Co-requisite: MICR 1011L)

(Pre-requisite: BIOL 1010)

MICR 1011L: Basic Microbiology Lab.: 1 credit

This course provides the student the practical way to the observation and identification of the different microorganisms that cause the diseases.

(Co-requisite: MICR 1000)

(Pre-requisite: BIOL 1010)

MKTG 1010: Marketing Principles: 3 credits

In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. Evaluate the cultural, social, economic, and political marketing dimensions taking into consideration the basics such as: product, price, promotion, and location. Design product, price, promotion, and location (distribution) strategies, to compete successfully in domestic and international markets.

MKTG 2020: Marketing Techniques in Banking Systems: 3 credits

This course will offer the student information related to marketing concepts and practices applied to the financial services sector, joined to the general competencies, which will permit them to apply marketing strategies that generate benefits. It deals with topics such as: definition of the marketing concept, models of clients' behavior, marketing planning process, marketing strategies, communication and distribution in the sales of products and services.

NURS 1000: Nursing Theory and Evolution: 2 credits

This is the introductory course to the nursing discipline. It studies the historic evolution and theory of nursing and the most important in the U.S.A. and Puerto Rico in this field. It also studies concepts of the human being,

environment, communications, health-disease, nursing and its implications in direct patient care. It covers current educational level from practical nursing to a doctorate degree as well as the different roles and functions performed by nursing in accordance with Puerto Rican law.

NURS 1050: Pharmacology and Nursing Implications: 3 credits

This is a theoretical course of pharmacology that emphasizes the action mechanics and the medicine administration emphasis given to the nursing functions.

(Co-requisites: BIOL 2000)

(Pre-requisites: BIOL 1010, NURS 1000)

NURS 1211L: Posology and Laboratory Skills for the Medicines

Administration: 2 credits

This laboratory is designed for the nursing student to develop and apply the fundamental skills necessary for dosage calculation and medicine administration: oral, parenteral, topical and inhalation administration.

(Prerequisites: BIOL 2000, MATH 1010, NURS 1000)

NURS 1300: Fundamentals of Nursing: 3 credits

It introduces the concept of direct care and critical thinking skills to guide the client to satisfy their basic needs care environment safe and effective promotion and health maintenance, integrity, physiological and psychological integrity, security, prevention and control infections. With emphasis on the mastery of analytical skills and critical thinking in applying the nursing process to solve the client's health problems, family and community.

(Co-requisite: NURS 1050, 1211L, 1311L, 1411P)

(Pre-requisites: BIOL 1010, 2000, NURS 1000, MATH 1010, MICR 1000, 1011L, CHEM 1010, 1011L)

NURS 1311L: Fundamentals of Nursing Lab.: 2 credits

This course introduces the student to the application of the fundamental skills of nursing in patient direct care. Emphasis is given to the solution of problems related to basic needs on hygiene, physical and psychological comfort, security, prevention, and infection controls. Also provides for the nursing process as the solution to problems related to respiratory, cardiovascular, nourishment, and elimination functions.

(Co-requisite: NURS 1050, 1211L, 1300, 1411P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, MICR 1000, 1011L, NURS 1000)

NURS 1411P: Practice of Fundamentals of Nursing: 1 credit

Clinical practice which offers the student the opportunity to apply and

develop basic nursing skills in client-family care. In this course the student will carry out the basic skills and procedures in the direct care utilizing as a conceptual framework the nursing process. Emphasis is given to nursing interventions with the client and family who have basic needs of hygiene, physical and psychological comfortability, security, prevention and control of infections, nutrition, fecal elimination and the reduction of potential risk.

(Co-requisites: NURS 1050, 1211L, 1300, 1311L)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, MICR 1000, 1011L, NURS 1000)

NURS 1500: Nursing Ethics and law: 2 credits

This course provides the student with the basic knowledge of nursing legislation, theoretical guidelines of the ethics, moral aspects of nursing and the laws and their implications in the practice of nursing. The swearing of Florence Nightingale and Hippocrates, as well as the ethical code of nursing will be studied.

(Pre-requisites: NURS 1000)

NURS 1550: Nursing Interventions with Adult and Elder with Health Alterations I: 3 credits

This course is designed so that the student can analyze common pathophysiologies that affect the individuals during adult-hood and elderly stages. It emphasizes nursing interventions with the patient and his family in cases of cellular damage, immunological problems, surgical processes, sensorperceptual problems and oxygenation problems.

(Co-requisites: NURS 1561P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300,1311L, 1411P, 1500)

NURS 1561P: Nursing Interventions with Adult and Elder with Health Alterations I (Practicum): 1 credit

The clinical practice provides the student with the opportunity to intervene in the caring of the patient and his family in cases of common pathophysiologies that affect the individual during adult-hood and elderly stages. It emphasizes nursing interventions in cases of cellular damage, immunological problems, surgical processes, sensorperceptual problems and oxygenation problems.

(Co-requisites: ENFE 1550)

(Pre-requisites: BIOL 1010, 2000, NURS 1000, 1050, 1211L 1300, 1311L, 1411P, 1500, CHEM 1010, 1011L, MICR 1000, 1011L)

NURS 1600: Nursing Interventions with Adult and Elder with Health Alterations II: 3 Credits

This course is designed so that the student can analyze common

pathophysiologies that affect the individual during adult- hood and elderly stages. It emphasizes nursing intervention with the patient and his family in cases of ingestion, digestion, absorption and elimination problems, regulatory mechanisms, coordination and mobility.

(Co-requisites: NURS 1611P)

(Pre-requisites: BIOL 1010, 2000, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1550, 1561P, CHEM 1010, 1011L, MICR 1000, 1011L)

NURS 1611P: Nursing Interventions with Adult and Elder with Health Alterations II (Practicum): 1 credit

This clinical practice provides the student with the opportunity to intervene in caring for the patient, who suffers common pathophysiologies during adulthood and old age as well as his family and community. Emphasis is given in the nursing care of the patient, families and communities with ingestion, digestion, absorption and elimination regulatory mechanisms, coordination and mobility.

(Co-requisites: NURS 1600)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1550, 1561P)

NURS 2600: Nursing Intervention with the Mother and Newborn: 3 credits

This course prepares students for the adaptation and care process of the mother and newborn. The course emphasis is on the mother's needs during the pre and postnatal phases. Skills are developed in the care of the newborn so as to identify any situation of characteristics that might represent some difficulty.

(Co-requisite: NURS 2611P)

(Pre-requisite: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1550, 1561P, 1500)

NURS 2611P: Nursing Intervention with the Mother and Newborn (Practicum): 1 credit

This course develops the necessary skills in nursing for the adaptation process between mother and the newborn. Emphasizes on the mother's needs during the pre and postnatal phases; of the family in this process, and the direct care of the mother and the newborn. Skills on the direct care of the patient during the prenatal phase in the family context as well as the skill needed to identify characteristics that might represent high risks to the newborn. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisites: NURS 2600)

(Pre-requisites: BIOL 1010, 2000, NURS 1000, 1050, 1300, 1311L, 1211L, 1411P, 1550, 1561P CHEM 1010, 1011L, MICR 1000, 1011L)

NURS 2700: Nursing Intervention with the Child and Adolescent with Health Alterations: 3 credits

This course offers the opportunities of learning to acquire knowledge, skills and attitudes necessary to offer direct care to child and adolescent with health alterations. The patient and his/her family is considered and the effects in growth and development in the life cycle. The nursing process is emphasized in the promotion, restoration and maintenance of health and illness prevention. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisite: NURS 2711P)

(Pre-requisite: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2711P: Nursing Intervention with the Child and Adolescent with Health Alterations (Practicum): 1 credit

This course offers the opportunities of learning skills and attitudes necessary to offer direct care to child and adolescent with health alterations and the use of therapeutic techniques with the patient and his/her family. The nursing process is emphasized in the promotion, restoration and maintenance of the health and prevention of the illness. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisite: NURS 2700)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2740: Nursing Interventions with Patients with Mental Health Alterations and Psychiatry: 3 credits

This course provides the student with educational experiences so that he can develop cognitive, affective and psychomotor skills that will enable him/her to perform nursing therapeutical interventions with individuals, families and groups which are susceptible to develop mental health alterations. Risk factors needs and treatment of mental disorders will be studied. A holistic view of the human being and the cultural factors that contribute to maintain or alter their maximum functioning. It provides experiences that promote self- knowledge in the student. The use of himself as an instrument to establish and maintain therapeutical communication and its techniques. Mental health intervention for the community, mental health promotions and primary, secondary and tertiary prevention promotions will be developed as well as individual and group teaching skills.

