ICPR JUNIOR COLLEGE

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LEGAL DECLARATION

ICPR Junior College reserves the right to change its rules, regulations, charges, enrollment costs, study programs, degree requirements and any other rule that the Board of Director's and its assessing body judgment understand that will be in the benefit of the students, the Institution or when due to external factors these changes become necessary.

Once the student enrolls, he/she should comply with the Institution's rules and norms. It will be the student's responsibility to comply with these regulations and the academic requirements for his/her study program.

The Institution will not discriminate against anyone for reason of sex, gender, age, creed, physical disability, origin or social status, nationality, political or union affiliation.

MESSAGE FROM THE PRESIDENT
DR. OLGA E. RIVERA
PRESIDENT/CEO

Welcome to ICPR Junior College! I congratulate you for deciding your future by studying at our Institution. Since its beginning in 1946, the programs offered at ICPR Junior College have responded to Puerto Rico's employment market needs. We are honored by our alumni success.

This catalogue is a useful guide that will allow you to clarify doubts with valuable information, helping you achieve success in your studies. I urge you to live your ICPR Junior College experience with passion. Take advantage of our professors, let our administrative personnel serve you with care and utilize to the maximum our computer laboratories equipped with the latest technology available for your learning.

Puerto Rico's future is in the hands of those individuals who make an effort day by day to be better professionals and human beings. I urge you to continue improving every day and not allowing obstacles to stop you, but to strengthen and stimulate you to advance in your professional career.

I hope that our motto: EDUCATION IS GROWTH becomes a reality in your life and from that moment on, you become the best professional of excellence.

I wish you success!

INSTITUTIONAL STRUCTURE

Historical Review

ICPR JUNIOR COLLEGE

Instituto Comercial de Puerto Rico Junior College (ICPR JUNIOR COLLEGE) is a non-sectarian educational institution, founded in September 2, 1946 in Hato Rey, Puerto Rico, by Pedro Negrón Echevarría (RIP) and Dolores López de Coll (RIP). The main reason for its foundation was to provide the educational system with an alternative in the private sector for the academic and professional development of our people. This alternative offered opportunities to adolescents and adults who wanted to study in a short and reasonable period of time, a non-university business programs, or get a High School Diploma. Programs covered from ninth grade to post- secondary level and were organized in trimesters. Book Keeping, Secretary and Clerk programs were offered.

After being accredited by the Department of Education of Puerto Rico, the Institute kept expanding in quality and offerings. Thousands of veterans who wanted to take advantage of their right to study entered the Institute. In 1955, motivated by the acceptance of the Veterans Administration to the study programs, the founders established another educational center in Mayagüez that would be known as City College. It functioned until 1975, as a secondary school with a business program and post-secondary level. Then, it was reorganized at a university level, changing its name to ICPR Junior College, Mayagüez Campus.

The quality and services of the Institution grew during the fifties. Among these were the beginning of the faculty organization by departments, and the incorporation of the *ICPR Federal Credit Union.*

In 1970, Majors in Accounting and Executive Secretary were established to substitute the original post-secondary courses. In early 1970's, the official name of ICPR Junior College emerges as an educational post-secondary university entity. To the self-evaluation conducted by the Institution in 1974, followed the accreditation of the Independent Schools and Colleges Association Commission (AICS).

In 1976, educational services were extended to the Arecibo community. There was a need to extend the original facilities, and a new modern building was built. In 1978, the Council for Higher Education extended the accreditation as a post-secondary university institution and in 1979 it becomes candidate for the accreditation process with the *Middle States Association (*MSA*)*.

In March 1992, the *Middle States Association* accreditation is obtained as reaffirmation of the original accreditation. During that same year, the Mayagüez Campus was modernized with the acquisition of a new spacious building with elevator, controlled access and multiple facilities.

In 1994, the Arecibo Campus facility is remodeled. In 1995, looking for innovations, and aware of the community needs, ICPR Junior College Foundation is established.

In 2003, the Institutional Faculty Advisory Committee (IFAC) was established. This committee allows faculty to recommend institutional changes directly to the President. In March 2005, Dr. Olga E. Rivera was appointed President/CEO. In December 2005, the academic offering was increased, especially in the Professional Certificate programs.

In September 2005, CESPR approved the Renewal License of the Institution. In March 2007, the Puerto Rico General Education Council authorizes the Health Certificate Programs. In July 2007, we received MSCHE accreditation reaffirmation. In February 2009, the Hato Rey Campus opens its first Extension Center in the Bayamón Urban Train Station. In August 2010, the Manatí Campus is inaugurated. In September 2016, the Institution celebrates its 70 years of providing excellent educational services to the Puerto Rico community.

ICPR Junior College
Hymn

Author: Guillermo Rodríguez Fortier

Cuando vaya por la senda de la vida,
cuando mi cabello blanco esté,
recordaré las gratas experiencias
donde mis ilusiones forjé.

Cuando ya en la confusión del mundo,
mi alma atribulada esté,
pensaré en ésta, mi Alma Mater;
con el recuerdo venceré.

Instituto Comercial de Puerto Rico,
unido a ti estaré hasta el final,
juntos ganaremos la batalla
contra la ignorancia y contra el mal.

Instituto Comercial de Puerto Rico,
que guías mi sendero a la razón,
seguiré el camino que Dios fija,
y venceré con alma, vida y corazón.

Philosophy

ICPR Junior College believes that every human being, from all segments of society, has the potential to obtain the knowledge and skills necessary to become a productive member of a democratic society, live a better personal life, and be prepared to meet the changing needs of daily living in an industrial/technological world. The Institution is committed to provide educational programs, services, and an environment that will make it possible for students to grow occupationally, as well as culturally and to offer each student the opportunity to develop his/her potential to the highest possible degree.

Mission

ICPR Junior College challenges the individual's capabilities to facilitate his/her formation through educational experiences that prepare him/her to successfully become integrated into a demanding and changing society.

Vision

To be the Institution leader in growth through geographical expansion, utilization of advanced technology and innovative and flexible academic offerings.

Values

In order to achieve successful academic progress and be an effective Institution through Institutional goals development, ICPR Junior College promotes the following values:

Service of Excellence --- We are committed to offer an educational service of excellence to the whole university community aiming to transform students in their intellectual, technical, and human dimension.

Integrity --- We are committed to develop a community whose actions reflect honesty, respect, and solidarity with their peers.

Dedication --- We affirm our devotion to the professional development of the students in order for them to achieve an enhanced quality of life.

Teamwork --- We are committed to cultivate a positive relation between students, faculty, and administrative personnel in order to work together and guarantee the success and compliance of the mission.

Continuous Learning --- We are committed to endorse and create conscience in the university community on the importance of continuous learning for everyone's professional and personal development.

Goals

ICPR Junior College goals are:

- Encourage the institutional philosophy and promote professional, cultural, and social growth of the university community.
- Renew the administrative processes through technological innovation.
- Offer students dynamic academic programs and modern resources that will facilitate their opportunities for employment.
- Maintain Institutional growth and geographical expansion.
- Assure full compliance with all criteria and regulation from governing agencies applied to the Institution's operation.

Code of ethics

The ICPR Junior College philosophy and mission express a compromise with the individual's integral development. This compromise is shared by the faculty, the student, the administrative employee, and the Board of Directors reaffirms it. To achieve such a compromise, it is necessary that it is done within the highest moral and ethical coexistence among students, faculty, and administration.

In this process, each member of the ICPR Junior College community must learn and make it their own the following expressions of the Code of Ethics:

1) I will respectfully obey the laws proclaimed by the Commonwealth of Puerto Rico, U. S. Federal Government, and ICPR Junior College in the use, possession, and distribution or trade of drugs, narcotics, and alcoholic beverages.
2) I will respect and promote free expression, and the exchange of ideas between professors, students, and other university personnel.
3) I will favor and encourage the discussion of political and religious themes that have foundation and a clear educational justification, and that are properly authorized by administrative officials of the campus.
4) I will demand and act with honesty in my academic tasks. All alterations, falsifications, plagiarism or incorrect use of official documents, will be considered a violation that results in disciplinary action.
5) I will accept that showing, possessing or using knives or firearms in the Institution or in any ICPR Junior College activity violates this Code.
6) I will affirm that improper conduct that threatens the Institutional moral, order and peace, will be considered unacceptable inside the Institution.
7) I will reject any individual's or group's action which in any way goes against the physical, mental, emotional, moral or social well-being of individuals, or which causes damage of any kind to institutional property, or that is in clear violation of the laws and statutes proclaimed by the Laws of the Commonwealth of Puerto Rico or the United States of America Constitution, and of this Code or any other regulations proclaimed by ICPR Junior College.

GENERAL RULES

Acts and omissions which involve infringement of the essential order, respect, good manners, and coexistence will be sanctioned. The use of cellular must be limited to emergencies and educational purposes. Please keep cellular in silent mode.

Dress code

ICPR Junior College recognizes that dressing is an individual form of expression. Through history humans have dressed to demonstrate social status, to proclaim profession, to scare enemies, to express pain or happiness or to better display beauty and attraction. As an Educational Institution, we are required by our mission and philosophy to direct and develop students for the working world. Part of this development includes the compromise of careful dressing limits in the Campus and its surrounding, and in the activities carried out by the Institution. It is expected from everyone to dress properly, protecting the image of a university student and a future professional

FACILITIES DESCRIPTION AND DIRECTORY

Central Office

The President's Office and Central Administration offices (Academic Affairs, Students Services, Admission and Marketing, Compliance and Quality Assurance, Finance, Financial Aid, Human Resources and Information Systems) are located on the fifth-floor Multinational Building, 470 Ponce de Leon Avenue, San Juan, Puerto Rico.

Hato Rey Campus

The Hato Rey Campus started offering services in 1946. Since then, it has been located in the banking zone in San Juan, the capital city, with the highest tourism and progress in the island. The Hato Rey Campus has 22,900 square feet in a four-floor building; the entire structure is air conditioned. The building is divided into five (5) classrooms, six (6) computer laboratories, two (2) food and beverage laboratories, one (1) Massage Therapy Laboratory, one (1) Child Care Services Laboratory, one (1) Private Detective and Forensic Investigation Laboratory, one (1) Pharmacy Laboratory and two (2) Medical Sonography Laboratories, one (1) Diagnostic Radiology Technology Laboratory, one (1) Dental Technology Laboratory, rest areas, Faculty Lounge and administrative assistance offices. Also, one Information Access Center, Student Development Center, Director Office, Registrar Office, Admission and Marketing Office, Bursar Office, Counselor Office, Information Systems Office, Financial Aid Office, Continuous Education and Special Projects Office, Placement and Internship Center Office and Academic Coordinator Office. Also, the Campus has two parking areas.

Mayagüez Campus

The Mayagüez Campus was established in 1955 and is located in the central urban area in the city of Mayagüez. The Campus has an area of 22,000 square feet in four-floor building and three annexes. All the structures have air conditioning. The structures include eight (8) classrooms, five (5) computers laboratories, three (3) food and beverage Laboratories, one (1) Pharmacy Laboratory, and one (1) nursing Laboratory, one (1) dental technology laboratory, one (1) Child Care Services Laboratory, one (1) Private Detective and Forensic Investigation Laboratory, one (1) Medical Sonography Laboratories, one (1) Diagnostic Radiology Technology Laboratory, rest areas, Faculty Lounge, administrative assistant offices, game room, and parking areas. Also, one Information Access Center, Student Development Center, Director Office, Registrar Office, Admission and Marketing Office, Bursar Office, Counselor Office, Information Systems Office, Financial Aid Office, Continuous Education and Special Projects Office, Placement and Internship Center Office, Academic Coordinator Office, Institutional Assessment Office and Institutional Innovation Office.

Arecibo Campus

The Arecibo Campus was established in 1976. The Campus has an area of 19,000 square feet in two (2) air conditioned buildings. This structure includes twenty classrooms, conference room, five (5) computers laboratories, two (2) food and beverage Laboratories, one (1) Pharmacy Laboratory, and one (1) nursing Laboratory, one (1) Child Care Services Laboratory, two (2) Medical Sonography Laboratories, one (1) Diagnostic Radiology Technology Laboratory, rest areas, Faculty Lounge, Administrative Assistant Offices and parking areas. Also, one Information Access Center, Student Development Center, Director Office, Registrar Office, Admission Office, Bursar Office, Counselor Office, Information Systems Office, Financial Aid Office, Academic Coordinator Office, and an Office for Special Projects, Continuous Education and Placement and Internship Centers. Also, the Campus has a basketball court, and parking areas, all in a 4,000-square meter lot with a beautiful view of the Atlantic Ocean.

Bayamón Extension Center

The Bayamón Extension Center began offering services in February of 2009, and since then it has been located at Road No. 5, corner Bobby Capo Street at the Bayamón Urban Train Station. The Center has 5,500 square feet in a two (2) story air conditioned building. The facilities include three (3) classrooms, three (3) computer laboratories, two (2) food and beverage laboratories, one (1) Massage Therapy Laboratory, one (1) Child Care Services Laboratory, and one (1) Pharmacy Laboratory. Also, Information Access Center, Faculty Lounge, Director Office, Student Development Center Office, Registrar Office, Admission Office, Bursar Office, Counselor Office, Information Systems Office, Financial Aid Office, Placement and Internship Center Office and parking area. The 4,261 square feet Center is located in a one floor air conditioned building.

Manatí Campus

The Manatí Campus was established in 2010. The campus has an area of 21,431 square feet in two air conditioned floors. It has eight (8) classrooms, three (3) computer laboratories, two (2) Food and Beverage Laboratories, one (1) Nursing laboratory, one (1) Medical Sonography Laboratory, one (1) Child Care Services Laboratory, one (1) Diagnostic Radiology Technology Laboratory, (1) Massage Therapy Laboratory, and one (1) Dental technology laboratory. Also, Faculty Lounge, student Lounge, administrative assistant offices. The Campus has Information Access Center, Director Office, Registrar Office, Admission Office, Bursar Office, Financial Aid Office, Continuous Education and Special Project Office, Academic Coordinator Office, Placement and Internship Center Office and Counselor Office.

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Certification of Handyman, Professional Electrical School

INSTITUTIONAL POLICIES AND PROCEDURES

Admissions

ICPR Junior College has an open-door admissions policy for the benefit of students who want to obtain a university or non-university post-secondary education. Our philosophy is based on providing students the opportunity to surpass their previous academic experiences, taking into consideration a democratic concept of educational offerings for all. For this reason, our institutional philosophy is based on considering everyone who comes to our classrooms with the possibility to realize their potential as a person in an integral manner.

General Admissions Requirements

The following requirements should be met by every person interested in entering our Institution:
1. Complete and submit to the Admissions Office the Admissions Application form accompanied by:
   a) Immunization certificate issued by the Health Department, for people under age 21.
   b) Provide evidence of high school completion by submitting one of the following documents:
      - High school credit transcript
      - High school equivalency (GED)
      - Copy of high school diploma
2. Students from other universities interested in credit transfer should bring official transcript from the previous institution. Credits will be evaluated and authorized according to the rules established by ICPR Junior College.
3. All transfer student transcripts will be evaluated and transfer credit validation will be processed as per ICPR Junior College established guidelines.
4. Also, all students with Veterans Administration benefits are required to submit a credit transcript form the previous institution to be evaluated and if applicable, for course validation processing.
5. Candidates should apply for credit transfer before completing the admissions process.
6. Any foreign student who wishes to study in our Institution should comply with all the basic admissions requirements. The student should also complete and submit the 1-20 form, which will be provided by the Admission's Office, and payment for each trimester should be received in advance.
7. All original documents submitted by the student to ICPR Junior College will be part of the official record and will not be returned.

Home schooling Admissions Requirements

ICPR Junior College provides education to all types of students, including home schooled students. These students are those who received education at home through parents' assistance. All home schooled students applying for admissions at our Institution should comply with the following requirements:

1. Equivalency Certification from the Puerto Rico Department of Education.
2. If no evidence from the Department of Education is available, evidence of College

Board exam results, with a Sworn Statement from parents or guardians.
  a. The sworn declaration must indicate that the student completed the secondary studies in the homeschooling mode.
3. Location Director interview or by designated personnel.

Special Admission Requirements for Associate Degree in Science in Diagnostic Radiology Technology

1. Complete the Admissions application in all its parts and submit it to the Admissions Office.
2. Immunization Certificate issued by the Health Department if younger than 21 years.
3. For the Diagnostic Radiology Technology program, an entrance grade point average (GPA) of 2.0 is required and/or interview. The student will be required to submit a copy of the credit transcript from high school or a document that evidences the entrance GPA required, even if submitting a diploma or its equivalent.
4. Certificate of Good Conduct (required to perform a practice).

Special Admission Requirements for Veterans and Other Federal Programs Beneficiaries

The Institution is authorized to register veteran students, and his beneficiaries referred by federal and state agencies. These beneficiaries should comply with all the admissions requirements in addition to those related to their beneficiary condition from the corresponding agency in the federal or state program. The Veterans Affairs Office establishes that the beneficiaries should complete the study program in the standard time of the program (100%). Nevertheless, all veteran students that comply with ICPR's Satisfactory Academic Progress Policy can continue receiving veterans' benefits until time and a half of the study program standard length. The student should also maintain a minimum GPA of 2.00 to be considered in Satisfactory Academic Progress. Veterans that wish to enroll and receive educational benefits available to veterans should apply through the Campus Registrar's Office.

The Registrar's Office evaluates, certifies, and supervises the academic load of students receiving benefits from the Veterans Administration. Students certified are those receiving benefits from:

i.	Chapter 30	-	Montgomery GI Bill
ii.	Chapter 31	-	Vocational Rehabilitation
iii.	Chapter 33	-	Post 9-11 GI Bill
iv.	Chapter 35	-	Dependent Educational Assistance
v.	Chapter 1606	-	Montgomery GI Bill Selective Reserve
vi.	Chapter 1607	-	Reserve Educational Assistance

1. All Veteran students and beneficiaries must submit all admission documents before the first day of class.
2. Each Registrar (VA Certifying Official) must ensure that the Veteran student with previous studies in other institutions submits an official credit transcript or a studies grade report from the institution and/or previous course program to be evaluated. If a credit transfer validation proceeds, then the student must submit an official transcript and request the credit transfer validation following the procedures established by the Institution. It is guaranteed that the validation of the credit/hour transfer from previous studies will reduce the cost and duration of the program in a proportional basis.

Continuous Education Division

The Continuous Education Program has as its goal to provide training and education to the individual to contribute to his/her professional development and Puerto Rico society.

The objectives of the program are:
1. Provide courses with or without college credits leading to certifications or professional development of the individual
2. Provide an academic offer that responds to the particular needs of businesses and society
3. Create trainings on personal and professional development custom designed for the client (business, government, industry)
4. Establish alliances with professional organizations and associations to expand the academic offer and strengthen our services as educational providers for their members
5. Promote the development of ICPR Junior College human resources in their administrative functions, mastery of technological advances and student services
6. Organize conferences, workshops, seminars, symposiums, conventions and/or congresses to provide development opportunities for professionals in current topics

The Continuous Education Program offers its services in the locations of Hato Rey, Arecibo, Manatí, Mayaguez, Bayamón Extension Center and the adjacent geographic areas. Also, the Program coordinates trainings on facilities of government agencies, businesses or communities that may require such offerings.

Policy on Cancellations and Refunds of Enrollment Payment in Continuous Education

The Institution reserves the right to cancel courses due to lack of minimum registration and refunds in its totality the payments received. In case the student processes a withdrawal from registration before the course starts, 100% of the total fee paid will be refunded. Once the course has started, there is no right to refund. Registration is neither transferable nor delegable.

Other Policies for Students Beneficiaries of Veterans Administration

Withdrawal process for academic activity non-compliance for Veteran students

ICPR Junior College establishes this policy with the objective of complying with the thirty (30) day limit required by Veterans Administration to notify the drop out or withdrawal of students that participate in such benefit program. This policy applies to all students under the Veterans Administration program that do not comply with the academic activities of the courses, at the same time, applies to those students receiving Veteran's benefits that request an official withdrawal.

The Certifying Official conducts the follow up, together with the Locality Counselor, to ensure that all Veteran students are complying with the academic activities. In the Retention process, it is established that the Professor maintains constant communication with the students. If the student does not comply with the academic activities requested and/or the established agreements, the Professor issues a Referral. The Referral is managed by: the Mentor Coordinator and the Counselor.

