General Catalog
2022 – 2023

Effective date: July 1st, 2022 to June 30, 2023
Rev. February 1st, 2023

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Information provided on the school website and in the school catalog may be translated to Spanish upon request to Ms. Mileya Berríos, Academic Affairs Coordinator at miberrios@nuc.edu

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GENERAL INFORMATION

History

NUC University is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor's degree programs in 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 an additional location in Caguas, Puerto Rico. In June 2014, it was reclassificated to the Caguas Branch Campus. On March 6, 2017 NUC opened a Branch Campus in Mayagüez, Puerto Rico. In February 2018, NUC acquired NUC University – IBC Technical Division, NUC University – Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School).

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, NUC University 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.

NUC University 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 NUC University 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 various 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

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

Vision

To be recognized as a university that cares about its students and prioritizes their success through centers of excellence, innovative and diverse learning modalities, quality student services, all of which leads to developing quality professionals with adaptability, integrity and values.

Institutional Priorities

1. Academic Quality - Affirm the importance of academic quality through systematic assessment and continuous improvement of the institution's academic offerings. Also, provide academic offerings based on learning outcomes and personal values directly tied to the labor market. Student services complement the learning process and contribute to the development of students' experiences. NUC's focus on service demonstrates its commitment to quality student services that support the teaching-learning process and foster educational excellence.

2. Centers of Excellence - Elevate certain areas of study such as Healthcare, Business, and Construction Trade to Center of Excellence status

3. Service, Development, and Student Experience - Provide a college experience centered on student experiences, development, and services that prepare graduates to lead and excel in the local or global geographic area where they decide to live.

4. Organizational Structure and Culture - In strategic partnership and collaboration with business leaders, provide management, development and implement programs that contribute to achieving business and employee goals with integrity, professionalism, compliance, communication and trust.

5. Brand Strengthening and Positioning - NUC will be recognized as a university that puts the student first and that is the institution of choice for Puerto Rico and Florida populations and underserved communities in the United States looking for quality degrees highly valued by employers, in English, Spanish, or bilingual, through a flexible mix of classes online, hybrid and on-ground and with programs that focus on developing the skills necessary to be successful in the job market.

6. Financial Strength - Achieve administrative capability and successfully conduct the institution's financial operations.

Institutional Learning Goals

NUC University supports its student body and prepares them for the effective achievement of their academic goals. NUC identifies the following basic competencies that are necessary to build a solid foundation for the academic experience at the non-degree, under graduate as well as graduate levels and assures that the students develop the necessary skills, knowledge and attitudes for future employment, to continue graduate studies, responsible citizenship, and a commitment for continuous learning throughout their whole life. These competencies are aligned with the mission, values, and institutional goals, as well as with all the academic offerings of NUC University.

Among the expected outcomes for student learning, are the following basic competencies:

1. **Professional competency and technical skills**

   Capacity to apply creatively the knowledge and skills of their respective field of studies and inserting themselves successfully in the labor market, contributing effectively to the economic, social and political progress of their environment.

2. **Communication skills**

   Capacity to express and exchange ideas effectively through listening, speaking, reading, writing and other appropriate modes of interpersonal expression and workforce vocabulary.

3. **Critical and Creative Thinking**

   Capacity to analyze, apply critically and creatively their professional or technical competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

4. **Logical reasoning**

   Capacity to utilize quantitative and qualitative information in logical the decision making and problem solving process.

5. **Information Literacy and Technological Competency**

   Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and technological environments in an effective and efficient way, considering the personal, professional, technical, and citizen dimensions.

6. **Ethical and moral behavior**

   Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws and persons, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.

7. **Respect to diversity**

   Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and other social differences, the needs of people with functional diversity and the capacities that enrich living together respecting the human experience in a globalized world.

Accreditation, Licensing and Associations

NUC University is licensed by the "Junta de Instituciones Post Secundarias" (JIP) of Puerto Rico to offer Master's, Bachelor's and Associate's Degrees, and diploma program. NUC University (NUC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE) www.msche.org. NUC's NUC University – IBC Technical Division (NUC-IBC), NUC University - Florida Technical College (NUC-FTC), and The Digital Animation & Visual Effects School (The DAVE School) are included in this accreditation. NUC's accreditation status is Accreditation Reaffirmed. The Commission's most recent action on the institution's accreditation status on 2019 was to reaffirm accreditation. MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). The Institution is certified by the United States Department of Education as an eligible institution to administer Title IV federal funds. NUC University it's also approved by the Puerto Rico Bureau of State Approving Agency for veterans' education training.

The Institution is a member of the Puerto Rico Association of Private Education, the Career Education Colleges and Universities (CECU) 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.

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

Enrolled and prospective students interested in filing a complaint with the institution's accreditor and/or its State licensing entity should first reference the institution's internal grievance policy on page 50 of the institutional catalog located at www.nuc.edu for information regarding the procedure to file a complaint. Information is provided with regard to filing an internal grievance at NUC. If after having filed an internal grievance with NUC the student is not satisfied with the determination made, the student may file a complaint with the Junta de Instituciones Postsecundarias, Oficina de Registro y Licenciamiento de Instituciones de Educación, Departamento de Estado, Calle San José, San Juan, Puerto Rico 00901; PO Box 9023271, San Juan, Puerto Rico 00902-3271; Tel. (787) 722-2121. In addition, the student can file a complaint with the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267) 284-5000.

Programmatic Accreditations

"NUC University's nursing education program (Bachelor's Degree in Science in Nursing; Associate's Degree in Nursing) is accredited by the Accreditation Commission for Education in Nursing" (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA. 30326; (404) 975-5000.

The Master's Degree in Education with specialty in Educational Leadership is accredited based on the Council for the Accreditation of Educator Preparation (CAEP) Standards through Fall 2027. CAEP is a CHEA recognized national accreditor for educator preparation.

The Physical Therapist Assistant Program at NUC University's Bayamon Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave. Suite 100, Alejandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program / institution directly, please call 787-780-5134 Ext. 4111 or email: mtorres2@nuc.edu.

Governance

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

Board of Directors (Corporate Board)

Michael Bannett	Non-voting board member
Kevin Malone	Director
Scott VanHoy	Director

Board of Trustees

Alberto Estrella, Esq.	Chairman
Marcos Vidal	Vice-President
Antonio Ginorio, CPA	Member
Neysha Natal, Esq	Member
Dr. Sylvette Rivera	Member
Josué Medina	Member
Vicente Feliciano	Miembro
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Institutional Organization

NUC University Corporate Level Administration

BANNETT, MICHAEL _____ PRESIDENT & CHIEF EXECUTIVE OFFICER

BONMATI-BLASI, GONÇAL _____ CHIEF STRATEGIC OFFICER

CARABALLO-ROBLES, JENNIFER _____ VP OF MARKETING PR OPERATIONS

COLLAZO-BENCÓN, LYDIA M. (EdD) _____ VP OF ACADEMIC AFFAIRS

CORREA-PADRO, YARAN K. _____ VP OF ACADEMIC AFFAIRS - TECHNICAL EDUCATION

DEL VALLE MORELL, MARIANGIE _____ VP OF INFORMATION TECHNOLOGY

FLORES-PÉREZ, AIXA M. (EdD) _____ VP OF THE NURSING PROGRAM

GARCÍA, DOLYMARI (EdD) _____ VP OF ACADEMIC DEVELOPMENT

GONZÁLEZ COLÓN, YARELIS _____ VP OF ENROLLMENT MANAGEMENT

LÓPEZ INFANZON, PURA _____ VP OF HUMAN RESOURCES

MEDINA, JOSUÉ_____ CHIEF ADMINISTRATIVE OFFICER & SENIOR VP OF FINANCE

MELÉNDEZ ROSADO, MANUEL _____ VP OF ONLINE DIVISION

MURTHA, ELLIS _____ SENIOR VP OF COMPLIANCE AND REGULATORY AFFAIRS

RIVERA-RIVERA, DALIANA (DBA)_____ VP OF PUERTO RICO OPERATIONS

RODRÍGUEZ RIVERA, DAMARIS _____ CORPORATE VP OF FINANCIAL AID

Corporate Administration

ALVARADO-RIVERA, SHEILA _____ INSTITUTIONAL COORDINATOR OF INTERAGENCY LIAISON

BERRÍOS-AGOSTO, MILEYA _____ ACADEMIC AFFAIRS COORDINATOR

CARRASQUILLO, MABEL _____ CORPORATE DIRECTOR OF PURCHASING

CONCEPCIÓN-MARTÍNEZ, SHEILA _____ FINANCIAL AID SERVICES COORDINATOR

CRUZ-COLÓN, ROSA _____ ACADEMIC AFFAIRS DEAN - TECHNICAL EDUCATION

CRUZ-RIVERA, ELIZABETH _____ CORPORATE VP OF FINANCIAL AID

FERNÁNDEZ-TORRES, FRANCES _____ FINANCIAL ANALYST

GARCÍA-REYES, JUANITA _____ CORPORATE ASSOCIATE DEAN OF ACADEMIC AFFAIRS

GUTIERREZ-FALCÓN, YELITZA _____ MARKETING DIRECTOR

LÓPEZ SANTIAGO, EMMELINE _____ CONTINUING EDUCATION INST. DIRECTOR

LUGO-RODRÍGUEZ, CARLOS _____ REGIONAL DIRECTOR OF ADMISSIONS

MARTÍNEZ-VISCOVICH, ROSALIND (EdD) ___ CORPORATE DIRECTOR OF STUDENT AFFAIRS AND INSTITUTIONAL EFFECTIVENESS

MORALES-LÓPEZ, KAREN _____ ASSOCIATE VP OF ASSESSMENT AND RETENTION

MORALES-MERCADO, JUAN _____ NURSING PROGRAMS CURRICULUM DIRECTOR

PADILLA-VELÁZQUEZ, PEDRO _____ CORPORATE DIRECTOR OF STUDENT ACCOUNTS

PAGÁN-PRADO, VANESSA _____ CORPORATE DIRECTOR OF PLACEMENT

RAMOS-TORRES, WILNELIA _____ CORPORATE VP OF STUDENT ACCOUNTS

RIVERA-CASTRO, MARILYN _____ DEFAULT PREVENTION COORDINATOR

ROSARIO ZAYAS-MARIBEL _____ CONTINUING EDUCATION COORDINATOR

SANTOS-MARRERO, STEPHANIE _____ ACCOUNT ADMINISTRATION COORDINATOR

SERRANO-PEÑA, YAMAIRA _____ INSTITUTIONAL HUMAN RESOURCES DIRECTOR

TORRES-MELÉNDEZ, MARIELY _____ INSTITUTIONAL PHYSICAL THERAPY DIRECTOR

TORRES-SERRANO, ANGÉLICA _____ COMPLIANCE MANAGER

VÉLEZ-PUCHALES, LILIMAR _____ CORPORATE DIRECTOR OF REGISTRAR

WITTENBERG, KONRAD _____ DIRECTOR OF FACILITIES MANAGEMENT

Bayamón Main Campus Administration

NEGRÓN-COLÓN, WIGDALYS **CHANCELLOR**
CONCEPCIÓN-REYES, KAMIR **ACADEMIC AFFAIRS DEAN**
AGUIRRE-ESQUILÍN, AIXA PROFESSIONAL COUNSELOR
AMAYA-MARTÍNEZ, KARLA M. LIBRARIAN
BÁEZ-SUÁREZ, DENNY O. STUDENT ACTIVITIES AND SPORT COORDINATOR
MORALES-HERNÁNDEZ, GLADYBERT MARKETING COORDINATOR
FIGUEROA-NIEVES, YAZMÍN BASICS SKILLS LABORATORY TECHNICIAN
GONZÁLEZ-RODRÍGUEZ, BLANCA EFFECTIVENESS OFFICER
GONZÁLEZ-ZAMBRANA, ZORYMAR FINANCIAL AID DIRECTOR
MORALES-WONG, YOLANDA STUDENT AFFAIRS DIRECTOR
ESTEBAN-ROSADO, ANAMARI HIGH SCHOOLS COORDINATOR
ORTÍZ-BELTRÁN, JUAN BURSAR DIRECTOR
ORTIZ-NIEVES, LUIS A. SYSTEM ADMINISTRATOR
RAMOS-ORTIZ, JAVIER PHYSICAL THERAPY LABORATORY TECHNICIAN
RIVERA-CANCEL, MARITZA PROFESSIONAL COUNSELOR
RODRÍGUEZ-ORTIZ, SARA I. LIBRARY DIRECTOR
ROMÁN-NIEVES, JANELYS PHARMACY PRACTICES COORDINATOR
SALDAÑA-AYALA, OMAR OPERATIONS DIRECTOR
SANTIAGO-GUADALUPE, WALESKA ADMISSIONS COORDINATOR
TORRES-FONTÁNEZ, HILDA PLACEMENT OFFICER
VALENTÍN-MENÉNDEZ, LÍDICE ADMISSIONS & MARKETING DIRECTOR
VÁZQUEZ-COLLAZO, XIOMARA REGISTRAR OFFICER

Bayamón Online Division Administration

MELÉNDEZ ROSADO, MANUEL **VP OF ONLINE DIVISION**
MARTÍNEZ-AGOSTO, JOSÉ **ACADEMIC AFFAIRS DEAN**
CARABALLO-VEGA, VANESSA (DMD) HEALTH SCIENCES DIRECTOR
DÍAZ-VÁZQUEZ, FERDINAND (Ed.D.) BUSINESS ADMINISTRATION DIRECTOR
MORALES-VELÁZQUEZ, KARILYN (Ed.D.) NURSING COORDINATOR
RIVERA-SOLLA, WILMA (Ed.D.) NURSING DIRECTOR
RODRÍGUEZ-DÍAZ, OMAR TECHNOLOGY COORDINATOR
SANDOVAL-APONTE, RAFAEL (DED) GRADUATE EDUCATION PROGRAM DIRECTOR
TROCHE-FLORES, LILLE (DED) GENERAL EDUCATION DIRECTOR

Bayamón Main Campus Faculty

ANES-GARCÍA, ROSA _____ NURSING
MSN, 2017, Dewey University
BSN, 2007, Colegio Universitario de San Juan

BONILLA-SOTO, LOURDES M _____ NURSING
MSN, 2004, University of Puerto Rico
BSN, 1981, Interamerican University of Puerto Rico

CABRERA-ALICEA, CÉSAR _____ NURSING
MSN, 2019, University of PR
BSN, 2000, University of PR

CAPELLA-MIRANDA, OMAR _____ NURSING DIRECTOR
MSN, 2012, Columbia University College
BSN, 2009, University of Puerto Rico

ORTEGA-CRUZ, LISA M. _____ GENERAL EDUCATION DIRECTOR
BBA, 1991, University of Puerto Rico

CORTÉS-GONZÁLEZ, BEATRIZ _____ NURSING
MSN, 2018, EDP University
BSN, 2015, Interamerican University

COTTO-QUILES, MARÍA _____ NURSING
MSN, 2014, Caribbean University

CRESPO-CASTRO, NEYDA _____ CLINICAL LIASON
MSN, 2015, Columbia Central University
BSN, 2003, University of Puerto Rico

CRUZ-ORTIZ, GLADYS _____ NURSING
MSN, 2010, Universidad Metropolitana
MSN, 2009, Universidad Metropolitana

CRUZ-REYES, ANA F. _____ GENERAL EDUCATION
MEd, 1987, University of Phoenix
BEd, 1973, University of PR

CUADRO-VERA, WANDA _____ CLINICAL LIASION
MSN, 2009, Caribbean University
BSN, 2007, Universidad del Este

DELIZ-MERCADO, DANISHKA _____ CRIMINAL JUSTICE COORDINATOR
JD, 2017, Universidad del Este
BA, 2013, Universidad Interamericana de PR

DOMÍNGUEZ-VÁZQUEZ, IDIALIZ _____ NURSING
MSN, 2018, National University College
BSN, 2012, National University College

EMILIANO-RUIZ, CHRISTOPHER _____ DENTAL
DMD, 2005, UNPHU-Santo Domingo

ESCOBAR-RIVERA, DORITZA _____ PHYSICAL THERAPY COORDINATOR
MS, 2008, University of Puerto Rico
BS, 2006, University of Puerto Rico

FIGUEROA-CHINEA, MARILYN _____ PHARMACY
BSP, 1993, University of Puerto Rico

FIGUEROA-SANTIAGO, CARMEN _____ NURSING
MSN, 2009, Universidad Metropolitana
BSN, 1988, Caribbean University

FRATICELLI -MERCADO, LISSETTE_____ HEALTH SCIENCES DIRECTOR
DDM, 1995, University of Puerto Rico
BS, 1990, University of Puerto Rico

GONZÁLEZ-MEDINA, JAVIER_____ NURSING
MSN, 2017, University of Puerto Rico
BSN, 2015, University of Puerto Rico

GROENNOU-TORRES, DAGMARY _____ NURSING
MSN, 2017, Caribbean University
BSN, 2013, Universidad Metropolitana

HEVIA-COLÓN, WANDA I. _____ NURSING
MSN, 2005, University of Puerto Rico
BSN, 2001, University of Puerto Rico

IRIZARRY-CRUZ, HÉCTOR _____ BUSINESS ADMINISTRATION
MBA, 1989, Universidad del Turabo
BS, 1982, Interamerican University of Puerto Rico

MARRERO-PÉREZ, ANA _____ PHARMACY
MBA, 2008, University of Phoenix
BS, 2005, Universidad Central de Bayamón

MERCADO-REY, WILMA_____ NURSING
MSN, 2018, National University College
BSN, 2013, Atenas College

NIEVES-VEGA, ÁNGEL _____ BUSINESS ADMINISTRATION
PhD, 2011, Universidad Alas Peruanas
MBA, 2004, Interamerican University of Puerto Rico
BBA, 1988, Caribbean University

OCASIO-LÁZAGA, CARLA I. _____ PHARMACY
MEd, 2015, Universidad Central de Bayamón
BS, 1978, University of Puerto Rico
AD, 2010, National University College

ORTIZ-CINTRÓN, JOSUÉ _____ PHARMACY
PhD, 2008, Universidad Alas Peruanas
MS, 1990, University of Puerto Rico
BS, 1984, University of Puerto Rico

ORTIZ-CRUZ, ROSALBA _____ HEALTH SCIENCES
Ed.D, 2011, Interamerican University of Puerto Rico
MA, 2000, Interamerican University of Puerto Rico
BA, 1989, University of Puerto Rico

ORTIZ-DÁVILA, MARLA _____ NURSING
MSC, 2018, Interamerican University of Puerto Rico
BSN, 2015, National University College

PÉREZ, JUANA _____ NURSING
MSN, 2010, Caribbean University
BSN, 2007, Dewey College

PÉREZ-BURGOS, NELSON _____ TECHNOLOGY
MBA, 2002, University of Phoenix
BS, 1983, University of Puerto Rico

PÉREZ-VÁZQUEZ, MELINDA_____ DISTANCE EDUCATION DIRECTOR
MBA, 2017, National University College
BA, 2007, Interamerican University of Puerto Rico

PIZARRO-JIMÉNEZ, LUZ _____ NURSING
MSN, 2009, Universidad del Turabo
BSN, 1991, Universidad de Puerto Rico

REDINGER-VEGA, ALDA_____ CRIMINAL JUSTICE
JD, 1989, Interamerican University of Puerto Rico
BA, 1973, University of Puerto Rico

RIVAS-GARCÍA, PEDRO _____ NETWORK TECHNOLOGY
MSEd, 1991, Dowling College
BS, 1985, University of Puerto Rico

RIVAS-GONZÁLEZ, JUAN _____ NURSING
MSN, 2017, National University College
BSN, 2016, National University College

RIVERA-SANTIAGO, MARÍA _____ TECHNOLOGY
MSEd, 1990, Dowling College
BA, 1986, Interamerican University of Puerto Rico

RODRÍGUEZ-CONTRERAS, KATTY _____ NURSING
MSN, 2015, Caribbean University
BSN, 1989, University of Puerto Rico

ROSADO-MUÑOZ, WALESKA _____ DENTAL
MED, 2009, American University of PR
BHS, 1995, University of Puerto Rico, Medical Sciences Campus

SÁNCHEZ-CORREA, BLANCA _____ BUSINESS ADMINISTRATION
MPA, 1986, University of Puerto Rico
BA, 1984, University of Puerto Rico

SANTIAGO-RODRÍGUEZ, MIGDALIA _____ NURSING
MSN, 2011, University of Puerto Rico
BSN, 2003, University of Puerto Rico

ROMERO-JIMÉNEZ, CARLOS J. _____ NURSING
MSN, 2017, Dewey University
BSN, 2016, National University College

SANDOVAL-AVILÉS, FRANSHELLY _____ NURSING
MSN, 2016, Caribbean University
BSN, 2014, Interamerican University of Puerto Rico

SANTOS-MARZÁN, VÍCTOR _____ HUMANITIES
MA, 1985, City University of New York
BA, 1970, University of Puerto Rico

SOLER-PÉREZ, MARÍA _____ NURSING
MSN, 2015, Caribbean University
MA, 2008, Universidad Central de Bayamón
BSN, 1985, Interamerican University of Puerto Rico

SOTO-RODRÍGUEZ, ANA _____ NURSING
MSN, 2012, Universidad Metropolitana
BSN, 1997, Universidad Metropolitana

SUÁREZ-RIVERA, RAFAEL _____ SPANISH
MA, 1986, Phoenix University
BA, 1967, University of Puerto Rico

TORRES-CORDERO, DIANA _____ NURSING
MA, 2003, University of Puerto Rico
BS, 1989, Interamerican University of Puerto Rico

TORRES-GARCÍA, JEANNETTE _____ OFFICE SYSTEMS
MAEd, 1995, Interamerican University of Puerto Rico
BAE, 1988, Caribbean University
BSS, 1986, Caribbean University

TORRES-MARTÍNEZ, ENID _____ NURSING
MSN, 2012, Caribbean University
BSN, 2006, Colegio Universitario de San Juan

VALCOURT-CRUZ, JOSÉ _____ CRIMINAL JUSTICE
JD, 1988, Interamerican University of Puerto Rico
BA, 1985, University of Puerto Rico

VALENCIA-RIVERA, NILDA _____ OFFICE SYSTEMS
MA, 1995, Interamerican University of Puerto Rico
BA, 1988, University of Puerto Rico

VÁZQUEZ-ORTIZ, ALBERTO _____ NURSING
MSN, 2018, EDP University
BSN, 2016, Centro de Estudios Multisciplinarios

VARGAS-RODRÍGUEZ, SANDRA _____ MATHEMATICS
MAEd, 1984, University of Phoenix
BA, 1973, University of Puerto Rico

VEGA-FLORES, JOSÉ _____ BUSINESS ADMINISTRATION
PhD, 2019, Centro de Estudios Avanzado del Caribe
MBA, 2000, Universidad Metropolitana
BBA, 1984, University of Puerto Rico

VÉLEZ-SÁNCHEZ, HÉCTOR _____ NETWORK TECHNOLOGY
MBA, 2008, University of Phoenix
BBA, 1997, American University

Bayamón Online Division Faculty

CARRIÓN-MATOS, BRENDA LIZ_____NURSING
MSN, 2005, University of Puerto Rico
BSN, 2000, University of Puerto Rico

DELIZ -CARDE, WILFREDO_____BUSINESS ADMINISTRATION
MBA, 1999, Universidad de Puerto Rico
BBA, 1987, Universidad de Puerto Rico

FIGUEROA-AGOSTO, MANUEL_____BUSINESS ADMINISTRATION
DBA, 2010, Universidad del Turabo
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
BSN, 2006, Interamerican University of Puerto Rico

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-GUZMÁN, KEILA _____NURSING
D.Ed, 2015, Interamerican University of Puerto Rico
MSN, 2009, Interamerican University of Puerto Rico
BSN, 2000, University of Puerto Rico

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
BA, 2003, University of Puerto Rico

NAVARRO-PIZARRO, RAFAEL _____BUSINESS ADMINISTRATION
MBA, 2008, Caribbean University
BA, 2002, University of Puerto Rico

RIVERA-CAMACHO, MARILIA _____NURSING
MSN, 2009, Caribbean University
BSN, 2005, University of Puerto Rico

RIVERA-GARCÍA, JUAN _____ GENERAL EDUCATION
MA, 2000, University of Phoenix
BS, 1976, University of Puerto Rico

RIVERA-JIMÉNEZ, CINTHIA _____NURSING
Ed.D, 2022, Interamerican University of Puerto Rico
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
Ed.D., 2003, Interamerican University of Puerto Rico
MSED, 1990, Dowling College of Long Island
BA, 1988, Notre Dame of Maryland University

ROMERO-PÉREZ, ALICE NURSING
Ed.D, 2022, Interamerican University of Puerto Rico
MSN, 2012, Interamerican University of Puerto Rico
BSN, 1999, University of Puerto Rico

ROSARIO-CRUZ, HARRY GENERAL EDUCATION
MA, 1990, Graduate School of Southern Puerto Rico
BA, 1982, Interamerican University of Puerto Rico

SÁNCHEZ-VEGA, ALEXIS CRIMINAL JUSTICE
JD, 2008, University of Puerto Rico
BBA, 2003, Universidad del Turabo

SÁNCHEZ-VEGA, ZORAYA CRIMINAL JUSTICE
MA, 1997, Interamerican University of Puerto Rico
BA, 1994, Interamerican University of Puerto Rico

SOTO-GONZÁLEZ, GLADYS NURSING
MSN, 2009, University of Puerto Rico
BSN, 2003, University of Puerto Rico

TORRES-ACEVEDO, JESÚS BUSINESS ADMINISTRATION
MBA, 2000, University of Phoenix
BBA, 1996, University of Puerto Rico
CPA, 2011, Puerto Rico State Department

VELILLA-GARCÍA, CARMEN BUSINESS ADMINISTRATION
Ph.D., 2005, Interamerican University of Puerto Rico
MBA, 1997, Interamerican University of Puerto Rico
BA, 1988, University of Puerto Rico

Arecibo Branch Campus Administration

MARTÍNEZ-PÉREZ, GAISY (PhD) _____ **CHANCELLOR**

GONZÁLEZ-LÓPEZ, JANIS _____ **ACADEMIC AFFAIRS DEAN**

ACEVEDO-SOTO, JENNIFER _____ REGISTRAR

ARROYO-PÉREZ, ÁNGEL _____ OPERATIONS DIRECTOR

CANDELARIA-PORTALATÍN, JESSIE _____ ADMISSIONS & MARKETING DIRECTOR

CASANOVA-SERRANO, LISANDRO _____ SYSTEMS ADMINISTRATOR

DÍAZ RAMÍREZ-CHRISTYLORRAINE _____ MARKETING COORDINATOR

GONZÁLEZ-DE JESÚS, NICHKA _____ HIGH SCHOOL COORDINATOR

GONZÁLEZ-MALAVÉ, DIANA _____ BASICS SKILLS LABORATORY TECHNICIAN

HERNÁNDEZ-SÁNCHEZ, ELIZABETH _____ LIBRARIAN

JIMÉNEZ-ROSARIO, ADALBERTO (Ph.D) _____ COUNSELOR

NÚÑEZ-AQUINO, FRANCISCO (Ph.D) _____ EVENING COORDINATOR

NÚÑEZ-AQUINO, CARMEN _____ PROFESSIONAL COUNSELOR

NÚÑEZ GONZÁLEZ, MILAGROS _____ BURSAR DIRECTOR

PÉREZ-VÉLEZ, AIDA _____ STUDENT AFFAIRS DIRECTOR

QUIÑONES-ROBLES, EVELYN _____ FINANCIAL AID DIRECTOR

RIVERA-CORTÉS, PABLO _____ LIBRARY DIRECTOR

RIVERA-RIVERA, MARÍA _____ PLACEMENT OFFICER

RIVERA-ROSARIO, JAQUELINE _____ EFFECTIVENESS OFFICER

JIMÉNEZ FIGUEROA, YARITZA _____ TUTORING COORDINATOR

Arecibo Branch Campus Faculty

ACEVEDO-VIRUET, MARÍA _____NETWORK TECHNOLOGY
Ed.D., 2019, Nova Southeastern University
MBA, 2000, University of Phoenix
BS, 1992, University of Puerto Rico

AQUINO-SOTO, IDALIA _____NURSING
MSN, 2015, EDP University of Puerto Rico
BSN, 2013, University of Puerto Rico

BATISTA-GONZÁLEZ, MADELINE _____ CLINICAL LIASION
MSN, 2006, University of Puerto Rico
BSN, 1989, Interamerican University of Puerto Rico

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

BURGOS-CURBELO, LOURDES V. _____NURSING
MSN, 2010, Interamerican University of Puerto Rico
BSN, 2003, University of Puerto Rico

CAJIGAS-CAJIGAS, JOSÉ M _____ TECHNOLOGY
BS, 1988, Colegio Tecnológico de Bayamón
AD, 1986, University of Puerto Rico
AD, 1985, University of Puerto Rico

CANDELARIA-MORALES, SANDRA _____CLINICAL LIASON
MSN, 2007, Interamerican University of Puerto Rico
BSN, 1998, University of Puerto Rico

CORTÉS-RIVERA, VANESSA _____HEALTH SCIENCE DIRECTOR
DMD, 2016 Universidad Central del Este

HERNÁNDEZ-CORRALIZA, LEINYN _____NURSING
MSN, 2007, Interamerican University of Puerto Rico
BSN, 2005, Interamerican University of Puerto Rico

MELÉNDEZ-CASTRO, IRMA _____ TECHNOLOGY COORDINATOR
Ed.D., 2017, Interamerican University of Puerto Rico
MBA, 1996, Sacred Heart University
BS, 1985, University of Puerto Rico
AD, 1983, University of Puerto Rico

MORALES-RODRÍGUEZ, YAMILIE _____CRIMINAL JUSTICE COORDINATOR
MPA, 2013, Universidad del Turabo
BA, 2011, Interamerican University of Puerto Rico

OCASIO-REILLO, ANA DISTANCE EDUCATION DIRECTOR
MBA, 2012, Sacred Heart University
BS, 1984, University of Puerto Rico

PADÍN-GUMÁ, WANDA PHARMACY
MA, 2000, University of Phoenix
BS, 1988, University of Puerto Rico

PÉREZ -LUGO, ARNALDO HEALTH SCIENCES
Completer of Dental Surgeon Degree, 1983 Autonomous University of Puebla, México

QUIJANO-RIVERA, AMELIA ENGLISH
MA, 1985, Interamerican University of Puerto Rico
BA, 1975, University of Puerto Rico

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
ADN, 1993, Interamerican University of Puerto Rico

SANTIAGO-GARCÍA, MARITZA NURSING
MSN, 2008, Interamerican University of Puerto Rico
BSN, 1997, Interamerican University of Puerto Rico

SANTIAGO-RIVERA, ANA NURSING
MSN, 2012, Interamerican University of Puerto Rico
BSN, 1989, Interamerican University of Puerto Rico

SANTIAGO-RIVERA, KARLA M. NURSING
MSN, 2010, Interamerican University of Puerto Rico
BSN, 2004, University of Puerto Rico

TOLEDO-COLLET, WANDA I. NURSING
MSN, 2014, Interamerican University of Puerto Rico
BSN, 2009, National University College

TORRES-RUIZ, SONIA GENERAL EDUCATION DIRECTOR
Ed.D, 2019, NOVA Southeastern University
MAE. 2009, Caribbean University
BA, 2000, Interamerican University of Puerto Rico

VELÁZQUEZ-MALDONADO, YAIRA BUSINESS ADMINISTRATION COORDINATOR
MBA, 2005, Interamerican University
BBA, 2001, University of Puerto Rico

Río Grande Branch Campus Administration

PACHECO-COLLADO, SONIA _____ **CHANCELLOR**

ROSARIO-LOZADA, MIGUEL_____ **ACADEMIC AFFAIRS DEAN**

COLLADO-RODRÍGUEZ, DAVID _____ SYSTEM ADMINISTRATOR

CRUZ-SANTIAGO, SHARON _____REGISTRAR

MEDINA-CETOUT, MARIE L. _____ LIBRARY DIRECTOR

LÓPEZ-ROSA, ILEANA _____ BURSAR DIRECTOR

MORALES-VIERA, HÉCTOR _____ OPERATIONS DIRECTOR

MURIEL VEGA, EMMANUEL _____ MARKETING COORDINATOR

ORTIZ-SANTIAGO, JOYCELL _____ ADMISSIONS AND MARKETING DIRECTOR

TREVIÑO, ILIA_____ PLACEMENT OFFICER

RENTAS-CRUZ, DILSA _____ADMISSIONS COORDINATOR

DE LA MATA-DE JESÚS, RENÉ_____FINANCIAL AID DIRECTOR

MELÉNDEZ ÁLVAREZ, JACKELINE _____PROFESSIONAL COUNSELOR

Río Grande Branch Campus Faculty

AGOSTO - ROBLES, GLENDA L. _____ PHARMACY AND BIOLOGY
BS, 1998, Interamerican University of Puerto Rico

AMADOR-VÉLEZ, MARITZA _____ NURSING DIRECTOR
MSN, 2014, Columbia Central University
BSN, 2016, University of Puerto Rico

BENÍTEZ-CIRINO, MIRIAM _____ NURSING
Ph.D., Universidad Católica de Puerto Rico
MSN, 1985, Universidad Católica de Puerto Rico
BSN, 1978, Universidad Católica de Puerto Rico

CARABALLO-DÍAZ, DEBORA _____ NURSING
MSN, 2016, Caribbean University
BSN, 2010, Dewey University

CRUZ-FIGUEROA, VILMA _____ OFFICE SYSTEMS
MA, 2008, Interamerican University of Puerto Rico
BA, 2003, University of Puerto Rico

FELICIANO-RAMOS, CHATTERLYS _____ NURSING
MSN, 2012, Columbia Centro Universitario
BSN, 2008, Dewey University

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

MATTA-FONTANET, DAVID _____ HEALTH SCIENCES COORDINATOR
BSN, 2018, Caribbean University

MELÉNDEZ-DELGADO, IRIS B. _____ BUSINESS ADMINISTRATOR
MA, 2008, Interamerican University of Puerto Rico
BA, 1992, Interamerican University of Puerto Rico

MENA-SALGADO, YACKELIN _____ GENERAL EDUCATION DIRECTOR
MC/MHC, 2008, University of Phoenix
BA, 1999, University of Puerto Rico

PÉREZ-RODRÍGUEZ, ALICE _____ NURSING
MSN, 2014, Caribbean University
BSN, 1985, university of Puerto Rico

RIVERA-DÍAZ, ALITZA _____ NURSING
MSN, 2015, Columbia Central University
BSN, 2012, Columbia Central University

RIVERA-ROSA, CARMEN _____ NURSING
MSN, 2011, Caribbean University
BSN, 1984, Interamerican University of Puerto Rico

ROSARIO-LOZADA, MIGUEL _____ DISTANCE EDUCATION COORDINATOR
MA, 2016, Centro de Estudios Avanzados
BA, 2013, University of Puerto Rico

Ponce Branch Campus Administration

VÁZQUEZ-PADILLA, FRANCES (Ed.D.) _____ CHANCELLOR

ALVARADO-SOTO, DEBORAH_____ ACADEMIC AFFAIRS DEAN

ACOSTA-LUGO, ÁNGEL _____ EVENING COORDINATOR

ALAMEDA-MALDONADO, JOSÉ _____MARKETING COORDINATOR

ALVARADO-APONTE, CARMEN_____ HIGH SCHOOL COORDINATOR

COLÓN-CORREA, YVETTE _____FINANCIAL AID DIRECTOR

COLÓN-RODRÍGUEZ, SALVADOR _____ ACADEMIC ADVISOR

CRESPO-RODRÍGUEZ, SONIA_____REGISTRAR

FIGUEROA-VELÁZQUEZ, CAROLYN _____PROFESSIONAL COUNSELOR

GRACIA -FEBLES, JOSÉ _____ SYSTEM ADMINISTRATOR

LEÓN-SASTRE, FÉLIX _____ BASIC SKILLS LABORATORY TECHNICIAN

NEGRÓN-COLÓN, RUTH M. _____ PLACEMENT OFFICER

RODRÍGUEZ-AMILL, JULIO _____ OPERATIONS DIRECTOR

RODRÍGUEZ-PAGÁN, MIRIAM_____BURSAR REGIONAL DIRECTOR

RUIZ-FELICIANO, BRENDA _____ ADMISSIONS COORDINATOR

TELLO-TORRES, ANDREA _____TUTORING COORDINATOR

TIRADO-MERCADO, MELKY _____ ADMISSIONS AND MARKETING DIRECTOR

TORRES-FELICIANO, KIARA _____ COUNSELOR OFFICER

Ponce Branch Campus Faculty

ÁLVAREZ-DELGADO, ANA_____ NURSING
MNS, 2013, Columbia Centro Universitario
BSN, 2004, Interamerican University of Puerto Rico

AYALA-HERNÁNDEZ, MORAIMA _____ CLINICAL LIASION
MSN, 2013, Caribbean University
BSN, 2011, National University College

BÁEZ-RODRÍGUEZ, MIRNA _____ NURSING
MSN, 2017, National University College
BSN, 2011, National University College

BURGOS-GUZMÁN, DENISSE_____ NURSING
MSN, 2015, Pontifical Catholic University of Puerto Rico
BSN, 2004, Interamerican University of Puerto Rico

CARRERO-VALLES, ÉRICA _____HEALTH SCIENCES DIRECTOR
MS, 2014, Pontifical Catholic University of PR
BS, 2012, Pontifical Catholic University of PR

CUEVAS-JUSTINIANO, NANCY _____ NURSING
MSN, 2009, Caribbean University
MPH, 2007, Ponce School of Medicine
BSN, 1986, Pontifical Catholic University of PR

GUILLOTY-CARABALLO, MADELINE _____ NURSING
BSN, 1983, Pontifical Catholic University of PR

LEÓN-SASTRE, IVETTE _____ NURSING
MSN, 2013, Caribbean University
BSN, 1999, Pontifical Catholic University of Puerto Rico

MAHMUD-PÉREZ, AZIZA _____ NURSING
PhD, 2020, Caribbean University
MSN, 2003, University of Puerto Rico
BSN, 1994, Pontifical Catholic University of Puerto Rico

NAZARIO-PLAZA, LUCÍA _____ NURSING
PhD, 2020, Caribbean University
MSN, 1992, Pontifical Catholic University of Puerto Rico
BSN, 1984, Pontifical Catholic University of Puerto Rico

RIVERA-HERNÁNDEZ, RAÚL _____GENERAL EDUCATION
MA, 2007, Caribbean University
BA, 2003, University of Puerto Rico

RIVERA-MARTÍNEZ, YANIRA _____ NURSING
MD, 2003, Universidad Central del Este
MSN, 2013, Columbia Central University
BSN, 1996, Pontifical Catholic University of Puerto Rico

RIVERA-RIVERA, MARÍA _____ NURSING
MSN, 2011, Caribbean University
BSN, 2006, Interamerican University of Puerto Rico

RIVERA-RODRÍGUEZ, NELISMARIE _____ CRIMINAL JUSTICE COORDINATOR
MC, 2011, Universidad del Este
BC, 2006, Universidad del Este

RODRÍGUEZ-DAVID, LUZ _____ HEALTH SCIENCES
MD, 2003, Universidad Autónoma de Guadalajara
BS, 1997, Pontifical Catholic University of PR

SANTIAGO-HERNÁNDEZ, JOSENY _____ NURSING
MSN, 2018, National University College
BSN, 2004, University of Puerto Rico

SANTIAGO-ZAMBRANA, ZORAIDA _____ NURSING
MSN, 1999, Pontifical Catholic University of PR
BSN, 1992, Pontifical Catholic University of PR

SERRANO-MARTÍNEZ, KARITZA _____ NURSING DIRECTOR
MSN, 2018, National University College

SOLER-RODRÍGUEZ, IRMA _____ NURSING
MSN, 2004, Pontifical Catholic University of PR
BSN, 2001, Interamerican University of Puerto Rico

VARGAS-ALVARADO, RICARDO _____ NURSING
MSN, 2015, Columbia
BSN, 2007, Interamerican University of Puerto Rico

VÁZQUEZ-ECHEVARRÍA, IRMA _____ NURSING PROFESSOR
MSN, 2019, National University College
BSN, 1977, Pontifical Catholic University of Puerto Rico

VÁZQUEZ-PADILLA, JOSÉ _____ GENERAL EDUCATION DIRECTOR
PhD, 2014, Interamerican University of Puerto Rico
MA, 2003, Universidad Central de Bayamón
BA, 1998, Universidad Central de Bayamón

VÉLEZ-CAQUIAS, YVONNE _____ GENERAL EDUCATION
PhD, 2022, Caribbean University
MAE, 1985, University of Phoenix
BA, 1980, World University

VILLA-MEDINA, HEIDY _____ NURSING
PhD, 2020, Caribbean University
MAE, 2003, Caribbean University
BSN, 1987, Pontifical Catholic University of Puerto Rico

Caguas Branch Campus Administration

PAGÁN-MARCHAND, MARISEL (Ed.D.) **CHANCELLOR**

MUÑOZ-SÁNCHEZ, JAHAIRA **ACADEMIC AFFAIRS DEAN**

AYALA-MOJICA, JOSÉ OPERATIONS DIRECTOR

CALDERÓN-OSORIO, AXEL HIGH SCHOOLS COORDINATOR

DÁVILA-PÉREZ, CARMEN ADMISSIONS AND MARKETING DIRECTOR

GONZÁLEZ-ALICEA, MARIEL REGISTRAR OFFICER

CASTRO MARTÍNEZ, EDWIN TUTORING COORDINATOR

MARTÍNEZ-DEL VALLE, SOLMARIE BURSAR DIRECTOR

MARTÍNEZ-NIEVES, LETICIA PLACEMENT OFFICER

MARTÍNEZ-RODRÍGUEZ, ALEXIS SYSTEMS ADMINISTRATOR

MERCADO-ALVARADO, DIANA FINANCIAL AID DIRECTOR

TORRES-DÍAZ, MARÍA DE LOS A. PROFESSIONAL COUNSELOR

TIRADO DÁVILA, EMSEY BASIC SKILLS LABORATORY TECHNICIAN

RESTO-GUZMÁN, DAISY EVENING COORDINATOR

REYES-RODRÍGUEZ, LINEYSHKA ADMISSIONS COORDINATOR

PABÓN ROSARIO, NICOLE EFFECTIVENESS OFFICER

RUBIO-RIVERA, SUZETTE STUDENT AFFAIRS DIRECTOR

SÁNCHEZ-BERENGUER, ALMA A. LIBRARY DIRECTOR

SOTO RALAT, MALEN PROFESSIONAL COUNSELOR

Caguas Branch Campus Faculty

ADORNO-COLÓN, MICHELLE NURSING
MSN, 2013, Dewey University
BSN, 2010, Dewey University

AGUILAR-PÉREZ, MARÍA NURSING
MSN, 1990, University of Puerto Rico
BSN, 1982, University of Puerto Rico

CARDONA-ORTIZ, VIRGEN NURSING
MSN, 2012, Columbia Central University
BSN, 2010, Columbia Central University
ADN, 2004, Columbia Central University

CECILIO-HERNÁNDEZ, STEPHANIE NURSING
MSN, 2017, National University College
BSN, 2016, Columbia Central University

CRUZ-RIVERA, OLGA PHARMACY COORDINATOR
MBA-HSO, 2009, Columbia Centro Universitario
BS, 1998, Interamerican University of Puerto Rico
AD, 2008, National University College

DE JESÚS-RAMOS, RAQUEL NURSING
MSN, 2015, Columbia Central University
BSN, 2011, University of Puerto Rico

DELGADO-RAMOS, MARISEL NURSING
MSN, 2012, Columbia Central University
BSN, 1990, University of Puerto Rico

FLORES-O'NEILL, YISETTE NURSING
MSN, 2012, Columbia Central University
BSN, 2013, Interamerican University of Puerto Rico

GALARZA-FLORES, MARÍA NURSING
MSN, 2012, Columbia Central University
BSN, 2003, University of Puerto Rico

GONZÁLEZ-MORALES, MIGDALIA NURSING
MSN, 2012, Columbia Central University
BSN, 2002, University of Puerto Rico

HERNÁNDEZ-DELGADO, ISABEL GENERAL EDUCATION COORDINATOR
MA, 2008, Universidad del Turabo

LLERA-CARRASQUILLO, LIZ NURSING
MSN, 2017, National University College
BSN, 1997, University of PR

MALDONADO-COLLAZO, SARA PHARMACY PRACTICES COORDINATOR
BA, 2005, University of PR

MONTES-VIGO, YADIRA GENERAL EDUCATION
MA, 2018, Interamerican University

MUÑOZ-CÓRDOVA, LOURDES _____ BUSINESS ADMINISTRATION COORDINATOR
MBA, 1989, Universidad del Turabo
BA, 1982, Universidad del Turabo

PÉREZ-GÓMEZ, ADA I. _____ DISTANCE EDUCATION COORDINATOR
JD, 2000, Pontifical Catholic University of PR
MA, 1996, Interamerican University of Puerto Rico
BA, 1995, Interamerican University of Puerto Rico

RAMOS, LÓPEZ, ELIZABET _____ NURSING
MSN, 2014, Columbia Central University
BSN, 2012, Columbia Central University

RICHARDSON-CASIANO, LINDA _____ NURSING
MSN, 2012, Columbia Central University
BSN, 2002, Columbia Central University

RIVERA-VÁZQUEZ, YEIDY _____ CRIMINAL JUSTICE
Ed.D., 2016, Interamerican University of Puerto Rico
MA, 1998, Interamerican University of Puerto Rico
BA, 1989, University of Puerto Rico

ROMÁN-GÓMEZ, NÍNIVE _____ CLINICAL LIASION
MSN, 2014, Columbia Central University
BSN, 2010, Columbia Central University
ASN, 2008, Columbia Central University

SÁNCHEZ-MORENO, YEYDA _____ NURSING
MSN, 2006, University of Puerto Rico
BSN, 1992, University of Puerto Rico

TORRES-CÁDIZ, IDELIZA _____ NURSING
MSN, 2012, Columbia Central University
BSN, 2009, Interamerican University of Puerto Rico

TORRES-HERNÁNDEZ, MYRNA _____ NURSING DIRECTOR
MSN, 1987, University of Puerto Rico
BSN, 1979, Pontifical Catholic University of PR

VELÁZQUEZ-DELGADO, RUTHMARY _____ NURSING
MSN, 2015, Dewey University

Mayagüez Branch Campus Administration

RUÍZ-OCASIO, DAISY _____ CAMPUS CHANCELLOR

BARRETO-VELÁZQUEZ, GRELLIANE (Ph.D) _____ ACADEMIC AFFAIRS DEAN

ARROYO-GUZMÁN, DARITZA _____ BURSAR DIRECTOR

BETANCOURT-ARESTIQUE, MARILYN _____ BASIC SKILLS LABORATORY TECHNICIAN

FRED-VALENTÍN, LUIS A. _____ EVENING COORDINATOR

LABOY-PÉREZ, TERESA _____ STUDENT AFFAIRS DIRECTOR

LAMADRID-CUEBAS, JAZMÍN _____ ADMISSIONS COORDINATOR

MARTÍNEZ-ROSADO, JESSICA _____ ADMISSIONS & MARKETING DIRECTOR

MERCADO-RIVERA, OMAR _____ REGISTRAR

IRIZARRY-PÉREZ, NILSA _____ PROFESSIONAL COUNSELOR

PÉREZ-MÉNDEZ, BRENDA _____ HIGH SCHOOLS COORDINATOR

VEGA-SUAREZ, MARIAM _____ LIBRARY DIRECTOR

Mayagüez Branch Campus Faculty

CORTÉS-CORTÉS, ELISA _____ NURSING
MSN, 2015, University of Puerto Rico
BSN, 2010, University of Puerto Rico

LOPERENA-CORDERO, GRASLY _____ HEALTH SCIENCES DIRECTOR
MA, 2018, Metropolitan University
BEd, 2015, National University College

LÓPEZ-RIVERA, MIRIAM _____ NURSING DIRECTOR
MSN, 2018, Interamerican University of Puerto Rico
BSN, 2008, University of Puerto Rico
ADN, 1999 National College

MORALES-MORALES, ALFREDO _____ NURSING
MSN, 2017, Antillean Adventist University
BSN, 2013, Antillean Adventist University

RODRÍGUEZ-LÓPEZ, MICHELLE _____ CLINICAL LIASON
MSN, 2015, EDP University of Puerto Rico

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.

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

NUC University 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, NUC University 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 NUC University 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, there 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 NUC University 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. The school provides point of contacts for all eligible Military Service members to speak students requiring assistance in Academic, Financial or Disability counseling.

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 and Employment

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. The institution provides placement and job search assistance. However, it does not make any guarantees of employment or salary upon graduation. Students are encouraged to research the requirements applicable to obtaining employment in the field of their chosen program. Certain programs are designed to provide the educational prerequisites students must complete in order to obtain required professional licensure or certification in the state or territory where the institution is located (Puerto Rico or Florida, as applicable). Students are responsible for determining whether graduation from these programs will qualify them to obtain professional licensure or certification, or to work in the field, in other geographic areas where they live or intend to work.

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 NUC University. 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. Likewise, Admissions representatives will direct all prospective eligible Military Service members to speak with their Educational Service Officer or Counselor within their Military Service prior to enrolling.

Admission Requirements for Undergraduate Programs

(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. If the High School Diploma is from an accelerated school, the student should present the Final High School Transcript and, complete the current Accelerated High School Information Form and comply with the established criteria in it.
4. If the high school transcript is from a foreign school, the student should present the certification of its equivalency from the Department of Education of Puerto Rico.
5. Present the test results of the College Entrance Examination Board, SAT, or in its absence, take the Entrance Examination offered by the NUC University. This particular requirement will not apply to transfer students.
6. 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.
7. It is a requirement that each student meets the minimum grade point average (GPA) and other requirements indicated in the **Admission and Transfer Requirements Table for Undergraduate Programs.**
8. For all programs, except for the Physical Therapist Assistant 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 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. In the case of Nursing, students must be interviewed by the Nursing Program Lead Director of their campus.
10. Home schooled students must present a notarized Home-Schooled Student Certification and High School Transcript with courses, and grades. In the event this is not available, students should present evidence that they have passed the high school equivalency exam or GED. Home schooled students will also be required to complete and submit all admission documents required by the institution.

Geographic limitations apply. Please contact us for more information.

Formula for Computing the Admission's Index:

The high school index is multiplied by 100. The College Entrance Examination Board or the NUC University 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 NUC University Entrance Exam ÷ 100) = Admission Index (A.I.) (2.00 x 100)
+ (2,000 ÷ 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 NUC University Entrance Exam.

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

Graduates of Allied Health 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.

Admission and Transfer Requirements for Undergraduate Programs

Credential Level	Admission Index (HS graduation index)	Transfer Admission Index	Other requirements
Associate's Degree in Applied Sciences in Clinical Sonography	2.00/220 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Associate's Degree in Applied Sciences in Radiology Technology	2.00/220 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Associate's Degree in Applied Sciences in Cardiorespiratory Care	2.00/220 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Associate's Degree in Pharmacy Technician	2.00/220 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Associate's Degree in Nursing	2.00/220 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Associate's Degree in Physical Therapist Assistant*	3.00/300 points	GPA 3.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
Bachelor's Degree in Science in Nursing	2.25/225 points	GPA 2.25 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
RN to BSN	N/A	GPA 2.25 Associates Degree Conferred and Active RN License	1. Have an Associate Degree in Nursing from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin. 2. Have a permanent RN License in the United States or Puerto Rico and evidence that such license is active. All students must keep their license active during their time of study. 3. Meet all transfer and specific program requirements as applicable. 4. Read and sign the Special Requirements Orientation Certification.

ALL OTHER UNDERGRADUATE PROGRAMS

Credential Level	Admission Index (HS graduation index)	Transfer Admission Index	Other requirements
All Associate's Degree Programs	1.76/176 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.
All Bachelor's Degree Programs	1.76/176 points	GPA 2.00 Minimum 1 approved course	1. Meet all general admission, transfer requirements and specific program requirements as applicable. 2. Read and sign the Special Requirements Orientation Certification.

For the graduate programs admission requirements, please refer to the Graduate Programs section.

**The Physical Therapist Assistant Program at NUC University's Bayamon Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave. Suite 100, Alejandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program / institution directly, please call 787-780-5134 Ext. 4111 or email: mtorres2@nuc.edu.*

TRANSFER STUDENTS

Undergraduate Transfer Students

An undergraduate transfer student is a student entering NUC University for the first time but known to have previously attended a postsecondary institution, with at least one (1) course approved, whether he intends to transfer course(s) or not.

Admission Requirements for Undergraduate Transfer Students

The undergraduate transfer student must comply with the following conditions:

1. Complete and submit an application for admission.
2. Meet the minimum grade point average (GPA) and other requirements indicated in the **Admission and Transfer Requirements Table for Undergraduate Programs.**
3. 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.
4. Submit a transcript from the institution from where the student is transferring.
    a. 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 NUC University to which the student is applying.
    b. If the student has completed a post-secondary university degree, no evidence of High School Completion is needed. Otherwise, if student has an incomplete college degree or a completed post- secondary non-university degree, high school completion evidence is needed. If the High School Diploma is from an accelerated school, the student should present the Final High School Transcript and, complete the current Accelerated High School Information Form and comply with the established criteria in it. If the high school transcript or evidence is from a foreign school, the student should present the certification of its equivalency from the Department of Education of Puerto Rico or an educational credential assessment from a recognized International Credential Evaluation Services organization.

Transfer Courses Procedure for Undergraduate Students

1. The student must complete the Request Form for Transfer Courses.
2. The process request for transferring courses must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the initial date to their first academic term; after that deadline no new requests will be accepted.
3. The Registrar's Office will only accept one (1) application for transfer courses and one (1) reconsideration or appeal to that request.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be done taking into consideration the official transcript(s) received. The student may request a preliminary evaluation with a copy of the transcript(s). Each course will be evaluated with their corresponding courses equivalency at NUC.
6. The student is accountable for following up that the documents arrive in a timely manner to the Registrar’s Office, specifically official transcript of all courses that transfer is requested for. If the student's record reaches the Registrar’s Office with no official documents for transfer of courses, the registrar officer will place a *Hold* status within the Student Management System, which will restrict the student’s enrollment for the next academic term. The *Hold* can be removed only if the official TC is received or if the student enrolls in those courses that he had requested to be

transferred, in the next term, according to availability.

7. If a student presented problems when completing the application, to obtaining his official transcript, he can be granted an extension to the transfer course period. The extension will be for about 15 additional working days from the date of application.
8. All transfer courses must be approved with a grade of "C" at least. Courses approved with less than a "C" will not be considered for transfer. For the Physical Therapist Assistant program, transfer courses must be approved with a grade of "B" at least. Courses approved with less than a "B" will not be considered for transfer. For this program also, courses that are not part of the curriculum, including general education courses, will not be considered for transfer. In addition, major courses to be transferred, must come from a CAPTE accredited institution.
9. Courses approved in a period that exceeds 10 years, will be considered based on their merits and in accordance with the requirements of the accreditation agencies and the changes and requirements of the examination boards. These cases will be reviewed by a committee composed of the Academic Dean and the Department Directors or Program Coordinator.
10. The maximum transfer credits allowed will be 50 percent of the total credits that the student must take to meet graduation requirements of an academic program in NUC, either in transferred credits or combined with competency exams. (For the Bachelor's Degree in Science in Nursing (RN to BSN) program, please refer to specific transfer requirements on page 158).
11. The University Environment Seminar course will be granted as transferred in those cases in which the students has an awarded degree or has approved six or more credits.
12. Remedial and continuing education courses, technical certificates, and challenge or competency exams taken in other university institutions will not be transferable.
13. Some courses that are not part of the academic offerings of NUC may be considered as electives transferred credits, upon authorization of the Vice President of Academic Affairs.
14. Any transfer student who upon presenting their transcript is not in good standing will be referred for evaluation to the Admission's Committee.
15. The Registrar's Office will notify students which courses have been accepted for transfer.
16. The student may submit a written appeal to the Dean of Academic Affairs if in disagreement with the decision in a period no longer than ten (10) working days from the receipt of the notification.
17. Transferred courses will be reflected without grade in the student transcript. These courses will affect the percentage of credits attempted vs those approved.
18. NUC does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.

Graduate Transfer Students

For the graduate transfer student's requirements, please refer to the Graduate Academic Programs section.

NON-DEGREE SEEKING POLICY (NDS)

NUC University 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.

Special students can apply for any course that is part of the academic offerings of NUC, subject to academic evaluation (if apply), availability, space limitation, and depending upon the regulations and/or the accreditation standards of the academic programs, if any.

Those students who already have a Bachelor's degree or a Master's degree awarded and are interested in studying another concentration under the same program can take these additional courses. However, since these courses by themselves are not considered an eligible program, students will be classified under the category of "non-degree seeking" student. This means that they will be enrolled on a course-by-course basis and will be not classified as a regular student pursuing a degree. For this reason students will not be granted another diploma nor will they be eligible for Title IV financial aid for these courses.

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.
3. Payment of admissions fee (nonrefundable)
4. If the student is enrolled in another collegiate institution, he should submit evidence of authorization from his institution to take courses at NUC.
5. Be interviewed by the NUC Education Department Director or Coordinator (This only applies to the Master's degree in Education courses).
6. The student should follow the norms and procedures established by the institution.
7. 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

NUC University offers financial aid to students who are eligible for the programs currently administered by the Institution. Financial aid may not be available for all programs. Please contact the Financial Aid Office for more information. 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
- PRCE Special Fund for Students Exceeded Pell LEU > 600%
- PRCE Scholarship Program Specific Academic Areas
- *RED Técnica Universitaria* Scholarship Program Fund
- Institutional Grants

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 federal programs under Title IV, the Free Application for Federal Student Aid (FAFSA) can be obtained 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 must apply annually 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. Students must apply annually for this aid by completing the Free Application for Federal Student Aid (FAFSA) and by completing an Entrance Counseling session and Master Promissory Note.

Federal Work Study (FWS) Program

The Federal Work Study Program provides jobs for eligible students with financial aid need as defined by the US Department of Education. 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 those eligible undergraduate students having the greatest financial need (with priority given to Pell Grant recipients), and it doesn't have to be repaid. 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.

Red Técnica Universitaria Scholarship Program Fund

These funds are assigned to the institution by the RED Técnica Universitaria of Puerto Rico for eligible students with financial need who are enrolled in a bachelor's or associate's degree program.

Institutional Grants

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

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

Institutional Grant: High School Senior

The High School Senior Grant awards $200.00 to students enrolled in programs leading to a diploma and $300to students enrolled in programs leading to an associate's or bachelor's degree. The grant is applicable to one academic term. An additional $200.00 will be awarded to students who demonstrate completion of high schoolwith a cumulative GPA of 3.2 or higher.