(Co-requisite: NURS 2751P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2751P: Clinical Practice in Nursing Interventions with Patients with Mental Health Alterations and Psychiatry (Practicum): 1 credit

This clinical practice provides the student with educational experiences so that he can develop cognitive, affective and psychomotor skills that will enable him to perform nursing therapeutical interventions with individuals, families and groups which are susceptible to develop mental health alterations. Risk factors needs and treatment of mental disorders will be studied. A holistic view of the human being and the cultural factors that contribute to maintain or alternate their maximum functioning. It provides experiences that promote self-knowledge in the student. The use of himself or herself as an instrument to establish and maintain therapeutical communication and its techniques. Mental health interventions for the community, mental health promotions and primary, secondary and tertiary prevention promotions will be developed as well as individual and group teaching skills.

(Co-requisite: NURS 2740)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1000, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2761: Integrating Seminar - Nursing: 3 credits

This is an introductory course to the Nursing Board Exam. It utilizes the concepts used by the Examining Board to organize and design the Board Exams in Puerto Rico; the **Client Needs** categories according to the NCLEX-RN: secure and effective environment care, promotion and maintenance of health, psychological and physiological integrity. Emphasis is given on the health concept in Puerto Rico, in the nurse interventions and the necessary professional competences to offer health care on the different scenarios and clients.

(Co-requisites: NURS 2700, 2711P, 2740, 2751P)

(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MICR 1010, 1011L, NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 3000: Professional Role of the Nurse in the Present Society: 2 credits

This course introduces the student to holistic concepts, nursing theories, health education, health promotion and roles of the nursing professional. It emphasizes the effects of the values, culture and ethics in the challenges of the nursing professional. The use of computer science in an effective way is

emphasized.

(Pre-requisites: NURS 1000, 1500)

NURS 3005: Critical Thinking in Nursing: 3 credits

Development of attitudes and general strategies of critical thinking. Knowledge on common critical thinking in the nursing profession. Development of abilities for clinical judgment. Use of critical thinking to make ethical decisions, apply it in research, teach others, learn and prepare tests. Practice on the abilities of critical thinking.

(Pre-requisites: NURS 1000, 1500)

NURS 3006: Transition of the Role of Nurses in Current Society: 3 credits

In this course, students will evaluate the historical evolution of the nursing profession, holistic concepts, and theories of nursing. Develop critical thinking to make clinical judgments. Analyze the ethical, legal, and cultural diversity in the face of professional challenges. The students will also integrate the role of nursing in health care development.

NURS 3010: Physical Examination: 2 credits

This course enables the student to carry out a complete physical examination. The student will be able to identify the strengths in health and the problems of the individual that can act as a bridge to carry out a valuation in nursing, differentiating from the subjective and objective data of the client versus what is obtained in the physical examination. The student studies the systemic irregularities and local disorders.

(Co-requisites: NURS 3011L)

(Pre-requisites: NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)

NURS 3011L: Laboratory of Physical Examination: 1 credit

In this course the student will be able to make a complete physical examination and a health history. The student will recognize abnormal conditions, and will be able to integrate the complete physical examination to the evaluation of the customer's health.

(Co-requisites: NURS 3010)

(Pre-requisites: NURS 1000, 1050, 1211L, 1300, 1311L, 1411P, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)

NURS 3015: Physical Assessment: 3 credits

In this course, students will appreciate the history of healthcare and the role of nursing in the holistic care of adults and the elderly. Examine the

physical assessment methodology and techniques of physical examination performed by a nurse. In addition, document the patient's health history and physical examination, in which they will base clinical decision making.

NURS 3025: Nursing Intervention in the Administration of Medicines: 3 credits

This course provides a review of the basic concepts of pharmacology and posology. Emphasis on nursing processes of the medicine administration, in the clients and family education about the use and effect of the most used medicines according to their classification.

(Pre-requisites: NURS 3000, 3005, 3010, 3011L)

NURS 3040: Informatics in Healthcare Systems: 3 credits

In this course, students will examine fundamental concepts and roles of the nursing professional in informatics. Analyze management practices and information systems applications in educational and clinical settings. Explain ethical and legal controversies in the management of information in a healthcare system. Also, evaluate the impact of technology and its applications in clinical, educational, and research environments.

NURS 3050: Research in Nursing: 3 credits

In this course, students will evaluate the importance and role of research in the nursing professional's practice, including conduct and dissemination of research, principles and models of evidence-based practice. Examine the ethical and legal considerations related to the subjects within nursing research. In addition, describe the process of research in nursing and interpret evidence-based research to apply them to the practice of nursing.

(Pre-requisite: NURS 3000, 3005, 3010, 3011L, STAT 2000)

(Pre-requisites for RN to BSN: STAT 2000)

NURS 3055: Leadership and Management: 3 credits

In this course, students will examine concepts of leadership and management, as well as the tools necessary to fulfill the role of a nursing professional in the face of new perspectives in the management of healthcare services. Evaluate theories and models for the practice of management in nursing. Design organizational structures to determine effective administration and management resources applicable to nursing services. In addition, justify the importance of developing effective and safe work environments to keep the nursing professionals motivated and maintain quality in healthcare services.

(Pre-requisite: NURS 3000, 3005, 3010, 3011L)

(Pre-requisites for RN to BSN: None)

**NURS 3130: Critical Interventions in Professional Nursing with Adults:
3 credits**

In this course, students will examine the importance of the role of nursing in holistic care in critical interventions of nursing in adult patients and their families. Value critical interventions of the nursing professional in the care of adults with acute and chronic pathological conditions in all body systems. Differentiate collaborative management in the diagnosis and treatment of acute and chronic pathological conditions in adults. The students will also analyze critical and acute pathological conditions in adults requiring intensive care.

(Co-requisites: NURS 3131P) (For RN to BSN: None)

(Pre-requisites: NURS 3000, 3005, 3010,3011L, 3025, 3050, 3055)

(Pre-requisite for RN to BSN: NURS 3015)

**NURS 3131P: Critical Intervention in Professional Nursing with Adults
(Practicum): 1 credit**

This clinical practicum provides the student with the opportunity to intervene in the critical interventions of professional nursing with adults who present pathophysiological alterations. Evaluation skills, diagnostic reasoning based on humanistic and scientific knowledge of acute and chronic pathophysiology that require critical care are emphasized. Leadership concepts, clinical judgment, systemic reasoning, diversity, legal and ethical responsibilities, research, patient and family education and handling of collaborative problems are also integrated and emphasized in the course.

(Co-requisites: NURS 3130)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

NURS 4000: Global and National Health Policies: 3 credits

In this course, students will analyze the fundamental concepts related to national and global health policies and their financing. Evaluate processes of healthcare services and the influence of ethics and law, both nationally and globally, in the field of nursing. Establish the ethical and legislative importance in providing services nationally and globally. Also, justify how epidemiology and Healthy People 2020 influence trends and controversies in the global and national healthcare system and alternatives to solve them.

**NURS 4010: Valuation and Intervention with Population and Groups:
3 credits**

Study of the concepts and principles of public health and nursing in the community. Integration of the knowledge and skills of nursing to be able to provide services that promote and protect the health of groups and population. Evaluation of the health and interventions to provide nursing care to groups and population.