If a student is referred by the Professor due to non-compliance with academic activities, the

Certifying Official together with the Counselor will offer follow up and the necessary orientation to comply with the activities. If these efforts are unsuccessful, the Certifying Official, after two (2) weeks of not receiving news from the student, proceeds to prepare an administrative withdrawal for lack of academic activity with the date of the Referral issued by the Professor (this is the date that the student stops participating in academic activities). Both the administrative withdrawal for lack of academic activity, as well as the official one, is notified by the Certifying Official to Veterans Administration within the thirty (30) days established.

Satisfactory academic progress for Veteran students

A student receiving education benefits from Veterans Administration must maintain in all evaluation academic terms a minimum grade point average (GPA) of 2.0 to be considered on satisfactory academic progress under the rules established by the Veterans Administration and to keep receiving the education benefit.

Probationary period for Veteran students (to receive education benefit)

Students that do not achieve the minimum grade point average (GPA) requirement of 2.0 by the end of the first academic term will be placed on probation of their education benefit. If the student does not meet the minimum GPA of 2.0 by the end of the period under probation, the education benefit will be suspended.

Reinstatement of education benefit

After the education benefit has been suspended due to non-compliance with satisfactory academic progress (under the rules established by the Veterans Administration) and once the next academic term takes place with an accumulated minimum GPA of 2.0, the education benefit will be reinstated back to the Veteran student. Once the student returns from the education benefit suspension, if the 2.0 GPA minimum is not achieved again, the education benefit will be suspended for one year.

Satisfactory academic activity participation (to continue receiving education benefit)

The Veteran Administration will pay only for the total credits contained in the program. The Veteran student will be certified by the Certifying Official (Registrar) for the registration credits in the respective academic term. Therefore, a student receiving education benefits will be participating in the academic activities all the time.

Authorized Leave (LOA)

The education benefit will be suspended while the Veteran student is absent with authorization. The benefit will be reinstated once the student returns to class.

Admission Requirements for Continuous Education Division

1. Age requirement is 18 years old.
2. Complete the admission applications.
3. Process payment as required.

REGISTRATION AFFAIRS

Readmission
It will be considered readmission, any student that has been at least a complete academic term out of the Institution and has not completed the degree. The student that wants to be readmitted must request it using the required form and paying the fee. If a student withdraws for a term and then returns for the next, he/she must fill the required form but will not pay readmission fee.

Enrollment Registration
The registration process will be supervised by the Campus Director on the established dates. Any class schedule change required by a student, should be made within the established dates in the academic calendar. All efforts are made to organize courses according to program offerings but the Institution reserves the right to eliminate any course from the schedule.

Conditioned Registration / Deferments
When a student has a problem in completing the registration documentation in the established period, the student can initiate studies under conditioned registration status when authorized by the Campus Director. The Conditioned Registration form should be submitted in these cases. The students with conditioned registrations will have a maximum of a term or a semester to satisfy the condition, submitting the pending documents.

A student that has a conditioned registration due to financial aid will not be receiving the materials package for the program nor disbursement of the FPELL grant. These students will go through direct pay, until all pending documents are submitted. If at the end of the term the student has not submitted the pending documents, either to Admissions as Financial Aid, the student cannot be registered for the next term.

Student's Academic Records
All students have the right to review the information included in their academic record as established in the Policy on Sharing of Information of the Student Record, and in the established norms and procedures for inspection and review. In the cases of students that are not present at the time of the request, it will be necessary that a written authorization by the student be presented to transfer and share personal information from the academic record. Also, access to the student academic records will be given to those institutional officials that individually or collectively act in the educational interest of the student or whose access to those records has been authorized.

Transcripts and Certifications
Every student who wants a credit transcript or information related to his academic history should communicate with the Registrar's Office, who will process the petition as disposed by the Family

Educational Rights and Privacy Act of 1974 (FERPA). Transcripts and certifications are only issued by written authorization of the student, or for official use of the authorized Institution's officials.

Official transcription will be sent directly to institutions or people designated by the student. Student transcript copies are destined for the student's personal use. For an academic record copy or credit transcript to be official, it should have the Institutions embossed stamp, and the Registrar's or authorized official's signature.

For transcript and certification issuing, the following conditions are required:
1. Have met all financial obligations with the institution.
2. Have completed application form.

The official transcripts or Certifications are part of the services that are offered to the student (see Additional costs in the Registrar area). As established by FERPA, the non-official transcripts are considered part of the student record therefore a student that has a financial obligation with the Institution and needs a copy of the credit transcript, can request a NON-OFFICIAL copy. These documents must be requested with at least a week in anticipation of the required mailing. During the periods of registration, graduation, final evaluations and grade processing, as well as records with information outside of the computerized system of the Institution, the time required to issue those documents could be two weeks. In special cases, when the urgency merits it, the document may be issued in less time than here specified

Family Educational Rights and Privacy Policy
According to the Family Educational Rights and Privacy Act of 1974 – FERPA, students are notified of their rights related to information in their academic record. The student has the right to:

1. Inspect and examine their academic record within the forty-five (45) days limit from the date the Institution receives the record access application. The student should submit the written petition to the Registrar to inspect the record.

   a. The student must submit in writing the request to inspect the record, and present it to the Registrar, Location Director or any other designated Official. The same must specify what the student wants to verify in the record. The Registrar or designated Official by the Institution will make the necessary arrangements and will notify the student of the day and place selected for the review of the record.
   b. If it is a third party (parents or tutor) of an independent student, they must bring a written authorization signed by the student to review the record.
   c. If it is an official of the public order identified as such and requests information of the student to locate immediately (including physical address and photo), the Location Director, Registrar or any other designated Official cannot provide the requested information in absence of a court order addressed to ICPR or a subpoena.
2. Request amendments or corrections to the record that are considered incorrect or inexact (personal information). Can also request the amendment or correction of a grade the student believes is incorrect, within the time-period established by the Institution (see General Catalog, Registrar's Section, Final Grades)

a. The student must request in writing to the Registrar, who is the official custodian of the record, and indicate what he/she wants changed or corrected, and why.
b. The reasons why the student considers the information is incorrect.
c. If through the evaluation of the student request, the Institution finds it is not valid, the student will be notified of the decision and will be informed of the right to a hearing related to the request.

3. Give authorization to share information identified in the record of the student as personal, except that information that the FERPA law authorizes to share without the authorization or approval of the student.
   a. An exception that allows to share information without the student's approval is to offer information to the Officials of the Institution that have a legitimate educational interest. An Official has a legitimate educational interest if needs to review the academic record to comply with their professional responsibility.
   b. An Official of the Institution is defined as that person employed by the Institution in an administrative, supervisory, academic or any other support function; a person or company hired by the Institution (auditor or collection company); or a member of the Board of Directors

4. The Institution can provide information of the student record authorized by the same to another educational institution where the student is interested in registering.

5. In case of an emergency and in absence of the Registrar, only the Location or Extension Center Director can have access to the record.

6. If interested in submitting a complaint to the U.S. Department of Education related to alleged failures by the Institution in complying with the FERPA requirements, the student must send the correspondence to:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW
Washington, D.C. 20202-4605

If interested in obtaining additional information on the content of the Law, the student can access the following internet address: www2.ed.gov/policy/genguid/fcpo/index.html

Address Registry

The Registrar's Office is responsible for processing address changes requested by the students. If the address is not currently updated, the ICPR Junior College will not be responsible for the notifications mailed to the students. The official notification or other communication sent by mail to the student's address, as it appears in the official record, will be considered sufficient notice. The student that wants to change the address must stop by the Registrar's Office and request the Change of Address form.

Policy on Course Offering Continuity based on Academic Program Curricular Sequence

The students interested in completing a program at the ICPR Junior College receive an orientation

by the Admissions Office on the courses included in the Professional Certificate or Associate Degree program of interest. They are informed of the importance of being able to follow the curricular sequence order and that the Institution does everything possible to allow them to comply and finish in the period established for the program.

As part of our policy we want to:
   a. Keep students informed on how to complete their program in the time period established.
   b. Insure that the students register in the courses in the corresponding order to follow the curricular sequence until the program is completed.
   c. Get the students to complete their academic program as established.

This policy is applicable to all academic programs of our Institution in all modalities of studies.

Academic Load
Twelve (12) or more credits per academic term is considered a full load. The credit – hour corresponds to one instructional (50-60 minutes) session using various teaching-learning strategies under the professor's direction.

A student can register in fifteen (15) credits or more in the same academic term if their grade point average (GPA) is 3.25 or higher. If a student is a graduation candidate and wishes to take fifteen (15) credits in the same academic term, but does not comply with the GPA requirement, the written authorization of the Locality Director is required.

Assigment of Credit Hours
One credit equals 15 hours of theoretical instruction, 30 hours of Laboratory or 45 hours of practice in Associate Degrees. An amount of 30 hours will be assigned to be completed outside the classroom for each credit.

In Professional Certificates, one credit equals 37.5 hours, as established by the Federal Education Department, from July 1, 2011. A semester or academic term is a period of study of a minimum of 15 weeks.

Satisfactory Academic Progress Policy
ICPR Junior College has established a policy to determine if the student maintains satisfactory academic progress to complete the degree. This policy is based on qualitative, quantitative and study completion time measurements. All students should comply with this policy.

A student complies with the Satisfactory Academic Progress Policy when:

   1. Has a minimum GPA of C every time he/she is evaluated (qualitative).
   2. Has approved at least 67% of the credits attempted in the term every time he/she is evaluated (quantitative).

Institutional policy establishes that if a student starts studying a complete load and then changes to partial load, the satisfactory academic progress policy applied will be for students with a partial load. If the student then changes to complete load, the policy will continue under partial load.

The student that at evaluation does not comply with satisfactory academic progress, will be advised that, if there is no compliance during the current academic term, there will be no eligibility of Title IV funds for the next academic term. The student can appeal following the appeal process described ahead.

Policy on academic progress for the Associate Degree in Diagnostic Radiology Technology

The students registered in the Associate Degree Program in Diagnostic Radiology Technology with full load are evaluated at the end of each term. All students must maintain a minimum grade point average (GPA) of C (1.6) at the end of each term, except the last term where they should have reached a minimum GPA of 2.0 to be able to graduate. Also, the student should have accumulated 67% of approved credits of those taken at each evaluation term. Also, the study program must be completed in a maximum 1.5 times the duration of the program to obtain the Associate Degree. In addition, the student must complete the established number of credits by the end of each academic term, as per table below:

Term/Semester	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Academic Progress Credits	10	18	26	36	44	52	61	70	78

Students registered for full load in Associate Degree Program
Students registered with full load in the Associate Degree Programs are evaluated upon completing each academic term. All students should have a GPA of no less than 2.00 and have completed his/her study program in a maximum of 1.5 times the duration of their Associate Degree Program. They should also complete the established number of credits upon completion of each academic term according to the following table:

Satisfactory Academic Progress for Associate Degree Table

TERM/ SEMESTER	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
72 CREDITS	8	16	24	32	40	48	56	64	72
75 CREDITS	10	18	26	34	42	50	58	66	75
76 CREDITS	8	17	25	33	41	49	57	65	76

Note: The number of approved credits by term are based on the curricular sequence of each program.

Students Registered with partial load in Associate Degree Programs
Students with partial load in an Associate Degree Program should keep a GPA of C or more and approve 67% of the credits he/she attempted in the term each time he/she is evaluated. Evaluations begin at the end of each academic term. In all cases, the student is required a 2.00 GPA at the moment of awarding the corresponding Associate Degree.

Students Registered with full load in Professional Certificate Programs

Students in the Professional Certificate Programs are evaluated at the end of each academic term. They should also complete the number of credits upon completing each academic term according to the following table:

Satisfactory Academic Progress for Professional Certificate Programs Tables

TERM	1st	2nd	3rd
24 CREDITS	8	16	24

TERM	1st	2nd	3rd	4th
36 CREDITS	8	16	24	32

TERM	1st	2nd	3rd	4th	5th
42 CREDITS	8	16	24	32	40

TERM	1st	2nd	3rd	4th	5th	6th
48 CREDITS	8	16	24	32	40	48

All students must have an accumulated minimum academic grade point average (GPA) of C (1.6) at the end of each academic term and maintain no less than 67% of approved credits of those attempted at each evaluation term. Also, they must complete their study program in no more than 1.5 times the duration established to obtain the Professional Certificate. The evaluations are conducted at the end of each term. In all cases, students will be required a minimum GPA of 2.0 at the time of conferring the corresponding Professional Certificate.

Students Registered with partial load in Professional Certificate Programs
Students registered with partial loads in Professional Certificate Programs should maintain a GPA of C (1.6) or more and approve 67% of credits attempted in the term each time they are evaluated. Evaluations are at the end of each academic term. In all cases, it will be required of students a minimum academic GPA at the time of conferring the corresponding Professional Certificate.

Policy on Incompletes

An incomplete corresponds to an evaluation that was not completed for various reasons. When the accumulated GPA is calculated for a student that has an incomplete, the grade that goes with the "I" is used as the grade obtained in that course, until the incomplete is removed.

This average will be utilized to determine if the student complies with the academic progress. To remove the incomplete the student will communicate with the course professor or in his/her absence,

with the Registrar to reach an agreement. The student should remove the incomplete within the next term following the written or verbal communication. The norm will apply, even though the student in question may be or not registered in the Institution for the following academic term. The Location Director can authorize the term extension to remove the incomplete.

The average obtained with the incomplete "I" grade will be utilized to determine if the student complies with satisfactory academic progress. After removing the incomplete, the academic progress will be recalculated to determine if the student complies with the same.

If the incomplete is removed after the date established and the student decides to appeal the academic status, even with a favorable decision, the student may have to wait an academic term to resume studies.

The Supervised Practice courses not completed by the student will receive an incomplete "IF", independently of the grades obtained so far or the hours of practice already completed. Once the student meets all requirements of the Supervised Practice courses the average is calculated in the traditional manner of 4 points.

If a student, graduation candidate, obtains an incomplete in the academic term prior to the graduation ceremony and wishes to be recognized for academic distinction, the Incomplete must be removed within 30 days prior to graduation.

Withdrawals Policy
When a student withdraws from a course, these credits are considered as part of the attempted credits not approved when determining if the student complies with the 67% approved credits, as required with this policy.

Repeated Courses
When a student repeats a course, only the highest grade is considered to calculate GPA. Nevertheless, every time the course is taken its time is considered to evaluate the maximum time the student has to complete the Professional Certificate or Associate Program. The student can repeat a course to improve grade only once paid by Title IV funds. If a student obtains an F, he/she will be able to repeat the course with Title IV funds all the times necessary to obtain a satisfactory grade if they comply with the Satisfactory Academic Progress Policy established by the Institution. Any student that wishes to repeat a course to improve the grade and obtains an F in the repetition, cannot repeat the course with Title IV funds.

Maximum Time for Study Program Completion
Every student should complete his/her study program in a maximum of 1.5 times the program duration to obtain his/her Associate Degree or Professional Certificate. If the student does not comply with this stipulation, he/she will be suspended and will not be eligible for Title IV funds for the rest of his/her study program. If the student understands that major force conditions prevented compliance with the policy, the appeals process must be followed.

Transferred credits of students coming from other institutions will be considered as attempted and approved credits when evaluating and determining completion of maximum time for the selected study program.

Program Change
Any student who wishes to transfer to another program should complete the Program Change form,

pay the corresponding fee at the Bursar's Office, and submit the form to the Registrar's Office.

There are two program levels in the Institution: Associate Degrees and Professional Certificates. When a student changes to a program at a different level from the previous program, the accumulated general point average (GPA) is considered inexistent for the new level where a new GPA will be acquired. This means that the GPA accumulated in one level does not affect the GPA accumulated in another level. The GPA from the previous level is not used for compliance with the Satisfactory Academic Progress policy in the new level. When a student changes to another program in the same level as the previous one, the GPA will only consider those grades obtained in courses from the previous program that are part of the new program. The other courses taken in the previous program are not considered for the GPA nor in the evaluation of the student's compliance with the Satisfactory Academic Progress Policy.

In neither of these cases, the courses of the previous program, that are not part of the new program, are considered in the evaluation for the Satisfactory Academic Progress Policy.

Warning and Suspension with Satisfactory Academic Progress Policy
Every student should comply with the ICPR Junior College Satisfactory Academic Progress Policy. In case this policy is not followed, the student will receive a warning. During this time, the student is considered with satisfactory academic progress in the continuation towards the completion of his/her program and will continue receiving financial aid.

At the end of the warning period the student should have complied with the Policy in order to continue receiving financial aid. If the student does not comply he/she will be suspended for an academic term and will not be eligible for financial aid. The student could appeal this decision.

Appeals and Probation
The student subject to suspension for not complying with the Satisfactory Academic Progress Policy, could appeal to the Institution's Appeals Committee if the student feels reasons beyond his/her control did not allow compliance with the Policy (ex. Accident, illness, family member death, among others). In this case, the student should present the reasons during the appeal and include how these conditions have changed to permit him/her to comply with this Policy during the next academic term. The student must provide documentation to support the previous reasons presented. The Appeals Committee can grant a new opportunity to the student by placing in probationary status for an additional academic term or by providing a referral to the Academic Coordinator for a new academic plan design.

The federal regulations establish that the maximum time that a student has to complete the study program cannot exceed 150% of the program duration. When the student has exceeded the maximum time established for the study program the student becomes ineligible for Title IV financial aid. If the student understands that major force conditions have prevented compliance with the policy, the student must appeal for reinstatement of the financial aid beyond the actual eligibility.

This policy applies in situations where the student can document clearly that major force situations have occurred that have prevented compliance with the Satisfactory Academic Progress Policy. The Appeals Committee can consider placing the student in an academic plan, in which case the student could be referred to the Academic Coordinator for design of the same. The student must complete the Appeals Form for the reinstatement of Financial Aid (FICRP-137) and agree with the academic

plan designed for him/her.

The student that is in probationary status with an academic plan, will be considered in satisfactory academic progress towards completion of the program, and could therefore keep receiving the financial aid received in the Institution. Any student that is placed on probation must comply with the Satisfactory Academic Progress policy by the end of the academic term or adhere to the academic plan that was prepared to guide him/her to comply with the policy. A student can appeal suspension and be placed on probation more than once but not in a consecutive manner.

Appeals Committee
The Appeals Committee will be made up of the Academic Coordinator who will preside it, the Registrar, the Financial Aid Officer, the Professional Counselor and the Placement and Practice Center Coordinator. The Appeals Committee will evaluate the appeal according to the Satisfactory Academic Progress Policy and the evidence presented by the student.

The Committee will take into consideration the possibilities the student has to achieve Satisfactory Academic Progress and overcome academic suspension. The Academic Coordinator will notify the Campus Director the determination and will mail the written notification to the address on the student's record no later than two weeks from receiving the appeal. The Financial Aid and Registrar's Office will also receive this determination. The Committee's determination is firm and final.

Grading Scales
ICPR Junior College uses the following grading scale:

Average	Grade	Points System
3.50 – 4.00	A	4
2.50 – 3.49	B	3
1.60 – 2.49	C	2
0.80 – 1.59	D	1
0.00 – 0.79	F	0

Other alternate grading definitions

P	-	Approved
NP	-	Not Approved
I (grade)	-	Incomplete; missing course requirements
W	-	Official Withdrawal or Drop without academic penalty
AW	-	Administrative Withdrawal
TC	-	Transferred course
R	-	Repeated course
PR	-	Previously approved and repeated course
CE		Course approved via Flexible Access alternatives
WLA		Administrative withdrawal due to lack of academic activity
LA		Leave of Absence
DS		Disciplinary Suspension

The incomplete corresponds to a suspended or conditional evaluation due to valid reasons. The

student will communicate with the course professor, and will come to an agreement on how to remove the incomplete. The student should remove the incomplete within the semester or academic term following the notification. The norm will apply whether the student is or not registered during the next semester or academic term.

Every incomplete informed by the Professor to the Registrar should include the grade the student has at the moment of applying for the incomplete and the work he/she should finish for elimination of the incomplete. If the course is the Supervised Practice, the professor should indicate the total hours the student should complete.