To be eligible, students must meet the following requirements:

1. Complete the High School Senior Grant application no later than June 30
2. Have completed high school in the year he/she was admitted to NUC
3. Maintain satisfactory academic progress

Institutional Grant: Healthcare Heroes

The Healthcare Heroes Grant awards $200.00 to students enrolled in programs leading to a diploma and $300to students enrolled in programs leading to an associate's, bachelor's or master's degree. The grant is applicableto one academic term. An additional $200.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the Healthcare Heroes Grant application no later than June 30
2. Enroll in one of the health care programs listed below:

- Diploma Programs
  - Practical Nursing with Electrocardiography (EKG)
  - Emergency Medical Technician-Paramedic
  - Pharmacy Technician
  - Geriatric Technician
  - Respiratory Care Technician

- Associate's, Bachelor's or Master's Degree Programs
  - Associate's Degree in Applied Sciences in Medical Emergency
  - Associate's Degree In Applied Sciences in Cardiorespiratory Care
  - Associate's Degree In Applied Sciences in Clinical Sonography
  - Associate's Degree In Applied Sciences in Radiologic Technology
  - Associate's Degree in Pharmacy Technician
  - Associate's Degree in Physical Therapist Assistant
  - Associate's Degree in Nursing
  - Bachelor's Degree in Science in Nursing
  - Bachelor's Degree in Science in Nursing (RN to BSN)
  - Master's Degree in Science in Nursing

3. Maintain satisfactory academic progress

Institutional Grant: "Creciendo Contigo"

The "Creciendo Contigo" Grant awards $200.00 to students enrolled in programs leading to a diploma and $300 to students enrolled in programs leading to an associate's, bachelor's, or master's degree. The grant is applicable to one academic term. An additional $200.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the "Creciendo Contigo" Grant application no later than June 30
2. Enroll in a new program after previously completing a program at one of NUC's locations
3. Maintain satisfactory academic progress

Institutional Grant: "Por ti, Contigo"

The "Por ti, Contigo" grant awards $200.00 to new students enrolled in programs leading to a diploma, and $300 to newly enrolled students in programs leading to an associate's, bachelor's or master's degree. The grant is applicable to one academic term. An additional $100.00 will be awarded to students who have an Expected Family Contribution (EFC) of $0 and are not eligible to the maximum Federal Pell Grant amount.

To be eligible, students must meet the following requirements:

1. Complete the "Por ti, Contigo" grant application no later than June 30 of the current award year
2. Being a new student
3. Maintain satisfactory academic progress

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

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

ACADEMIC YEAR

The Institution's Academic Year is divided into two terms (trimesters of approximately four (4) months each). The academic calendar is published yearly and is included within this Catalog.

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. For Armed Forces member enrolled, including reserve components and National Guard members' faculty should accommodate short absences for such services in the Armed Forces.

Attendance Policy for Online Division Programs and Courses

NUC University 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's Online Division 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, NUC 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, NUC University 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 to faculty by students, 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 polices 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.

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 NUC University. 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 NUC University. 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.getcollegecredit.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.*

INSTITUTIONAL POLICY FOR VETERAN STUDENTS

Approval

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

Admission

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

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

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

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

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

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

Validation of prior credit/hours from previous studies

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

Satisfactory Academic Progress

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

Students must maintain the required GPA and successfully pass the necessary credits to meet the qualitative and quantitative components of SAP (Satisfactory Academic Progress). For the student to complete the approved academic program within the maximum time frame established for the program (the quantitative component of SAP), the student must also maintain a steady pace of completed and approved courses throughout their academic program.

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

Probationary Period (to receive educational benefit)

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

Reinstalling the educational benefit

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

Satisfactory Attendance (to continue receiving educational benefit)

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

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

Students must communicate to the instructor an absence in advance. It is the discretion of the instructor to accept assignments outside the deadline or allow make-up work due to an absence. To this end, each course

syllabus clearly outlines expectations about students' absence notification to instructors, class participation, and acceptance of the work out of date.

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

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

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

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

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

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

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

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

Furthermore, the institution must guarantee the activated student, and once the term of activation has ended and he/she wishes to continue his/her studies, the accommodation and reasonable priority in the courses in

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

LAW #25 - SCHOOL VACCINATION POLICY

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

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

STUDENTS GRIEVANCE POLICY

NUC, in compliance with its mission, promotes the learning of students in a healthy environment among the members of the university community. NUC is committed to the attention and resolution of complaints presented by students in a reasonable time and with recommendations made judiciously and assertively by the Research Committee established in each campus or center. (The Grievance Policy is in Student Regulations Manual).

INTERNAL GRIEVANCE POLICY

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

1. 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.
4. Retaliation against a complainant or any individual involved, is strictly prohibited and is grounds for discipline.

NON DISCRIMINATION POLICY

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, NUC University designated Ms. Yamaira Serrano, Human Resources Director, as its Title IX Coordinator. The following nondiscrimination 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. NUC University does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
2. The Title IX Coordinator for the Institution is Ms. Yamaira Serrano, Institutional Human Resources

Director, NUC University. 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 and institutional policies.

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 NUC University.
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 for undergraduate programs 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
Less than 1/2 Time 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.

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

Full Time Student	a student enrolled in 6 or more credits
3/4 Time Student	a student enrolled in 4-5 credits
1/2 Time Student	a student enrolled in 3 credits
Less than 1/2 Time Student	a student enrolled in 1-2 credits

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 NUC University. 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 second 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.

Student Location and Change of Address

At enrollment, students must provide the address where they are located on their enrollment agreement. Students are responsible for updating this information when their location changes. To formally change the address where a student is located, the student must request a change through the Student Portal at the institution's website. The institution is not responsible for students not receiving institutional correspondence if they do not request a change through the Student Portal.

NUC University 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 NUC University 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: https://studentloans.gov/myDirectLoan/index.action

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

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

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 NUC University, 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.

CONSORTIUM AGREEMENT FOR SHARED COURSES
IN OTHER CAMPUSES OR IN THE ONLINE DIVISION

Students enrolled at a campus or in the Online Division have the option of completing a portion of their program of study through shared courses at another location. This option can be completed without requesting a formal transfer to the other location.

To take an online course at another location, no formal authorization is required; however, students must take at least one on-ground course at the campus where they are enrolled before completing the program or being transferred to the Online Division, if the full program is available in this learning environment.

In order to take shared courses in a traditional learning environment (on-ground) at a location different from the one where the student is enrolled, students must request authorization by completing the corresponding application at the Registrar's Office.

Shared courses may vary by program, campus, or the Online Division, and are subject to availability, licensing, or accreditation agencies requirements and/or institutional policies. Shared courses must be equivalent in content and from the same degree level. This option applies to all degree program levels and may be provided to students as an alternative when they do not have courses available at their campus during an academic term. For more information, contact the Academic Affairs Office to know additional policies designed to ensure an optimal learning experience in traditional or online shared courses.

UNIVERSITY ENVIRONMENT SEMINAR

The University Environment Seminar course (SEMI 1001) is not transferable, except for those that have been enrolled and approved at NUC University as of November 2021 or later.

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	=	Excellent	4.00	Grade Points
89-80	B	=	Good	3.00	Grade Points
79-70	C	=	Satisfactory	2.00	Grade Points
69-60	D	=	Deficient	1.00	Grade Point
59-0	F	=	Failure	0.00	Grade Point
	I	=	Incomplete		
	R	=	Repeated Course		
	TC	=	Transfer Credits		
	TD	=	Transfer Degree		
	AW	=	Administrative Withdrawal		
	CE	=	Competency Exam		
	NS	=	No Show		
	P	=	Pass		
	W	=	Withdrawal		
	NP	=	No Pass		
	NR	=	Grade not Reported		

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 NUC University 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. Elective courses must be passes with at least a "C" grade.

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.

COPYRIGHT POLICY

The Copyright Act (Title 17 - United States Federal Code) protects authors of "original works of authorship" including literary, drama, musical, artistic and certain intellectual works, among others. This law includes the exclusive right of the author or owner of the work to authorize others to reproduce, prepare derivative works, or distribute the works of their authorship.

The infringement of the Copyright Act is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the holder of the right under article- 106 of the Copyright Act (Title 17 of the Code of United States). These rights include the right to reproduce or distribute a copyrighted work. In the context of file sharing, uploading or downloading substantial parts of a copyrighted work without permission constitutes an infringement.

NUC University prohibits faculty and administrative personnel to encourage, assist or authorize illegal copying of works protected by the Copyright Act. The infringement of this policy will result in corrective action or disciplinary measures including suspension or termination from employment. Violation of this policy by students may lead to other actions and sanctions as stipulated in the Academic Integrity Policy and the Student Regulations Guide available on our website at www.nuc.edu.

Moreover, the penalties for infringement of copyright include civil and criminal penalties. In general, any person found guilty may be sentenced to pay either actual or statutory damages of not less than $750 and not more than $30,000 for the infringed work. For willful infringement, the court may award up to $150,000 for the infringed work. A court may at its discretion, also assess attorneys' costs and fees. For more information, refer to Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 dollars for each offense. To obtain more information, please refer to the

U.S Copyright Office's website www.copyright.gov

It is everyone's responsibility to ensure compliance with this Act, so it is our responsibility to orient students and staff to ensure compliance.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

SATISFACTORY ACADEMIC PROGRESS POLICY DECLARATION

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

APPLICABILITY OF SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all students enrolled in NUC University, Campuses and IBC Technical Division units located in Puerto Rico, regardless if they are full-time or part-time students or if they receive federal financial aid, or any other type of aid. The policy does not apply to students enrolled in Continuing Education courses.

DEFINITION OF SATISFACTORY ACADEMIC PROGRESS

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

Students must maintain the required GPA and successfully pass the necessary credits in order to meet the qualitative and quantitative components of SAP (Satisfactory Academic Progress). In order for the student to complete the approved academic program within the maximum time frame established for the program (the quantitative component of SAP) The student must also maintain a steady pace of completed and approved courses throughout the duration of his/her academic program.

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

ROLES AND RESPONSIBILITIES

Roles	Responsibilities[1]
Appeal Committee	The Appeals Committee is made up of representatives of the Office of Student Services, Registrar, Financial Aid, Student Accounts, Academics, and Professional Counselor or its equivalent.
Submission of Appeal Request	The student will submit the Satisfactory Academic Progress Appeal request to the Dean of Academic Affairs and/or Academic Director, who will convene the Appeal Committee for an appropriate evaluation.

[1] If the location does not have the staff designated in this policy, it must reassign the responsibility to a properly trained staff previously approved by the Vice President of Student Affairs and Effectiveness.

SATISFACTORY ACADEMIC PROGRESS POLICY REQUIREMENTS

Qualitative Component: Cumulative GPA

In order to meet the graduation requirements, students must achieve the minimum grade point average at each specified evaluation points. Students need to achieve the minimum overall academic average at each evaluation point (*For more details, please refer to the Satisfactory Academic Progress Evaluation Chart*).

Quantitative Component: Credits Successfully Completed

A student must progress through the program at the minimum pace for the specified evaluation points in order to finish the academic program within the allowable maximum time. This component must be monitored to ensure that students complete their programs within the maximum time frame. Students who meet or exceed the minimum requirements will complete their program within the maximum time frame as described in the Maximum Time frame section.

The quantitative component is measured by dividing the credits successfully completed by the number of credits attempted. Students must successfully complete a minimum percentage of all credits attempted at each evaluation point to meet the minimum SAP standards (Please refer to the Academic Progress Evaluation Charts).

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

Grade Type	Grade	GPA	Credits/ Hours Attempted	Credits Completed	Maximum Time Frame
Passing Grades	A, B, C, CNP, D, DNP	Yes	Yes	Yes	Yes
Additional Passing Grades	CE, P, YP,YR	No	Yes	Yes	Yes
Fail Grade	F, *DGA	Yes	Yes	No	Yes
No Pass Grade	NP, NR	No	Yes	No	Yes
Incompletes	IA, IB, IC, ID, IF	Yes (validate)	Yes	Yes	Yes
Drop Courses	W, AW, FW*	No	Yes	No	Yes
Emergency Drop Courses	EW	No	No	No	No
Repeated Courses	An * will appear next to the grade	Highest grade obtained	Yes	Applicability based on grade received (refer to grades above)	Yes
Transferred Credits/Hours from prior programs at NUC U accepted towards current program	Refer to grades above	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)	Applicability based on grade received (refer to grades above)
Credits transferred from other institutions that were accepted towards current program	TC, TD**, Y	No	Yes	Yes	Yes
***Extended Practicum (NUC U – División Técnica-IBC)	PE	No	No	No	No
Course transferred from previous programs at NUC U – División Técnica-IBC accepted into the new program or accepted to complete the same program when the student returns after 180 days.	TA, TB, TC	Yes	Yes	Yes	Yes

**Applies only to core courses and associated degree concentration*

***Applies only to students who have an Associate Degree in Nursing*

**** Applies only to students enrolled in diploma programs with extended internships*

MAXIMUM TIMEFRAME
Students are required to complete their program within a reasonable time frame. Federal regulations define the maximum time frame as 150% of the published length of the study program.

The maximum time is based on credits attempted and is determined by multiplying the amount of credits published in the program by 1.5. For example, a 64 credit program would have a maximum time frame of 96 credits to complete the program.

A student does not meet the maximum time standards when it becomes mathematically impossible to complete the program within 150% of the time.

A student who does not meet the maximum time standards loses eligibility for financial aid, unless the student completes an appeal process and it is approved. (*For more information, see the Extended Appeal and Enrollment Process*).

EVALUATION PROCEDURE
The Registrar Office will evaluate the academic progress for the credit hour programs, at the end of each academic term or evaluation period. The Registrar's Office will evaluate the academic progress of all programs, with the exception of diplomas started before August 2019, at the end of each payment period. The academic progress of diploma programs begun before August 2019 will be evaluated once the student satisfactorily completes the credits and the required weeks in each payment period. (*For details, refer to the SAP Evaluation charts*)

REEVALUATION PROCEDURE
The Registrar Office will reevaluate the Satisfactory Academic Progress for students for whom a grade change or removal of incomplete or for a final grade received where the faculty failed to submit a grade. The Registrar will send written communication, notifying the results of the evaluation to the students, where the impact of the reevaluation, fails to meet the standards of satisfactory academic progress.

SATISFACTORY ACADEMIC PROGRESS STATUSES AND NOTIFICATION PROCESS
If a student fails to meet Satisfactory Academic Progress standards, the Registrar Office will send written notification indicating the results of the evaluation, the satisfactory academic progress status under which student was placed, and any applicable process that should be followed to maintain or regain financial aid eligibility.

FINANCIAL AID WARNING
Financial Aid Warning is a status assigned to a student who fail to comply with the qualitative and / or quantitative component as established in the Satisfactory Academic Progress policy.

Students who are placed under a Financial Aid Warning status will be eligible to receive financial aid for the pay period following the period in which the student failed to meet satisfactory academic progress standards. Students are expected to improve their academic performance during this Warning period. If a student fails to meet the minimum qualitative and quantitative standards described above during the Financial Aid Warning period, the student will lose eligibility for FSA programs unless a financial aid appeal is filed and approved. If the appeal is approved, the student will be placed under a financial aid probation period.

FINANCIAL AID PROBATION
This status applies to those students who have not been able to meet the academic progress requirements, but subsequently complete the appeal process and their appeal is approved (Please refer to the Appeal Process below).

The Financial Aid Probation period is only for an academic term. The approval of an appeal will require that the student be placed on an academic plan during the Financial Aid Probation period if it is unlikely for the student to be able to meet satisfactory academic progress standards by the end of the payment period under probation. The purpose of the Academic Plan is to ensure the student is monitored each subsequent payment period to ensure student's ability to graduate within the maximum time frame (*Please refer to the Appeal process and Academic Plan below*).

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

APPEAL PROCESS

An appeal is a process where a student who is not meeting SAP standards asks the institution to reconsider their eligibility to receive financial aid funds. The appeal process applies to students who do not meet the academic progress requirements in the period evaluated.

If a student affirms that his/her condition for not having a satisfactory academic progress status is due to the fact that the determination made by the institution was the result of an administrative error; or because during the evaluation period there were extenuating circumstances that prevented him from complying with the requirements, the student has the right to appeal the decision made by the institution.

The Institution considers the following as examples of extenuating circumstances:

- Student illness
- Family illness
- Distress in the family unit, such as: divorce or death of parents, spouse or children
- Loss of employment or potentially significant changes in working hours during the term
- Abusive relationships
- Disabilities not previously documented
- Natural disasters
- Financial difficulties such as foreclosure or eviction
- Other situations beyond student’s control

To initiate the appeal process, the student must complete and submit a request for Satisfactory Academic Progress Appeal within a period of five (5) business days from the date of receipt of the notification. The application is available at the Registrar, Counseling and Academics offices.

The responsibility of the Committee is to evaluate the reasons presented in the Financial Aid Appeal application and determine if at the end of the next term the student will be able to meet the standards of academic progress or an academic plan.

The Appeals Committee will evaluate the Request for Appeal of Satisfactory Academic Progress and notify the Dean of Academic Affairs or designee of the decision. This Committee must establish a meeting schedule for each academic term, with a set period of time for the student to document his/her case and present it to the Committee. The Registrar's Office will send the student written notice no later than 5 calendar days from the date of the committee's decision. This notification will be set up and sent from the Student Administration System, and will be accessible to the Academic, Registration, Counseling, Financial Aid and Student Accounts offices.

If the application is approved, the student will be eligible for financial assistance during the probation term. Once the probation period ends, in order to maintain eligibility for financial aid, the student must be able to demonstrate that he or she meets the requirements of satisfactory academic progress or the academic plan.

The student has the opportunity to appeal again, if he/she fails to comply with the agreements established for the probation period.

ACADEMIC PLAN

Academic plans are developed by the Counselor or designated academic representative in conjunction with the student to ensure that the student is able to meet the institution's satisfactory academic progress standards for a specific point of time.

If a student successfully appeals and is placed in an SAP probation period and in an academic plan, the student's SAP will be reviewed at the end of each subsequent period, as long as the student meets the requirements of the academic plan. To continue in the academic plan after the initial probation period, the Academic Counselor will follow up and document that the student is meeting the requirements of the academic plan.

SUSPENSION OF FINANCIAL AID

Students will lose eligibility for financial aid if they fail to meet Satisfactory Academic Progress standards and:

- Have the option, but did not complete an Appeal, or
- An Appeal was denied, or
- Fail to meet Academic Plan requirements, or
- It became mathematically impossible for the student to complete the program within the maximum time frame allowed.

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

Students may continue studies without the aid of financial aid after suspension if otherwise permitted academically. If the student continues without financial aid, the student will be responsible for the full cost that may apply during that period of enrollment.

REESTABLISHING ELIGIBILITY

The loss of eligibility for financial assistance for not meeting SAP standards can be reestablished once the student meets the qualitative (GPA) and quantitative (Credits) standards.

EXTENDED ENROLLMENT

A student who does not meet the maximum time standards and the criteria of the probation period loses eligibility for financial assistance, but may be allowed to continue studies under an Extended Enrollment period.

The committee may place the student in an Extended Enrollment period if it is determined that the student needs more than one additional term to complete their program. Students who have been placed in the Extended Enrollment period will lose eligibility for financial aid and will be responsible for the total costs that may apply during this period.

SATISFACTORY ACADEMIC PROGRESS CHARTS FOR STANDARD TERMS

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

Diploma

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Administrative Assistant with Medical Billing	36	54	2.00	66.66%
Advanced Hairstyling and Design	24	36	2.00	66.66%
Application Development and Web Design Specialist	36	54	2.00	66.66%
Assistant in Education for Personnel with Special Conditions	36	54	2.00	66.66%
Banking Operations	36	54	2.00	66.66%
Barbering and Hairstyling	36	54	2.00	66.66%
Bartending	24	36	2.00	66.66%
Coding and Medical Billing	24	36	2.00	66.66%
Computer Repairs and Network Technician	24	36	2.00	66.66%
Construction Technician (Handyman)	24	36	2.00	66.66%
Conversational English	24	36	2.00	66.66%
Cosmetology	36	54	2.00	66.66%
Dental Assistant with Expanded Functions	36	54	2.00	66.66%
Electricity with Renewable Energy	36	54	2.00	66.66%
Emergency Medical Technician-Paramedic	36	54	2.00	66.66%
Esthetics	36	54	2.00	66.66%
Funeral Home Management and Embalming	48	72	2.00	66.66%
Geriatric Technician	24	36	2.00	66.66%
Graphic Design	36	54	2.00	66.66%
International Pastry and Baking	36	54	2.00	66.66%
Master en Barbería	24	36	2.00	66.66%
Nail Technology	24	36	2.00	66.66%
Network Administration	36	54	2.00	66.66%
Pharmacy Technician	48	72	2.00	66.66%
Plumbing Technician	24	36	2.00	66.66%
Practical Nursing with Electrocardiography (EKG)	36	54	2.00	66.66%
Preschool Teacher Assistant	36	54	2.00	66.66%
Private Investigator with Bodyguard	36	54	2.00	66.66%
Professional Massage Therapist	36	54	2.00	66.66%
Refrigeration and Air Conditioning with Inverters	36	54	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Regional and International Cuisine	36	54	2.00	66.66%
Respiratory Care Technician	36	54	2.00	66.66%
Sound and Security Alarm Technician	36	54	2.00	66.66%
Surgical Technician	36	54	2.00	66.66%
Tourism and Hotels	36	54	2.00	66.66%
Training and Physical Conditioning Technician	36	54	2.00	66.66%

Associate's Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Associate's Degree in Business Administration	69	103	2.00	66.66%
Associate's Degree in Business Administration in Entrepreneurship	67	100	2.00	66.66%
Associate's Degree in Business Administration in Entrepreneurship on/after 2021	65	98	2.00	66.66%
Associate's Degree in Physical Therapist Assistant on/after 2016	77	115	2.00	66.66%
Associate's Degree in Dental Assistant with Expanded Functions on/after 2007	81	121	2.00	66.66%
Associate's Degree in Dental Assistant with Expanded Functions on/after 2014	78	117	2.00	66.66%
Associate's Degree In Applied Sciences In Cardiorespiratory Care	88	132	2.00	66.66%
Associate's Degree In Applied Sciences In Cardiorespiratory Care on/after 2021	80	120	2.00	66.66%
Associate's Degree In Applied Sciences In Clinical Sonography	90	135	2.00	66.66%
Associate's Degree In Applied Sciences In Clinical Sonography on/after 2021	78	117	2.00	66.66%
Associate's Degree In Applied Sciences In Radiology Technology	90	135	2.00	66.66%
Associate's Degree In Applied Sciences In Radiology Technology on/after 2021	76	114	2.00	66.66%
Associate's Degree in Applied Sciences in Medical Emergency	77	116	2.00	66.66%
Associate's Degree in Regional and International Cuisine	72	108	2.00	66.66%
Associate's Degree in Accounting	64	96	2.00	66.66%
Associate's Degree in Nursing on/after 2008	81	121	2.00	66.66%
Associate's Degree in Nursing on/after 2014	70	105	2.25	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Associate's Degree in Medical Billing and Coding	61	91	2.00	66.66%
Associate's Degree in Criminal Justice	71	106	2.00	66.66%
Associate's Degree in Criminal Justice on/after 2021	70	105	2.00	66.66%
Associate's Degree in Leadership in Public Security	61	91	2.00	66.66%
Associate's Degree in Office Systems in Medical Secretary	84	126	2.00	66.66%
Associate's Degree in Office Systems in Medical Secretary on/after 2020	77	116	2.00	66.66%
Associate's Degree in Pharmacy Technician on/after 2007	87	130	2.00	66.66%
Associate's Degree in Pharmacy Technician on/after 2014	76	114	2.00	66.66%
Associate's Degree in Information Technology in Health	61	91	2.00	66.66%
Associate's Degree in Electrical Engineering Technology in Renewable Energy	80	120	2.00	66.66%
Associate's Degree in Network Technology and Applications Development on/after 2011	87	130	2.00	66.66%
Associate's Degree in Network Technology and Applications Development on/after 2013	74	111	2.00	66.66%

Bachelor's Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Bachelor's Degree in Business Administration with major in Healthcare Management	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Accounting on/after 2010	129	193	2.00	66.66%
Bachelor's Degree in Business Administration with major in Accounting on/after 2013	121	181	2.00	66.66%
Bachelor's Degree in Business Administration with major in Accounting on/after 2021	130	195	2.00	66.66%
Bachelor's Degree in Business Administration with major in Management	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Business Intelligence	120	180	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Bachelor's Degree in Business Administration with major in Finance	121	181	2.00	66.66%
Bachelor's Degree in Business Administration with major in International Business	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Human Resources	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in General Business	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Project Management	120	180	2.00	66.66%
Bachelor's Degree in Business Administration with major in Social Media Marketing	120	180	2.00	66.66%
Bachelor's Degree in Office Systems Administration	126	189	2.00	66.66%
Bachelor's Degree in Science in Nursing on/after 2008	126	189	2.25	66.66%
Bachelor's Degree in Science in Nursing on/after 2014	122	183	2.50	66.66%
Bachelor's Degree in Science in Nursing (RN to BSN) on/after 2013	45	67	2.50	66.66%
Bachelor's Degree in Science in Nursing (RN to BSN) on/after 2014	52	78	2.50	66.66%
Bachelor's Degree in Criminal Justice with major in Cyber Crimes	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Cyber Crimes on/after 2021	121	181	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Forensic Investigation	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Forensic Investigation on/after 2021	121	181	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Homeland Security	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Homeland Security on/after 2021	121	181	2.00	66.66%
Bachelor's Degree in Criminal Justice with major in Human Services	120	180	2.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Bachelor's Degree in Criminal Justice with major in Human Services on/after 2021	121	181	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2007	121	181	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2012	117	175	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2013	120	180	2.00	66.66%
Bachelor's Degree in Criminal Justice on/after 2021	121	181	2.00	66.66%
Bachelor's Degree in Science in Psychology	120	180	2.50	66.66%
Bachelor's Degree in Information Technology	133	199	2.00	66.66%
Bachelor's Degree in Information Technology with major in Network Administration	120	180	2.00	66.66%
Bachelor's Degree in Information Technology with major in Software Analysis and Development	120	180	2.00	66.66%
Bachelor's Degree in Information Technology with major in Information Assurance and Security	120	180	2.00	66.66%
Bachelor's Degree in Information Technology on/after 2016	120	180	2.00	66.66%
Bachelor's Degree in Network Technology and Applications Development on/after 2011	133	199	2.00	66.66%
Bachelor's Degree in Network Technology and Applications Development on/after 2013	120	180	2.00	66.66%

Master's Degree

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Master's Degree in Business Administration	39	59	3.00	66.66%
Master's Degree in Business Administration with Specialty in Digital Marketing	39	59	3.00	66.66%
Master's Degree in Business Administration with Specialty in Planning and Strategy	39	59	3.00	66.66%
Master's Degree in Education with Specialty in Curriculum	39	59	3.00	66.66%

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Master's Degree in Education with Specialty in Educational Leadership	39	59	3.00	66.66%
Master's Degree in Business Administration with Specialty in Human Resources	39	59	3.00	66.66%
Master's Degree in Education with Specialty in Assessment and Effectiveness	39	59	3.00	66.66%
Master's Degree in Information Technology	39	59	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Education	36	54	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Medical-Surgical and Role in Education	36	54	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Medical-Surgical and Role in Management and Executive Leadership	36	54	3.00	66.66%
Master's Degree in Industrial Organizational Psychology	45	67	3.00	66.66%

Graduate Certificate

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed /Credit hours attempted)
Graduate Certificate in Accounting	20	30	3.00	66.66%
Graduate Certificate in Management and Educational Leadership	18	27	3.00	66.66%
Graduate Certificate in Online Education	18	27	3.00	66.66%

Satisfactory Academic Progress Charts

(Applicable to students who started any of the programs listed below before August 2019)

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the charts below:

Academic Programs:

Maximum Time:

Program	Program Credits	Maximum Time to Complete the Program in Credits
Advanced Hairstyling and Design *(version 2016 and later)*	36	54
Construction Technician (Handyman)	36	54
Conversational English *(version 2016 and later)*	36	54

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

The satisfactory academic progress will be evaluated at the end of each academic term.

Completed Term	Grade Point Average (GPA)	Minimum of Credits Successfully Completed
1 or more	2.00	66.66%

Academic programs of 36 credits and 32 weeks:

- Bartending
- Advanced Hairstyling and Design (version 2016 and later)
- Conversational English (version 2016 and later)
- Plumbing Technician
- Nail Technology
- Computer Repairs and Network Technology

Summary of the program:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
36	32	54

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Succesfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	36	32	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

Academic Programs of 38 Credits and 32 Weeks:

- Geriatric Technician

Maximum time:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
38	32	57

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Successfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	38	32	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

Academic Programs of 54 Credits and 48 Weeks:

- Administrative Assistant with Medical Billing
- Application Development and Web Design Specialist
- Assistant in Education for Personnel with Special Conditions
- Banking Operations
- Barbering and Hairstyling
- Cosmetology
- Dental Assistant with Expanded Functions
- Electricity with Renewable Energy
- Emergency Medical Technician-Paramedic
- Esthetics
- Graphic Design
- International Pastry and Baking
- Network Administration
- Practical Nursing with Electrocardiography (EKG)
- Preschool Teacher Assistant
- Private Investigator with Bodyguard
- Professional Massage Therapist
- Refrigeration and Air Conditioning with Inverters
- Regional and International Cuisine
- Respiratory Care Technician
- Sound and Security Alarm Technician
- Surgical Technician
- Tourism and Hotels

Summary of the program:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
54	48	81

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Successfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	36	32	2.00	66.66%
3	54	48	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

Academic Programs of 72 Credits and 64 Weeks:

- Pharmacy Technician
- Funeral Home Management and Embalming

Summary of the program:

Program Credits	Program Weeks	Maximum Time to Complete the Program in Credits
72	64	108

Satisfactory academic progress requirements in each evaluation point:

- A cumulative overall average (GPA) of 2.00 in each payment period.
- A minimum of 66.66% of credits completed successfully.
    - For example, if you attempt 18 credits, at the end of the payment period, you must have successfully completed at least 13 (13/18 = 72%).

Satisfactory academic progress will be evaluated at the end of each payment period. The payment period ends once the student successfully completes (passes the course) the required weeks and credits, as shown in the table below:

Payment period	Credits Completed Successfully	* Weeks Completed Successfully	Minimum GPA	Minimum of Credits Successfully Completed
1	18	16	2.00	66.66%
2	36	32	2.00	66.66%
3	54	48	2.00	66.66%
4	72	64	2.00	66.66%

**The number of weeks in the payment period is determined based on the period beginning the first day of classes of the payment period and ending on the last day of classes or testing of the payment period. Instructional time does not include periods of orientation, counseling, assignments, vacations, or any other activity not related to class attendance or testing.*

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 and will not be considered as a repeated course. 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. It will also affect student's eligibility and funds to be disbursed.

POLICY TO REQUEST, AWARD AND REMOVE INCOMPLETE (I) PROVISIONAL GRADES

An incomplete grade is a provisional grade given to a student who, for acceptable and justifiable reasons, failed to complete all assignments or laboratory or practice hours required before the completion of a course, but is expected to complete them in a reasonable time to receive credit and a satisfactory grade. Approval of an incomplete is at the discretion of the professor or authorized academic personnel. Students may request a provisional grade of incomplete if they meet the conditions and reasons described below.

To receive a grade of Incomplete, students must complete the Request for Provisional Grade of Incomplete on or before the deadline established in the academic calendar. The request must include the reason that prevented the student from completing the required course material prior to the date of completion and, if necessary, must include any supporting documents. The reason given by the student cannot be an impediment for the student to remove the incomplete within the date established in the academic calendar or agreed upon with the professor. The professor must validate that there is a reasonable expectation that the student can receive credit and obtain a satisfactory grade.

To be considered to receive an incomplete, the student's request must include an acceptable reason why the student feels the need to request additional time to complete the required material or hours of the theory, laboratory, or practical course. The institution considers the following reasons to be acceptable:

1. the health condition of the student
2. the temporary health condition of a close family member
3. the death of a close family member
4. limitation in practice center or laboratory to complete hours
5. military or emergency management services deployment
6. emergencies such as atmospheric phenomena and epidemics, among others
7. other justifiable reasons (subject to the evaluation and approval by the professor and the authorization of the Dean of Academic Affairs, Academic Director, or designated person)

Process for Requesting an Incomplete Provisional Grade:

1. The student will request the form, *Request for Provisional Grade of Incomplete* through:
   - the Registrar's Office – NUC University campuses in Puerto Rico or IBC Technical Division
   - the Academic Advisor – Online Division
   - the course professor – Florida Technical College campuses
   - the forms section of the following web pages:
     - NUC Campuses: https://www.nuc.edu/registraduria/
     - IBC Technical Division: http://tecnicos.nuc.edu/asuntos-estudiantiles/registraduria/
     - FTC: https://www.ftccollege.edu/academic-support/
2. The Request for Provisional Grade of Incomplete document must be duly completed, signed, and accompanied by corresponding evidence.
3. The student will submit the application to the course professor or academic advisor (Online Division) either in person or via email, along with the corresponding evidence on or before the deadline established in the

academic calendar of the term for which the student is interested in applying for the provisional grade. If the professor is not available, the documents will be submitted to de Dean, Program Director, or designated personnel.

4. The course professor will evaluate the documents presented by the student to evidence the extenuating circumstances that limited the delivery of assignments or the completion of practice hours and laboratories.
5. The professor will determine whether to grant the request and deliver the Request for Provisional Grade of Incomplete document duly completed and signed in all its parts to the Registrar's Office. If the request is approved, it will include the grade that the student would get if the required assignments or hours (provisional grade) are not completed, which will be awarded as a final grade if the student does not complete the incomplete removal process. To calculate the provisional grade, the professor will consider the assignments that the student has not submitted, placing a score of 0 on the work that has not been completed.
6. The professor or designated personnel will notify the student of the decision through institutional email or other available means and coordinate the due date for make-up assignments, practice, or laboratory hours with the student.
7. If the request is approved, the student will pay the (non-refundable) Incomplete Removal fee at the Bursar's Office, based on the "tuition and fees" in effect at the time of the request and as published in the General Catalog.
8. If a student requests a provisional grade of incomplete in their last course of practice and in their last academic term, the student will be awarded Externship Complete status.
9. The student will have 12 days, from the beginning of the next module or semester, to remove the provisional grade of incomplete of a theory or laboratory course.
10. The student will have 45 days, from the beginning of the next module or semester, to remove the provisional grade of incomplete of a practicum course.

Process for Requesting Removal of an Incomplete Provisional Grade:

1. The student will request the form, *Removal of the Provisional Grade of Incomplete* through:
   - the Registrar's Office – NUC University campuses in Puerto Rico or IBC Technical Division
   - the Academic Advisor – Online Division
   - the course Academic Dean – Florida Technical College campuses
   - the forms section of the following web pages:
     - NUC Campuses: https://www.nuc.edu/registraduria/
     - IBC Technical Division: http://tecnicos.nuc.edu/asuntos-estudiantiles/registraduria/
     - FTC: https://www.ftccollege.edu/academic-support/
2. The student will complete the Removal of the Provisional Grade of Incomplete document and deliver it with the authorized seal or signature (DocuSign) of the Bursar's Office to the Registrar's Office, where the document will be kept until the professor delivers the final grade.
3. The student will submit the receipt of the payment to the professor, along with a copy of the Removal of the Provisional Grade of Incomplete document, to establish the work plan to be followed for the removal of the incomplete assignments for the theoretical course or for making up the required laboratory or practice hours. If the professor is not available, the documents will be delivered to the Dean of Academic Affairs, Academic Director, or Academic Advisor, as appropriate, who will acknowledge receipt of the documents.
4. The student will complete their assignments or laboratory or practicum hours by the due date agreed upon with the professor and established in the academic calendar.
   a. The required documents will be sent to the professor through the institutional email, inbox (for online students), if possible, depending on the work, using the following format: STUDENT NAME, COURSE CODE, COURSE SECTION. If the professor is not available, the documents will be delivered to the Dean of Academic Affairs, Academic Director, or Academic Advisor, who will acknowledge receipt of the documents.
5. The professor will complete the Removal of the Provisional Grade of Incomplete document, including the new grade, if applicable, through DocuSign.

6. The Registrar's Office will make the change to the new grade in the Student Administration System. The office will notify the student about the removal of the incomplete via email.
7. The student will be able to see the course's final grade by accessing the Student Portal.

Notes:
If the student fails to comply with the incomplete removal process within the time set, the Registrar's Office will award the provisional grade given by the professor in the incomplete application as the final grade. A second request for incomplete will not be authorized for the same course..If the student disagrees with the final grade received, they may request a review. Refer to the Grades Changes process. Special situations will be referred to the Office of the Vice Presidency of Academic Affairs with their due evidence for the corresponding evaluation. Students in the Nursing Program will be referred to the Office of the Vice Presidency of Nursing Programs. Students in Technical Programs will be directed to the Office of the Vice Presidency of Academic Affairs of the IBC Technical Division.

PROGRAM CHANGES

A program change will be considered any change that involves a change in curriculum; either within the same program in which the student is enrolled or in another program. Students interested in a program change must be guided by the professional counselor in the case of on ground students and the academic advisor in the Online Division.

During the interview, the student and the professional counselor in the case of on ground students and the academic advisor in the Online Division will assess the student's academic interests and proceed to complete the Change of Program Form. The Director of the Department to which the student is referred to will approve the program change. Once the program change is approved, it will be submitted to the Registrar's office, to be updated in both the student's academic record and the system. Only two program changes will be permitted. Program changes due to curriculum review will not count as a change for purposes of authorization from the Vice President of Academic Affairs.

Regarding the determination of the Satisfactory Academic Progress (SAP) status of a student who changes programs, who seeks to earn an additional degree, or changes to a different curriculum, either voluntarily or through the re-admission process, will be counted in the determination of academic progress only the credits approved in the previous program that are required in the new program, and the credits attempted and grades earned in the new program,

The grade point average (GPA) required for a program change must meet the GPA of the new program. If the student does not meet the GPA of the new program, the following process will take place: a) For students who did not make academic progress in their first academic term, will be used the GPA for admission to the institution; b) For students with more than one term attempted, must be evaluated by the Program Change Committee composed of the department director and the professional counselor in the case of on ground students and the academic advisor in the Online Division, with the exception of those programs that have specific programmatic accreditation or admission requirements.

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/her grade. Repetition of previously failed courses may be counted in the student's enrollment status for Title IV funding purposes. However,

repetition of a previously passed course may be counted in the student's enrollment status for Title IV funding purposes only one time. For this purpose, passed course means any completed course with a grade higher than an "F".

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

RE-ADMISSION

Any student who discontinues his studies in the institution and is later re-admitted in the same academic program, as long as the program has not undergone any curricular revision, will re-enter under the academic progress status that he had at the moment of discontinuing his studies. If the student is re-admitted in the same program that has undergone a curricular revision or change to a different academic program, only the credits approved and grades earned under the previous program that are required in the new program will be counted in academic progress. 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. Likewise, any Armed Forces member enrolled, including reserve components and National Guard members will be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces.

TRANSFER CREDIT

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.

Example:	***GRADE***		***POINT VALUE***
SPAN 1010	*A (4)*	*X*	*3 CRS. 12*
ENGL 1010	*B (3)*	*X*	*3 CRS. 9*
BUAD 2050	*C (2)*	*X*	*3 CRS. 6*
MATH 1010	*D (1)*	*X*	*3 CRS. 3*
HUMA 1010	*F (0)*	*X*	*3 CRS. 0*
TOTALS			*15CRS. 30*
GRADE POINT VALUE			***30 ÷ 15 = 2.00 = C***

GRADE POINT AVERAGE FOR GRADUATION

It is calculated using the honor points as defined above, but includes only the required and elective courses of the program of study from which the student is graduating.

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.

ADD/DROP PERIOD POLICY

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

The general established process will be that, the student:

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

AVERAGE LENGTH OF DEGREE PROGRAMS

Average length of time required to obtain an Associate's Degree is from one and a half to two and a half year 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 year.

Likewise, this length of program applies to any Armed Forces member enrolled, including reserve components and National Guard members.

GUARANTEE OF DEGREE COMPLETION IN ACADEMIC PROGRAMS WHICH THE INSTITUTION PROPOSES TO TERMINATE OR PLACE ON MORATORIUM STATUS

When an academic program is placed on moratorium or termination status, neither new students nor reentries will be permitted to enroll. For active currently enrolled students in these programs, NUC University will ensure that the necessary courses that these students need to complete their programs are offered in accordance with the curricula of these programs.

However, if a student withdraws from a course or discontinues studies in the academic program that was placed on a moratorium, NUC University does not guarantee the offer of the course or program.

In the case of inactive students that wish to reenter a program that has either been placed on moratorium status or is planned to be terminated, they will have the option of transferring to another program that is being offered, and request a transfer of credits in accordance with the Transfer of Credit policy of NUC.

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 meet the minimum grade point average and other requirements as indicated in the **Graduation Requirements Table for Undergraduate Programs.** Additionally, the student must have satisfied all outstanding debt with the institution in order to graduate.

A graduation application must be completed and submitted to Registrar's Office before the deadline established in the academic calendar. 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 programs, must complete a separate application for each program and will receive two diplomas. These graduation requirements apply to any Armed Forces member enrolled, including reserve components and National Guard members.

GRADUATION WITH HONORS

In recognition of high achievement, certificates or medals will be awarded using the graduation index as defined on page 75 to those students who graduate from a program as follows:

Master's Degree programs:
- 4.00 Academic Excellence

Bachelor's Degree program:
- 3.95-4.00 Summa Cum Laude
- 3.71-3.94 Magna Cum Laude
- 3.50-3.70 Cum Laude

Associate's Degree programs:
- 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.

GRADUATION REQUIREMENTS TABLE FOR UNDERGRADUATE PROGRAMS

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
Associate's Degree in Applied Sciences in Clinical Sonography	GPA 2.00	All general education and core courses identified in the catalog and all major courses must be passed with at least a "C" grade.
Associate's Degree in Applied Sciences in Radiology Technology	GPA 2.00	All general education and core courses identified in the catalog and all major courses must be passed with at least a "C" grade.
Associate's Degree in Applied Sciences in Cardiorespiratory Care	GPA 2.00	All general education and core courses identified in the catalog and all major courses must be passed with at least a "C" grade.
Associate's Degree in Pharmacy Technician	GPA 2.00	All core and major courses, and those general education courses identified in the catalog should be approved with a minimum grade of C.
Associate's Degree in Physical Therapist Assistant	GPA 2.00	All general education, core courses and all major courses must be passed with at least a "C" grade, except for the clinical practices that must be passed with at least "B" grade.
Associate's Degree in Nursing	GPA 2.25	All courses should be approved with a minimum grade of C.
Bachelor's Degree in Science in Nursing	GPA 2.50	All courses should be approved with a minimum grade of C.
Bachelor's Degree in Science in Nursing (RN to BSN)	GPA 2.50	All courses should be approved with a minimum grade of C.
Bachelor's Degree in Science in Psychology	GPA 2.50	All courses should be approved with at least a "C" grade, except for the Capstone and elective courses at graduated level that must be passed with at least "B" grade.

ALL OTHER UNDERGRADUATE PROGRAMS

All Associate's Degree Programs	GPA 2.00	All major courses, and those general education and core courses identified in the catalog should be approved with a minimum grade of C.
All Bachelor's Degree Programs	GPA 2.00	All major courses, and those general education and core courses identified in the catalog should be approved with a minimum grade of C.

For the graduate programs graduation requirements, please refer to the Graduate Programs section. For purposes of Title IV recipients, the definition of a passed course means any grade higher than an "F". Please refer to the Financial Aid Office for further information.

FINANCIAL INFORMATION

TUITION, FEES AND OTHER CHARGES

Effective for Terms Starting on or after 07/01/2022

Revised on: 10/20/2022

The tuition, fees, and other charges listed below are applicable to all students enrolled at NUC University (NUC), with the exception of students enrolled in programs offered at NUC University – IBC Technical Division and continuing education courses. The institution reserves the right to review costs as needed. These changes are duly notified to students prior to its implementation. Students are encouraged to be attentive for announcements regarding Tuition, Fees and Other Charges, which are published at the following link: http://www.nuc.edu.

TUITION AND FEES

The tuition and fees listed below are costs related to the offering of the courses and are applicable to each academic term for which the student is enrolled. Refer to the Institutional Refund Policy for details regarding how NUC will handle charges when a student cancels their enrollment, adds or deletes courses during the add/drop period, or withdraws before completing a payment period.

TUITION[1]

Puerto Rico Residents

Undergraduate and Graduate Programs	COST PER TERM	
Term Credits	Health and Technology Programs	Other Programs
12-20	3,224.00	3,144.00
9-11	2,418.00	2,358.00
6-8	1,612.00	1,572.00
3-5	806.00	786.00
2	538.00	524.00
1	269.00	262.00

Non-Residents of PR

Undergraduate Programs	COST PER TERM	
Term Credits	Cost	Eligible Military
12-20	4,080.00	3,300.00
9-11	3,060.00	2,475.00
6-8	2,040.00	1,650.00
3-5	1,020.00	825.00
2	680.00	550.00
1	340.00	275.00

Graduate Programs	COST PER TERM	
Term Credits	Cost	Cost Eligible Military
12-20	4,440.00	3,600.00
9-11	3,330.00	2,700.00
6-8	2,220.00	1,800.00
3-5	1,110.00	900.00
2	740.00	600.00
1	370.00	300.00

[1] Audit and non-degree seeking students will pay $175.00 per credit.

FEES
(Per Term)

All Programs[2]	
Technology Resources and Administrative Services[3] (Per Term)	355.00
Electronic Device	390.00

OTHER CHARGES

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

DESCRIPTION	FEES
Change of Course(s)	30.00
Program/Concentration Change	30.00
Collection Agency Fees (up to an additional 30% per balance referred to an agency)	0.30
Certifications	2.00
Certification of Contact Hours – Continuing Education	10.00
Copy of Official Enrollment	2.00
Duplicate of Student ID	5.00
Diploma Duplicate	10.00
Academic Evaluation	2.00
Evaluation of Foreign Academic Credentials	100.00
Proficiency Examination (Per Credit)	100.00
Removal of Incomplete (per course)	50.00
Unofficial Credits Transcript	3.00
Official Credits Transcript	5.00
Recharge for printing and/or photocopying (per term)	5.00
Printing, Photocopying and Scanning Costs (per page/per side)	
Letter Size - Black & White	0.10
Letter Size - Color	0.25
Legal Size - Black & White	0.15
Legal Size - Color	0.30
Scanning/E-mailing	0.50
Printing Token	3.00

[2] The student may opt out of this charge. The electronic device fee varies according to the model of the equipment and applies only to the term in which the student receives the equipment and will not be refundable unless the student returns the equipment unused (sealed box), or certified defective by authorized personnel of the institution.
[3] Does not apply to audit and non-degree seeking students.

DESCRIPTION OF TUITION AND FEES

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

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

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

General Description	Fee
HP 14 Notebook 14"	$390.00

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

California Online Students please refer to next page for Student Tuition Recovery Fund (STRF) important information.

FOR NUC CALIFORNIA ONLINE STUDENTS ONLY

Student Tuition Recovery Fund (STRF)

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

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.

III. Continuing or Regular Students

If the student has a pending debt with the institution from a prior term of studies, it should be paid in full before receiving the official program of study for the current term. The applicable procedure to make the payments will be governed by what is stated in the institution's enrollment agreement and the 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 NUC University), 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 NUC University. 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 NUC University 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 Innovation and Opportunity Act" (WIOA).

INSTITUTIONAL REFUND POLICY

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

Enrollment Cancellations

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

Add/Drop Period

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

Never Attended (No Show)

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

Withdrawals

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

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

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

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

The following fees are exempt from adjustment in this refund policy. Unused electronic devices that are returned no later than 20 days from the date of the student's withdrawal *(Last date of attendance)* will be refunded.

NUC University:

- Electronic Device

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

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

Title IV Refund Policy

NUC University, in accordance with federal laws and regulations, follows the Federal Policy for Return of Title IV Funds to determine the amount of Title IV aid to which the student is eligible if he/she decides to withdraw from the institution. A student is not considered withdrawn if any of the following applies:

(1) the institution obtains written confirmation that the student will attend a later module in the same payment period of period of enrollment;
(2) the student completes the requirements for graduation;
(3) if the student is enrolled in a program comprised of modules[1], the student completes one or more modules that, together, comprise at least 49% of the days in the payment period; or the student completes coursework equal to or greater than the coursework required for half-time enrollment.

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

Although Title IV aid may be credited to your account at the beginning of each payment period, you earn the funds as you complete the period. If you withdraw before completing your payment period, the amount of Title IV program assistance that you have earned up to that point is determined on a pro rata basis. If you received *(this includes amounts received on your behalf by the institution, or your parent)* less assistance than the amount that you earned, you may be able to receive those additional funds. If, however, you received more assistance than you earned, the institution or you will have to repay the excess.

For example, if you completed 20% of your payment period, you earn 20% of the Title IV assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The percentage completed in the payment period is calculated by dividing the calendar days completed in the payment period *(as of your Last Day of Attendance)* by the total calendar days in the period *(excluding, if applicable, days that you were on an approved Leave of Absence or any scheduled break of 5 consecutive days or more).* For students in a program offered in modules, the number of days that a student is scheduled to complete includes days in all coursework used to determine the amount of the student's eligibility for Title IV funds for the payment period.

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement.

If your post-withdrawal disbursement includes loan funds, the institution will contact you to get your permission before disbursing the funds. At that point, you will be provided with the option to decline, some or all of the loan funds. Before accepting loan funds, you must consider that you must pay back the money with interest.

The institution will automatically credit to your student account all, or a portion of your post-withdrawal disbursement of grant funds to pay for contracted tuition, fees, and room and board charges. The institution will automatically use all, or a portion of your post-withdrawal disbursement of grant funds to pay for other institutional charges if, prior to your withdrawal, you provided your permission. If you did not provide your permission prior to withdrawing, the institution will contact you to offer the funds.

It is important for you to understand that, due to other eligibility requirements, the institution is prohibited from disbursing some Title IV funds that you were scheduled to receive once you withdraw. For example, the institution cannot make a post-withdrawal disbursement if you are a first-time, first-year undergraduate student that withdrew prior to completing the first 30 days of your program. We encourage you to contact the Student Accounts Office for any questions.

If you received *(this includes amounts received on your behalf by the institution or your parent)* excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The Institution will return Title IV funds for which it is responsible, in the following order:

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

If the Institution is not required to return all of the excess funds, you must return the remaining amount. The law provides that students are only required to return 50 percent of the grant assistance received. Any amount that you have to return is called an overpayment. You are required to make arrangements with the Institution or the United States Federal Department of Education to return the unearned funds. If an overpayment results from the calculation, the institution will contact you to coordinate arrangements to return those funds. Failure to make satisfactory arrangements may result in losing eligibility to Title IV fund.

Any loans that you, or your parent, received in excess must be repaid in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. The loan amounts received must be paid in full, even if you did not complete the program, are unable to obtain employment after completing the program, are dissatisfied or did not receive the educational or other services that you paid for with your federal student loans. To obtain your detailed information about the federal loan types and amounts you received for each academic year and the servicer contact information for each loan, you may access your Financial Aid History/Review at www.nslds.ed.gov or at www.studentloans.gov. You may also contact the Financial Aid Office for assistance in obtaining this information.

The requirements for Title IV program funds when you withdraw are separate from the institutional refund policy. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The Institutional Refund Policy is published in the institutional catalog. You can also request a copy of this policy at the Student Accounts Office.

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

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

ADMINISTRATIVE AND ACADEMIC REGULATIONS

Students are expected to conduct themselves in a nature and manner that reflects the values and integral development that NUC University 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

NUC University'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 NUC University.
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 NUC University. 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 NUC University 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 NUC University 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. The use of alcohol or illegal drugs at NUC University, or attending classes under the influence of said products is reason for automatically expelling the students involved in accordance with the Institution's policy.
11. NUC University complies with the provisions established in Law No. 40 of August 3, 1993, as amended. This law prohibits on all university premises (classrooms, buildings, parking lots, etc.) smoking or engaging in activities of inhaling and releasing tobacco smoke or other substances that are made to burn in cigars, cigarettes, electronic cigarettes, and pipes, and possessing or transporting cigars, cigarettes, electronic cigarettes, and pipes and smoking devices while they are lit. Violators can be fined.

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. 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.

ACADEMIC OFFERING BY LOCATIONS

NUC UNIVERSITY - BAYAMÓN MAIN CAMPUS

Residential Programs

Associate's Degree
Applied Science in Clinical Sonography
Business Administration in Entrepreneurship
Criminal Justice
Dental Assistant with Expanded Functions
Electrical Engineering Technology in Renewable Energy
Leadership in Public Security
Medical Billing and Coding
Nursing
Office Systems in Medical Secretary
Pharmacy Technician
Physical Therapist Assistant*

Bachelor's Degree
Business Administration with major in Accounting
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in Finance
Business Administration with major in Management
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice
Criminal Justice with major in Forensic Investigation
Information Technology with major in Information Assurance and Security
Network Technology and Applications Development
Science in Nursing
Science in Nursing (RN to BSN)
Science in Psychology

Master's Degree
Business Administration
Business Administration with specialty in Digital Marketing
Business Administration with specialty in Human Resources
Business Administration with specialty in Planning and Strategy
Industrial Organizational Psychology**
Information Technology
Science in Nursing with specialty in Education
Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs (Online)
Accounting
Management and Educational Leadership

*Some courses for some of the above mentioned programs may be offered through distance education. *The Physical Therapist Assistant Program at NUC University's Bayamon Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave. Suite 100,Alejandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program / institution directly, please call 787-780-5134 Ext. 4111 or email: mtorres2@nuc.edu. ** This program has two available tracks, for additional information please refer to page 111.*

NUC University - 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 (*):

Associate's Degree

Accounting
Business Administration
Business Administration in Entrepreneurship
Criminal Justice
Leadership in Public Security
Medical Billing and Coding
Network Technology and Applications Development
Nursing*

Bachelor's Degree

Business Administration with major in Accounting
Business Administration with major in Business Intelligence
Business Administration with major in General Business
Business Administration with major in Finance
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in International Business
Business Administration with major in Management
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice
Criminal Justice with major in Cyber Crimes
Criminal Justice with major in Forensic Investigation
Criminal Justice with major in Homeland Security
Criminal Justice with major in Human Services
Information Technology
Information Technology with major in Information Assurance & Security
Information Technology with major in Network Administration
Information Technology with major in Software Analysis & Development
Network Technology and Applications Development
Science in Nursing*
Sciences in Nursing (RN to BSN)
Science in Psychology

Master's Degree

Business Administration
Business Administration with specialty in Human Resources
Business Administration with specialty in Digital Marketing
Business Administration with specialty in Planning and Strategy
Education with specialty in Assessment and Effectiveness
Education with specialty in Curriculum
Education with specialty in Educational Leadership**
Industrial Organizational Psychology***
Information Technology
Science in Nursing with specialty in Education

Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs

Accounting
Management and Educational Leadership
Online Education

**The nursing programs (with exception of the RN to BSN which is fully online) includes clinical laboratories and internships, that are offered on ground.*
***This program has two available tracks, for additional information please refer to page 105.*
**** This program has two available tracks, for additional information please refer to page 111.*

NUC UNIVERSITY - ARECIBO BRANCH CAMPUS

Associate's Degree

Applied Science in Clinical Sonography
Business Administration in Entrepreneurship
Criminal Justice
Dental Assistant with Expanded Functions
Electrical Engineering Technology in Renewable Energy
Leadership in Public Security
Medical Billing and Coding
Network Technology and Applications Development
Nursing
Office Systems in Medical Secretary
Pharmacy Technician

Bachelor's Degree

Business Administration with major in Accounting
Business Administration with major in Business Intelligence
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice
Criminal Justice with major in Cyber Crimes*
Criminal Justice with major in Forensic Investigation
Network Technology and Applications Development
Science in Nursing
Sciences in Nursing (RN to BSN)
Science in Psychology

Master's Degree

Business Administration
Business Administration with specialty in Digital Marketing
Business Administration with specialty in Human Resources
Education with specialty in Assessment and Effectiveness
Education with specialty in Educational Leadership**
Industrial Organizational Psychology***
Information Technology
Science in Nursing with specialty in Education
Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs (Online)

Accounting
Management and Educational Leadership

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

** Not currently offered for new students.*

*** This program has two available tracks, for additional information please refer to page 105.*

**** This program has two available tracks, for additional information please refer to page 111.*

NUC UNIVERSITY - RÍO GRANDE BRANCH CAMPUS

Associate's Degree
Applied Sciences in Clinical Sonography
Applied Science in Radiologic Technology
Business Administration in Entrepreneurship
Criminal Justice
Dental Assistant with Expanded Functions
Electrical Engineering Technology in Renewable Energy
Leadership in Public Security
Medical Billing and Coding
Network Technology and Applications Development
Nursing
Office Systems in Medical Secretary
Pharmacy Technician

Bachelor's Degree
Business Administration with major in Accounting
Business Administration with major in Business Intelligence
Business Administration with major in General Business*
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in Management
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice
Criminal Justice with major in Cyber Crimes
Criminal Justice with major in Forensic Investigation
Information Technology with major in Information Assurance and Security
Network Technology and Applications Development
Office Systems Administration*
Science in Nursing
Sciences in Nursing (RN to BSN)
Science in Psychology

Master's Degree
Business Administration*
Business Administration with specialty in Human Resources
Business Administration with specialty in Digital Marketing
Education with specialty with specialty in Assessment and Effectiveness*
Education with specialty in Educational Leadership**
Industrial Organizational Psychology***
Information Technology
Science in Nursing with specialty in Education
Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs (Online)
Accounting
Management and Educational Leadership

*Some courses for some of these programs may be offered through distance education. *Not currently offered for new students. **This program has two available tracks, for additional information please refer to page 105. *** This program has two available tracks, for additional information please refer to page 111.*

NUC UNIVERSITY - PONCE BRANCH CAMPUS

Associate's Degree

Applied Science in Cardiorespiratory Care
Applied Science in Clinical Sonography
Applied Science in Radiologic Technology
Business Administration in Entrepreneurship
Criminal Justice
Dental Assistant with Expanded Functions
Leadership in Public Security
Medical Billing and Coding
Nursing
Pharmacy Technician

Bachelor's Degree

Business Administration with major in Accounting
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice
Criminal Justice with major in Forensic Investigation
Science in Nursing
Sciences in Nursing (RN to BSN)
Science in Psychology

Master's Degree

Business Administration with specialty in Digital Marketing
Business Administration with specialty in Human Resources
Industrial Organizational Psychology*
Information Technology
Science in Nursing with specialty in Education
Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs (Online)
Accounting
Management and Educational Leadership

Some courses for some of these programs may be offered through distance education.
** This program has two available tracks, for additional information please refer* *to page 111.*

NUC UNIVERSITY - CAGUAS BRANCH CAMPUS

Associate's Degree

Applied Science in Clinical Sonography
Business Administration in Entrepreneurship
Criminal Justice
Leadership in Public Security
Medical Billing and Coding
Nursing
Pharmacy Technician

Bachelor's Degree

Business Administration with major in Accounting
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in Management
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice
Criminal Justice with major in Cyber Crimes
Criminal Justice with major in Forensic Investigation
Network Technology and Applications Development
Science in Nursing
Sciences in Nursing (RN to BSN)
Science in Psychology

Master's Degree

Business Administration
Business Administration with specialty in Human Resources
Business Administration with specialty in Digital Marketing
Business Administration with specialty in Planning and Strategy
Industrial Organizational Psychology*
Information Technology
Science in Nursing with specialty in Education
Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs (Online)

Accounting
Management and Educational Leadership

Some courses for some of these programs may be offered through distance education.
** This program has two available tracks, for additional information please refer* *to page 111.*

NUC UNIVERSITY - MAYAGÜEZ BRANCH CAMPUS

Associate's Degree

Applied Science in Cardiorespiratory Care
Applied Science in Clinical Sonography
Applied Science in Radiologic Technology
Business Administration in Entrepreneurship
Dental Assistant with Expanded Functions
Leadership in Public Security
Medical Billing and Coding
Nursing
Office Systems in Medical Secretary
Pharmacy Technician

Bachelor's Degree

Business Administration with major in Accounting
Business Administration with major in Healthcare Management
Business Administration with major in Human Resources
Business Administration with major in Project Management
Business Administration with major in Social Media Marketing
Criminal Justice with major in Cyber Crimes
Criminal Justice with major in Forensic Investigation
Network Technology and Applications Development
Sciences in Nursing
Sciences in Nursing (RN to BSN)
Science in Psychology

Master's Degree

Business Administration
Business Administration with specialty in Digital Marketing
Business Administration with specialty in Human Resources
Education with specialty in Assessment and Effectiveness
Industrial Organizational Psychology*
Information Technology
Science in Nursing with specialty in Education
Science in Nursing with specialty in Medical-Surgical and Role in Education
Science in Nursing with specialty in Medical-Surgical and Role in Management and Executive Leadership

Graduate Certificate Programs (Online)
Accounting
Management and Educational Leadership

Some courses for some of these programs may be offered through distance education.
** This program has two available tracks, for additional information please refer* *to page 111.*

DISTANCE EDUCATION TECHNICAL REQUIREMENTS INFORMATION

NUC University uses Canvas Learning Management System Platform as the technological tool to support its online courses. Canvas and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Minimum technical requirements to use Canvas

Institutional E-mail Account

This institutional email account is being used to login using the Canvas Platform, student portal, email account, contact professors, classmates and to receive official notifications from the Institution. (Do not mix it up with your personal e-mail.)