(Co-requisites: NURS 4011P)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

**NURS 4011P: Valuation and Intervention with Population and Groups
Practicum: 1 credit**

Application of nursing knowledge and communication skills, interpersonal relations and human care, leadership, management, teaching and critical thinking in evaluating the health, plan, coordinate, implement and evaluate the care to population and groups. Application of research findings. Practice with selected population in selected communities. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisites: NURS 4010)

(Pre-requisites: NURS 3000, 3005, 3010, 3011L, 3025, 3050, 3055)

**NURS 4012: Intervention and Assessment: Group and Population:
4 credits**

In this course, students will develop effective interpersonal relationships with community members and other professionals to provide community nursing services. Develop effective leadership through the use of research and public policy, as an advocate for the benefit of the health of groups and populations. Argue about concepts and principles of public health, to promote health and control risks in groups and populations through the three levels of prevention. Also, integrate the nursing process to a group or population by implementing nursing knowledge and skills to provide services that promote and protect health.

(Pre-requisite: NURS 3006, 3015, 3050, 3130, 3040, 3055, NUTR 1000, STAT 2000)

NURS 4090: Integrating Seminar—RN to BSN: 3 credits

In this seminar, the student will integrate and demonstrate knowledge, skills, and abilities developed during their education in the RN to BSN program. Evaluate the progress of transformation and advances in the nursing profession through the years and future trends in the practice. Justify the importance and impact of scientific research and evidence-based practices in the nursing profession. Evaluate principles, controversies, and health systems problems that impact health care services and nursing practice. The students will also integrate knowledge and critical thinking skills, clinical judgment, research, and leadership in the nursing practice.

(Pre-requisite: NURS 4000, 4012)

(Pre-requisite NURS 3006, 3015, 3050, 3130, 3040, 3055, 4012)

NUTR 1000: Introduction to Nutrition: 2 credits

In this course, students will value the importance of having good nutrition for the well-being and health of the client. Consider the process of digestion, absorption, metabolism, and excretion of food and their nutrients.

Analyze the influence of food in the stages of growth and development, weight control, and common health disorders. Also, discuss the role of the healthcare professional in the estimate, analysis, and interventions of the client's nutritional needs.

OFSY 1201L: Basic Typing and Lab: 3 credits

In this course emphasis is given to the introduction and mastery of the alphabetic, numerical and symbols using the computer. Also, emphasis in errors corrections in documents, and remediative practice, basic techniques, speed development, typing precision as well as efficient transfer of the skill to simple problems of typing productions.

OFSY 1250: Speedwriting in Spanish : 3 credits

The student will develop skills in the Spanish speedwriting system, through lecture and writing. Emphasis will be given to the correct usage of language, grammar, dictation and transcription.

OFSY 1301L: Documents Production I and Lab: 3 credits

The development of basic skills of speed and precision are emphasized. At the same time, continued training will be given in the preparation of office duties such as business letters, envelopes, memoranda, outlines, reports and manuscripts. The student will practice the correct basic techniques in the production of typewriting tasks, with material in both English and Spanish languages to be considered.

(Pre-requisite: OFSY 1201L)

OFSY 1351L: Documents Production II and Lab: 3 credits

Development of basic skills, such as: speed, precision and comparison. Emphasis will be given to the production of office documents such as letters with special parts, manuscripts, special reports, minutes, outlines, memoranda, acts, agendas, legal and medical documents, purchase order forms, press release, fax, balance sheet, others. The student will be required to use his own initiative in the performance of these office tasks. Different Spanish and English documents will be completed.

(Pre-requisites: OFSY 1201L, 1301L)

OFSY 1400: Documents Control: 3 credits

This course prepares students to the introduction and the study of the systems to order by an alphabetic, numeric, geographical and by subject manner; including receipts systems, classification, processing, control and disposition of documents. Emphasis is given to the data management application, using a Data Base Program.

**OFSY 2101L: Dictation and Transcription of Spanish
Speedwriting and Lab.: 3 credits**

This course is designed with the fundamental purpose to enable students to produce grammatically and typewritten correct and precise documents in the computer. Students will review the speedwriting theory learned by practicing dictation of letters with a variety of vocabulary and emphasis in the correct usage of language rules. The student integrates his knowledge with the correct transcription process of different documents.

(Pre-requisites: OFSY 1201L, 1250, 1301L)

**OFSY 2201L: Dictation and Transcription of English Speedwriting and
Lab: 3 credits**

This course is a writing system that is based primarily on the English Language alphabet. Through this course the speedwriting transcription skills and English language reinforcement are emphasized. Also, the speed and good work habits are developed in the process of taking dictations.

(Pre-requisites: ENGL 1010, 1020, OFSY 1201L, 1301L)

OFSY 2450: Administration and Office Techniques: 3 credits

The main purpose of this course is to familiarize the students with all the functions and techniques of the modern office and principles that apply to the planning, organization, direction and control of the typical activities of the different offices and in the solution of problems that appear. It also presents the applications of new equipment and the technological changes, and the effects in the administration of the office and support personnel.

OFSY 2501L: Keyboarding and Lab: 3 credits

In this course students will develop skills in the operation and management of the keyboard. The student will learn the key touch sequence of the alphanumeric keyboard, symbols and special characters most frequently used in a personal computer. This course also emphasizes the development of speed and accuracy skills on the keyboard.

OFSY 2661L: Planning and Techniques of Training and Lab: 3 credits

This course prepares the student with the techniques to plan, coordinate, offer and evaluate training programs for the office personnel. Emphasis is given in the identification of needs, in the selection of human and technological resources and in the coordination and presentation of training proposals.

(Pre-requisite: OFSY 2450, 2730, 2731L, SPAN 1010, 1020, ENGL 1010, 1020)

OFSY 2730: Word Processing and Electronics Presentations I: 3 credits

Introductory course to the basic functions of Word and PowerPoint programs. The student will apply the basic functions of the Word program to

the preparation of diverse commercial documents. The student will be guided in the preparation of an effective presentation in PowerPoint. The student will be provided with the necessary knowledge to take the test for the certification as a Microsoft Office Specialist (MOS) in Word Core.

(Co-requisites OFSY 2731L)

(Pre-requisites OFSY 1201L, 1301L)

OFSY 2731L: Word Processing and Electronics Presentations I Lab.: 1 credits

The phase of the laboratory of Word Processing and Electronic Presentations I is a resource used for the development, practice and application of the functions learned in class OFSY 2730. This course provides the basic knowledge for the student to be able to take the exam for the Certification of Microsoft Office Specialist (MOS) in Word Core.

(Co-requisites OFSY 2730)

(Pre-requisites OFSY 1201L, 1301L)

OFSY 2740: Word Processing and Electronics Presentations II: 3 credits

This course prepares the student in advanced techniques and functions in the Word and PowerPoint programs. The necessary concepts to create styles, schemes, tables, index and crossed references are explained, as well as to translate, review, share and protect documents, add or create Web pages, combine correspondence and create and use macros. It also includes the advance concepts of PowerPoint program. It provides the minimum knowledge required to prepare the student to take the examination for the Certification of Microsoft Office Specialist (MOS) in Word and PowerPoint Expert.

(Co-requisite: OFSY 2741L)

(Pre-requisite: OFSY 2730-2731L, 1201L-1301L)

OFSY 2741L: Word Processing and Electronics Presentations II Lab: 1 credits

The laboratory of the Word Processing and Electronics Presentation II course offers the student the opportunity to apply the knowledge and advanced functions of the Microsoft Word and PowerPoint programs. It provides the minimum knowledge requirements to prepare the student to take the examination for the certification of Microsoft Office Specialist (MOS) in Word and PowerPoint Expert.

(Co-requisite: OFSY 2740)

(Pre-requisites: OFSY 2730, 2731L, 1201L, 1301L)

OFSY 2751L: Electronic Business Writing and Lab: 3 credits

This course prepares the student to prepare office documents directly to the computer, and make the student conscious of the importance of the language and grammar to the office professional. Also studied is the

application of the learned formats to the documents prepared and the specific functions of the information processing program.