Incompletes are calculated by giving an F or "0" to the work the student has not finished and then calculating the average traditionally with a 4-point scale to determine the student's grade. An "I" is placed in front of the grade representing the incomplete. At ICPR Junior College the only grades received by a student with an incomplete are IB, IC, ID or IF. If the grade after calculating the average is A, the student will receive the grade and not the incomplete.

It is important to point out that in the Supervised Practice Course the student with an incomplete only receives IF, no matter what the student's grades are at the moment or the hours completed. Once the student finishes all the supervised practice course requirements his/her average is calculated in the 4-point scale.

The incompletes that are not removed finally become the grade that accompanies the "I". If a student candidate for graduation obtains an incomplete during his/her last academic term and wishes to graduate, the student has to remove the incomplete within 30 days prior to graduation.

When calculating the GPA for a student that has an incomplete, it is done by using the letter grade accompanying the "I" as the course grade until the "I" is removed. This average will be used to determine Satisfactory Academic Progress.

If the average obtained is adverse, it is recommended that the incomplete is removed during the first week of class of the next academic term, to recalculate the GPA. This way the student can appeal his/her academic status and continue studies if the appeal is resolved favorably. If the incomplete is removed after the established date and after the appeal is resolved favorably, the student may have to wait one term before returning.

Institutional Policy for Authorization and Certification of Independent Study Courses
The independent study course is a non-traditional educational practice to be used with the previous authorization of the Location Director. It constitutes a privilege and an opportunity that the Institution grants its students to complete courses that at the time are not offered in the traditional way. This is based on a personalized instruction focused on shared responsibility between student and professor. When established, this is conducted with strict discipline for the accomplishment of standards and competencies resulting in quality of education.
The Locality Director can authorize the course modality for independent studies if the student:
- Is candidate for graduation and needs a course to graduate and/or to comply with the curricular sequence order
- Needs a course as a prerequisite for the next course

- Complies with the Institution's Academic Progress Policy
- Has a commitment attitude towards his/her studies

Leave of Absence Policy

The student can ask for a temporary absence license at the Institution. The Institution can provide leave of absence for the following circumstances:

1. Extended illness, temporary disability or maternity
2. Family member death or illness
3. Family drastic economic change
4. Accident causing temporary disability
5. Military service
6. Jury duty or elections service

The student must complete the Student Leave of Absence (LOA) Form (FICPR-97) that is available in the Registrar's Office and submit documentation to support the reasons for the request such as: medical certificates, student written declaration, among others that may apply. Once the Leave of Absence is approved, a permit will be issued for up to 180 days to rejoin the Institution. The student can request this license only once per academic year.

This license does not carry financial charges to the student. The student will be oriented concerning the effect or consequences on the Title IV financial aid.

The student cannot be penalized academically for this interruption, therefore the Institution is committed to offer tutorial services and academic assistance in the courses registered, once the student rejoins on the agreed upon date. Nevertheless, the student will be responsible for the material covered in the courses. If the student does not return to the Institution, the date of official withdrawal for that term will be the date of the Leave of Absence request. If the return is on a date after the end of the term, the student will receive a grade of LA (Leave of Absence) in all the courses. All Leave of Absence requests will be authorized by the Location Director.

The Veteran student benefits will be stopped when a Leave of Absence is authorized. Once the student returns to classes, the student can enjoy the benefits. There are policies on protection for superior education students activated by the Armed Forces or the National Guard.

ICPR Junior College, in its commitment to support students activated in the Armed Forces or National Guard, permits students to apply for leave of absence according to Regulation approved through Certification Num. CESPR 2008-065.

Class attendance

ICPR Junior College does not have a policy of taking attendance, therefore, the responsibility of attending classes relies on each student. Any student absent from classes will be responsible to be up to date on the work complying with the academic activities as established by the professor. Any student that does not comply with the academic activities required could see their academic progress affected, therefore resulting in cause for an administrative withdrawal.

Participation in academic activities

The faculty communicates with their students to promote participation in the academic activities of their classes. Cases that require special attention will be referred to the Counselor's Office or to the Institution's designated Official for the corresponding follow up.

Course Repetition

Every student should repeat failed courses. He/she could also repeat any course approved only when it does not interfere with the maximum time allowed for study program completion. Only the highest grade of the repeated classes will account for the student's average.

Final Grades

At the end of each trimester, the Registrar's Office will inform each student his/her final grades two weeks after the trimester is over. All students who consider that there is a mistake in his report or did not receive his/her grades should communicate with the Registrar's Office. The time allowed for claims is the trimester following the one where the alleged mistake took place.

Credit Recognition in case of Transfer

Credit recognition policy at ICPR Junior College is implemented through the following statutes:

1. The applicant should have studied at a post-secondary accredited junior college or university.
2. Should comply with all the admissions requirements.
3. Should apply for an official credit transcript from the post-secondary institution that should be sent directly to the Registrar's Office.
4. Will hand in a copy of the Catalogue from the Institution or Institutions which includes description of courses he/she wants to transfer. The subject course content transferred should correspond to the course content at the Institution.
5. Courses transferred are those approved with the same academic content and university level within a ten (10) year period. Transferred credits in the Information Systems area should have been obtained within a five (5) year period. If the student studied at ICPR Junior College previously, or comes from an undergraduate or graduate program at another institution, the period for credit transfer could be limited by the Campus Director.
6. Credits to be validated should have been approved with an average grade of C or more. No courses will be approved with less than a C grade. If the course is from the concentration area, it should have a grade of B or more.
7. The courses and number of credits will be validated for the student's record only. Grades obtained at other post-secondary institutions will not count for the GPA. A "TC" grade will be awarded for these cases.
8. The grades obtained in other post-secondary institutions will not be considered for the general GPA. The transfer courses validated will be considered as credits attempted and completed, therefore will be considered to determine the Satisfactory Academic Progress.
9. In case a course from the previous post-secondary institution has a credit value higher than the corresponding ones at ICPR, the course will be transferred with the number of credits of ICPR. 10.

10. To a transfer student, credits can be validated normally up to 33% of the total credits of the study program. A graduate of the ICPR Junior College can transfer up to 50% of credits to

the new study program.

11. Any student that has completed a Certificate can opt to request the transfer of the courses in an individual basis or on its totality to an academic program of a higher level (Associate) if the content of the courses is of the same difficulty and corresponds at least to a higher-level program in the Institution. In the same manner, courses can be transferred from Associate to Associate, form Associate to Certificate, from Certificate to Certificate, and from Certificate to Associate.

Flexible Academic Access

The Flexible Academic Access program at ICPR Junior College has the objective of allowing the student to accelerate the study program selected through learning experiences recognition, course challenge, execution test for evaluation, contract studies, among others.

1. **Course validation**: the approved courses by a student, can be considered individually to be validated for a program of the same or another level. They will be considered if the approved courses form part of at least one study program offered in the Institution and have equal content and same difficulty.

2. **Course validation through challenge exam:** it consists of challenging the course content through an exam. This will be done as long as the means and appropriate scale exist to confirm the expected level of performance of 70%. The student must request the option of a challenge exam in the Registrar's Office. The exam can only be taken once. The exam will be prepared by the faculty members of the Institution. As an institutional norm, a course cannot be challenged where the student has registered and has attended previously. In addition, to request the exam, the student cannot be registered in the course intended for challenge. The challenged courses will be considered within the 33% or 50% (as applicable) of allowed credit validation. The approval of these courses does not affect the academic GPA but only the credits approved. Once approved, these will be identified in the credit transcript as CE.

3. **Course validation by performance evaluation test:** it consists of validating a course through tests for the evaluation of performance in courses such as keyboard, computer repair, conversational English, laboratory procedures in medical billing, among others. Once approved, these will be identified in the credit transcript as CE.

4. **Accreditation of Previous Learning for Practice Course:** Consists on allowing students with experience in the job market the opportunity of demonstrating skills and experiences so as to apply for recognition of his/her years of experience for the practice course. Once approved, these will be identified in the credit transcript as CE.

This only applies for Associate Degree Program students. The evaluation will be conducted by an Institutional faculty member expert in the discipline. For practice recognition, the student should have a minimum of three (3) years of experience in the area of practice.

Requirements:

a. The student notifies the Registrar's Office of his/her interest in applying for Accreditation of Previous Learning for Practice Course.
b. The Campus Director or designated resource will interview and request student documentation.

The documents to evaluate the application are:
1. Job certification that evidences time period and job description

2. A copy of duties and responsibilities
3. A copy of the supervisor's evaluations
4. Evidence of professional development (Portfolio, Participation Certificates, Licences, among others) upon Campus Director discretion.

All the courses approved in this manner will be registered in the credit transcript as P (pass)

Honor Roll

The ICPR Junior College Honor Roll is published on an annual basis. The Honor Roll is made up by students with a minimum 3.50 GPA, and no less than 12 credits approved. These students receive recognition in a special ceremony celebrated every year.

Graduation Requirements

The students from all programs should apply for graduation no later than the specified date on the academic calendar. To obtain the Institution's Associate Degree or Professional Certificate, the student should:

1. Complete the academic requirements indicated in the program curriculum of which the student is a candidate, both in the general academic and concentration requirements.
2. Obtain a minimum of 2.00 GPA.
3. Have approved each concentration course with a minimum grade of "C" and "B" in those courses that the study program so requires.
4. When the student does not accumulate the minimum GPA for graduation, the student can repeat with Title IV funds, once, those courses with low grades to achieve the required average, taking into consideration that academic progress compliance is required. If it is necessary to repeat courses more than once, this will be considered as private payment. The courses with an F grade can be repeated as many times as necessary with Title IV funds if there is compliance with Satisfactory Academic Progress policy and the student does not exceed the 600% of the FPELL grant utilization.
5. Through a previous agreement between the Location Director and the Director or Dean of another college institution, the ICPR student could take in another institution a course required to complete the graduation requirements with previous written authorization and approved by both institutions. At the end of the term, the student will request from the other institution an official transcript of the course with the grade obtained and the credit value. This will be included in the student record and will be credited to complete the graduation requirements; the course grade will not be included in the accumulated GPA.

Graduation Requirements for Associate Degree in Science in Diagnostic Radiology Technology

1. Complete the academic requirements as indicated in the study program curriculum
2. Maintain a GPA of 2.0
3. Approve all concentration courses with a minimum grade of "C"
4. Approve all clinical practices with a minimum grade of "B"

5. When the student has not accumulated the minimum average for graduation, the student will be able to repeat with Title IV funds, one time, the courses with low grades.
6. The students and graduates of this program must comply with all current requirements from the Diagnostic Radiology Technician and Radiotherapy Technician Puerto Rico Examining Board to be able to validate and obtain the license or certification that authorizes them to practice their profession in Puerto Rico.

Honor Awards for Associate Degrees
Summa Cum Laude – It is awarded to the student who at graduation reaches a GPA between 3.90 and 4.00.
Magna Cum Laude – It is awarded to the student who at graduation reaches a GPA between 3.60 and 3.89.
Cum Laude – It is awarded to the student who at graduation reaches a GPA between 3.30 and 3.59.

Honor Awards for Professional Certificates
High Honor - It is awarded to the student who at graduation reaches a GPA between 3.80 and 4.00.
Honor - It is awarded to the student who at graduation reaches a GPA between 3.50 and 3.79.

Diploma pick up

ICPR Junior College will keep the diplomas for a year. After this time, they will be placed in the student record. A photo identification is required to pick up the diploma. A written authorization and photo identification are required if another person is picking up the diploma.

Policy on Program Offering and Grade Completion Guaranty

The ICPR Junior College according to its philosophy, mission and vision has as its goal the commitment that each student will be assured that the academic offering is maintained and will be guaranteed the opportunity to complete the program selected in case of a study program elimination. If the Institution decides to close a program offering, each student in that program is guaranteed the opportunity to complete the program in a traditional manner or by the alternative of directed independent courses until the student completes the study program.

If a student abandons the studies for a term or more, he/she must comply with any modification the study program has received in which they were registered previously, including its potential of elimination.

Official Withdrawal
An official withdrawal is one based on a student's petition for registered courses in an academic term. Institutional policy normally does not permit partial withdrawal from certificate programs. The academic calendar establishes the partial and total withdrawal dates for each term. To apply for program withdrawal the student should have authorization from designated personnel or from the Campus Director.

The withdrawal application without academic penalty should be handed in at the Registrar's Office

within the established dates published in the Institutional Catalogue.

The non-fulfilment of the total and partial withdrawal established procedures will result in an "F" in the course or corresponding sections. This applies to all students even when the student stopped attending classes.

When the student decides to leave the Institution, he/she should notify the Professional Counsellor or Registrar's Office, by completing the corresponding form. For the officially registered courses, the student should complete the total withdrawal and satisfy any financial obligations at the Bursar's Office at the time of withdrawal. The withdrawal is official once received and approved by the Registrar.

Administrative Withdrawal

The administrative withdrawal is one that the Institution processes without a previous student request. Is used in those cases in which the student does not sign the Census II, academic activity realized after 60% of the academic term has been completed. At the same time, it is processed for those extraordinary and special cases such as: expulsion, disciplinary suspension, jail imprisonment or death. All administrative withdrawals must be authorized exclusively by the Location Director.

Withdrawal Date Determination
Institutional policy states that the withdrawal date determination is the date in which the Institution was aware of the existence of the withdrawal. For administrative withdrawals, in the case the student stops participating in academic activities after 65% of the term completion, withdrawal date will be considered as the last week of the second Census (Census II).

Registration Cancelation Policy

Student registration could be cancelled under the following circumstances:

1. Students who do not participate in any academic activity in the classes and inform the Registrar's Office of their intention of voluntarily canceling registration.
2. The student stopped participating in the academic activities during the process of signature collection for Census I and the professors notified it to the Registrar's Office. The Registrar's Office will commence the process of **Total Cancelation**.
3. The student did not participate in the academic activities of a particular class, during the process of signature collection for Census I and the professor notified it to the Registrar's Office. The Registrar's Office will commence the process of **Partial Cancelation** of the course before Census I and the Office of Finance and Accounting will proceed to make the required adjustment for the registration cost. The Financial Aid Office will make the adjustment in the financial aid award.

Any student receiving a Total Cancellation in registration during the first two weeks of class will receive 100% of the term cost paid less 5% for administrative expenses of education costs or $100

whichever is less. If such student wishes to return to study in the Institution, the student will be classified as new student or as readmission as it may apply. The Institution will proceed with the fund reimbursement process (Return of Title IV funds) in the cases it may apply.

BURSAR

Certificate Programs and Associate Degree Costs
As of January 2015, the term cost for program:

Associate Degree – 12 credit or more for term academic	$ 3,270.00
Professional Certificate – 12 credit or more for term academic	$ 3,270.00
Health Programs (Certificate and Associate Degree), Culinary Arts, Dental, Gastronomy, Pastry and Bakery - 12 credit or more for term academic	$ 3,450.00

The fees for facilities improvement, laboratories, practices and graduation are included in these costs.

Early Registration Incentive
To motivate students to proceed with early registration and make the corresponding payments before the beginning of the academic term, the Early Registration Incentive (ERI) was created. To qualify for this incentive the student has to:

1. Comply with admissions and registration requirements.
2. Make cash, ATM or check payment for $300 or more
3. Make payment no later than 60 days after classes begin or date established by the Campus Director (September 10 of each year)

Registration costs will be deducted from this payment and will not be reimbursed in cash. The student will have the right to an incentive equivalent to 12% of the contributed quantity or $600, whichever is less. This will be paid with a check in equal quantities during the next academic terms that the student is active, according to the study program.

Fees
Readmission fee $25.00

Additional Fees
Credits Transcripts or Certifications $2.00 per document
Identification Card Duplicate $5.00 per card
Challenge Exams $50.00 per exam
Practice Course Recognition $100.00

Policy on charges for total withdrawal cases beginning on third week after classes start

The withdrawal process will start when the student requests it by filling out Form ICPR-53 (Request for Partial or Total Withdrawal) or when the Institution has knowledge that the student will not return. If the student withdraws totally on the third week after classes start and beyond, the policy on charges for the enrolled program will apply.

Associate Degree and Professional Certificate Programs

Certificate: Practical Nursing, Culinary Arts, Dental Technology, Pharmacy Technician, Commercial Pastry Confection and Bakery

Credits	3rd and 4th	5th to 8th
	50%	100%
12 or more	1,635.00	3,270.00
9 – 11	1,226.00	2,453.00
6 – 8	817.50	1,635.00
5	495.00	990.00
4	396.00	792.00
3	297.00	594.00
2	198.00	396.00
1	99.00	198.00

Associate: Nursing, Medical Sonography, Business Administration in Gastronomy

Credits	3rd and 4th	5th to 8th
	50%	100%
12 or more	1,725.00	3,450.00
9 - 11	1,294.00	2,588.00
6 – 8	862.50	1,725.00
5	505.00	1,010.00
4	404.00	808.00
3	303.00	606.00
2	202.00	404.00
1	101.00	202.00

FINANCIAL AID

Federal Financial Aid Reimbursement Policy

The Financial Aid funds are reimbursed to the Federal Department of Education according to the following policy:

The per cent of the federal aid refund is the same as the number of calendar days left in the term (semester) divided by the number of days in the term. If the student completes more than 60% of the term, federal aid is not refunded. If the student has return federal aid, the student is considered to have an overpayment, and is not eligible for additional federal aid until the corresponding owed amount is paid. If the student receives more federal aid than the amount posted in the account, post withdrawal, the student has the right to a refund. All tuition charges are discounted from the refund, and the credit balance is reimbursed to the student.

Verification Policy and Process

ICPR Junior College Financial Aid Officers will verify the information required of those students selected by the U.S. Department of Education for the verification process. The student will be notified that he/she was selected for verification through verbal and written communication.

The information to be verified will be: family composition, number of family members enrolled in a post-secondary institution, adjusted gross income, income tax paid, number of claimed dependents, alimony received and paid, all untaxed income and benefits received. The student must also provide evidence of high school completion and present valid identification with photo (Driver's license, Electoral Card or passport). This applies to those students receiving federal funds such as FPELL, FSEOG, FWSP and state funds from the Puerto Rico Education Council (CEPR in Spanish).

The Financial Aid Officer can request additional documents if necessary or if there is any conflicting information submitted by the student. The documentation required must be submitted by the student before the second census due date. If the documentation is not submitted by the due date, the student will not be able to receive federal financial aid and will be considered a private and direct payment student.

If during the verification process, the Financial Aid Officer finds any discrepancy of the information submitted by the student, it will be corrected by the student on www.fafsa.ed.gov or the Financial Aid Officer in the CPS system. If such correction results in a change of eligibility for the student, the Financial Aid Officer will notify the student of such change via written communication. If overpayment results from the change in eligibility of the student, the Institution will return the funds to the U.S. Department of Education.

Policy on Disbursement for Books and Supplies

The ICPR Junior College communicates its policy of Disbursement for books and supplies as established in Federal Regulation 668.164 (i) effective July 1st, 2011.

1. To receive disbursement for books and supplies, the student must meet the following requirements before ten (10) days prior to the first day of class:
   a. Have completed the eligibility requirements
   b. If selected for verification by the Federal Government, have completed such process
   c. Have resolved any discrepancy of information as informed by the Federal Government in the ISIR ("C code")
   d. Have Title IV funds credit balance, after grant fund registration and the enrollment process
2. If all requirements previously mentioned are met, the student will be able to receive during the first seven (7) days of payment period, an amount for books and supplies established in the cost of attendance (informed in the grant letter) or the credit balance in the account, whichever is less; as per Title IV federal aid grant. This disbursement to the student will be made through an institutional check.

3. Any other credit balance in the student account that does not come from Title IV aids, will be reimbursed on or before fourteen (14) days after the credit is created as long as the student has not authorized the credit to be applied to future enrollment charges.

Financial Aid Programs

What types of financial aid programs are available?

Grants
Free financial aid to cover enrollment costs which are not reimbursed nor are work related.

Federal Grants
Federal PELL – The Federal PELL Grant, different from a loan, does not have to be refunded or repaid. The Federal PELL Grant, established by Education Amendment of 1972 (Public Law 92-318) is only given to undergraduate students who have not completed requirements towards a bachelor degree or any other professional title that has exceeded the maximum permitted time (150%) to complete a bachelor degree. At ICPR Junior College the maximum permitted time is measured according to the credit duration of the study program.