Operating Systems

- Windows 7 and newer
- Mac OSX 10.10 and newer
- Linux – ChromeOS

Mobile Operating System Native App Support

- iOS 12 and newer (versions vary by device)
- Android 5.0 and newer

Computer Speed, Processor and Peripherals

- Use a computer 5 years old or newer when possible
- 1GB of RAM minimum
- 2GHz processor minimum
- Audio Card (integrated)
- Webcam
- Headset for virtual class sessions and develop audio presentations

Internet Speed

- Minimum of 512kbps
- 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.

Browser Compatibility

- Chrome 80 and 81
- Firefox 74 and 75 (Extended Releases are not supported)
- Internet Explorer 11 (Windows only—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality)
- Edge 80 and 81 (Windows only)
- Safari 12 and 13 (Macintosh only)

Mobile Browsers Compatibility

- **iOS**
  - Safari (default browser with limited Canvas support)
  - Chrome
  - Photon Flash Player (supports Flash)
- **Android**
  - Chrome (default browser with limited Canvas support)*
  - Internet
  - Firefox

Screen Reader (Accessibility Feature)

- Macintosh: VoiceOver (latest version for Safari)
- PC: JAWS (latest version for Internet Explorer)
- PC: NVDA (latest version for Firefox)
- There is **no screen reader** support for Canvas in Chrome

Software1 and Plugins[2]

- Adobe Acrobat Reader [1]
- Flash Player[1]
- Java Player[2] (Latest version. Uninstall previous versions.) Should be enabled in your browser
- Apple Quicktime[1] (Optional)
- Windows Media Player[2] (Optional)
- Microsoft Office[2] 2007 or latest: Word, Excel, PowerPoint, Access. (Windows User)
- Office for MAC[2] 2008 or latest: Word, Excel, PowerPoint
- Institutional Microsoft Office for Students – Web Apps and Installer
- Open Office[2] (Microsoft Office Alternative) Freeware

Required Knowledge

- Ability to manage, send and receive e-mails
- Ability to open, close, create and save files in the following formats: Word (DOCX), Plain text (TXT), Rich text format (RTF), Power Point (PPTX), Excel (XLSX) and PDF.
- Basic Computer Skills

Minimum technical requirements for the Network and Information Technology programs and, course CYCR 4010 of the Bachelor's Degree in Criminal Justice with major in Cyber Crimes program

- CPU Intel Core i3 minimum or AMD equivalent
- 4GB RAM minimum
- 500GB HD space available
- Video and audio cards
- Windows Operating System 7, 8, 8.1 minimum
- 4Mbps Internet Connection minimum

Note: Students with Apple-branded computers, Mac OS 10.13 or higher is recommended. In addition, they should have the Parallels or BootCamp option available.

NUC University's Online Division is located at Ponce de León Ave. 61, 70 and 72 in Hato Rey, San Juan, Puerto Rico. This address houses technical and support services for the online courses offered at the institution.

GRADUATE ACADEMIC 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

24 Credits in Core Courses
15 Credits in Major Courses
39 Total Credits

CORE COURSES

MBA 5000	ORGANIZATIONAL BEHAVIOR	3
MBA 5010	MARKETING MANAGEMENT	3
MBA 5020	MANAGERIAL ECONOMICS	3
MBA 5040	MANAGERIAL ACCOUNTING	3
MBA 5050	MANAGERIAL FINANCE	3
REME 5100	RESEARCH METHODOLOGY	3
STAT 5210	STATISTICS	3
MBA 6000*	BUSINESS ADMINISTRATION INTEGRATING SEMINAR (CAPSTONE)	3
		24

MAJOR COURSES

MBA 5030	HUMAN RESOURCES DEVELOPMENT ADMINISTRATION AND MANAGEMENT	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
		15

TOTAL CREDITS **39**

This program is offered in both fully on ground and online delivery modes. All courses must be passed with at least a "B" grade.
**This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALTY IN DIGITAL MARKETING

OBJECTIVE

The Master's Degree Program in Business Administration with Specialty in Digital Marketing aims to develop in students strategic and analytical skills to guide organizations in a digital world. Students will develop a strategic mindset with the ability to apply creative and innovative solutions using the tools provided by the Internet, social networks, and electronic commerce (e-commerce) for optimal exposure and promotion of products or services.

MINIMUM REQUIREMENTS

24 Credits in Core Courses
15 Credits in Major Courses
39 Total Credits

CORE COURSES

MBA 5000	ORGANIZATIONAL BEHAVIOR	3
MBA 5010	MARKETING MANAGEMENT	3
MBA 5020	MANAGERIAL ECONOMICS	3
MBA 5040	MANAGERIAL ACCOUNTING	3
MBA 5050	MANAGERIAL FINANCE	3
MBA 6000*	BUSINESS ADMINISTRATION INTEGRATING SEMINAR (CAPSTONE)	3
REME 5100	RESEARCH METHODOLOGY	3
STAT 5210	STATISTICS	3
		24

MAJOR COURSES

MBA 5240	PROJECT MANAGEMENT AND ADMINISTRATION	3
MKTG 6010	ONLINE STRATEGIC MARKETING	3
MKTG 6020	ONLINE ADVERTISING AND PROMOTION	3
MKTG 6030*	SOCIAL MEDIA	3
MKTG 6040	ONLINE MARKETING DISTRIBUTION CHANNELS	3
		15

TOTAL CREDITS **39**

All courses must be passed with at least a "B" grade.
This program is offered in both fully on ground and online delivery modes.
**This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALTY IN HUMAN RESOURCES

OBJECTIVE

The Master's in Business Administration with Specialty in Human Resources aims to develop professionals with the knowledge, skills and attitudes necessary for human resources management from a strategic perspective that includes the development, implementation and administration of policies concerning the management of staff in any type of organization.

MINIMUM REQUIREMENTS

24 Credits in Core Courses
15 Credits in Major Courses
39 Total Credits

CORE COURSES

MBA 5000	ORGANIZATIONAL BEHAVIOR	3
MBA 5010	MARKETING MANAGEMENT	3
MBA 5020	MANAGERIAL ECONOMICS	3
MBA 5040	MANAGERIAL ACCOUNTING	3
MBA 5050	MANAGERIAL FINANCE	3
MBA 6000*	BUSINESS ADMINISTRATION INTEGRATING SEMINAR (CAPSTONE)	3
REME 5100	RESEARCH METHODOLOGY	3
STAT 5210	STATISTICS	3
		24

MAJOR COURSES

HURE 6010	ORGANIZATIONAL DESIGN	3
HURE 6020	LABOR LAW	3
HURE 6030	DEVELOPMENT OF HUMAN RESOURCES POLICIES	3
MBA 5030	HUMAN RESOURCES DEVELOPMENT ADMINISTRATION AND MANAGEMENT	3
MBA 5240	PROJECT MANAGEMENT AND ADMINISTRATION	3
		15

TOTAL CREDITS 39

This program is offered in both fully on ground and online delivery modes. All courses must be passed with at least a B" grade.
**This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN BUSINESS ADMINISTRATION WITH SPECIALTY IN PLANNING AND STRATEGY

OBJECTIVE

The Master's Degree Program in Business Administration with Specialty in Planning and Strategy aspires to develop professionals with the necessary knowledge and skills to manage daily and non-routinary operations within the company. The graduates from this program will be able to develop strategic projects and at the same time participate effectively in the management of operations. Furthermore, the student will be able to manage quantitative, qualitative, comparative, and analytical methodological tools, as well as tools in planning, direction, and control of operations in organization.

MINIMUM REQUIREMENTS

24 Credits in Core Courses
15 Credits in Major Courses
39 Total Credits

CORE COURSES

MBA 5000	ORGANIZATIONAL BEHAVIOR	3
MBA 5010	MARKETING MANAGEMENT	3
MBA 5020	MANAGERIAL ECONOMICS	3
MBA 5040	MANAGERIAL ACCOUNTING	3
MBA 5050	MANAGERIAL FINANCE	3
MBA 6000*	BUSINESS ADMINISTRATION INTEGRATING SEMINAR (CAPSTONE)	3
REME 5100	RESEARCH METHODOLOGY	3
STAT 5210	STATISTICS	3
		24

MAJOR COURSES

MBA 5240	PROJECT MANAGEMENT AND ADMINISTRATION	3
PLAN 6010	OPERATIONS MANAGEMENT	3
PLAN 6015	STRATEGIC MANAGEMENT	3
PLAN 6020	STRATEGIC PLANNING	3
PLAN 6030	QUANTITATIVE ANALYSIS FOR DECISION MAKING	3
		15

TOTAL CREDITS 39

This program is offered in both fully on ground and online delivery modes. All courses must be passed with at least a "B" grade.
**This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN EDUCATION WITH SPECIALTY IN ASSESSMENT AND EFFECTIVENESS

OBJECTIVE

The Master's Degree in Education with Specialty in Assessment and Effectiveness aims to develop competent leaders in their profession, capable of designing and implementing evaluation plans for assessments of the learning outcomes and aspects concerning the effectiveness of the academic process. In addition, it prepares the students with the skills, concepts and attitudes necessary to support the continuous improvement of institutions by assessing and evaluating the effectiveness of their educational and organizational processes.

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	3
		21

MAJOR COURSES

EDUC 6225	FUNDAMENTALS OF ASSESSMENT AND EFFECTIVENESS	3
EDUC 6230	EFFECTIVENESS IN HIGHER EDUCATION	3
EDUC 6240	EVALUATION OF THE TEACHING-LEARNING PROCESS	3
EDUC 6250	ASSESSMENT OF EDUCATIONAL PROGRAMS AND SYSTEMS	3
EDUC 6060	PLANNING AND EVALUATION	3
EDUC 6050	INTEGRATIVE SEMINAR IN EDUCATION	3
		18

TOTAL CREDITS **39**

All courses must be passed with at least a "B" grade.
This program is offered in both fully on ground and online delivery modes.
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN EDUCATION WITH SPECIALTY IN CURRICULUM

OBJECTIVE

The Master's Degree in Education with Specialty in Curriculum aims to develop competent leaders who are highly qualified to develop, implement and evaluate innovative curriculums in public or private educational organizations. In addition, it will prepare the student with the necessary knowledge and skills to be actively involved in the continuous improvement of the academic achievements and as a consequence, of their own professional skills in the education field.

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	3
		21

MAJOR COURSES

EDUC 6200	CURRICULUM DESIGN AND PLANNING	3
EDUC 6240	EVALUATION OF THE TEACHING-LEARNING PROCESS	3
EDUC 6260	THEORIES AND PRINCIPLES OF CURRICULUM IN CONTEMPORARY EDUCATION	3
EDUC 6265	CURRICULUM AND LEADERSHIP	3
EDUC 6060	PLANNING AND EVALUATION	3
EDUC 6050	INTEGRATIVE SEMINAR IN EDUCATION	3
		18

TOTAL CREDITS **39**

All courses must be passed with at least a "B" grade.
This program is offered in both fully on ground and online delivery modes.
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN EDUCATION WITH SPECIALTY IN EDUCATIONAL LEADERSHIP

OBJECTIVE

The Master's Degree in Education with Specialty 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 conductive 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	3
		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
		12

Choose one of the following tracks:

Field Experience Track*

EDUC 6015	FIELD EXPERIENCES IN THE EDUCATIONAL SCENARIO I	3
EDUC 6035	FIELD EXPERIENCES IN THE EDUCATIONAL SCENARIO II	3

OR

Leadership Track**

EDUC 6025	LEADERSHIP FOR DIVERSITY	3
EDUC 6050	INTEGRATIVE SEMINAR IN EDUCATION	3
		18

TOTAL CREDITS 39

All courses must be passed with at least a "B" grade.
This program is offered in fully online and blended delivery modes.
**This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

*The Field Experience Track of the Master's Degree in Education with Specialty in Educational Leadership is designed to prepare graduates to be licensed as school principals by the Puerto Rico Education Department. For more information about this licensure, contact the Division of Teaching Certification of the Puerto Rico Department of Education, https://de.pr.gov/

The Field Experience courses are equivalent to a total of 145 hours distributed as follow:

- EDUC 6015 - This stage requires a minimum of 30 hours in the educational scenario and an integration seminar consisting of 15 hours.
- EDUC 6035 - 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.

For the field experiences courses, students may be required to present a health certificate issued by the Puerto Rico Health Department, between others requirements.

**The Leadership Track of the Master's Degree in Education with Specialty in Educational Leadership is designed to prepare graduates to be educational leaders. This track does not have field experiences.

MASTER'S DEGREE IN INFORMATION TECHNOLOGY

OBJECTIVE

The master's degree in Information Technology enables students to develop, coordinate, evaluate and implement technological solutions in various business scenarios. Students who graduate from this program will be able to analyze information systems, applying research, communication, leadership and project management skills with the purpose of supporting and maximizing processes and implementing solutions. Additionally, it prepares students with the theoretical and practical aspects of technologies involving extraction, analysis, data visualization and interpretation of results, as well as information security.

MINIMUM REQUIREMENTS

39 Credits in Major Courses

39 Total Credits

Courses:		**Credits**
MIT 5000	Information Technology Management	3
MIT 5010	Operating Systems Administration	3
MIT 5020	Data Collection and Modeling	3
MIT 5030	Networks Architecture and Administration	3
MIT 5040	IT Service Management	3
MIT 5050	Data and Information Analysis	3
MIT 5060	Leadership and Ethical Issues in Information Technology	3
MIT 5070	Strategic System Analysis and Design	3
MIT 5080	Information Technology Security	3
MIT 5200	Information Technology Project Management	3
MIT 5220	Virtualization and Cloud Computing	3
MIT 5240	Information Technology Auditing	3
MIT 6000	Information Technology Seminar (Capstone)	3
TOTAL CREDITS		**39**

This program is offered in both fully on ground and online delivery modes. All courses must be passed with at least a "B" grade.
Before beginning seminar, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

MASTER'S DEGREE IN SCIENCE IN NURSING WITH SPECIALTY IN EDUCATION

OBJECTIVE

The Master´s Degree in Science in Nursing with Specialty in Education will prepare students with the abilities and skills needed to efficiently fulfill the nursing education specialty. It also promotes the acquisition of skills on evidence-based research, in which the student will build a solid foundation to pursue continuous professional growth.

MINIMUM REQUIREMENTS

21 Core Courses Credits
15 Major Courses Credits
36 Total Credits

CORE COURSES

NURS 5100	HEALTH AND DEFENSE POLICY TO IMPROVE HEALTH OUTCOMES OF THE POPULATION	3
NURS 5110	INFORMATION TECHNOLOGY USED TO IMPROVE QUALITY IN NURSING SERVICES	3
NURS 5120	EVIDENCE-BASED RESEARCH AND PRACTICE	3
NURS 5130	ORGANIZATIONAL AND SYSTEMATIC LEADERSHIP IN NURSING	3
NURS 5200	ADVANCED PATHOPHYSIOLOGY	3
NURS 5210	ADVANCED PHARMACOLOGY	3
NURS 5220	ADVANCED PHYSICAL EXAM	3
		21

MAJOR COURSES

EDUC 5200	THEORIES, PRINCIPLES, AND PROCESSES GOVERNING THE DESIGN OF EDUCATIONAL PROGRAMS	3
EDUC 6012	TEACHING AND LEARNING STRATEGIES	3
EDUC 6014	LEARNING ASSESSMENT AND EVALUATION	3
NURS 6035P/ NURS 6035*	THE ROLE OF NURSING EDUCATOR: SEMINAR AND INTERNSHIP I	3
NURS 6045P/ NURS 6045*	THE ROLE OF NURSING EDUCATOR: SEMINAR AND INTERNSHIP II	3
		15

TOTAL CREDITS **36**

For online offering
All courses must be passed with at least a "B" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

This program is designed to prepare graduates to be nurse specialists. In Puerto Rico, nurse specialists must be licensed by the Puerto Rico Board of Nursing. For more information about this licensure, contact the Puerto Rico Board of Nursing, https://orcps.salud.gov.pr/.

For the internship courses students may be required to present the inoculation certificate issued by the Puerto Rico Health Department, certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

MASTER'S DEGREE IN SCIENCE IN NURSING WITH SPECIALTY IN MEDICAL SURGICAL AND ROLE IN EDUCATION

OBJECTIVE

The graduated of the Master Degree in Science in Nursing with Specialty in Medical Surgical and Role in Education will carry out a professional education process applying leadership, management, critical thinking and assertive communication skills. The Master in Science in Nursing with Specialty in Medical-Surgical and Role in Education emphasizes the need for education in the profession, human care, teaching and integration of knowledge. The goal is to develop nurse specialists with the following competencies: leadership, creativity, teaching-learning, communication, critical and creative thinking, mathematical and logical reasoning, information literacy, ethical-legal, and respect for diversity. Students will become assertive communicators aware of the importance of distinguishing the needs of different groups, populations and scenarios, be informed of the individual's clinical and psychological development aspects, and work in different teaching scenarios. As graduates, they will also contribute to improve the quality of life in our society.

MINIMUM REQUIREMENTS

21 Core Courses Credits
15 Major Courses Credits
36 Total Credits

CORE COURSES

NURS 5100	HEALTH AND DEFENSE POLICY TO IMPROVE HEALTH OUTCOMES OF THE POPULATION	3
NURS 5110	INFORMATION TECHNOLOGY USED TO IMPROVE QUALITY IN NURSING SERVICES	3
NURS 5120	EVIDENCE-BASED RESEARCH AND PRACTICE	3
NURS 5130	ORGANIZATIONAL AND SYSTEMATIC LEADERSHIP IN NURSING	3
NURS 5200	ADVANCED PATHOPHYSIOLOGY	3
NURS 5210	ADVANCED PHARMACOLOGY	3
NURS 5220	ADVANCED PHYSICAL EXAM	3
		21

MAJOR COURSES

EDUC 6012	TEACHING AND LEARNING STRATEGIES	3
EDUC 6014	LEARNING ASSESSMENT AND EVALUATION	3
NURS 6000	ADVANCE SURGICAL	3
NURS 6010	ADVANCED MEDICAL-SURGICAL I	2
NURS 6011P/ NURS 6011*	ADVANCED MEDICAL-SURGICAL INTERNSHIP I	1
NURS 6020	ADVANCED MEDICAL-SURGICAL II	2
NURS 6021P/ NURS 6021*	ADVANCED MEDICAL-SURGICAL INTERNSHIP II	1
		15

TOTAL CREDITS **36**

For online offering
All courses must be passed with at least a "B" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

This program is designed to prepare graduates to be nurse specialists. In Puerto Rico, nurse specialists must be licensed by the Puerto Rico Board of Nursing. For more information about this licensure, contact the Puerto Rico Board of Nursing, https://orcps.salud.gov.pr/.

For the internship courses students may be required to present the inoculation certificate issued by the Puerto Rico Health Department, certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

MASTER'S DEGREE IN SCIENCE IN NURSING WITH SPECIALTY IN MEDICAL SURGICAL AND ROLE IN MANAGEMENT AND EXECUTIVE LEADERSHIP

OBJECTIVE

Graduates from the Master's Degree in Science in Nursing with Specialty in Medical-Surgical and Role in Management and Executive Leadership will perform administrative and nursing personnel management functions. They will develop their profile as ethical leaders who are assertive communicators and collaborative workers. Furthermore, they will exhibit the skills and knowledge of their profession during case analyses, decision-making, and problem-solving. In their practices and clinical experiences, they will safeguard the legal rights and regulations, as well as the ethical values and respect for diversity in recognition of the needs of different groups, populations, and scenarios within health services.

MINIMUM REQUIREMENTS

21 Core Courses Credits
15 Major Courses Credits
36 Total Credits

CORE COURSES

NURS 5100	HEALTH AND DEFENSE POLICY TO IMPROVE HEALTH OUTCOMES OF THE POPULATION	3
NURS 5110	INFORMATION TECHNOLOGY USED TO IMPROVE QUALITY IN NURSING SERVICES	3
NURS 5120	EVIDENCE-BASED RESEARCH AND PRACTICE	3
NURS 5130	ORGANIZATIONAL AND SYSTEMATIC LEADERSHIP IN NURSING	3
NURS 5200	ADVANCED PATHOPHYSIOLOGY	3
NURS 5210	ADVANCED PHARMACOLOGY	3
NURS 5220	ADVANCED PHYSICAL EXAM	3
		21

MAJOR COURSES

NURS 6000	ADVANCE SURGICAL	3
NURS 6010	ADVANCED MEDICAL-SURGICAL I	2
NURS 6015P/ NURS 6015*	ADVANCED MEDICAL-SURGICAL INTERNSHIP I WITH ROLE IN MANAGEMENT	1
NURS 6020	ADVANCED MEDICAL-SURGICAL II	2
NURS 6025P/ NURS 6025*	ADVANCED MEDICAL-SURGICAL INTERNSHIP II WITH ROLE IN MANAGEMENT	1
NURS 6050	HUMAN RESOURCES DEVELOPMENT IN NURSING MANAGEMENT	3
NURS 6055	FINANCIAL MANAGEMENT IN NURSING SERVICES	3
		15

TOTAL CREDITS **36**

For online offering
All courses must be passed with at least a "B" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 48 weeks.

This program is designed to prepare graduates to be nurse specialists. In Puerto Rico, nurse specialists must be licensed by the Puerto Rico Board of Nursing. For more information about this licensure, contact the Puerto Rico Board of Nursing, https://orcps.salud.gov.pr/.

For the internship courses students may be required to present the inoculation certificate issued by the Puerto Rico Health Department, certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

MASTER'S DEGREE IN INDUSTRIAL ORGANIZATIONAL PSYCHOLOGY

OBJECTIVE

The Master's Degree in Industrial Organizational Psychology program will train students in the development of scientific, theoretical and ethical principles from an organizational management perspective. The program graduate will apply techniques for data management in scientific and critical analysis as a response to human resources and organizational difficulties. In addition, they will apply fundamental psychology skills to explain their effectiveness in industries and organizations.

MINIMUM REQUIREMENTS

19 Credits in Core Courses
26 Credits in Major Courses
45 Total Credits

Core courses:		**Credits**
PSYC 5000	Human Development	2
PSYC 5010	Human Behavior in the Social and Multicultural Environment	3
PSYC 5020	Biological Bases of Behavior	3
PSYC 5040	Statistical Methods Applied to Psychology	3
PSYC 5100	Cognitive-Affective Bases of Behavior	3
PSYC 5120	Research Methodology	3
PSYC 5130	Ethics, Values, and Professional Issues in Psychology	2
		19

Major courses:		**Credits**
PSYC 5030	Topics in Industrial and Organizational Psychology	3
PSYC 5110	Industrial Psychology Advanced Seminar	3
PSYC 5200	Psychological Testing and Assessment	3
PSYC 5220	Evaluation Techniques	3
PSYC 5230	Professional Consulting Seminar	3
PSYC 5240	Current and Global Business Dilemmas	3
PSYC 5210	Organizational Psychology Advanced Seminar	3
		20

This program has available two program options; the student must choose one of the following options prior to enrollment:

***Supervised practicum option[1]**

Aimed at students interested practicing the Psychology Profession and interested in taking the Puerto Rico Psychologists' licensing examination. (Track not available for Online students)

PSYC 5901P	Supervised Practicum I	2
PSYC 6000P	Supervised Practicum II	4
		6

**** Seminar option**

Aimed at students who are not interested in taking the Puerto Rico Psychologist's licensing examination, who will not practice the Psychology Profession and who will not present themselves to the public as psychologist.

PSYC 6000	Industrial and Organizational Psychology Seminar (Capstone)	6
		6

TOTAL CREDITS **45**

All courses must be passed with at least a “B” grade and practicum courses with a “P” (Pass) grade. Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.

[1]
Anyone interested in taking the Puerto Rico Psychologists' licensing examination must enroll in supervised practicum courses that are equivalent to 500 hours in total. According to the Regulations of the Puerto Rico Psychologist Board of Examiners, the number of online courses must not exceed 30% of the total program, and it only applies to courses of a mainly theoretical nature.

In order to comply with this regulation, students enrolled in the supervised practicum track may only take the following five (5) courses in the online modality:

- *PSYC 5010 – 3 credits*
- *PSYC 5030 – 3 credits*
- *PSYC 5040 – 3 credits*
- *PSYC 5130 – 2 credits*
- *PSYC 5240 – 2 credits*

GRADUATE CERTIFICATE IN ACCOUNTING

OBJECTIVE

The Graduate Certificate in Accounting explores accounting and financial information systems, trade laws, auditing techniques, and engages in an in-depth study of cost accounting. These studies will help students to acquire the knowledge and skills needed to occupy an intermediate-level accounting position.

MINIMUM REQUIREMENTS
20 Credits in Major Courses
20 Total Credits

Courses:		**Credits**
ACCE 5000	FINANCIAL ACCOUNTING I	3
ACCE 5005	FINANCIAL ACCOUNTING II	3
ACCE 5010	REGULATIONS	3
ACCE 5020	ADVANCED AUDITING	4
ACCE 5030	ADVANCED COST ACCOUNTING	4
ACCE 5040	TAXES	3
TOTAL CREDITS		**20**

This program is offered online only.
All courses must be passed with at least a "B" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 32 weeks.

GRADUATE CERTIFICATE IN MANAGEMENT AND EDUCATIONAL LEADERSHIP

OBJECTIVE

The Graduate Certificate in Management and Educational Leadership strives to qualify students with the necessary knowledge and skills to effectively perform as managers or administrators in educational or social programs related to public or private institutions. Leadership skills are important to manage and lead effective efforts to promote, within educational scenarios, ethical and moral values through curricular and extracurricular activities.

MINIMUM REQUIREMENTS

18 Credits in Major Courses
18 Total Credits

Courses:		**Credits**
EDUC 5220	HUMAN RESOURCES ADMINISTRATION	3
EDUC 5230	INSTRUCTIONAL LEADERSHIP IN EDUCATIONAL SCENARIOS	3
EDUC 5240*	ETHICAL AND TRANSFORMATIONAL LEADERSHIP	3
EDUC 6010	SEMINAR ON PROCESSES AND CONTROVERSIAL ISSUES IN EDUCATIONAL MANAGEMENT	3
EDUC 6025	LEADERSHIP FOR DIVERSITY	3
EDUC 6050	INTEGRATIVE SEMINAR IN EDUCATION	3
TOTAL CREDITS		**18**

This program is offered online only.
All courses must be passed with at least a "B" grade.
**This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 32 weeks.

GRADUATE CERTIFICATE IN ONLINE EDUCATION

OBJECTIVE

The Graduate Certificate in Online Education strives to qualify educators in the design and assessment of online teaching. The creation of learning communities in virtual spaces serves as strategy to obtaining accessible information that will enable students to learn the most advanced teaching methodologies and strategies to offer technological training processes at different levels. By using innovative educational models based on the new information technologies, we aim to develop professionals with the necessary knowledge, competence, and skills to develop online courses.

MINIMUM REQUIREMENTS

18 Credits in Major Courses
18 Total Credits

Courses:		**Credits**
EDUC 5200	THEORIES, PRINCIPLES, AND PROCESSES GOVERNING THE DESIGN OF EDUCATIONAL PROGRAMS	3
EDUC 6205	ONLINE LEARNING FOR EDUCATORS	3
EDUC 6210	LEARNING ASSESSMENT IN ONLINE EDUCATION	3
EDUC 6215	INSTRUCTIONAL DESIGN AND ONLINE TEACHING	3
EDUC 6220	LEARNING COMMUNITIES AND VIRTUAL EDUCATION	3
EDUC 6050	INTEGRATIVE SEMINAR IN EDUCATION	3
TOTAL CREDITS		**18**

This program is offered online only.
All courses must be passed with at least a "B" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 32 weeks.

GRADUATE ACADEMIC PROGRAMS INFORMATION

MASTER'S DEGREE PROGRAMS ADMISSION REQUIREMENTS

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

1. Complete and submit an application for admission.
2. Meet the minimum grade point average (GPA) and other requirements indicated in the **Admission and Transfer Requirements Table for Graduate Programs.**
3. Submit a transcript from the institution where the student is transferring from. A final transcript must be received within a period of no more than forty-five (45) calendar days from the initial date of the first academic term.
4. 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 Academic Dean / Academic Director of the location to which the student is applying.
5. Students who don't comply with any one of these admission requirements will not be considered for admission into the program.

GRADUATE TRANSFER STUDENTS

A graduate transfer student is one who enters NUC University for the first time and has taken graduate courses at another accredited institution, whether he intends to transfer course(s) or not.

Admission Requirements for Graduate Transfer Students

To apply for admission as a graduate transfer student, the following conditions must be met:

1. Complete and submit an application for admission.
2. Meet the minimum grade point average (GPA) and other requirements indicated in the Admission and Transfer Requirements Table for Graduate Programs.
3. Submit a transcript from the institution where the student is transferring from. A final transcript must be received within a period of no more than forty-five (45) calendar days from the initial date of the first academic term.
4. 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 Academic Dean / Academic Director of the location to which the student is applying.

Transfer Courses Procedure for Graduate Students

1. The student must complete the Request Form for Transfer Courses.
2. The process request for transferring courses must be generated by the student during the admission process and in a period of not more than forty-five (45) calendar days from the admission date to their first academic term; after that deadline no new requests will be accepted.
3. The Registrar's Office will only accept one (1) application for transfer courses and one (1) reconsideration or appeal to that request.
4. Those students with transferred courses from other institutions must present the transcript from each institution in order to transfer courses. A copy of the catalog, syllabus or any other document may be required to verify the credit hours, content and duration of courses.
5. The transfer of courses will be done taking into consideration the official transcript(s) received. The student may request a preliminary evaluation with a copy of the transcript(s). Each course will be evaluated with their corresponding courses equivalency at NUC.
6. The student is accountable for following up that the documents arrive in a timely manner to the Registrar's Offices, specifically official transcript of all courses that transfer is requested for. If the student's record reaches the Registrar's Office with no official documents for transfer of courses, the registrar officer will place a *Hold* status within the Student Management System, which will restrict

the student's enrollment for the next academic term. The *Hold* can be removed only if the official TC is received or if the student enrolls in those courses that he had requested to be transferred, in the next term, according to availability.

7. If a student presented problems when completing the application, to obtaining his official transcript, he can be granted an extension to the transfer course period. The extension will be for about 15 additional working days from the date of application.
8. The maximum amount of credits to be transferred will be six (6) credits. Those courses must be approved by an accredited institution with a minimum grade of B and approved within the last six (6) years.
9. The transferability of graduate credits is not guaranteed unless there is evidence that the degree level and competencies of the course to be transferred are equivalent to the degree level and competencies of a graduate course at NUC.
10. The Registrar's Office will notify students which courses have been accepted for transfer.
11. The student may submit a written appeal to the Academic Dean / Academic Director if in disagreement with the decision in a period no longer than ten (10) working days from the receipt of the notification.
12. Transferred courses will be reflected without grade in the student transcript. These courses will affect the percentage of credits attempted vs those approved.
13. NUC does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.

ADMISSION AND TRANSFER REQUIREMENTS TABLE FOR GRADUATE PROGRAMS

Grade Level	Admission Index	Transfer Admission Index	Other requirements
All Master's Degrees in Business Administration	2.50 points	GPA 2.50 Minimum 6 approved credits Minimum Grade B	1. 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. 2. Online students must have computer literacy and a valid e-mail address. 3. Meet all general admission and transfer requirements.
Master Degree in Education with specialty in Educational Leadership	3.00 points	GPA 3.00 Minimum 6 approved credits Minimum Grade B	1. 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. 2. Two letters of recommendation from professors or other professionals. 3. Interview with the Program Director or Academic Dean. 4. Online students must have computer literacy and a valid email address. 5. Meet all general admission and transfer requirements.
Master's Degrees in Education with specialty in: Curriculum / Assessment and Effectiveness	2.50 points	GPA 2.50 Minimum 6 approved credits Minimum Grade B	1. 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. 2. Two letters of recommendation from professors or other professionals. 3. Interview with the Program Director or Academic Dean. 4. Online students must have computer literacy and a valid email address. 5. Meet all general admission and transfer requirements.

Grade Level	Admission Index	Transfer Admission Index	Other requirements
Master's Degree in Information Technology	2.50 points	GPA 2.50 Minimum 6 approved credits Minimum Grade B	1. Have a bachelor's degree in Information Technology, Computer Sciences or other technology related bachelor's degree from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin. 2. If the bachelor degree in non-technology related, student must have completed at least one (1) course in each of the following three areas at the undergraduate level, prior to be admitted in the master's degree: • Operating Systems and Architecture • Network Fundamentals • Data Base Design 3. Online students must have a computer, computer literacy and a valid email address. 4. Meet all general admission and transfer requirements.
All Master's Degrees in Science in Nursing	2.50 points	GPA 2.50 Minimum 6 approved credits Minimum Grade B	1. Have a bachelor's degree in Science in Nursing from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin. 2. Have and present evidence of active and permanent License of General Nurse (BSN) in U.S. or P.R. The student must maintain the license active during the time of study. 3. Interview with the Program Director, Coordinator or Academic Dean. 4. Two letters of recommendation from teachers or other professionals. 5. Professional resume. 6. Must have computer literacy and a valid email address. 7. Meet all general admission and transfer requirements.
Master's Degree in Industrial Organizational Psychology	2.50 points	GPA 2.50 Minimum 6 approved credits Minimum Grade B	1. 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. 2. Submit an essay in an assigned topic. 3. Interview with the Program Director/Coordinator or Academic Dean. 4. Students must have computer literacy and a valid email address. 5. Meet all general admission and transfer requirements. 6. Read and sign the Special Requirements Orientation Certification. ***Note:*** *Students interested in applying for the Puerto Rico Psychologists' licensing examination must enroll in supervised practicum courses that are equivalent to 500 hours in total. According to the Regulations of the Puerto Rico Psychologist Board of Examiners, the number of online courses must not exceed 30% of the total program, and it only applies to courses of a mainly theoretical nature.*

Grade Level	Admission Index	Transfer Admission Index	Other requirements
Graduate Certificate in Accounting	2.50 points	GPA 2.50	1. Have a bachelor's or master's degree in accounting from an accredited institution recognized by the US Department of Education or by an official agency from the country of origin., or, 2. Have a bachelor's or master's degree in any area of concentration and where the official school transcript proves the completion of nine (9) credits in accounting courses. These courses should have been approved with a minimum grade of C in undergraduate courses, or a minimum grade of B in graduate courses.

Grade Level	Admission Index	Transfer Admission Index	Other requirements
Graduate Certificate in Management and Educational Leadership	2.50 points	GPA 2.50	1. 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. 2. Meet all general admission and transfer requirements.
Graduate Certificate in Online Education	2.50 points	GPA 2.50	1. 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. 2. Meet all general admission and transfer requirements.

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 the minimum grade point average as indicated in the **Graduation Requirements Table for Graduate Programs** 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 must be completed and submitted to Registrar's Office before the deadline established in the academic calendar. 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 programs, must complete a separate application for each program and will receive two diplomas.

GRADUATION REQUIREMENTS TABLE FOR GRADUATE PROGRAMS

Grade Level	Minimum grade point average for graduation	Minimum grade needed to approve courses
All Master's Degrees in Business Administration	GPA 3.00	All courses should be approved with a minimum grade of B.
All Master's Degrees in Education	GPA 3.00	All courses should be approved with a minimum grade of B.
Master's Degree in Information Technology	GPA 3.00	All courses should be approved with a minimum grade of B.
All Master's Degrees in Science in Nursing	GPA 3.00	All courses should be approved with a minimum grade of B.
Master's Degree in Industrial Organizational Psychology	GPA 3.00	All courses should be approved with a minimum grade of B, and practicum courses with a "P" (Pass) grade.
All Graduate Certificates	GPA 3.00	All courses should be approved with a minimum grade of B.

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.

GRADUATION WITH HONORS

In recognition of high achievement, certificates or medals will be awarded using the Grade Point Average for Graduation calculation as defined on page 75 to those students who graduate from the Master's Degree program as follows:

4.00 Academic Excellence

Standards of Satisfactory Academic Progress (SAP) for Academic Graduate Programs

The SAP Policy for graduate students is the same as for undergraduate students and can be found on pages 57-61. For the SAP charts related to graduate programs please see below.

SATISFACTORY ACADEMIC PROGRESS CHARTS FOR STANDARD TERMS

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

MASTER'S DEGREES

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Master's Degree in Business Administration	39	59	3.00	66.66%
Master's Degree in Business Administration with Specialty in Digital Marketing	39	59	3.00	66.66%
Master's Degree in Business Administration with Specialty in Planning and Strategy	39	59	3.00	66.66%
Master's Degree in Education with Specialty in Curriculum	39	59	3.00	66.66%
Master's Degree in Education with Specialty in Educational Leadership	39	59	3.00	66.66%
Master's Degree in Business Administration with Specialty in Human Resources	39	59	3.00	66.66%
Master's Degree in Education with Specialty in Assessment and Effectiveness	39	59	3.00	66.66%
Master's Degree in Information Technology	39	59	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Education	36	54	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Medical- Surgical and Role in Education	36	54	3.00	66.66%
Master's Degree in Science in Nursing with Specialty in Medical- Surgical and Role in Management and Executive Leadership	36	54	3.00	66.66%
Master's Degree in Industrial Organizational Psychology	45	68	3.00	66.66%

GRADUATE CERTIFICATE

Program	Program Credits	Maximum Time to Complete Program Credits	Minimum GPA	Minimum pace (Credit hours completed / Credit hours attempted)
Graduate Certificate in Accounting	20	30	3.00	66.66%
Graduate Certificate in Management and Educational Leadership	18	27	3.00	66.66%
Graduate Certificate in Online Education	18	27	3.00	66.66%

GRADUATE PROGRAMS COURSE DESCRIPTIONS

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ACCE 5000: Financial Accounting: 3 credits
In this course, students will evaluate the framework for the financial reporting of business entities, government entities, and other nonprofit organizations. They will apply the Generally Accepted Accounting Principles in the United States (US GAAP) to prepare financial statements and their corresponding supporting documents, which include the classification of accounts and the record of information in the subsidiary ledger and in the general ledger. In addition, they will deduce the differences between the financial statements prepared by US GAAP, the International Financial Reporting Standards (IFRS), and the Government Accounting Principles issued by the Governmental Accounting Standards Board (GASB).

ACCE 5005: Financial Accounting II: 3 credits
In this course, students will apply accounting principles generally accepted in the United States (US GAAP) for the recording, valuation, calculation, and presentation of specific transactions and their disclosures. They will examine accounting processes related to business combination and leasing. Additionally, students will evaluate the financial reporting framework for governmental entities and non-profit organizations.

ACCE 5010: Regulations: 3 credits
In this course, students will examine commercial laws that apply to businesses, contracts, and agents, as well as the main government regulations for workers. They will evaluate the federal tax procedures with which professionals in the accounting field must comply. They will also identify the characteristics of the various business structures, along with their advantages and disadvantages. In addition, they will analyze the concepts related to the professional and ethical responsibilities of accountants in the tax practice.

ACCE 5020: Advanced Auditing: 4 credits
In this course, students will evaluate the auditing standards promulgated in the United States of America for public and private companies, government entities, nonprofit entities, and employee benefit plans. They will apply standards related to assurance and limited assurance contracts, as well as standards for performing accounting and review services. Students will likewise examine study material on auditing topics from the Uniform Certified Public Accountant Examination taken by accountants.

ACCE 5030: Advanced Cost Accounting: 4 credits
In this course, students will integrate concepts used in cost accounting, as well as cost behavior, administration, accumulation, and synthesized reports of organizational activities with an emphasis on manufacturing businesses. They will evaluate the usefulness of financial tools provided to management with the explanation of cost behavior. Students will interpret systems for cost recording, especially in manufacturing businesses, recognizing their application to trading and service businesses. They will develop a strategic financial plan for the benefit of managers, its use being a fundamental tool for the achievement of set goals and global competitiveness.

ACCE 5040: Taxes: 3 credits
In this course, students will apply tax procedures and aspects from legal and administrative sources of federal income taxes, according to the federal Internal Revenue Code. Additionally, they will evaluate elements of individual income tax and the valuation of property transactions. Students will analyze tax structure and treatment of corporations and societies. Furthermore, they will examine tax fundamentals for estates, trusts, and gifts.

EDUC 5100: Educational Research Methods: 3 credits
In this course, students will evaluate research processes, methods, and designs. They will analyze research as knowledge managers in order to improve the educational processes. They will evaluate studies that integrate qualitative and quantitative foci and are useful for decision-making in the field of education. Finally, they will develop an educational research proposal.

EDUC 5110: Psychosocial Foundations of Education: 3 credits
In this course, students will analyze the learning process of pupils from the point of view of the main schools of thought in psychology and sociology that influence education. They will examine aspects that influence the psychosocial and moral development of the pupil taking into account social diversity and school culture. They will evaluate the relationship between social change and education, as well as the impact of psychosocial and cultural factors on the school environment and the educational system.

EDUC 5120: Organizational Behavior and Change: 3 credits
In this course, students will evaluate organizational behavior theories and their implications in achieving the vision and goals of the institution. Likewise, they will examine the importance of organizational change models and organizational culture in promoting the maximum efficiency of educational institutions. They will argue on the role of educators in the processes of change and organizational development of different learning environments. Additionally, they will value respect towards diversity, equity, teamwork, motivation, and the effects of decision making in institutional effectiveness.

EDUC 5140: Administration of Special Education Programs: 3 credits
In this course, students will evaluate the role of the educator and support staff during the processes of intervention, diagnosis, and assessment of students with disabilities. They will analyze the core concepts and the thirteen disability categories addressed in the special education program, as well as the legal basis that regulate it. In addition, students will apply new trends and practices in special education through case analyses. Furthermore, they will integrate the regulations and procedures established in the educational setting that guarantee and promote the academic, social, transitional, and behavioral development of students with disabilities.

EDUC 5200: Theories, Principles and Processes Governing the Design of Educational Programs: 3 credits
In this course, students will analyze the curricular basics, principles, concepts, models, and theories applied to the educational setting. Students will also evaluate the elements and resources to produce changes in the development of new educational programs of the 21st century. Lastly, students will design a curricular guide that responds to an educational program that considers, among other things, context analysis, evaluations, educational processes, learning styles, and innovative instructional strategies for a program.

EDUC 5210: Ethical and Legal Aspects of Education: 3 credits
In this course, students will critically evaluate the ethical and moral concepts, as well as the professional standards, of educational leadership. They will analyze the legal foundations that intervene and regulate the public and private education system in the United States of America and their ramifications in the territories or commonwealths. They will examine a variety of case laws in order to value the importance of ensuring due legal process in their career. They will apply relevant laws and concepts to the role of the educator with the aims of improving the educational environment in order to foster the best academic achievement for the students.

EDUC 5220: Human Resources Administration: 3 credits
In this course, students will analyze the basic concepts of human resources administration and its importance in the educational context. They will value an administration that promotes equal opportunities and acceptance of diversity. Students will evaluate the role and competencies of the educator in a dynamic, competitive, and globalized environment. Students will responsibly interpret federal and state labor laws affecting human resources management in contemporary educational organizations.

EDUC 5230: Instructional Leadership in Educational Scenarios: 3 credits
In this course, students will analyze the necessary skills for the professional development of the school principal as an instructional leader. In addition, they will assess the importance of the professional standards of managers and teachers in setting and achieving goals. Students will also develop action plans based on scientifically-based models for the continuous improvement of the school and all students.

EDUC 5240: Ethical and Transformational Leadership: 3 credits
In this course, students will analyze the evolutional development of the educational leadership concept. Likewise, they will distinguish between the ethical, transactional, transformative, and negative leadership styles and their application in effective contemporary organizations. Moreover, they will implement decision making, changes, and sustainability processes, as well as strategic thinking and promoting of a vision of future. This course includes the use of simulator.

EDUC 6000: Educational Supervision: 3 credits
In this course, students will combine the theoretical, material, and human structure of the school through effective supervision models and styles. They will promote the development of teachers through the integration of innovative strategies focused on their professional growth and the improvement of academic management. *(Pre-requisite: EDUC 5230)*

EDUC 6010: Seminar on Processes and Controversial Issues in Educational Management: 3 credits
In this course, students will examine the role of an educational administrator executing his duties in accordance with the vision, mission, goals, and objectives of an educational organization. They will also evaluate controversial issues and problems in educational management, legislation, and reform. Students will analyze the characteristics of new generations and the impact of technological advances on the educational system. Finally, they will develop an integration project to improve the school climate in an educational organization.

EDUC 6012: Teaching and Learning Strategies: 3 credits
In this course, students will design and adapt important lessons for multiple learning environments. They will also examine how to effectively integrate technology tools, and design lessons that meet the diverse students' learning needs.

EDUC 6014: Learning Assessment and Evaluation: 3 credits
In this course, students will describe the basic fundamentals of the learning assessment process and its relationship with the educational process; evaluate assessment strategies used to evaluate students' learning; analyze how to use assessment results as a means to improve student learning; design assessment techniques that best respond to the educational objectives and goals planned in the teaching-learning process; and develop a student learning assessment plan.

EDUC 6015: Field Experiences in the Educational Scenario I: 3 Credits
In this course, students will integrate aspects of the educational setting and its administrative and pedagogical processes in an authorized educational center, from the perspective of a future leader. They will apply techniques and strategies for collecting information from different aspects and components of the educational setting to contribute to the continuous improvement of the educational center. Additionally, they will reflect on their professional practice in a school setting for their preparation as future educational leaders. *(Pre-requisites: EDUC 5100, EDUC 5110, EDUC 5120, EDUC 5140, EDUC 5200, EDUC 5210, EDUC 5220, EDUC 5230, EDUC 5240)*

EDUC 6025: Leadership for Diversity: 3 Credits
In this course, students will analyze the challenges of the educational leader in the face of social and individual diversity within a multicultural global context. They will evaluate the main theories on leadership and their contribution to the development of inclusive educational environments focused on respect for diversity and based on equity principles. They will assess the role of the leader in the implementation of leadership styles that contribute to the development of inclusive educational organizations in multiple societies.

EDUC 6035: Field Experiences in the Educational Scenario II: 3 Credits
In this course, students will integrate the theories of instructional and administrative leadership into their practice in an educational setting. They will plan integration activities in order to improve the school climate and educational equality using appropriate specialized technology. They will formulate solutions to ethical, legal, and work-related problems and their effect on the decision-making process in current educational settings. *(Pre-requisites: EDUC 6015)*

EDUC 6050: Integrative Seminar in Education: 3 credits
In this course, students will integrate the theories and principles of educational leadership into the analysis of cases or situations related to the role of educational leaders in various educational settings. They will argue about the trends in 21st-century education related to curriculum, the teaching and learning process, and the evaluation of students and human resources, keeping the established policies and laws within their proper perspective. Lastly, they will create an innovative project according to their area of work, in which they will consider an existing problem and its possible solutions in a particular educational setting.

(Pre-requisites for Assessment and Effectiveness: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6060, 6225, 6230, 6240.) (Pre-requisites for Curriculum: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 6200, 6240, 6260, 6060.) (Pre-requisites for Educational Leadership: EDUC 5100, 5110, 5120, 5140, 5200, 5210, 5220, 5230, 5240, 6010, 6025.)

EDUC 6060: Planning and Evaluation: 3 credits
In this course the student will examine the operational considerations related to educational planning and development. They will study elements that allow them to properly develop a plan, program or educational project. They will be trained to lead in the exercise of planning and educational development.

EDUC 6200: Curriculum Design and Planning: 3 credits
In this course the student will discuss the fundamentals of instructional design and curricular planning. It will cover the diverse approaches and theoretical models in instructional design. They will apply strategies for the design of lectures through the comparative study of different curricular designers. They will also create and evaluate an instructional module with teaching material that qualifies it for use in a teaching-learning process.

EDUC 6205: Online Learning for Educators: 3 credits
In this course, students will discuss the history, theoretical foundations, and current modalities of distance learning. They will examine learning strategies, instructional design models, and current online course classifications. Finally, they will develop a learning module or object, applying an instructional design model and integrating of authorship tools or learning management systems platforms (LMS).

EDUC 6210: Learning Assessment in Online Education: 3 credits
In this course, students will analyze the fundamentals of assessment and its importance in educational processes. Additionally, they will evaluate assessment types and their relevance according to the goals and objectives of the institution. Students will identify appropriate technological tools for carrying out distance learning assessment processes. They will also create an institutional assessment plan to strengthen learning in online education.

EDUC 6215: Instructional Design and Online Teaching: 3 credits
In this course, students will analyze the instructional design fundamentals for the development of effective online teaching processes. They will create learning activities, evaluations, assessments, as well as educational materials according to the methodological models of effective learning theories for students in virtual and online environments. Moreover, they will justify their design decisions and the selection of appropriate technological tools for this learning and teaching environment. *(Pre-requisite: EDUC 6200)*

EDUC 6220: Learning Communities and Virtual Education: 3 credits
In this course, students will analyze the theory and pedagogical foundations of learning communities. Additionally, they will evaluate methods, necessary transformation processes, and possible activities for their creation. Finally, they will create a plan for the development of a virtual learning community, supported with technological resources for the educator.

EDUC 6225: Fundamentals of Assessment and Effectiveness: 3 credits
In this course the student will discuss the basic fundamentals of the assessment process and its relationship with the educational process. They will evaluate assessment strategies used to determine the effectiveness in the processes. They will analyze how to use the assessment results as a way to improve student learning and process effectiveness. They will design assessment techniques that best respond to the academic objectives and goals planned in the teaching-learning process, and also develop a learning assessment plan.

EDUC 6230: Effectiveness in Higher Education: 3 credits
In this course the student will discuss the historical development of higher education as well as the advantages and challenges it represents at the time to evaluate the effectiveness of a higher education institution. They evaluate the effectiveness of the academic, administrative and fiscal structures in higher education institutions. Additionally, they will consider assessment as a tool to evaluate, improve and evidence the effectiveness of higher education. *(Pre-requisites: EDUC 5120, 5220)*

EDUC 6240: Evaluation of the Teaching-Learning Process: 3 credits
In this course the student will analyze the theory fundamentals that support the processes and procedures of an assessment cycle for the teaching-learning process. They will plan and execute assessment activities to identify, modify and promote effective strategies for the teaching-learning process. They will develop measuring, evaluation and assessment instruments and analyze and inform the results obtained. They will also justify the actions to take based on the results and findings obtained in the assessment cycle of a teaching- learning process. *(Pre-requisites: EDUC 6225)*

EDUC 6250: Assessment of Educational Programs and Systems: 3 credits
In this course the student will analyze the programmatic and systematic assessment, measuring, evaluation and assessment processes for academic programs or educational systems. It will explain the theories and techniques for the assessment of administrative and management processes and procedures of an academic program or educational systems. They will plan and develop instruments for these that respond to the philosophy and purpose they are based on. Additionally, they will propose corrective measures based on results from the assessment cycle regarding the administrative or management processes of academic programs and educational systems. *(Pre-requisites: EDUC 5200, 5210, 5140, 5100, 6060, 6225)*

EDUC 6260: Theories and Principles of Curriculum in Contemporary Education: 3 credits
In this course the student will analyze the curricular theories and principles that sustain modern education. They will examine and describe various curricular design models from a philosophical, psychological, historical, scientific and contemporary perspective. They will research educational theories and implications that influence the development of curricular content. Additionally, they will develop a curricular unit that responds to the educational needs and principles of an academic institution.
(Pre-requisites: EDUC 5200, 6240)

EDUC 6265: Curriculum and Leadership: 3 credits
In this course the student will discuss the curricular development processes and how educational psychology affects said processes. They will examine teaching and curricular evaluation models. They will prepare a curricular evaluation and explain its importance for the process of institutional accreditation. They will also evaluate the relationship between curricular development and leadership in an educational organization to achieve an ideal teaching-learning process.

EDUC 6280: Leading Educational Organizations: 3 credits
In this course, students will evaluate the components of leadership by examining the competencies of the leader of an educational organization. They will justify the elements of self-management as efficient agents for transformational leadership, and investigate several leadership models for educational organizations. Students will discuss educational reform processes and the challenges of education in the 21st century. They will design a profile for an effective organizational leader who can promote and develop the goals and objectives of the organization. Likewise, they will develop intervention proposals aimed at managing those challenges faced by education in the 21st century.

HURE 6010: Organizational Design: 3 credits
In this course the student will analyze the evolution of the Organizational Design Theory. Additionally, they will evaluate the nature of organizations and their interaction with the elements of a dynamic environment. They will discuss the advantages and disadvantages of the main models of organizational design. They will compare and contrast the organizational change and knowledge management concepts.
(Pre-requisites: MBA 5030)

HURE 6020: Labor Law: 3 credits
In this course the student will examine the rights and duties that exist in employer-employee relationships. They will discuss the legal requirements that prohibit discriminatory practices in the workplace. They will also examine the processes and obligations of each of the parts in the organization of a union and in the process of collective negotiation in private businesses.
(Pre-requisites: MBA 5030)

HURE 6030: Development of Human Resources Policies: 3 credits
In this course the student will discuss the fundamental politics for human resources practices. They will evaluate the context and planning of human resources for an organization. They will create, prepare and review the politics applicable to the design of job positions, recruitment and selection processes, training and instruction plans, development assessment and conflict management, among others. Additionally, they will discuss the impact of hiring expats in the development of human resources' politics for an organization.
(Pre-requisites: MBA 5030)

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 time value of money 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 discuss project management theory, analyze the life cycle of a project, starting with identifying needs and developing a proposal, and will use technological tools to apply during the processes of planning, management, and closing a project. In addition, they will examine successful risk management processes, as well as reporting the results.

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 6000: Business Administration Integrating Seminar (Capstone): 3 credits
In this course the student will analyze inputs coming from the functional areas of the organization and will integrate the strategic plan. This analysis will lead the student to make financial, operational and market decisions to generate sustainable competitive advantages. In addition, the student will prepare oral and written reports about the performance of a business. *(This course includes the use of simulator.)*

(Pre-requisites: MBA 5000, 5010, 5020, 5030, 5040, 5050, 5240, STAT 5210 or MBA 5000, 5010, 5020, 5040, 5050, 5240, STAT 5210)

MIT 5000: Information Technology Management: 3 credits
In this course, students will analyze how to manage Information Technologies (IT) and Information Systems to tackle the needs of a company and improve its competitive position. They will evaluate the fundamental principles and practices indicated to strategically use and manage information, to become well-informed and competent IS participants. In closing, students will assess the importance of IS and IT in the problem solving and decision-making processes, in order to contribute to the digital transformation and business strategy of the company.

MIT 5010: Operating Systems Administration: 3 credits
In this course, students will analyze the basic characteristics of the infrastructure of a computer, as well as the structure of different types of operating systems and their evolution in the business context. In addition, they will develop an operating systems management plan using diverse applications. They will also choose the necessary protection and safety requirements to manage an operating system. Lastly, students will contrast the characteristics and structures of the Windows and UNIX/Linux operating systems.

MIT 5020: Data Collection and Modeling: 3 credits
In this course, students will analyze concepts related to the general architecture of data warehouse systems, including data marts. They will discuss business intelligence (BI) concepts, such as online analytical processing (OLAP) and data mining. Students will describe the business drivers used to take decisions regarding investment in data warehousing, and the data modeling techniques used to design transactional databases. Likewise, they will apply the knowledge acquired during the course using a database management system to build a physical model.

MIT 5030: Networks Architecture and Administration: 3 credits
In this course, students will analyze the concept framework for the strategic planning to design a network architecture and its communication protocols. They will evaluate in detail the reference models and protocol specifications. In addition, students will research the emerging technologies for servicing diverse networks. They will also, integrate the best practices in security, privacy, and ethics to the information systems strategic planning and service management process.