(Pre-requisites: SPAN 1010, 1020, OFSY 1201L, 1301L)

OFSY 2851P: Office Practice and Integrating Seminar: 4 credits

The office practice reinforces the theory learned in the classroom in a real work scenario. It consists of a cooperative agreement between business, industry and the Institution where the student receives the occupational knowledge and skills in a real supervised job experience. This course reinforces the relation of the academic content to the workforce environment. It also includes a 25 hours seminar where the student has the opportunity to review the minimum knowledge requirements of the field. Before beginning their internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

Pre-requisites are as follows:

Legal Secretary Program

OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2450, 2730, 2731L, 2740, 2741L, BUAD 2250, LAW 2000, 2100, 2200, 2300L, 2400L.

Medical Secretary Program:

OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2450, 2730, 2731L, 2740, 2741L, MESE 1010, 2500, 2600L, 2700, PROG 2300, 2311L, BIOL 1010, 2000, BUAD 2250.

Information Processing Program:

OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2201L, 2450, 2730, 2731L, 2751L, 2740, 2741L, ACCO 1000, PROG 2300, 2311L, BUAD 2250.

OFSY 3851P: Office Systems Practice and Integrating Seminar: 4 credits

The office practice reinforces the theory learned in the classroom in a real work scenario. It consists of a cooperative agreement between business, industry and the Institution where the student receives the occupational knowledge and skills in a real supervised job experience. This course reinforces the relation of the academic content to the workforce environment. Includes a special presentation made in Power Point to a selected audience.

(Pre-requisites: OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2201L, 2450, 2730, 2731L, 2740, 2741L, 2751L, 3901L, ACCO 1000, 2250, 2261L, BUAD 2050, 2250, 3000, STAT 2000, PROG 2300, 2311L)

OFSY 3901L: Simulated Office and Laboratory: 3 credits

In this course the student will develop the analysis of different situations in the office environment and decision-making. Creativity and originality will be emphasized when presenting work and will stimulate critical thinking when analyzing real situations in the office. The importance of interpersonal relations, attitudes, ethics, planning and decision-making will be emphasized.

(Pre-requisites: OFSY 1201L, 1301L, 1250, 1351L, 1400, 2101L,

2201L, 2450, 2730, 2731L, 2751L, 2740, 2741L)

PHAR 1000: Pharmaceutical Theory: 3 credits

This course discusses the evolution and history of pharmacy, as well as ancient and modern medicine concepts. Ethics and the role of Pharmacy Technicians in the community are emphasized. Introduces the student to medicine classification, label information, dosage forms, Medical Terminology used in prescription, as well as parts of the prescription and the label.

PHAR 1050: Pharmaceutical Chemistry: 3 credits

This course covers the study of the most important compounds and mixes that the pharmaceutical products have. Allows the students to relate with the different compounds, formulas and chemical reaction that they will apply in practice when they read literature of the different medicines as well as information about ways of action.

(Pre-requisites: PHAR 1000, CHEM 2010, 2011L, MATH 1010)

PHAR 1100: Pharmaceutical Mathematics: 3 credits

In this course the students learn systems such as metric, apothecary and avoirdupois to make pharmaceutical mathematics. It discusses different forms to prepare solutions such as dilution and concentrations. Dosage will be determined including the amount of medications to dispense as well as the prescriptions to dispense indicated by the doctor.

(Pre-requisite: MATH 1010, PHAR 1000)

PHAR 2151L: Dispensing Techniques Lab.: 2 credits

The role of the Pharmacy Technician, ethics and performance is discussed. It covers prescription readings, intravenous additives, hyperalimentation, OTC medications, common prescripts and medical equipment for monitorial home. Skills in equipment and scales use are emphasized as well as the preparation of prescriptions in today's world.

(Co-requisites: PHAR 2361L, 2371, 2381P)

(Pre-requisites: BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 1100, PHAR 2560)

PHAR 2250: Pharmaceutical Legislation: 3 credits

Includes the rules and laws that affect the operation of pharmacies in PR. Emphasis is given in laws such as Pharmacy Law of Puerto Rico, Law of Health Service Reform, Law of Controlled Substances, and the Consumer's Affairs Department (DACO) regulations, among others.

(Pre-requisite: PHAR 1000)

PHAR 2350: Posology: 3 credits

This course studies dosification forms, administration vias, doses

calculation and equipment manipulation for the measurement and administration of medicines.

(Pre-requisite: BIOL 1010,2000, MATH 1010, PHAR 1000, 1050,1100)

PHAR 2361L: Pharmacy Administration Laboratory: 2 credits

This course covers the basic principles of administration and marketing used in the pharmacies. It includes topics on analysis of location and marketing, services offered in the pharmacies, inventory management, purchases, price calculation, discounts and organization of the merchandise. In addition, the student will be able to prepare inventory, add or eliminate inventory, prepare reports and simulate the Program of Invoicing of the Medical Plans of Computerized Pharmacy when dispatching medicines.

(Co-requisites: PHAR 2151L, 2371, 2381P)

(Pre-requisites: PHAR 1000, 1100, MATH 1010)

PHAR 2371: Pharmacy Internship Seminar I: 1 credit

This seminar is part of the Pre-Practice. The students will be oriented on attitudes, responsibilities, requisites of the practice and the development as a health professional in pharmacy. It discusses doubts related to the pharmaceutical aspects in the internship and activities are reinforced to improve the administrative processes carried out by the technician in pharmacy and the management of OTC products.

(Co-requisites: PHAR 2151L, 2361L, 2381P)

(Pre-requisites: PHAR 1000, 1050, 1100, 2250, 2560, BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010)

PHAR 2381P: Pharmacy Internship I: 2 credits.

This practice is carried out in community pharmacies. The law requires that a duly authorized pharmacist supervises the student. This internship will provide the student with practical experiences in the management of purchase orders, receipt and checking merchandise, return of expired goods and management of OTC and homeopathic products. The student must complete 300 hours in the Practice Center.

(Co-requisites: PHAR 2151L, 2361L, 2371)

(Pre-requisites: PHAR 1000, 1050, 1100, 2250, 2560, BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010)

PHAR 2401P: Pharmacy Internship II: 2 credits

This practice is done in community or hospital pharmacies. The law requires that an authorized pharmacist supervise the student. This internship provides practice experiences in prescription, labeling, health plans, ordering and inventory. The student must complete 350 hours in the practice center.

(Co-requisite: PHAR 2451)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MATH

1010, PHAR 1000, 1050, 1100, 2151L, 2250, 2350, 2361L, 2371, 2381P, 2560)

PHAR 2411P: Pharmacy Internship III: 2 credits

This practice is done in community or hospital pharmacies. The law requires that an authorized pharmacist must supervise the student. These practical experiences will develop: prescription compounding, labeling, health plans, ordering and pricing skills. The student must complete 350 hours in practice center.

(Co-requisite: PHAR 2461)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2250, 2350, 2361L, 2371, 2381P, 2560)

PHAR 2451: Pharmacy Internship Seminar II: 2 credits

This seminar is part of the internship II. The students are oriented about attitudes, responsibilities, practicum requirements and development as a Pharmacy health professional. It also discusses doubts regarding pharmaceutical aspects in this internship, and reinforced activities will be offered for better prescriptions dispensation..

(Co-requisite: PHAR 2401P)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010-2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2350, 2361L, 2371, 2381P, 2250, 2560)

PHAR 2461: Pharmacy Internship Seminar III: 2 credits

This seminar is part of the internship III. The students are oriented about attitudes, responsibilities, practicum requirements and development as a Pharmacy health professional. It also discusses doubts regarding pharmaceutical aspects in this internship, and reinforced activities will be offered for better prescriptions dispensation.