To determine student eligibility, the Federal Department of Education uses a standard formula, established by Congress, to evaluate presented student information when application is sent. The formula produces a number of Expected Family Contribution or EFC.

The Student Aid Report or SAR contains this EFC number located on the first page at the top right corner. This number is used to determine the grant quantity the student is eligible for according to education costs and academic load.

The student applies for Federal PELL Grant renewal annually and is available to students with an academic load of even less than half a time (1 credit). Credits registered and not corresponding to the study program chosen by the student will not be eligible for Federal PELL Grant payment.

Students cannot receive Federal PELL Grant at more than one institution at the same time.

Federal Supplemental Educational Opportunity Grants (FSEOG)
It is available to students who demonstrate an extreme financial need, and are recipients of the FPELL Grant with an exceptional Expected Familiar Contribution (EFC). The amount to be received varies depending on the student's financial need, and the amounts of funds to be given by the Institution. This is a complementary federal grant that is offered to low income students, depending on available funds. Since this is a grant offered by the Federal Government the student does not have to repay. To qualify, the student has to be registered for at least half time (6 credits) and have an expected familiar contribution (EFC) of 0 in the Federal PELL Grant.

Federal Work Study Program (FWS)
Under this Federal Department of Education program, ICPR Junior College can offer part time jobs to students and allow them to pay additional educational expenses. When assigning this assistance, class schedule, satisfactory academic progress, and financial needs are considered.

The pay will be equivalent to the minimum federal salary. The payment will be made at least once a month according the worked hours. When possible, the student will be assigned a job related to their study area. The student cannot exceed the assigned hours, work during class hours, or affect his/her academic progress. If the student agrees, he/she will sign an agreement so that the work payment is applied to his/her registration debt.

State Grants
The funds come from state government contributions administered by the Puerto Rico Education Council (CESPR).

To benefit from these funds, the student should be registered in at least 6 credits or more each term, maintain a Satisfactory Academic Progress, and demonstrate financial need. These aids will complement the FPELL Grant and are given according to fund availability.

Supplementary Educational Financial Aid Program (AESS)

The Government of Puerto Rico distributes funds to this program and has the same eligibility requirements established by the Federal Education Department that rule Title IV funds.

The Supplementary Educational Financial Aid Program provides grants to students registered in postsecondary institutions, that demonstrate financial need, are American citizens, registered at least part time (6 credits). This aid is supplementary to any other financial aid qualified by the student. Like any other grant, the student does not have to reimburse this money. The quantity varies every year, depending on the funds assigned to the Institution.

Merit Students Aid Program (PAEM)

The purpose of this program is to grant financial aid is to guarantee the access of high school students to postsecondary institutions on May the same year starting at ICPR Junior College. They should have a 3.00 GPA or more, show financial need and registered full time during the academic year.

Scholarship Programs for Special Areas

This program is directed to benefit those eligible students with financial need enrolled in the specific academic programs approved for the current fiscal year, with an academic grade point average of 3.5 or higher. Seventy five percent (75%) of the study cost will be covered, not covered by other type of aids such as federal, state or institutional, up to a maximum of $15,000.

Special Fund

This program meets the needs of undergraduate students, non-college or college, that reached or exceeded PELL lifetime eligibility of 600.00% (LEU). The student must have evidence of at least 600.00% (percentage not rounded) use of Pell grant and must be certified by the U.S. Department of Education. Priority will be given to eligible students that will complete their graduation requirements during the current fiscal year.

Institutional Scholarship

Honor Scholarship

Institutional and external funds are awarded to students in recognition of their academic effort.
To receive this scholarship students should maintain a minimum of 3.50 GPA and be registered in at least 6 credits. The amount of scholarship depends on available funds.

1. Be registered in 6 credits or more
2. Do not have a default federal loan
3. Not be suspended
4. Comply with the Satisfactory Academic Progress Policy

5. Have financial need, according to the needs analysis established by the Federal Department of Education
6. Cover all previous balances
7. Students with a bachelor degree in need of financial aid

Institutional Scholarship Program

ICPR Junior College considers that all human beings, coming from different segments of society, have the potential to acquire the knowledge and skills necessary to be a productive member of a democratic society, have a better quality of life and be prepared to face the changing needs of daily life in an industrial and technological world.   The Institution is committed to provide programs, educational services and the proper environment to offer students the opportunity to develop their potential to the maximum level. Also, it promotes excellence in services, integrity, dedication, teamwork and continuous learning. Our philosophy, mission and values are the prime reason for the establishment of the Institutional Scholarship Program, for those students that qualify for the Program.

The objective of the Program is to help students achieve their study goals during the academic periods not covered by the FPELL grant, due to their utilization of 100% of the grant in the Institution. The amount to receive varies depending on the students credits, EFC, and other requirements.

How can I apply for financial aid?
Completing the Institutional Financial Aid form available at the Campus Financial Aid Office.

What should I do to apply for Federal PELL Grant?

Access the web page www.fafsa.ed.gov. If you do not have user id you have to apply for it through the same web page. This user id is received immediately. The ICPR Junior College institutional federal code is **011940.** If you have any doubts or questions on completing the Financial Aid Officer at your Campus can help you.

What documents do I need to fill out the FPell (FAFSA)?

Income evidence for the year on the application (if it applies)

1. Copy of parents or student's tax return signed, according to the previous year of application.
2. Certification of income received from Government Agencies such as: (Nutritional Assistance Program (PAN for its initials in Spanish), Public Assistance, Social Security, Veterans, etc.) and/or Child Support through court.
3. Submit official documents required to validate application information in case this information is selected for the Federal Government Verification Process.

Eligibility Requirements

1. Be a high school graduate or its equivalent. Students through the ATB Program should comply with the program's requirements in this Catalogue.
2. Submit Institutional Financial Aid form and apply for the FAFSA.
3. Comply with eligibility requirements as established by the Federal Education Department, Puerto Rico Higher Education Council, and ICPR Junior College.
4. Register in a study program towards an Associate Degree or a Certificate.
5. Maintain a Satisfactory Academic Progress (as established in the Institutional Catalogue).
6. No delinquency in Student Loans.
7. Be listed in the Selective Service (all 18-24 year or old males).
8. Comply with the verification process.
9. Be an American citizen or eligible resident.
10. Not be a debtor in Federal PELL or FSEOG grants at any institution
11. Not be a member of a religious society or order with a main objective of promoting religious ideas associated with the existence of a supreme being; that requires its members to renounce any economic income beyond that received for sustenance from such society and that demands from its members to follow a specific study course, or that such society or order provides support for the subsistence of its members.
12. Have not graduated from a bachelor's degree nor is simultaneously enrolled in another post-secondary institution.
13. Have not exceeded 600% utilization of FPELL grant (LEU)

Security Scholarship

This is an institutional scholarship offered to students who qualify. Scholarships are awarded for each term and the total of each scholarship is $200.00. This is applied to the total registration payment and/or charges at the end of each trimester. The student will do around thirty (30) security hours per term, according to the Responsibilities Guide for Security Personnel. Each Director chooses and authorizes the awarded students. The number of scholarship will not be more than one for each hundred or fraction of registered students in each Campus.

Imagine America Scholarship

ICPR Junior College has joined the *Imagine America Scholarship Program*. This scholarship is offered through affiliation with *Career Education College and Universities* (CECU). Two scholarships, one thousand dollars ($1,000) each, will be awarded to up to two graduating high school students to receive the *Imagine America* scholarship among participating education institutions.

The student is required to have no less than a 2.50 GPA. Once the student is recommended by the principal or counsellor, the scholarship application will be sent to ICPR Junior College, who will award the scholarship subject to fund availability, and the process date. The $1,000 scholarship will be awarded for a two-year Associate Degree. It will be distributed in equal parts during the second and fifth trimester of studies, as long as the student is registered full-time (12 credits or more), and complies with all the institutional norms.

OTHER INSTITUTIONAL POLICIES

Policy in Prevention and Intervention against Harassment and Bullying

ICPR Junior College does not permit harassment or bullying in the classroom as well as in the CAI or at any of our Campuses, as established in Law #37 of 2008. The purpose of these rules and regulations is to promote a healthy and safe study environment, where respect and considerations exist towards students, professors, and administrative employees; and appropriate language is used as expected from university students and future professionals.

Social Security Confidentiality and Use Policy

ICPR Junior College does not use or shows students social security number in places or objects visible to the public with identification purposes, on grades lists, course registration lists or in any other lists given to professors, or in student directories or any other type of lists, and is only used for internal processes by people with authority for those purposes. If a document with the students' social security number has to be made public, out of academic confidentiality, it will be edited so the social security is partially or totally unavailable.

These protections can be resigned, voluntarily, by students who are of age or emancipated or by parents with custody of minors, in written form. The form to fill for these purposes is available through the Registrar's Office. Nevertheless, ICPR Junior College does not require this condition for registration, graduation, credit transcripts or any other service.

This disposition will not apply when the social security number use is required or authorized by federal law or regulations or internal identity verification processes, ratification, employment, contributions or financial aid, processes which ICPR Junior College will manage confidentially.

Policy of Treatment for Students Who Have Asthma

ICPR recognizes the rights of students with asthma or any other related condition to administer themselves medications in school premises with previous notice from parents, tutors or guardians, as established in Law #46 of 2006.

Copyright Policy

With the purpose of protecting, recognizing, and circulate the rights and responsibilities of Intellectual Property of our student community, ICPR Junior College established an Institutional Copyright Policy.

This policy offers support and orientation necessary for protecting professors, employees and students' rights.

The Institutional Copyrights Policy objectives are:

1. Provide a procedure to make accessible to the public protected intellectual work that is product of institutional intellectual work.
2. Promote investigation and idea development, as well as investigation, through the adequate orientation for protecting and registering Copyrights.
3. Define the institutional interpretation about the application of this valid regulation, in Puerto Rico as well as the United States on the protection of intellectual product through Copyrights.

4. Protect Institutional interests and orient employees and students on how to protect Copyright.

Copyrights Restrictions

The Copyrights Law (Title 17 United States Code) controls photocopying or other types of reproduction of Copyrighted resources.

Under some circumstances specified by law, libraries, and archives are authorized to photocopy or reproduce. One of these conditions is that the photocopy or reproduction "may only be used for educational, academic or investigative purposes or fair use".

If the user uses the photocopy or reproduction for other purposes which exceed fair use, he/she could be processed for infraction to Copyrights.

Determining what is fair use depends on subjective factors. Following are various guides or recommendations with the purpose of helping determine fair use of a book or masterpiece.

CONSIDERED FAIR USE	NOT CONSIDERED FAIR USE
• Educational purpose (including various copies for classroom use)	• Commercial activity
• Investigation and academic purpose	• To obtain monetary profit
• Nonprofit academic institution use	• For entertainment purposes
• For critic or commentary	• If used in bad faith
• For news reports or for parody	• If the original author does not receive credit
• Having to do with a published work	• If it is unpublished work
• Having to do with a true story	• Fiction work
• Necessary for accomplishing academic objectives	• If it is a large portion in a total work
• A small amount in comparison with the entire work	• The part used is medullar to the work
• The portion used, is not central or significant in relation to the work's entirety	• It could replace purchase of the original work
• The adequate quantity is in favor of educational purposes	• It significantly affects the real market and its derived work
• The user acquired or bought the original work's rights	• Making numerous copies of the work
• It does not cause any significant real	• Made accessible through the internet or other public media
	• Repeated or prolonged use of the work
	• If a reasonable process to obtain license is available for the work use market or potential effect on the produced work
	• Lack of procedures for license acquisition

All of these guides help determine fair use. Nevertheless, it is always recommended that authorization is obtained or notify pretended use of the work.

Information taken from Certification Num. 140, 1992-1993 of the Higher Education Council – Copyrights Institutional Policy.

Academic Freedom Policy
ICPR Junior College guarantees the academic and free expression of professors, employees and students of the institution. In ICPR Junior Colle is understood by academic freedom: the right of teachers, administrators and students to express their views without fear of punishment, unless the form of expression substantially affects the rights of others.

This policy states that:

1. the university community is expected to exercise the right to academic freedom in a manner consistent with the responsible pursuit of knowledge and its dissemination. Academic freedom does not extend to illegal or unethical behavior. Academic freedom cannot be used to suppress the exercise of academic freedom of another member of the community.

2. Staff, faculty and students must maintain the good name of the institution and exercise judgment in the best interest of the Institution. This obligation does not detract from the notion of academic freedom in which the members of the Institution examine social values and criticize and question the beliefs of society.

3. The Institution and its staff have the right to regulate the content of the courses given in the Institution, while the faculty has the right to participate in its design.

4. The Institution and its staff have the right to teach and evaluate students in the way they think best promotes learning.

DISCIPLINARY NORMS

ICPR Junior College students should follow the Institutional rules and regulations (Code of Ethics) that govern conduct in the classroom and the CAI as well as in all other Institutional facilities. The purpose of these rules and regulations is to provide students with the necessary learning environment where respect and consideration among students, professors and administrative employees, the use of proper language and the appropriate dress code in the image of a university student and future professional prevail.

ICPR Junior College honors federal and state dispositions that clearly prohibit drugs and alcohol use, possession, and distribution. The Institution will provide students information on the norms and regulations mentioned during Orientation Week for new admitted students, in the Student Manual, and the Drugs and Alcohol Use and Abuse Manual.

Violation of Institutional Norms

Any student who alters or violates any Institutional norm (Code of Ethics) will be subject to disciplinary action by the corresponding Campus Director. The Director will determine student suspension for the term, for an academic year, or permanently. All decisions can be appealed.

Right to Appeal

If the suspended student believes he/she has valid reasons for reconsideration the student should request a case appeal. This request should be presented to the Campus Director no later than ten days after the suspension was awarded. The case will be analyzed by a committee made up of four people, a faculty representative, administrative representative, student representative, and the Institutional President or an authorized representative who will preside over the reconsideration process. The committee's decision will be based on analysis and consensus and will be communicated no later than ten (10) days after the appeal was submitted.

Procedures for Complaints

Every student and community member may submit the Complaint Form on any matter related to the ICPR Junior College observing the following procedures:

A. The complaint should be submitted to the Campus Director.
B. If unsatisfied with the attention given to the issue, the student complaint form could be sent to the Student Affairs Director, Mrs. Glenda Padín, P.O Box 190304 San Juan PR 00919-0304 or email to asuntosestudiantiles@icprjc.edu. and/or fax 787-622-3416.
C. If unsatisfied with the attention given to the issue, the complaint could be sent to the President/CEO, Dr. Olga Rivera, P.O. Box 190304, San Juan, PR 00919-0304.
D. The President will verify if the complaint was submitted through the appropriate channel. If not, the President will recommend the petitioner to send it via the proper channel.

E. The Campus Director will receive a copy of the complaint. If it applies, the Director will be asked to take action on the issue.
F. Upon receipt of the Director's answer, a copy will be provided to the petitioner unless the Campus already sent the answer detailing the disposition of the complaint.
G. If the President considers the complaint was addressed correctly at the Campus level, the case will be considered final and the petitioner will be informed.

H. If the President considers the case was not addressed properly at the Campus level, a Central Office investigator will be assigned to gather information, revise and analyze all existing data and evidence related to the complaint.
I. The investigator will submit a report with his/her recommendation to the President.
J. The President will make the final decision based on the investigator's recommendations.
K. The final decision will be sent via written form to the petitioner no later than thirty (30) days upon complaint receipt.
L. A copy of the final decision will be sent to the corresponding Campus Director.
M. If unsatisfied with the attention given to the issue, the student could be sent the complaint to the Puerto Rico Council of Education at P.O. Box 19900, San Juan Puerto Rico 00910-1900.

STUDENT SERVICES

Student Life
From the beginning, the Institution encourages socialization without hierarchy limitations. A cordial environment between administration, faculty, and students is fomented. The familiar character can be appreciated every day guiding the community towards its goals. A democratic and effective coexistence belief in a real context is the base for Institutional growth.

Orientation and Counselling Services
The orientation and counselling program at ICPR Junior College has as principal objective the student's integral development. Attention is given not only to the intellectual growth, but also to their integral development. It is directed to satisfying the student's different needs such as: university environment adequate adjustment, studies success, university life integration, institutional life integration, auto comprehension, the development of adequate vocational goals, and preparation to efficiently participate in the community life.

Information Access and Learning Resource Center (CAI)

Library
The function of the Information Access and Learning Resources Centers (libraries) of ICPR Junior College is to support the educational mission, and philosophy of the Institution. These provide the materials, resources, facilities, and library services that support and enrich educational programs curriculum, and facilitate the learning process. They also serve as information center for all the university community.

The libraries at all Campuses are located in accessible areas. They contain collections of print and non-print material organized and updated to satisfy academic, social, and cultural needs of users. To provide bigger and faster information services, catalogues have been automated, and we have librarians capable of orienting and instructing users on information search and localization. Each CAI has a Periodic Publications Section, which gives the users access to the latest in educational resources including Internet. Books, magazines, and valuable manuscripts integrate the collection of Puerto Rican work. The ICPR Junior College Libraries handle interlibrary loans, circulate study and investigation material, and other materials for recreational purpose. These libraries have a programmed schedule according to the user's needs.

Each CAI has a Library User's Manual available, with the purpose of giving the students the maximum benefit of resources and services offered by the center.

Audiovisual Department
The Audiovisual Resources Center at ICPR Junior College has as basic function to enrich the Institution's curricular offerings through the use of material, and audiovisual equipment, at the same time it responds to the Institution's educational and social objectives in a more effective way.

Computer Laboratories

The computer laboratories serve our university community for curricular enrichment. Its function is to complement the institutional curriculum providing information, material, internet access, and equipment necessary for word processing, data, and other courses. The CAI is also a computer process center. Also, every Campus and Extension Center has WIFI connections. The center is open during the day and part of the night, and has a laboratory technician capable of satisfying user's needs and offer necessary help, in a flexible schedule.

Identification Card

The Identification Card, required for all students, is generally obtained during the registration process or on the date established for this purpose. Presentation of this card is a requirement for the use of facilities and library services, and to participate in student activities in general.

Cafeteria

Campuses have beverage and snack machines for refreshments and light snacks. Adjacent to all Campuses we have cafeteria and restaurant facilities accessible to students.

STUDENT ACTIVITIES

The Institution sponsors different activities to promote students personal, cultural and social growth. These activities may vary from campus to campus.

Accomplishment Recognition

This is a socio-educational activity celebrated once a year in each Campus. The fundamental objective is to give recognition to students with a GPA of 3.50 or more, and that have completed 12 or more credits at ICPR Junior College. Through this activity, participation between students, faculty, administration, and distinguished members of the community is encouraged.

Literary Contest

The Mayagüez Campus at ICPR Junior College annually sponsors a literary contest where the community is invited to participate. Cash prizes are offered, and the Spanish language is elevated in the different literary expressions.

Education Week

During this week, each Campus coordinates activities related to educational themes.

Athletic Activities

Students interested in sports activities participate in basketball, softball, and volleyball intramural and extramural tournaments. Sports facilities in the community are used in coordination with their administrators.

The Mayagüez Campus sponsors a marathon annually where students and personnel from other campuses are invited, as well as the community. It is a highly attended event with the participation of the most exceptional athletes in the island, as well as the Institution's personnel.

Other Activities

There are also various activities in commemorating different holidays such as: Holy Week, Thanksgiving, Education Week, Secretaries Week, Teachers Day, Women's Day, Orientation Week, Library Week, Puerto Rican Week, and others.

Student Associations

The Institution promotes the formation of student associations which purpose is to enrich and complement curricular offerings and at the same time provide the opportunity to develop leadership, and social and cultural growth. Among these are: Professional Association of Administrative Assistants (APAA), and the Hotel and Tourism Students Professional Association.

Title IX

Title IX of the Amendments of Education of 1972, is the federal law of Civil Rights that prohibits discrimination based on sex in the educational institutions that receives federal assistance. This law establishes that no person in the United States will be excluded from participating, denied of benefits or being subject to discrimination under any educational program or activity that receives federal financial assistance. Legal Base: 34CFR Part 106-Nondiscrimination on the basis of sex in education programs of activities receiving federal financial assistance).