MIT 5040: IT Service Management: 3 credits
In this course, students will analyze IT service management for external clients and internal users at the macro level in alignment with ITIL® 4 edition, which comprises the set of guidelines of the best practices worldwide to manage IT services in public and private organizations. They will apply a strategic approach to the design, delivery, management and improvement of IT services within an organization to add value to their clients. They will evaluate the service value chain and management practices to assure that all processes, interested parties, and technology are the most adequate for the organization to fulfill its business goals. *(Pre-requisite: MIT 5000)*

MIT 5050: Data and Information Analysis: 3 credits
In this course, students will analyze concepts, tools and methods related to Big Data Analytics. They will discuss different strategies to collect, process and use the enormous amounts of data available in numerous public sources. In addition, they will use technology to implement the processes involved in the collection, extraction, analysis, and visualization of data, as well as in the interpretation of results.
(Pre-requisite: MIT 5020)

MIT 5060: Leadership and Ethical Issues in Information Technology: 3 credits
In this course, students will analyze the management skills needed to lead Information Technology (IT) teams and departments. They will examine several organizational structures used in the information technology environment. Likewise, they will integrate leadership strategies and tactics for high-yield teams operating in dynamic settings. Furthermore, students will demonstrate the efficient use of leadership in the analysis of ethical aspects relevant to business management.

MIT 5070: Strategic System Analysis and Design: 3 credits
In this course, students will examine the role of the system analyst, the types of information systems, the Systems Development Life Cycle (SDLC), and the company's requirements and specifications. They will also apply strategies for the proper management of said requirements and specifications. In addition, students will evaluate different methodologies applied to information systems, in order to design a proposal with functional recommendations to provide viable solutions, based on the specific company needs.
(Pre-requisites: MIT 5010, 5030)

MIT 5080: Information Technology Security: 3 credits
In this course, students will research different vulnerability scenarios of computer information systems with the objective of implementing solutions to security issues in the system operations and networks. They will also assess security risks to implement planning, recovery and business continuity plans in the eventuality of a natural or human-caused disaster. Lastly, students will analyze policies and legal aspects relevant to network security. *(Pre-requisites: MIT 5010, 5030)*

MIT 5200: Information Technology Project Management: 3 credits
In this course, students will analyze management principles focused on the planning and execution of Information Technology (IT) projects. They will evaluate theoretical fundamentals for project planning, such as scope and resources management; cost development and schedules; risk and change management; and using earned value analysis for project control in project management. Students will also analyze human resources management when planning and executing projects, and examine project management techniques that are essential for the success of technology-driven organizations. Finally, students will analyze current trends that affect IT project management, such as globalization, virtual teams, and outsourcing.

MIT 5220: Virtualization and Cloud Computing: 3 credits
In this course, students will analyze concepts related to cloud computing and computer services offered through the internet. They will develop a plan for the implementation, configuration, and management of the different types of services associated with virtual machines, servers, networks, and web applications. In addition, they will set up virtual servers, storage services, and virtual network traffic routing with security groups.

MIT 5240: Information Technology Auditing: 3 credits
In this course, students will examine the principles of business information technology auditing and the need for maintaining effective internal controls to guarantee they work properly. They will analyze the standards and regulations applicable to the auditing process. They will evaluate the audit lifecycle for different information technology (IT) systems, such as the operating system, databases, and web and desktop applications, among other. On the other hand, they will create auditing plans based on the security risk assessment and on the results from using vulnerability scanning tools. Besides, they will present the results from these assessments through reporting. Similarly, students will create business continuity and disaster recovery plans. *(Pre-requisite: MIT 5080)*

MIT 6000: Information Technology Seminar (Capstone): 3 credits
In this capstone seminar, students will apply the skills acquired during the Information Technology master's degree program. They will examine the needs and challenges of the information systems (IS) for the strategic planning of information technologies (IT) in an organization. On the other hand, they will evaluate the organizational goals in order to propose solutions to IT-related challenges. In addition, they will set up the management of an IT project in each of its stages to ethically incorporate possible solutions to security and business collaboration issues.
(Pre-requisites: MIT 5000, 5010, 5020, 5030, 5040, 5050, 5060, 5070, 5080, 5200, 5220, 5240)

MKTG 6010: Online Strategic Marketing: 3 credits
On this course the student will analyze strategies that will allow the organization to have commercial presence on the Internet. They will justify the use of technology in online communication for marketing purposes and the importance of its commercial presence on the Internet. Likewise, they will develop a strategic online marketing plan, taking into consideration the important of legal aspects, intellectual property and the ethics that are associated to strategic decisions when using communication channels on the web. *(Pre-requisite: MBA 5010)*

MKTG 6020: Online Advertising and Promotion: 3 credits
On this course the student will justify the methods for measuring the effectiveness of advertising and promotion strategies on social media. They will discuss the factors that influence the promotional mix and its relation to sales and competition in the market, while meeting legal regulations and ethical principles. Likewise, they will design a promotional plan for social media.

MKTG 6030: Social Media: 3 credits
On this course the student will analyze and apply the main marketing concepts and theories on social media. They will evaluate different social media and their function as a communication platform for organizations. They will analyze consumer participation as part of a brand or service. Also, they will develop a strategic marketing plan for a product or service on social media. (This course includes the use of simulator.)
(Pre-requisite: MBA 5010)

MKTG 6040: Online Marketing Distribution Channels: 3 credits
On this course, the student will analyze the characteristics and the scope of different online marketing channels and will choose the most convenient online tools for creating a marketing program, based on the objectives and goals of the organization. They will explore the use of different web tools with the purpose of commercializing products and services, as well as supporting general activities of the marketing department. *(Pre-requisite: MBA 5010)*

NURS 5100: Health and Defense Policy to Improve Health Outcomes of the Population: 3 credits
In this course, students will analyze the history and development of Health Services policies globally. They will evaluate the economic impact on policies, procedures and rights in the provision of services in public or private health systems. They will examine the procedures, patterns and paradigms of the new health care models and the role of the nursing professional.

NURS 5110: Information Technology Used to Improve Quality in Nursing Services: 3 credits
In this course, students will discuss how IT competencies and skills have been integrated into the role of the nursing professional; and examine the main topics related to nursing informatics, patient quality and safety, and other topics relevant to the contemporary nursing. They will justify the use of the electronic health record as a tool to promote and improve patient health care. They will analyze the nursing role as an agent of change in the adoption of new technologies.

NURS 5120: Evidence-Based Research and Practice: 3 credits
In this course, students will analyze the role of research in the professional nursing practice, its principles and evidence-based practice models; evaluate several research methodologies used in the clinical scenario and the role of nursing theories in research and practice; explain the importance of fulfilling human rights in a research process; evaluate research studies and use this process and its results as key elements to improve the quality of evidence-based nursing practice, education, leadership and management. They will elaborate as well a research proposal that responds to a need identified in their practice.

NURS 5130: Organizational and Systematic Leadership in Nursing: 3 credits
In this course, students will learn to exercise effective leadership in a health organization; examine the impact of changes in the health system and the transformation of the nursing profession; evaluate leadership and management theories; and argue about empowerment strategies that help nurses, who have obtained an MSN, to be successful in taking on leadership positions.

NURS 5200: Advanced Pathophysiology: 3 credits
This course allows students to focus on pathological conditions, which are found during the practice throughout the life cycle. It emphasizes the regulatory and compensatory mechanisms related to diseases of higher prevalence, and the development of critical thinking skills that distinguish the relationship between normal physiology and specific alterations caused by injuries or illness.

NURS 5210: Advanced Pharmacology: 3 credits
This course is designed to expand the knowledge of advanced pharmacology in the nursing practice by allowing students to analyze the effects of drugs and examine the general categories of pharmacological agents. Research findings, evidence-based practice, and ethical-legal considerations are discussed. It focuses on the principles of drug action, pharmacokinetics, and pharmacotherapeutics in the context of the advanced nursing practice. The most common drug classifications, indications and evaluation of therapy results are presented.

NURS 5220: Advanced Physical Exam: 3 credits
This course allows advanced practice students to gain the knowledge, skills and ability to provide a safe, proficient, and complete health assessment. It focuses on the advanced knowledge and skills needed for the health assessment and promotion throughout the life cycle. Students will learn to use the advanced diagnostic communication reasoning and physical examination skills to identify changes in acute and chronic health patterns. The emphasis is on a detailed information gathering with a systematic focus on the health assessment and physical examination, and the differentiation, interpretation, and documentation of physical, biological, and psychosocial data throughout the life cycle regarding normal and altered findings.

NURS 6000: Advance Surgical: 3 credits
In this course, the student will analyze pathological conditions which require invasive and noninvasive surgical procedures they encounter in their practice throughout the life cycle. They will discuss surgical anatomy, general nursing perioperative considerations and specific considerations of the operational procedure for each surgical intervention. They will examine technological advances associated with invasive and noninvasive surgical procedures in a hospital, mobile surgical center or medical office. They will explain the guidelines for preoperative and postoperative care, secondary effects and complications, home care, release, follow-up care, psychosocial care and remissions. They will observe particular considerations for pediatric or geriatric patients, traumas and surgeries, as well as for interventions guided through images, complementary and alternative therapies.

NURS 6010: Advanced Medical-Surgical I: 2 credits
In this course, students will discuss and develop the competencies of the medical-surgical nurse specialist in the care of adults and elders with pathophysiological alterations in diverse health scenarios. They will integrate the health assessment, advanced physical examination and diagnostic reasoning skills, and the planning, implementation and evaluation of therapeutic interventions as nurse specialists. They will also analyze cultural and ethical-legal considerations related to adult and elder care; and develop the expertise in advanced nursing management of the following systems: intergumentary, mental health, fluid and electrolyte balance, respiratory and cardiovascular.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, 6000) (Co-requisites: NURS 6011P/NURS 6011 or NURS 6015P/6015)*

NURS 6011P/6011*: Advanced Medical-Surgical Internship I: 1 credit
In this course, students will apply the knowledge of medical-surgical nursing. Their performance will be evaluated taking into consideration the application of clinical judgment, regulatory aspects, and the provision of quality health care and safety. The course includes a 45-hour clinical teaching practice.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, 6000) (Co-requisites: NURS 6010)

NURS 6015P/6015: Advanced Medical-Surgical Internship I with Role in Management: 1 credit
In this course, students will apply the skills and knowledge in medical-surgical nursing, administration, and executive leadership in the different healthcare scenarios. They will integrate planning theories to provide leadership and guidance that promote the growth and success of the different health services organizations. Also, they will implement strategies focused on complying with regulations, service quality improvement, problem-solving through critical thinking, personnel planning, and budget evaluation. This course includes 45 hours of administrative practice.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, 6000) (Co-requisite: NURS 6010)

NURS 6020: Advanced Medical-Surgical II: 2 credits
In this course, students will continue to discuss and develop the competencies of the medical-surgical nurse specialist in the care of adults and elders with pathophysiological alterations in diverse health scenarios. They will integrate the health assessment, advanced physical examination and diagnostic reasoning skills, and the planning, implementation and evaluation of therapeutic interventions as nurse specialists. They will develop the expertise in advanced nursing management of the following systems: endocrine, gastrointestinal, renal, immunological, hematological, oncological, neurological, musculoskeletal, and female and male reproductive systems.

(Pre-requisites: NURS 5100, NURS 5110, 5120, 5130, 5200, 5210, 5220, 6000, 6010, 6011P/6011 or NURS 5100, NURS 5110, 5120, 5130, 5200, 5210, 5220, 6000, 6010, 6015P/6015*) (Co-requisites: NURS 6021P/6021* or NURS 6025P/6025*)*

NURS 6021P/6021*: Advanced Medical-Surgical Internship II: 1 credit
In this course, students will compare the competencies and expectations as medical-surgical nurse specialists in the role of educator in different scenarios: academic, personal development and patient education. They will apply the knowledge and research findings related to the principles of the teaching-learning process, curriculum development, and the effective use of educational technology to design and implement a teaching session. They will also analyze the ethical and legal aspects related to the role of the nurse as educator. The course includes a 45-hour theoretical teaching practice.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, 6000, 6010, 6011P/6011) (Co-requisites: NURS 6020)*

NURS 6025P/6025: Advanced Medical-Surgical Internship II with Role in Management: 1 credit
In this course, students will demonstrate the competences and knowledge of medical-surgical specialized nurses and their role as an administrator and executive leader in the different healthcare scenarios. They will integrate contemporary leadership theories in their proper context and style, according to the organizational culture, current healthcare policies, and governance complexity. Students will apply the results of their research on administration and executive leadership in the personnel and budget planning through the effective integration of technology and IT in the processes. Furthermore, they will analyze the legal and ethical aspects related to their role as administrator and executive leader. This course includes 45 hours of administrative practice.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, 6000, 6010, 6015P/ 6015) (Co-requisite: NURS 6020)

NURS 6035P/6035: The Role of Nursing Educator: Seminar and Internship I: 3 credits
In this course the student will apply concepts and skills in curriculum development, classroom and evaluation methods in an educator role within the student's area of specialization. Also, will plan, guide, use technology in teaching and evaluate learning activities in a variety of educational settings. Promote interprofessional education in educational settings integrating Quality and Safety Education. The course includes 45-hours of teaching practice.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, EDUC 5200, 6012, 6014)

NURS 6045P/6045: The Role of Nursing Educator: Seminar and Internship II: 3 credits
In this course, students will integrate the knowledge and related competitions of the nurse educator's role in various areas: academics, personal development and patient education. They will apply the knowledge and results from research related to principles of the teaching and learning process, curricular development and effective use of educational technology to design and carry out a teaching session. Additionally, they will analyze the ethical and legal aspects associated with the role of the nurse educator. The course includes a 45- hour teaching practice.

(Pre-requisites: NURS 5100, 5110, 5120, 5130, 5200, 5210, 5220, EDUC 5200, 6012, 6014)

NURS 6050: Human Resources Development in Nursing Management: 3 credits
In this course, students will develop the skills and knowledge needed for the effective administration of nursing personnel. They will implement planning, recruiting, selection, retention, and formation practices for the personnel they manage. They will also analyze the labor laws that regulate the nursing practice and the management of employee relations.

NURS 6055: Financial Management in Nursing Services: 3 credits
In this course, students will apply skills of financial administration in the different healthcare scenarios where nursing services are offered. They will analyze the costs, planning, and control of human and fiscal resources of healthcare service businesses or organizations in an ethical-legal context, through the integration of different technological and financial tools. Students will determine the impact of an evidence-based practice and the best practices of administration and financial resources management in the quality of healthcare services.

PLAN 6010: Operations Management: 3 credits
In this course students apply the concepts and skills necessary for the design and selection processes for the management of operations in manufacturing environments and services. They will analyze the importance of proper management of the supply chain to achieve customer satisfaction. They will identify statistical methods for quality control processes.

PLAN 6015: Strategic Management: 3 credits
In this course, students will analyze theoretical concepts and fundamentals of strategic management in different organizations. Additionally, they will analyze three main areas: strategic management models, strategy formulation, and the roles related to strategic management. They will also analyze the management and administration of strategies in organizations.

PLAN 6020: Strategic Planning: 3 credits
In this course, students will analyze the strategic planning theories at a corporate level. They will evaluate the different models of strategic planning from the perspective of its evolution, relevance, importance, and benefits. They will develop a strategic plan in all of its parts. They will analyze the factors that could cause the failure of strategic plans and design strategies to avoid it. They will create a plan to implement strategic plans, evaluation measures, and control mechanisms. *(Pre-requisites: PLAN 6015)*

PLAN 6030: Quantitative Analysis for Decision Making: 3 credits
In this course, students will analyze the theoretical fundamentals for the decision-making process through quantitative means, from an administrative perspective. They will examine different types of prognoses and their use in decision-making. They will apply diverse methods, explain how they work, and interpret results. They will also evaluate various quantitative models and apply simulation techniques for decision-making and problem-solving. *(Pre-requisite: STAT 5210)*

PSYC 5000: Human Development: 2 credits
In this course, students will analyze the main theories about human growth and development. They will evaluate cognitive, personality, physical, and social development areas from the main psychological trends. Finally, they will identify changes in the life cycle from physical, cognitive, and psychological perspectives.

PSYC 5010: Human Behavior in the Social and Multicultural Environment: 3 credits
In this course, students will evaluate how culture shapes our cognitions and behavior. They will analyze the contributions of social and multicultural psychology to the development of critical thinking, cultural sensitivity, and the physical and social context. Furthermore, they will apply inclusive and holistic methodologies from a global point of view, that take into account the cultural, social, political, and gender differences, among others.

PSYC 5020: Biological Bases of Behavior: 3 credits
In this course, students will investigate the most recent findings in the area of physiological psychology as part of motor, sensory, affective, and cognitive processes. They will examine basic information about the nervous system, sensory systems, physiological bases of behavior, and learning development. In addition, they will analyze the biological factors that impact motivation, the emotions, and memory.

PSYC 5030: Topics in Industrial and Organizational Psychology: 3 credits
In this course, students will analyze the problems, models, and advanced practices related to industrial and organizational psychology. They will apply key methodologies related to succession planning, multicultural leadership development models, strategic planning, staffing models, and other current topics. Finally, they will develop strategic plans based on analysis and critical thinking that address the systems and processes that affect industries and organizations today.

PSYC 5040: Statistical Methods Applied to Psychology: 3 credits
In this course, students will evaluate the basic principles of scientific methods and data statistical analysis related to psychology. Furthermore, they will apply procedural implementation techniques to descriptive and inferential statistics. Finally, they will use statistical reasoning to calculate basic measures applicable to socio-psychological problems.

PSYC 5100: Cognitive-Affective Bases of Behavior: 3 credits
In this course, students will analyze basic concepts of history, psychological philosophy, and behavioral neuroscience. Furthermore, they will evaluate how humans beings process information and organize their emotional experiences and knowledge from the perspective of central theories of cognition and affectivity, as well as factors that influence cognitive performance, in the emotional experience and their interaction. In addition, they will explain memory function, language, reasoning and problem solving, while taking into consideration the multidimensional nature of cognition and affectivity.

PSYC 5110: Industrial Psychology Advanced Seminar: 3 credits
In this course, students will analyze the theories and techniques related to the understanding, prognosis, and management of human behavior within industries. In addition, they will apply key methodologies for job analysis, employee recruitment and selection, human resource management, performance evaluation, and training and professional development strategies.

PSYC 5120: Research Methodology: 3 credits
In this course, students will evaluate the process and fundamental approaches of scientific or interpretive research for the selection of a research topic in the social sciences field. They will examine the theory and practical exercises for formulating a research proposal, from the selection of a topic to the methodology. They will also analyze the concepts and importance of the approaches, designs, methods, and processes of collecting and analyzing data applied to the research.
(Pre-requisite: PSYC 5040)

PSYC 5130: Ethics, Values, and Professional Issues in Psychology: 3 credits
In this course, students will evaluate the ethical principles and professional guidelines that govern the industrial and organizational psychology practice. Furthermore, they will evaluate state and federal rules, regulations, and standards from a normative, valued, legal, and professional perspective.

PSYC 5200: Psychological Testing and Assessment: 3 credits
In this course, students will examine the main theories and principles of psychological assessment. Furthermore, they will analyze the methods for the selection, development and critical evaluation of psychological tests (intelligence, personality, aptitude, interest and achievement). Finally, they will apply the techniques studied for the development of psychological assessment instruments.
(Pre-requisite: PSYC 5040)

PSYC 5210: Organizational Psychology Advanced Seminar: 3 credits
In this course, students will analyze the theories and techniques related to the understanding, prognosis, and management of human behavior within organizations. Furthermore, they will apply methodologies related to leadership, organizational behavior, organizational development, organizational climate and culture, and health psychology.

PSYC 5220: Evaluation Techniques: 3 credits
In this course, students will evaluate the procedures used in the development, study, evaluation, and application of psychological assessment instruments, for both individuals and groups. In addition, they will analyze tests outlined for the evaluation of performance and intellectual measures.

PSYC 5230: Topics in Industrial and Organizational Psychology: 3 credits
In this course, students will analyze the problems, models, and advanced practices related to industrial and organizational psychology. They will apply key methodologies related to succession planning, multicultural leadership development models, strategic planning, staffing models, and other current topics. Finally, they will develop strategic plans based on analysis and critical thinking that address the systems and processes that affect industries and organizations today. *(Pre-requisites: PSYC 5040, PSYC 5120)*

PSYC 5240: Current and Global Business Dilemmas: 3 credits
In this course, students will examine the current and global dilemmas of businesses from a scientific-investigative perspective. In addition, they will analyze the application and implementation of emerging literature in areas related to industrial and organizational psychology. Finally, they will apply methodologies for working with organizational coaching, entrepreneurship, innovation, the application of technology to businesses, and project management, among others.

PSYC 6000: Industrial and Organizational Psychology Seminar (Capstone): 4 credits
In this course, students will apply concepts and methodologies from the functional areas of industrial and organizational psychology. Furthermore, they will exercise oral and written communication processes that reflect critical thinking and research results. Finally, they will evaluate some of the practices based on specific topics in the field of industrial and organizational psychology.
(Pre-requisites: PSYC 5000, PSYC 5010, PSYC 5020, PSYC 5030, PSYC 5040, PSYC 5100, PSYC 5110,

PSYC 5120, PSYC 5130, PSYC 5200, PSYC 5210, PSYC 5220, PSYC 5230)

PSYC 5901P: Supervised Practicum I **2 Credits**

In this supervised practice, students will assume an ethical and scientific posture in their role as an industrial organizational psychologist in a professional context. They will determine the appropriate models and/or theories to meet the needs of the organization. Additionally, they will demonstrate knowledge as well as the technological and practical skills needed for the performance of tasks delegated by the preceptor in their practice center, by completing 170 hours of practice in industrial organizational psychology.
Prerrequisites: PSYC 5040, PSYC5120, PSYC5000, PSYC5020, PSYC 5100, PSYC, 5010, PSYC5130, PSYC5220, PSYC5030, PSYC5230, PSYC5110, PSYC5210

PSYC 6001P: Supervised Practicum II **4 credits**

In this supervised practice, students will determine the most appropriate intervention for the development and implementation of an innovative project in the area of industrial organizational psychology. They will design intervention strategies based on the basic principles of project management according to the needs identified in each situation. Additionally, students will assume the role of a professional consultant in industrial organizational psychology, through the planning and implementation of an initiative that addresses a business problem, as well as the evaluation of its effectiveness.
Prerrequisite: PSYC 5901P

REME 5100: Research Methodology: 3 credits

In this course students will evaluate the research process as a means to generate valuable information in the business world. They will examine research designs and methods to propose solutions to a given problem. They will further draft the introduction, literature revision, and methodology for a research proposal.

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 PROGRAMS

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, Medical Billing and Coding, and Physical Therapist Assistant*.

The Pharmacy Technician, Dental Assistant with Expanded Functions and Physical Therapist Assistant* 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.

**The Physical Therapist Assistant Program at NUC University's Bayamon Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave. Suite 100, Alejandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program / institution directly, please call 787-780-5134 Ext. 4111 or email: mtorres2@nuc.edu.*

ASSOCIATE'S DEGREE IN DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

OBJECTIVE

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

MINIMUM REQUIREMENTS:

25 Credits in General Education
3 Credits in Core Courses
47 Credits in Major Courses
3 Credits in Elective
78 Total Credits

GENERAL EDUCATION:

BIOL 1010*	INTRODUCTION TO BIOLOGY	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
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 LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		25

CORE COURSES:

BIOL 2000*	HUMAN ANATOMY AND PHYSIOLOGY	3
		3

MAJOR COURSES:

DEAS 1101L	DENTAL ANATOMY, NOMENCLATURE AND LABORATORY	2
DEAS 1220	ORAL ANATOMY, HEAD AND NECK	3
DEAS 1300	DENTAL MATERIALS SCIENCES	2
DEAS 1311L	DENTAL MATERIALS SCIENCES LABORATORY	2
DEAS 1420	DIGITIZING OF DENTAL IMAGES	3
DEAS 1421L	DIGITIZING OF DENTAL IMAGES LABORATORY	2
DEAS 1500**	INSTRUMENTS AND CLINICAL SCIENCES I	2
DEAS 1511L	INSTRUMENTS AND CLINICAL SCIENCES I LABORATORY	2
DEAS 1600	ORAL PHARMACOLOGY	3
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 2055	DENTAL ASSISTANT WITH EXPANDED FUNCTIONS INTEGRATIVE SEMINAR	2
DEAS 2061P	EXPANDED FUNCTIONS RESTORATIVE SCIENCE CLINIC PRACTICE*	2
DEAS 2600	INSTRUMENTS AND CLINICAL SCIENCE II	2
DEAS 2611L	INSTRUMENTS AND CLINICAL SCIENCE II LABORATORY	2
DEAS 2700	HISTOLOGY, EMBRYOLOGY AND ORAL PATHOLOGY	2
DEAS 2920	PREVENTIVE DENTAL TREATMENT	2
DEAS 2921L	PREVENTIVE DENTAL TREATMENT LABORATORY	2
MESE 2031L	MEDICAL BILLING, ELECTRONIC RECORD AND LABORATORY	2
		47

ELECTIVES	**3**
TOTAL CREDITS	**78**

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

***This course includes the use of simulator.*

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

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

The Associate's Degree in Dental Assistant with Expanded Functions Practices are equivalent to two (2) internships practices of 180 hours each.

For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), a health certificated issued by the Puerto Rico Health Department, and certification of Hepatitis vaccines, between others requirements.

ASSOCIATE'S DEGREE IN APPLIED SCIENCES IN CARDIORESPIRATORY CARE

OBJECTIVE

The Associate's Degree in Applied Sciences in Cardiorespiratory Care trains students in the understanding of the cardiorespiratory system's physiological processes. Students in this program will apply diverse diagnostic, evaluation, treatment, and rehabilitation techniques to patients with cardiopulmonary ailments. In addition, through lung function and sleeping disorder studies, they will employ skills for the identification and care of respiratory system pathologies for corresponding therapeutic management. Graduates of this program will apply basic and advanced respiratory care methods under medical orders, as established in the laws and regulations of the board which regulates the profession.

MINIMUM REQUIREMENTS:

22 Credits in General Education
19 Credits in Core Courses
39 Credits in Major Courses
80 Total Credits

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC 1010	SOCIAL SCIENCE I	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		22

CORE COURSES:

BIOL 2010*	ANATOMY AND PHYSIOLOGY I	3
BIOL 2020*	ANATOMY AND PHYSIOLOGY II	3
CHEM 2031*	GENERAL CHEMISTRY	3
MICR 1000*	BASIC MICROBIOLOGY	3
MICR 1011L*	BASIC MICROBIOLOGY LABORATORY	1
PHYS 1001*	PHYSICS ALLIED HEALTH	3
PSYC 2510	PSYCHOLOGY	3
		19

MAJOR COURSES:

CRCP 1011L	FUNDAMENTALS OF RESPIRATORY CARE LABORATORY	2
CRCP 1111L	RESPIRATORY CARE CLINICAL PRE-PRACTICE LABORATORY	1
CRCP 1200	CARDIOPULMONARY ANATOMY AND PHYSIOLOGY	3
CRCP 1300	PHARMACOLOGY FOR RESPIRATORY CARE	3
CRCP 1400	ELECTROCARDIOGRAPHY	2
CRCP 2002	CARDIOPULMONARY PATHOPHYSIOLOGY	3
CRCP 2004	CARDIO RESPIRATORY CARE I	3
CRCP 2004L	CARDIORESPIRATORY CARE I LABORATORY	2
CRCP 2007	MECHANICAL VENTILATION	3
CRCP 2007L	MECHANICAL VENTILATION LABORATORY	2
CRCP 2008	ADVANCED CARDIOPULMONARY DIAGNOSIS	2

CRCP 2010	NEONATAL AND PEDIATRIC RESPIRATORY CARE	2
CRCP 2011L	ADVANCED CARDIOPULMONARY CARE AND LABORATORY	2
CRCP 2031L	PULMONARY FUNCTION TESTS AND ARTERIAL GASES AND LAB	3
CRCP 2021P	CARDIORESPIRATORY CARE I PRACTICE	1
CRCP 2031P	CARDIORESPIRATORY CARE II PRACTICE	1
CRCP 2041P	CARDIORESPIRATORY CARE III PRACTICE	2
CRCP 2051	CARDIORESPIRATORY CARE INTEGRATIVE SEMINAR	2
		39
TOTAL CREDITS		**80**

*All general education and core courses with an asterisk and all major courses must be passed with at least a "C" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.

For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), a health certificated issued by the Puerto Rico Health Department, certification of Hepatitis B (3 doses), and Influenza vaccines, between others requirements.

ASSOCIATE'S DEGREE IN APPLIED SCIENCES IN CLINICAL SONOGRAPHY

OBJECTIVE

The Associate's Degree in Applied Sciences in Clinical Sonography trains students in the competencies needed to work as a diagnostic medical sonographer. Students will develop the required skills and knowledge in accordance with the regulatory and ethical framework governing the profession, within which diagnostic ultrasound imaging centers operate. They will correctly apply medical terminology and implement safety measures in the management and care of patients.

MINIMUM REQUIREMENTS:

22	Credits in General Education
18	Credits in Core Courses
38	Credits in Major Courses
78	**Total Credits**

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC 1010	SOCIAL SCIENCE I	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		22

CORE COURSES:

BIOL 2010*	ANATOMY AND PHYSIOLOGY I	3
BIOL 2020*	ANATOMY AND PHYSIOLOGY II	3
BIOL 2030*	SECTIONAL ANATOMY	2
BIOL 2030L*	SECTIONAL ANATOMY LABORATORY	1
PHYS 1001*	PHYSICS ALLIED HEALTH	3
PSYC 2510	PSYCHOLOGY	3
MESE 1010*	MEDICAL TERMINOLOGY	3
		18

MAJOR COURSES:

SONO 1000	INTRODUCTION TO MEDICAL SONOGRAPHY	2
SONO 1100	ULTRASOUND	3
SONO 1200	PATIENT MANAGEMENT AND CARE	2
SONO 1311L	MEDICAL AND PHYSICAL INSTRUMENTATION ULTRASOUND AND LABORATORY	3
SONO 1421L	SONOGRAPHY CLINICAL PRE-PRACTICE LABORATORY	1
SONO 1511L	ABDOMINAL SONOGRAPHY AND LABORATORY	4
SONO 2000L	GYNECOLOGICAL AND OBSTETRICAL SONOGRAPHY AND LAB	4
SONO 2010	VASCULAR SONOGRAPHY	3
SONO 2011L	VASCULAR SONOGRAPHY LABORATORY	2
SONO 2014L	PRACTICE SEMINAR AND LABORATORY	4
SONO 2021P	CLINICAL PRACTICE OF SONOGRAPHY I	1
SONO 2031P	CLINICAL PRACTICE OF SONOGRAPHY II	1

SONO 2040L	SONOGRAPHY OF SUPERFICIAL STRUCTURES AND LABORATORY	4
SONO 2041P	CLINICAL PRACTICE OF SONOGRAPHY III	2
SONO 2051	INTEGRATIVE SEMINAR OF SONOGRAPHY	2
		38

TOTAL CREDITS **78**

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

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

For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), a health certificated issued by the Puerto Rico Health Department, certification of Hepatitis B (3 doses), and Influenza vaccines, between others requirements.

ASSOCIATE'S DEGREE IN APPLIED SCIENCES IN RADIOLOGY TECHNOLOGY

OBJECTIVE

The Associate's Degree in Applied Sciences in Radiology Technology trains students in the execution of radiological procedures. Students of this program will correctly and effectively apply medical terminology. In addition, they will implement safety measures in patient management and care. Graduates of this program will employ the skills necessary to perform in the workplace in compliance with the regulatory and ethical framework of the profession, within which diagnostic radiology imaging centers operate.

MINIMUM REQUIREMENTS:

22 Credits in General Education
15 Credits in Core Courses
39 Credits in Major Courses
76 Total Credits

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
SOSC 1010	SOCIAL SCIENCE I	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		22

CORE COURSES:

BIOL 2010*	ANATOMY AND PHYSIOLOGY I	3
BIOL 2020*	ANATOMY AND PHYSIOLOGY II	3
MESE 1010*	MEDICAL TERMINOLOGY	3
PHYS 1001*	PHYSICS ALLIED HEALTH	3
PSYC 2510	PSYCHOLOGY	3
		15

MAJOR COURSES:

RADI 1000	FUNDAMENTALS OF RADIOLOGIC SCIENCES	2
RADI 1100	RADIOGRAPHIC FILM ACQUISITION AND PROCESSING	2
RADI 1200	PRINCIPLES OF RADIOGRAPHIC EXPOSITION	2
RADI 1311L	RADIOLOGIC CLINICAL PRE-PRACTICE LABORATORY	1
RADI 1411L	RADIOLOGIC PROCEDURES I AND LABORATORY	3
RADI 1500	SECTIONAL ANATOMY	2
RADI 1600	RADIOLOGIC PROTECTION	1
RADI 2009	RADIOLOGIC PHYSICS	3
RADI 2011	ETHICS IN RADIOLOGIC SCIENCES	2
RADI 2011L	PATIENT MANAGEMENT AND CARE AND LABORATORY	2
RADI 2012	BASIC PRINCIPLES OF MEDICAL PATHOLOGY I	2
RADI 2021L	RADIOLOGIC PROCEDURES II AND LABORATORY	2
RADI 2021P	CLINICAL PRACTICE I	1
RADI 2013	BASIC PRINCIPLES OF MEDICAL PATHOLOGY II	2
RADI 2016	CRITIQUE RADIOLOGY	3
RADI 2031L	RADIOLOGIC PROCEDURES III AND LABORATORY	2

RADI 2031P	CLINICAL PRACTICE II	1
RADI 2035	PRINCIPLES OF DIAGNOSTIC IMAGING MODALITIES	2
RADI 2040	PHARMACOLOGY AND MEDICATION ADMINISTRATION IN DIAGNOSTIC IMAGING	2
RADI 2041P	CLINICAL PRACTICE III	2
		39

TOTAL CREDITS **76**

*All general education and core courses with an asterisk and all major courses must be passed with at least a "C" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.

For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), a health certificated issued by the Puerto Rico Health Department, certification of Hepatitis B (3 doses), and Influenza vaccines, between others requirements.

ASSOCIATE'S DEGREE IN MEDICAL BILLING AND CODING

OBJECTIVE

The Associate Degree in Medical Billing & Coding Program provides the student with the necessary knowledge and skills to apply billing and coding procedures to health insurance companies.

MINIMUM REQUIREMENTS

22 Credits in General Education
39 Credits in Major Courses
61 Total Credits

GENERAL EDUCATION:

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

MAJOR COURSES:

BIOL 1200	FUNDAMENTALS OF ANATOMY AND PHYSIOLOGY	3
BUMA 1050	INTROD. TO ENTREPRENEURSHIP	3
MESE 1010	MEDICAL TERMINOLOGY	3
MEBC 1010	MEDICAL BILLING SYSTEMS I	3
MEBC 1020**	MEDICAL BILLING SYSTEMS II	3
MEBC 1050	MEDICAL BILLING CODING I	3
MEBC 1060	MEDICAL BILLING CODING II	3
MEBC 1200	MEDICAL BILLING CODING III	3
MEBC 2000	MEDICAL REPORTS PROCEDURES	3
MEBC 2050**	INTEGRATING SEMINAR: MEDICAL BILLING	3
MEBI 1150**	ELECTRONIC MEDICAL RECORD	3
AUME 2000	MEDICAL AUDITING	3
HEMA 1020	LEGAL AND ETHICAL ISSUES IN HEALTH SERVICES ADMINISTRATION	3
		39

TOTAL CREDITS **61**

*All general education courses with an asterisk and all major courses must be passed with at least a "C" grade.
**This course includes the use of simulator.
This program is offered in both fully on ground and online delivery modes.
Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.

ASSOCIATE'S DEGREE IN PHARMACY TECHNICIAN

OBJECTIVE

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

MINIMUM REQUIREMENTS:

25 Credits in General Education
7 Credits in Core Courses
41 Credits in Major Courses
3 Credits in Elective Courses
76 Total Credits

GENERAL EDUCATION

BIOL 1010	INTRODUCTION TO BIOLOGY	
ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
HUMA 1010	HUMANITIES I	
OR		
SOSC 1010	SOCIAL SCIENCES I	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		25

CORE COURSES

BIOL 2000*	HUMAN ANATOMY AND PHYSIOLOGY	3
CHEM 1010*	GENERAL CHEMISTRY FOR HEALTH SCIENCES	3
CHEM 1011L*	GENERAL CHEMISTRY FOR HEALTH SCIENCES LABORATORY	1
		7

MAJOR COURSES:

PHAR 1000	PHARMACEUTICAL THEORY	3
PHAR 1050	PHARMACEUTICAL CHEMISTRY	3
PHAR 1120	PHARMACEUTICAL MATHEMATICS	4
PHAR 2051L	COMPOSITION AND DISPENSING LABORATORY	2
PHAR 2250	PHARMACEUTICAL LEGISLATION	3
PHAR 2350	POSOLOGY	3
PHAR 2361L	PHARMACY ADMINISTRATION LABORATORY	2
PHAR 2560	PHARMACOLOGY I	3
PHAR 2570	PHARMACOLOGY II	3
PHAR 2580	PHARMACOLOGY III	3

PHAR 2700	PHARMACY INTERNSHIP SEMINAR I	1
PHAR 2800	PHARMACY INTERNSHIP SEMINAR II	1
PHAR 2900	PHARMACY INTERNSHIP SEMINAR III	1
PHAR 2920	PHARMACY INTEGRATED SEMINAR	3
PHAR 2711P	PHARMACY INTERNSHIP I	2
PHAR 2811P	PHARMACY INTERNSHIP II	2
PHAR 2911P	PHARMACY INTERNSHIP III	2
		41

ELECTIVES	**3**
TOTAL CREDITS	**76**

*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a "C" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.
Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
The Associate's Degree in Pharmacy Technician Practice is equivalent to two (2) internships of 350 hours each and one (1) of 300 hours.
For the internship courses all students will be required to present evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), between others requirements.

*ASSOCIATE'S DEGREE IN PHYSICAL THERAPIST ASSISTANT***

OBJECTIVE

The program aims to prepare the student as a physical therapist assistant under the supervision of a physical therapist. The curriculum integrates theoretical knowledge, the development of technical skills and clinical experiences necessary for the formation of a competent professional with ethical attitudes who will be committed to the profession and society.

MINIMUM REQUIREMENTS

22 Credits in General Education
12 Credits in Core Courses
43 Credits in Major Courses
77 Total Credits

GENERAL EDUCATION:

ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
MATH 1010	BASIC MATHEMATICS	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		22

CORE COURSES:

BIOL 2010	ANATOMY AND PHYSIOLOGY I	3
BIOL 2020	ANATOMY AND PHYSIOLOGY II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
PSYC 2510	PSYCHOLOGY	3
		12

MAJOR COURSES:

THER 1011L	INTRODUCTION TO PHYSICAL THERAPIST ASSISTANT AND LAB	3
THER 1041L	MODALITIES OF INTERVENTION OF ELECTROTHERAPY, PHYSICAL AGENTS AND LABORATORY	3
THER 1040L	FUNCTIONAL MOVEMENT I AND LABORATORY	4
THER 1050L	FUNCTIONAL MOVEMENT II AND LABORATORY	4
THER 1070L	SOFT TISSUE MOBILIZATION AND LABORATORY	3
THER 1060L	THERAPEUTIC EXERCISES AND LABORATORY	4
THER 2040	PHYSICAL DYSFUNCTIONS	3
THER 2011L	DAILY LIVING ACTIVITIES AND LABORATORY	3
THER 2050L	ADVANCED REHABILITATION TECHNIQUES FOR COMPLEX PATIENT CONDITIONS AND LABORATORY	4
THER 2161P	PHYSICAL THERAPIST ASSISTANT PRACTICE I	3
THER 2171P	PHYSICAL THERAPIST ASSISTANT PRACTICE II	6
THER2181	INTEGRATING SEMINAR ON PHYSICAL THERAPIST ASSISTANT	3
		43

TOTAL CREDITS 77

*All general education, core courses and all major courses must be passed with at least a "C" grade, except for the clinical practices that must be passed with at least "B" grade.

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

Before beginning internship, students must have completed all prerequisites of the internship courses in accordance with the curriculum of the program.
The Practices are equivalent to a total of 570 hours. THER 2161P is 190 hours and THER 2171P is 380 hours.

******The Physical Therapist Assistant Program at NUC University's Bayamon Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), *3030 Potomac Ave. Suite 100*, Alejandria, Virginia *22305-3085*; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program / institution directly, please call 787-780-5134 Ext. 4111 or email: mtorres2@nuc.edu.

Admission Requirements:

Have a minimum admission index of 3.00 and a minimum admission transfer index of 300 and a grade point average of 3.00 for transfers.
Provide evidence of Negative Criminal Record Certificate (issued by the Puerto Rico Police Department), certification of Hepatitis, Influenza and Chicken Pox vaccines.
Complete the interview by a faculty member of the program. Complete the Physical Therapist Assistant Essentials Functions Form.
Complete the Orientation of Special Academics Program Requirements Form, provided by the admission office.
Be 18 years old before the first clinical course.
Students must be full time available for this program.

Documents that must be submitted with the admission application:

Transcript of the academic file or certification that includes a cumulative average and a degree conferred by the college or university of origin.
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.
Pay the admissions fee.

NURSING PROGRAMS

The nursing department faculty is committed to enhance the knowledge and prepare graduates to become leaders in nursing, ready to provide caring, holistic and quality nursing services in a variety of settings and with diverse populations. The programs under this department are designed to prepare graduates to occupy positions at an entry level in the government and the private sector in areas related to the nursing profession. The Department offers an Associate's Degree in Nursing, a Bachelor's Degree in Science in Nursing, including the RN to BSN option, as well as Master's Degrees in Science in Nursing with specialty in Education, specialty in Medical-Surgical with Role in Education, and specialty in Medical-Surgical with Role in Management and Executive Leadership.

The nursing programs provide students with a curriculum of study that combines general education and nursing courses, as well as a variety of learning experiences in order to develop the characteristics of the professional nurse including the ability to think critically, use the problem-solving process, be responsive to the health care needs, and to contribute to improve the quality of life in this complex society.

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 this profession.

BACHELOR'S DEGREE IN SCIENCE IN NURSING

OBJECTIVE:

The Bachelor's Degree in Science in Nursing trains students in the development of the knowledge and skills of the profession related to human care and teaching with a holistic approach. Graduates of this program will be able to apply the competences of leadership, management, critical thinking, assertive communication, and ethical and legal decision making, specific to the different needs of groups, populations and situations. In addition, students will employ their skills in the clinical and biopsychosocial aspects during their intervention with clients, families and the community, therefore contributing to the betterment and development of the quality of life in the society.

MINIMUM REQUIREMENTS

37 Credits in General Courses
21 Credits in Core Courses
64 Credits in Major Courses
122 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 1031L	COMPUTER LITERACY AND LABORATORY	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		37

CORE COURSES:

BIOL 1010	INTRODUCTION TO BIOLOGY	3
BIOL 2000	HUMAN ANATOMY AND PHYSIOLOGY	3
CHEM 2031	GENERAL CHEMISTRY	3
PSYC 2510	PSYCHOLOGY	3
MICR 1000	BASIC MICROBIOLOGY	3
MICR 1011L	BASIC MICROBIOLOGY LABORATORY	1
NUTR 1000	INTRODUCTION TO NUTRITION	2
STAT 2000	INTRODUCTION TO STATISTICS	3
		21

MAJOR COURSES

NURS 1000	NURSING THEORY AND EVOLUTION	2
NURS 1050	PHARMACOLOGY AND NURSING IMPLICATIONS	3
NURS 1061L	PHARMACOLOGY AND SKILLS LABORATORY FOR THE MEDICINES ADMINISTRATION	2
NURS 1300	FUNDAMENTALS OF NURSING	3
NURS 1311L	FUNDAMENTALS OF NURSING LABORATORY	2

NURS 1315P	SIMULATION AND PRACTICE OF FUNDAMENTALS OF NURSING	1.5
NURS 2540	NURSING CARE IN MENTAL HEALTH AND PSYCHIATRY	2
NURS 2545P	PRACTICE OF NURSING CARE IN MENTAL HEALTH AND PSYCHIATRY	1.5
NURS 2550	NURSING INTERVENTIONS WITH THE ADULT AND ELDER I	3
NURS 2555P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE ADULT AND ELDER I	2
NURS 2620	NURSING INTERVENTIONS WITH THE MOTHER AND NEWBORN	3
NURS 2625P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE MOTHER AND NEWBORN	1.5
NURS 2630	NURSING INTERVENTIONS WITH THE ADULT AND ELDER II	3
NURS 2635P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE ADULT AND ELDER II	2
NURS 2710	NURSING INTERVENTIONS WITH THE CHILD AND ADOLESCENT	3
NURS 2725P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE CHILD AND ADOLESCENT	1.5
NURS 2730	INTEGRATING SEMINAR OF NURSING	2
NURS 3006	TRANSITION OF THE ROLE OF NURSES IN CURRENT SOCIETY	3
NURS 3015	PHYSICAL ASSESSMENT	3
NURS 3040	INFORMATICS IN HEALTHCARE SYSTEMS	3
NURS 3050	RESEARCH IN NURSING	3
NURS 3055	LEADERSHIP AND MANAGEMENT	3
NURS 3130	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH ADULTS	3
NURS 4000	GLOBAL AND NATIONAL HEALTH POLICIES	3
NURS 4020	NURSING INTERVENTIONS WITH FAMILIES AND COMMUNITIES	3
NURS 4025P	PRACTICE IN NURSING INTERVENTIONS WITH FAMILIES AND COMMUNITIES	2
		64

TOTAL CREDITS **122**

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

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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 Science in Nursing Practices are equivalent to 82.5 hours (1.5 credits) and 110 hours (2 credits) each.

For the internship courses all students will be required to present certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

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

OBJECTIVE

The Bachelor's Degree in Science in Nursing (RN to BSN) option trains students in the development of the knowledge and skills of the profession related to human care and teaching with a holistic approach. Graduates of this program will be able to apply the competences of leadership, management, critical thinking, assertive communication, and ethical and legal decision making, specific to the different needs of groups, populations and situations. In addition, students will employ their skills in the clinical and biopsychosocial aspects during their intervention with clients, families and the community, therefore contributing to the betterment and development of the quality of life in the society.

MINIMUM REQUIREMENTS:

18 Credits in General Education

8 Credits in Core Courses

26 Credits in Major Courses

52 Total Credits

Note: *For a description of additional courses/credits required to complete the 122 total credits of the Bachelor's Degree program, please refer to the next two pages of this document.*

GENERAL EDUCATION:

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
SPAN 2040	WRITING AND COMPOSITION	3
		18

CORE COURSES:

CHEM 2031	GENERAL CHEMISTRY	3
NUTR 1000	INTRODUCTION TO NUTRITION	2
STAT 2000	INTRODUCTION TO STATISTICS	3
		8

MAJOR COURSES

NURS 3006	TRANSITION OF THE ROLE OF NURSES IN CURRENT SOCIETY	3
NURS 3015	PHYSICAL ASSESSMENT	3
NURS 3040	INFORMATICS IN HEALTHCARE SYSTEMS	3
NURS 3050	RESEARCH IN NURSING	3
NURS 3055	LEADERSHIP AND MANAGEMENT	3
NURS 3130	CRITICAL INTERVENTIONS IN PROFESSIONAL NURSING WITH ADULTS	3
NURS 4000	GLOBAL AND NATIONAL HEALTH POLICIES	3
NURS 4020	NURSING INTERVENTIONS WITH FAMILIES AND COMMUNITIES	3
NURS 4025P/ NURS 4025**	PRACTICE IN NURSING INTERVENTIONS WITH FAMILIES AND COMMUNITIES	2
		26

TOTAL CREDITS **52**

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

***For online offering.*

Course weeks may vary depending on the program offering, which has a total length of approximately 64 weeks.

Before beginning course NURS 4021P/4021, students must have completed all prerequisites of this course in accordance with the curriculum of the program.

Course NURS 4021P/4021 credits are equivalent to 110 hours (2 credits) hours each.

For the internship courses all students will be required to present certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

Any person interested in practicing a regulated profession such as Nursing should contact the appropriate State regulatory agency with regard to any additional requirements.

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 **2.25** 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.

Notice: Given this program requires all applicants to have an active, permanent RN license in the United States or Puerto Rico to be admitted to the program and requires all students to keep their license active during their time of study, this program is not designed to prepare graduates to obtain licensure as an RN. Applicants interested in programs designed to prepare graduates to obtain licensure as an RN should consider NUC's Associate Degree in Nursing or the Bachelor Degree in Science in Nursing.

Documents that must be submitted with the admission application:
Transcript of the academic file or certification that includes a cumulative average and a degree conferred by the college or university of origin.

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.

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: 4 full-time
Total credits: RN to BSN -52 credits
Credits required for graduation: **122 credits**
The conferred Associate's Degree in Nursing by an accredited institution, and the permanent and active RN license will be awarded as a prior learning and equivalent of the 70 credits Associate's Degree in Nursing at NUC University. The student will be required to take all the 52 credits of the Bachelor's Degree in Sciences in Nursing (RN to BSN) program. No additional courses will be transferred, without exception.

ASSOCIATE'S DEGREE IN NURSING

OBJECTIVE

The Associate's Degree in Nursing trains students in the application of knowledge, skills and abilities in collaboration with the multidisciplinary health team, participating in the planning and provision of care centered on the client, family, and community. Furthermore, students will integrate safety principles when performing their clinical practice based on evidence and intervention in the field of nursing in a variety of settings. Graduates of this program will demonstrate competence in methods of the natural sciences and human behavior, under the direct supervision of a nursing professional in the general, specialist, or advanced practice categories.

MINIMUM REQUIREMENTS:

19 Credits in General Courses
13 Credits in Core Courses
38 Credits in Major Courses
70 Total Credits

GENERAL EDUCATION:

ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		19

CORE COURSES:

BIOL 1010	INTRODUCTION TO BIOLOGY	3
BIOL 2000	HUMAN ANATOMY AND PHYSIOLOGY	3
MICR 1000	BASIC MICROBIOLOGY	3
MICR 1011L	BASIC MICROBIOLOGY LABORATORY	1
PSYC 2510	PSYCHOLOGY	3
		13

MAJOR COURSES:

NURS 1000	NURSING THEORY AND EVOLUTION	2
NURS 1050	PHARMACOLOGY AND NURSING IMPLICATIONS	3
NURS 1061L	PHARMACOLOGY AND SKILLS LABORATORY FOR THE MEDICINES ADMINISTRATION	2
NURS 1300	FUNDAMENTALS OF NURSING	3
NURS 1311L	FUNDAMENTALS OF NURSING LABORATORY	2
NURS 1315P	SIMULATION AND PRACTICE OF FUNDAMENTALS OF NURSING	1.5
NURS 2540	NURSING CARE IN MENTAL HEALTH AND PSYCHIATRY	2
NURS 2545P	PRACTICE OF NURSING CARE IN MENTAL HEALTH AND PSYCHIATRY	1.5
NURS 2550	NURSING INTERVENTIONS WITH THE ADULT AND ELDER I	3
NURS 2555P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE ADULT AND ELDER I	2

NURS 2620	NURSING INTERVENTION WITH THE MOTHER AND NEWBORN	3
NURS 2625P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE MOTHER AND NEWBORN	1.5
NURS 2630	NURSING INTERVENTIONS WITH THE ADULT AND ELDER II	3
NURS 2635P	SIMULATION AND PRACTICE OF NURSING INTERVENTIONS WITH THE ADULT AND ELDER II	2
NURS 2710	NURSING INTERVENTIONS WITH THE CHILD AND ADOLESCENT	3
NURS 2725P	SIMULATION AND PRACTICE OF NURSING INTERVENTION WITH THE CHILD AND ADOLESCENT	1.5
NURS 2730	INTEGRATING SEMINAR OF NURSING	2
		38

TOTAL CREDITS **70**

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

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

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

The Associate's Degree in Nursing Practices are equivalent 82.5 hours (1.5 credits) and 110 hours (2 credits) hours each.

For the internship courses all students will be required to present certification of Hepatitis, Influenza and Chicken Pox vaccines, between others requirements.

BUSINESS ADMINISTRATION AND TECHNOLOGY PROGRAMS

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 the following academic offering:

Business Administration programs:

Associate's Degrees in Accounting, Business Administration, Entrepreneurship, and Office Systems, and Bachelor's Degrees in Business Administration and Office Systems Administration.

Technology programs:

Associate's Degrees in Network Technology and Electrical Engineering Technology, and Bachelor's Degrees in Network Technology and Information Technology.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN ACCOUNTING

OBJECTIVE

The Bachelor's Degree in Business Administration with Major in Accounting trains students in the knowledge and skills necessary to perform in entry-level business administration with an emphasis in accounting. Furthermore, students will be prepared with the analysis, research, synthesis, and interpretation skills of the accounting cycle from the approach of costs, tax, and forensic, operational, and systems audit for decision making. In addition, students will learn accounting theory and principles applicable to government and non- profit organizations, as well as an understanding of the technology involved in the configuration of an accounting information system.

MINIMUM REQUIREMENTS

40 Credits in General Education
39 Credits in Core Courses
45 Credits in Major Courses
6 Credits in Elective Courses
130 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
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	1
		40

CORE COURSES:

BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARED MANAGEMENT	3
BUAD 3050*	ETHICS IN BUSINESS	3
BUAD 4000*[1]	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	3
		39

MAJOR COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1050	INTRODUCTION TO ACCOUNTING II	4
ACCO 2100	INTERMEDIATE ACCOUNTING I	3
ACCO 2200**	PUERTO RICAN TAXES	3
ACCO 2270L	COMPUTERIZED ACCOUNTING AND LABORATORY	4
ACCO 3150	INTERMEDIATE ACCOUNTING II	3
ACCO 3320	FEDERAL TAXES	3
ACCO 3420	INTRODUCTION TO COST ACCOUNTING	3
ACCO 3550	ACCOUNTING INFORMATION SYSTEMS	3
ACCO 4000	ACCOUNTING FOR GOVERNMENT AND NOT-FOR-PROFIT ENTITIES	3
ACCO 4220	PRINCIPLES OF AUDITING	3
ACCO 4400	ADVANCED ACCOUNTING	3
ACCO 4500	FORENSIC ACCOUNTING	3
ACCO 4550	OPERATIONAL AND SYSTEMS AUDITING	3
		45

ELECTIVE COURSES

Direct Elective	3
Elective	3
	6

TOTAL CREDITS **130**

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

**Students residing outside PR may decide to take the ACCO 2200 course or substitute it for a free, directed or recommended elective.

[1]*This course includes the use of simulator.*

Course weeks may vary depending on the program offering, which has a total length of approximately 160 weeks.

Electives depend on the academic offering available in each term. Students should consult with their academic advisor. This program will be offered through the on ground and online delivery mode.

Direct elective:

EXCL 1000L	Basic Excel	3

Recommended electives at undergraduate level:

BUAD1020	Business Information Systems	3
BUAD 2050	Business Law	3
FINA 1020	Financial Statements Analysis	3

Recommended electives at graduate-level[+]:

ACCE 5000 Financial Accounting I	3
ACCE 5010 Regulations	3

[+]The electives at the graduate-level are recommended for students interested in pursuing a Master's degree or Graduate Certification in this area at NUC University.

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

OBJECTIVE

The Bachelor's Degree program in Business Administration with major in Business Intelligence, prepares the student with the basic knowledge and skills to gather, extract, analyze and visualize data. Transforming this data into valuable knowledge, will help students to develop and implement integral solutions within the company. This will allow the creation of plans 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
6 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 LABORATORY	3
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	3
		40

CORE COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 3520	BUSINESS INFORMATION SYSTEMS	4
BUAD 1020	BUSINESS INFORMATION SYSTEMS	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	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	3
		50

MAJOR COURSES

BUIN 1015	INTRODUCTION TO BUSINESS INTELLIGENCE	3
BUIN 1020	INTRODUCTION TO DATA BASE	3
BUIN 2000	DECISION SUPPORT SYSTEMS	3
BUIN 2010	BUSINESS ANALYTICS	3
BUIN 3000	MS EXCEL FOR BUSINESS INTELLIGENCE	3
BUIN 3010	WEB ANALYTICS	3
BUIN 4000	DATA WAREHOUSING, DATA MINING AND DATA ANALYSIS	3
BUIN 4010	APPLICATIONS FOR BUSINESS ANALYSIS	3
		24

ELECTIVES	**6**
TOTAL CREDITS	**120**

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

[1]*This course includes the use of simulator.*

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN FINANCE

OBJECTIVE

The Bachelor's Degree in Business Administration with major in Finance provides students with the basic knowledge and skills necessary to perform an analysis of a company's financial position, which allows top management to make strategic decisions with the purpose of optimizing financial resources. Additionally, it prepares students in the fields of risk, insurance, personal finances, bank administration and investments.

MINIMUM REQUIREMENTS

40 Credits in General Education
54 Credits in Core Courses
24 Credits in Major Courses
3 Credits in Elective Courses
121 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 LABORATORY	3
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	3
		40

CORE COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1050	INTRODUCTION TO ACCOUNTING II	4
ACCO 3520	MANAGERIAL ACCOUNTING	4
BUAD 1020	BUSINESS INFORMATION SYSTEMS	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 2050	BUSINESS LAW	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3050	ETHIC IN BUSINESS	3
BUAD 4000[1]	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICROECONOMICS	3
ECON 3200	MACROECONOMICS	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	3

		54
MAJOR COURSES		
FINA 1020	FINANCIAL STATEMENTS ANALYSIS	3
FINA 1050	FINANCIAL MODELING	3
FINA 2400	FINANCIAL MANAGEMENT	3
FINA 2700	MONEY AND BANKING	3
FINA 3000	FINANCIAL MARKETS	3
FINA 3200	PERSONAL FINANCE	3
FINA 4000	FUNDAMENTALS OF INVESTMENTS	3
FINA 4010	RISK MANAGEMENT AND INSURANCE	3
		24
ELECTIVES		
EXCL 1000L	BASIC EXCEL (DIRECTED ELECTIVE)	3
		3
TOTAL CREDITS		**121**

***All general education with an asterisk and all core and major courses must be passed with at least a "C" grade.*
[1]*This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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
6	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
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	1
		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	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	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	3
		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 SYSTEMS	3
HURE 1030	FUNDAMENTALS OF BUSINESS COACHING	3
HURE 1060	MANAGING ORGANIZATIONAL CHANGE	3
HURE 1070	INTERNATIONAL LABOR LAW	3
		24

ELECTIVES **6**

TOTAL CREDITS **120**

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

[1]*This course includes the use of simulator.*

Program offered only online.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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
6	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 LABORATORY	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		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	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	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	3
		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	3
		24

ELECTIVES	**6**
TOTAL CREDITS	**120**

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

[1]*This course includes the use of simulator.*

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN HEALTHCARE MANAGEMENT

OBJECTIVE

The Bachelor's Degree in Business Administration with major in Healthcare Management prepares students with the knowledge and skills necessary to apply management principles in administration, assume strategic positions, both operational or personnel in any healthcare organization.