(Co-requisite: PHAR 2411P)

(Pre-requisites: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 2151L, 2250, 2350, 2361L, 2371, 2381P, 2560)

PHAR 2560: Pharmacology: 3 credits

This course studies the basic concepts of pharmacology. Emphasis is given to brand and commercial names of the medicines, therapeutic group, indication, contraindications, adverse reactions, action mechanism, doses, commercial presentation, available, interactions, storage and labeling.

(Pre-requisites: BIOL 1010, 2000, PHAR 1000)

PHAR 2630: Pharmaceutical Specialties I: 3 credits

This course covers medicines. Emphasis is given to brand and commercial names of medicines, therapeutic group, indication,

contraindications, adverse reactions, action mechanism, doses, commercial presentation, interactions, storage and labeling.

(Pre-requisites: BIOL 1010,2000, PHAR 1000, 2560)

PHAR 2650: Pharmaceutical Specialties II: 3 credits

This course covers medicines. Emphasis is given to brand and commercial names of the medicine, therapeutic group, indications, contraindications, adverse reactions, action mechanism, doses, commercial presentation, interaction, storage and labeling.

(Pre-requisites: PHAR 1000, 2560, BIOL 1010, 2000)

PHAR 2670: Pharmaceutical Specialties III: 3 Credits

The course includes the study of the medicinal components derived from plants and animals, their therapeutic properties and extraction methods, as well as their contents in pharmaceutical products. It mentions the medicinal and poisonous plants of Puerto Rico; describes the basic concepts of Homeopathy and drugs derived from hormones.

(Pre-requisites: PHAR 1000, 2560, BIOL 1010, BIOL 2000)

PHYS 1010: Basic Physic: 3 credits

This course includes the basic physics laws that govern the hydraulic and pneumatic industrial systems and others to be included in the program. The basic laws of temperature gases, fluids as well as the conversions of unit systems utilized in the typical instrumentation and calibration processes are included.

(Pre-requisites: MATH 2010)

POLS 3110: Political Science: 3 credits

In this course, students will analyze and discuss concepts, institutions, processes, systems, and philosophy of Political Science. Critically argue about social and cultural factors that influence the development and evolution of a political culture. In addition, examine various political systems and international organizations and their influence in the social duty of a nation.

PROG 1030L: Introduction to Computers Programming and Lab: 2 credits

In this course, students will analyze the fundamental concepts and the development of a computer program. Describe the use of data, variables, and object-oriented design in programming. Illustrate the operation of a program and data flow using flowcharts. The students will also develop a graphical interface that integrates different programming structures.

PROG 1140L: Data Base Design and Laboratory: 3 credits

In this course students will analyze the concepts of a database (tables, forms, reports, queries) and explain each role in the creation of a database.

Design a database, while manipulating data and producing reports. The student will also assess the necessary security measures for an organization.

(Pre-requisite: ITTE 1031L)

PROG 1150: Data Base Design: 3 credits

This course presents the importance of database in an organization in the design, creation and handling of data and the management of software as a tool for the creation and handling of database.

(Co-requisite: PROG 1161L)

(Pre-requisite: ITTE 1010, 1011L)

PROG 1161L: Data Base Design Lab: 2 credits

This course covers the use of software as tools for the creation and management of databases.

(Co-requisite: PROG 1150)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2250: Applications Development I: 3 credits

This course includes the study and use of the Visual Basic Language using the concept of object-oriented programming handled by events. It emphasizes on the creation of programs for the graphic user interface (GUI), which allows working in the Windows environment. The student will learn to analyze real problems at a commercial level to develop the design and the necessary programming codes in Visual Basic, which will allow running an application. *(Co-requisite: PROG 2261L)*

(Pre-requisites: ITTE 1010, 1011L)

PROG 2261L: Applications Development I Lab: 2 credits

In this laboratory the student will apply the knowledge and skills acquired in the PROG 2250 course for the creation of programs for graphic user interface (GUI), which allows working with the Windows OS environment. Will develop all the analysis and design involved in resolving a commercial application to create a system which complies with the requirements of business.

(Co-requisite: PROG 2250)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2270L: Applications Development I and Laboratory: 3 credits

In this course students will analyze the functions of the Visual Basic programming language with a focus on the OOD (Object Oriented Design). The development of programs in this language also includes creating GUIs (Graphical User Interface). The student will also combine programming elements and integrate them into the development of a system in order to develop effective solutions that meet the user's specific needs.

(Pre-requisite: ITTE 1031L , PROG 1030L)

PROG 2300: Use and Management of Spreadsheet: 3 credits

This course focuses on the creation, use and management of a spreadsheet, its applications, mathematical processes, editing, functions and graphs.

(Co-requisite: PROG 2311L)

(Pre-requisites: ITTE 1010, 1011L, only for the Business Administration with major in Information Systems Students)

PROG 2311L: Use and Management of Spreadsheet Lab: 2 credits

This course covers the use and implementation of software programs such as Excel and the handling of information files.

(Co-requisite: PROG 2300)

(Pre-requisites: ITTE 1010, 1011L, only for the Business Administration with major in Information Systems Students)

PROG 2310L: Use and Management of Spreadsheet and Laboratory: 3 credits

In this course, students will examine the basic concepts and functions of a spreadsheet. Design, modify, and edit charts and graphs in spreadsheets. Program cells with formulas, functions, and operators that allow data analysis. The student will also integrate advanced spreadsheet tools for analyzing and presenting information in alternate programs.

(Pre-Requisites: ITTE 1031L)

PROG 2350: Operating Systems and Architecture: 3 credits

This course includes the use, handling of personal computers and their architecture. It integrates the structure, functions, modalities of work and the characteristics of different operating systems.

(Co-requisite: PROG 2361L)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2361L: Operating Systems and Architecture Lab: 2 credits

This course trains the students to be able to identify and administer the physical resources of a computer through the operating system. It also takes them to the implementation, configuration and handling of different operating systems.

(Co-requisite: PROG 2350)

(Pre-requisites: ITTE 1010, 1011L)

PROG 2370L: Operating Systems and Architecture, and Laboratory: 3 credits

In this course, students will analyze operating systems and their integration into personal computers and their architecture. Integrate and evaluate the structure, functions, work patterns, and characteristics of different

operating systems. Also, outline the configuration, implementation, and management of different platforms, environments, and data retrieval management plans.

(Pre-requisite: ITTE 1031L)

PROG 2371L: Electronics Presentations and Lab.: 3 credits

This course includes theory and practice in the creation of electronic presentations and publications as tools to be used in areas such as technical reports, services and other promotional documents.

(Pre-requisites: ITTE 1010, 1011L)

PROG 2470: Analysis, Design and Implementation Systems: 3 credits

This course includes the theoretical concepts for the design and implementation of commercial computerized systems in accordance with the requirements of a modern computerized system.

(Co-requisite: PROG 2481L)

(Pre-requisites: ITTE 1010, 1011L, 1150, 1161L)

PROG 2481L: Analysis, Design and Implementation Systems Lab: 2 credits

This course includes the application of the concepts for the design and the implementation of commercial computerized systems in accordance with the requirements of a modern computerized system.

(Co-requisite: PROG 2470)

(Pre-requisites: ITTE 1010, 1011L , PROG 1150, 1161L)

PROG 2480L: Analysis, Design & Implementation Systems and Laboratory: 3 Credits

In this course, the student will explain the key concepts in the development and implementation of an information system using the Systems Development Life Cycle process (SDLC). Evaluate different methods and issues important for the development of an information system, regardless of the type of company that needs it. The student will also develop quality control in the development and implementation of an information system.

(Pre-Requisites: PROG 1140L)

PROG 3350: Application Development II: 3 credits

This course involves students in using the characteristics, structure and functioning of the Visual Basic language. It emphasizes on the databases-oriented programming and development of advanced applications in Visual Basic. Includes concepts such as design and databases creation to add, modify or delete records from it. It emphasizes the use of the database fields for the creation of mathematical formulas that will allow producing both partial and final results.