In compliance with the dispositions of law under Title IX, ICPR Junior College designates a Title IX Coordinator as the principal contact at Central level and the Professional Counselors of each one of the Campuses as responsible of the management of sex related complaints.

ACADEMIC OFFERINGS

Associate Degrees

BUSINESS ADMINISTRATION

- HOTEL AND RESTAURANT ADMINISTRATION (ASHM)
- ACCOUNTING (ASBA)
- MANAGEMENT AND MARKETING (ASMM)
- COMPUTER REPAIR AND MAINTENANCE (ASCR)
- COMPUTERIZED INFORMATION SYSTEMS (ASIS)
- TOURISM (ASTU)

OFFICE SYSTEMS

- ADMINISTRATIVE ASSISTANT (ASAA)
- MEDICAL BILLING (ASMB)

Technical Programs

PROFESSIONAL CERTIFICATES IN:

- CULINARY ARTS (CAC)
- CHILD CARE SERVICES ASSISTANT (CMA)
- COMPUTERIZED ACCOUNTING AND BANKING SERVICES (BSA)
- PRIVATE DETECTIVE AND FORENSIC INVESTIGATIONS (PDF)
- WEB PAGE DEVELOPMENT WITH GRAPHIC DESIGN (CDG)
- NURSING ASSISTANT (ENP)
- LAN ADMINISTRATION SPECIALIST (CAR)
- COMPUTER REPAIR (CCR)
- MEDICAL BILLING (BMI)
- TOURIST GUIDE (CTG)
- COMMERCIAL PASTRY CONFECTION AND BAKERY (PCC)
- PHARMACY ASSISTANT (PHA)
- THERAPEUTIC MASSAGE (CTM)

For more information on the percentage of students who complete the program in the established time, students' debt media of students completing the program and any other information visit our website under the study program name.

ASSOCIATE DEGREE PROGRAMS

Associate Degree In Business Administration In
Hotel And Restaurant Administration (ASHM)
http://www.icprjc.edu/seccion/programas/asociados/hotelesyrestaurantes.htm

This is a two years study program that requires the completion of 70 academic credits plus 3 credits of the Introduction to Student Development course. The objective of this study program is to develop the student's skills and knowledge in customer services and hotel administration. The use and management of products and equipment in food and beverages services, maintenance, housekeeping, and security services are studied. The student will have the opportunity to work with different interpersonal relations strategies that facilitate the establishment of positive customer dynamics, achieving service satisfaction with the best attitudes and work habits for quality service. The integration of all the courses from both the theoretical and practical phases lead to the achievement of planned goals and objectives.

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION
IN HOTEL AND RESTAURANT ADMINISTRATION

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
MKT201	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205*	Small Business Enterprise Entrepreneurship	3
	Total	16

C. MAJOR COURSES

ENG105	Conversational English	3
HMN101 – 102	Hotel Administration I – II	6
HMN15L	Food and Beverage Laboratory	3
HMN105	Restaurants Administration	3
HMN201	Event Planning and Coordination	3
HMN204	Banquet	3
HMN206	Fish and Meats Preparation	3
MNG203*	Human Resources Management	3
HMN220*	Supervised External Practice	3
	Total	30
	Elective	3
	Total Credits	73

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue
*As of January 2009

Associate Degree In Business Administration in Hotel and Restaurant Administration

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to verbal and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitudes towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in oral and written communication.
8. Distinguish the characteristics of different literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Describe marketing management and its inter-relation with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships, and corporations.
14. Correctly use English verbal communication skills to different situations in the company.
15. Identify the dispositions of state and federal labor laws, decrees and regulations so that the company complies faithfully with these government regulations.
16. Explain the importance of the process of planning in the hospitality industry
17. Analyze and distinguish the organization charts of the departments of housekeeping, maintenance and security; including the following areas: HR, scheduling, equipment, distribution areas, credentials and requirements for the position.
18. Identify and use the necessary equipment for the food and beverage service.
19. Implement and apply the knowledge and skills in food, inventory and purchasing management.
20. Plan, promote, and produce all related to activities or special events.
21. Describe all the creative and decorative elements in the finishing of dishes and *buffet* presentations.
22. Identify the proper practices of food handlers, to ensure that they are not harmful or prejudicial.
23. Describe the best ingredients of a good pastry chef with all its functions and characteristics.
24. Identify the skills required to perform tasks efficiently.

Associate Degree In Business Administration In Accounting (ASBA)

This is a two years study program that requires a total of 74 academic credits and 3 credits of Introduction to Student Development. Upon completion, the student will have acquired basic knowledge in the business field, related to the concepts, principles, and fundamental practices of business administration, with special emphasis to those of accounting. The program also includes general education courses and related areas that strengthen the student's integral formation as an individual and professional. In the technology area, the student will be familiarized with the concepts and management principles of computerized information systems, and could manage business application programs. This program objective is for the student to identify, describe, inform, summarize, interpret, synthesize, analyze, and evaluate his own management situation so as to generate and maintain reliable and accurate records, to support timely management decision-making.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
MKT201	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205*	Small Business Enterprise Entrepreneurship	3
	Total	16

C. MAJOR COURSES

ACC102	Introduction to Accounting II	3
ACC103	Introduction to Accounting III	3
ACC201	Intermediate Accounting I	3
ACC202	Intermediate Accounting II	4
ACC203*	Puerto Rico Income Tax	4
ACC204*	Cost Accounting	4
ACC220*	Supervised External Practice	3
ECO101	Economics	3
FIN101	Business Finance	3
	Total	34
	Elective	3
	Total Credits	77

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue

Associate Degree in Business Administration in Accounting

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in verbal and written communication.
8. Distinguish the characteristics of different literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Describe marketing management and its interrelation with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships, and corporations.
14. Register transactions in the following journals: purchases, sales, disbursements of cash, cash receipts.
15. List the advantages and disadvantages of society as an organizational model, compared to the individual business and corporations.
16. Identify the different parts of the financial statements.
17. Correctly determine a company's capital structure.
18. Prepare and analyze financial statements to determine the productivity under which the company is operating.
19. Determine tax obligations imposed on employers in Puerto Rico; as well as the use of an updated computerized payroll program.
20. Perform the full accounting cycle using computerized business application programs.
21. Design principles of fundamental economic analysis applicable to the various disciplines of business such as management, accounting, and marketing among others.
22. Identify the basic functions of the financial manager in the company, with an emphasis on the planning, management and control of financial resources.
23. Identify the human, technical and employability skills necessary for the solution of ordinary and emerging situations in real working scenario.

Associate Degree In Business Administration In Management And Marketing (ASMM)

This is a two years study program that requires a total of 70 academic credits and 3 credits of the Introduction to Student Development course. Upon completion, the student will be capable of performing as Manager Assistant, Sales Agent, Human Resources Director Assistant; and other positions related to management, administration, marketing, and sales. The program contains general education courses, and related areas that strengthen the student's integral formation as a person and individual. The student will get well acquainted with the management principles and concepts of computerized information systems, and will be able to manage business application programs, broadening the possibilities in marketing employment and in his/her aspirations to a higher degree. The student will demonstrate knowledge and skills that facilitate the development of their own business, as well as succeed in the business world.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
MKT201	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205*	Small Business Enterprise Entrepreneurship	3
	Total	16

C. MAJOR COURSES

ACC102	Introduction to Accounting II	3
ECO101	Economics	3
FIN101	Business Finance	3
MKT202	Marketing Management	3
MKT203	Consumer Behavior	3
MKT204*	Promotion	3
MKT210*	Global Marketing	3
MNG202	Administration and Management II	3
MNG203*	Human Resources Management	3
MNG220*	Supervised External Practice	3
	Total	30
	Elective	3
	Total Credits	73

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue

Associate Degree in Business Administration in Management and Marketing

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in oral and written communication.
8. Distinguish the characteristics of different literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Describe marketing management and its interrelation with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships, and corporations.
14. Register transactions in the following journals: purchases, sales, disbursements of cash, cash receipts.
15. Recognize the importance of communication in decision-making and management system.
16. Identify the dispositions of State and federal labor laws: decrees and regulations so that the company complies faithfully with these government regulations.
17. Design principles of fundamental economic analysis applicable to the various disciplines of business such as management, accounting, and marketing among others.
18. Identify the basic functions of the financial manager in the company, with an emphasis on the planning, management and control of financial resources.
19. Establish different criteria for launching a new product on the market and the redesign of existing products.
20. Identify the psychological factors affecting consumer purchase behavior.
21. Develop promotion strategies for the achievement of the objectives of marketing goods and services companies.
22. Identify the main organizational structures to operate in foreign markets.
23. Describe the functions that the person holding the post will assume.

Associate Degree In Business Administration In Computer Repair And Maintenance (ASCR)

http://www.icprjc.edu/seccion/programas/asociados/reparacion.htm

This is a two years study program that requires a total of 70 academic credits and 3 credits of the Introduction to Student Development course. This program trains students to diagnose computer hardware functioning problems as well as software problems dealing with network failure. Also, the student is trained to install and substitute computer parts, and identify and correct computer failure. The student is provided with information on different types of network available. Students have the opportunity to install equipment and the necessary network software, as well as diagnose and correct failure. The student will be familiarized with commercial business computer programs and basic programming language concepts.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
MKT201	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205*	Small Business Enterprise Entrepreneurship	3
	Total	16

C. MAJOR COURSES

CIS101	Introduction to Data Processing	3
CIS105	Basic Electronics	3
CIS106	Operating Systems	3
CIS108	Computer Logic	3
CIS200	Computer Internal Structure and Troubleshooting I	3
CIS203	Computer Internal Structure and Troubleshooting II	3
CIS210	Laptops Troubleshooting	3
CIS211	Communication Network I	3
CIS212	Communication Network II	3
CIS220*	Supervised External Practice	3
	Total	30
	Elective	3
	Total Credits	73

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue
*As of January 2011

Associate Degree in Business Administration in Computer Repair and Maintenance

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in verbal and written communication.
8. Distinguish the characteristics of different literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Describe marketing management and its interrelation with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships, and corporations.
14. Distinguish between the types of computers, their operation and applications.
15. Use correctly the propositions with each one of the related operators and logical operators for conditional transfer of control.
16. Explain the operation and use of various electronic components.
17. Install different operating systems.
18. Convert a logic gate into another.
19. Determine the most common computer faults.
20. Initialize and recognize problems with hard disks.
21. Describe the basic structure of a local area network.
22. Explain the aspects of security and supervision of the different operating systems.
23. Describe the functions that the person holding the post will assume.

Associate Degree In Business Administration In Computerized Information Systems (ASIS)

This is a two years study program that requires a total of 70 academic credits, and 3 credits of the Introduction to Student Development Course. Upon completion, the student will be able to achieve basic programming tasks, computer operation, and data entry. The Computerized Information Systems Program prepares the student to be able to solve situations in the business world through different languages. Practical experience in computer management, peripheral equipment, and the use of business programs is offered. Among the business programs are database, electronic work sheet, and word processor. The student is trained to complete different computer operations such as: data entry, command execution, and file management. The student will be able to present logical solutions to different situations using tools such as: flowcharts and pseudo codes. The student is also trained in the use of different pre-printed sheets used in programming.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
MKT201	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205*	Small Business Enterprise Entrepreneurship	3
	Total	16

C. MAJOR COURSES

ACC102	Introduction to Accounting II	3
CIS101	Introduction to Data Processing	3
CIS103	Introductory Programming	3
CIS200	Computer Internal Structure and Troubleshooting I	3
CIS211	Communication Network I	3
CIS213*	WWW and Data Communication	3
CIS214*	Management and Data Base Application	3
CIS215*	Project Analysis and Systems Design	3
CIS220*	Supervised External Practice	3
MAT201	Mathematics for Computerized Information Systems	3
	Total	30
	Elective	3

*As of May 2011, all code 300 courses were changed to 200

	Total Credits	73

Associate Degree in Business Administration in Computerized Information Systems

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in oral and written communication.
8. Distinguish the characteristics of different literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Describe marketing management and its interrelation with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships, and corporations.
14. Register of transactions in the following journals: purchases, sales, disbursements of cash, cash receipts.
15. Distinguish between the types of computers, their operation and applications.
16. Use correctly the propositions with each one of the related operators and logical operators for conditional transfer of control.
17. Determine the most common computer faults.
18. Describe the basic structure of a local area network.
19. Integrate programs of commercial application for use on the market to the *WWW*.
20. List advantages and disadvantages of databases.
21. Design diagrams of information.
22. Apply the basic concepts of algebra to situations relating to computerized systems.
23. Describe the functions that the person holding the post will assume.

Associate Degree In Business Administration In Tourism (ASTU)

http://www.icprjc.edu/seccion/programas/asociados/turismo.htm

The study program requires the completion of 70 academic credits plus 3 credits of the Introduction Student Development course in two years. This program will provide the student with knowledge, principles, practices, action, and management of the tourism industry. It also provides a general perspective of the main marketing channels: travel agencies, and airlines; lodging establishments, tours wholesalers, cruise, bus, and railway operators, and car rentals. The student will acquire the skills to plan, calculate costs in the computer, make reservations, issue tickets, and establish legal conditions and the ethical implications of these services.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
MKT201	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205*	Small Business Enterprise Entrepreneurship	3
	Total	16

C. MAJOR COURSES

ENG105	Conversational English	3
MKT208*	Tourism Marketing	3
PRT101	Puerto Rico Tourism I	3
PRT102	Puerto Rico Tourism II	3
PRT11L	Puerto Rico Tourism Laboratory	2
TUR101	Introduction to Travel and Tourism	3
TUR102	World and Local Geography	3
TUR104	Eco-tourism and Adventure Tourism	3
TUR106	Computerized Reservations System	4
TUR220*	Supervised External Practice	3
	Total	30
	Elective	3
	Total Credits	73

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue
*As of January 2011

Associate Degree in Business Administration in Tourism

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in oral and written communication.
8. Distinguish characteristics of the various literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Describe marketing management and its interrelation with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships, and corporations.
14. Correctly use English verbal communication skills to different situations in the company.
15. Apply marketing principles to areas of tourism and hospitality.
16. Describe the cultural characteristics of people that make up the ethnic mix of the Puerto Rican.
17. Point out the different geographical areas in tours using maps of Puerto Rico.
18. Explain the importance of the geographic location of Puerto Rico and its influence on its historical, economic and political development.
19. Explain the relationship between the airlines and travel agencies with the various tourist agencies.
20. Interpret the information contained in the official travel guide of the airlines (OAG), World Edition and North American.
21. Describe the concept of ecotourism and adventure tourism.
22. Handle the SABRE system.
23. Describe the functions that the person holding the post will assume.

Associate Degree In Office Systems
In Administrative Assistant (ASAA)

This is a two years program with 70 academic credits and 3 credits in the Introduction to Student Development course. The objective of this program is to prepare administrative assistants that can complete general office tasks, with special emphasis in application computer programs in word processing, note taking in the speed writing system, Spanish transcription and document management and conservation.

Upon completion of this study program, the student will demonstrate the necessary minimum domain in these areas and others like communication skills, and use and management of computers and equipment for electronic processing of data and texts. The general education and related courses will allow the student to acquire interdisciplinary knowledge, and develop professional attitudes, and ethical work principles. These will help in obtaining access and permanence in the job market, and also in maintaining satisfactory interpersonal relations.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

CODE	COURSE NAME	CREDITS
ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
OSY101	Keyboarding	3
OSY102	Production I	3
OSY106	Records Management	3
	Total	16

C. MAJOR COURSES

ENG201	Business English	3
OSY105	Advanced Business Applications	3
OSY107	Office Administration and Procedures	3
OSY201	Production II	3
OSY204	Legal Terminology and Documents Production	3
OSY205	Spanish Speedwriting	3
OSY209	Spanish Transcription	3
OSY220*	Supervised External Practice	3
SPA201	Business Spanish	3
WPR209	Advertising Design for Office	3
	Total	30
	Elective	3
	Total Credits	73

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue
*As of January 2011

Associate Degree in Office Systems in
Administrative Assistant

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.

2. Understand readings in English language, respond to oral and written questions correctly.

3. Identify the first social relationships of primitive human society.

4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.

5. Identify basic skills of arithmetic, algebra and its applications.

6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.

7. Apply grammar rules in oral and written communication

8. Distinguishing characteristics of the various literary categories.

9. Demonstrate and apply correctly the accounting equation

10. Explain the functioning of an integrated business application program.

11. Efficiently operate the computer as a means of communication

12. Produce acceptable letters containing the basic parts and identify the difference between the personal, personal-commercial and the commercial letter.

13. Apply the principles and procedures for filing in alphabetical, numerical, geographical, thematic and chronological systems.

14. Use verbal and written language communication in English for different situations of the company.

15. Point out the components of communication to identify possible barriers in communication and identify characteristics of effective communication.

16. Identify the various commercial programs of greater demand in the market.

17. Understand their role in the commercial field and in modern office.

18. Apply the technical and practical knowledge to typing jobs of a different nature.

19. Produce legal and notarial documents such as: certifications, motions, edicts, deeds and wills, among others.

20. Read and write fluently printed and own abbreviations correctly applying the grammatical language, division of words, spelling and punctuation rules.

21. Master the basic typing skills required to produce a correct transcription.

22. Demonstrate mastery of the terms related to publications design.

23. Identify the human, technical and employability skills necessary for the solution of ordinary and emerging situations in a real work scenario.

Associate Degree In Office Systems
In Medical Billing (ASMB)

This is a two years study program that requires the completion of 70 academic credits and 3 credits of the Introduction to Student Development course. This study program objective is to develop student's skills and knowledge in the medical administration and billing process, manual or electronic. The student will obtain related vocabulary that will be applied to electronic programs used by government entities like Medicare, Puerto Rico Health Reform, and others. The program will prepare the student to perform as administrative assistant in a doctor's health services office. It will also educate the student about technological changes in a modern office related to healthcare, making emphasis on related ethical and legal principles.

The program will include medical terms, manuals and electronic billing, and medical services administration. It will also include Business Administration courses, other subject courses that harmonize with new tendencies demanded by, which require the capability to perform in more than one area of expertise.

A. GENERAL EDUCATION COURSES

CODE	COURSE NAME	CREDITS
ENG101 – 102	Basic English I – II	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101 – 102	Basic Spanish I – II	6
	Total	24

*No honor points

B. RELATED COURSES

CODE	COURSE NAME	CREDITS
ACC101	Introduction to Accounting	4
CIS208	Use of Business Application Programs	3
OSY101	Keyboarding	3
OSY102	Production I	3
OSY106	Records Management	3
	Total	16

C. MAJOR COURSES

MBA102	Administrative Principles of Medical Billing	3
MBA104	Medical Terminology Related to Human Anatomy	3
MBA108	Universal Medical Codification I	3
MBA109	Universal Medical Codification II	3
MBA204	Medical Billing Services	3
MBA205	Dental Billing Services	3
MBA24L	Medical Billing Services Laboratory	3
MBA25L	Dental Billing Services Laboratory	3
MBA26L	Electronic Medical Record	3
MBA220*	Supervised External Practice	3
MOA109	Auditing and Management	3
	Total	30
	Elective	3
	Total Credits	73

*As of May 2011, all code 300 courses were changed to 200
Codes Lists on page 91 of the Catalogue
*As of January 2011

Associate Degree in Office Systems
in
Medical Billing

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in oral and written communication.
8. Distinguishing characteristics of the various literary categories.
9. Demonstrate and apply correctly the accounting equation.
10. Explain the functioning of an integrated business application program.
11. Efficiently operate the computer as a means of communication.
12. Produce acceptable letters containing the basic parts and identify the difference between the personal, personal-commercial and the commercial letter.
13. Apply the principles and procedures for filing in alphabetical, numerical, geographical, thematic and chronological systems.
14. Identifies the importance of billing laws and HIPAA privacy law.
15. Describe the systems that compose the anatomy of the human body.
16. Search for and select the codes ICD-10/CPT and CDT for diagnoses, procedures and medical services requirements.
17. Complete manually health insurance bills and using the universal form of billing.
18. Recognize the updated version of at least one electronic medical insurance billing program.
19. Complete the universal form ADA correctly in accordance with the procedures established by the CDT and the protocols of the health insurance companies.
20. Apply all the steps required to process claims for dental services electronically using the form ADA and the CDT as didactic material.
21. Recognize the importance of the ethical aspects and the confidentiality of the patients medical records.
22. Reconcile and audit the accounts related to the health services offered by the provider and submit reports with recommendations.
23. Identify the human and technical skills necessary for the solution of ordinary and emerging situations in a real work scenario.