MINIMUM REQUIREMENTS

40	Credits in General Education Courses
50	Credits in Core Courses
24	Credits in Major Courses
6	Credits in Elective Courses
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 LABORATORY	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		40

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 3520	MANAGERIAL ACCOUNTING	4
BUAD 1050	MULTICULTURALISM	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	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	3
		50

MAJOR COURSES:

BUAD 3190	ORGANIZATIONAL LEADERSHIP	3
MGMT 1020	OPERATIONS MANAGEMENT	3
BUIN 1010	PRINCIPLES OF INFORMATION SYSTEMS	3
HEMA 1000	INTRODUCTION TO HEALTH SERVICES ADMINISTRATION	3
HEMA 1010	HEALTHCARE POLICIES PLANNING AND MANAGEMENT	3
HEMA 1020	LEGAL AND ETHICAL ISSUES IN HEALTH SERVICES ADMINISTRATION	3
HEMA 1030	FINANCE IN HEALTH SERVICE ORGANIZATIONS	3
HEMA 1040	INFORMATION SERVICES IN HEALTH SERVICE ORGANIZATIONS	3
		24

ELECTIVES	**6**
TOTAL CREDITS	**120**

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

[1]*This course includes the use of simulator.*

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN INTERNATIONAL BUSINESS

OBJECTIVE

The Bachelor's Degree in Business Administration with major in International Business prepares students with the knowledge and skills necessary to perform within the international business environment. It will also prepare students to adapt to the global environment, rapidly changing through the knowledge of economic, political, legal, ethical, and international aspects of businesses.

MINIMUM REQUIREMENTS

40 Credits in General Education Courses
50 Credits in Core Courses
24 Credits in Major Courses
6 Credits in Elective Courses
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 LABORATORY	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		40

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 3520	MANAGERIAL ACCOUNTING	4
BUAD 1050	MULTICULTURALISM	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	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	3
		50

MAJOR COURSES:

BUAD 2010	POLICIES AND BUSINESS STRATEGIES	3
BUAD 2050	BUSINESS LAW	3
HURE 1070	INTERNATIONAL LABOR LAW	3
INBU 1000	INTRODUCTION TO INTERNATIONAL BUSINESS	3
INBU 1010	INTERNATIONAL FINANCE	3
INBU 1020	INTERNATIONAL MARKETING	3
INBU 1030	INTERNATIONAL AND MULTICULTURAL MANAGEMENT	3
INBU 1040	LEGAL ISSUES IN INTERNATIONAL BUSINESS	3
		24

ELECTIVES	**6**
TOTAL CREDITS	**120**

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

[1]*This course includes the use of simulator.*

Program offered only online.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN MANAGEMENT

OBJECTIVE

The Bachelor's Degree in Business Administration with major in Management prepares students with the necessary knowledge and skills to assume leadership positions within private, public, and non-profit sectors. The students will also carry out leadership, teamwork, and communication functions within a company. Furthermore, students will apply mathematics and research techniques in the analysis of contemporary practices in businesses.

MINIMUM REQUIREMENTS

40 Credits in General Education Courses
50 Credits in Core Courses
24 Credits in Major Courses
6 Credits in Elective Courses
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 LABORATORY	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		40

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 3520	MANAGERIAL ACCOUNTING	4
BUAD 1050	MULTICULTURALISM	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	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	3
		50

MAJOR COURSES:

BUAD 2010	POLICIES AND BUSINESS STRATEGIES	3
BUAD 2050	BUSINESS LAW	3
BUAD 3190	ORGANIZATIONAL LEADERSHIP	3
BUIN 1010	PRINCIPLES OF INFORMATION SYSTEMS	3
INBU 1030	INTERNATIONAL AND MULTICULTURAL MANAGEMENT	3
MGMT 1000	COMMUNICATION FOR MANAGERS	3
MGMT 1010	ORGANIZATIONAL THEORY AND DESIGN	3
MGMT 1020	OPERATIONS MANAGEMENT	3
		24

ELECTIVES	**6**
TOTAL CREDITS	**120**

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

[1]*This course includes the use of simulator.*

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN PROJECT MANAGEMENT

OBJECTIVE

The Bachelor's Degree in Business Administration with major in Project Management provides students with the skills and competencies necessary to strategically plan the scope, time, costs, resources and quality of a project, taking preventive measures to manage risk. Additionally, students will have the opportunity to lead simulated projects in all their phases: initiation, planning, execution, monitoring, control and closure. Furthermore, it provides students with tools to develop knowledge in business administration, which will help them to face economic, social and political challenges of the workplace. This program is aligned with the Project Management Institute (PMI) standards.

MINIMUM REQUIREMENTS

40 Credits in General Education Courses
50 Credits in Core Courses
27 Credits in Major Courses
3 Credits in Elective Courses
120 Total Credits

GENERAL EDUCATION:

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

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 3520	MANAGERIAL ACCOUNTING	4
BUAD 1020	BUSINESS INFORMATION SYSTEMS	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUAD 3010	COMPARATIVE MANAGEMENT	3
BUAD 3050	ETHICS IN BUSINESS	3
BUAD 4000[1]	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICROECONOMICS	3
ECON 3200	MACROECONOMICS	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	3
		50

MAJOR COURSES:

MGMT 1020	OPERATIONS MANAGEMENT	3
PROM 1000	PROJECT MANAGEMENT FUNDAMENTALS	3
PROM 1050	PROJECT COMMUNICATIONS AND STAKEHOLDER MANAGEMENT	3
PROM 2000	QUALITY MANAGEMENT	3
PROM 2050	COST AND TIME MANAGEMENT	3
PROM 3000	PROJECT RISK MANAGEMENT	3
PROM 3050	CONTRACTS AND PROCUREMENT MANAGEMENT	3
PROM 4000	TECHNOLOGY FOR PROJECT MANAGEMENT	3
PROM 4010	PROJECT MANAGEMENT SEMINAR (CAPSTONE)	3
		27

ELECTIVE COURSES

ELECTIVE		3
		3

TOTAL CREDITS **120**

**All general education with an asterisk and all core and major courses must be passed with at least a "C" grade.*
[1]*This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN SOCIAL MEDIA MARKETING

OBJECTIVE

The Bachelor's Degree in Business Administration with major in Social Media Marketing prepares students with the knowledge and skills needed to develop social media marketing strategies using digital media, online communities, content creation, and network analytics. It promotes the development of strategies to position a brand on social media, promote ideas, products, or services, and build the image of companies, organizations, or individuals. By developing these skills, students will be prepared to take on strategic positions related to social media marketing at different organizational levels.

MINIMUM REQUIREMENTS

40 Credits in General Education
50 Credits in Core Courses
27 Credits in Major Courses
3 Credits in Elective Courses
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 LABORATORY	3
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	3
		40

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 3520	MANAGERIAL ACCOUNTING	4
BUAD 1020	BUSINESS INFORMATION SYSTEMS	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[1]	INTEGRATIVE SEMINAR BUSINESS ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
ECON 2000	MICROECONOMICS	3
ECON 3200	MACROECONOMICS	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	3
		50

MAJOR COURSES:

MKTG 1020	INTEGRATED MARKETING COMMUNICATIONS	3
MKTG 2010	CONSUMER BEHAVIOR	3
MKTG 2030	CONTENT MARKETING	3
MKTG 3000	MARKETING RESEARCH	3
SOME 1000	INTRODUCTION TO SOCIAL MEDIA	3
SOME 2000	SOCIAL MEDIA MARKETING STRATEGIES	3
SOME 2010	PUBLIC RELATIONS IN SOCIAL MEDIA	3
SOME 3000	WEB AND SOCIAL MEDIA ANALYTICS	3
SOME 4000	SOCIAL MEDIA MARKETING CAMPAIGN (CAPSTONE)	3
		27

ELECTIVE	**3**
TOTAL CREDITS	**120**

**All general education with an asterisk and all core and major courses must be passed with at least a "C" grade.*
[1]*This course includes the use of simulator.*
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY

OBJECTIVE

The Bachelor's Degree in Information Technology will prepare the student with the basic knowledge and skills to review and analyze the information needs of businesses, identifying problems and causes of the aforementioned within the operations of the company. Furthermore, the student will be able to apply the necessary techniques to solve common problems in the management of technology within companies.

MINIMUM REQUIREMENTS

40	Credits in General Education Courses
48	Credits in Core Courses
26	Credits in Major Courses
6	Credits in Elective Courses
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 LABORATORY	3
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	3
		40

CORE COURSES:

BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
INTE 1000	HUMAN-COMPUTER INTERFACE AND INTERACTIONS	3
INTE 2440L	NETWORK FUNDAMENTALS AND LABORATORY	3
INTE 2460L	DATA COMMUNICATIONS AND LABORATORY	3
INTE 2520L	WEB PAGE DESIGN AND LABORATORY	3
INTE 2570L	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE 2740L	DIAGNOSTIC & MAINTENANCE OF COMPUTER SYSTEMS AND LAB	3
INTE 3510L	WEB TECHNOLOGY AND LABORATORY	3
MATH 2050	APPLIED MATHEMATICS	3
PROG 1035	INTRODUCTION TO COMPUTER PROGRAMMING LOGIC	3
PROG 1140L	DATA BASE DESIGN AND LABORATORY	3
PROG 2370L	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG 2480L	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LABORATORY	3
PROG 3375L	OBJECT ORIENTED PROGRAMMING AND LABORATORY	3
STAT 2000	INTRODUCTION TO STATISTICS	3
		48

MAJOR COURSES:

INAS 1000	INTRODUCTION TO INFORMATION ASSURANCE AND SECURITY	3
INTE 1010	INFORMATION TECHNOLOGY STRATEGIC PLANNING	3
INTE 1020	INFORMATION TECHNOLOGY INFRASTRUCTURE MANAGEMENT	3
INTE 1030	INFORMATION TECHNOLOGY PERFORMANCE ANALYSIS AND DESIGN	3
INTE 1040	INFORMATION TECHNOLOGY PROJECT MANAGEMENT	4
INTE 4125L	INTRODUCTION TO ELECTRONIC COMMERCE AND LABORATORY	3
INTE 4200	NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT INTEGRATION SEMINAR	4
PROG 3425L	DATA BASE MANAGEMENT AND LABORATORY	3
		26

ELECTIVES **6**

TOTAL CREDITS **120**

*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a "C" grade.
Program offered only online.
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY WITH MAJOR IN INFORMATION ASSURANCE AND SECURITY

OBJECTIVE

The Bachelor's Degree in Information Technology with major in Information Assurance and Security prepares students with the necessary knowledge and skills to develop and implement the best practices for network security and computer systems.

MINIMUM REQUIREMENTS

40 Credits in General Education Courses
48 Credits in Core Courses
26 Credits in Major Courses
6 Credits in Elective Courses
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 LABORATORY	3
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	3
		40

CORE COURSES:

BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
INTE 1000	HUMAN-COMPUTER INTERFACE AND INTERACTIONS	3
INTE 2440L	NETWORK FUNDAMENTALS AND LABORATORY	3
INTE 2460L	DATA COMMUNICATIONS AND LABORATORY	3
INTE 2520L	WEB PAGE DESIGN AND LABORATORY	3
INTE 2570L	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE 2740L	DIAGNOSTIC & MAINTENANCE OF COMPUTER SYSTEMS AND LAB	3
INTE 3510L	WEB TECHNOLOGY AND LABORATORY	3
MATH 2050	APPLIED MATHEMATICS	3
PROG 1035	INTRODUCTION TO COMPUTER PROGRAMMING LOGIC	3
PROG 1140L	DATA BASE DESIGN AND LABORATORY	3
PROG 2370L	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG 2480L	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LAB.	3
PROG 3375L	OBJECT ORIENTED PROGRAMMING AND LABORATORY	3
STAT 2000	INTRODUCTION TO STATISTICS	3
		48

MAJOR COURSES:

INAS 1000	INTRODUCTION TO INFORMATION ASSURANCE AND SECURITY	3
INAS 1010	WEB APPLICATION SECURITY STRATEGIES	3
INAS 1020	INFORMATION SYSTEMS CONTROL AND AUDITING	3
INAS 1030	COMPUTER FORENSICS	3
INAS 1040	INFORMATION SECURITY MANAGEMENT	3
INTE 1040	INFORMATION TECHNOLOGY PROJECT MANAGEMENT	4
INTE 4010	NETWORKS SECURITY AND AUDITING	3
INTE 4200	NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT INTEGRATION SEMINAR	4
		26

ELECTIVES	**6**
TOTAL CREDITS	**120**

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

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY WITH MAJOR IN NETWORK ADMINISTRATION

OBJECTIVE

The Bachelor's Degree in Information Technology with major in Network Administration prepares students with the necessary knowledge and skills to identify and manage key areas of network operations and administration, including user support and troubleshooting.

MINIMUM REQUIREMENTS

40	Credits in General Education Courses
48	Credits in Core Courses
26	Credits in Major Courses
6	Credits in Elective Courses
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 LABORATORY	3
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	3
		40

CORE COURSES:

BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
INTE 1000	HUMAN-COMPUTER INTERFACE AND INTERACTIONS	3
INTE 2440L	NETWORK FUNDAMENTALS AND LABORATORY	3
INTE 2460L	DATA COMMUNICATIONS AND LABORATORY	3
INTE 2520L	WEB PAGE DESIGN AND LABORATORY	3
INTE 2570L	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE 2740L	DIAGNOSTIC & MAINTENANCE OF COMPUTER SYSTEMS AND LAB	3
INTE 3510L	WEB TECHNOLOGY AND LABORATORY	3
MATH 2050	APPLIED MATHEMATICS	3
PROG 1035	INTRODUCTION TO COMPUTER PROGRAMMING LOGIC	3
PROG 1140L	DATA BASE DESIGN AND LABORATORY	3
PROG 2370L	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG 2480L	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LAB.	3
PROG 3375L	OBJECT ORIENTED PROGRAMMING AND LABORATORY	3
STAT 2000	INTRODUCTION TO STATISTICS	3
		48

MAJOR COURSES:

INTE 4010	NETWORKS SECURITY AND AUDITING	4
INTE 4125L	INTRODUCTION TO ELECTRONIC COMMERCE AND LABORATORY	3
INTE 4200	NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT INTEGRATION SEMINAR	4
ITNA 1000	IMPLEMENTING AND MANAGING A NETWORK	3
ITNA 1010	PROTOCOLS AND COMMUNICATIONS TCP/IP	3
ITNA 1020	NETWORK TROUBLESHOOTING	3
ITNA 1030	WIRELESS AND MOBILE COMPUTING	3
ITNA 1040	ADVANCED NETWORK ADMINISTRATION	3
		26

ELECTIVES **6**

TOTAL CREDITS **120**

*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a "C" grade.
Program offered only online.
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY WITH MAJOR IN SOFTWARE ANALYSIS AND DEVELOPMENT

OBJECTIVE

The Bachelor's Degree in Information Technology with major in Software Analysis and Development prepares students with the necessary knowledge and skills for the application of methodologies for software development to help solve problems within companies. This degree will also enable students to create applications using various programming languages with an additional focus on systems development, databases, and web technology.

MINIMUM REQUIREMENTS

40	Credits in General Education Courses
48	Credits in Core Courses
26	Credits in Major Courses
6	Credits in Elective Courses
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 LABORATORY	3
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	3
		40

CORE COURSES:

BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA 1000	INTRODUCTION TO BUSINESS	3
INTE 1000	HUMAN-COMPUTER INTERFACE AND INTERACTIONS	3
INTE 2440L	NETWORK FUNDAMENTALS AND LABORATORY	3
INTE 2460L	DATA COMMUNICATIONS AND LABORATORY	3
INTE 2520L	WEB PAGE DESIGN AND LABORATORY	3
INTE 2570L	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE 2740L	DIAGNOSTIC & MAINTENANCE OF COMPUTER SYSTEMS AND LAB	3
INTE 3510L	WEB TECHNOLOGY AND LABORATORY	3
MATH 2050	APPLIED MATHEMATICS	3
PROG 1035	INTRODUCTION TO COMPUTER PROGRAMMING LOGIC	3
PROG 1140L	DATA BASE DESIGN AND LABORATORY	3
PROG 2370L	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG 2480L	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LAB.	3
PROG 3375L	OBJECT ORIENTED PROGRAMMING AND LABORATORY	3
STAT 2000	INTRODUCTION TO STATISTICS	3
		48

MAJOR COURSES:

INTE 4125L	INTRODUCTION TO ELECTRONIC COMMERCE AND LABORATORY	3
INTE 4200	NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT INTEGRATION SEMINAR	4
ITSA 1010	SOFTWARE QUALITY CONTROL AND TESTING	3
ITSA 1020	SOFTWARE DEVELOPMENT FOR MOBILE DEVICES	3
ITSA 1030	ADVANCED WEB APPLICATION PROGRAMMING	4
PROG 2280L	VISUAL BASIC PROGRAMMING AND LABORATORY	3
PROG 3365L	C# PROGRAMMING AND LABORATORY	3
PROG 3425L	DATA BASE MANAGEMENT AND LABORATORY	3
		26

ELECTIVES	**6**
TOTAL CREDITS	**120**

*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a "C" grade.
Program offered only online.
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

BACHELOR'S DEGREE IN NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT

OBJECTIVE

The Bachelor's Degree in Network Technology and Applications Development program will equip students to configure, manage, and audit communications networks. They will develop the skills needed to apply several programming languages, manage relational databases, and design dynamic websites that integrate and manage various web technologies.

MINIMUM REQUIREMENTS

40	Credits in General Education
49	Credits in Core Courses
25	Credits in Major Courses
6	Credits in Electives Courses
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 LABORATORY	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
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		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 2440L	NETWORK FUNDAMENTALS AND LABORATORY	3
INTE 2460L*	DATA COMMUNICATIONS AND LABORATORY	3
INTE 2520L*	WEB PAGE DESIGN AND LABORATORY	3
INTE 2740L	DIAGNOSTIC & MAINTENANCE OF COMPUTER SYSTEMS AND LAB	3
PROG 1035	INTRODUCTION TO COMPUTER PROGRAMMING LOGIC	3
PROG 1140L*	DATA BASE DESIGN AND LABORATORY	3
PROG 2280L	VISUAL BASIC PROGRAMMING AND LABORATORY	3
PROG 2370L*	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG 2390L	INTRODUCTION TO JAVA SCRIPT AND LABORATORY	3
PROG 2480L*	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LAB.	3
PROG 3360L	PHYTHON PROGRAMMING AND LABORATORY	3
STAT 2000	INTRODUCTION TO STATISTICS	3
		49

MAJOR COURSES:

INTE 2570L*	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE 3510L*	WEB TECHNOLOGY AND LABORATORY	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 4161P1	INFORMATION TECHNOLOGY PRACTICE	4
PROG 3365L	C# PROGRAMMING AND LABORATORY	3
PROG 3375L	OBJECT ORIENTED PROGRAMMING AND LABORATORY	3
PROG 3425L	DATA BASE MANAGEMENT AND LABORATORY	3
		25

ELECTIVES **6**

TOTAL CREDITS **120**

[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.

*All general education and core courses with an asterisk and, all major and elective courses must be passed with at least a "C" grade.
This program will be offered through the on ground and online delivery mode.
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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
6 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
SOSC 1010	SOCIAL SCIENCES I	3
SOSC 1020	SOCIAL SCIENCES II	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020*	BASIC SPANISH II	3
		36

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 2250	COMPUTERIZED ACCOUNTING	3
ACCO 2261L	COMPUTERIZED ACCOUNTING LABORATORY	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	3
		22

MAJOR COURSES:

BUAD 2050	BUSINESS LAW	3
BUAD 3000	HUMAN RESOURCES ADMINISTRATION	3
BUMA1000	INTRODUCTION TO BUSINESS	3
MKTG 1010	MARKETING PRINCIPLES	3
OFSY 1201L	BASIC TYPING AND LABORATORY	3
OFSY 1250	SPEEDWRITING IN SPANISH	3
OFSY 1301L	DOCUMENTS PRODUCTION I & LABORATORY	3
OFSY 1351L	DOCUMENTS PRODUCTION II & LABORATORY	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 & OFFICE TECHNIQUES	3
OFSY 2661L	PLANNING AND TECHNIQUES OF TRAINING AND LABORATORY	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 LABORATORY	3
OFSY 3901L	SIMULATED OFFICE AND LABORATORY	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 LABORATORY	2
		62

ELECTIVES	**6**
TOTAL CREDITS	**126**

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

** This course includes the use of simulator.

This program is not currently offered for new students.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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 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
47	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	
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	3
		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	COMPARED MANAGEMENT	3
BUAD 3050	ETHICS 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
MKTG 1010	MARKETING PRINCIPLES	3
STAT 2000	INTRODUCTION TO STATISTICS	3
		47

TOTAL CREDITS **69**

*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.

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

ASSOCIATE'S DEGREE IN ACCOUNTING

OBJECTIVE

The Associate's Degree in Accounting trains students in the knowledge and skills needed to perform the tasks related to the profession of accounting, including the analysis of financial statements and bookkeeping. This program provides students with learning experiences through the use of technology to ensure their success in modern businesses.

MINIMUM REQUIREMENTS

22 Credits in General Education
42 Credits in Major Courses
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 LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		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**	PUERTO RICAN TAXES	3
ACCO 2270L	COMPUTERIZED ACCOUNTING AND LABORATORY	4
ACCO 3320	FEDERAL TAXES	3
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	3
		42

TOTAL CREDITS **64**

*General education courses with an asterisk and all major and elective courses must be passed with at least a "C" grade.

**Students residing outside PR may decide to take the ACCO 2200 course or substitute it for a free, directed or recommended elective.

Program offered only online.

Electives depend on the academic offering available in each term. Students should consult with their academic advisor.

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

ASSOCIATE'S DEGREE IN BUSINESS ADMINISTRATION IN ENTREPRENEURSHIP

OBJECTIVE

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

MINIMUM REQUIREMENTS

22 Credits in General Education
43 Credits in Major Courses
65 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 LABORATORY	3
MATH 1010*	BASIC MATHEMATICS	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		22

MAJOR COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
ACCO 2000	FUNDAMENTALS OF ACCOUNTING AND FINANCIAL MANAGEMENT FOR THE ENTREPRENEUR	3
BUAD 2000	FUNDAMENTALS OF MANAGEMENT	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 2010	LEGAL, TAX AND SOCIAL RESPONSIBILITY IN BUSINESS	3
BUMA 2050	SMALL BUSINESS PLANNING	3
BUMA 2250	SMALL BUSINESS PLANNING II	3
ECON 2000	MICRO ECONOMICS	3
MATH 1050	BUSINESS MATHEMATICS	3
MKTG 1010	MARKETING PRINCIPLES	3
MKTG 2050	INTRODUCTION TO DIGITAL MARKETING	3
		43

TOTAL CREDITS **65**

*All general education courses with and asterisk and all major courses must be passed with at least a "C" grade.
This program will be offered through the on ground and online delivery mode.
Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.

ASSOCIATE'S DEGREE IN ELECTRICAL ENGINEERING TECHNOLOGY IN RENEWABLE ENERGY

OBJECTIVE

This program prepares the student with the necessary knowledge, skills and abilities to perform tasks as an electrical power technician, assistant or installer of electrical wiring systems, modern systems of electrical illumination, among others. Also, the student will be able to offer maintenance to electrical diagrams 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 graduate will be able to communicate effectively, respecting 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
19 Credits in Core Courses 41 Credits in Major Courses
76 Total Credits

GENERAL EDUCATION:

ENGL 1010	BASIC ENGLISH I	3
HUMA 1010	HUMANITIES I	
OR		
SOSC 1010	SOCIAL SCIENCES I3	
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010	BASIC MATHEMATICS	3
SPAN 1010	BASIC SPANISH I	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		16

CORE COURSES:

MATH 2015*	MATHEMATICS FOR ENGINEERING TECHNOLOGY	3
ELEC 1020*	BASIC ELECTRONICS	4
ELEC 1031L*	BASIC ELECTRONICS LABORATORY	1
ELEC 2400*	INTRO. TO INDUSTRIAL ELECTRONICS	3
ELEC 2411L*	INTRO. TO INDUSTRIAL ELECTRONICS LABORATORY	1
ELEC 2850	PROGRAMMABLE LOGIC CONTROLLERS (PLC)	3
ELEC 2861L	PROGRAMMABLE LOGIC CONTROLLERS LABORATORY (PLC)	1
ENGL 2160	TECHNICAL ENGLISH	3
		19

MAJOR COURSES:

ELEN 1010	DC CIRCUIT ANALYSIS	3
ELEN 1011L	DC CIRCUIT ANALYSIS LABORATORY	1
ELEN 1020	AC CIRCUIT ANALYSIS	3
ELEN 1021L	AC CIRCUIT ANALYSIS LABORATORY	1
ELEN 2320	ELECTRICAL REGULATIONS AND WIRING	3
ELEN 2321L	ELECTRICAL REGULATIONS AND WIRING LABORATORY	2
ELEN 2330	ALTERNATIVE ENERGY MACHINES	3
ELEN 2331L	ALTERNATIVE ENERGY MACHINES LABORATORY	1
ELEN 2430	CONVENTIONAL AND RENEWABLE, ELECTRIC POWER SYSTEMS	3
ELEN 2431L	CONVENTIONAL AND RENEWABLE, ELECTRIC POWER SYSTEMS LAB	1
ELEN 2470	MODERN SYSTEMS OF ELECTRICAL ILLUMINATION	2
ELEN 2471L	MODERN SYSTEMS OF ELECTRICAL ILLUMINATION LABORATORY	1

ELEN 2550	ELECTRICAL SYSTEMS PROTECTION	3
ELEN 2551L	ELECTRICAL SYSTEMS PROTECTION LABORATORY	1
ELEN 2600	INDUSTRIAL SECURITY	3
ELEN 2750	PHOTOVOLTAIC AND WIND ENERGY	3
ELEN 2751L	PHOTOVOLTAIC AND WIND ENERGY LABORATORY	1
ELEN 2901P	ELECTRICAL PRACTICE*	3
ELEN 2910	INTEGRATING SEMINAR ON ELECTRICAL ENGINEERING TECHNOLOGY	3
		41

TOTAL CREDITS **76**

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

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

The Associate's Degree in Electrical Engineering Technology in Renewable Energy Practice is equivalent to 225 hours.

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

ASSOCIATE'S DEGREE IN NETWORK TECHNOLOGY AND APPLICATIONS DEVELOPMENT

OBJECTIVE

The Associate's Degree in Network Technology and Applications Development will equip students with the basic skills to work with the architecture and administration of communication networks. Also, students will recognize the process of applications development in various programming languages and will design websites.

MINIMUM REQUIREMENTS

28 Credits in General Education
43 Credits in Major Courses
3 Credits in Elective Courses
74 Total Credits

GENERAL EDUCATION:

BISC 1010	BIOLOGICAL SCIENCES	3
ENGL 1010	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
HUMA 1010	HUMANITIES I	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
MATH 1010	BASIC MATHEMATICS	3
SOSC 1010	SOCIAL SCIENCES I	3
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		28

MAJOR COURSES

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
BUMA 1000	INTRODUCTION TO BUSINESS	3
INTE 2440L	NETWORK FUNDAMENTALS AND LABORATORY	3
INTE 2460L	DATA COMMUNICATIONS AND LABORATORY	3
INTE 2520L	WEB PAGE DESIGN AND LABORATORY	3
INTE 2570L	NETWORKS ADMINISTRATION AND LABORATORY	3
INTE 2740L	DIAGNOSTIC & MAINTENANCE OF COMPUTER SYSTEMS AND LAB	3
MATH 2050	APPLIED MATHEMATICS	3
PROG 1035	INTRODUCTION TO COMPUTER PROGRAMMING LOGIC	3
PROG 1140L	DATA BASE DESIGN AND LABORATORY	3
PROG 2280	VISUAL BASIC PROGRAMMING AND LABORATORY	3
PROG 2370L	OPERATING SYSTEMS & ARCHITECTURE AND LABORATORY	3
PROG 2390L	INTRODUCTION TO JAVA SCRIPT AND LABORATORY	3
PROG 2480L	ANALYSIS, DESIGN & IMPLEMENTATION SYSTEMS AND LAB.	3
		43

ELECTIVES **3**

TOTAL CREDITS **74**

*All major and elective courses must be passed with at least a "C" grade.
This program will be offered through the on ground and online delivery mode. Electives depend on the academic offering available in each term. Students should consult with their academic advisor.
Course weeks may vary depending on the program offering, which has a total length of approximately 96 weeks.

ASSOCIATE'S DEGREE IN OFFICE SYSTEMS IN MEDICAL SECRETARY

OBJECTIVE

The Associate's Degree in Office Systems in Medical Secretary will equip students with the knowledge, skills, and attitudes needed to perform in different health care settings, such as medical offices, hospitals, laboratories, and health insurance companies. The program provides students with the tools for developing the knowledge needed to work with documents, equipment, records, and billing processes for medical services, using manual and electronic means. In addition, it prepares students in the areas of basic accounting, electronic applications, document control, and basic auditing processes, as well as the ethical and legal aspects that govern the management of health services.

MINIMUM REQUIREMENTS:

25	Credits in General Education
16	Credits in Core Courses
36	Credits in Major Courses
77	**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
SOSC 1010	SOCIAL SCIENCES I	3
MATH 1010*	BASIC MATHEMATICS	3
SPAN 1010*	BASIC SPANISH I	3
SPAN 1020*	BASIC SPANISH II	3
SEMI 1001*	UNIVERSITY ENVIRONMENT SEMINAR	1
		25

CORE COURSES:

ACCO 1000	INTRODUCTION TO ACCOUNTING I	4
BIOL 2000	HUMAN ANATOMY AND PHYSIOLOGY	3
EXCL 1000L	BASIC EXCEL	3
HEMA 1020	LEGAL AND ETHICAL ISSUES IN HEALTH SERVICES ADMINISTRATION	3
SPAN 2000*	BUSINESS SPANISH	3
		16

MAJOR COURSES:

AUME 2000	MEDICAL AUDITING	3
MESE 1010	MEDICAL TERMINOLOGY	3
MESE 2500	MANUAL MEDICAL BILLING	3
MESE 2550	MEDICAL CODING PRINCIPLES	3
MESE 2600L**	ELECTRONIC MEDICAL BILLING AND LABORATORY	3
OFSY 1211L	BASIC KEYBOARDING AND LABORATORY	3
OFSY 1301L	DOCUMENTS PRODUCTION I AND LABORATORY	3
OFSY 1351L	DOCUMENTS PRODUCTION II AND LABORATORY	3
OFSY 1400**	DOCUMENTS CONTROL	3
OFSY 2450	ADMINISTRATION AND OFFICE TECHNIQUES	3

OFSY 2730L**	INFORMATION PROCESSING, ELECTRONIC PRESENTATIONS AND LAB	3
OFSY 2861P	OFFICE PRACTICE AND INTEGRATING SEMINAR*	3
		36

TOTAL CREDITS **77**

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

** This course includes the use of simulator.

The Associate Degree in Office Systems in Medical Secretary Practice is equivalent to 180 practice hours and 20 contact seminar hours.

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

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

CRIMINAL JUSTICE AND PSYCHOLOGY PROGRAMS

The Criminal Justice program provides students the opportunity to acquire knowledge on various aspects of crime, the justice system, and the law, including the role and origin of criminality, and social policy. The students will obtain skills and understanding in matters such as justice policy, law enforcement, and juvenile system. In addition, it will prepare students with an appropriate academic discipline and core courses that introduce them to pursue their interest and be successful in their future professional scenario in the global society. This program offers Associate's Degree in Criminal Justice and Bachelor's Degree in Criminal Justice and Criminal Justice with majors in Cyber Crimes, Forensic Investigation, Homeland Security and Human Services.

The faculty of the Psychology program will guide the students in the study of the human behavior and the knowledge related to the fundamentals of the primary subfields of psychology, research methods, and clinical evaluation. This program offers a Bachelor's Degree in Science in Psychology.

BACHELOR'S DEGREE IN CRIMINAL JUSTICE

OBJECTIVE

The Bachelor's degree in Criminal Justice trains students in the legal, social, and investigative processes of the criminal justice system, safeguarding the rights of victims, witnesses, suspects, and the accused, as well as the processes of rehabilitation and treatment. Students will apply different interview, interrogation, and court statement techniques, as well as procedures in the investigative, procedural, criminal, ethical, and legal areas, and in fields related to human behavior. Furthermore, students will develop skills in the drafting of reports and management of different types of evidence to be presented before a court of law, in compliance with the due process of law.

MINIMUM REQUIREMENTS

37 Credits in General Education
9 Credits in Core Courses
66 Credits in Major Courses
9 Credits in Electives
121 Total Credits

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		37

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
PSYC 2510	PSYCHOLOGY	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		9

MAJOR COURSES:

JUST 1000	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE AND PUBLIC SECURITY	3
JUST 1015	HUMAN AND CIVIL RIGHTS	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 2025	COURT TESTIMONY	3
JUST 2050	CRIMINAL INVESTIGATION	3
JUST 2070	SIGN LANGUAGE	3
JUST 2080	REDACTION AND PROFESSIONAL WRITING IN CRIMINAL JUSTICE	3
JUST 2100	ELECTRONIC EVIDENCE	3
JUST 3125	JUVENILE JUSTICE	3
JUST 3130	DRUG ADDICTION AND REHABILITATION	3
JUST 3200	PENOLOGY AND CORRECTIONAL SYSTEM	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
PSEC 2000	LEADERSHIP, CRIMINAL JUSTICE, AND PUBLIC SAFETY	3
PSYC 3010	EMOTIONAL INTELLIGENCE: MANAGING STRESSFUL SITUATIONS	3
PSYC 3110	PSYCHOLOGICAL PROBLEMS IN CHILDREN, ADOLESCENTS AND ADULTS	3
JUST 4020**	INTEGRATING SEMINAR IN CRIMINAL JUSTICE	
OR		
JUST 4021P	PRACTICE IN CRIMINAL JUSTICE	3
JUST 4100	INFORMATION SYSTEMS MANAGEMENT IN CRIMINAL JUSTICE SYSTEM	3
		66

ELECTIVES

Directed electives	**9**

TOTAL CREDITS **121**

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

**For online offering.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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

OBJECTIVE

The Bachelor's program in Criminal Justice with Major in Cyber Crimes trains students with the necessary knowledge, skills, abilities, and techniques to oversee investigations, seizures, collection, analysis and interpretation of digital media, document presentation processes, crime adjudication, and further prosecution of cybercrimes such as fraud, identity theft, cyber terrorism and other cybercrimes committed around the world.

MINIMUM REQUIREMENTS

37 Credits in General Education
60 Credits in Core Courses
18 Credits in Major Courses
6 Credits in Elective
121 Total Credits

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		37

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1000	INTRODUCTION TO THE ORGANIZATION AND ADMINISTRATION OF THE CRIMINAL JUSTICE AND PUBLIC SAFETY SYSTEM	3
JUST 1015	HUMAN AND CIVIL RIGHTS	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 2025	COURT TESTIMONY	3
JUST 2050	CRIMINAL INVESTIGATION	3
JUST 2070	SIGN LANGUAGE	3
JUST 2080	COMPOSITION AND PROFESSIONAL WRITING IN CRIMINAL JUSTICE	3
JUST 2100	ELECTRONIC EVIDENCE	3
JUST 3125	JUVENILE JUSTICE	3

JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4020	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	
OR		
JUST 4021P**	PRACTICE OF CRIMINAL JUSTICE	3
PSYC 2510	PSYCHOLOGY	3
PSYC 3010	EMOTIONAL INTELLIGENCE: MANAGING STRESSFUL SITUATIONS	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		60

MAJOR COURSES:

JUST 3120	FEDERAL JURISDICTION	3
CYCR 4010	CYBER CRIMES: OPERATING SYSTEMS AND ARCHITECTURE, AND LAB	3
CYCR 4015	CYBER TERRORISM	
CYCR 4020	APPLICABLE LAW TO CYBER CRIMES	3
CYCR 4040	INTRODUCTION TO CYBER CRIMES	3
CYRC 4055	COMPUTER FORENSICS	3
		18

DIRECTED ELECTIVES	**6**
TOTAL CREDITS	**121**

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

** *Students enrolled in the on ground modality must take the JUST 4021P-Practice of Criminal Justice course. Students enrolled in the full online modality program must take the IJUST 4020-Integration Seminar of Criminal Justice course.

This program will be offered through the on ground and online delivery mode.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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

OBJECTIVE

The Bachelor's program in Criminal Justice with Major in Forensic Investigation trains students with the necessary knowledge, techniques, and skills for the criminal investigation process inside a crime laboratory through the application of investigation techniques in crime scenes, maintaining records, collecting, packaging, and preserving evidence for the purpose of reconstructing scenes, and analyzing physical evidence to prove the perpetrator's guilt.

MINIMUM REQUIREMENTS

37 Credits in General Education
60Credits in Core Courses
18 Credits in Major Courses
6 Credits in Elective
121 Total Credits

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		37

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1000	INTRODUCTION TO THE ORGANIZATION AND ADMINISTRATION OF THE CRIMINAL JUSTICE AND PUBLIC SAFETY SYSTEM	3
JUST 1015	HUMAN AND CIVIL RIGHTS	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 2025	COURT TESTIMONY	3
JUST 2050	CRIMINAL INVESTIGATION	3
JUST 2070	SIGN LANGUAGE	3
JUST 2080	COMPOSITION AND PROFESSIONAL WRITING IN CRIMINAL JUSTICE	3
JUST 2100	ELECTRONIC EVIDENCE	3

JUST 3125	JUVENILE JUSTICE	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4020	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	
OR		
JUST 4021P**	PRACTICE OF CRIMINAL JUSTICE	3
PSYC 2510	PSYCHOLOGY	3
PSYC 3010	EMOTIONAL INTELLIGENCE: MANAGING STRESSFUL SITUATIONS	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		60
MAJOR COURSES:		
FOIN 1010	INTRODUCTION TO FORENSIC INVESTIGATION	3
FOIN 2020	FORENSIC PHOTOGRAPHY	3
FOIN 2030	COLLECTION AND ANALYSIS OF PHYSICAL EVIDENCE	3
FOIN 3030	FORENSIC FIREARM EXAMINATION	3
FOIN 3040	CRIME SCENE PROCESSING	3
FOIN 3050	RESEARCH AND ANALYSIS OF POST MORTEM EXAMINATIONS	3
		18
DIRECTED ELECTIVES		**6**
TOTAL CREDITS		**121**

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

**Students enrolled in the on ground modality must take the JUST 4021P-Practice of Criminal Justice course. Students enrolled in the full online modality program must take the IJUST 4020-Integration Seminar of Criminal Justice course.

This program will be offered through the on ground and online delivery mode.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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 students with theoretical and practical knowledge of homeland security policy, focusing on all the planning and operations aimed at protecting the United States and its territories from external threats. In addition, students will be trained on the operational components and infrastructure used to offer intelligence services, customs and border protection, security and technological communications, planning and operations in threat scenarios of natural or man-made disasters, in order to preserve the integrity of the economic system and protect all citizens.

MINIMUM REQUIREMENTS

37	Credits in General Education
60	Credits in Core Courses
18	Credits in Major Courses
6	Credits in Elective
121	**Total Credits**

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		37

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1000	INTRODUCTION TO THE ORGANIZATION AND ADMINISTRATION OF THE CRIMINAL JUSTICE AND PUBLIC SAFETY SYSTEM	3
JUST 1015	HUMAN AND CIVIL RIGHTS	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 2025	COURT TESTIMONY	3
JUST 2050	CRIMINAL INVESTIGATION	3

JUST 2070	SIGN LANGUAGE	3
JUST 2080	COMPOSITION AND PROFESSIONAL WRITING IN CRIMINAL JUSTICE	3
JUST 2100	ELECTRONIC EVIDENCE	3
JUST 3125	JUVENILE JUSTICE	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4020	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	3
PSYC 3010	EMOTIONAL INTELLIGENCE: MANAGING STRESSFUL SITUATIONS	3
PSYC 2510	PSYCHOLOGY	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		60

MAJOR COURSES:

JUST 3120	FEDERAL JURISDICTION	3
HOSE 1010	FORENSIC PSYCHOLOGY	3
HOSE 3010	HOMELAND SECURITY AND OPERATIONAL COMPONENTS	3
HOSE 3040	TERRORISM	3
HOSE 4015	FEDERAL EMERGENCY MANAGEMENT	3
HOSE 4060	CYBER SECURITY	3
		18

DIRECTED ELECTIVES	**6**
TOTAL CREDITS	**121**

*All general education courses with an asterisk and all core, major and elective courses must be passed with at least a “C” grade.
Program offered only online.
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

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 students with the necessary knowledge, skills and abilities to provide services to vulnerable populations such as crime victims, controlled substances users, juvenile offenders and members of the correctional population in a variety of institutional and community contexts in the criminal justice system, in order to achieve social readaptation.

MINIMUM REQUIREMENTS

37 Credits in General Education
60 Credits in Core Courses
18 Credits in Major Courses
6 Credits in Elective
121 Total Credits

GENERAL EDUCATION:

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		37

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
JUST 1000	INTRODUCTION TO THE ORGANIZATION AND ADMINISTRATION OF THE CRIMINAL JUSTICE AND PUBLIC SAFETY SYSTEM	3
JUST 1015	HUMAN AND CIVIL RIGHTS	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 2025	COURT TESTIMONY	3
JUST 2050	CRIMINAL INVESTIGATION	3
JUST 2070	SIGN LANGUAGE	3
JUST 2080	COMPOSITION AND PROFESSIONAL WRITING IN CRIMINAL JUSTICE	3
JUST 2100	ELECTRONIC EVIDENCE	3

JUST 3125	JUVENILE JUSTICE	3
JUST 3610	WHITE COLLAR CRIMES AND FRAUD DETECTION	3
JUST 4020	INTEGRATION SEMINAR OF CRIMINAL JUSTICE	3
PSYC 2510	PSYCHOLOGY	3
PSYC 3010	EMOTIONAL INTELLIGENCE: MANAGING STRESSFUL SITUATIONS	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		60

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 4015	SERVICES FOR DOMESTIC VIOLENCE VICTIMS AND OTHER CRIMES	3
HUSE 4060	RESTORATIVE JUSTICE	3
JUST 2035	CRIME VICTIMS	3
		18

DIRECTED ELECTIVES **6**

TOTAL CREDITS **121**

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

Program offered only online.

Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

ASSOCIATE'S DEGREE IN CRIMINAL JUSTICE

OBJECTIVE

The Associate's Degree in Criminal Justice trains students in legal, social, and investigative processes, safeguarding the rights of victims, witnesses, suspects, and the accused. Furthermore, students will develop the skills to apply procedures and different methods in investigative, procedural, criminal, ethical, and legal areas, as well as other fields related to human behavior.

MINIMUM REQUIREMENTS

25 Credits in General Education
9 Credits in Core Courses
36 Credits in Major Courses
70 Total Credits

GENERAL EDUCATION

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ENGL 2050	CONVERSATIONAL ENGLISH	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		25

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
PSYC 2510	PSYCHOLOGY	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		9

MAJOR COURSES:

JUST 1000	INTRODUCTION TO ORGANIZATION AND ADMINISTRATION IN CRIMINAL JUSTICE AND PUBLIC SECURITY	3
JUST 1015	HUMAN AND CIVIL RIGHTS	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 2025	COURT TESTIMONY	3
JUST 2050	CRIMINAL INVESTIGATION	3
JUST 2070	SIGN LANGUAGE	3
JUST 2080	REDACTION AND PROFESSIONAL WRITING IN CRIMINAL JUSTICE	3
		36

TOTAL CREDITS **70**

*All general education with an asterisk and all core and major courses must be passed with at least a "C" grade. Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.

ASSOCIATE'S DEGREE LEADERSHIP IN PUBLIC SECURITY

OBJECTIVE

The Associate's Degree in Leadership in Public Security program equips students to make decisions and integrate the various areas that comprise public safety and the criminal justice system. Graduates of this program will be able to apply the knowledge related to the investigation, processes, and policies for managing emergency situations as first responders. In addition, they will employ individual and collaborative work skills for solving problems ethically and with compassion, as established in the basic level of their profession.

MINIMUM REQUIREMENTS

22	Credits in General Education
6	Credits in Core Courses
30	Credits in Major Courses
3	Credits in Elective Courses
61	**Total Credits**

GENERAL EDUCATION

ENGL 1010*	BASIC ENGLISH I	3
ENGL 1020	BASIC ENGLISH II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3
		22

CORE COURSES:

ETHI 1010	ETHICS AND PROFESSIONALISM	3
PSYC 2510	PSYCHOLOGY	3
		6

MAJOR COURSES:

JUST 1000	INTRODUCTION TO THE ORGANIZATION AND ADMINISTRATION OF THE CRIMINAL JUSTICE AND PUBLIC SAFETY SYSTEM	3
JUST 1015	HUMAN AND CIVIL RIGHTS	3
JUST 1025	FUNDAMENTALS OF PENAL LAWS	3
JUST 1030	SPECIAL PENAL LAWS	3
JUST 1050	EVIDENCE	3
JUST 2020	RULES OF CRIMINAL PROCEDURE	3
HEED 1500	FIRST AID	3
PSEC 2000	LEADERSHIP, CRIMINAL JUSTICE, AND PUBLIC SAFETY	3
PSEC 2010	CONSCIENCE AND REACH IN SELF DEFENSE	3
PSEC 2020	BASIC EMERGENCY MANAGEMENT	3
		30

ELECTIVES COURSES

	DIRECTED ELECTIVE	3

TOTAL CREDITS **61**

**All general education with an asterisk and all core and major courses must be passed with at least a "C" grade. Course weeks may vary depending on the program offering, which has a total length of approximately 80 weeks.*

BACHELOR'S DEGRE IN SCIENCE IN PSYCHOLOGY

OBJECTIVE

The Bachelor's Degree in Science in Psychology Program will equip students in the basic principles of human behavior, with a scientific and ethical focus of the profession. Graduates of this program will identify theoretic models of psychological intervention, as well as psychological disorders and behaviors according to the professional practice. They will apply the scientific method and evidence-based psychological intervention models. Finally, they will develop the knowledge and skills necessary for continuing their professional development through graduate studies or by entering the workforce.

MINIMUM REQUIREMENTS

31 Credits in General Education
48 Credits in Core Courses
32 Credits in Major Courses
9 Credits in Elective Courses
120 Total Credits

General Education:		**Credits**
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 LABORATORY	3
MATH 1010	BASIC MATHEMATICS	3
SEMI 1001	UNIVERSITY ENVIRONMENT SEMINAR	1
SPAN 1010	BASIC SPANISH I	3
SPAN 1020	BASIC SPANISH II	3
		31

Core Courses:		**Credits**
PSYC 1010	FUNDAMENTALS OF PSYCHOLOGY I	3
PSYC 1020	FUNDAMENTALS OF PSYCHOLOGY II	3
PSYC 1100	HISTORY OF PSYCHOLOGY	3
PSYC 1150	HUMAN DEVELOPMENT I	3
PSYC 1200	ETHICAL PRINCIPLES IN PSYCHOLOGY	3
PSYC 1250	HUMAN DEVELOPMENT II	3
PSYC 2000	PERSONALITY DISORDERS	3
PSYC 2150	PSYCHOBIOLOGY	3
PSYC 2250	PERSONALITY THEORIES	3
PSYC 2350	INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY	3
PSYC 3000	EXPERIMENTAL PSYCHOLOGY	3
PSYC 3150	INTRODUCTION TO EVALUATION AND MEASUREMENT	3
PSYC 3510	SOCIAL PSYCHOLOGY	3
PSYC 3520	PSYCHOPATHOLOGY	3
REME 2000	SOCIAL INVESTIGATION METHODOLOGY	3
STAT 1500	STATISTICS FOR SOCIAL SCIENCES	3
		48

Major Courses:		**Credits**
PSYC 2100	LEARNING AND MOTIVATION	3
PSYC 2200	INTERVIEWING TECHNIQUES	3
PSYC 2300	CRISIS INTERVENTION	3
PSYC 2400	INTRODUCTION TO TEST BUILDING	3
PSYC 3050	WRITING TECHNIQUES IN PSYCHOLOGY	3
PSYC 3100	LAW AND MENTAL HEALTH	3
PSYC 3200	THE PSYCHOBIOLOGY OF ADDICTION	3
PSYC 3250	PSYCHOTHERAPY MODELS AND TECHNIQUES	3
PSYC 4000	ALTERATION IN FUNCTIONAL DEVELOPMENT AND DIVERSITY	3
PSYC 4010	INTEGRATED PSYCHOLOGY SEMINAR (CAPSTONE)	4
SEMI 2000	APA WRITING SEMINAR	1
		32

Elective Courses:		**Credits**
	DIRECTED ELECTIVES	9
		9

TOTAL CREDITS	**120**

All courses should be approved with at least a "C" grade, except for the Capstone course and elective courses at graduated level that must be passed with at least "B" grade.
Course weeks may vary depending on the program offering, which has a total length of approximately 144 weeks.

Pool of electives recommended at Undergraduate level:

HEED 1500	FIRST AID	3
HOSE 1010	FORENSIC PSYCHOLOGY	3
JUST 1025	FUNDAMENTALS OF PENAL LAWS	3
JUST 1040	INTRODUCTION TO CRIMINOLOGY	3
JUST 2035	CRIME VICTIMS	3
JUST 3130	DRUG ADDICTION AND REHABILITATION	3
JUST 3100	CONFLICT MANAGEMENT	3
JUST 3110	GENDER AND CRIMINAL JUSTICE	3

Pool of electives recommended at Graduate level:

PSYC 5010	HUMAN BEHAVIOR IN THE SOCIAL AND MULTICULTURAL ENVIRONMENT	3
PSYC 5030	TOPICS IN INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY	3
PSYC 5240	CURRENT AND GLOBAL BUSINESS DILEMMAS	3

The recommended graduate-level electives are directed courses for students interested in pursuing a Master's degree in the Psychology area at NUC University. These courses must be passed with at least a "B" grade.

GENERAL EDUCATION DEPARTMENT

The General Education Program is comprised by a core of courses that are required in all of our undergraduate programs. They are designed to develop in our graduates the skills, knowledge and attitudes necessary to function as responsible citizens in contemporary society, and with a commitment for continuous learning throughout their whole life.

NUC identifies the following institutional learning goals necessary to build a solid foundation for the academic experience at the undergraduate level:

Professional competence
Capacity to apply creatively the knowledge and skills of their respective studies disciplines to actual and future scenarios for their own continuous development, self-employment, their profession and their fellow citizens in the local or global geographic area in which they decide to live and work.

Communication skills
Capacity to master Spanish properly as their first language and English as a second language.

Critical and Creative Thinking
Capacity to analyze, apply critically and creatively their professional competencies in the management of complex situations, decision making, problem solving, understanding, adapting, and generating changes, while at the same time managing them effectively.

Logic mathematical reasoning
Capacity to utilize quantitative and qualitative information in the problem solving process.

Information Literacy (Digital competency)
Capacity to apply in an ethical and critical manner the knowledge and skills related to the development and processes in information and digital environments in an effective and efficient way, considering the personal, professional, and citizen dimensions.

Ethical and moral behavior
Capacity to reason ethically and morally when facing complex situations, making informed decisions, and solving problems, showing respect towards laws, intellectual honesty, social responsibility, ethical judgment, respect to life and environment conservation.

Respect to diversity
Capacity to recognize and value the richness of human experiences, understanding the multicultural, gender, political, and social differences and the capacities that enrich living together without incurring in discriminatory practices in the globalized world.

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
HUMA 1010	HUMANITIES I	3
HUMA 1020	HUMANITIES II	3
ITTE 1031L	COMPUTER LITERACY AND LABORATORY	3
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	3

BIOL 1010 course is considered a core course in Health Science Allied Programs.

UNDERGRADUATE COURSE DESCRIPTIONS

UNDERGRADUATE COURSE DESCRIPTIONS

ACCO 1000: Introduction to Accounting I: 4 credits
In this course, students will analyze the fundamentals of accounting and their impact on business operations. They will categorize account types for registering transactions in the corresponding ledgers. Also, they will create the necessary financial reports when completing the accounting cycle of a business.
(Pre-requisite: MATH 1010)

ACCO 1050: Introduction to Accounting II: 4 credits
In this course, students will analyze accounting operations and the creation of financial statements for a merchandising business. They will measure the depreciation expense of assets acquired by businesses. They will differentiate inventory types, how they function, and valuation methods. They will also evaluate the rules for payroll calculation, receivables, and current and long-term business liabilities.
(Pre-requisites: ACCO 1000, MATH 1010)

ACCO 2000: Fundamentals of Accounting and Financial Management for the Entrepreneur: 3 credits
They will evaluate the responsibilities of a businessperson in the fiscal development, operation, and compliance of a business. Additionally, they will analyze the financial information of a business with the objective of encouraging informed decisions and sound financial management. They will also identify best practices used for the promotion of a balance between a business' finances and its owners' personal finances. *(Pre-requisite: ACCO 1000)*

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 2270L: Computerized Accounting and Lab: 4 credits
In this course, students will analyze accounting cycles using specialized accounting software. They will create economic transactions in said software. Also, students will generate the necessary accounting documents and reports, either for their own business or a company.
(Pre-requisites: ACCO 1000, ITTE 1031L)

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 analyze the basic concepts of cost in the production process of manufacturing and nonmanufacturing companies. They will discuss the conceptual framework of 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 3520: Managerial Accounting: 4 credits
In this course, students will analyze and explain the accounting information to plan, direct and control the operations of a business. They will evaluate the types of costs in companies and perform cost, volume, and profit analyses as a tool to facilitate decision-making. They will prepare a master budget and explain its characteristics and advantages to facilitate the planning process. In addition, they will evaluate and apply the appropriate techniques for decision-making, both short- and long-term, as well as perform an analysis of financial statements. *(Pre-requisite: ACCO 1000)*

ACCO 3550: Accounting Information Systems: 3 credits
In this course students will examine the components of the accounting information systems that businesses use for the recording, processing, and transformation of data. They will evaluate internal control systems that promote information security and the integrity of accounting data. Students will analyze the processes of basic commercial activities for the identification of threats and the implementation of necessary controls to mitigate them. *(Pre-requisite: ACCO 2100)*

ACCO 4000: Accounting for Governmental and Nonprofit Entities: 3 credits
In this course, students will analyze the basic concepts, applications, and practices of fund accounting and financial reporting for governmental and nonprofit entities, as well as the pronouncements of the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). They will explain the role of budgeting in the government sector. Additionally, they will develop a transaction register for economic events along with their general and special journal entries for governmental entities, according to existing economic facts or contexts. *(Pre-requisite: ACCO 3150)*

ACCO 4220: Principles of Auditing: 3 credits
In this course, students will analyze and explain the basic elements and kinds of audits as well as the role of the CPA. They will contrast the various audit reports, their presentation, and the techniques to interpret them. Additionally, they will discuss professional ethics, legal elements of the audit, evidence in audit processes, and internal control mechanisms. (*Pre-requisites: ACCO 3150)*

ACCO 4400: Advance Accounting: 3 credits
In this course, students will analyze accounting principles, practices, transactions, and reports. They will prepare corporate and consolidated business reports. They will evaluate stock, bond, and dividend transactions. Students 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. They will also contrast the accounting process of partnerships, estates, trusts, and nonprofit organizations. *(Pre-requisite: ACCO 3150)*

ACCO 4500: Forensic Accounting: 3 credits
In this course, students will analyze the basic concepts of forensic accounting, criminology, and forensic auditor ethics. They will contrast the different types of fraud, financial crimes, and cybercrimes and 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, 3150)*

ACCO 4550: Operational and Systems Auditing: 3 credits
In this course, students will distinguish the basic components of every organizational operation and the expected goals of a company. They will apply the appropriate auditing procedures for the examination of operational processes to support the efficiency and safety of the business. Additionally, students will evaluate the components of the internal controls needed for auditing electronic information systems for fraud mitigation. Lastly, they will develop processes leading to ethical environments both in public and private industries. *(Pre-requisite: ACCO 4220)*

AUME 2000: Medical Auditing: 3 credits
In this course, the students will analyze the general concepts and principles of the medical audit process. They will evaluate code descriptions that apply to withholdings on remittances of payment. Students will describe the components of a medical record and the monitoring process and their evaluation. They develop quality processes in the management of information and forms to submit bills to insurers. Therefore, they will conduct a medical audit of the medical billing process. *(Pre-requisites: MESE 1010, MEBC 1010, 1020, 1050, 1060, 1200, MEBI 1150 or MESE 1010, 2500, 2550, 2600L)*

BIOL 1010: Introduction to Biology: 3 credits
In this course, the students will examine the fundamental concepts of biology and the characteristics that distinguish living organisms and their evolutionary processes. They will analyze the cell as the fundamental unit of living organisms, as well as its metabolic and energetic cellular processes. Students will investigate the cell reproductive process and its genetic role. In addition, they will evaluate different ecosystems and the effect of human intervention on the environment.

BIOL 1200: Fundamentals of Anatomy and Physiology: 3 credits
In this course, students will evaluate the importance of the organization of the human body. They will explain the anatomy of the various body systems, their constituent organs, and their basic functions. They will justify the interrelationship that exists between the systems in the human body. In addition, they will analyze the most common pathologies that affect the different systems.

BIOL 2000: Human Anatomy and Physiology: 3 credits
In this course, students will evaluate the main components of the human body. They will apply the basic concepts of anatomy in the examination of the functioning of each of the body systems and the relationship between them. In addition, they will analyze the most common diseases, abnormalities, and disorders affecting each body system. *(Pre-requisite: BIOL 1010)*

BIOL 2010: Anatomy and Physiology I: 3 credits
In this course, students will discuss the basic concepts of human anatomy and physiology. They will analyze the organizational levels, emphasizing on the structure and functioning of the cell, the four basic types of tissue, and the integumentary, skeletal, muscular, and nervous systems of the human body. In addition, they will examine the most common pathologies in these systems.