(Co-requisite: PROG 3361L)

PROG 3361L: Application Development II Lab.: 1 credit

In this lab the student will apply acquired knowledge in the PROG 3350 course to create programs for the graphical user interface (GUI) but with emphasis on connection of databases related to Visual Basic. It will develop all the analysis and design involved in resolving a commercial application to create a system that complies with the requirements needed in a relational database that is accessed through a programming language.

(Co-requisite: PROG 3350)

PROG 3355L: Applications Development II and Laboratory: 3 credits

In this course, students will analyze the attributes and advanced programming features of Visual Basic. Develop programs integrating databases and web applications, using ADO.net, Windows Forms, Data GridView, and Crystal Reports. The student will also plan and design applications according to customer needs, taking into account the security and integrity of the content of the application.

(Pre-Requisites: PROG 2270L)

PROG 3370: Object Oriented Programming: 3 credits

This course prepares students in the design and management of programs oriented to objects in a vanguard's language, JAVA. Emphasizes the use of a compilation JIT (Justin Time).

(Co-requisite: PROG 3371L)

(Pre-requisites: ITTE 1010, 1011L, PROG 1030L)

PROG 3371L: Object Oriented Programming Lab.: 1 credit

This course covers the programming oriented to objects as tools for the development of the applications in this environment.

(Co-requisite: PROG 3370)

(Pre-requisites: ITTE 1010, 1011L, PROG 1030L)

PROG 3375L: Object Oriented Programming and Laboratory: 3 credits

In this course, students will identify Java as a robust programming system and versatile language. Students will learn and master the JAVA platform and language. Create and compile applications and also use graphic applications (IDE).

(Pre-Requisites: PROG 3355L)

PROG 3420: Data Base Management: 3 credits

This course focuses on the creation, management and maintenance of databases utilizing SQL (Structure Query Language). Also, specific commands and instructions will be used to obtain useful information on databases.

(Co-requisite: PROG 3431L)

(Pre-requisites: PROG 1150, 1161L)

PROG 3431L: Data Base Management Lab.: 2 credits

This course covers the utilization of programs as tools for the creation, management and maintenance of the databases utilizing SQL (Structured Query Language)

(Co-requisite: PROG 3420)

(Pre-requisites: PROG 1150, 1161L)

PROG 3425L: Data Base Management and Laboratory: 3 credits

In this course, students will design, manage, and provide maintenance to databases created in an SQL environment. Explain the analysis tools used in logical and relational databases in SQL. Describe characteristics of tables, forms of relationship and data modification strategies to reduce the loss of information in a database. The student will also generate and evaluate information in a database using SQL functions.

(Pre-Requisite: PROG 1140L)

PSYC 2510: Psychology: 3 credits

In this course the student will analyze basic concepts in the psychological study of human behavior. Also, discuss situations in everyday life, which have a significant influence on the psychosocial behavior, with emphasis on personal growth and understanding to others.

PSYC 3510: Social Psychology: 3 credits

In this course, students will analyze concepts, precursors, and research application in psychosocial processes in the study of social behavior. Distinguish group formation processes and influence on human behavior. Also, discuss the factors that influence behavior through changes in attitudes, persuasion, aggression, racism, and violence.

(Pre-requisite: PSYC 2510)

PSYC 3520: Psychopathology: 3 credits

In this course, students will analyze fundamental concepts, history, theories and ethical and legal aspects of psychopathology. Examine different systems of classification and diagnosis of abnormal behavior and its relationship to criminal behavior. Furthermore, students will analyze various mental disorders that are associated with criminal behavior.

(Pre-requisites: JUST 2020, PSYC 2510, 3510)

SEMI 1001: University Environment Seminar: 1 credit

In this course, students will contrast the various services, facilities, and programs offered by National University College. The students will develop the necessary skills to achieve success in college and work. The students will also examine the concept he/she has of him/herself to be successful in their personal, academic, and professional life.

SEMI 2009: Seminar of Present Issues: 3 credits

The Seminar will consist of the review and integration of the learning experiences across the curriculum, taking into account pedagogical situations and study of cases. The emphasis will be given to study issues of relevance in education. The student will analyze critically present issues in the educational field to establish awareness of the importance of his professional development using a multidisciplinary approach.

(Pre-requisites: EDUC 2020, 2030, 3120, 3140, 3150, 3170, 4130)

SEMI 4001: Integrating Seminar: 1 credit

In this course the student will have the opportunity to integrate the theoretical and practical knowledge acquired during the courses in the Bachelor's degree, through individual and group workshops and reviews among other strategies.

(Co-requisite: EDUC 4551P)

(Pre-requisites: EDUC 2020, 2030, 2040, 2050, 3030, 3050, 3120, 3140, 3150, 3160, 3175, 3180, 3190, 3230, 3250, 3290, 4130, 4161L, 4170)

SOSC 1010: Social Sciences I: 3 credits

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

Requires 14 hours of participation in community learning activities through service and present a research project based on social reflection.

SOSC 1020: Social Sciences II: 3 credits

In this course the student will analyze key concepts of topics such as: the economy, politics, geography and environment, with emphasis on the history and its impact on modern society. In addition, it will compare various researches, content-based on current social problems of the society it belongs to.

(Pre-requisites: SOSC 1010)

SOSC 1030: Social Sciences: Tendencies and Perspectives: 4 credits

This course introduces the student to the discipline of the Social Sciences. The student will know the concepts, principles and theories of each discipline and the impact in the educational development. The goal is to get the human being integration to be pertinent in his life.

SOSC 3610: Current Society: 3 credits

In this course, students will analyze the current society of Puerto Rico from a critical perspective. They will study political and economical structures and how these generate transformations in our social reality. The family, churches and schools will be considered in their role in our society.

(Pre-requisites: SOSC 1010, 1020, POLS 3110)

SPAN 1010: Basic Spanish I: 3 credits

In this course, the student will describe the importance of the proper use of language in the formation and expression of personality. Explain the rules of grammar and spelling needed to achieve an effective communication process. The student will also evidence the correct use of the writing process and analysis through the essay genre.

SPAN 1020: Basic Spanish II: 3 credits

In this course, the student will describe and illustrate the evolution and development of literary genres. Analyze various literary genres: poetry, drama, theater, short story, and novel. The student will use oratory and speech as a resource for effective communication. In addition, write and present a speech on one of the genres discussed in the course.

(Pre-requisite: SPAN 1010)

SPAN 2000: Business Spanish: 3 credits

This course has been designed to relate the students with logical and psychological examples necessary to achieve effective business writing. Critical thinking, analysis and synthesis will be emphasized.

(Pre-requisite: SPAN 1010,1020)

SPAN 2020: Writing and Composition: 2 credits

In this course the student will strengthen writing skills learned in SPAN1010, SPAN1020; through reading and text comprehension, the study of vocabulary, and the grammar structures necessary to express himself correctly. Emphasis is made on the expository and argumentative writing using the computer and the multimedia resources.

(Pre-requisites: SPAN 1010,1020)

SPAN 2040: Writing and Composition: 3 credits

In this course, students will examine the fundamentals of communication and writing. Establish the writing process. Integrate spelling and grammar in writing sentences, paragraphs, essays, and monographs (research papers). Also, explain the elements of each kind of narration and the use of technology in the writing process.

(Pre-requisites: SPAN 1010,1020)

STAT 2000: Introduction to Statistics: 3 credits

In this course, students will examine and apply descriptive statistics in different professional settings. Analyze data by applying statistical methods to collect, summarize, present, and interpret quantitative and categorical data. Analyze situations in which to use general ideas about the concepts of linear correlation and linear regression. In addition, students will use computerized statistical applications that allow data processing as part of the process of data analysis.

(Pre-requisite MATH 1010)

STAT 3300: Inferential Statistics: 3 credits

This course is the study of the probability distribution and its use in the determination of population parameters, proper sampling, significant levels estimates, chi square, variance, regression, and correlation analysis in decision making.