GRADO ASOCIADO EN ADMINISTRACIÓN DE EMPRESAS EN GASTRONOMÍA (ASGA)
ASSOCIATE DEGREE OF BUSINESS ADMINISTRATION IN GASTRONOMY
http://www.icprjc.edu/seccion/programas/asociados/gastronomia.htm

The study program duration is six (6) semesters equivalent to two (2) calendar years and has a requirement of seventy two (72) credits plus three (3) credits for the course *Introduction to Student Development*.

The Gastronomy program has as its objective to develop in the students the skills and knowledge related to the gastronomy field. In this program, they study the preparation and design of different types of food, beverages and menus. In addition, it includes the preparation of local, latin and international recipes. The program covers the study of food safety laws and regulations related to the proper handling of food. It also includes business principles on warehouse, cost control and inventory, customer service, management and administration. The program emphasizes on the ethical aspects of the profession.

The integration of all courses, both in the theoretical as well as in the practical phase, allows for compliance with the established goals and objectives of the program

A.CURSOS DE EDUCACIÓN GENERAL

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
ENG101	Inglés Básico I	
	Basic English I	3
ENG105	Inglés Conversacional	
	Conversational English	3
ISD100	Introducción al Desarrollo Estudiantil	
	Introduction to Student Development	3*
MAT101	Matemática General	
	General Mathematics	3
SPA101-102	Español Básico I-II	
	Basic Spanish I-II	6
BIO200	Nutrición en las Artes Culinarias	
	Nutrition in Culinary Arts	3
	Total	
		21

*No se considera para puntos de honor. *(No for honor points.)*

B. CURSOS RELACIONADOS

CIS208	Manejo de Programas de Aplicaciones Comerciales	
	Use of Business Application Programs	3
MKT201	Principios de Mercadeo I	
	Principles of Marketing I	3
MNG205	Desarrollo y Administración de Pequeñas Empresas	
	Small Business Enterprise Entrepreneurship	3
	Total	9

C.CURSOS DE CONCENTRACIÓN

GAS101	Fundamentos , Salubridad y Seguridad	
	Fundamentals, Security and Salubrity	3
GAS102	Confección de Alimentos I	
	Food Preparation I	1
GAS12L	Laboratorio de Confección de Alimentos I	
	Laboratory of Food Preparation I	2
GAS103	Confección de Alimentos II	
	Food Preparation II	1

GAS13L	Laboratorio de Confección de Alimentos II	
	Laboratory of Food Preparation II	2
GAS104	Aspectos ético legales en la operación de una cocina	
	Legal Ethical aspects in a kitchen operation	3
GAS 105	Confección de Alimentos III	
	Food Preparation III	*1*
GAS15L	Laboratorio de Confección de Alimentos III	
	Laboratory of Food Preparation III	2
GAS106	Almacenaje, control de costos e inventario	
	Storage, inventory and cost control	3
GAS107	Gastronomía puertorriqueña y latina	
	Puerto Rican and Latino gastronomy	1
GAS17L	Laboratorio de Gastronomía puertorriqueña y latina	
	Laboratory in Puerto Rican and Latino gastronomy	2
GAS201	Gastronomía Internacional	
	International Gastronomy	1
GAS21L	Laboratorio de Gastronomía Internacional	
	Laboratory in International Gastronomy	2
GAS203	Principios de repostería	
	Pastry Principles	1
GAS23L	Laboratorio de Principios de Repostería	
	Pastry Principles Laboratory	2
GAS204	Cultura enológica	
	Wine Culture	3
GAS205	Servicio al cliente	
	Customer Service	3
GAS206	Modalidades especiales de servicio de alimentos y coordinación de eventos	
	Special arregement for food service and events coordination	1
GAS26L	Laboratorio de modalidades especiales Modalidades especiales de servicio de alimentos y coordinación de eventos	
	Special arregement for food service and events coordination Laboratory	2
GAS207	Administración, preparación y servicios de bebidas	
	Administration, Preparation and Beverage Service	1
GAS27L	Laboratorio de servicios de bebidas	
	Administration, Preparation and Beverage Service Laboratory	2
GAS208	Principios de Panadería	
	Bakery Principles	1
GAS28L	Laboratorio de Panadería	
	Bakery Principles Laboratory	2
GAS210	Práctica Supervisada en la Industria	
	Supervised Under Job Training	*3*
	Total	45

Total de Créditos   **75**

Associate Degree of Business Administration
in
Gastronomy

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Apply the principles of diet planning and food nutrition labels.
4. Identify the role of nutrition in the development of chronic diseases throughout the human life cycle.
5. Associate the balance of energy, weight control and physical activity with nutrition.
6. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
7. Identify the basic skills of arithmetic, algebra and its applications.
8. Apply the grammar rules in verbal and written communication.
9. Distinguish characteristics of the various literary categories.
10. Effectively use commercial application programs in the production of documents.
11. Identify and apply the managerial skills in administration and management of businesses.
12. Establish, direct, and efficiently manage a small business.
13. Know and use the terminology, utensils and equipment associated with gastronomy, as well as the functions of a professional in this area.
14. Handle and effectively manipulate the hygiene of food.
15. Apply the safety measures to be observed in a kitchen and the laws that guide them.
16. Select the ingredients suitable for the preparation of various foods.
17. Perform the necessary procedures to prepare and serve a banquet.
18. Identify principles, purposes and content of ethical codes and approaches in the common ethical decision-making encountered by gastronomes.
19. Classify, cut, and identify differences before and after cooking of meats, poultry, seafood and fish.
20. Develop the process of planning and control in the food and beverages industries; including analysis of cost-volumes - utility-purchasing, storage and inventory control.
21. Know and prepare the Puerto Rican and native gastronomy, in addition to the Latin, Caribbean, Central and South American.
22. Know and prepare contemporary international and traditional dishes.
23. Create and prepare recipes for diabetics, vegetarian, gluten-free, among others.
24. Learn about the functions of ingredients, identification of the product, weight and measures applied to baking.
25. Identify the types of grapes used in the wine, the wine varieties, the proper wine service techniques and procedures for storage.
26. Match wines with foods using the flavors, textures and ingredients.
27. Apply the skills of cutting, handling, preparation and decoration of cold foods used as part of a buffet or as appetizers.
28. Prepare and serve spirits, beers and non-alcoholic beverages.
29. Prepare and present breads of different types: water, shortening, whole wheat and gluten free, as well as rolls, doughnuts and pizza.

The study program duration is six (6) semesters equivalent to two (2) calendar years and has a requirement of seventy (70) credits plus three (3) credits for the course *Introduction to Student Development*.

The program will offer students, in an interactive and dynamic manner, the knowledge, principles and practices that rule the profession of Associate Degree Nursing. Through an innovative curriculum, not only in presentation but also in practice, the students will acquire the skills related to the profession to serve in the medical health field with the professionalism and expertise that it demands. The program includes theoretical courses, where the students receive the necessary knowledge to practice the profession and the clinical experience that will allow them to practice in the real world.

At the end of the program, the students will be prepared in all required competencies that will allow for their development and growth as professionals in the Nursing field. Once graduated, the students are responsible for complying with all requirements established by the local Nursing Examining Board to apply for the Board Certification Exam.

A. CURSOS DE EDUCACIÓN GENERAL

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
ENG101-102	Inglés Básico I-II	6
	Basic English I-II	
HUM101	Humanidades I	3
	Humanities I	
ISD100	Introducción al Desarrollo Estudiantil	3
	Introduction to Student Development	
MAT101	Matemática General	3
	General Mathematics	
PSY101	Psicología Básica	3
	Basic Psychology	
SPA101-102	Español Básico I-II	
	Basic Spanish I-II	6
	Total	**24**

* No se considera para puntos de honor. (No for honor points.)

B. CURSOS RELACIONADOS

BIO100	Biología Básica	3
	Basic Biology	
MIC105	Microbiología Básica	3
	Basic Microbiology	
ANF100	Anatomía y Fisiología Humana I	2
	Human Anatomy and Physiology I	
ANF105	Anatomía y Fisilogía Humana II	2
	Human Anatomy and Physiology II	

CIS208	Manejo de Programas Comerciales	3
	Use of Business Application Programs	

	Total	**11**

C. CURSOS DE CONCENTRACIÓN

NSC101	Fundamentos de Enfermería	
	Nursing Fundamentals	*3*
NSC11L	Laboratorio de Fundamentos de Enfermería	
	Nursing Fundamentals Laboratory	2
NSC102	Cuidado de la Madre y el Recién Nacido	
	Newborn and Mother Care	2
NPR102	Práctica del Cuidado de la Madre y el Recién Nacido	
	Newborn and Mother Care Practice	1
NCS103	Cuidado del Niño y Adolescente	
	Child and Teen Care	2
NPR103	Práctica del Cuidado del Niño y Adolescente	
	Child and Teen Care Practice	1
NSC104	Cuidado en Condiciones Médico-Quirúrgicas Agudas y Crónicas del Adulto y Envejeciente I	
	Chronic Condition Care and Adult Chronic Condition And Ederley Care I	3
NPR104	Práctica Cuidado en Condiciones Médico-Quirúrgicas Agudas y Crónicas del Adulto y Envejeciente	
	Chronic Condition Care and Adult Chronic Condition And Ederley Care I Pratice	1
NSC105	Cuidado en Condiciones Médico-Quirúrgicas Agudas y Crónicas del Adulto y Envejeciente II	
	Chronic Condition Care and Adult Chronic Condition And Ederley Care II	3
NPR105	Práctica Cuidado en Condiciones Médico-Quirúrgicas Agudas y Crónicas del Adulto y Envejeciente II	
	Chronic Condition Care and Adult Chronic Condition And Ederley Care II Practice	1
NSC106	Posología	
	Posology	2
NSC201	Proceso de Enfermería en Individuos con Alteraciones de Salud Mental	
	Nursing Process in Individuals with Mental Health Disorders	2
NPR 201	Práctica Proceso de Enfermería en Individuos con Alteraciones de Salud Mental	
	Nursing Process in Individuals with Mental Health Disorders Practice	1
NSC 204	Seminario Profesional	
	Professional Seminary	3
NSC 203	Farmacología para Enfermería	
	Pharmacy *for Nursing*	3
NSC 205	Enfermería en la Comunidad	
	Community Care Nursing	2
NPR 205	Práctica Enfermería en la Comunidad	
	Community Care Nursing Practice	1

	Total	**33**

E. ELECTIVA   3

	Total de Créditos	**73**

Associate Degree of Science
in
Nursing Sciences (ASNS)

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to verbal and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify the basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply the grammar rules in verbal and written communication.
8. Distinguish characteristics of the various literary categories.
9. Identify the principles of biology and its relevance to the contemporary world.
10. Identify the general concepts of the shape and function of the human body.
11. Know and understand the morphology and physiology of different systems.
12. Apply the basic concepts of Microbiology and its role in the care of patients.
13. Explain the functioning of an integrated business application program.
14. Mention the philosophical and historical evolution of nursing, including the diversity of roles and functions.
15. Master the basic techniques to offer individuals and families nursing care.
16. Identify the basic principles of prenatal, childbirth and post-partum care.
17. Demonstrate techniques to assist in the prenatal, delivery and post-partum care process.
18. Know the stages of growth and development of children and adolescents for the nursing clinical plan and the proper implementation of nursing care.
19. Distinguish the theoretical bases of growth and development of children and adolescents.
20. Apply skills to the acute and chronic conditions in children and adolescents, including child with disabilities.
21. Identify the care of elderly and adults patients with acute and chronic conditions.
22. Apply the knowledge in the care of adult and elderly patients with acute and chronic conditions.
23. Apply the concepts in the care of adults and elderly patients with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive, urinary and reproductive system problems.
24. Determine the procedures appropriate for the administration of medications in a safe manner following the proper precautions according to the age of the patient.
25. Distinguish the basic concepts related to patterns of behavior, history, recent trends, therapies, ethical-legal implications and community resources related to patients who have mental and emotional disorders within the context of nursing.
26. Apply knowledge in basic care to patients with mental and emotional disturbances, giving emphasis to the prevention and control of mental diseases.
27. Demonstrate knowledge of the documents needed to obtain license examination upon completion of the legal requirements, as stipulated by the Board of Examiners.
28. Mention the principles of drug administration emphasizing the pharmacodynamics and pharmacokinetic phases using the process of nursing.
29. Identify function of nursing in the community, including public health history.

30. Apply the knowledge in different scenarios where the professional nurse works such in: Home Care, hospices, senior homes, diagnostic centers, children's homes and day care.

GRADO ASOCIADO EN CIENCIAS EN SONOGRAFÍA MÉDICA (ASMS)

ASSOCIATE DEGREE OF SCIENCE IN MEDICAL SONOGRAPHY
http://www.icprjc.edu/seccion/programas/asociados/sonografia.htm

The study program duration is six (6) semesters equivalent to two (2) calendar years and has a requirement of seventy three (73) credits plus three (3) credits for the course *Introduction to Student Development*.

The program will offer students, through an interactive and dynamic way, the knowledge, principles and practices that rule the profession of Medical Sonography. Through an innovative curriculum, not only in presentation but also in practice, the students will acquire the skills related to the profession to serve in the medical health field with the professionalism and expertise that it demands. The program includes theoretical courses, where the students receive the necessary knowledge to practice the profession, and the clinical experience that will allow them to practice in the real world on what was learned at the classroom.

At the end of the program, the students will be prepared in all required competencies that will allow for their development and growth as professionals in the field of Medical Sonography.

A. CURSOS DE EDUCACIÓN GENERAL

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
ENG101-102	Inglés Básico I-II	
	Basic English I-II	6
HUM101	Humanidades I	
	Humanities I	3
ISD100	Introducción al Desarrollo Estudiantil	
	Introduction to Student Development	3*
MAT101	Matemática General	
	General Mathematics	3
PSY101	Psicología Básica	
	Basic Psychology	3
SPA101-102	Español Básico I-II	
	Basic Spanish I-II	6
	Total	24

* No se considera para puntos de honor. (No for honor points.)

B. CURSOS RELACIONADOS

BIO100	Biología Básica	
	Basic Biology	3
MIC105	Microbiología Básica	
	Basic Microbiology	3
ANF100	Anatomía y Fisiología Humana I	
	Human Anatomy and Physiology I	2
ANF105	Anatomía y Fisiología Humana II	
	Human Anatomy and Physiology II	2

CIS208	Manejo de Programas Comerciales	
	Use of Business Application Programs	3
	Total	13

C. CURSOS DE CONCENTRACIÓN

DMS101	Fundamentos de la Sonografía Médica	3
	Fundamentals of Medical Sonography	
DMS102	Patología Aplicada a la Sonografía Médica	3
	Pathology as Applied to Medical Sonograph	
DMS104	Física e Instrumentación de Ultrasonido I	3
	Physics and Ultrasound Intrumentation I	
DMS105	Física e Instrumentación de Ultrasonido II	3
	Physics and Ultrasound Intrumentation II	2
ANS201	Anatomía Seccional	2
	Sectional Anatomy	2
DMS201	Sonografía Abdominal	
	Abdominal Sonography	1
DMS21L	Laboratorio Sonografía Abdominal	
	Abdominal SonographyLaboratory	2
DMS202	Sonografía de Estructuras Superficiales	
	Superficial Structure Sonography	2
DMS22L	Laboratorio Sonografía de Estructuras Superficiales	
DMS203	Sonografía Ginecológica	1
	G*ynecology Sonography*	
DMS23L	Laboratorio de Sonografía Ginecológica	
	G*ynecology Sonography Laboratory*	2
DMS204	Sonografía Obstétrica	
	*Obstetric Sonogra*phy	1
DMS24L	Laboratorio de Sonografía Obstétrica	
	*Obstetric Sonogra*phy *Laboratory*	2
DMS205	Seminario Integrador	
	Integrative Seminary	3
DMS212	Cuidado al Paciente	
	Patient Care	
		30

D. PRÁCTICAS CLÍNICAS

DMS206	Práctica Clínica I	
	Clinic *Practice I*	2
DMS207	PrácticaClínica II	
	Clinic Practice II	2
DMS215	Práctica Clínica III	
	Clinic Practice III	2
	Total	6

E. ELECTIVA DIRIGIDA

F. TEM101   Terminología Médica
                 Medical Terminology   3

                                  Total de Créditos   **76**

Associate Degree of Science
in
Medical Sonography

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to oral and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitude towards studies to enable academic performance in a proper manner.
5. Identify the basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in verbal and written communication.
8. Distinguish characteristics of the various literary categories.
9. Identify the principles of biology and its relevance to the contemporary world.
10. Apply the basic concepts of Microbiology and its role in the care of patients.
11. Identify the general concepts of the shape and function of the human body.
12. Know and understand the morphology and physiology of different systems.
13. Explain the operation of an integrated business application program.
14. Discuss the medical terminology used in the field of medicine.
15. Recognize the relationship of anatomical structures in three dimensions.
16. Explain the basic theories of medical sonography.
17. Properly operate the sonographic equipment to obtain quality images.
18. Apply the use of the medical sonography in abdominal organs, superficial structures, pelvic and obstetrical studies.
19. Identify pathologies associated with the organs of the human body.
20. Explain the theoretical and practical concepts of physics in ultrasound.
21. Identify different types of transducers, the operation of ultrasound image systems, patterns of the ultrasound beam, bioeffects and devices.
22. Identify the concepts of medical sonography in abdominal organs including liver, gall bladder, pancreas, kidneys, spleen and vascular structures associated with abdominal organs.
23. Apply proper tracking and handling skills of sonographic equipment for the creation of sonographic abdominal studies.
24. Identify the concepts of medical sonography on superficial organs of the human body, such as: thyroid, parathyroid, breasts, testicles, prostate, penis, popliteal region, neonatal neurosonography and musculoskeletal.
25. Apply proper tracking and handling skills of sonographic equipment for the creation of surface structures sonographic studies.
26. Identify the concepts of medical sonography in the female reproductive organs. Includes anatomy, pathophysiology, analysis of images and differential diagnosis.
27. Apply proper tracking and handling skills of sonographic equipment for the creation of sonographic gynecological studies.
28. Identify the skills of the medical sonography in the different stages of pregnancy, from the embryonic stage to the fetal stage.
29. Apply proper tracking and handling skills of sonographic equipment for the creation of sonographic obstetrical studies.
30. Carry out research studies to expand their knowledge in medical sonography.
31. Apply their knowledge in the field of medical sonography in a real work scenario.

32. Demonstrate tracking skills and good management of the equipment in the creation of sonographic abdominal and superficial structures studies in real patients under the direct supervision of a medical Sonographer.
33. Execute all tasks related to daily operations of the Department of Sonography.
34. Apply the measures of safety and protection, both for adult patient or infant, and for Sonography technician.

The study program duration is six (6) semesters equivalent to two (2) calendar years and has a requirement of seventy one (71) credits plus three (3) credits for the course *Introduction to Student Development.*

The program contains courses in general education and related areas that reinforce the integral formation of the student as a person and individual. The student will be exposed to principles and concepts of related disciplines to criminal investigation and forensic science that will contribute to develop professionals with expertise on such matters.

At the end of the program, the student will be able to perform in positions such as Forensic Investigation Technician in all agencies of the Criminal Justice System in the United States and Puerto Rico. The student may also be able to perform in positions such as Prevention and Loss Technician, Prevention and Loss Investigator, Prevention and Loss Manager, Insurance Adjuster, Mortgage Fraud, Insurance Investigator, Security Manager, Fraud Investigator, and Fire Investigator among others.