BIOL 2020: Anatomy and Physiology II: 3 credits
In this course, students will analyze the structure and functioning of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. At the same time, they will discuss the function of their constituent organs. In addition, they will examine the most common pathologies in these systems. *(Pre-requisite: BIOL 2010)*

BIOL 2030: Sectional Anatomy: 2 Credits
In this course, students will explain the functioning of the human body systems and the organs that comprise it. In addition, they will differentiate the levels of structural organization that make up the human body and the relationship between them. They will also interpret the basic concepts of computerized tomography image acquisition, magnetic resonance imaging and ultrasound. (*Co-requisite: BIOL 2030L*)

BIOL 2030L: Sectional Anatomy Laboratory: 1 Credit
In this course, students will identify the function of the systems and the organs that comprise the human body. In addition, they will analyze computerized tomography, magnetic resonance, and ultrasound images. They will also explain the relationships between the structures located in the brain, the thorax, the abdomen, and the pelvis.
(*Co-requisite: BIOL 2030*)

BISC 1010: Biological Sciences: 3 Credits
In this course, students will analyze the fundamental concepts and characteristics that distinguish living organisms, their evolutionary processes, and their interaction with other organisms and the environment. Distinguish the essential aspects for the function and development of life. Will explain the reproductive aspects of the cell and its genetic role. Also, they will evaluate different ecosystems and the effect caused by human intervention in them.

BUAD 1020: Business Information Systems: 3 credits
In this course, students will analyze the fundamentals of business information systems and their impact on contemporary businesses. They will examine the basics of business intelligence, e-commerce, information management, and decision support systems (DSS). In addition, they will evaluate ethical and social aspects in the use of information systems. *(Pre-requisite: ITTE 1031L)*

BUAD 1050: Multiculturalism: 3 Credits
In this course, students will understand the complexity and value of a multicultural environment in organizations. They will also explore the impact of differences regarding culture, generations, sexual and gender orientation, and functional diversity, among others, on the management and operational processes of an organization. Furthermore, they will integrate the acquired knowledge in the analysis of different elements of an organization and the tools that enable them to effectively manage its resources, as well as how this impacts the fulfillment of the organization's mission and vision.

BUAD 2000: Fundamentals of Management: 3 Credits
In this course, students will critically analyze the main concepts about managerial work and the organizational environment. In addition, they will assess the impact of the different schools of management thought and their exponents on contemporary management. Furthermore, they will integrate the concepts and processes related to planning, organizing, leading, and controlling into the essential role of the manager. *(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: E-Comerce: 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 1000)

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 3000: Human Resources Administration: 3 credits
In this course, students will evaluate the principles, rules, and practices of administration that apply to human resource management. They will strategically plan activities that pertain to human resources departments, such as personnel recruiting, selection, and assessment processes, as well as personnel formation, training, development, promotion, transferal, discipline, and remuneration processes, in accordance with labor legislation and collective agreements. They will also analyze the importance of developing human capital in organizations in view of the trends of the 21st century.

BUAD 3010: Comparative Management: 3 Credits
In this course, students will analyze the impact globalization has had on countries, industries, companies, and communities in general. They will determine the competencies that management must possess for an international operation, using the components of international trade as a reference framework. They will evaluate the role of organizational culture and cross-cultural communication in international management. Students will also explain the various controls that are implemented in the management of international operations in the areas of administration, marketing, and human resources, as well as the principles of social and ethical responsibility that should prevail.
(Pre-requisites: BUAD 2000)

BUAD 3050: Ethics in Business: 3 credits
In this course, students will analyze the origin and development of ethics as a philosophical principle, as well as its relationship and application in the business and professional environment. They will also evaluate the principles that promote a greater social responsibility inside and outside of an organization as a solution to current ethical problems. In addition, they will distinguish between the applicable principles and codes of ethics according to the type of organization or business. Furthermore, students will outline a code of ethics that meets the needs of a profession or organization.

BUAD 3190: Organizational Leadership: 3 credits
In this course, students will evaluate leadership concepts applied to business administration. They will discuss various leadership theories, as well as the leadership models that derive from them. In addition, students will examine the individual characteristics that make up a leader and the implications of cultural diversity on the execution of effective leadership. They will also analyze ethical concepts necessary for the formation of future leaders.

BUAD 4000: Integrative Seminar Business Administration: 3 Credits
In this course, students will analyze the principles of strategic management and the management skills needed to manage a company. They will evaluate ethics and social responsibility, as well as the planning, human resource management, financial, and marketing aspects for decision-making within a company. Finally, they will formulate business strategies within the strategic and operational execution planning of a company. *This course includes the use of simulator. (Pre-requisites: ACCO 1000, BUAD 2000, BUAD 3000, BUAD 3010, BUAD 3050, BUMA 1000, ECON 2000, ECON 3200, FINA 2100, MATH 1050, MATH 2080, MKTG 1010, STAT 2000 OR ACCO 1000, BUAD 2000, BUAD 3000, BUAD 3050, BUMA 1000, ECON 2000, ECON 3200, FINA 2100, MATH 1050, MATH 2080, MKTG 1010, STAT 2000)*

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.
(Pre-requisites: ITTE 1031L)

BUIN 1015: Introduction to Business Intelligence: 3 Credits
In this course, students will examine the fundamentals of business intelligence and the need to use its components within data processing. They will evaluate the steps of data integration workflow and apply them according to the necessary required data. Additionally, they will explain how to manage a business intelligence projects appropriately.

BUIN 1020: Introduction to Data Base: 3 Credits
In this course, students will analyze databases, management systems, structures to data modeling and the design process. They will use the elements of the Structured Query Language (SQL) in the structure and design of databases. They will also develop a database under a standardized model.

BUIN 2000: Decision Support Systems: 3 Credits
In this course, students will analyze the fundamentals and key aspects of the decision-making process in management. They will examine various types of decision support systems based on analytical decision models. They will develop a basic design for an analytical decision support system and a plan to implement it.
(Pre-requisites: BUIN 1015)

BUIN 2010: Business Analytics: 3 Credits
In this course, students will analyze the fundamentals of business analytics focusing on the descriptive model. They will apply descriptive statistics for decision-making in business. They will also design tables and graphs to organize and visualize the results obtained from data analysis. Additionally, they will examine the MS Power BI tool for extracting, transforming, and loading data (ETL) and create reports to share with stakeholders within or outside the organization.
(Pre-requisites: STAT 2000; BUIN 1015)

BUIN 3000: MS Excel for Business Intelligence: 3 Credits
In this course, students will use MS Excel as a tool for data analysis. They will focus on the creation of Excel tables, graphs, and dynamic tables and graphs for transforming data, whether it be text files or is located in databases into valuable information. Additionally, they will apply basic concepts for logical, numerical, and date and time formulas and functions to transform data and obtain results.
(Pre-requisites: ITTE 1031L; BUIN 2010)

BUIN 3010: Web Analytics: 3 Credits
In this course, students will apply web analytics to measure and maximize the value of their business. They will use tools to measure traffic and evaluate the behavior of users who visit a website. They will analyze how to integrate segmentation using dimensions to measure how certain users utilize a webpage. They will establish goals to measure the effectiveness of changes in website content and navigation. Google Analytics will be used as an analytic tool throughout the course.

BUIN 4000: Data Warehousing, Data Mining and Data Analysis: 3 Credits
In this course, students will analyze the fundamental concepts of a data warehouse. They will evaluate the preparation of data, information delivery, visualization, and result analysis. They will use data mining to help individuals and organizations to make better decisions. They will describe the tools for analyzing gathered data and how they help business intelligence. *(Pre-requisites: BUIN 1020, BUIN 2000)*

BUIN 4010: Applications for Business Analysis: 3 Credits
In this course, students will analyze the essential elements of applications and their uses in order to perform a business analysis using the Power BI tool, which will create interactive visualizations to be used in business intelligence. They will develop reports and dashboards, without having to depend on information technology or database administration personnel. Additionally, they will use the Power Pivot, Get & Transform, Power View, and Power Map tools. *(Pre-requisites: BUIN 3000)*

BUMA 1000: Introduction to Business: 3 credits
In this course, students will understand the basic elements of business. They will examine the administrative and operational areas of a company, as well as the internal and external forces it faces in its business environment. At the same time, they will analyze the value of these basic elements for fulfilling the organizational objectives when managing a business.

BUMA 1050: Introduction to Entrepreneurship: 3 credits
In this course, students will analyze the general aspects, techniques and basic skills needed to develop a company. They will justify the planning and development of a business plan. Additionally, they will explain and develop an ethical and social conscience that will allow them to have good performance in the business world.

BUMA 2010: Legal, Tax and Social Responsibility in Business 3 credits
In this course, students will apply corporate social responsibility concepts and their ethical foundations. They will also recognize the stakeholders and actors involved in a corporation. Likewise, they will value the importance of the common good as the basis for a fair and inclusive society. Furthermore, students will evaluate processes related to the implementation of a socially responsible system. *(Pre-requisite: BUMA 1050)*

BUMA 2050: Small Business Planning: 3 credits
In this course, students will analyze the types of legal structures, the market, and strategies for the operational viability of a business. They will also evaluate the structure of the internal and external environment of a business for decision making in the market study. Furthermore, students will apply planning concepts for a small business, including idea proposal, business model, market research phases, and starting the business plan. *(Pre-requisites: BUMA 1050)*

BUMA 2250: Small Business Planning II: 3 credits
In this course, students will create a marketing plan and other supporting sections for their business proposal. They will prepare a financial plan for the search and acquisition of the necessary financing for the operation. Students will develop operational strategies related to customer service, risk prevention, and vulnerabilities in the business. At the end of the course, they will complete their business plan by incorporating supporting documents, an executive summary, and a business pitch. *(Pre-requisite: BUMA 2050)*

CHEM 1010: General Chemistry for Health Sciences: 3 credits
In this course, students will analyze the properties and changes of matter as well as its anatomic structure. In addition, they will examine the formation of chemical bonds and different chemical reactions. Furthermore, they will evaluate different organic compounds, along with as the structure and function of biological molecules. *(Co-requisite: CHEM 1011L) (Pre-requisite: MATH 1010)*

CHEM 1011L: General Chemistry for Health Sciences Laboratory: 1 credit
In this course, students will apply the safety rules in the chemistry lab when performing experiments and handling laboratory instruments. Through a variety of experiments, they will investigate matter properties and changes, mixture separation methods, the molecular geometry of a compound, as well as ion and pH indicators in aqueous solutions. Also, students will evaluate different chemical reactions and factors that alter the kinetics of the reaction. Finally, they will analyze the equivalence point in an acid-base titration, as well as the properties and chemical reactions in organic compounds.
(*Co-requisite*: CHEM 1010) (*Pre-requisite*: MATH 1010)

CHEM 2031: General Chemistry: 3 credits
In this course, students will analyze the classification of matter, the atomic structure, and the formation of chemical bonds, as well as the measurement systems used in chemistry. They will differentiate the types of chemical reactions and solutions. In addition, students will examine different organic compounds and biological molecules. *(Pre-requisites: MATH 1010)*

CRCP 1011L: Fundamentals of Respiratory Care and Lab: 2 credits
In this course, students will analyze the historical events and primary aspects related to respiratory care, as well as the structure and function of associations and organizations related to the profession. They will apply the necessary skills for basic and advanced patient assessment in a respiratory care unit. Students will demonstrate isolation and patient handling techniques, anatomical points identification for taking reference measurements, and proper stethoscope usage. Likewise, they will demonstrate strategies for the adequate handling of oxygen, humidity, and aerosol therapies, both in routine and emergency situations. This course includes the use of simulator. *(Pre-requisites: PHYS 1001, BIOL 2010) (Co-requisite: BIOL 2020, CRCP 1111L)*

CRCP 1111L: Respiratory Care Clinical Pre-Practice Lab: 1 credit
In this course, students will examine the fundamentals of respiratory care. Furthermore, students will identify the skills required for basic and advanced patient evaluations. Finally, students will apply proper oxygen therapy management in both routine and emergency situations.
(Pre-requisites: PHYS 1001, BIOL 2010) (Co-requisite: BIOL 2020, CRCP 1011L)

CRCP 1200: Cardiopulmonary Anatomy and Physiology: 3 credits
In this course, students will analyze the anatomy of organs that make up the cardiopulmonary system, such as the heart, blood vessels, lungs, and respiratory tract. Additionally, they will examine physiological processes performed by the organs of the cardiopulmonary system. Students will likewise integrate cardiopulmonary system physiological processes and pathologies such as hypertension and pulmonary diseases. This course includes the use of simulator. *(Pre-requisites: CRCP 1011L, 1111L)*

CRCP 1300: Pharmacology for Respiratory Care: 3 credits
In this course, students will analyze basic and advanced cardiopulmonary pharmacology principles, and their usefulness in treating patients with respiratory conditions. They will interpret the indications, contraindications, and dangers associated with pharmacological agents, as well as receptor and cellular action theories. Likewise, students will apply mathematical procedures used to calculate drug doses for adult, pediatric, and neonatal patients. This course includes the use of a simulator. *(Pre-requisite: CHEM 2031)*

CRCP 1400: Electrocardiography: 2 credits
In this course, students will analyze the anatomy of the heart and the functioning of electrocardiographic tracing. Likewise, they will effectively evaluate electrocardiographic nomenclature and configuration. Additionally, students will determine treatment modalities according to electrocardiogram findings. This course includes the use of simulator. *(Pre-requisites: CRCP 1011L, 1111L)*

CRCP 2002: Cardiopulmonary Pathophysiology: 3 Credits
In this course, students will evaluate the different clinical manifestations of cardiorespiratory pathophysiologic conditions. In addition, they will analyze the components of cardiorespiratory pathophysiology. Lastly, students will explain the different cardiorespiratory diseases and anomalies. This course includes the use of simulator. *(Pre- requisite: CRCP 2000, 2001 or CRCP 1011L, 1111L)*

CRCP 2004: Cardio Respiratory Care I: 3 Credits
In this course, students will examine the basic and advanced techniques for lung expansion and bronchial hygiene therapy, as well as those for respiratory airway management. They will analyze the management of critically ill patients. They will evaluate different therapeutic modalities for the management of a patient in response to the appropriate treatment.
(Pre-requisite: CRCP 2000, 2001 or CRCP 1011, 1111L) (Co-requisite: CRCP 2004L)

CRCP 2004L: Cardio Respiratory Care I Laboratory: 2 Credits
In this course, students will apply basic and advanced techniques for hyperinflation therapy, chest physiotherapy, and respiratory airway management, with emphasis on management concerning critically ill patients. They will demonstrate assembly and preparation methods, the correct use of lung expansion and bronchial hygiene therapy equipment, as well as the management of an artificial airway. They will employ therapeutic modalities in accordance with the patient's needs.
(Pre-requisite: CRCP 2000, 2001 or CRCP 1011, 1111L) (Co-requisite: CRCP 2004)

CRCP 2007: Mechanical Ventilation: 3 Credits
In this course, students will evaluate the use of mechanical ventilation according to the patient's need. They will apply basic and advanced modalities of ventilation support through a simulator. Additionally, students will implement techniques for the weaning and extubation of a patient on mechanical ventilation. (This course includes the use of a simulator.) *(Prerequisites: CRCP 2013 or CRCP 1011L, 1111L, 1200, 2002) (Co-requisite: CRCP 2007L)*

CRCP 2007L: Mechanical Ventilation Laboratory: 2 Credits
In this course, students will illustrate the basic and advanced modalities of ventilation support through a simulator. They will apply the use of mechanical ventilation according to the patient's need. Additionally, students will employ techniques for the weaning and extubation of a patient on mechanical ventilation. *(Prerequisites: CRCP 2013 or CRCP 1011L, 1111L, 1200, 2002) (Co-requisite: CRCP 2007)*

CRCP 2008: Advanced Cardiopulmonary Diagnosis: 2 Credits
In this course, students will analyze advanced laboratory processes and metabolic analyses of the cardiopulmonary system. In addition, they will evaluate the different advanced cardiopulmonary diagnoses. Furthermore, they will examine cardiopulmonary equipment, as well as its use and management in patient care. Lastly, they will determine sleep apnea types and the recommended equipment for them. This course includes the use of simulator.
(Pre-requisites: CRCP 2000, 2001, 2002 or CRCP 1011L, 1111L, 1200, 2002)

CRCP 2010: Neonatal and Pediatric Respiratory Care: 2 Credits
In this course, students will examine basic and advanced concepts of neonatal and pediatric respiratory care patients. Furthermore, they will evaluate programs and device applications for respiratory care management. In the same manner, they will classify different treatments and diagnoses for neonatal and respiratory care children. Lastly, they will analyze different respiratory emergency situations for the execution of the most appropriate treatment. *(Pre-requisite: CRCP 2000, 2002, 2004 or CRCP 1011L, 1111L, 1200, 2002)*

CRCP 2011: Seminar: 2 Credits
This course is designed to study specialized topics concerning the respiratory therapist. The topics discussed include pulmonary rehabilitation, job search procedures and employment retention. It also prepares the student for the Puerto Rico and NBRC board exams. It also includes practice of test questions for the board test and medical lectures. The course consists of 30 didactic hours. *(Pre-requisite: CRCP 2004)*

CRCP 2011L: Advanced Cardiopulmonary Care and Laboratory: 2 credits
In this course, students will integrate advanced resuscitation measures in the management and treatment of critically ill patients. They will analyze the data detected related to cardiac electrical activity by means of an electrocardiogram. They will demonstrate cardiopulmonary treatments in adult patients in emergency room and intensive care unit areas. In addition, they will develop skills for the appropriate management of emergencies, specialized treatments, and post-resuscitation care.
(Pre-requisites: CRCP 1011L, 1111L, 1200, 2002)

CRCP 2021P: Cardiorespiratory Care I Practice: 1 credit
In this course, students will physically evaluate adult and pediatric patients. Furthermore, they will apply basic and advanced techniques for therapeutic procedures. Likewise, they will integrate techniques for administering hyperinflation therapy and physical chest therapy, as well as handling the respiratory airways as they relate to cardiorespiratory care patients.
(Pre-requisites: CRCP 1011L, 1111L, 1200, 2002)

CRCP 2031L: Pulmonary Function Tests and Arterial Gases and Laboratory: 3 credits
In this course, students will evaluate advanced aspects of cardiorespiratory care with emphasis in the performance and analysis of diagnostic lung function tests and arterial gas taking. In addition, they will analyze specific lung conditions according to test results. Likewise, students will examine the degree of lung deterioration and respiratory failure caused by these diseases. This course includes the use of simulator.
(Pre-requisites: CRCP 1011L, 1111L, 1200, 2002)

CRCP 2031P: Cardiorespiratory Care II Practice: 1 credit
In this course students will physically assess adult and pediatric patients. Furthermore, they will integrate basic and advanced techniques for diagnostic procedures. Likewise, they will combine techniques for performing and interpreting pulmonary function tests with all their parts, as well as arterial blood gas tests.
(Pre-requisite: CRCP 2021P)

CRCP 2041P: Cardiorespiratory Care III Practice: 2 credits
In this course, students will physically assess adult, pediatric, and neonatal patients. They will apply basic and advanced techniques for diagnostic and therapeutic procedures. Likewise, they will integrate techniques for performing different procedures, such as oxygen, humidity, aerosol, and physical chest therapies, arterial blood gas tests, lung function tests, ventilatory support, among others. *(Pre-requisite: CRCP 2031P)*

CRCP 2051: Integrative Seminar in Cardiorespiratory Care: 2 credits
In this course, students will discuss specialized topics related to clinical protocols for a patient's respiratory care and pulmonary rehabilitation. They will develop a pulmonary rehabilitation program to improve the quality of life of patients with obstructive, restrictive, and cardiac diseases. Also, students will apply techniques for job search and retention in the discipline of cardiorespiratory care in Puerto Rico. In addition, they will review topics related to evaluation, diagnosis, and treatment in respiratory care. This course includes the use of a simulator. *(Pre-requisites: CRCP 1011L, 1111L, 1200, 2021P, 2031P)*

CYCR 4010: Cyber Crimes: Operating Systems and Architecture: 3 credits
In this course, the student will analyze operating systems and their integration into personal computers as well as its architecture. The student will integrate and evaluate the structure, functions, work modalities, and characteristics of different operating systems. Furthermore, the student will also design the implementation, configuration, and management of different environments, platforms, and the management plan for data recovery. *(Pre-requisites: ITTE 1031L)*

CYCR 4015: Cyber Terrorism: 3 credits
In this course, students will analyze the historical development of cyberterrorism and the theories of cybercrime and cyberterrorism. Furthermore, they will examine the types of crimes and terrorist acts committed using computer networks, theories on computer hackers and other cybercriminals, as well as investigative and legal strategies aimed at these criminal acts. They will also evaluate the divide between the criminal justice system and the technical issues that arise while investigating cybercrimes.

CYCR 4020: Applicable Law to Cyber Crimes: 3 credits
In this course, students will analyze cases of cybercrimes classified in the United States and Puerto Rico along with their consequences and processing in the federal jurisdiction, in addition to legislation and jurisprudence. Additionally, they will discuss the general fundamentals, infrastructure, technological challenges, and legal aspects of cyberattacks. They will also develop research topics and tools for the collection of data or evidence that contribute to the future of cybercrime investigation. *(Pre-requisites: CYCR 4010)*

CYCR 4040: Introduction to Cyber Crimes: 3 credits
In this course, the student will discuss the basics of cyber-crimes, cyber-criminal profile, methods and mechanisms to commit cybercrimes, and the classification of cyber-crimes. Also, evaluate and discuss the methods used to commit identity theft, organized crime, and terrorism. In addition, the student will distinguish the importance of computer forensics at present and explain the process for the search and seizure of computer evidence.

CYCR 4055: Computer Forensics: 3 credits
In this course, students will analyze the fundamentals of computer forensics, the processes followed during investigations and the collection of digital evidence. They will also evaluate legal issues reflected in cases, situations in digital crimes scenes, and digital evidence as an investigation method. Additionally, they will examine the evidence validation tools, including image applications, digital evidence in Windows and Unix/Linux systems, as well as social media and internet browsers.

DEAS 1101L: Dental Anatomy, Nomenclature and Laboratory: 2 credits
In this course, students will analyze different anatomical structures of teeth, the oral cavity, and dental abnormalities affecting enamel and dentin. Likewise, they will classify primary (deciduous) and permanent teeth using different dental numbering systems, such as the Universal, Palmer, and FDI (World Dental Federation) systems. Additionally, students will compare different anatomical structures of primary, permanent maxillary, and mandibular teeth. Finally, they will create wax anatomical models of different permanent teeth. *(Co-requisite: BIOL 1010)*

DEAS 1220: Oral Anatomy, Head and Neck: 3 credits
In this course, students will analyze different planes and regions of the head and neck region of the human body. They will determine parts and functions of muscular, skeletal, nervous, lymphatic, vascular, and glandular systems, temporomandibular articulation, and the correlation between these structures and the oral cavity. Students will likewise examine irrigation and drainage structures in the oral cavity, cranial pairs, and salivary gland and saliva function. This course includes the use of simulator. *(Pre-requisites: BIOL 1010, DEAS 1101L) (Co-requisite: BIOL 2000)*

DEAS 1300: Dental Materials Sciences: 2 credits
In this course, students will learn basic concepts related to the chemical and physical properties of dental materials. Furthermore, they will justify the use of dental materials in the field of odontology. Additionally, students will apply techniques for the manipulation of dental materials. They will likewise implement safety measures required for the use and handling of dental materials. This course includes the use of simulator. *(Co-requisite: DEAS 1311L)*

DEAS 1311L: Dental Materials Sciences Laboratory: 2 credits
In this course, students will identify the different materials used in a dental office. They will examine the properties of the different materials, as well as the chemical and physical reactions that occur upon mixing them. In addition, they will distinguish the adequate management of dental materials before, during, and after procedures. Furthermore, they will prepare the mixes of the materials used in a dental office according to adequate procedures and safety measures. *(Co-requisite: DEAS 1300)*

DEAS 1420: Digitizing of Dental Images: 3 credits
In this course, students will analyze the origin, development, and evolution of x-ray equipment, as well as the different protection strategies for the patient and operator before, during, and after exposure. In addition, they will contrast the different intraoral and extraoral x-ray machines, and the instruments and films used for x-ray imaging. Students will integrate the concepts of infection control in the execution of x-ray techniques during their processing, as well as the steps for x-ray imaging assembly. Finally, they will evaluate radiographic errors and their causes, as well as the anatomical landmarks and oral pathologies that can be observed in dental radiographies. This course includes the use of simulator. *(Pre-requisites: DEAS1101L, DEAS 1220) (Co-requisite: DEAS 1421L)*

DEAS 1421L: Digitizing of Dental Images Laboratory: 2 credits
In this course, students will analyze basic dental radiology concepts, the digitization of dental imaging and conventional dental radiology, as well as the safety, protection, and infection control measures during x-ray exposure. They will compare photographic processing procedures, as well as the different kinds of dental radiography according to usage and the relevant anatomical area. They will demonstrate proficiency in taking conventional and digital x-rays with mannequins, as well as the identification of the observed anatomical structures and radiographic errors.
(Pre-requisites: DEAS 1101L, DEAS 1220) (Co-requisite: DEAS 1420)

DEAS 1500: Instruments and Clinical Sciences I: 2 credits
In this course, students will discuss basic concepts of four-handed dentistry. They will relate dental instruments to their respective procedures, as used in clinical odontology. Students will describe the function of different equipment used in the dental office. Additionally, they will explain different preventive and restorative procedures performed in general odontology. This course includes the use of simulator.
(Pre-requisites: DEAS 1101L, DEAS 1300, DEAS 1311L) (Co-requisite: DEAS 1220, DEAS 1511L, DEAS 1811L)

DEAS 1511L: Instruments and Clinical Sciences I Laboratory: 2 credits
In this course the students will examine the instruments and equipment used by the dentist in various dental procedures. They apply the process of universal precautions, disinfection unit, and placement of protective barriers and disposal of biomedical waste. Students identify the equipment and instruments according to dental procedures. In addition, they will examine different clinical procedures in the area of restoration and prevention. *(Pre-requisites: DEAS 1101L, DEAS 1300, DEAS 1311L) (Co-requisite: DEAS 1220, DEAS 1500, DEAS 1811L)*

DEAS 1600: Oral Pharmacology: 3 credits
In this course, students will analyze the basic concepts and processes of oral pharmacology and its evolution throughout history, as well as its applicability in odontology. They will identify the medications used in odontology by their commercial and generic names, therapeutic category, indications, contraindications, adverse reactions, and mechanisms of action. Students will also evaluate the dosage, available commercial presentations, common interactions, auxiliary labels, and medication storage. Furthermore, they will determine the effect of different eating disorders in oral health and the oral hygiene products available. This course includes the use of simulator. *(Pre-requisites: BIOL 1010, BIOL 2000, DEAS 1811L)*

DEAS 1811L: Oral Microbiology & Infections Control Laboratory: 2 credits
In this course, students will examine different microorganisms which cause oral disease, using different laboratory equipment and staining techniques. They will explain basic concepts of general microbiology and the pathogenesis of microbial diseases in human beings. Students will identify the importance of the immunological system in defense against microbial disease and the necessity of maintaining oral health in optimal condition. They will also apply different infection control techniques in odontological practice.
(Pre-requisites: BIOL 1010, DEAS 1101L) (Co-requisite: BIOL 2000, DEAS 1220)

DEAS 2000: Expanded Functions in Restorative Pre-Clinic Science: 2 credits
In this course, students will analyze the basic concepts of odontology such as four-handed dentistry. They will examine the manipulation techniques of cements and coatings, classification of cavities, anatomical structures, and isolation methods following established protocols. Students will evaluate different techniques for developing images, taking X-rays, and using radiographic positioners. They will explain the protocols for amalgam restorations, the use of drill burs, abrasive rubber heads, and rotary tools. This course includes the use of simulator. *(Pre-requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920 DEAS 2921L) (Co-requisites: DEAS 2011L, DEAS 2031, DEAS 2041P)*

DEAS 2011L: Expanded Functions in Restorative Pre-Clinic Science Laboratory: 2 credits
In this course, students will implement knowledge, principles, and manual skills in four-handed dentistry. They will carry out dental printings and study models, as well as placement, festooning, and polishing procedures for dental restorations. They will demonstrate proficiency in the manipulation and usage of dental cements and sealants, as well as in the usage of dental instruments on different procedures such as absolute isolation, matrix band placement, and Class II cavity restoration.
(Pre-requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920, DEAS 2921L) (Co-requisites: DEAS 2000, DEAS 2031, DEAS 2041P)

DEAS 2031: Expanded Functions Preventive Science Clinic Seminar: 2 credits
In this course, students will evaluate functions and the situations presented in the clinical practice with the odontologist, in agreement with practice regulations and laws regulating the pursuit of this profession. They will analyze different dental care methods from prophylaxis to fluoride treatments and patient and community dental education. In addition, they will examine basic concepts for diagnosis through clinical examination, x-ray imaging, and cavity preparation. This course includes the use of simulator. *(Pre-*

requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1600, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920, DEAS 2921L, BIOL 1010, BIOL 2000) (Co-requisite: DEAS 2000, DEAS 2011L, DEAS 2041P)

DEAS 2041P: Expanded Functions Preventive Science Clinic Practice: 2 credits
In this course, students will evidence their attendance, participation, and performance as a dental assistant with expanded functions, in compliance with their 180 practice hours in a general or pediatric dental office or clinic. They will apply their knowledge and skills in the areas of prophylaxis, fluoride treatments, clinical examination, sealants, x-ray imaging, and preventive patient education. Students will also employ preventive techniques and procedures, as well as administrative processes under the supervision of an odontologist and according to the standards and regulations applicable to the profession.
(Pre-requisites: BIOL 1010, BIOL 2000, DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1600, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920, DEAS 2921L) (Co-requisite: DEAS 2000, DEAS 2011L, DEAS 2031)

DEAS 2051: Expanded Functions Restorative Science Clinic Seminar: 2 credits
In this seminar students discuss situations that occur during the clinical practice in restorative and during rotation in the clinic to identify alternatives to improve their skills. In addition, they will review and clarify concepts and processes that are possibly evaluated in the dental assistant comprehensive exam.
(Pre-requisites: BIOL 1010, BIOL 2000, DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1600, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920, DEAS 2921L, MESE 2031L) (Co-requisite: DEAS 2061P)

DEAS 2055: Integrative Seminar for Dental Assistant with Expanded Functions: 2 credits
In this seminar, students will analyze the situations presented during the restorative clinical practice and the rotation in the clinic, in order to optimize their professional skills, in accordance with the rules and regulations applicable to their profession. They will evaluate concepts and processes that will be included in the dental assistant certification exam such as radiology, instrumentation, and applied sciences. They will apply the processes for the use and management of equipment in a dental clinic. This course includes the use of simulator. *(Pre-requisites: BIOL 1010, BIOL 2000, DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1600, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920, DEAS 2921L, MESE 2031L) (Co-requisite: DEAS 2061P)*

DEAS 2061P: Expanded Functions Restorative Science Clinic Practice: 2 credits
In this course, students will analyze the rules and regulations applicable to restorative practice, as well as the laws that regulate the practice of the Dental Assistant profession in Puerto Rico. They will make amalgam and resin restorations following the established protocols under the supervision and support of a general or pediatric dentist. In addition, they will apply the procedures for dental assistance with the four-handed technique, the efficient management of X-rays, and the composition of dental cements in their practice as a dental assistant with expanded functions. They will also present the infection control process in their practice as a dental assistant with expanded functions.
(Pre-requisites: BIOL 1010, BIOL 2000, DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1600, DEAS 1811L, DEAS 2600, DEAS 2611L, DEAS 2700, DEAS 2920, DEAS 2921L, MESE 2031L) (Co-requisite: DEAS 2051 or DEAS 2055)

DEAS 2600: Instruments and Clinical Science II: 2 credits
In this course, students will distinguish the dental instruments used in various dentistry specialties. In turn, they will differentiate dental procedures in these specialties-pedodontics, endodontics, periodontics, oral surgery, orthodontics, and prosthodontics. Furthermore, they will assess the role of the dental assistant in each of these procedures. This course includes the use of simulator.
(Pre-requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 2700) (Co-requisite: DEAS 2611L, DEAS 2920, DEAS 2921L)

DEAS 2611L: Instruments and Clinical Science II Laboratory: 2 credits
In this course, students will examine the equipment, materials, and instruments used in dental procedures according to the different dentistry specialties. They will prepare specialized dental procedure trays by selecting the required instruments and materials. They will apply the process for the transfer of instruments in the correct sequence according to the required clinical procedure.
(Pre-requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 2700) (Co-requisite: DEAS 2600, DEAS 2920, DEAS 2921L)

DEAS 2700: Histology, Embryology and Oral Pathology: 2 credits
In this course, students will analyze basic elements of the embryological and histological development of the oral cavity. Additionally, they will examine tissue histological components of the oral cavity. Students will likewise distinguish clinical manifestations of inflammation mechanisms, would healing, and other conditions of the head and neck region.
(Pre-requisites: BIOL 1010, 2000, DEAS 1101L, DEAS 1220) (Co-requisites: DEAS 1420, DEAS 1421L)

DEAS 2920: Preventive Dental Treatment: 2 credits
In this course, students will analyze the history of dentistry, the legal aspects affecting the profession, as well as the basic concepts of preventive dentistry to control the transmission of infectious diseases. They will prepare the medical and dental history of the patient to facilitate the diagnosis and preventive treatment for the dentist. They will justify the need and importance of preventive treatments for periodontal diseases. In addition, they will develop a preventive education and nutrition plan for the promotion of optimal oral health and for the management of patients with special conditions. This course includes the use of simulator.
(Pre-requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1811L, DEAS 2700) (Co-requisite: DEAS 2921L, DEAS 2600, DEAS 2611L)

DEAS 2921L: Preventive Dental Treatment Laboratory: 2 credits
In this course, students will apply the basic concepts of preventive dentistry through dental orientation sessions for community patients to control the transmission of infectious diseases. They will prepare the patient's medical and dental history to facilitate the patient's diagnosis and preventive treatment by the dentist. Additionally, they will evaluate dental care alternatives in the prophylaxis phase, fluoride treatments, required clinical examination, and necessary sealants by experimenting with these procedures in laboratory mannequins. Furthermore, they will develop an educational and nutritional preventive plan to promote optimal oral health and treat patients with special conditions.
(Pre-requisites: DEAS 1101L, DEAS 1220, DEAS 1300, DEAS 1311L, DEAS 1420, DEAS 1421L, DEAS 1500, DEAS 1511L, DEAS 1811L, DEAS 2700) (Co-requisite: DEAS 2920, DEAS 2600, DEAS 2611L)

ECON 2000: Micro economics: 3 credits
In this course, students will analyze the basic elements of microeconomics, taking into consideration economic problems and policies. They will justify the theory of consumer and producer behavior, emphasizing the different types of markets and agents. Additionally, they will interpret the supply and demand models with their respective changes, the concept of the elasticity model, and the State's intervention in the markets. Likewise, they will explain the different market structures, evaluating efficiency, equity, and their respective failures.

ECON 3200: Macroeconomics: 3 credits
In this course, students will analyze the basic elements of macroeconomics, taking into account the macroeconomic variables related to economic growth and development. They will justify the implications of how fiscal and monetary policy work for the stabilization of the economy. In addition, students will interpret the financial and monetary systems in the capital investment market and their relationship with economic growth. They also will explain the effects of economic policies in the globalized economy.
(Pre-requisites: ECON 2000)

ELEC 1020: Basic Electronics: 4 credits
In this electronics fundamentals course, students will analyze possible solutions to real-world electric circuit problems by applying basic concepts such as the purpose of semiconductor diodes, transistors, amplifiers, thyristors, as well as optoelectronic components and their application in communications systems, such as sound, radio, and television. They will examine electronic equipment, demonstrating control of the process for correcting failures in electric and electronic systems. In addition, they will contrast the load of a conventional residential electric system and its equivalent in a renewable energy system (solar) in terms of the electronic circuits needed for its development and the implementation of controllers and inverters, among others. *(Pre-requisites: ELEN 1010, 1011L) (Co-requisite: ELEC 1031L)*

ELEC 1031L: Basic Electronics Lab: 1 credit
In this course, students will perform a series of exercises related to the practical management of diodes, transistors, thyristors, and other electronic components. They will demonstrate how the measurement of each component is obtained to verify its status, its amplifier circuits, and its construction. Furthermore, they will apply their knowledge when handling, processing, and connecting equipment related to renewable energy sources such as inverters and solar panels. *(Pre-requisites: ELEN 1010, 1011L)*
(Co-requisite: ELEC 1020)

ELEC 2400: Introduction to the Industrial Electronics: 3 credits
In this course, students will apply the basic concepts of industrial electronics and the safety techniques required to work with electronic equipment. They will interpret industrial electrical diagrams. In addition, they will analyze the basic electromechanical configurations of some industrial processes to recognize various automation mechanisms. *(Co-requisite: ELEC 2411L) (Pre-requisites: ELEC 1020, 1031L)*

ELEC 2411L: Introduction to the Industrial Electronics Laboratory: 1 credit
In this course, students will apply the basics of electronics when working with industrial applications. Through laboratory exercises, they will experiment basic configurations and application of operational amplifiers, thyristors, logic gates, diagrams, and control components. In addition, they will implement industrial safety techniques, taking into consideration the special codes that govern them.
(Co-requisite: ELEC 2400) (Pre-requisites: ELEC 1020, 1031L)

ELEC 2850: Programmable Logic Controllers (PLC): 3 credits
In this course, students will examine the functions and capabilities of a programmable logic controller (PLC) to indicate the advantages and disadvantages of its use. They will analyze the programming formats in addition to the process of installing, maintaining, and troubleshooting a PLC using ladder diagrams. They will follow the appropriate safety regulations at all times when working with the PLC format.
(Co-requisite: ELEC 2861L) (Pre-requisites: ELEC 2400, 2411L)

ELEC 2861L: Programmable Logic Controllers (PLC) Laboratory: 1 credit
In this course, students will apply the concepts, processes, and skills acquired in the theoretical course by using advanced PLC units to interconnect different load control applications. They will explain the design characteristics, internal architecture, and operational principles of programmable logic controllers. They will analyze the logging, timers, and counters functions, among others. In addition, they will carry out troubleshooting, maintenance, and repair processes for applications that may stem from a PLC.
(Co-requisite: ELEC 2850) (Pre-requisites: ELEC 2400, 2411L)

ELEN 1010: DC Circuit Analysis: 3 credits
In this course, students will examine the fundamental concepts and principles of electricity, direct current (DC), and the laws associated with DC circuits. They will analyze the content of laws and theorems vital in the handling of electric currents and charges using direct voltage signals. They will also classify the circuit analysis techniques and their components in accordance with the established standards and regulations. *(Co-requisite: ELEN 1011L)*

ELEN 1011L: DC Circuit Analysis Laboratory: 1 credit
In this course, students will apply the fundamental concepts and principles of electricity, direct current (DC), and the laws associated with DC circuits through laboratory exercises. They will apply fundamental laws and theorems in the handling of electric currents and charges using direct voltage signals. They will also classify the circuit analysis techniques and their components in accordance with the established standards and regulations. *(Co-requisite: ELEN 1010)*

ELEN 1020: AC Circuit Analysis: 3 credits
In this course, students will examine the concepts of alternating current (AC) circuits using vector analysis of electromagnetic forces. They will apply the acquired knowledge to solve day-to-day and work- related situations. They will also analyze the content of various relevant and fundamental laws of physics that apply to electric-force circuits, such as the laws of Lenz, Ampere, and Faraday, among others.
(Co-requisite: ELEN 1021L)

ELEN 1021L: AC Circuit Analysis Laboratory: 1 credit
In this course, students will solve mathematical exercises by applying the vector analysis of electromagnetic forces in alternating current (AC) circuits. Furthermore, they will practice additional measuring and circuit-building skills by solving possible situations that occur day-to-day and in the workplace.
(Co-requisite: ELEN 1020)

ELEN 2320: Electrical Regulations and Wiring: 3 credits
In this course, students will examine electrical plans and diagrams of residential, commercial, and industrial facilities. They will analyze the regulations and laws governing these facilities. They will explain what the National Electrical Code (NEC) regulations establish to maintain and repair various types of electrical wiring systems. In addition, they will solve everyday situations in a logical and coordinated manner following the corresponding security rules and measures. *(Co-requisites: ELEN 2321L) (Pre-requisites: ELEN 1020, 1021L)*

ELEN 2321L: Electrical Regulations and Wiring Laboratory: 2 credits
In this course, students will interpret electrical blueprints and diagrams following the installation procedure of electrical devices and equipment, at a residential, commercial, and industrial level, guided by the regulations and laws that regulate such installations. They will apply design methods in accordance with the regulations of the National Electrical Code (NEC) to maintain and repair systems with various types of electrical wiring. In addition, they will solve everyday situations in a logical and coordinated manner following the corresponding security rules and measures. *(Co-requisites: ELEN 2320) (Pre-requisites: ELEN 1020, 1021L)*

ELEN 2330: Alternative Energy Machines: 3 credits
In this course, students will analyze different ways to produce energy in alternators, and the devices, mechanisms, and machinery used in the transmission, distribution, and consumption of alternating current. They will explain the operation of various types of alternating current and direct current machines. In addition, they will examine the established safety strategies and rules to responsibly install, maintain, and operate electrical machines. *(Co-requisite: ELEN 2331L) (Pre-requisites: ELEN 1020, 1021L)*

ELEN 2331L: Alternative Energy Machines Laboratory: 1 credit
In this course, students will apply their knowledge and skills in the installation of different alternating current and direct current machinery. They will examine the operation of various types of alternating current and direct current machines. In addition, they will employ the established safety strategies and rules to responsibly install, maintain, and operate alternate energy machines. *(Co-requisite: ELEN 2330L)*
(Pre-requisites: ELEN 1020, 1021L)

ELEN 2430: Conventional and Renewable, Electric Power Systems: 3 credits
In this course, students will examine the operation and maintenance of the conventional and renewable electric power system of Puerto Rico. They will analyze different electricity generation, transformation, transmission, distribution, and consumption systems. In addition, they will explain the function of the machinery, equipment, tools, and devices used in three-phase and single-phase systems.
(Co-requisites: ELEN 2431L) (Pre-requisites: ELEN 1020, ELEN 1021L)

ELEN 2431L: Conventional and Renewable, Electric Power Systems Laboratory: 1 credit
In this course, students will perform practical exercises related to the transition and distribution electric power system. They will use concepts related to different conventional and renewable electric power systems, as well as three-phase generation, phase sequences, transmission lines, and reactive power transformation into transmission distribution, and consumption lines. In addition, they will apply the safety standards recommended for the electric power system in Puerto Rico.
(Co-requisites: ELEN 2430) (Pre-requisites: ELEN 1020, ELEN 1021L)

ELEN 2470: Modern Systems of Electrical Illumination: 2 credits
In this course, students will examine the different techniques used in the design of modern interior and exterior lighting systems. They will analyze the basic units, the physical principles of operation, and the different lighting fixtures used for illumination. In addition, they will explain the lighting control process, as well as its interior and exterior application, taking into account the safety in the lighting systems' installation, repair, and maintenance processes.
(*Co-requisites*: ELEN 2471L) (*Pre-requisites*: ELEN 2320, 2321L)

ELEN 2471L: Modern Systems of Electrical Illumination Laboratory: 1 credit
In this course, students will analyze the techniques used in the design of modern indoor and outdoor lighting systems. They will apply the physical principles of operation when installing different light fixtures used in illumination. They will control the illumination process when applying indoor and outdoor lighting control systems, considering the safety standards when installing, repairing, and maintaining these systems.
(*Co-requisites*: ELEN 2470) (*Pre-requisites*: ELEN 2320, 2321L)

ELEN 2550: Electrical Systems Protection: 3 credits
In this course, students will examine the appropriate procedures to detect failures in the control and protection of different electric systems. They will analyze the electrical power system protection principles. They will explain the various monitoring methods for preservation and maintenance service programs offered for electrical equipment. In addition, they will apply safety rules when performing demonstrations.
(Co-requisite: ELEN 2551L) (Pre-requisites: ELEN 2320, 2321L)

ELEN 2551L: Electrical Systems Protection Laboratory: 1 credit
In this course, students will examine the function of different systems of protection for electric systems through simulated exercises. They will apply the standardized symbols used in the control and protection diagrams of electrical protection systems. In addition, they will demonstrate the application of the established safety rules when installing, maintaining, and operating electrical protection systems in the laboratory practice. *(Co-requisites: ELEN 2550) (Pre-requisites: ELEN 2320, 2321L)*

ELEN 2600: Industrial Security: 3 credits
In this course, students will examine the fundamental safety and health concepts related to the pharmaceutical industry and the electronic manufacturing services. They will analyze the corresponding preventive and remedial measures to respond effectively to possible accidents caused by electric shocks, inhalation of toxic gases, and other hazardous situations related to their work. They will also apply the regulations and provisions that the Department of Labor and the Occupational Safety and Health Administration (OSHA) stipulate to protect employers and employees who offer professional services in this type of industry and avoid accidents.

ELEN 2750: Photovoltaic and Wind Energy: 3 credits
In this course, students will examine the theoretical and practical concepts for the development and implementation of renewable energy systems. They will demonstrate mastery of the basic skills needed to implement and maintain photovoltaic and wind energy systems. Furthermore, they will evaluate the local and global energy situation, including energy action laws and regulations.
(Co-requisite: ELEN 2751L) (Pre-requisites: ELEN 2430, 2431L)

ELEN 2751L: Photovoltaic and Wind Energy Laboratory: 1 credit
In this course, students will apply practical concepts for the development and implementation of solar and wind renewable energy systems, as well as of other related sources. They will demonstrate mastery of the basic skills needed to install, troubleshoot, repair, and maintain photovoltaic and wind energy systems. They will also discuss the energy situation at a local and global level, including energy action laws and regulations. *(Co-requisite: ELEN 2750) (Pre-requisites: ELEN 2430, 2431L)*

ELEN 2901P: Electrical Practice: 3 credits
In this course, students will put into practice the knowledge, skills, and techniques related to electrical engineering and renewable energy in a real-world work scenario in the areas of manufacturing or service. They will refine the skills needed to work in the technical field of electronics. They will apply equipment troubleshooting, repair, and maintenance techniques, respecting the safety standards and regulations that govern the electric power industry in PR and the US.
(Pre-requisites: ELEN 1010, 1011L, 1020, 1021L, 2320, 2321L, 2330, 2331L, 2430, 2431L, 2470, 2471L, 2550, 2551L, 2600, 2750, 2751L)
(Co-requisite: *ELEN 2910)*

ELEN 2910: Integrating Seminar on Electrical Engineering Technology: 3 credits
In this course, students will strengthen the knowledge and technical skills of electrical engineering and renewable energy acquired in previous courses. They will apply their knowledge to solve mathematic exercises and various situations which will allow them to acquire greater mastery when working with troubleshooting, maintenance, repair, and design of electrical and electronic equipment that facilitates the production of electricity. In addition, they value the importance of applying the safety standards and regulations that govern the electric power industry in PR and the US to maintain a healthy and safe work environment.
(Pre-requisites: ELEN 1010, 1011L, 1020, 1021L, 2320, 2321L, 2330, 2331L, 2430, 2431L, 2470, 2471L, 2550, 2551L, 2600, 2750, 2751L)
(Co-requisite: *ELEN 2901P)*

ENGL 1010: Basic English I: 3 credits
In this course, the students will demonstrate proper use of the English language with a primary focus on syntax, grammar, punctuation, and spelling. Students will distinguish verb tenses in sentences and paragraphs. Also, the students will produce clear, well developed and well organized sentences, messages, paragraphs, and short compositions using correct capitalization, punctuation and syntax. Also students will argue about a variety of contexts such as reading and media materials on the Internet, short stories and library resources.

ENGL 1020: Basic English II: 3 credits
In this course students will increase their listening, reading, writing, and speaking skills in English as a second language. Students will demonstrate an understanding of the elements of grammar, literature and the development of the writing, reading, and listening abilities as well as the speaking skills. Also they will apply critical thinking skills in reading and writing. *(Pre-requisite: ENGL 1010)*

ENGL 2050: Conversational English: 3 credits
In this course, students will improve their oral and written communication skills in English. They will review past, present, and future tenses to identify the grammatical rules applicable to affirmative, negative, and interrogative statements. In addition, they will evaluate English pronunciation and intonation. Students will apply these grammar, pronunciation, and intonation rules when addressing others in conversation. Furthermore, they will examine English idioms and determine when they are used based on context. Finally, they will develop a persuasive idea that will showcase everything they have learned throughout the course. *(Pre-requisite: ENGL 1020)*

ENGL 2160: Technical English: 3 credits
In this course, students acquire the skills to communicate both verbally and in writing using technical English, including using the names of devices related to the engineering technology field. They will practice technical vocabulary used in the development of technical reports, memos, letters, résumés, and other documents. They will also examine the steps for creating a formal technical report from selected areas, using the library as a source of information. Finally, they will also analyze the use of graphics included in these reports.

ETHI 1010: Ethics and Professionalism: 3 credits
In this course, students will analyze the fundamental concepts of professional ethics and their importance in work settings. They will evaluate the role of ethics in human relations and interactions, while considering the values, morals, and virtues dictated by society. Likewise, students will examine the aspects that an ethical professional should know in the workplace, in terms of politics, diversity, responsibility, interpersonal relationships, human resources, effective communication, conflict management and negotiation, among others.

EXCL 1000L: Basic Excel: 3 credits
In this course, students will apply basic skills for working with Excel tools. They will manage different calculation sheets to organize data using formulas and functions. In addition, they will graph data, insert tables, and write professional reports.

FINA 1020: Financial Statements Analysis: 3 credits
In this course, students will analyze and interpret financial statements to evaluate the profitability of a company, and to make credit, loan and investment decisions, as well as any other decisions based on financial data. They will understand cash flow statements and the methods used to present them. Students will assess the risk associated with the most common financial transactions of the company. In addition, they will analyze the accounts receivable and long-term assets of a company, in order to make asset management decisions. *(Pre-requisite: ACCO 1000)*

FINA 1050: Financial Modeling: 3 credits
In this course, students will develop financial models for statistical and investment purposes, such as shares and bonds appraisal, capital structure modeling, and capital budget modeling. They will apply the theories and concepts learned in the introductory finance and accounting courses in a practical way using spreadsheet. In addition, they will use the Microsoft Excel program to solve financial problems, as well as to manage and analyze information to take financial decisions. *(Pre-requisites: EXCL 1000, FINA 1020)*

FINA 2100: Finance and Cash Flow: 3 credits
In this course, students will evaluate the financial management landscape from the internal perspective of the companies and the activities that take place in the financial markets. They will analyze the results of the different financial statements and tax obligations. They will also measure the impact of acquiring bonds and shares in terms of the company's expected risk and return. *(Pre-requisites: MATH 1010)*

FINA 2400: Financial Management: 3 credits
In this course, students will analyze the impact of financial decisions that at short and long-term affect the achievement of the business goals and its performance. They will ponder risk, return, investment, debt and capital cost decisions. Students will evaluate cash and capital budgets to comply with the finance planning and control process. They will evaluate the capital structure and debt level of the company in order to recommended informed financial decisions. Students will also develop net working capital analysis competencies, as well as skills to make financial decisions regarding current assets and debts. They will analyze corporate decisions on leases, mergers, acquisitions, reorganization, liquidation, and bankruptcy, in addition to the impact of international investment decisions.

FINA 2700: Money and Banking: 3 credits
In this course, students will study the role of money and of the financial markets in the overall economy. They will analyze the leading role the banking industry and other financial institutions play in the financial system of a country. In addition, they will examine the relevance of the Federal Reserve System as a mechanism to control the monetary policy of a country with the objective of achieving economic stability. Lastly, students will evaluate the theoretical foundations, instruments, and strategies used to interpret the application of monetary policies at the national and international levels.

FINA 3000: Financial Markets: 3 credits
In this course, students will comprehend the function of financial markets and the role of economic and monetary theory in the economy. They will examine the structure and operations of financial markets. Finally, they will analyze the role of commercial banks and other financial institutions on the investment decision making process of organizations.

FINA 3200: Personal Finance: 3 credits
In this course, students will analyze the knowledge and abilities essential to make informed decisions about financial issues. They will also examine their current financial situation to set basic financial goals as part of their personal financial plan. Likewise, they will apply the necessary tools to keep track of their finances to efficiently maintain their budget. Finally, they will evaluate different opportunities and the importance of professional careers in the area of personal finance.

FINA 4000: Fundamentals of Investments: 3 credits
In this course, students will develop the skills to analyze investments and manage investment portfolios. In addition, they will apply basic investment concepts and principles, such as investment policies, types of securities, and factors that influence price changes. They will examine financial assets purchase and sale processes, as well as risk measures and how to calculate the return on investment. Finally, students will develop a general vision of the stock market and its behavior, including mutual funds, government securities, and other financial options. *(Pre-requisites: FINA 2400, FINA 3000)*

FINA 4010: Risk Management and Insurance: 3 credits
In this course, students will analyze the fundamental principles of risk management and the different insurance types used to mitigate risks. They will evaluate how insurance companies operate, what determines their solvency, and the regulations governing them. They will also examine the process of selecting insurances and how they are used to transfer the risks that could impact the company finances. Finally, students will apply the appropriate processes, techniques, and tools to develop risk monitoring and control strategies and plans in companies. *(Pre-requisites: FINA 2400, FINA 3000)*

FOIN 1010: Introduction to Forensic Investigation: 3 credits
In this course, students will examine the principles, basic concepts, and historical evolution of forensic investigation. They will also analyze methods, procedures, techniques, and types of evidence in the study of forensic investigation scenes. Furthermore, students will evaluate the forensic investigator role from a scientific, ethical, and legal perspective.

FOIN 2020: Forensic Photography: 3 credits
In this course, students will examine the historical and technological development of forensic photography, the process of digital photography, and the equipment used by the forensic photographer. Additionally, they will analyze the technical work of the forensic photographer and the importance of the investigator in a crime scene and during the legal process. Students will also justify the use of photography in the process of identifying evidence and its importance in criminal proceedings. *(Pre-requisite: FOIN 1010)*

FOIN 2030: Collection and Analysis of Physical Evidence: 3 credits
In this course, students will evaluate the physical evidence in a forensic investigation, as well as the proper procedures for its conservation and protection. In addition, they will differentiate the appropriate techniques used for performing a presumptive blood test and for collecting and preserving blood samples. They will contrast types of fingerprints and their patterns, the techniques used for their detection and identification, and the transfer process during fingerprint collection. *(Pre-requisite: FOIN 1010)*

FOIN 3030: Forensic Firearm Examination: 3 credits
In this course, students will examine the principles, basic concepts, and historical development of firearms. They will analyze the methods, procedures, and techniques used in the study of firearms in order to solve a crime. Students will also evaluate the role of the firearms examiner from a scientific, ethical, and legal perspective.

FOIN 3040: Crime Scene Processing: 3 credits
In this course, students will analyze the measures used to process a crime scene. They will also identify the techniques used to search for and find evidence in a crime scene. Additionally, they will 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 the process of death of a human being, its various types, and the characteristics that allow for establishing the time of death. They will evaluate different traumatic deaths, such as basic traumas, deaths due to traffic accidents, and deaths caused by fire. Furthermore, students will describe different types of traumas present in a corpse and the importance of this identification in the scene reconstruction processes. *(Pre-requisite: FOIN 1010)*

HEED 1500: First Aid: 3 credits
In this course, students will compile information on techniques employed for the immediate care of a person in a medical emergency situation for the prevention of harm or death. Additionally, they will demonstrate appropriate intervention for fractures, intoxication, animal stings or bites, and burns, among other situations that require first aid because of an accident or external situation. Moreover, they will explain the status of the victim for the application of appropriate cardiopulmonary resuscitation techniques in case of shock.

HEMA 1000: Introduction to Healthcare Administration: 3 credits
In this course, students will analyze the fundamentals of health care administration, the characteristics of healthcare systems, and the nature of their components by means of an overview of the systems used in the United States and Puerto Rico. They will evaluate different healthcare providers, such as hospitals, ambulatory care centers, and hospices, among others. In addition, they will analyze the health insurance model and healthcare service payments.

HEMA 1010: Healthcare Management and Policy Planning: 3 credits
In this course, students will discuss concepts related to the administration and applications of strategic management in healthcare organizations. They will examine aspects of the organization's internal and external environment, as well as the integration of business, science, and information technology. Additionally, they will analyze and develop directional strategies for the business, such as its mission,

vision, values, and strategic goals. Furthermore, they will evaluate and select the best strategic alternatives for the organization, and explain the importance of communicating the strategy and developing action plans. *(Pre-requisite: HEMA 1000)*

HEMA 1020: Ethical and Legal Issues in Healthcare Management: 3 credits
In this course, the student will analyze the basis and principles of law and the constitutional basis of a legal system. Students will evaluate the policies and legal issues involved in providing healthcare services. Students will also analyze state and federal legislation regarding the right to privacy, labor law, and healthcare services.

HEMA 1030: Healthcare Organizational Finance: 3 credits
In this course, the students will analyze and apply basic financial concepts to healthcare service organizations. They will discuss the processes used and the financial implications of the different kinds of healthcare service organizations and the sources from where they generate income. They will evaluate the financial condition of healthcare organizations. Also, they will analyze and justify the different tools used to analyze the financial condition and make strategic decisions for these organizations.
(Pre-requisites: ACCO 3520, FINA 2100, HEMA 1000)

HEMA 1040: Healthcare Information Systems: 3 credits
In this course, students will discuss the healthcare information systems and health information technology that allow healthcare providers to enhance the quality of patient care through the secure use and exchange of health information. They will also analyze information technology and the uses of common systems, such as the electronic health record, as well as how they correlate to privacy, confidentiality, and security when managing health information, data quality, and databases. Additionally, students will examine different types of clinical information systems, such as medication administration systems, telemedicine, telehealth, and the personal health record. Finally, they will identify general aspects of health information technology, such as security, privacy, and future challenges. *(Pre-requisite: BUIN 1010, HEMA 1000)*

HIST 1010: History of Puerto Rico: 3 credits
In this course the student will analyze the events and historical development of Puerto Rican society since "Pre-Colombian" time until the XXI century. In addition, the student will explain diverse historical periods and their correlation with current events on a national level through the study of economic, political, social and cultural transformations.

HOSE 1010: Forensic Psychology: 3 credits
In this course, students will analyze the historical and conceptual development of forensic psychology. They will also examine the creation of psychological profiles, the use of interrogation techniques, and the mechanisms used for determining the mental capacity or incapacity of the accused in the criminal justice system. Furthermore, students will research relevant topics related to scientific findings in this discipline and its implications.

HOSE 3010: Homeland Security and Operational Components: 3 credits
In this course, students will analyze the concept of national security, its historical development, the functions of its operational and supporting components, as well as other elements that make up the Department of Homeland Security, which is responsible for protecting the nation against terrorist attacks, immigration, natural or manmade disasters, transportation, maritime protection, fraud, forgery, and cybersecurity. Additionally, students will examine the mission, vision, values, organizational structures, goals, strategic objectives, functions, professional careers, and other elements associated to each one of the operational components that make up the United States Department of Homeland Security.