(Pre-requisites: MATH 1010, STAT 2000)

TEEN 2150: Technical English for Electronics: 3 credits

This course covers basic technical English vocabulary with the purpose of providing students with a working knowledge with basic tools of oral and written expression. Special emphasis is given to technical vocabulary use in documents such as letters, memos, reports, as well as reading and writing skills.

(Pre-requisites: ENGL 1010, 1020)

THER 1010 : Fundamental Principles of Physical Therapy: 2 credits

This course includes the study of essential physical therapy concepts. It includes historical development, philosophy and ethical and legal aspects of the profession. It also discusses the roles of an assistant and physical therapist and the essential aspects of the communication process as part of the process of rehabilitation.

THER 1021L: Basic Theories and Practices of Physical Therapy Intervention and Laboratory: 3 credits

Theoretical and practical course on basic procedures in physical therapy intervention. Includes the activities of patient care, infection control methods, procedures and techniques of wound healing. Includes development of skills for measuring and documenting vital signs of the patient/client. In addition, will study the principles and concepts of body mechanics and treatment, positioning and mobilization of the patient/client.

ThER 1031L: Intervention Modalities in Physical Therapy and Laboratory: 3 credits

Theoretical and practical course on the applications of different physical agents and procedures of electrotherapy. Comprehend studies on fundamental principals in the use and application of treatment, as well as the indications, contraindications and precautions before, during and after the treatment.

(Pre-requisite: ThER 1021L)

ThER 1040: Kinesiology: 4 credits

The course includes conferences, demonstrations, and practice of different human body movements. Comprehend the anatomy study of the muscle and its physiology; the principles of corporal mechanics; goniometry; the structure and function of the human body articulations and the muscle interaction with each other. It also includes the origin, insertion, innervations and palpation of the muscle.

(Pre-requisites: ThER 1010, BIOL 2010)

ThER 1051L: Therapeutical Massages and Laboratory: 3 credits

Theoretical and practical course of the different therapeutic massage techniques. It focuses in the development of application treatment skills in extremities, back and face. Understands the therapeutic use, treated conditions, effects, contraindications and precautions in the application of treatment.

(Pre-requisite: ThER 1040)

ThER 1061L: Therapeutical Exercises and Laboratory: 3 credits

Theoretical and practical course on the physiology of exercise as a therapeutic tool. Evaluate the role and function of the musculoskeletal system. Include the study of fundamental principles in the use and application of exercise as well as indications, contraindications and precautions before, during and after treatment.

(Pre-requisites: ThER 1040)

ThER 2011L: Daily Living Activities and Laboratory: 3 credits

Theoretical and practical course on functional, daily living activities for patients with conditions or care needs. Includes patterns of ambulation, use of assistive equipment, technical transfers and bed mobility.

(Pre-requisite: ThER 1021L)

ThER 2020: Physical Dysfunctions I : 3 credits

This course examines the general concepts of health and disease, tissue repair processes and defense mechanisms of the body. Include the discussion of biopsychosocial concepts of health, environmental and occupational diseases.

Lectures and discussion on the definition, etiology, pathogenesis, clinical manifestations, and general principles of treatment, complications and problems associated with human disease in the following systems: immune, integumentary, endocrine, cardiovascular, and hematological and respiratory system. Includes medical terminology related to those diseases studied in class.

(Pre-requisites: BIOL 2010, BIOL 2020)

THER 2030: Physical Dysfunctions II: 3 credits

This course examines the definition, etiology, pathogenesis, clinical manifestations, general principles of treatment, complications and problems associated with human diseases in the following systems: gastrointestinal, hepatic, urinary, reproductive, musculoskeletal and nervous. It also includes reviewing the structure and function of systems and medical terminology related to those diseases studied in class.

(Pre-requisite: THER 2020)

THER 2061P: Physical Therapy Practice I: 6 credits

This course consists of a supervised clinical experience in which the student will attend, during 300 hours, to a properly accredited institution that provides physical therapy services. The student will observe the roles and functions of the health team members, the organization and functioning of the Physical Therapy Department and of the institution. The student will apply the procedures of physical agents, electrotherapy, basic techniques related to health and therapeutic massage, as learned in class. He/she will demonstrate to possess the knowledge related to human anatomy and physiology and of functional anatomy.

(Pre-requisites: BIOL 2010, BIOL 2020, THER 1010, 1021L, 1031L, 1040, 1051L, 1061L, 2011L, 2020, 2030)

THER 2071P: Physical Therapy Practice II: 6 credits

This course consists of a supervised clinical experience in which the student will attend a properly accredited institution that provides general or specialized services of physical therapy, during 300 hours. The student will apply all those techniques and therapeutic procedures included in the curriculum of the program of Associate's Degree in Physical Therapy. The student will apply the procedures of physical agents, electrotherapy, basic techniques related to health, therapeutic massage, therapeutic exercises and functional activities, as learned in class.

(Co-requisite: THER 2081)

(Pre-requisite: THER 1010, 1021L, 1031L, 1040, 1051L, 1061L, 2011L, 2020, 2030, 2061P, BIOL 2010, 2020)

Ther 2081: Integrating Seminar on Physical Therapy: 3 credits

Theoretical course presenting issues to facilitate the transition to the role of physical therapy assistant. It includes trends and controversies in the discipline, current health system, health services and legal and ethical aspects of the profession. Includes the use of research as a tool for evidence-based practice, critical thinking skills through case studies. Also prepares students to face the job seeking process.

(Co-requisite: Ther 2071P)

(Pre-requisites: Ther 1010, 1021L, 1031L, 1040, 1051L, 1061L, 2011L, 2020, 2030, 2061P, BIOL 2010, 2020)

Tour 1000: Introduction to the Tourism Industry: 3 credits

This course studies the origin and development of the tourism industry with emphasis in the organization integrated in this industry, their functions and interrelations. Also, the economic and social impact of tourism will be studied.

Tour 1100: Introduction to the Hospitality Industry: 3 credits

This course studies the origin of the hospitality industry and the contribution of the first leaders. Overachieves other specialties in the corporation markets, in pleasure, health and others. It studies the different hotel types and categories. It also studies its departments: rooms, management, food and beverages and engineering.

Tour 1050: Air Traffic: 3 credits

This course studies the services related to the air traffic at local, national and international levels, as well as the operation and management of the travel agencies. It includes travel information such as codes on the most visited airports and airlines of most air traffic, flight schedules, connections and higher taxes applications. Also, it studies the classifications and organization of travel agencies in Puerto Rico, the travel agent role, administrative documents and sales reports, among others.

(Pre-requisites: Tour 1000)

Tour 1080: Management of Food and Beverage Operations: 3 credits

This course examines the general aspects, administration and importance of the food and beverage in the touristic industry. It studies the relation of the kitchen, dining room and bar in a restaurant. It includes the planning and the creation of a restaurant menu. Emphasis will be given to the preparation of ingredients for the production and service execution. Also, it studies the design of facilities and equipment, financial administration, legal requirements and controls in a restaurant.

TOUR 1200: Tourist Legislation: 3 credits

This course studies the tourist legislation. The student will study and analyze the laws and jurisprudence that regulate the relations between the Tourism Industry and their local and international customers. Among other laws, it will cover the Hospitality Law, Gambling Law, Immigration Law and the laws that regulate the airlines and travel agencies in Puerto Rico.

TOUR 2030: Tour Planning: 3 credits

This course studies the different type of domestic and international excursions; individual and group. Activities to archive mastery of students in aspects related to information costs, requirements and prices subjects to taxes and nets, hotels categories, reservations and sales tips, courses and car rental, will be designed. Also, it emphasizes in the preparation of excursions and brochures of touristic information.

(Pre-requisites: TOUR 1000)

TOUR 2051L: Introduction to SABRE Reservations System I and Lab.: 3 credits

This course studies the automated procedures created for the tourism industry. It also studies the different formats of the SABRE system used in the creation of the “PNR” (Passenger Name Record) and its modifications. It includes flight schedules, fare and seat assignment formats, among others. It also emphasizes the application of the automated procedures, flight reservations, quotes, and fares.