A. CURSOS DE EDUCACIÓN GENERAL

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
ENG101-102	Inglés Básico I-II	
	Basic English I-II	6
HUM101	Humanidades I	
	Humanities I	3
ISD100	Introducción al Desarrollo Estudiantil	
	Introduction to Student Development	3*
MAT101	Matemática General	
	General Mathematics	3
PSY101	Psicología Básica	
	Basic Psychology	3
SPA101-102	Español Básico I-II	
	Basic Spanish I-II	6
	Total	**24**

* No se considera para puntos de honor. *(No for honor points.)*

B. CURSOS RELACIONADOS

BIO100	Biología Básica	
	Basic Biology	3
MIC105	Microbiología Básica	
	Basic Microbiology	3
ANF100	Anatomía y Fisiología Humana I	
	Human Anatomy and Physiology I	2
CHE201	Química	
	Chemistry	3
CSI 212	Sustancias Controladas	
	Controlled Substances	2
CIS208	Manejo de Programas Comerciales	
	Use of Business Application Programs	3
	Total	16

C. CURSOS DE CONCENTRACIÓN

CSI 101	Sistema de Justicia Criminal Procesal de Puerto Rico *Procedural Criminal Justice System in Puerto Rico*	3
CSI 102	Criminología y Perfiles Criminales *Criminology and Criminal Profiles*	2
CSI 103	Derecho Penal y Leyes Especiales *Criminal Law and Special Laws*	3
CSI 204	Procedimiento Criminal *Criminal Procedure*	3
CSI 205	Evidencia y Derecho Constitucional *Evidence and Constitutional Law*	3
CSI 206	Investigación Forense I: La Investigación Criminal *Forensic Investigation I: The Criminal Investigation*	3
CSI 207	Investigación Forense II: Criminalística *Forensic Investigation II: Criminology*	3
CSI 208	Dactiloscopia, Fotografía Forense y Otras Huellas *Fingerprint, Forensic Photography and Other Traces*	
CSI 209	Accidentología Vial *Road Accident Rates*	2
CSI 210	Entrevistas, Interrogatorios y Testimonio Pericial *Interviews, Interrogations and Expert Testimony*	3
CSI 215	Práctica Supervisada *Supervised Internship*	3
	Total	**31**

D. ELECTIVA DIRIGIDA

CSI 211	Documentoscopía *Forensic Documents Examination*	3
	Total de Créditos	**74**

Associate Degree of Science
in
Criminal Investigation and Forensic Sciences

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to verbal and written questions correctly.
3. Identify the first social relationships of primitive human society.
4. Demonstrate positive attitudes towards studies to enable academic performance in a proper manner.
5. Identify the basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
7. Apply grammar rules in verbal and written communication.
8. Distinguish characteristics of the various literary categories.
9. Identify the principles of biology and its relevance to the contemporary world.
10. Identify the general concepts of the shape and function of the human body.
11. Identify the historical development of the use and abuse of controlled substances, its scope and its effects.
12. Apply the basic concepts of Microbiology and its role in the care of the patient.
13. Explain the functioning of an integrated business application program.
14. Apply the basic concepts of general and organic chemistry such as: composition, properties of matter from the sub-atomic level to the macroscopic.
15. List the components of the Criminal Justice system in Puerto Rico and analyze how this is impacted by research and forensic sciences.
16. Recognize the causes of crime, as well as the characteristics of the criminals to develop the necessary profiles that facilitate the identification of one or more suspects.
17. Catalogue crimes that, according to the Puerto Rico Penal Code and the special laws, deserve an investigation based on forensic sciences.
18. Interpret the stages of the criminal procedure in Puerto Rico and how these integrate research and forensic sciences.
19. Verify the evidence obtained during an investigation to meet the criteria of the rules of evidence established by the Supreme Court of Puerto Rico.
20. Identify the historical development of criminal investigation, its importance, its concepts, its tenets, its scientific basis.
21. Mention all the procedures that are carried out for protection of the scene; the ocular inspection; lifting, packing, labeling and transportation of the evidence to the crime lab.
22. Reveal and lift fingerprints, as well as other traces, classify them and compare them to achieve the identification of one or more suspects.
23. Recognize the procedures related to the investigation of traffic accidents.
24. Distinguish between the interview and interrogation and assess the importance of expert testimony.
25. Show the necessary technical-scientific's expertise to analyze the authenticity or falsity of writings or documents.
26. Apply the skills and concepts acquired in participation of practical experiences.

GRADO ASOCIADO EN CIENCIAS EN TECNOLOGÍA RADIOLÓGICA DIAGNÓSTICA (ASRT)
ASSOCIATE DEGREE OF SCIENCE IN DIAGNOSTIC RADIOLOGY TECHNOLOGY
http://www.icprjc.edu/seccion/programas/asociados/radiología.htm

The study program duration is six (6) semesters equivalent to two (2) calendar years and has a requirement of seventy five (75) credits plus three (3) credits for the course *Introduction to Student Development*.

The program will offer students, in an interactive and dynamic manner, the knowledge, principles and practices that rule the profession of Diagnostic Radiology Technology. The program has as its objective to develop Radiology Technicians, which under the supervision of a Radiologist, are able to use ionized radiation to obtain images of structures and organs of the human body in hospitals or other medical health facilities. All candidates of this program must be 18 years old before conducting their first practice.

At the end of the program, the students will be prepared in all required competencies that will allow for their development and growth as professionals in the Diagnostic Radiology Technology field and to take the Board Certification Exam offered by the P.R. Examining Board of Radiology Technicians.

A. CURSOS DE EDUCACIÓN GENERAL

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
ENG101-102	Inglés Básico I-II	
	Basic English I-II	6
ISD100	Introducción al Desarrollo Estudiantil	
	Introduction to Student Development	3*
MAT101	Matemática General	
	General Mathematics	3
PSY101	Psicología Básica	
	Basic Psychology	3
SPA101-102	Español Básico I-II	
	Basic Spanish I-II	6
	Total	21

* No se considera para puntos de honor. (No for honor points.)

B. CURSOS RELACIONADOS

ANF106	Biología, Anatomía y Fisiología Radiológica I*	
	Biology, Anatomy and Radiological Physiology I	3
ANF107	Biología, Anatomía y Fisiología Radiológica II*	
	Biology, Anatomy and Radiological PhysiologyII	3
CIS208	Manejo de Programas Comerciales	
	Use of Business Application Programs	3
	Total	9

C. CURSOS DE CONCENTRACIÓN

RTE 101	Fundamentos de Radiología Médica *	
	Fundamentals of Medical Radiology	3
RTE102	Cuidado al Paciente*	
	Patient Care	3
RTE103	Terminología Medica y Patología Radiológica*	
	*Medical Terminology and Radiological Pathology**	3
RTE104	Posicionamiento y Procedimiento Radiológico I/LAB*	
	Radiological Positioning and Procedure I	4
RTE105	Posicionamiento y Procedimiento Radiológico II/LAB*	
	Radiological Positioning and Procedure II	4
RTE202	Posicionamiento y Procedimiento Radiológico III/LAB*	
	Radiological Positioning and Procedure III	4
RTE203	Exposicion, Procesado y Critica Radiologica/LAB*	
	Exposure, Processing and radiological critique	3
RTE205	Física Radiológica*	
	Radiological Physics	3
RTE206	Radiobiología	
	Radiobiology	3
RTE207	Modalidades diagnósticas especiales	
	Special diagnostic modalities	2
RTE212	Seminario Integrador	
	Integrated Seminar	3
	Total	35

D. PRÁCTICAS CLÍNICAS

RTE209	Práctica Clínica I**	
	Clinical Practice I	3
RTE211	Práctica Clínica II**	
	Clinical Practice II	3
RTE215	Práctica Clínica III**	
	Clinical Practice III	3
RTE217	Práctica Clínica IV**	
	Clinical Practice IV	4
	Total	13
	Total de Créditos	**78**

* El estudiante debe tener una nota mínima de C en los cursos.

** El estudiante debe tener una nota mínima de B en los cursos.

Associate Degree of Science

in

Diagnostic Radiology Technology

STUDENT LEARNING OUTCOMES

1. Use the correct verbal and written forms in the English language, to achieve objectives, to express opinions and to function as a productive citizen.
2. Understand readings in English language, respond to verbal and written questions correctly.
3. Apply grammar rules in verbal and written communication.
4. Distinguish characteristics of the various literary categories.
5. Demonstrate positive attitudes towards studies to enable academic performance in a proper manner.
6. Identify the basic skills of arithmetic, algebra and its application.
7. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development in human beings.
8. Explain the functioning of an integrated business application program.
9. Explain the structure and function of the cell.
10. Identify the general concepts of the shape and function of the human body.
11. Know and understand the morphology and physiology of different systems.
12. Recognize the importance of the radiology technician in health care.
13. Demonstrate appropriate skills for the care and protection of the patient, their family and the care staff.
14. Discuss the medical terminology used in the field of Radiology and the associated pathologies.
15. Apply the basic concepts of physics as: anatomical nature of matter, ionization, radioactivity, electromagnetic radiation, x-rays, radiologic imaging.
16. Demonstrate anatomical structures in x-ray films.
17. Determine factors of exposure to obtain quality images with a minimum of radioactive exposure.
18. Demonstrate positioning skills to produce diagnostic radiographs.
19. Operate equipment and accessories of radiological imaging.
20. Apply the attentions of care and radiation protection measures for patients, family and the members of the interdisciplinary team including the technician.
21. Describe the different special diagnostic modalities.
22. Apply the theory to the process of medical images.
23. Use effective communication skills with patients of diverse populations and the health care team.
24. Practice with a high sense of ethics and exemplary professionalism.
25. Demonstrate the required competencies in the license examination.

DESCRIPTION OF COURSES
ASSOCIATE DEGREES

*In accordance to Normative Policy 75FR66832, all associate degree courses must comply with 30 hours per credit in work outside the classroom.

Associate Degree

Course Description

ACC 101 INTRODUCTION TO ACCOUNTING I

4 credits

This course offers students the acquisition of basic accounting knowledge and skills applied to service companies as well as merchandising ones. Students will analyze transactions and register them in the general journal and transfer them to general ledger. Different financial statements such as income statements, balance sheet, cash flow statement, and stockholder equity are prepared and analyzed.

ACC 102 INTRODUCTION TO ACCOUNTING II

3 credits

Prerequisite: ACC 101
The course offers students the opportunity of analysis of accounts receivable and the preparation of special journals: cash flow, credit purchases, credits sale, and cash payments. It also familiarizes the student with different methods to value merchandise inventory and depreciation methods for long term assets. It also includes payroll preparation, and short and long term liability administration.

ACC 103 INTRODUCTION TO ACCOUNTING III

3 credits

Prerequisite: ACC 102
The course lets the student get acquainted with accounting procedures applicable to societies and corporations. Also, it includes description of stock holders equity composition, dividends distribution, bonus investment, and present value concept. The student will also get acquainted with cash flow statements.

ACC 201 INTERMEDIATE ACCOUNTING I

4 credits

Pre- requisite: ACC 103
The course provides the student with accounting theory taking in consideration the profession's standards, as the General Accepted Accounting Principles (GAAP). Also, diverse financial statement, and demonstration of the accounting cycle in a detailed way are analysed. Actives are valued and classified such as: cashbox, short term investments, account receivable and inventory.

ACC 202 INTERMEDIATE ACCOUNTING II

4 credits

Prerequisite: ACC 201
The course covers the analysis and valuation of long term intangible assets, the analysis of diverse creditor's claims and the accounting principles in pension plans, issuing and reacquisition of stock, and cash flow.

ACC 203*   **PUERTO RICO INCOME TAX**

LAB.   4 credits (75 hours)

Prerequisite: ACC 101

The course covers the general and updated description of Puerto Rico's tax system including the study of the classification of different income over which tax is determined and possible tax- payers deductions. The student is familiarized with forms, documents and prescribed procedures by the Treasury Department for the functioning of the tax system.

ACC 204*   **COST ACCOUNTING**

                                          3 credits

Prerequisite: ACC 201

The course covers the study of accounting systems applied to the manufacturing enterprise: cost accounting; the costs flow, accounting methods, how to maintain adequate registries, and the financial statements interpretation, etc.

ACC 205*   **COMPUTERIZED ACCOUNTING**

                                          3 credits

Prerequisite: ACC 102

The course covers the use, evaluation, and analysis of programming applied to the accounting field. The applications used in the course are similar to those found in the industry and private enterprise. A commercial accounting program is used which covers the complete accounting cycle of an enterprise. Includes 30 hours of specialized or closed laboratory.

ACC 220*   **SUPERVISED EXTERNAL PRACTICE**

                                          3 credits

Prerequisite: Major courses

The course allows registered students from the 5th term at the Institution apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

ANF105   **HUMAN ANATOMY AND PHISIOLOGY**

LAB   2 credits

Prerequisite: ANF 100

This course discusses the concepts related with the form and function of systems. Allows the student to know and comprehend the morphology and physiology of the different systems. Provides the necessary resources for the study of the circulatory, digestive, respiratory, endocrine, lymphatic and reproductive systems, from their basic physiologic, anatomic and histological factors.

ANF106   **RADIOLOGIC BIOLOGY, ANATOMY AND PHYSIOLOGY**

                                          3 credits

General biology and form and function of the body are discussed in this course. The cell, body tissues, genetic elements in plants and animals, as well as the human body organs and systems. Allows the students to know and comprehend cellular morphology and physiology. Provides the necessary resources for the study of the skeletal, muscular and digestive systems from their fundamental physiologic, anatomic and histological factors and to be able to identify them in a

radiologic image.

ANF107 RADIOLOGIC BIOLOGY, ANATOMY AND PHYSIOLOGY II

3 credits

This course discusses the general concepts of the form and function of body systems. Allows the students to know and comprehend the different systems morphology, from the biological point of view. Provides the necessary resources for the study of the circulatory, nervous, respiratory, endocrine, lymphatic and reproductive systems from their physiological, anatomical and histological fundamental factor and be able to identify them in a radiologic image.

ANS201 SECTIONAL ANATOMY

2 credits

Prerequisite: ANF100

This course prepares the students to understand the anatomical structures in three dimensions. The student will be able to identify anatomic structures in sectional images in a way he/she can develop a complete image of the normal anatomy of the body and it's more frequent variances.

BIO100 BASIC BIOLOGY

3 credits

The study of basic Biology concepts and its relevance to the contemporary world. Themes as basic and general principles about taxonomy, general human anatomy and physiology, biochemical processes at cellular level, environmental conservation and evolution, basic genetic principles, basic ecology principles and general concepts of the vegetal world and animal taxonomy.

CIS 101 INTRODUCTION TO DATA PROCESSING

3 credits

The course covers the study of fundamental concepts related to computer data processing. It also familiarizes the student with the use, management, and functioning of different equipment and software associated to computers.

CIS 103 INTRODUCTORY PROGRAMMING

3 credits

Prerequisite: CIS 101 and CIS 208
The course includes the study of Visual Basic language with emphasis on commands, and language syntax. Also covered is the analysis of problem, data, screen design, and the logic design for program codification.

CIS 105   **BASIC ELECTRONICS**

3 credits

The course provides the student with basic electricity and electronics concepts. Basic principles and fundamental electronic laws and different properties of electronic components will be studied. The student will learn to use different measurement instruments to determine current, voltage, resistance, potency, and circuit analysis.

CIS 106   **OPERATIONAL SYSTEMS**
LAB.   3 credits
Prerequisite: CIS 101
In this course, the student analyses, and evaluates different operational systems components. The student learns to distinguish different characteristics, similarities, and differences of the principal operational systems in use in business. The student will develop skills by applying the different commands required for the operation of the different systems.

CIS 108   **COMPUTATIONAL LOGIC**
LAB.   3 credits
The course familiarizes the student with the computational circuit use and functioning. Different market and sequential circuits will be studied. Includes 12 hours of open laboratory.

CIS 200   **COMPUTER INTERNAL STRUCTURE**
LAB.   **AND TROUBLESHOOTING I**

3 credits

Prerequisite: CIS 101 and CIS 208
The course covers the study of the way software and hardware work together. The student will develop the basic skills to work with the machine's hardware effectively.

CIS 203   **COMPUTER INTERNAL STRUCTURE**
LAB.   **AND TROUBLESHOOTING II**

3 credits

Prerequisite: CIS 101 and CIS 200
This course studies techniques used to make a computer functional through repairs and updates. The student will develop advanced skills to repair a computer's components. The course offers the student the opportunity to comprehend the machine's performance in a specific way.

CIS 208   **USE OF BUSINESS APPLICATION PROGRAMS**
LAB.   3 credits
The course covers the discussion and application of the basic concepts of different types of business application programs such as word processors, graphs programs, data base, spread sheets, and other programs which are in great demand in the market. It also includes programming through *Windows.* The student is trained to search and manage through the *World Wide Web (www)* such as electronic mail. It includes 30 hours of specialized or closed laboratory.

CIS 210   **LAPTOPS REPAIR**

Prerequisite   3 credits

Through this course the student will learn to diagnose, repair, and update different laptops components. Also, to recognize preventive service needs and maintenance methods.

CIS 211   **COMMUNICATION NETWORK**
LAB.   3 credits

Prerequisite: CIS 101

The course covers the study of everything related to a Local Area Network (LAN). It includes network topologies, physical transmission media, and the elements that make-up the network, basic commands, and management of the necessary equipment to operate it.

CIS 212   **COMMUNICATION NETWORK II**
LAB.   3 credits

Prerequisite: CIS 200 and CIS 211

In this course, the student will work with the network operational systems that exist in the market. The student will install, configure the server, and the work installations. The student will have the opportunity to administer the system, and its responsibilities. The student will learn to have control and supervision of the users and the resources. It includes 5 hours of open laboratory.

CIS 213*   **WWW AND DATA COMMUNICATION**
                                                    3 credits

Prerequisite: CIS 208 and CIS 211

The course covers the integration of the advanced concepts of business programs such as word processing, graphic presentations, data base, and spread sheets. It enables the student to search, manage, design and create web pages as well as design and create pages. The student will manage and create correspondence using electronic mail.

CIS 214*   **DATA BASE MANAGEMENT AND APPLICATION**
                                                    3 credits

Prerequisite: CIS 208

The course includes the application of data system, and its management. Problem analysis, program decoding, and the use of data base program to solve typical industry problems is included.

CIS 215*   **SYSTEM ANALYSIS AND DESIGN PROJECT**
                                                    3 credits

Prerequisite: CIS 214

The course covers the study of the stages in the life cycle of an information system, and the necessary process to analyze it. It includes carrying out viability studies, analysis and design concepts, for a managerial information system, organizational charts construction, computer equipment selection and design, and system evaluation.

CIS 217   TABLET AND SMARTPHONE REPARATION

3 credits

Prerequisite: CIS 200

The student will learn to diagnose and repair hardware and software problems in tablets and mobile phones. He will learn to diagnose, repair and replace different components of these equipment.

CIS 220*   SUPERVISED EXTERNAL PRACTICE

3 credits

Prerequisite: Major courses
The course allows registered students from the 5th term at the Institution to apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

CSI101   SYSTEM OF CRIMINAL AND PROCESSAL JUSTICE IN PR
            3 credits (45 hours)

This course introduces the student to the study of the four components of the basic Criminal Justice System. It will analyze their historical development, legal base and the actual organization and structure of the Police Department, Justice Department, Court of Justice System and the Department of Correction and Rehabilitation. The knowledge of the Forensic Sciences Institute is emphasized and a general vision of the function of the system is presented with the purpose of the definition of the necessary concepts to provide a better comprehension of the remaining courses of the concentration. The interrelation of the components of each department is evaluated.

CSI102   CRIMINOLOGY AND CRIMINAL PROFILES

2 credits

Prerequisite: CIS101, PSY101

In this course, we will study the causes of crime and juvenile delinquency. Criminal characteristics are identified. How to prevent and reduce crime incidence is analyzed. It especially emphasizes in the development of criminal profiles as a base to the study of serial killers. Basic concepts of Social Sciences and Forensic Psychology are discussed.

CSI103   CRIMINAL LAW AND SPECIAL LAWS

3 credits

Study and analysis of general principles of Puerto Rico's Criminal Law. In the special part of the Penal Code, we will select the crimes that due to their complexity, warrants scientific forensic investigation. Special laws related to domestic violence, child abuse and endangerment, guns, explosives, vehicles and transit, among others. Applicable jurisprudence is analyzed.

CSI204   CRIMINAL PROCEDURE

3 credits

Prerequisite: CSI101 and CSI103

The study of the penal process of persons accused of a crime, from the arrest to the conviction at a court of law. Processes executed before, during and after the trial are discussed. Applicable jurisprudence is analyzed.