HOSE 3040: Terrorism: 3 credits
In this course, students will analyze the historical context, concepts, and ideas of terrorist movements, as well as their repercussions in the world. They will examine the classifications, manifestations, and geographic reach of terrorism, and the financing and communication means to achieve its objectives. Additionally, they will evaluate the universal legal framework against terrorism and the national security policy of the United States federal government.
(Pre-requisite: HOSE 2020)

HOSE 4015: Federal Emergency Management: 3 credits
In this course, students will analyze the fundamental concepts, historical development, and principles of emergency management. Additionally, they will examine the essential bases, plans of operations, and response coordination in emergency management. They will evaluate the functions of the emergency management program, as well as the processes for planning and recovery in emergency situations. *(Pre-requisite: HOSE 3010)*

HOSE 4060: Cyber Security: 3 credits
In this course, students will analyze concepts related to cybersecurity, its historical development, evolution, and the techniques used to reduce cyberattacks. Students will research the legal consequences involved in this type of criminal activity. Additionally, they will discuss the areas of cybersecurity and their current policies in society. *(Pre-requisite: HOSE 2020)*

HUMA 1010: Humanities I: 3 credits
In this course, students will analyze the fundamental aspects of the evolution of humanity and the historical development of social, economic, political, religious, and cultural movements in the civilizations that influenced the Western world. They will also evaluate the importance of the humanistic legacy and the vital values that led to the evolution and development of Western civilization. Furthermore, students will value the historical processes that shaped the legacy of the ancient and medieval Western civilization which are reflected in today's humanity.

HUMA 1020: Humanities II: 3 credits
In this course, students will analyze the fundamental principles, impact, and transcendence of various philosophical and epistemological movements of the Western culture and their influence on current humanistic thinking from a multidisciplinary and interdisciplinary perspective. In addition, they will evaluate the periodization and characteristics of some political, religious, cultural, and scientific trends, as well as key values, traditions, and concepts that relate to today's society. They will also value the global influence of the legacy of Western culture by critically observing cultural and social transformations that occurred at different historical times from the Middle Ages to the 21st century.
(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 or JUST 1015)

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 or JUST 1015)*

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 or JUST 1015)

HUSE 4015: Services for Domestic Violence Victims and Other Crimes: 3 credits
In this course, students will analyze concepts related to the definitions of domestic violence and other crimes, their impact, theories, controversies, roles of the victimology and criminology professionals, as well as the impact of victimization and the processes of discovery, postponement, and rediscovery of crime victims. They will also examine the profiles of the victim and the aggressor, the effect of the criminalization response, as well as the models and legal intervention courtrooms for domestic violence cases. Likewise, students will comprehend the impact that domestic violence and other crimes have on children, the family court services, the clinical intervention with the victims, and the restorative programs of the judicial system. Lastly, they will argue the controversies, intervention strategies, and legal aspects used to determine the shared responsibility of the victim, as well as the incidence, prevalence, myths, consequences, prevention, and services available to crime victims.

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 or JUST 1015)*

INAS 1000: Introduction to Information Assurance and Security: 3 credits
In this course, students will evaluate information technologies security techniques to determine a system's level of security. They will identify malicious programs known as malware to examine the way in which they spread throughout the user's system. Students will integrate tools, technologies and standards to protect the target system's network.

INAS 1010: Web Applications Security Strategies: 3 credits
In this course, students will analyze the history of the Internet and justify the need to protect the systems that are implemented online. They will explain the meaning of malware and the different types of programs that fall under this category. They will discuss the importance of wireless technology and how it is vulnerable to hacker attacks, while performing the assessments that are necessary to obtain the desired results.
(*Pre-requisites: INAS 1000, INTE 3510L)*

INAS 1020: Information Systems Control and Auditing: 3 credits
In this course, students will analyze the structure of an audit as well as the essential components of the auditing process and its phases. They will identify the risks and controls in the IT area. They will discuss about the essential elements that must be considered when auditing operating systems, networks and databases. In addition, they will analyze techniques and tools used by auditors for evaluating systems development and transactions performed by computer systems. *(Pre-requisites: INAS 1010)*

INAS 1030: Computer Forensics: 3 credits
In this course, students will apply corporate investigation techniques while participating in forensic investigations. They will verify compliance with pertinent laws while carrying out a forensics investigation and draft execution and testing plans. They will produce the digital evidence that is needed for a criminal investigation by gathering the information obtained from different operating systems.
(Pre-requisites: INTE 2570L)

INAS 1040: Information Security Management: 3 credits
In this course, the student will analyze the principles and the planning process involved in information security. The student will evaluate risk management and security processes of computer networks, as well as which technologies and implementation methods best respond to an organization's need to secure its information. Also, describe the professional, ethical and legal aspects of information security. *(Pre-requisites: INAS 1000, PROG 1140L)*

INBU 1000: Introduction to International Business: 3 credits
In this course, students will identify the nature and environment of international business. They will describe the basis for international business as well as its main concepts and theories. They will discuss the main international business agreements and the countries that participate in them. Students will justify the environment of the international financial system and its implication for commerce between nations.
(Pre-requisites: BUMA 1000, BUAD 2000)

INBU 1010: International Finance: 3 credits
In this course, students will analyze the fundamental aspects of international finance. They will distinguish between factors that determine the value of currencies and how the main stock exchanges of the world function, as well as for concepts related to capital exchanges between countries and organizations that facilitate these processes. They will justify the different management decisions that are made concerning international finance, such as setting interest rates, currency exchange rate, supply and demand, and the influence of governments. Additionally, they will acquire a perspective on international finance, from a macroscopic and general outlook of the global financial environment, to the specific financial management decisions made by organizations. *(Pre-requisites: BUMA 1000, FINA 2100, MATH 1050; MATH 2080)*

INBU 1020: International Marketing: 3 credits
In this course, students will use a managerial approach to analyze the marketing programs used by organizations with a global outreach. They will evaluate business opportunities on the international market and select the most effective marketing strategies to enter said markets. The students will also discuss the different strategies that comprise the marketing mix as well as how they apply to international scenarios.
(Pre-requisites: BUMA 1000, BUAD 2000, MKTG 1010)

INBU 1030: International and Multicultural Management: 3 credits
In this course, students will analyze the importance that applied strategic management has for international organizations with a diversified labor force. They will describe the specific characteristics of the different types of international and multicultural organizations. They will discuss the impact that cultural factors have on contemporary organizations. Additionally, they will evaluate the management tools used to make strategic corporate and functional decisions, while maintaining an internationalized and culturally diversified perspective. *(Pre-requisites: BUAD 2000)*

INBU 1040: Legal Issues in International Business: 3 credits
In this course, students will examine the basis and principles of mercantile law and their main applications to international transactions. They will also examine the principles of business law and their importance in the international business setting. They will discuss the role of the World Trade Organization and of fair competition beyond the regulations that govern the transactions that take place in the international markets. *(Pre-requisites: INBU 1000)*

INTE 1000: Human-Computer Interface and Interactions: 3 credits
In this course, students will analyze the history of the evolution of computer system interfaces and the levels of human-computer interaction. They will identify the available sensory systems by following interface design specifications. They will develop a project based on HCI using all of the design steps and the methodologies established by analyzing the specifications.

INTE 1010: Information Technology Strategic Planning: 3 credits
In this course, students will analyze the challenges of managing technology and information systems. They will evaluate how the information is controlled, how the data centers are managed and the hiring process. They will examine the practice of acquiring technology and how to manage the relationship with the suppliers in order to achieve agreements that are acceptable to both. They will verify that the organization's strategic plan for Information Technology is aligned with its needs.

INTE 1020: Inf. Technology Infrastructure Management: 3 credits
In this course, students will analyze the evolution and basic concepts of IT infrastructure management. They will evaluate data management tools, as well as the storage and security management for an information system. They will also argue about the technological solutions available in the market, the business systems and the supply chain management. In addition, students will explain the relationship between the IT strategic planning process and the insourcing and outsourcing strategies.
(Pre-requisites: INTE 1010)

INTE 1030: Inf. Technology Performance Analysis and Design: 3 credits
In this course, students will examine the management models and frameworks used to measure the performance of an IT department. They will evaluate the integration of management, operational and performance strategies with the purpose of measuring the success of the management of information systems department. They will analyze the performance of the service delivery life cycle results provided by an IT department. Students will also examine diverse tools that will help evaluate the performance of service delivery and its comparison with industry standards.

INTE 1040: Information Technology Project Management: 4 credits
In this course, students will analyze the different metrics and measurements used in project management. They will apply project management techniques to real industry situations. They will also develop the processes that are necessary for every project (risk and scope). They will distinguish between the programs used for planning and those used to generate estimates. They will analyze quality management and the models associated with it. *(Pre-requisites: INTE 1000)*

INTE 2440L: Network Fundamentals and Laboratory: 3 Credits
In this course, students will analyze fundamental concepts in web design and configuration. They will identify network information protocols, topologies, and architecture. They will test the basic configuration of network devices. They will design logical addressing schemes. Additionally, they will use commands and tools to diagnose network problems.
(Pre-requisites: PROG 2370L)

INTE 2460L: Data Communications and Laboratory: 3 credits
In this course, students will discuss the components of data transfer and transmission. They will differentiate between various communication protocols. They will explain the physical and wireless methods used in data communication. They will discuss communication standards and models. In addition, they will also establish safety rules to improve the quality of communication.
(Pre-requisite: INTE 2440L, ITTE 1031L, PROG 2370L)

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 2570L: Network Administration and Laboratory: 3 credits
In this course, students will configure and administer network operating systems. They will design and implement group and safety policies for a domain system using Windows Server TM tools. Additionally, they will configure in a web server (IIS) and install servers in the cloud (cloud computing).
(Pre-requisites: INTE 2440L)

INTE 2740L: Diagnostic & Maintenance of Computer Systems and Laboratory: 3 Credits
In this course, students will examine the components of a modern computer, their function, and the assembly process. They will configure the primary and secondary components of a PC. They will review programs and tools to work on computer architecture, diagnosis, and maintenance. They will design plans to detect safety problems and computer use. They will also explain and configure operating systems and perform maintenance of software, hard disk, updates and program driver installations.
(Pre-requisites: PROG 2370L)

INTE 3510L: Web Technology and Laboratory: 3 credits
In this course, students will examine the advanced functions related to website development. Additionally, they will design web pages or sites using PHP codes. They will also create dynamic functions and pages using PHP scripts and integrating MySQL databases that expand the functions and services of a website.
(Pre-requisites: INTE 2520L, PROG 1035, PROG 2370L)

INTE 4010: Networks Security and Auditing: 3 credits
In this course, students will analyze techniques and safety and auditing functions of information systems. They will evaluate the vulnerability of physical and wireless information systems. They will analyze the tools available to counter attacks and ensure the continuity of the business. Additionally, they will differentiate between the various methods of computer auditing.
(Pre-requisite: INTE 2440L)

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
In this course, students will implement the skills and knowledge acquired during the time of study through a supervised field experience. They will promote the attitudes required in a real work environment, the skills to work in a team, as well as the ability to keep systems running and program tools that facilitate the company's processes. They will reason ethically and morally when solving problems by demonstrating respect for the laws and environmental conservation in the social context of the globalized world.
(Pre-requisites: INTE 2570L, INTE 3510L, PROG 3365L, PROG 3375L, PROG 3425L)

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 3365L, PROG 3375L, PROG 3425L)

ITNA 1000: Implementation and Managing a Network: 3 credits
In this course, students will evaluate the requirements for the implementation and management of networks, as well as the equipment and transfer protocols used. They will design an acquisition plan of equipment and the appropriate programs, including budget and the required safety measures. They will analyze the functions of the network administrator and their role in the network implementation process.

ITNA 1010: Protocols and Communications TCP/IP: 3 credits
In this course, students will discuss concepts of layers, making references to ISO's OSI model, including IP routing, packet structures and frames that allow communication between two computers. They will evaluate protocols covering aspects of TCP/IP technology and the details of their implementation. They will analyze cases of DHCP uses and their implementation with DNS services, emphasizing Firewalls and security protocols.
(Pre-requisite: ITNA 1000)

ITNA 1020: Network Troubleshooting: 3 credits
In this course, students will analyze the aspects in solving technical, logical, logistical, and security problems when implementing a network. They will develop diagnostics plans and connectivity tests using different tools for multiple platforms. They will justify performance measurement routine tests according to information collected to minimize problems and maximize service.
(Pre-requisite: INTE 2440L, ITNA 1010)

ITNA 1030: Wireless and Mobile Computing: 3 credits
In this course, students will evaluate the resources required to establish a wireless network. They will design a wireless network along with the wired network to ensure consistency. They will select the best security scheme for the wireless network. Also, they will test the network under various operating environments to ensure platform independence.
(Pre-requisite: INTE 2440L, ITNA 1010)

ITNA 1040: Advanced Network Administration: 4 credits
In this course, students will configure advanced options in the Windows Server setting. They will discuss and apply concepts related to the management and maintenance of servers and file services, and configure DNS services, routing, remote access, policies at an infrastructure level, active directory, and group policies. Additionally, they will provide special attention to configurations for high availability, configure solutions for files and storage (NAS) and create what is known as a disaster recovery plan.
(Pre-requisiteS: INTE 4010, INTE 2570L, ITNA 1020)

ITSA 1010: Software Quality Control and Testing: 3 credits
In this course, students will analyze the needs of hardware and software environments and their management practices. They will develop design tutorials, checklists for code inspections and compliance with project standards. They will justify configuration management conducting base control settings, change and reports of configuration status by using audit techniques and methodology.
(Pre-requisite: PROG 2280L)

ITSA 1020: Software Development for Mobile Devices: 3 credits
In this course, students will discuss the development of applications for mobile devices. They will analyze most used platforms on today's market, with emphasis on the development of mobile and mobile applications/apps. They will develop techniques using original platform frames and frames created by third parties to promote interoperability between development environments.
(Pre-requisites: PROG 3365L, PROG 3375L)

ITSA 1030: Advanced Web Application Programming: 4 credits
In this course, students will learn the basics of ASP.NET core MVC for developing pattern-based applications and creating professional-quality dynamic websites. Students will also examine the configuration and installation of the web platform by working with ASP.NET MVC framework. Lastly, they will study the techniques needed to manage data, reuse code, built web APIs, and secure their applications with industry standards, such as dependency injections and MVC (Model-View-Controller) pattern. *(Pre-requisites: PROG 3365L, PROG 3425L)*

ITTE 1031L: Computer Literacy and Laboratory: 3 credits
In this course, students will analyze the utility of productivity tools, databases, and computerized systems in their learning process. They will distinguish basic concepts of technology, the information processing cycle, its devices, and the function of computer programs. In addition, they will examine basic aspects related to the services, security, privacy, and ethics of the internet, as well as to assistive technology. Furthermore, they will demonstrate technological competencies by using digital tools for creating documents in word, presentation, and electronic spreadsheet processors.

JUST 1000: Introduction to the Organization and Administration of the Criminal Justice and Public Safety System: 3 credits
In this course, students will discuss the structure, organization, and administration of the criminal justice and public safety system in Puerto Rico. They will analyze the roles of the components of these systems and their effectiveness regarding the application of laws and penalties. They will also evaluate the public policy concerning social order and crime prevention. Additionally, they will examine the Constitution of the Commonwealth of Puerto Rico, as well as the powers of the State.

JUST 1015: Human and Civil Rights: 3 credits
In this course, students will identify due process and the equal protection of the law. Additionally, they will distinguish protections identified as civil rights, according to the content of the laws and jurisprudence. Likewise, students will examine the international experience regarding the acknowledgment of human rights in order to recognize its evolution, preparing to anticipate changes in the future.

JUST 1025: Fundamentals of Penal Laws: 3 credits
In this course, students will examine the general principles of criminal law and the authority of the State for the creation, changes, or removal of crimes. Additionally, they will analyze the fundamental rights recognized for citizens who are facing criminal proceedings against them, stressing the applicable protections during the investigative stage. Students will likewise evaluate the present crimes in our legal system, forms of guilt, the available defense, the consequences of crimes, and court discretion during the process of imposing penalties.

JUST 1030: Special Penal Laws: 3 credits
In this course, students will analyze the foundations and principles for establishing special criminal laws. They will describe special criminal laws and their relationship to the operation of the Criminal Justice System. Additionally, they will explain the jurisprudence wherever special criminal laws have been applied.

JUST 1040: Introduction to Criminology: 3 credits
In this course, students will examine basic concepts of criminology. They will analyze the historical background, evolution, and vision of crime, as well as some auxiliary sciences for the study of criminology. Students will compare criminology approaches, models, and theories concerning deviant behavior from a biopsychosocial perspective.

JUST 1050: Evidence: 3 credits
In this course, students will examine the requirements established by the criminal justice system for admitting or rejecting compiled evidence based on due process of law. Additionally, they will determine the existing types of evidence, the process of challenging a witness, the sufficiency of the required evidence, and the existing limitations in the search for truth. Students will likewise evaluate instances in which new evidence may emerge during the post-sentencing stage and its subsequent procedural implications when requesting another trial.
(Pre-requisites: JUST 1010 or JUST 1000)

JUST 2010: Interview and Interrogation: 3 credits
In this course, students will examine current concepts related to interviewing and interrogation techniques, as well as the characteristics that the interviewer should have. In addition, they will analyze different interviewing techniques, taking into consideration psychological, ethical, scientific, and legal aspects, among others. Moreover, they will assess the importance of the interview and interrogation as the main investigative tool to obtain information for solving a crime.
(Pre-requisites: JUST 1015)

JUST 2020: Rules of Criminal Procedure: 3 credits
In this course, students will analyze the rights of the defendant, from the investigative stage through the culmination of the criminal proceedings. They will evaluate the applicable criteria during the determination of probable cause to make an arrest, the bail order, the preliminary hearing, the trial and the judgement. Additionally, students will examine the different resources available for an individual convicted of a criminal offence in the post-sentencing stage of the criminal proceedings.
(Pre-requisite: JUST 1050)

JUST 2025: Court Testimony: 3 credits
In this course, students will discuss the conceptual framework of both civil and criminal procedures in regard to the expert witness figure. Additionally, they will evaluate the historical background of witnesses and the development of the expert witness skills in the legal setting. Moreover, they will examine procedural regulations regarding the use of experts. Likewise, they will analyze the use of expert evidence in criminal proceedings. *(Pre-requisite: JUST 2010)*

JUST 2035: Crime Victims: 3 credits
In this course, students will examine the concepts and theoretical aspects of victimology, as well as the different types of victims. They will analyze the personal and social impact faced by victims, their traumas and aftermaths, victimization by the penal system and social justice, and their rights. Additionally, students will apply tools and skills for professional case handling, aiming to see a change from a punitive vision to a humanistic one.

JUST 2050: Criminal Investigation: 3 credits
In this course, students will examine fundamental aspects of criminal investigations, its historical development, and its leading figures. They will evaluate current investigation techniques and their applicability at different stages of the investigative process, as well as the importance of the auxiliary sciences. They will apply the methodology of preservation, management, and investigation of the crime scene. Moreover, they will analyze different types of crime and its processes, ranging from arrests to post-sentencing procedures. *(Pre-requisites: JUST 1050, 2010, 2020)*

JUST 2070: Sign Language: 3 credits
In this course, students will analyze the anatomy and physiology of the human ear while focusing on the various types of hearing loss and their effects on the communication process. They will distinguish the idiosyncrasy of the deaf community through the study of important aspects related to pragmatics in the management of the deaf patient. Students will apply effective communication techniques and basic knowledge of signs in diverse languages for deaf people (movement, position and location of the hands, gestures and conceptual framework). Also, they will interpret the laws that protect people with hearing disabilities and their impact in the development of basic skills directed towards the Public Safety and Criminal Justice System professionals.

JUST 2080: Composition and Professional Writing in Criminal Justice: 3 credits
In this course, students will develop the necessary tools and resources to write professional administrative reports and conduct research in the field of criminal justice. They will also analyze the importance and the different types of written reports used in the field of criminal justice. Furthermore, they will produce a variety of reports related to criminal justice through effective, correct, concise, and precise writing.

JUST 2100: Electronic Evidence: 3 credits
In this course, students will analyze the conceptual framework of electronic evidence and the elements related to technology and the authentication of evidence. They will explain the methodology and the procedures associated with the acquisition, authentication, and admissibility of e-mails, text messages, digital files, photographs, internet pages, social networks, GPS, and drones, so that this kind of evidence may be admissible in court, according to the rules of evidence. Additionally, students will examine what is established in the rules of evidence regarding the proof of reference, its exceptions, and other elements related to electronic evidence. Likewise, they will identify examples of electronic evidence and the rights that protect all citizens. Lastly, they will interpret the jurisprudence related to electronic evidence.

JUST 2200: Comparative Law: 3 credits
In this course, students will examine the methodology of comparative law for the study of legal systems in other jurisdictions. They will analyze the differences, similarities, and responsibilities of the components of the criminal justice system related to common and civil law. Additionally, students will apply comparative law methodology when contrasting different justice systems with that of Puerto Rico.

JUST 3100: Conflict Mediation: 3 credits (elective course)
In this course, students will explain mediation as an alternative method of conflict resolution. In addition, they will evaluate conflict theories, mediation models and the ethical-moral aspects of the professional in the negotiation process. They will also analyze the roles of the mediator, in accordance with the current laws and alternative methods in the judicial system for conflict resolution.

JUST 3110: Gender and the Criminal Justice Systems: 3 credits (elective course)
In this course, students will analyze the fundamental concepts and the historical evolution of women as the offender, as well as the biopsychosocial factors at play on their behavior as criminals in the Criminal Justice System. In addition, they will evaluate the contributions of theoretical approaches on female crime and victimization. They will propose alternatives for the rehabilitation and social reintegration of women in penal institutions based on the analysis of the types of crimes, the factors and motives for female delinquency. Likewise, they will justify the importance of implementing treatment and rehabilitation programs and services in penitentiary institutions for women.

JUST 3120: Federal Jurisdiction: 3 credits
In this course, students will examine the historical development and structural organization of the federal jurisdiction. In addition, they will analyze the criminal procedure under the federal jurisdiction and the limits of said jurisdiction, as well as the agencies that make up the justice system under the federal jurisdiction. Likewise, they will evaluate the federal system, the central government, and the relations between the states and territories.
(Pre-requisites: JUST 1010 or JUST 1000)

JUST 3125: Juvenile Justice: 3 credits
In this course, students will examine the causes of juvenile delinquency, as well as the sociological, biological, and psychological factors of criminal behavior. They will analyze the rehabilitative nature of juvenile justice, the legal framework, the balance between treatment and punishment, deviant juvenile behavior, and the efficacy of the judicial system's intervention. Also, students will evaluate the rehabilitative treatment of the delinquent minor, according to experts in human behavior.

JUST 3130: Drug Addiction and Rehabilitation: 3 credits
In this course, students will examine the general concepts about the dependence on different types of legal and illegal addictive chemical substances, as well as the psychobiological and sociological factors and the current incidence. They will explain the etiology of drug addiction, its neurobiological base, and the theoretical approaches linked to addictive behavior as well as its connection with criminal behavior. Students will interpret the relationship between criminal behavior, violence, and the behavior of sex offenders and young offenders, and delinquency and mental health. Also, students will differentiate between public policy, rehabilitation methods and models, preventive approaches, treatment programs, recovery, and social reinsertion of young offenders and delinquents.

JUST 3200: Penology and Correctional System: 3 credits
In this course, students will examine the conceptual framework and background of penology, its impact in the correctional system and the legal-penal reaction. They will analyze the rights of the members of the prison population with those of other countries, their legislation, regulations, and jurisprudence. Furthermore, students will evaluate the social reinsertion services and programs for the members of the prison population.

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.

JUST 4020: Integrative Seminar on Criminal Justice: 3 credits
In this seminar, students will integrate the knowledge, skills and aptitudes acquired or developed during their academic training in the disciplines related to the criminal justice system of Puerto Rico and the United States, as well as the Puerto Rico Department of Public Safety. They will apply the general principles of criminal law, special criminal law, criminal procedural law and evidentiary law in real situations. They will examine the procedures used in the study of the crime scene through scientific investigation methods. Likewise, students will develop preparatory and fundamental strategies and techniques for their integration into the workplace.
(Pre-requisites: ETHI 1010, JUST 1015, JUST 1025, JUST 1030, JUST 1050, JUST 2020, JUST 2050)

JUST 4021P: Practice in Criminal Justice: 3 credits
In this course, students will apply the knowledge and skills acquired during their academic preparation in the criminal justice system and in the Puerto Rico Department of Public Safety. Through practice, they will also demonstrate the attitudes and skills required for teamwork. In addition, they will make ethical and moral reasoning judgments regarding the Constitution of the Commonwealth of Puerto Rico, its laws, ordinances, and regulations. Graduates of this program will develop the preparatory and fundamental strategies and techniques for their integration into the workplace.
(Pre-requisites: ETHI 1010, JUST 1015, JUST 1025, JUST 1030, JUST 1050, JUST 2020, JUST 2050)

JUST 4100: Information Systems Management in the Criminal Justice System: 3 credits
In this course, students will analyze the basic concepts related to the management of information systems in the criminal justice system, the types of technological and information systems used, as well as their historical evolution in this field. They will establish the purpose of technology in the criminal justice system, the information systems used by the Federal Bureau of Investigation (FBI), and various organizations focused on the field of information systems within the criminal justice system. Furthermore, students will evaluate the information systems used by the police, the correctional system, investigators, forensic scientists, and cyber crime investigators, as well as the technology to maintain the safety of crime victims. Also, they will examine software tools, applications, and free or low cost databases to carry out criminal investigations. *(Pre-requisites: ITTE 1031L, JUST 1010)*

MATH 1010: Basic Mathematics: 3 credits
In this course, students will apply the characteristics of the set of real numbers and their uses in everyday life. They will discuss the concepts of ratios, proportions, and percentages. They will also solve everyday situations by applying the concepts of linear equations and linear inequalities in a variable. In addition, students will use measurement concepts and conversion factors in professional and everyday problem solving.

MATH 1050: Business Mathematics: 3 credits
In this course, students will solve business administration problems using basic concepts of algebra and geometry. They will analyze reasoning, proportion, and progression exercises in finance. In addition, they will solve problems of systems of linear equations through any solution method and determine the factors that can influence profit on an investment. (*Pre-requisite: MATH 1010)*

MATH 2015: Mathematics for Engineering Technology: 3 credits
In this course, students will apply basic knowledge and skills of algebra, trigonometry, and mathematics of complex numbers by solving problems related to electricity and electronics. They will solve direct current (DC) and alternating current (AC) circuits exercises by applying vectors and phasors necessary for the analysis of three-phase circuit applications. They will also apply Ohm's and Watt's laws and postulates to solve situations involving trigonometric functions. *(Pre-requisite: MATH 1010)*

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 develop models of situations related to business administration using linear, polynomial, exponential and logarithmic functions. In addition, they will apply matrix theory to linear systems solution, optimization, and linear programming. They will also analyze investment and annuity problems using successions and series. (*Pre-requisites: MATH 1010, 1050)*

MEBC 1010: Medical Billing Systems I: 3 credits
In this course, the student will analyze the fundamental concepts related to medical billing systems. Evaluate provision methods in processing billing. Demonstrate the proper management of medical billing forms to select the type of insurance coverage and distinguish important features of health insurance.

MEBC 1020: Medical Billing Systems II: 3 credits
In this course, the student will analyze the impact of technology in electronic billing systems. Evaluate the management process of medical billing systems for medical personnel and explain the technological evolution of the software in the field of health. Furthermore, integrate the knowledge and skills of the electronic reconciliation process and claims to secondary health plans while using billing software.
(Pre-requisite: MEBC 1010). (This course includes the use of simulator.)

MEBC 1050: Medical Billing Coding I: 3 credits
In this course, the student will analyze the international classification of diseases ICD-10 and medical terminology according to the disease through studies of inpatients and outpatients. Distinguish the clinical data in health and medical records. Identify diagnostic groups and procedure codes to develop compliance strategies and obtain reimbursement and prospective payments from insurance companies.
(Co-requisite: MESE 1010)

MEBC 1060: Medical Billing Coding II: 3 credits
In this course, the student will analyze the evolution of the CPT codes in the field of medical coding. Evaluate the ability to accurately assign diagnostic codes and procedures using the CPT Manual. Describe procedures, standards, documentation, and ethical-legal aspects in coding using the CPT. Distinguish available diagnostics and procedures outlined in the medical record (history) to determine whether the documentation is adequate for coding purposes. *(Pre-requisite: MEBC 1050)*

MEBC 1200: Medical Billing Coding III: 3 credits
In this course, the student will evaluate the development of HCPCS codes in the field of medical coding. Demonstrate the ability to accurately assign codes to diagnoses and procedures using the CPT Manual. Identify the structure CPT / HCPCS and apply general guidelines in coding systems. Describe standards, procedures, legal and ethical aspects, forms, and documentation required by Medicare and Medicaid for HCPCS codes. *(Pre-requisites: MEBC 1050, MEBC 1060)*

MEBC 2000: Medical Reports Procedures: 3 credits
In this course the students will analyze the components and functions of a spreadsheet. They will create and edit tables and charts in the spreadsheet for use, handling and analysis of medical information. Students will also integrate the functions and tools of the worksheet with various programs to facilitate the creation and presentation of reports and medical reports.
(Pre-requisites: MEBC 1010, MEBC 1020, MEBC 1050, MEBC 1060, MEBC 1200)

MEBC 2050: Integrating Seminar: Medical Billing: 3 credits
In this seminar the students will integrate and demonstrate the knowledge, skills and abilities developed during their training in the associate degree program of Billing and Coding. They will also analyze the fundamental concepts related to medical billing systems. Students will examine the methods of data entry required by billing software. They will discuss the importance of diagnostic coding processes and procedures in the development of analysis of medical records and integrate the knowledge and skills of reconciliation and electronic claims process according to the requirements of medical plans.
(Pre-requisites: MEBC 1010, MEBC 1020, MEBC 1050, MEBC 1060, MEBC 1200, MEBI 1150)
(This course includes the use of simulator.)

MEBI 1150: Electronic Medical Record: 3 credits
In this course the students will analyze the basics about managing electronic medical records and the basic functions of an electronic medical record. They will discuss the importance of using electronic medical record (EHR) in medical offices and hospitals. They examine compliance regulations, as well as legal and ethical principles for the use of information and technology resources in the healthcare industry. Students describe the primary objectives of Public Health related to the electronic medical record.
(Pre-requisite: MEBC 1010, MEBC 1020, MEBC 1050, MEBC 1060) (This course includes the use of simulator.)

MESE 1010: Medical Terminology: 3 credits
In this course, students will evaluate the composition, structure and derivation of the words that are part of medical terminology. They will analyze the meaning of the segments of a medical term and their relationship to anatomy, health conditions, and procedures or treatments performed on patients. They will also apply the medical terminology used in various branches of health, such as physiology and pathology.
(Pre-requisites: BIOL 1010, 2000 or BIOL 1200 for the Medical Billing and Coding program)

MESE 2020: Medical Insurance Billing: 2 credits
This course offers the student a wealth of information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms manually and electronically.
(Co-requisite: MESE 2021L) (Pre-requisites: BIOL 1010, 2000)

MESE 2021L: Medical Insurance Billing Laboratory: 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: MESE 2020) (Pre-requisites: BIOL 1010, 2000)

MESE 2031L: Medical Billing, Electronic Record and Laboratory: 2 credits
In this course, students will discuss the basic concepts of manual or electronic invoicing in the office or other health service environment. Students will examine the procedures for handling billing and processing each of the health services provided to patients. In addition, they collect the information required to identify the following in their clinical record: diagnosis, procedure and treatment offered to the patient, either manually or electronically. *(Pre-requisites: BIOL 1010, BIOL 2000, DEAS 1500, DEAS 1511L, DEAS 2600, DEAS 2611L, DEAS 2920, DEAS 2921L)*

MESE 2500: Manual Medical Billing: 3 credits
In this course, the students will examine the essential content of different medical plans and the manual billing process for medical services. Likewise, they will evaluate the medical billing system. In addition, students will develop the skills needed to work with various forms and manuals, such as CMS 1500, UB-04, Dental Claim Form (ADA 1600), ICD-10-CM, CDT and CPT, used in the billing and claim processes for medical plans and invoice reconciliation. (This course includes the use of a simulator.) . *(Pre-requisite: BIOL 1010, 2000, MESE 1010)*

MESE 2550: Medical Coding Principles: 3 credits
In this course, students will evaluate the format and content of the ICD-10-CM and CPT manuals. They will correctly select the diagnostic and procedures codes identified in the manuals. Students will evaluate the processes, standards, and documentation in an invoice for the coding of diagnoses and medical procedures administered to the patient-client. This course includes the use of a simulator. *(Pre-requisite: MESE 1010, MESE 2500)*

MESE 2600L: Electronic Medical Billing and Laboratory: 3 credits
In this course, students will properly operate the electronic medical billing program and each one of its settings. They will apply their acquired skills to complete the CMS 1500, ADA 1600 and UB-04 forms in the medical billing process by using electronic programs. They will interpret the importance of information processing in claims and reconciliation processes for medical insurance plans. They will examine the regulations and legal and ethical principles for the use and management of information, as well as the integration of technology, in the creation of electronic medical records. This course includes the use of a simulator.
(*Pre-requisites:* BIOL 1010, 2000, MESE 1010, 2500)

MGMT 1000: Communication for Managers: 3 credits
In this course, students will discuss the nature and importance of communication for the success of organizations. They will analyze the role of individual characteristics and their impact on communication processes. They will use management communication principles in their work environment. Additionally, they will integrate different in-person and distance communication tools, depending on the organizational communication**.** *(Pre-requisite: BUAD 2000)*

MGMT 1010: Organizational Theory and Design: 3 credits
In this course, students will analyze the importance of organizational behavior, along with the challenges and opportunities managers face in applying the concepts and theories of this discipline. They will analyze the models of knowledge management, learning, and competency development as productive and important resources for the effectiveness of an organization. In addition, they will evaluate topics and concepts related to motivation in individuals, groups, and work teams, and their effect on the performance of an organization and on aspects of communication, decision-making, conflict, organizational culture, and ethics. *(Pre-requisites: BUAD 2000, BUMA 1000)*

MGMT 1020: Operations Management: 3 credits
In this course, students will describe the concepts and techniques for designing, planning and controlling operations in manufacturing and service companies. They will examine the skills in operational decision-making using various tools in the planning and control of inventory and in the elaboration of demand forecasting. Also, they will analyze the principles and theoretical assumptions presented by various exponents in the quality control of operations. *(Pre-requisites: BUAD 2000, BUMA 1000, MATH 2080)*

MICR 1000: Basic Microbiology: 3 credits
In this course, students will examine the fundamental concepts of microbiology and the interactions between microorganisms and humans, as well as the role and importance of the microbiome. They will analyze the diversity, morphology, taxonomy, genetics, and metabolism of microscopic organisms. In addition, they will explain the basic principles of epidemiology, pathology, and the virulence of diseases. They will contrast how different techniques of medical asepsis help prevent and control infections. Furthermore, they will distinguish the processes of pasteurization, sterilization, and security in the management of toxic waste. *(Co-requisite: MICR 1011L) (Pre-requisite: None)*

MICR 1011L: Basic Microbiology Laboratory: 1 credit
In this course, students will analyze the fundamental concepts of the microbiology laboratory. They will apply microbiological techniques to experiments in the laboratory. In addition, they will contrast the different types of microscopes used in laboratories. They will examine bacteria using microbiological stains. They will also identify different microorganisms. Finally, they will relate the clinical manifestations to the infectious agents. *(Co-requisite: MICR 1000) (Pre-requisite: None)*

MKTG 1010: Marketing Principles: 3 credits
In this course, students will analyze and discuss marketing concepts, theories, and practices in a global context. They will evaluate the selected market's cultural, social, economic, and political dimensions while considering basic elements like product, price, promotion, and place (distribution). Likewise, they will design product, price, promotion, and place strategies to successfully compete in national and international markets. They will explain the different digital media and how they can be applied to marketing strategies. Finally, they will analyze the relationship between the digital marketing strategy and the traditional marketing strategy.

MKTG 1020: Integrated Marketing Communications: 3 credits
In this course, students will analyze the importance of integrating communication elements through different media to convey a clear, coherent and convincing message about a company, product, service, or brand. They will evaluate the role of advertising in integrated marketing communications (IMC) strategies aimed at the target market to promote the success and value of the brand of an organization. Additionally, they will apply communications planning and design skills to developing an integrated communications plan. *(Pre-requisite: MKTG 1010)*

MKTG 2010: Consumer Behavior: 3 credits
In this course, students will analyze consumer behavior, as well as the external and internal factors influencing the consumer’s purchasing behavior. They will analyze in depth the purchasing decision process to identify the specific consumer needs and determine which must be fulfilled with priority, in order to develop effective marketing strategies. *(Pre-requisite: MKTG 1010)*

MKTG 2030: Content Marketing: 3 credits
In this course, students will discuss the principles, concepts and strategies necessary to undertake a content marketing campaign. They will create useful and relevant content for the target market that is consistent with the objectives defined in the marketing plan for the development of the brand. They will also develop the necessary abilities to execute and monitor a content marketing plan, as well as to interpret their relevant metrics.
(Pre-requisites: MKTG 1010, MKTG 1020)

MKTG 2050: Introduction to Digital Marketing: 3 credits
In this course, students will evaluate the advantages of digital marketing and its importance for the success of the overall marketing strategy of small and medium-sized businesses. They will develop the elements of a digital marketing plan along with the different digital channels, their advantages, and ways of integration. Moreover, they will apply search engine optimization (SEO) and website development strategies. They will analyze ways to obtain information on trends linked to the execution, development, and impact of digital marketing on the success of companies.
(Pre-requisite: MKTG 1010)

MKTG 3000: Marketing Research: 3 credits
In this course, students will evaluate the basic research methodology applied to marketing topics. They will examine methods and techniques for the collection, analysis and interpretation of primary and secondary data, both for individual and business clients. *(Pre-requisites: MKTG 1020, MKTG 2010)*

NURS 1000: Nursing Theory and Evolution: 2 credits
In this course, students will examine the origin and evolution of the nursing practice and its historical background. Likewise, they will identify theories and ethical and legal principles regulating the nursing practice as a profession in Puerto Rico. Additionally, students will analyze concepts related to health promotion and maintenance, disease prevention, the importance of computing skills, and the integration technology in contemporary nursing practice.

NURS 1050: Pharmacology and Nursing Implications: 3 credits
In this course the student will analyze the basic principles of pharmacology and its implications on drug administration when providing nursing care to clients and their families. It will examine the professional standards and regulations for prescription law, administration and control of drugs in Puerto Rico and the United States and the implications for nursing practice. It will highlight the importance of the knowledge of pharmacology to safely manage drugs or medication for clients/families. It will integrate the knowledge of the different body systems and pharmacology into managing and administering medications as part of nursing practice. This course includes the use of simulator. *(Co-requisites: NURS 1061L) (Pre-requisites: BIOL 2000, MATH 1010, NURS 1000, 1300, 1311L, 1321P or BIOL 2000, MATH 1010, NURS 1000, 1300, 1311L, 1315P)*

NURS 1061L: Pharmacology and Skills Laboratory for the Medicines Administration: 2 credits
In this course, students will apply the nursing process to the proper medication administration according to the patient's growth and development stage. In addition, they will interpret the medical prescription language for the correct management of medications. Students will also execute basic skills needed for calculating, dosing, and administering medications, as well as documenting the nursing care interventions offered to the client, their family, and the community. Students will perform their clinical practice in simulated laboratories. *(Co-requisites: NURS 1050) (Pre-requisites: BIOL 2000, MATH 1010, NURS 1000, 1300, 1311L, 1321P or BIOL 2000, MATH 1010, NURS 1000, 1300, 1311L, 1315P)*

NURS 1300: Fundamentals of Nursing: 3 credits
In this course, students will demonstrate the critical thinking attitudes and skills used by nursing professionals in decision making and problem solving while providing health care. Students will integrate the nursing process as a tool to address client, family, and community health needs. They will explain the importance of communication in interacting with clients, family, community, their colleagues, and the multi- disciplinary staff team. *(Co-requisites: BIOL 2000, NURS 1311L, 1321P or BIOL 2000, NURS 1311L, 1315P) (Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)*

NURS 1311L: Fundamentals of Nursing Laboratory: 2 credits
In this course, students will develop the knowledge and technical skills necessary for safely performing basic nursing procedures with confidence in patient, family, and community care intervention. They will use this process as a framework for making decisions that show critical thinking skills development, as they perform safe and effective interventions with patients, family, and community. Additionally, students will effectively employ verbal, non-verbal, written, and technological communication skills when transmitting healthcare related information to clients, family community, colleagues, and the multi-disciplinary team. They will also perform clinical practice in simulated laboratories. This course includes the use of simulator. *(Co-requisites: BIOL 2000, NURS 1300, 1321P or BIOL 2000, NURS 1300, 1315P) (Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)*

NURS 1315P: Simulation & Practice of Fundamentals of Nursing: 1.5 credits
In this course, students will apply basic skills and competencies necessary for direct client, family, and community care, based on the philosophy of the school and the nursing process. They will perform clinical practice in simulated laboratories and different health care settings. Students will likewise use the nursing process for health promotion and disease prevention in clients, family, and the community. This course includes the use of simulator.
(Co-requisites: BIOL 2000, NURS 1300, 1311L)
(Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)

NURS 1321P: Simulation and Practice of Fundamentals of Nursing: 1.5 credits
In the course, Simulation and Practice of Fundamentals in Nursing, the student will continue to develop and apply the basic skills necessary for the direct care of the client/family by using the program conceptual framework and the nursing process. Practice will occur in primary and secondary health care setting Students will use the 5 steps to the nursing process (assessment, diagnosis, planning, implementing and evaluating) to plan and implement care for the improvement of the client/family's health.
(Co-requisites: BIOL 2000, NURS 1300, 1311L)
(Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)

NURS 2540: Nursing Care in Mental Health and Psychiatry: 2 credits
In this course, students will analyze the historical evolution of psychiatric nursing and basic theoretical concepts of mental health. They will examine professional and ethical and legal responsibilities in nursing comprehensive care, focused on mental health at primary, secondary, and tertiary levels. Additionally, students will support the importance of maintaining good therapeutic communication aimed at establishing effective relationships with patients in mental health care. They will likewise incorporate the nursing process in the management of common mental health and psychiatric disorders. This course includes the use of simulator. *(Co-requisites: NURS 1050, 1061L, 2541P, PSYC 2510 or NURS 1050, 1061L, 2545P, PSYC 2510)*
(Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, 1300, 1311L, 1321P or BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, 1300, 1311L, 1315P)

NURS 2541P: Practice of Nursing Care in Mental Health and Psychiatry: 1.5 credits
Students will apply the nursing process to provide direct care to clients with mental health and psychiatric disorders at various stages of growth and development. Students will develop nursing activities aimed at promoting, restoring and maintaining mental health. At all times a focus will be toward the ethical- legal responsibilities of the nurse when providing mental health care and psychiatric care at the primary, secondary and tertiary levels.
(Co-requisites: NURS 1050, 1061L, 2540, PSYC 2510) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, 1300, 1311L, 1321P)

NURS 2545P: Practice of Nursing Care in Mental Health and Psychiatry: 1.5 credits
In this course, students will apply the nursing process in offering direct care to clients, families, and communities with mental health problems and psychiatric disorders in different stages of growth and development. Additionally, they will implement activities for the promotion, maintenance, and restoration of mental health, with a focus on the ethical and legal responsibilities of nursing staff in mental health care and psychiatric assistance at primary, secondary, and tertiary levels. Students will perform clinical practice in simulated laboratories and different health care settings. This course includes the use of simulator. *(Co-requisites: NURS 1050, 1061L, 2540, PSYC 2510) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, 1300, 1311L, 1315P)*

NURS 2550: Nursing Interventions with the Adult and Elder I: 3 credits.
In this course, the student will evaluate the management of individual therapeutic regimens, including activities that are used to promote health and prevent disease which affects adults and the elderly. Issues discussed relate to the concepts of oxygenation (cardiac and respiratory), inflammation, fluid/electrolyte balance, sensory/perceptual, cellular damage (surgery) and reproductive stability. This course includes the use of simulator.
(Co-requisites: NURS 2551P or NURS 2555P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P or BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L,1300, 1311L, 1315P)

NURS 2551P: Simulation and Practice of Nursing Interventions with the Adult and Elder I: 2 credits
In this course, the student will demonstrate an evidence-based practice through clinical experiences with adults and the elderly who exhibit commonly occurring human responses to health challenges from within the concepts of oxygenation (cardiac and respiratory), inflammation, fluid/electrolyte balance, sensory/perceptual, cellular damage (surgery) and reproductive stability. Student will also demonstrate skills with therapeutic communication, nursing care planning, attention to diversity, and, the incorporation of legal/ethical considerations during nursing interventions with the adult and elderly client.
(Co-requisites: NURS 2550) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P)

NURS 2555P: Simulation and Practice of Nursing Interventions with the Adult and Elder I: 2 credits
In this course, students will demonstrate the competencies for managing therapeutic regimens, planning nursing care, being attentive to diversity, and activities for promoting health and prevention of diseases that affect adults and the elderly. They will also integrate concepts related to conduction, oxygenation, inflammation, liquid and electrolyte balance, sensory perception, cell damage, surgical care, and reproductive stability in nursing interventions with adult and elderly clients. Students will perform their clinical practice in simulated laboratories and different healthcare settings. This course includes the use of simulator. *(Co-requisites: NURS 2550) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P)*

NURS 2620: Nursing Interventions with the Mother and Newborn: 3 credits
In this course the students will analyze the fundamental concepts, historical evolution and ethical-legal aspects in the care of the mother and newborn. Students will review the anatomy and function of the female and male reproductive system and evaluate the process of nursing intervention in the direct care of the mother and newborn. They will discern the nursing role during antepartum, childbirth, postpartum and newborn stages. This includes discussion of the anticipated physical and neurological changes and the general complications during the maternal and newborn periods. This course includes the use of simulator.
(Co-requisites: NURS 2621P or NURS 2625P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P or BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P)

NURS 2621P: Simulation and Practice of Nursing Interventions with the Mother and Newborn: 1.5 credits
In this course, students will demonstrate their skills in evidence-based practice through clinical experiences and the application of necessary nursing skills for assisting the mother and newborn to adapt to physiological and psychological changes that occur in childbearing and the newborn phases of development. This includes care of the high risk mother and newborn. *(Co-requisites: NURS 2620) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P)*

NURS 2625P: Simulation and Practice of Nursing Interventions with the Mother and Newborn: 1.5 credits
In this course, students will demonstrate competencies in the direct care of mother and newborn by applying the nursing process. They will also apply the necessary nursing skills to assist the mother and newborn to adapt to the psychological and physiological changes produced during the different pregnancy stages and the newborn's development phases. Students will perform their clinical practice in simulated laboratories and different healthcare settings. This course includes the use of simulator.
(Co-requisites: NURS 2620) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P)

NURS 2630: Nursing Interventions with the Adult and Elder II: 3 credits
In this course, students will examine the physiological changes that occur in adults and the elderly during the aging process. They will analyze the causes and common patho-physiology that affects individual stages of adulthood and old age. Students will use the nursing process to assess, plan, implement and evaluate selected nursing interventions required for the direct care of adult and elderly with health disorders within the digestive, renal, endocrine, nervous and skeletal muscle systems. This course includes the use of simulator.
(Co-requisites: NURS 2631P or NURS 2635P) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2550, 2551P or BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2550, 2555P)

NURS 2631P: Simulation and Practice of Nursing Interventions with the Adult and Elder II: 2 credits
In this course, students will demonstrate an evidence-based practice through their clinical experiences while caring for clients with health challenges to the digestive, renal, endocrine, nervous and muscle/skeletal systems. They will apply the principles of growth and development, therapeutic communications, information management, legal/ethical behaviors and cultural sensitivity while implementing skills in the care of adults and the elderly. They will discuss the nursing process in the care of adults and elderly with functional changes of the gastrointestinal, neurological and skeletal muscle, urinary elimination and endocrine system. *(Co-requisites: NURS 2630) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2550, 2551P)*

NURS 2635P: Simulation and Practice of Nursing Interventions with the Adult and Elder II: 2 credits
In this course, students will demonstrate competencies required for the direct care of adults or the elderly who present eating, elimination, metabolism, movement, balance, or sensory disorders. They will also apply the principles of growth and development, therapeutic communication, information management, legal-ethical aspects, and activities to promote health and prevent diseases that affect adults and the elderly. Students will perform their clinical practice in simulated laboratories and different healthcare settings.
(Co-requisites: NURS 2630) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2550, 2555P)

NURS 2710: Nursing Interventions with Children and Adolescents: 3 credits
In this course, students will describe concepts related to the health of children and adolescents, as well as the historical background and evaluation of pediatric nursing care. They will integrate the education process into the pediatric client and family in the promotion and prevention of health through different stages of growth and development. Students will integrate the process of nursing interventions to maintain and promote the physiological, psychological, social and spiritual integrity of children and adolescents. This course includes the use of simulator.
(Co-requisites: NURS 2721P or NURS 2725P)
(Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2550, 2551P or BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2550, 2555P)

NURS 2721P: Simulation and Practice of Nursing Interventions with Child and Adolescent: 1.5 credits
In this course, students will demonstrate an evidence-based practice through their clinical experiences. They will apply the knowledge, skills and attitudes required of the nurse while providing care to children and adolescents. Students will assess health and fitness to collect data and write nursing plans for children and adolescents. They will present the findings of research-based health disorders in children and adolescents using the nursing process as a tool to plan and implement evidence-based care.
(Co-requisites: NURS 2710) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2550, 2551P)

NURS 2725P: Simulation and Practice of Nursing Interventions with Child and Adolescent: 1.5 credits
In this course, students will demonstrate the necessary knowledge and competencies for children and adolescent nursing care in simulations and clinical practice. They will also analyze the health and physical state of children and adolescents according to a care plan adjusted to the patient's needs. Students will consider the growth and development principles, therapeutic communication, information management, legal-ethical aspects, and activities to promote health and prevent diseases in the direct care of children and adolescents. Furthermore, students will apply care plans intended for children, adolescents, and their families according to their health conditions, through research and evidence-based practice. This course includes the use of simulator.
(Co-requisites: NURS 2710) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2550, 2555P)

NURS 2730: Integrating Seminar of Nursing: 2 credits
In this course, students will analyze health concepts and the levels of care followed in Puerto Rico as reflected by the professional competencies needed to offer nursing care to patients, families, and communities. In addition, they will utilize the nursing process and the categories of patient needs specified by the Puerto Rico Board of Nursing—a safe and effective care environment, health promotion and maintenance, psychosocial integrity, and physiological integrity—to facilitate the development of strategies that will aid them in their preparation for the nursing exam provided by this Board and increase their probability of passing it. Moreover, they will apply different study strategies, including clinical situations, in order to develop the critical thinking required to make assertive decisions and solve patients' health problems. This course includes the use of simulator.
(Co-requisites: None) (Pre-requisites: BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2540, 2541P, 2550, 2551P, 2620, 2621P or BIOL 1010, BIOL 2000, MATH 1010, MICR 1000, MICR 1011L, NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2540, 2545P, 2550, 2555P, 2620, 2625P)

NURS 3006: Transition of the Role of Nurses in Current Society: 3
In this course, the student will examine the historical evolution of the nursing profession, holistic concepts, nursing theories and the educational levels of nursing practice. Additionally, the student will examine critical thinking skills, which will enable him/her to make clinical judgments. The student will analyze the legal and ethical aspects and cultural diversity in the face of professional challenges; nursing roles within the changing healthcare systems; and, the use of research, evidence based practice and technology in today's nursing environment. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 1000)*

NURS 3015: Physical Assessment: 3 credits
In this course, students will assess the history of the role of nursing in holistic care health assessment for adult and elderly clients. They will learn about physical assessment methodology and the techniques of performing the physical exam as part of the nursing professional role. Included will be attention to documenting a clients' health history and physical exam as part of the process for clinical decision-making. This course includes the use of simulator.
(Co-requisites: None) (Pre-requisites: NURS 1000, 1050, 1061L, 1300, 1311L, 1321P, 2540, 2541P, 2550, 2551P, 2620, 2621P, 2630, 2631P, 2710, 2721P or NURS 1000, 1050, 1061L, 1300, 1311L, 1315P, 2540, 2545P, 2550, 2555P, 2620, 2625P, 2630, 2635P, 2710, 2725P)

NURS 3040: Informatics in Healthcare Systems: 3 credits
In this course, students will examine the fundamental concepts and roles of nursing professionals regarding informatics and their use. They will also analyze the management, practices and applications of information systems in clinical and educational settings; and, explain the ethical and legal controversies involved when dealing with information in a healthcare system. At the same time, they will evaluate the impact of technology and its applications in clinical, educational and research environments. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 1000)*

NURS 3050: Research in Nursing: 3 credits
In this course, students will evaluate the role, as well as the importance, of research in professional nursing practice, including the conducting and dissemination of research and its principles and evidence-based practice models. They will also examine the ethical and legal considerations related to the subjects within nursing research. In addition, they will describe the nursing research process and interpret evidence-based research in order to apply it to nursing practice. *(Pre-requisites: MATH 1010, NURS 3006, STAT 2000)*

NURS 3055: Leadership and Management: 3 credits
In this course, the student will analyze concepts of leadership and management, as well as the necessary tools for the fulfillment of the nursing professional role in light of new perspectives in health services administration. The student will evaluate theories and models for management practice in nursing. The student will design effective organizational structures for determining administrative and management resources applicable to nursing services. Also, the student will justify the importance of establishing effective and safe work environments in order to sustain the motivation of the nursing professional and the quality of the health services. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 3006)*

NURS 3130: Critical Interventions in Professional Nursing with Adults: 3 credits
In this course, students will examine the importance of the role of nursing and holistic care in the critical care environment for adult patients and their families. They will also value the role of the nursing professional when caring for critically ill adults. Students will differentiate between diagnoses and treatments in the collaborative management of critical conditions. In addition, they will analyze the nursing skills required for care of critical and acute pathological conditions in adults that require intensive care. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 3006, 3015)*

NURS 4000: Global and National Health Policies: 3 credits
In this course, students will analyze national and global health policies and their financing. They will also evaluate the processes for health service rendering, the field's ethical-legal aspects at national and global levels, and the role of the nursing professional. Students will examine the principles of public policy in the rendering of services at a national and global level, as well as the influence of epidemiology and Healthy People 2030 have had on the tendencies and controversies of the national and global health systems. This course includes the use of simulator. *(Co-requisites: None) (Pre-requisites: NURS 3006)*

NURS 4020: Nursing Interventions with families and communities: 3 credits
In this course, students will apply the nursing process to the client, their family, and the community. They will demonstrate leadership skills in the promotion of health and disease prevention for the client, their family, and the community. Students will integrate the principles of public health in the nursing process to promote health and control risks in groups and populations through the primary, secondary, and tertiary levels of prevention in the community's health. This course includes the use of simulator. *(Co-requisites: NURS 4021P or 4025P, 4021 or 4025 *RN-BSN) (Pre-requisites: NURS 3006, 3015, 3050, 3055)*

NURS 4021/4021P: Practice in Nursing Interventions with families and communities: 2 credits
In this course, students will apply their knowledge of nursing, as well as their communication, interpersonal relationship and humanistic care skills. They will also put their leadership, management, teaching, and critical thinking knowledge into practice when assessing healthcare, planning, coordinating, implementing and evaluating the care given to populations and groups. In addition, they will apply their research findings. Students will also implement practices on selected populations within a community setting.
(Co-requisites: NURS 4020)(Pre-requisites: NURS 3006, 3015, 3050, 3055)

NURS 4025/4025P: Practice in Nursing Interventions with families and communities: 2 credits
In this course, students will apply competencies required for the direct care of patients, families, and communities based on the nursing process. They will also demonstrate skills for communication, interpersonal relations, leadership, management, teaching, and critical thinking in the treatment of patients, their families, and communities. Furthermore, students will perform their clinical practice in communities or simulated environments with diverse populations or groups. This course includes the use of simulator. *(Co-requisites: NURS 4020) (Pre-requisites: NURS 3006, 3015, 3050, 3055)*

NUTR 1000: Introduction to Nutrition: 2 credits
In this course, students will assess the importance of nutrition in the wellbeing and promotion of health of the client. They will analyze the process of digestion, absorption, metabolism, and excretion of food and its nutrients. Likewise, they will evaluate the influence of food in the stages of growth and development, in weight management, and in most common health disorders.

OFSY 1211L: Basic Keyboard and Lab: 3 credits
In this course, students will analyze the components of the word processor screen, the options ribbon tab, and the functioning parts of a keyboard. Additionally, they will demonstrate practical proficiency in keyboarding skills using the alphabetical, numerical, and symbolic keyboards. They will also examine document transcriptions to pinpoint errors in a medical services office.

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
In this course, students will develop intermediate level speed and accuracy competencies in handling computer keyboards. They will employ basic techniques, as well as the knowledge and skills necessary for the production of business documents and tables of various levels of complexity. They will evaluate business reports according to the correct basic techniques. Students will demonstrate their level of proficiency in the competencies obtained in the course.
(Pre-requisite: OFSY 1201L or OFSY 1211L)

OFSY 1351L: Documents Production II and Lab: 3 credits
In this course, students will develop mastery of keyboard skills for the creation of office documents at an acceptable performance level. They will apply basic speed and precision skills on the keyboard for the preparation of reports and documents following different style guides. They will evaluate medical and legal documents in both English and Spanish. They will integrate the knowledge, techniques, and skills acquired in the creation of documents. .
(Pre-requisites: OFSY 1201L, 1301L or OFSY 1211L, 1301L)

OFSY 1400: Documents Control: 3 credits
In this course, students will analyze concepts related to document administration, filing systems, as well as cycles and control of documents in a modern office. They will apply the handling of document filing systems with digitalized database programs. Additionally, students will evaluate the legal and ethical aspects applicable to the management, retention, transfer, and disposal of documents. This course includes the use of a simulator..

OFSY 2101L: Dictation and Transcription of Spanish Speedwriting and Laboratory: 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
In this course, students will employ the administrative procedures of planning, organization, management, and control of typical activities in a medical office. They will evaluate moral and ethical aspects of behavior, respect for diversity, and interpersonal relationships. Students will also analyze the technological advances and techniques of a modern medical office..