(Pre-requisite TOUR 1000)

TOUR 2100: Groups and Conventions: 3 credits

This course studies the operational concepts of the planning, development and services in conventions and meetings. It also emphasizes the study of the main marketing segments of the conventions and the techniques of effective sales for these groups. It includes knowledge on the preparation and presentation of tourist exhibitions.

(Pre-requisite TOUR 1000)

TOUR 2151L: SABRE Reservations System II and Lab.: 2 credits

This course studies the computerized reservations systems (SABRE) by direct access to airlines. It includes information and reservation of hotels and cars; “queues” system and fares: its regulations and restrictions.

(Pre-requisites: TOUR 2051L, 1000)

TOUR 2370: Sustainable Tourism: 3 credits should be added.

This course studies the actual and future tourism from the viewpoint of sustainability. Includes the economic feasibility, strategic planning, as well the

elements and practices to guide them to the future. It also discusses the general concepts of nature tourism and quality of touristic development. Emphasis will be given to tourism and cultural heritage.

(Pre-requisites: TOUR 1000)

TOUR 2421P: Tourism and Hospitality Practice: 3 credits

This course reinforces the theory that experience in the job is as valuable as the learning experience in the classroom. During their Tourism and Hospitality practice hours students will receive direct and indirect instructions as well as knowledge and occupational skills.

(Pre-requisite: TOUR 1000, 1080, 1100, 1120, 1200, 2030, 2051L, 2151L, 2100, 1050, 2230, GEOG 1010, 1020)

ACADEMIC CALENDARS

**FIRST TERM
AUGUST TO NOVEMBER
2014-2015**

Bayamón / Arecibo / Río Grande / Ponce / Caguas Campuses

August 9 (Saturday)	August term classes begin
August 9-16 (Saturday to Saturday)	Add/drop period and late registration
August 18-23 (Monday to Saturday)	Late registration continues (no changes)
August 30 (Saturday)	Deadline for grade changes from prior term
September 1 st (Monday)	Labor Day (Holiday)
September 20 (Saturday)	Last day to apply for graduation (First Term)
September 23 (Tuesday)	Last day for Faculty to remove incompletes from prior term
September 29 to October 5 (Monday to Sunday)	Week where faculty inform students of their progress in their classes
October 4 (Saturday)	Last day to apply for withdrawal as per ("Return of Title IV Funds" policy)
	Last day to apply for changes of major
October 13 (Monday)	Columbus Day (Holiday)
October 14-24 (Tuesday to Friday)	Academic Counseling and Registration for November to March 2014-2015 term (All Campuses)
November 1 (Saturday)	Last day for total and partial withdrawals

November 6 (Thursday)	Final exams period for courses given on on Tuesday and Thursday
November 7 (Friday)	Final exams period for courses given on Friday
November 8 (Saturday)	Final exams period for courses given on Saturday
November 9 (Sunday)	Final exams period for courses given on Sunday
November 11 (Tuesday)	Veteran's Day (Holiday)
November 12 (Wednesday)	Final exams period for courses given on Monday and Wednesday
	Term ends
November 14 (Friday)	Last day for Faculty to submit grades online

**SECOND TERM
NOVEMBER TO MARCH
2014-2015**

Bayamón / Arecibo / Río Grande / Ponce / Caguas Campuses

November 17 (Monday)	Regular session classes begin
November 17-22 (Monday to Saturday)	Add/Drop period and late registration
November 19 (Wednesday)	Puerto Rico Discovery Day (Holiday)
November 24 to December 3 (Monday to Wednesday)	Late registration continues (no changes)
November 27-30 (Thursday to Sunday)	Academic Recess (Thanksgiving Recess)
December 6 (Saturday)	Deadline for submission of grade changes from prior term
December 22 to January 5 (Monday to Monday)	Christmas Recess
January 6 (Tuesday)	Three Kings Day (Holiday)
January 7 (Wednesday)	Second term continues following Christmas recess
January 10 (Saturday)	Last day to apply for graduation (Second term)
January 12 (Monday)	Eugenio María de Hostos Day (Regular Class Day)
January 19 (Monday)	Martin Luther King, Jr. Day (Regular Class Day)
January 19-25 (Monday to Sunday)	Week where faculty inform students of their progress in their classes

January 21 (Wednesday)	Last day for Faculty to remove incompletes from prior term
January 24 (Saturday)	Last day for changes to major
January 29 (Thursday)	Last day for total withdrawals as per (“Return of Title IV Funds” policy)
February 2-13 (Monday to Friday)	Academic Counseling and Registration for March to June 2014-2015 term (All Campuses)
February 18 (Wednesday)	President’s Day (Holiday)
February 28 (Saturday)	Last day for total and partial withdrawals
March 5 (Thursday)	Final Exams Period for courses given on Tuesday and Thursday
March 6 (Friday)	Final Exams Period for courses given on Friday
March 7 (Saturday)	Final Exams Period for courses given on Saturday
March 8 (Sunday)	Final Exams Period for courses given on Sunday
March 9 (Monday)	Final Exams Period for courses given on Monday and Wednesday
	Term ends
March 11 (Wednesday)	Deadline for Faculty to submit grades online

**THIRD TERM
MARCH TO JUNE
2014-2015**

Bayamón / Arecibo / Río Grande / Ponce / Caguas Campuses

March 15 (Sunday)	Regular session classes begin
March 16 (Monday)	Monday session classes begin
March 16-21 (Monday to Saturday)	Add/Drop period and late registration
March 23 (Monday)	Abolition of Slavery Day (Holiday)
March 24-28 (Tuesday to Saturday)	Late registration continues (no changes)
March 30 to April 5 (Monday to Sunday)	Holy Week Recess
April 18 (Saturday)	Deadline for submission of grade changes from prior term
April 20 (Monday)	José de Diego Day (Holiday)
May 2 (Saturday)	Last day to apply for graduation for third term
May 4-8 (Monday to Friday)	Education Week
May 7 (Thursday)	College Student Day
	Last day for Faculty to remove incompletes from prior term
May 8 (Friday)	Educators Day
May 10 (Sunday)	Mother's Day (Holiday)
May 11-16 (Monday to Sunday)	Week where faculty inform students of their progress in their classes

May 16 (Saturday)	Last day for changes to major
May 20 (Wednesday)	Last day to apply for withdrawal as per Return of Title IV funds policy
May 25 (Monday)	Memorial Day (Holiday)
May 26 to June 5 (Monday to Friday)	Academic Counseling and Registration for the August to November 2015-16 term (All Campuses)
June 20 (Saturday)	Last day for partial and total withdrawals
June 21 (Sunday)	Father's Day (Holiday)
June 23 (Tuesday)	Final exams period for courses given on Tuesdays and Thursdays
June 24 (Wednesday)	Regular session classes for courses given on Monday and Wednesday
June 26 (Friday)	Final exams period for courses given on Fridays
June 27 (Saturday)	Final exams period for courses given on Saturday
June 28 (Sunday)	Final exams period for courses given on Sunday
June 29 (Monday)	Final exams period for courses given on Monday and Wednesday
	Term ends
July 1 st (Wednesday)	Deadline for Faculty to submit grades online
July 4 (Saturday)	Independence Day (Holiday)
July 10 (Friday)	Graduation - All Campuses

DISTANCE EDUCATION DIVISION

ACADEMIC CALENDARS

For the Academic Calendars of the Distance Education Division please refer to our online Web Page at:

<http://online.nuc.edu/en/about-us/academic-calendar/>

CERTIFICATION

We hereby certify that this catalog is, to the best of our knowledge, a truthful representation of our offerings, curricula, and facilities.

To this effect, we hereby submit the same on July 1st, 2014.

Gloria E. Baquero, Ed.D
President

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