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 Laboratory: 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 2730L: Word Processing, Electronics Presentations and Laboratory: 3 credits
In this course, students will examine the basic functions of the word processing program more commonly used in the modern office. They will analyze the most in demand program for the creation of electronic presentations. Students will also apply more complex functions in both programs, according to the current requirements of the labor market. This course includes the use of a simulator.
(Pre-requisites OFSY 1211L, 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 2861P: Office Practice and Integrating Seminar: 3 credits
In this course, students will apply medical office administration skills during their supervised practice. They will also determine the services for assisting different patients or clients with an ethical and moral stance in the management of their medical information. Furthermore, students will evaluate the concepts, skills, and abilities related to the job of an office systems assistant.
(Pre-requisites: OFSY 1211L, OFSY 1301L, OFSY 1351L, OFSY 1400, OFSY 2450, OFSY 2730L, ACCO 1000, BIOL 2000, HEMA 1020, EXCL 1000L, SPAN 2000, MESE 1010, MESE 2500, MESE 2550, MESE 2600L)

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, BUAD2050, 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
In this course, students will examine the evolution and history of the discipline of pharmacy, as well as concepts of ancient and modern medicine. They will discuss topics related to professional ethics and the role of the pharmacy technician on duty. Students will apply basic concepts in the process of pharmaceutical products classification process, dosage forms, administration routes, pharmaceutical abbreviation reading, and the parts of a prescription or medical order. Additionally, they will analyze pharmacy federal and state legislation. This course includes the use of simulator.

PHAR 1050: Pharmaceutical Chemistry: 3 credits
In this course, students will examine the importance of basic concepts of pharmaceutical chemistry in the field of health, including water as a universal solvent, and the composition and concentration of solutions and electrolytes. Students will analyze the properties imparted by elements and functional groups to chemical compounds and how they affect biomolecules. They will also evaluate the chemical structure and composition, properties, and mechanisms of action of the most commonly used medicines. This course includes the use of simulator.
(Pre-requisites: PHAR 1000, CHEM 1010, 1011L, MATH 1010)

PHAR 1120: Pharmaceutical Mathematics: 4 credits
In this course, students will evaluate different mathematical operations carried out in pharmacies using different pharmaceutical systems. Additionally, they will employ conversion concepts of different unit systems, ratios, and proportions through a dimensional analysis of prescriptions. Furthermore, they will develop different techniques to determine the medication dosage to be dispensed according to medical prescription indications. This course includes the use of simulator. (Pre-requisite: PHAR 1000, MATH 1010)

PHAR 1150: Pharmaceutical Mathematics I: 2 credits
In this course the students will examine mathematical operations routinely performed in pharmaceutical systems and those related to medical orders. Will apply concepts of ratio and proportion, estimate and calculation, and significant figures to calculate and determine quantities in medical prescriptions. *(Pre-requisites: PHAR 1000, MATH 1010)*

PHAR 1160: Pharmaceutical Mathematics II: 2 credits
In this course the students will discuss conversion measures used in pharmacy to perform pharmaceutical calculations and solve conversion problems between systems. They examine different ways to determine the amount of drug to fill according to the instructions on the prescription.
(Pre-requisites: MATH 1010, PHAR 1000, 1150)

PHAR 2051L: Composition and Dispensing Laboratory: 2 credits
In this course, students will analyze the duties of a pharmacy technician and the ethical aspects of the profession. They will develop prescriptions and composition recipes according to chapter USP 795: Pharmaceutical compounding – nonsterile preparations of the United States Pharmacopeia. Students will prepare compositions following the appropriate aseptic techniques established in chapter USP 797: Pharmaceutical compounding – sterile preparations of the United States Pharmacopeia. This course includes the use of simulator. *(Pre-requisites: BIOL 1010, 2000, MATH 1010, PHAR 1000, 2250 and 1120 or 1150) (Co-requisite: PHAR 2361L)*

PHAR 2250: Pharmaceutical Legislation: 3 credits
In this course, students will analyze laws and rulings of the operational processes in drugstores in Puerto Rico. Additionally, they will examine some laws and procedures related to medication dispensing, as well as other regulations concerning the professional practice. Likewise, they will resolve issues that arise in the pharmacy according to current laws and regulations. This course includes the use of simulator. *(Pre-requisite: PHAR 1000)*

PHAR 2350: Posology: 3 credits
In this course, students will examine concepts related to medication dosage. They will analyze factors that affect the safe and effective dosage of drugs, such as patient characteristics, routes of drug administration, the form of drug presentation, body weight, and body surface area. Students will also determine the dosage administered to the patient when parenteral medications, whether intravenous, intramuscular, or subcutaneous, are prescribed as part of their therapies. This course includes the use of a simulator. *(Pre-requisites: BIOL 1010, 2000, MATH 1010, PHAR 1000 and 1120 or 1150 and 1160)*

PHAR 2361L: Pharmacy Administration Laboratory: 2 credits
In this course, students will analyze basic administration and marketing concepts necessary for writing a proposal for the establishment of a pharmacy. Likewise, they will apply processes associated with medication billing, patient profile, prescriptions, and medical orders. In turn, students will resolve cost mathematical problems, discounts, retail price, and profit margin. Additionally, they will establish different strategies for inventory control, storage, and medication conservation. This course includes the use of simulator. *(Pre-requisites: MATH 1010, PHAR 1000, 2250 and 1120 or 1150) (Co-requisite: PHAR 2051L)*

PHAR 2560: Pharmacology I: 3 credits
In this course, students will analyze basic concepts of pharmacology. They will explain indications, contraindications, adverse reactions, and mechanisms of drug action. Likewise, students will classify drugs according to their therapeutic group. Additionally, they will examine components, disorders, and treatment options for the central nervous system. (*This course includes the use of simulator) (Pre-requisites: BIOL 1010, 2000, PHAR 1000)*

PHAR 2570: Pharmacology II: 3 credits
In this course, students will analyze the classifications of antineoplastic drugs and the gastrointestinal, reproductive, urinary, and skeletal muscle systems. In addition, they will explain the indications, contraindications, interactions, side or adverse effects, and the mechanisms of action of the drugs. Likewise, they will justify the indications for biological products, vitamin classifications, and the properties of homeopathic products. This course includes the use of a simulator.
(Pre-requisites: BIOL 1010, 2000, PHAR 1000, 2560)

PHAR 2580: Pharmacology III: 3 credits
In this course, students will analyze the components, disorders, symptoms, and treatment options for conditions that impact the cardiovascular, respiratory, and endocrine systems. They will classify cardiovascular drugs, blood modifiers, antihyperlipidemics, drugs to treat respiratory system conditions and those used to treat diabetes and thyroid conditions that occur in the endocrine system according to their therapeutic group. Also, students will explain the mechanisms of action according to their therapeutic group, indications, contraindications, and adverse reactions of the drugs presented. This course includes the use of simulator. *(Pre-requisites: BIOL 1010, 2000, PHAR 1000, 2560)*

PHAR 2700: Pharmacy Internship Seminar I: 1 credit
This seminar is taken in conjunction with the course PHAR 2711P Pharmacy Internship I. In this course the students will discuss aspects and situations experienced in the internship. Students apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, students apply the laws and regulations governing the profession of pharmacy technician and their respective amendments in the performance of their internship.
(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2361L, 2560 and 1120 or 1150 and 1160) (Co-requisite: PHAR 2711P)

PHAR 2711P: Pharmacy Internship I: 2 credits
During this practice internship, students will apply administration knowledge from their role as pharmacy technicians. They will conduct the following procedures: reception, interpretation, labeling, dispatch, use of auxiliary labels, purchase orders, merchandise comparison, and inventory management following the laws and regulations of the pharmacy. This internship can take place in community pharmacies or hospitals. *(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2361L, 2560 and 1120 or 1150 and 1160)*
(Co-requisite: PHAR 2700)

PHAR 2800: Pharmacy Internship Seminar II: 1 credit
This seminar is taken in conjunction with the course PHAR 2811P-Pharmacy Internship II. In this course, students will discuss issues and situations experienced in their pharmacy internship. They apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, students apply the laws and regulations governing the profession of pharmacy technician and their respective amendments. *(Pre-requisites: CHEM 1010, 1011L, BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2350, 2361L, 2560, 2700, 2711P and PHAR 1120 or PHAR 1150 and 1160)*
(Co-requisite: PHAR 2811P)

PHAR 2811P: Pharmacy Internship II: 2 credits
This internship can take place in community pharmacies or hospitals. The law requires that an authorized pharmacist supervise the intern's performance as pharmacy technician. At Internship II, the students will continue to strengthen their technical and administrative skills delegated by the pharmacist. Students must complete 350 hours of internship at the Practice Center.
(Pre-requisites: CHEM 1010, 1011L, BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2350, 2361L, 2560, 2700, 2711P and PHAR 1120 or PHAR 1150 and 1160) (Co-requisite: PHAR 2800)

PHAR 2900: Pharmacy Internship Seminar III: 1 credit
This seminar is taken in conjunction with the course PHAR 2911P- Pharmacy Internship III. In this course, students will discuss issues and situations experienced in their pharmacy internship. They will apply knowledge, attitudes and responsibilities required in their performance as a pharmacy technician. In addition, they apply the laws and regulations governing the profession of pharmacy technician and their respective amendments.
(Pre-requisites: CHEM 1010, 1011L, BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2350, 2361L, 2560, 2700, 2711P, 2800, 2811P and PHAR 1120 or PHAR 1150 and 1160)
(Co-requisite: PHAR 2911P)

PHAR 2911P: Pharmacy Internship III: 2 credits
This internship can take place in community pharmacies or hospitals. The law requires that an authorized pharmacist supervise the student's performance as pharmacy technician intern. In Internship III, students enrich their technical and administrative skills delegated by the pharmacist. Students must complete 350 hours of internship at the Center for Practice.
(Pre-requisites: CHEM 1010, 1011L, BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2350, 2361L, 2560, 2700, 2711P, 2800, 2811P and PHAR 1120 or PHAR 1150 and 1160)
(Co-requisite: PHAR 2900)

PHAR 2920: Pharmacy Integrated Seminar: 3 credits
In this course, students will integrate the concepts, skills, and professional attitudes required for their role as a pharmacy technician. They will analyze the concepts and skills acquired in various topics, such as theoretical pharmacy with pharmaceutical abbreviations, pharmacy administration, pharmaceutical legislation, pharmacology, pharmaceutical mathematics, dispensing techniques, institutional pharmacy, and posology, among others. Finally, they will complete exercises like those presented in the professional certification exam to work as a pharmacy technician. This course includes the use of a simulator.
(Pre-requisites: BIOL 1010, 2000, CHEM 1010, 1011L, MATH 1010, PHAR 1000, 1050, 2051L, 2250, 2350, 2361L, 2560, 2570, 2580, 2700, 2711P, 2800, 2811P and PHAR 1120 or PHAR 1150 and 1160)
(Co-requisite: PHAR 2900, 2911P)

PHYS 1001: Physics Allied Health: 3 credits
In this course, students will justify the importance of physics concepts, the use of mathematical formulas, and measurement systems in the health field. They will analyze different types of movement, Newton's laws, and the relationship between work and energy. They will evaluate particle behavior in all three states of matter, the properties of liquids, and the main gas laws. They will explain the physical phenomena regarding acoustics, radiation, and electricity in the field of their future profession.. (*Pre-requisite: MATH 1010)*

POLS 3110: Political Science: 3 credits (elective course)
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 1035: Introduction to Computer Programming Logic: 3 Credits
In this course, students will discuss fundamental concepts for developing a computer program. They will explain how a program operates and the flow of data using flowcharts. They will describe the use of data, variables, and designs focused on objects in programming. They will also develop a graphic interface that integrates various program 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 2280L: Visual Basic Programming and Laboratory: 3 Credits
In this course, students will analyze the attributes and functionalities of the Visual Basic programming language for Object-Oriented design. They will develop programs that include creating graphical user interface and programming integration, by applying the diverse control, arrays and files management structures, and integrating database. Additionally, they will plan and design applications based on the specific needs of the user. *(Pre-requisites: ITTE 1031L; PROG 1035; PROG 1140L)*

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)*

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)*

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 2390L: Introduction to Java Script and Laboratory: 3 Credits
In this course, students will design control structures (decision and repetition) using the concepts and components of JavaScript. They will identify various existing libraries and frameworks. They will apply programming concepts adapted to JavaScript to create dynamic webpages, integrating HTML and CSS. *(Pre- requisites: PROG 1035, INTE 2520L)*

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 3360L: Phython Programming and Laboratory: 3 Credits
In this course, students will design different programs using the Python programming language. Through this language they will declare variables and modify their values using arithmetic operations. They will develop decision and repetition structures using different routines. They will create and administrate arrays and their elements. Additionally, they will be able to manipulate data in text files and CSV (comma-separated values) files. *(Pre-requisites: PROG 1035)*

PROG 3365L: C# Programming and Laboratory: 3 Credits
In this course, students will analyze the attributes and functionalities of the C# programming language for Object-Oriented design. They will develop applications with graphical user interfaces for desktop and Web. In addition, they will integrate a database to a project in C#.
(Pre-requisite: PROG 2280L)

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 2280L)*

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)

PROM 1000: Project Management Fundamentals: 3 credits
In this course, students will comprehend the fundamentals and practices of project management. Likewise, they will examine all the components of the lifecycle of a project, from initiation to closure. They will also assess theoretical aspects of project management, aligned with the PMBOK® Guide of the Project Management Institute (PMI).

PROM 1050: Project Communications and Stakeholder Management: 3 credits
In this course, students will apply the tools used for planning, monitoring and controlling the communication plan for a project. They will develop strategies to maintain an effective communication with interested parties and stakeholders throughout all the phases of the project, with the objective of gaining their support and reducing resistance. In addition, students will examine the best practices in human resources planning, acquisition, development and management to procure the success of the project.
(Pre-requisites: PROM 1000)

PROM 2000: Quality Management: 3 credits
In this course, students will analyze the evolution of project quality management, and its impact on the portfolios, programs and projects of the organization. They will evaluate quality management processes used in project development, in order to comply with their requirements. They will also examine concepts related to planning, control and quality assurance. Finally, students will discuss the international quality standards established by the International Organization for Standardization (ISO) and the methodologies used to achieve continued quality improvement in the internal processes of an enterprise, as well as in the design and marketing of their products and services. *(Pre-requisites: PROM 1000)*

PROM 2050: Cost and Time Management: 3 credits
In this course, students will develop a certificate of incorporation and planning structure for a project. They will apply time-management and project budget strategies, considering the challenges faced by organizations. Additionally, students will design a cost plan and schedule, based on the resources to be used in the project. Likewise, they will evaluate the project performance using monitoring and cost control techniques. *(Pre-requisites: PROM 1000, 2000)*

PROM 3000: Project Risk Management: 3 credits
In this course, students will examine the main processes related to risk management, such as planning, risk identification and register, qualitative and quantitative analysis, response preparation, and risk control. On the other hand, they will evaluate risk management principles according to the standards established by the Project Management Body of Knowledge (PMBOK© Guide), of the Project Management Institute. Also, they will develop a plan that will enable them to establish risk management strategies for any project.
(Pre-requisites: PROM 2050)

PROM 3050: Contracts and Procurement Management: 3 credits
In this course, students will develop a resources acquisition and management plan, using the latest PMBOK edition as framework, in order to ensure compliance with the tasks and deliverables in the project plan. On the other hand, they will analyze the mechanisms for the acquisition of resources for a project by outsourcing. In addition, students will explain monitoring and control processes to comply in an ethical manner with the plan for acquisition of goods and services of the project.
(Pre-requisites: PROM 3000)

PROM 4000: Technology for Project Management: 3 credits
In this course, students will analyze several Project Management Information Systems (PMIS) applications used for process automation. They will also describe different applications for project control and monitoring, groupware applications, and applications for communications via internet, including mobile applications. On the other hand, students will explain the impact of current and future technologies on project management.
(Pre-requisites: PROM 1000 / BUAD 1020)

PROM 4010: Project Management Seminar (Capstone): 3 credits
In this capstone seminar, students will apply the knowledge acquired in the major courses of the bachelor's degree in Business Administration with major in Project Management, to initiate, plan, execute, control, and close a simulated project. They will develop the deliverables, following the mission and goals of the business plan. They will select processes and courses of action that will optimize the development and execution of the project, to benefit all interested parties. They will further integrate the basic alignments defined in the PMBOK® Guide of the Project Management Institute (PMI).
(Pre-requisites: PROM 1000, 1050, 2000, 2050, 3000, 3050)

PSEC 2000: Leadership, Criminal Justice, and Public Safety: 3 credits
In this course, students will analyze the fundamental leadership concepts. Additionally, they will identify the oversight roles in an organization, as well as leadership strategies within the criminal justice and public safety systems. Students will also examine the types of conflicts and ethical dilemmas that can be observed in an organization. Likewise, they will evaluate the various theories on leadership, their paradigms and lenses, the implementation of changes in supervision, influences on leadership, as well as strategies for its development and emergency management, according to the United Nations (UN).
(Pre-requisites: JUST 1000)

PSEC 2010: Conscience and Reach in Self Defense: 3 credits
In this course, students will analyze the concepts, techniques, and resources associated with personal defense. Additionally, they will analyze the legal basis that justifies the use of force in the public safety environment. Likewise, they will apply the problem-solving model (S.A.R.A.) in their role as a public safety leader. *(Pre-requisite: JUST 1015)*

PSEC 2020: Basic Emergency Management: 3 credits
In this course, students will discuss the basic concepts of the National Incident Management System (NIMS). They will examine processes that guide communities, governments, non-governmental organizations (NGOs) and the private sector to work on the preparation, relief, response, and recovery in the aftermath of an emergency or a natural, human, or technological disaster. Additionally, they will apply the initial response process using the emergencies and disasters that recently took place in the United States and Puerto Rico as examples.
(Pre-requisite: JUST 1000)

PSYC 1010: Fundamentals of Psychology I: 3 credits
In this course, students will examine the main currents, concepts, and areas that psychology covers. They will explain the scientific method and its relation to psychology. They will also analyze the theoretical and methodological fundamentals in human behavior.

PSYC 1020: Fundamentals of Psychology II: 3 credits
In this course, students will analyze psychology as a scientific discipline. They will explore relevant topics of modern psychology. They will examine the diversity and complexity of human beings. In addition, they will learn the ethical function of the profession.
(Pre-requisite: PSYC 1010)

PSYC 1100: History of Psychology: 3 credits
In this course, students will analyze the historical background of psychology. They will identify the origin and trajectory of the orientations that have marked its development as a discipline. They will create a historical outline of the main philosophical currents that supported its evolution until arriving at modern psychology. They will position themselves within the current historical context and their vision of the future.

PSYC 1150: Human Development I: 3 credits
In this course, students will examine the systematic transformation of human beings at a biological, cognitive, affective, and behavioral level, from conception until childhood. They will analyze the role of inheritance and the environment in the evolutionary process of the individual. They will identify the primary models and theories that explain the changes throughout the life cycle using an integrated perspective. Likewise, they will describe the phenomena that pertain to each stage of life.

PSYC 1200: Ethical Principles in Psychology: 3 credits
In this course, students will analyze the basic concepts, philosophical principles, and importance of the study of ethics in psychology. They will examine the primary codes of ethics that govern the psychological profession in Puerto Rico and the United States. Also, they will identify the ethical and moral conflicts and the guidelines for managing an ethical conflict.
(Pre-requisites: PSYC 1010, PSYC 1020)

PSYC 1250: Human Development II: 3 credits
In this course, students will apply the biopsychosocial model to the stages from adolescence till death. They will analyze the role of inheritance and the environment in the evolutionary process of the individual. They will identify the primary models and theories that explain the changes throughout the life cycle using an integrated perspective. Likewise, they will describe the phenomena that pertain to each stage of life.
(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 1150)

PSYC 2000: Personality Disorders: 3 credits
In this course, students will examine the cognitive, affective, and behavioral patterns of individuals with personality disorders. They will identify the classification within its groups and subgroups according to its traits and characteristics. They will design an intervention plan and learn the comorbidity among them in relation to the pathologies. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2100: Learning and Motivation: 3 credits
In this course, students will determine the relation between learning and motivational processes. They will identify the explanatory models of learning and motivation, with consideration for the diversity in human learning. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2150: Psychobiology: 3 credits
In this course, students will evaluate the models that explain the biological bases and cognitive, behavioral, and affective functions of individuals. They will identify the neuroanatomy and neurological function of the brain. They will apply the main theories of nerve conduction, synaptic mechanisms, nervous system, genetics, and evolution. In addition, they will describe the changes that occur in the brain because of addiction. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 2200: Interviewing Techniques: 3 credits
In this course, students will analyze the techniques and tools for obtaining data in a psychological interview. They will discuss the importance of rapport, therapeutic alliance, and empathetic listening during the intervention, according the psychological model that is used. Furthermore, they will analyze the elements of communication with sensitivity and openness to diversity in the client-therapist dynamic.
(Pre-requisites: PSYC 1010, PSYC 1020)

PSYC 2250: Personality Theories: 3 credits
In this course, students will analyze the origin, formation, and development of personality. They will perform a critical analysis of the concept as defined throughout history. They will examine the concept of personality from the main theoretical concepts and schools of thought. They will comprehend how individuals develop cognitive, behavioral, and affective patterns of behavior.
(Pre-requisites: PSYC 1010, PSYC 1020)

PSYC 2300: Crisis Intervention : 3 credits
In this course, students will analyze the phenomenology, characteristics, and manifestations associated with mental health crises and emergencies. They will evaluate the various types of crises associated with human developmental stages and the context in which they manifest to determine the appropriate therapeutic intervention. Additionally, students will apply skills and techniques used in crisis intervention.
(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520)

PSYC 2350: Industrial and Organizational Psychology: 3 credits
In this course, students will examine the function of the psychologist in the workplace. They will explain human behavior in the environment of business and social organizations. They will present various techniques and criteria used in decision-making within the workplace.
(Pre-requisites: PSYC 1010, PSYC 1020)

PSYC 2400: Introduction to Test Building: 3 credits
In this course, students will develop competencies in designing and building a psychological measuring instrument. They will apply measurement theory based on hypothetico-deductive reasoning. Furthermore, they will create valid and trustworthy tests and instruments. *(Pre-requisites: MATH 1010, STAT 1500, REME 2000)*

PSYC 2510: Psychology: 3 credits
In this course, students will analyze the historical development and basic concepts of the psychological study of human behavior. Additionally, they will explain which situations exert a significant influence on psychosocial behavior. Students will also apply psychological concepts and theories to situations in everyday life and in their professional relationships. They will analyze individuals in personal relations, cultural context, and social conflict in a comprehensive way.

PSYC 3000: Experimental Psychology: 3 credits
In this course, students will apply the conceptual bases of psychology as a scientific instrument related to human behavior. They will analyze a scientific investigation and the process of data collection, treatment, and information analysis. *(Pre-requisites: MATH 1010, PSYC 1010, PSYC 1020)*

PSYC 3010: Emotional Intelligence: Managing Stressful Situations: 3 credits
In this course, students will examine the biological and theoretical fundamentals of emotional intelligence (EI) from a scientific-practical perspective, focusing on the relevance and implementation of emerging literature regarding the applicability of emotional intelligence in stress management. Also, they will analyze the relationship between emotional intelligence and other academic-professional areas such as human talent management, social responsibility, and stress management strategies at school or work, among others. Likewise, students will develop a training proposal to potentiate the use of emotional intelligence in everyday life. *(Pre-requisites: PSYC 2510)*

PSYC 3050: Writing Techniques in Psychology: 3 credits
In this course, students will examine writing and nomenclature in clinical documentation. In addition, they will analyze progress notes, psychological reports, and informed consents.
(Pre-requisites: PSYC 1010, PSYC 1020)

PSYC 3100: Law and Mental Health: 3 credits
In this course, students will examine current legislation regarding mental health and vulnerable populations in Puerto Rico. They will analyze the patient bill of rights and existing laws that are inherent to the rights of individuals with mental conditions. Furthermore, they will promote the development of public policy and protection for the client's wellbeing. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 3110: Psychological Problems in Children, Adolescents and Adults: 3 credits
In this course, students will analyze the history of psychological disorders, the psychopathology within the biopsychosociocultural context, and the main concepts that characterize it. Similarly, they will explain the psychological conditions most commonly seen in minors, adolescents, and adults, as well as their etiology, prevalence, and diagnostic theoretical models. Also, students will categorize the structure and the prevention and treatment methods according to the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). Furthermore, they will evaluate the therapeutic models, the interview and interrogation alternatives, and the psychosocial and forensic screening in minors, adolescents, and adults with psychological disorders, considering the professional ethical-legal aspects. *(Pre-requisites: PSYC 2510)*

PSYC 3150: Introduction to Evaluation and Measurement: 3 credits
In this course, students will learn the basic concepts and relevance of psychological measurement. They will apply measurement processes used in psychology. They will determine a plan for the implementation of psychological and educational assessment instruments that are used to measure qualities of human behavior. Additionally, they will analyze psychometric theories and the evolution of psychological measurement in Puerto Rico. *(Pre-requisites: PSYC 1010, PSYC 1020)*

PSYC 3200: The Psychobiology of Addiction: 3 credits
In this course, students will examine the etiology of addictive behavior. They will analyze the addictive process according to the theoretical foundations and multicausal factors of addictions. Also, they will develop a guide to community resources. *(Pre-requisites: PSYC 3520)*

PSYC 3250: Psychotherapy Models and Techniques: 3 credits
In this course, students will evaluate the biopsychosocial perspective in psychological intervention. They will identify the main models of psychological interventions. They will also determine the appropriate theoretical model according to the nascent pathology. Furthermore, they will analyze the individual's psychic processes in the sociocultural context. *(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520)*

PSYC 3510: Social Psychology: 3 credits
In this course, students will interpret social life from the point of view of the individual. Furthermore, they will identify the prevalent role of social institutions and social groups in the configuration of individuals as social entities. Additionally, students will explain the power of influence from individuals within groups, interaction processes, and social conflicts. Students will also critically analyze certain cultural patterns that promote and perpetuate conflictive interactions between individuals and between groups. *(Pre-requisite: PSYC 2510 or PSYC 1010, PSYC 1020)*

PSYC 3520: Psychopathology: 3 credits
In this course, students will examine the historical background of the development of psychopathology as we know it today. Additionally, they will analyze scientific contributions regarding the following concepts: insanity, normality, mental illness, and mental health. They will identify the main psychological disorders according to the classification of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). They will evaluate the theoretical foundation of the concepts, specific disorders, criteria, differential diagnosis, and theoretical models, as well as treatments, ethical and legal implications, and Puerto Rico's particular situation. *(Pre-requisites: JUST 2020, PSYC 2510, 3510 or PSYC 1010, PSYC 1020)*

PSYC 4000: Alteration in Functional Development and Diversity: 3 credits
In this course, students will discuss the rights of vulnerable sectors. They will analyze current laws promoting equality and fairness. *(Pre-requisites: PSYC 3520)*

PSYC 4010: Integrated Psychology Seminar (Capstone): 4 credits
In this course, students will demonstrate the skills and knowledge acquired during their formation in the Bachelor of Psychology Program. They will identify pathologies and their intervention focuses. They will argue about diversity, vulnerable populations, and societal contexts.
(Pre-requisites: PSYC 1010, PSYC 1020, PSYC 3520, PSYC 2000, PSYC 1150, PSYC 1250)

RADI 1000: Fundamentals of Radiologic Sciences: 2 credits
In this course, students will analyze the historical facts about the discovery of X-rays and the standards and ethical-legal aspects of the profession. They will also discuss the basic principles of providing quality service to patients as well as organizing and managing a radiology department. Additionally, they will evaluate radiographic equipment, procedures to be performed, diagnostic imaging modalities, and radiation protection principles. Likewise, they will discuss the laws that regulate the principles, practices, and policies of health organizations.

RADI 1100: Radiographic Film Acquisition and Processing: 2 credits
In this course, students will analyze procedures for radiographic image acquisition using automatic and digital processing systems as well as the components, principles, and functioning of each type of equipment. Additionally, they will examine basic concepts of radiographic film, image formation in automatic processing systems, computed radiology, and digital radiology. Likewise, students will evaluate tools used in image processing and factors influencing acquisition and visualization. This course includes the use of simulator. *(Pre-requisites: RADI 1000)*

RADI 1200: Principles of Radiographic Exposition: 2 credits
In this course, students will analyze the principles of radiation physics, different types of energy, their interaction with matter and the components of the equipment used in the production of X-rays. Also, they will explain the theoretical concepts of the production and emission of X-rays and the variables that affect the quality of the image. Moreover, they will describe the radiographic film selection parameters for achieving optimal latent image formation. Additionally, they will determine the photographic and geometric properties that affect the density and contrast of the radiographic image.
(Pre-requisite: RADI 1000)

RADI 1311L: Radiologic Clinical Pre-Practice Laboratory: 1 credit
In this course, students will evaluate the activities of a radiology department or imaging center in the procedures performed at the office. At the same time, they will analyze the performance of various radiological examinations on a day-to-day basis. Finally, they will describe the function of the radiology department and its importance in the health care service system. *(Pre-requisites: RADI 1000)*

RADI 1411L: Radiologic Procedures I and Laboratory: 3 credits
In this course, students will recognize the basic concepts of radiology and terms related to anatomical position and positioning. In addition, they will employ routine radiographic studies, emphasizing superior and inferior extremities. Students will also analyze exposure factors for optimal quality radiographic image using principles of radiologic protection. This course includes the use of simulator. *(Pre-requisites: RADI 1000, RADI 1100, RADI 1200)*

RADI 1500: Sectional Anatomy: 2 credits
In this course, students will evaluate sectional anatomy images through computerized tomography, magnetic resonance, and ultrasound modalities. They will examine anatomical structures of the human body through image evaluation. Students will likewise analyze the anatomy and physiology of human body systems as well as their functions. *(Pre-requisite: BIOL 2020)*

RADI 1600: Radiologic Protection: 1 credit
In this course, students will explain the effects of ionizing radiation on the molecules, cells, tissue, and body, the radiosensitivity of different organs, the law of Bergonié and Tribondeau, and the ALARA (as low as reasonably achievable) concept. They will examine the basic properties of radiation, the maximum permissible dose by anatomical region or whole body, dosimetry, and the requirements established by state and federal agencies on radiation protection and safety. Students will discuss the factors that affect biological responses and the acute and chronic effects of radiation. In addition, they will analyze the basic concepts of radiological protection to minimize the exposure to ionizing radiation on the patient (infants, children, adolescents, adults, and elderly), the general public, and the operator of radiation equipment.
(Pre-requisites: RADI 1000, RADI 1100, RADI 1200)

RADI 2009: Radiologic Physics: 3 Credits
This course is designed for the student to become acquainted with the basic principles of: mechanics, measurement units, atomic atom, models of atom, and nucleous of atom, electricity and magnetism. Topics discussed in clued basic concepts of ionizing radiation, matter structure and how the x-rays are produced. Besides, the student gains knowledge of spectrum of radiation, interaction of radiation with matter, characteristics and functioning of x ray tubes and performance of x ray tubes. The course consists of 45 didactic hours. *(Pre-requisite: PHYS 1001)*

RADI 2011: Ethics in Radiologic Sciences: 2 Credits
This course is designed for the students to become acquainted with ethic fundamentals. They will observe the philosophical and historical basis of ethics and the elements of the ethical conduct, as elements of this behavior. The students will have the opportunity to evaluate a variety of ethical dilemmas and situations within their clinical practice. The students will also know the legal terminology, concepts and principles such as malpractice, legal and professional standards, the importance of an appropriate documentation and the use of informed consent. The course consists of 30 didactic hours.

RADI 2011L: Patient Management and Care and Laboratory: 2 credits
In this course, students will analyze the different communication barriers and considerations to providing quality service related to patient management and care. Students will explain the concerns that arise when caring for a patient in isolation as part of occupational protection and infection control. They will also evaluate the different personal protective equipment used with a patient as well as the transfer of the patient from a stretcher to a radiographic table. *(Pre-requisites: RADI 1000, RADI 1100, RADI 1200)*

RADI 2012: Principles of Medical Pathology I: 2 Credits
In this course, students will examine the origin, causes, and conditions of the most relevant medical pathologies and traumatic diseases for radiographic procedures of the respiratory, skeletal, cardiovascular, hepatobiliary, and hematopoietic systems. They will identify the pathologic conditions of specific systems and organs in a medical order and radiographic studies. Likewise, they will relate the different diagnostic modalities and the effect of contrast media on the visualization of different pathological processes. This course includes the use of simulator. *(Pre-requisites: BIOL 2020, RADI 2005 or BIOL 2020, RADI 1500)*

RADI 2013: Principles of Medical Pathology II: 2 Credits
In this course, students will analyze the origin, signs, symptoms, and treatments of diseases of the gastrointestinal, urinary, nervous, endocrine, and reproductive systems. Additionally, students will explain the importance of including information regarding pathological conditions of specific organs and systems, both in the medical order and radiographic studies. Likewise, they will evaluate different diagnostic modalities and their correlation with the different pathological processes. This course includes the use of simulator. *(Pre-requisite: RADI 2012*)

RADI 2016: Critique Radiology: 3 Credits
This course is designed to provide the student the opportunity to become acquainted with a series of criteria that permits analysis of radiographic studies, to determine if they are of optimum or poor qualities. It also requires the discussion of the problem solving technique, to be applied to the evaluation of radiographic studies and to identify those exposition factors that may affect the quality of radiographic image. The course consists of 45 didactic hours. *(Pre-requisite: BIOL 2010, BIOL 2020, RADI 2004/2004L, RADI 2008/2008L, RADI 2001, RADI 2002, RADI 2007, RADI 2003P, RADI 2010P, RADI 2005 or BIOL 2010, BIOL 2020, RADI 1000, RADI 1100, RADI 1200, RADI 1500, RADI 1311L, RADI 1411L, RADI 2021L)*

RADI 2021L: Radiology Procedures II and Laboratory: 2 credits
In this course, students will examine the use of equipment to obtain high-quality images that allow for the appropriate diagnosis of different anatomical structures. In addition, students will analyze the different anatomical structures to be considered when positioning the patient for radiographic procedures and the diagnosis using the results of the images. Students will likewise evaluate safety procedures related to the use of protective equipment for the patient and technician. This course includes the use of simulator. *(Pre-requisites: RADI 1411L)*

RADI 2021P: Clinical Practice I: 1 credit
In this course, students will perform simple radiographic procedures in the clinical practice area. Moreover, they will integrate the acquired knowledge regarding the interpretation of medical orders, the proper management of the patient, and the radiographic room preparation. Additionally, they will analyze radiographic procedures with the assistance of a licensed radiologic technologist. *(Pre-requisites: RADI 1000, RADI 1100, RADI 1200, RADI 1311L)*

RADI 2031L: Radiologic Procedures III and Laboratory: 2 credits
In this course, students will analyze radiographic imaging of the human body anatomy, regarding historicity, positioning, centralization, and image quality. In addition, they will integrate different radiological techniques, hygiene and safety processes, as well as radiological equipment, according to the anatomy of the body, age group, and trauma or existing pathology. Also, they will employ procedures and radiological techniques applied in the preparation of the examination room, equipment, radiological study of the patient, and their diagnosis. *(Pre-requisites: RADI 2021L)*

RADI 2031P: Clinical Practice II: 1 credit
In this course, students will analyze the anatomical structures according to each radiographic study performed. Students will develop specialized radiographic procedures under the supervision of the radiologic technologist assigned in the clinical area. In addition, they will explain the exposure factors as well as the radiographic position used for each anatomical structure. *(Pre-requisites: RADI 2021P)*

RADI 2035: Principles of Diagnostic Imaging Modalities: 2 credits
In this course, students will analyze the history, principles, and basic concepts of the main diagnostic and treatment modalities. In addition, students will categorize diagnostic modalities and their clinical applications. Likewise, they will explain the procedures and the corresponding safety and security principles when performing the different modalities. This course includes the use of simulator. *(Pre-requisites: RADI 1000, 1100, 1200, 1500, 1311L, 1411L, 2021L)*

RADI 2040: Pharmacology and Medication Administration in Diagnostic Imaging: 2 credits
In this course, students will analyze the names, dosage, and route of medication administration. They will evaluate the contrast media administered in the field of radiology. Students will also examine data regarding the signs and symptoms of side effects following the administration of a drug or contrast medium.
(Pre-requisites: MATH 1010)

RADI 2041P: Clinical Practice III: 2 credits
In this course, students will perform radiologic procedures of the following anatomic parts: upper and lower extremities, chest, abdomen, pelvis, spine, and ribs to adult and infant patients under the direct supervision of a physician radiologist or a licensed radiologic technologist as a clinical instructor. Moreover, they will prepare the work area and equipment before and after performing each study. Additionally, they will carry out all the tasks related to the daily operation of a radiology department in a hospital or private radiological center. *(Pre-requisite: RADI 2031P)*

REME 2000: Social Investigation Methodology: 3 credits
In this course, students will determine the processes and methods of quantitative and qualitative research in the creation of an investigation project. They will analyze the procedures and methods applied to the scientific research. Additionally, they will examine the procedures and techniques used to collect and analyze data. *(Pre-requisite: MATH 1010)*

SEMI 1001: University Environment Seminar: 1 credit
In this course, students will develop essential skills for their training and transition from university life to the labor market. They will participate in learning experiences aimed at exploring and reinforcing self-knowledge about their university options and job possibilities. In addition, they will identify the competencies that employers look for in their industries, using the support of available university resources. Likewise, students will outline successful strategies for progress in their study program as well as planning and insertion in the job market.

SEMI 2000: APA Writing Seminar: 1 credit
In this course, students will analyze the writing rules of the American Psychological Association. They will apply the system of citations and references as they develop academic works. *(Pre-requisites: MATH 1010, STAT 1500)*

SOME 1000: Introduction to Social Media: 3 credits
In this course, students will summarize the most relevant aspects of the history of social media, along with its fundamental theories. They will determine the impact of social media in the fields of marketing, public relations, and publicity. They will explain what constitutes a marketing and content creation strategy for social media. Students will compare the metrics traditionally used in marketing with those used in social media. By the same token, they will evaluate the trends and technological tools available for the development of a social medial plan. *(Pre-requisite: MKTG 1010)*

SOME 2000: Social Media Marketing Strategies: 3 credits
In this course, students will discuss the importance of having a social media marketing strategy and the benefits it provides to a business. They will analyze the components of a plan to establish a social media strategy. They will discuss how to create a business profile in the primary social network platforms, and analyze content strategies and their optimization. In addition, students will get acquainted with several emerging channels in social media to develop marketing strategies.
(Pre-requisite: SOME 1000)

SOME 2010: Public Relations in Social Media: 3 credits
In this course, students will evaluate how the growth and revolution of social networks has impacted public relations. They will apply the necessary basic skills to develop, in an ethical and responsible manner, strategic messages consistent with the organizational objectives. In addition, they will analyze the phases for the development of public relation campaigns integrated with social networks: research, planning, implementation, and assessment.
(Pre-requisites: SOME 1000, SOME 2000)

SOME 3000: Web and Social Media Analytics: 3 credits
In this course, students will discuss the importance of data analysis and measurement on digital platforms, such as websites, social media, and other channels of digital marketing. They will analyze user segments, audiences, profiles, and preferences in order to understand their behavior using effectiveness metrics and key performance indicators. Additionally, they will integrate the tools and data measurement services from websites and social media in the elaboration of reports for the development of an integrated communications plan and the decision-making of a business.
(Pre-requisite: SOME 2000)

SOME 4000: Social Media Marketing Campaign (Capstone): 3 credits
In this course, students will design a plan for a marketing campaign on social media. They will develop marketing strategies through practical exercises in order to reach the goals and objectives of the plan. They will also identify opportunities for improving the campaigns through monitoring social media.
(Pre-requisites: MKTG 1020, 2010, 2030, 3000, SOME 1000, 2000, 2010, 3000)

SONO 1000: Introduction to Medical Sonography: 2 credits
In this course, students will analyze the tasks, responsibilities, and roles of a sonographer in patient care and the development of high-quality diagnostic studies. Additionally, they will discuss aspects of the profession's historical development, its code of ethics, and the desired competencies of future sonographers. Students will explain the fundamentals of ultrasound physics, the equipment to be used, and basic principles of sonographic screening. Finally, they will evaluate different sonography specialties, safety techniques, and quality control.

SONO 1100: Ultrasound: 3 Credits
In this course, students will analyze the fundamental principles and physical properties of sound and ultrasound. They will examine the definitions of sound and ultrasound, their creation, and deployment through the tissues. They will also measure the frequency and speed of sound with various means. Students will evaluate the process of analysis of spectrometry and color flow, as well as Doppler acquisition and the generation and measurement of sound and ultrasound.
(Pre-requisites: SONO 1000, MATH 1010)

SONO 1200: Patient Management and Care: 2 credits
In this course, students will analyze the basic concepts of patient management, care, and health condition during the sonographic study. In addition, they will evaluate the skills necessary to work as a sonographer, following the laws that regulate the profession and guarantee comprehensive service to the patient. Likewise, students will develop effective strategies to face possible contamination scenarios according to the principles of biosafety at the workplace and asepsis for infection control. Finally, students will justify the protocols for handling medical emergencies, measures, as well as ergonomic principles used in the radiology department, particularly in medical sonography. This course includes the use of a simulator. *(Pre-requisites: SONO 1000)*

SONO 1311L: Medical and Physical Instrumentation Ultrasound and Laboratory: 3 credits.
In this course, students will apply principles of sonographic physics and instrumentation to the use and handling of ultrasound equipment. They will analyze the physical principles of the Doppler effect, their application to color flow Doppler and spectral Doppler, and how this technology is utilized to perform vascular studies. Additionally, students will evaluate study quality based on acquisition parameters for diagnostic information. Furthermore, they will develop strategies necessary to maintain a high level of safety for patients during ultrasound studies.
(Pre-requisites: MATH 1010, PHYS 1001, SONO 1000) (Co-requisite: SONO 1421L)

SONO 1421L: Sonography Clinical Prepractice Laboratory: 1 credit
In this course, students will examine their duties as sonographers in a real clinical setting. They will use ultrasound equipment in the laboratory to get acquainted with the operation and knobology of the equipment. They will apply tracking techniques under the direct supervision of a clinical instructor. Additionally, they will prepare preliminary reports according to possible pathological findings in the study. This course includes the use of simulator. *(Pre-requisites: SONO 1000, SONO 1100) (Co-requisite: SONO 1311L)*

SONO 1511L: Abdominal Sonography and Laboratory: 4 credits
In this course, students will examine the anatomy and pathologies of the abdominal system in order to perform high quality diagnoses and studies. They will develop clinical and screening skills through abdominal ultrasound studies. Students will evaluate the anatomical areas of the liver, kidneys, pancreas, gallbladder, and spleen, among others, through ultrasounds. They will apply complete test protocols in the lab, screening techniques, and other necessary procedures for preliminaries related to pathologies in the abdominal area. This course includes the use of simulator.
(Pre-requisites: BIOL 2020, SONO 1000, SONO 1100)
(Co-requisites: BIOL 2030, BIOL 2030L)

SONO 2000L: Gynecological and Obstetrical Sonography and Laboratory: 4 credits
In this course, students will develop the required abilities for the performance of obstetric and gynecological studies. Furthermore, they will implement the sonographic protocols that are used in the diagnosis of conditions and diseases in the laboratory. In addition, they will apply physical principles related to the optimization of obstetric and gynecological images. This course includes the use of simulator.
(Pre-requisites: SONO 1000, SONO 1100, SONO 1311L, BIOL 2020, BIOL 2030, BIOL 2030L)

SONO 2010: Vascular Sonography: 3 credits
In this course, students will examine, through ultrasound imaging, anatomical and physiological structures, as well as the fundamental alterations of the vascular system in zones such as the patient's skull, extremities, and chest. Additionally, they will analyze, through hemodynamic assessment, the integrity or pathological state of venous and arterial structures. Likewise, they will apply their knowledge in physical science for manipulating, operating, and optimizing sonographic equipment through the execution of basic diagnostic protocols of vascular ultrasound scans and other non-invasive vascular tests. Finally, students will practice oral and written communication with other members of the interdisciplinary team using proper medical terminology of their field of study. This course includes the use of simulator. *(Pre-requisites: SONO 1000, SONO 1100, SONO 1311L, BIOL 2020, BIOL 2030, BIOL 2030L) (Co- requisite: SONO 2011L)*

SONO 2011L: Vascular Sonography Laboratory: 2 credits
In this course, students will develop an image collection using skills, technical knowledge, diagnostic ultrasound of anatomical aspects, and hemodynamic functions of the assessed vascular structures. Additionally, students will evaluate the state of the studied structures through ultrasound techniques like Doppler, Duplex, or others, as required by the protocol of the anatomical area. Likewise, students will analyze the adjustments needed for the ultrasound equipment, using as reference points physical science and its phenomena, the anatomical characteristics of the assessed patient, and the particularities of the protocol used. Finally, students will prepare a report where anatomical and physiological data will be reported emphasizing on significant findings in their area of study according to the protocol used with the patient. *(Pre-requisites: SONO 1000, SONO 1100, SONO 1311L, BIOL 2020, BIOL 2030, BIOL 2030L) (Co-requisite: SONO 2010)*

SONO 2014L: Practice Seminar and Laboratory: 4 credits
In this course, students will practice the necessary skills to perform quality sonographic studies in a simulated environment through the use of different tracing planes, the description of normal and pathological sonographic anatomy, and the performance of the various sonographic protocols. In addition, they will employ the basic skills of patient care in a sonographic unit, which include interpreting medical orders, analyzing the patient's medical history, and preparing preliminary reports. Additionally, they will prepare the basic tracing in organs corresponding to different sonographic studies while using the ultrasound machine appropriately. *(Pre-requisites: BIOL 2030, BIOL 2030L, SONO 1000, SONO 1100, SONO 1311L, SONO 1421L, SONO 2021P)*

SONO 2021P: Clinical Practice of Sonography I: 1 credit
In this course, students will evaluate the basic patient care interventions, starting from basic medical terminology, which show the correlation between the diagnosis and the sonographic study. Furthermore, they will apply the abdominal sonographic protocol through the use of general screening principles, universal precautions, and rules from the American Institute of Ultrasound Medicine (AIUM). In addition, students will analyze the pathological and normal findings during the performance of a complete abdominal sonographic study. Likewise, they will show the patient's legal rights from the perspective of professional ethics and communication, as well as the sensible and respectful behavior towards physical and emotional needs. *(Pre-requisites: SONO 1000, SONO 1100, BIOL 2030, SONO 1311L, SONO 1421L)*

SONO 2031P: Clinical Practice of Sonography II: 1 credit
In this course, students will analyze pathological and normal findings in sonographic, abdominal, gynecological and obstetric studies. They will demonstrate knowledge of universal precautions and American Institute of Ultrasound in Medicine (AIUM) rules for the practice of a diagnostic medical sonographer. In addition, they will recognize symptoms of a patient by means of an appropriate sonographic diagnostic examination.
(Pre-requisites: BIOL 2030, BIOL 2030L, SONO 1000, SONO 1100, SONO 1311L, SONO 1421L, SONO 2021P) (Co-requisite: SONO 2040L)

SONO 2040L: Sonography of Superficial Structures and Laboratory: 4 credits
In this course, students will analyze the necessary concepts to perform ultrasound studies on superficial structures. Students will select the appropriate scanning techniques, the use of the transducer, and the different protocols to evaluate each surface structure. Likewise, they will evaluate the necessary equipment to practice sonographic studies on breasts, testicles, scrotum, thyroid, neonatal fontanelles, and musculoskeletal images, as well as benignant or malignant pathologies.
(Pre-requisites: BIOL 2030, BIOL 2030L, SONO 1000, SONO 1311L, SONO 1100)
(Co-requisite: SONO 2031P)

SONO 2041P: Clinical Practice of Sonography III: 2 credits
In this course, students will apply the principles of ethics, morals, values, and rights of the profession along with safety protocols. They will develop the skills necessary for interpreting a medical order and managing a patient's medical record. Likewise, they will demonstrate knowledge of anatomical structures and the necessary technical competencies to work as clinical sonographers in medical offices, hospitals, and diagnostic imaging centers.
(Pre-requisite: SONO 2031P)

SONO 2051: Integrative Seminar of Sonography: 2 credits
In this course, students will analyze the problems and difficulties presented in the cases handled during their clinical practice through the criteria of the scientific method. They will evaluate research articles with scientific sources about specialized topics in the field of sonography. In addition, they will develop the basic competencies needed for the processes related to job search and retention, as well as in the preparation for the board examination through the American Registry for Diagnostic Medical Sonography (ARDMS) and the Examining Board for the Diagnostic Imaging and Treatment Radiologic Technologists of Puerto Rico. *(Pre-requisites: SONO 2014L, SONO 2031P)*

SOSC 1010: Social Sciences I: 3 credits
Upon completion of this course, students will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. They will argue about issues related to various disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various research studies on social topics based on current issues of the society to which they belong. This course requires 14 hours of participation in community service-learning activities.

SOSC 1020: Social Sciences II: 3 credits
In this course, students will examine the disciplines of the social sciences, emphasizing the political, economic, and geographic issues affecting their social environment. Thus, they will investigate how these disciplines influence the current social changes that have shaped the world we live in. In addition, they will analyze the social developments that have contributed to the establishment of political and economic systems worldwide. Furthermore, students will evaluate the effects of industrial development, urban growth, and environmental movements in geography, the environment, and sustainability.
(Pre-requisites: SOSC 1010)

SPAN 1010: Basic Spanish I: 3 credits
In this course, students will apply the basic spelling, grammar, and syntax rules when expressing themselves orally or in writing. They will analyze literary texts to communicate their critical response to the readings, acquire new vocabulary and improve their writing skills. Furthermore, students will assess the importance of language by applying linguistic knowledge and the rules governing oral and written communications correctly.

SPAN 1020: Basic Spanish II: 3 credits
In this course, students will critically analyze different literary genres such as poetry, theater, and novels. They will describe and illustrate their evolution, development, and characteristics. Furthermore, they will analyze the elements that differentiate investigative journalism from in-depth journalism. They will also recognize the importance of public speaking and discourse as resources for effective communication. In addition, they will write and present a speech. *(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 2040: Writing and Composition: 3 credits
In this course, students will analyze the main elements of communication and the methodology of planning, textualization and review in the writing process. They will also integrate spelling and grammar into text composition. In addition, they will explain the elements and structure of the monograph and its relevance in the professional field. Finally, they will develop a monograph on a topic of their interest.
(Pre-requisites: SPAN 1010, 1020)

STAT 1500: Statistics for Social Sciences: 1 credit
In this course, students will review the elemental concepts of statistics within the context of social sciences. They will analyze the data, applying the statistical methods to compile, summarize, present, and interpret quantitative, qualitative, and categorical data. Students will apply the basic principles regarding the concepts of correlation and linear regression by using statistic formulas and applications that allow for data analysis. *(Pre-requisite: MATH 1010)*

STAT 2000: Introduction to Statistics: 3 credits
In this course, students will examine and apply descriptive statistics in different professional settings. They will analyze data by applying statistical methods to collect, summarize, present, and interpret quantitative and categorical data. They will also construct graphs and determine numeric measurements for grouped and ungrouped data. They will analyze situations in which probability concepts and distributions will be applied. In addition, students will use computerized statistical applications that allow data processing as part of the process of data analysis. *(Pre-requisite MATH 1010)*

THER 1011L: Introduction to Physical Therapist Assistant and Laboratory: 3 credits
In this course the student will be introduced to the fundamental concepts of physical therapy practice. The student will study the history of the profession and acquire basic patient care skills and knowledge within their scope of practice. The student will develop appropriate communication skills and critical thinking to facilitate the delivery of safe and effective interventions under the direction of a physical therapist.

THER 1040L: Functional Movement I and Laboratory: 4 credits
In this course the student will apply knowledge of human anatomy and physiology to the performance of functional movement including analysis of the biomechanical function of the upper extremity and spine. In addition, the student will examine normal thoracoabdominal movements and breathing patterns. The student will demonstrate mastery of oral and written expression using kinesiological terms to communicate and document therapeutic interventions.

The student will develop practical knowledge and skill in data collection procedures including goniometric measurements, manual muscle testing, palpation of bony landmarks and muscles, chest excursion measurements, measures of spinal kyphosis and lordosis, and accessory joint motions in upper extremities, neck and trunk. The student will also describe and demonstrate positions used for scoliosis screening and postural drainage of the lungs. *(Co-requisites: BIOL 2020, THER 1041L) (Pre-requisites: BIOL 2010, THER 1011L)*

THER 1041L: Modalities of Intervention of Electrotherapy, Physical Agents and Laboratory: 3 credits
In this course, the student will analyze the indications, contraindications, precautions and expected physiological responses associated with the application of selected physical agents, electrotherapy and biofeedback. They will develop the clinical judgement needed to establish or modify safe and effective treatment under the direction of a physical therapist.
(Co-requisites: BIOL 2020, THER 1040L) (Pre-requisites: BIOL 2010, THER 1011L)

THER 1050L: Functional Movement II and Laboratory: 4 credits
In this course the student will apply knowledge of human anatomy and physiology to the performance of functional movement including analysis of the biomechanical function of the lower extremity. In addition, the student will analyze the components of normal posture, gait and motor development across the lifespan.

The student will develop practical knowledge and skills in data collection procedures including goniometric measurements, manual muscle testing, palpation of bony landmarks and muscles and accessory joint motion in lower extremities. The student will analyze the phases of walking and deviations in human ambulation. In addition, the student will recognize basic milestones of movement development across the life span. *(Co-requisites: THER 1070L, THER 2161P) (Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1040L, THER 2040)*

THER 1060L: Therapeutic Exercises and Laboratory: 4 credits
In this theoretical and practical course, students will analyze the implementation of exercise as a therapeutic means to restore function. They will focus on the fundamental principles of exercise as a therapeutic modality and proper implementation of conventional rehabilitation program, including directions, precautions and contraindications. The student will use this knowledge to develop the skills necessary to prepare and modify programs of therapeutic exercise under the direction the physical therapist.
(Co-requisites: THER 2050L, THER 2011L) (Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1041L, THER 1040L, THER 1050L, THER 2040, PSYC 2510)

THER 1070L: Soft Tissue Mobilization and Laboratory: 3 credits
In this theoretical and practical course, the student will develop skills for applying techniques of soft tissue mobilization including Swedish massage, sports massage, massage for pregnant women, massage for babies and toddler, massage for lymphedema, myofascial release, and massage in palliative care. The student will develop clinical judgment needed to establish or modify safe and effective treatment under the direction of a physical therapist.
(Co-requisites: THER 1050L, THER 2161P)
(Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1041L, THER 1040L, THER 2040, PSYC 2510)

THER 2011L: Daily Living Activities and Laboratory: 3 credits
In this theoretical and practical course, the student will develop skills related to training in functional activities of daily living for patients with conditions or care needs in physical therapy. Students will apply skills to assist clients with positioning, ambulation, use of assistive devices and equipment, prosthetics, orthotics, transfer techniques, bed mobility, identification of environmental barriers, self-care strategies and functional training. *(Co-requisites: THER 2050L, THER 1060L)*
(Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1040L, THER 1041L, THER 1050L, THER 2040, PSYC 2510)

THER 2040: Physical Dysfunctions: 3 credits
In this course, the student will analyze the etiology and pathological concepts associated with human disease involving the following systems: musculoskeletal, neuromuscular, integumentary, cardiovascular, pulmonary, endocrine, metabolic/gastrointestinal and genitourinary. The student will also recognize the clinical manifestations, general principles of treatment, complications and problems associated with dysfunction involving these systems. Pertinent medical terminology will be reviewed.
(Co-requisites: BIOL 2020, THER 1011L, PSYC 2510) (Pre-requisites: None)

THER 2050L: Advanced Rehabilitation Techniques for Complex Patient Conditions and Laboratory: 4 credits
This course is designed to integrate and apply the student's previously learned theories and skills to the treatment of acute and complex patients with conditions such as brain injury, stroke, amputation, burn trauma, cardiovascular disease, rheumatic disease, cancer, etc. In addition, students will learn to apply specialized treatment procedures such as prosthetics and orthotic management, wound and scar management, neurodevelopmental techniques, cardiac rehabilitation and palliative care. Students will also learn to adapt patient education techniques to meet the needs of the patients with cognitive impairment and other psychosocial complications. *(Co-requisites: THER 1060L, THER 2011L) (Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1041L, THER 1040L, THER 1050L, THER 2040, PSYC 2510)*

THER 2161P: Physical Therapist Assistant Practice I: 3 credits
This is the first comprehensive clinical experience of 190 hours in which the student will, at beginning level performance, apply, integrate and perform clinical skills obtained in class and labs on patients while supervised by a licensed physical therapist. The student will apply clinical skills such as positioning, transfers, gait training, basic passive, assisted and active ROM, and application of physical and electrotherapy agents. The student will also monitor and identify vital signs, pain, skin integrity/sensations, edema, joint range of motion, muscle strength, muscle tone, balance, posture and functional activities. The student will demonstrate skills in communication, documentation and patient education. In addition, the student will recognize the organizational planning and operation of the physical therapy services.
(Co-requisites: THER 1050L, THER 1070L) (Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1041L, THER 1040L, THER 2040, PSYC 2510)

THER 2171P: Physical therapist assistant practice II: 6 credits
In this course the student will participate in two clinical practices experiences under the supervision of a physical therapist providing services for 190 hours each section for a total of 380 hours of practice at the end of the course. During the first section of the clinical practice the student will continue integrate and apply classroom knowledge and learned clinical skills at an intermediate to advanced intermediate-level performance. During the second section of the course the student will integrate and perform classroom knowledge and learned clinical skills at an entry-level performance. *(Co-requisites: THER 2181) (Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1040L, THER 1041L, THER 1050L, THER 1060L, THER 1070L, THER 2011L, THER 2040, THER 2050L, THER 2161P, PSYC 2510)*

THER 2181: Integrating Seminar on Physical Therapist Assistant: 3 credits
In this course the student will develop skills that facilitate the transition to the role of physical therapist assistant. The student will distinguish trends in the discipline, research skills and analysis of valid and reliable professional literature, which will develop critical thinking to solve problems. Also the student will recognize the importance of reporting fraud or abuse situations. The student will distinguish the importance of continuing professional development and will demonstrate speaking and writing skills necessary for the job search process. *(Co-requisites: THER 2171P) (Pre-requisites: BIOL 2010, BIOL 2020, THER 1011L, THER 1040L, THER 1041L, THER 1050L, THER 1060L, THER 1070L, THER 2011L, THER 2040, THER 2050L, THER 2161P, PSYC 2510)*

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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 February 1st, 2023.

Michael Bannet
President

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2022-2023
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AND ASSOCIATE'S DEGREE PROGRAMS

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