CSI205   EVIDENCE AND CONSTITUTIONAL LAW

3 credits

Prerequisite: CSI101 and CSI103

General principles of Rules of Evidence that applies during the investigative stage and trial: pertinence, admissibility, authentication, privileges, testimonial evidence, proof order, direct and indirect evidence, opinions, demonstrative and scientific evidence, written contents, photos, recordings and electronic means. Applicable Constitutional warranties applicable are emphasized. Constitutional Law is studied.

CSI206   FORENSIC INVESTIGATION I: CRIMINAL INVESTIGATION

3 credits

This course studied the historic development of criminal investigation, its importance, its concepts, postulates, it scientific bases and the criminal investigator qualities and the investigative process in general; the proof value of evidence, the modus operandi, the laboratory investigation, the post investigation processes and the testimony of the investigator in court.

CSI207   FORENSIC INVESTIGATION II: CRIMINALISTIC

3 credits

The historical development of the forensic sciences is studied, identifying and describing each and of the disciplines that composes it. Crime scene investigation is emphasized, as the starting point of any investigation. Scene protection procedures are explained, ocular inspection, the evidence lifting, packaging, tagging and transportation of proof and evidence to the criminalistics laboratory. Evidence is analyzed to determine modus operandi and the possible identification of one or more suspects. Special attention to forensic technology.

CSI208   DACTOLOSCOPY, PHOTOGRAPHY AND OTHER PRINTS

3 credits

Prerequisite: CSI206

The study of the science of identification and classification of fingerprints, since its historic evolution to the methods and processes for the development of latent, as well as visible prints lifting. Forensic photography techniques are integrated, as well as the analysis of other prints, like spots and bodily fluids.

CIS209   **VIAL ACCIDENTOLOGY**

2 credits

This course provides the students with the opportunity to know the procedures related to transit accidents investigation. Concept definitions. Study of the human and vehicle factors. Accident scene observation, data recollection and report redaction and case analysis.

CSI210   **INTERVIEWS, INTERROGATORIES AND EXPERT TESTIMONY**

3 credits

Study of the legal methods used to obtain information from people. Civil rights protections during the interview and interrogatory is emphasized. Verbal and physical language is analyzed. The importance of the investigator's testimony in court is discussed, as well as the methods of proof utilized to interrogate experts.

CSI211   **DOCUMENTSCOPY**

3 credits

This is an elective course. The students are provided with the scientific-technology knowledge necessary to analyze the authenticity or falseness of scripts or documents. Graphology and documentoscopy.

CIS212   **CONTROLLED SUBSTANCES**

2 credits

Course related to the use and abuse of controlled substances like drugs and alcohol. Historic development of this problems is studied, its effects; drugs and their effects in human body are described. Special laws that regulate possession and use of drugs are analyzed. Investigation techniques related to the fight against illegal use and possession and the role of undercover agents.

CSI215   **SUPERVISED PRACTICE**

3 credits

Prerequisite: CSI102, CSI205, CSI207, CSI208

Internship in a concerned public or private agency, under the supervision of a professor under the concentration. This course offers the students the opportunity to participate of practical experiences to mature a professional and investigative attitude in the Forensic Sciences specialty. The student will acquire abilities in the application of the theoretical knowledge about substantive and processual penal law. The professor in charge will select the agency, in coordination with the practice center. The student's chores will be determined by the Liaison Supervisor of the agency where assigned. It is expected that the student will be familiarized with the realities of an actual practice center: the services provided, functions, problems and limitations and that he/she will be able to integrate his/her knowledge and abilities obtained in the classroom. The student must complete 135 practice hours during the semester. These hours will include the initial orientation, practice center attendance, group and individual meetings and the final meeting to discuss the acquired experiences.

DMS 101   FUNDAMENTALS OF MEDICAL SONOGRAPHY

3 credits

This course provides an introduction to the basic theories of Medical Sonography, including historical development, ultrasound terminology, sonographer - patient interaction - communication skills, techniques and sonographic protocols. Explains the definition of image quality, care of equipment and a summary of the applications of ultrasound in medical imaging

DMS102   MEDICAL SONOGRAPHY APPLIED PATHOLOGY

3 credits

This course will discuss the pathologies associated to the organs of the human body that can be evaluated by using medical sonography. Includes etiology, signs and symptoms, normal and pathological sonographic appearance and comparison with previous imaging studies. Medical terms related to the different pathologies and the protocols used for the evaluation of said conditions.

DMS 103   PHYSICS OF ULTRASOUND

3 credits

Prerequisite: DMS101

In this course students are trained to understand the theory and practice of physics of ultrasound and Doppler instrumentation concepts. The course emphasizes the processes produced between the interaction of the sound wave and the different tissues of the human body. Discusses ultrasound terminology, concepts sound wave, wave types and propagation media

DMS104   PHYSICS AND INSTRUMENTATION FOR ULTRASOUND I

3 credits

This course will enable the student to understand theoretical and practical concepts of the ultrasound and Doppler instrumentation. Emphasizes in the processes produced between the interaction of the sound wave and the different human body tissues. Discuss the ultrasound terminology, sound wave concepts and wave types and means of propagation.

DMS 14L   ULTRASOUND INSTRUMENTATION

2 credits

Prerequisite: DMS103

In this course, the student will know the different types of transducers, the operation of the ultrasound imaging systems, ultrasound beam patterns, bio-effects and artifacts. It emphasizes the different uses of sonography in a clinical setting and operation of the equipment.

DMS105   PHYSICS AND INSTRUMENTATION FOR ULTRASOUND II

3 credits

This course will focus on the different types of trans conductors, operation of ultrasound imaging systems, patrons of ultrasound beams, bio effects and artifacts. Emphasizes the different used of sonography in a clinic scenario and equipment operation.

DMS201   ABDOMINAL SONOGRAPHY

2 credits

This course discusses the study and application of medical sonography in the abdominal organs such as the liver, kidneys, spleen, gall bladder, pancreas and vascular structures associated to the abdominal organs. Includes normal anatomy versus abdominal pathologies, clinical signs and symptoms. Interpretation of laboratory values, image analysis and differential diagnosis. Include discussion of protocol techniques used in the realization of an abdominal sonogram and the difference in sonographic appearance presented by the abdominal organs. Doppler technique use is included as a training for the correct diagnosis of abdominal pathologies.

DMS21L   ABDOMINAL SONOGRAPHY LABORATORY

1 credit

Prerequisite: DMS101
Corequisite: DMS201

This course will expose the student to practical experience under the supervision of the professor. The student will develop tracking skills and the proper managing of sonographic equipment for the creation of abdominal sonographic studies that will allow the student to perform adequately in a real scenario.

DMS202   SUPERFICIAL STRUCTURES SONOGRAPHY

2 credits

Prerequisite: DMS201

This course will discuss the study and application of medical sonography in the superficial organs of the human body, such as: thyroid, parathyroid glands, breasts, prostate, testicles, penis, popliteal region, neonatal neurosonography, and muscle skeletal. Includes anatomy versus pathology, clinical signs and symptoms, value interpretation. Also, it discusses the protocol techniques utilized in the realization of a superficial structures sonogram.

DMS212   PATIENT'S CARE

2 credits

This course discusses the theoretical and practical elements related to the techniques for infection control and methods of aseptic in a clinical sonographer scenario to maintain a sterile working field. It also includes the appropriate techniques for safety and protection of the patient and the sonography technician as well as the preparation of the unit of study. The course includes skills of taking vital signs and offering vital bells and offering first aid in the event of an emergency.

DMS215   CLINICAL PRACTICE III

2 credits

Prerequisite: DMS2016, DMS207
Corequisite: DMS204, DMS24L
Clinical experience obtained in an assigned clinical setting. The student must demonstrate tracking skills and good equipment management in the performance of gynecological and obstetrical sonographer studies in real patients under minimal supervision of a medical sonographer. It is expected that the student be able to perform all tasks related to the daily functioning of the sonography department.

DMS22l   SUPERFICIAL STRUCTURES SONOGRAPHY LABORATORY

1 credit

Prerequisite: DSM201
Corequisite: DMS202

This course will expose the student to a practical experience under the direct supervision of the professor. The student will develop tracking skills and adequate use of the sonographic equipment for the creation of sonographic studies that will enable him/her to work adequately in areal scenario.

DMS203   GYNECOLOGIC SONOGRAPHY

2 credits

Prerequisite: DMS202, DMS22L
Corequisite: DMS23L

This course will discuss the study and application of medical sonography in the female reproductive organs. Includes anatomy, pathophysiology, imaging analysis and differential diagnosis. It will also discuss the protocol techniques utilized in the realization of a pelvic sonogram.

DMS23L   GYNECOLOGICAL SONOGRAPHY LABORATORY

1 credit

Prerequisite: DMS202, DMS22L
Corequisite: DMS203

This course exposes the student to practical experience under the direct supervision of the professor. The student will develop tracking skills and adequate use of the sonographic for the creation of g sonographic studies that allow them to work adequately in a real scenario.

DMS204   OBSTERICAL SONOGRAPHY

2 credits

Prerequisite: DMS203, DMS23L

This course will discuss the study and application of medical sonography in the different stages of pregnancy, from the embryo to the fetal stages. Also, it discusses the different pregnancy complications, for both the mother and the fetus that can be evaluated with the use of sonography. It also discusses the protocol techniques used in the realization of a obstetrical sonography, including fetal measures and complementary studies.

DMS24L   OBSTETRICAL SONOGRAPHY LABORATORY

1 credit

Prerequisite: DMS203, DMS23L
Corequisite: DMS2

This course exposes the student to the practical experience under the direct supervision of the professor. The student will develop tracking skills and adequate use of the sonographic equipment for the creation of obstetrical sonographic studies that will enable him/her to adequately perform in a real scenario.

DMS205   INTEGRATION SEMINAR

2 credits

Prerequisite: DMS 103, DMS202, DMS203

This course motivates the interest for the clinical investigation and the bibliography of themes related to medical sonography through the discussion of clinical cases and articles from professional publications and magazines. The student will develop an investigation work about a theme selected by him/her, under the professor evaluation criteria. This investigation is the final requisite for the final course.

DMS206   CLINICAL PRACTICE I

2 credits

Prerequisite: DMS 101, DMS201
Corequisite: DMS202, DMS22L

Clinical experience will be obtained in an assigned clinical scenario, under the supervision of a clinical instructor. The student will be exposed to the process of direct observation of an ultrasound laboratory that will include the interaction of the Sonographist with the patient.

DMS 207   CLINICAL PRACTICE II

2 credits

Clinical experience in an assigned clinical setting. The student must demonstrate skills tracking and good management team in performing abdominal sonographic studies and surface structures on real patients under the direct supervision of a medical sonographer. It is expected that the student can perform all tasks related to the daily operation of the department of sonography.

ECO 101   ECONOMY

3 credits

The course includes the study of functioning economical systems as a whole: principles, hypothesis, and theories to explain economical phenomenon. Themes like problems and specialization, interchange, offer, and demand and its effects on countries economy are covered.

ENG 101   BASIC ENGLISH I

3 credits

English 101 is designed to develop basic grammar skills for non-native speakers of English. The course stresses written and oral communication as a means of acquiring language proficiency. The grammar skills will be used in context for both written and oral expression. The course content is based on verb tenses and their related structures as being essential to oral and writing proficiency. The course will also provide students with opportunities to reflect on the differences between their native language and the English language.

ENG 102   **BASIC ENGLISH II**

3 credits

Prerequisite: ENG 101
This course is designed for non-native speakers of English. The general goal of the course is to provide students with the tools necessary to acquire a deeper command and fluency of the English language by refining the basic oral skills mastered in Basic English I, and to teach new skills in reading and writing. A variety of reading material will be introduced to stimulate an interest in reading and an appreciation for literary values. The course will focus on vocabulary development, both orally and writing, while fostering critical thinking in the students.

ENG 105   **CONVERSATIONAL ENGLISH**

3 credits

Prerequisite: ENG 101
This is an intensive course in English oral communications, designed to develop essentials speaking skills necessary for different social and business interaction situations.

ENG201   **BUSINESS ENGLISH**

3 credits

Prerequisite: ENG 101 and ENG 102
This course has been designed to give students a practical training in business communication in English, emphasizing the writing skills. People in the field of business need to present ideas clearly and persuasively. This course will enable students to meet the challenges they will find in business world. The course gives specific examples of different communication techniques and develops skills necessary for career success.

FIN 101   BUSINESS FINANCE

3 credits

Prerequisite: ACC 101
The course covers the study of the provision, administration, and distribution of business funds process. Also, it includes the study of different types of business with emphasis on modern corporation, and the analysis of the stages that promote, organize, expands, and/or liquidate a corporation. An exam of the duties that the finance manager of a business performs in the short, intermediate, and long term funds acquisition with emphasis on cost profit, sources, opportunities, and tax responsibility is reviewed.

FRE 101   **FRENCH**

3 credits

This course covers the teaching of particular French vocabulary and communication to use in the tourism industry. It emphasizes on the conversational aspect. The student should grasp all the terms that affect the message's satisfactory transmission. The purpose is to comprehend the information that the sender is trying to transmit. This course will provide the student basic French knowledge so as to have satisfactory interaction with this language's users.

GAS 101   SAFETY AND HEALTH BASICS

3 credits

This course includes the terminology, utensils and equipment associated with gastronomy, the ways of storage of the same, as well as the functions of a professional in this area. It studies the handling, manipulation and hygiene of foods and the safety measures that must be followed in a kitchen and the laws and regulations that govern them. It includes the study of the history of gastronomy.

GAS102   FOOD CONFECTIONING I

1 credit

Corequisite: GAS12L
Prerequisite: GAS101, MAT101

This course covers the methods and ingredients used for the development of a breakfast menu, soups, sauces, and pasta and rice dishes of all kinds. It includes the composition and its derivatives of the sauces that complement this food.

GAS 12L   FOOD PROCESSING LABORATORY I

2 credits

Corequisite: GAS102

In this laboratory students practice the skills of preparation, preparation, design and plate of a breakfast menu, pastas and rice with the corresponding broths and sauces that complement these foods.

GAS103   FOOD CONFECTIONING II

1 credit

This course covers the methods and foods used to develop hors d'oeuvres and a banquet menu. Emphasis is placed on the importance of planning a balanced menu.

GAS 13L   FOOD CONFECTIONING LABORATORY II

2 credits

Corequisite: GAS102

This course covers the methods and foods used to develop hors d'oeuvres and a banquet menu. Emphasis is placed on the importance of planning a balanced menu.

GAS104   ETHICAL AND LEGAL ASPECTS IN THE OPERATION OF A KITCHEN

3credits

The course is designed to give the student a general overview of the legal and ethical issues that arise in the food services sector. Students will apply the relevant laws to the industry and investigate the relationship of these laws to the administration of a food service area. In addition, they will be able to identify common ethical dilemmas found by the gastronomes; and the rationale, purpose and content of ethical codes and approaches to ethical decision-making.

GAS105   FOOD CONFECTIONING III

1 credit

Corequisite: GAS15L

This course covers the methods and foods used to develop a menu of meats, seafood and fish. It includes the classification and cuts of these proteins, as well as their forms and yield. It presents the differences between the same before and after their cooking.

GAS15L   FOOD CONFECTIONING III

2 credits

Corequisite: GAS105

In this laboratory, the students practice the skills of cutting, preparing, designing, and arranging a menu of meats, poultry, seafood and fish.

GAS106   STORAGE INVENTORY AND COST CONTROL

3 credits

In this course students acquire an understanding of the planning and control processes in the food and beverage industry including menu price, cost-volume-utility analysis, food, drink, and labor costs. Other covered principles include purchase procedures for service operations. Includes storage and inventory control modes.

GAS107   PUERTO RICAN AND LATIN GASTRONOMY

1 credit

In this course students acquire knowledge about the history of Puerto Rican gastronomy and typical recipes. Latin recipes are also integrated: from the Caribbean, South and Central America. The course allows the recipes to be compared according to the countries of origin.

GAS17L   PUERTO RICAN AND LATIN GASTRONOMY LABORATORY

2 credits

In this laboratory students practice the skills of confection, preparation and design and layout of typical menus from Puerto Rico, Caribbean, South America and Central America.

GAS 201   INTERNATIONAL GASTRONOMY

1 credit

Corequisite: GAS21 L

In this course, the students acquire knowledge about the history of the gastronomy of international countries and their impact on other cultures. Traditional and contemporary dishes from countries such as Russia, India, France, Spain, Italy and China among others are presented. In addition, it emphasizes in the ingredients profiles of tastes preparations and representative techniques of these cuisines.

GAS 21L   INTERNATIONAL GASTRONOMY LABORATORY

2 credits

Corequisite: GAS201

In this laboratory, the students will practice the confection, preparation, design and plating of traditional and contemporary menus in the international gastronomy of Russia, India, France, Spain, Italy and China among others.

GAS203   PRINCIPLES OF PASTRY

1 credit

Corequisite: GAS23L

This course discusses the fundamental concepts needed in the preparation of various desserts such as biscuits, cookies, cakes, puddings, mousse, desserts made in restaurants. The student is introduced to the skills and techniques of pastry. It is emphasized in the study of the ingredients, the identification of the product, the weight, the measures and equivalences that are applied to the baking, as well as the reading of recipes and formulas. It also includes the preparation and preparation of recipes for diabetics and vegetarians and the preparation of recipes gluten free, among other healthy recipes.

GAS23L   PASTRY LABORATORY

2 credits

Corequisite: GAS203

In this laboratory students practice the skills of confectioning, preparing and decorating desserts such as biscuits, cookies, cakes, puddings, mousse puddings and dessert sauces among others. In addition, the student will prepare and elaborate recipes for diabetics, vegetarians and gluten-free.

GAS 204   OENOLOGICAL CULTURE

3 credits

Corequisite: GAS24L

In this course, the student will learn about the cultivation, elaboration and pairings of wines. They will study about the most important vineyards around the world. They will also learn the correct winetasting and the appropriate glasses for serving each variety.

GAS 205   CUSTOMER SERVICE

3 credits

This course examines the role of service in the food industry, including table service. Students explore how to deliver quality service through the use of case studies and hypothetical scenario. The course includes the training and development of employees from a strategic and operational perspective. In addition, we study the best rated restaurants for quality of service.

GAS 206   SPECIAL MODALITIES OF FOOD SERVICE AND EVENT COORDINATION

1 credit

Corequisite: GAS206

This course provides the student with skills and knowledge about the organization, teams and responsibilities within the Garde Manger area. They make sandwiches, salads, as well as the basic elements of cold cuts (charcuterie). The student is also introduced in the preparation of trays of cold and hot entrees, decorations in fruits and the management of different social activities.

GAS26L   LABORATORY OF SPECIAL MODALITIES

2 credits

Corequisite: GAS206

This course provides the student with skills and knowledge about the organization, equipment and responsibilities within the *Garde Manger* area. They will elaborate sandwiches, salads as well as the basic elements of cold cuts (*charcuterie*), also introduces the student in the preparation of trays of cold and hot entremeses, decorations in fruits and the management of different social activities.

GAS207 ADMINISTRATION, PREPARATION AND BEVERAGE SERVICES

1 credits

Corequisite: GAS27L

This course includes the study of the process of elaboration and service of drinks: as liquors, beers and soft drinks. In addition, we will work with roles and responsibilities in the area of beverage services in a restaurant and the laws and regulations governing the sale of alcoholic beverages. It introduces the correct way to make purchases inside the area of drinks and the necessary equipment to be able to work a bar (glasses, glasses, others).

HMN 101   HOTEL ADMINISTRATION I

3 credits

This course familiarizes the Restaurant and Hotel Administration student with the hospitality area. It emphasizes practical skills and technical knowledge required to work in the hotel industry. Basic management principles related to different hotel departments are discussed.

HMN 102   HOTEL ADMINISTRATION II

3 credits

Prerequisite: HMN 101
The student will acquire general knowledge of the accounting, human resources, banquet, and casino departments. Themes like design, organizational map, and the development of each operational area of the hotel will be discussed.

**HMN 15L   FOOD AND BEVERAGE SERVICE
LAB**   3 credits
Prerequisite: HMN 101
It provides the student with the basic skills in food and beverage service, and the administrative knowledge in these services. It prepares the student to coordinate multiple activities with efficiency, and detail attention, employee supervision, and to acquire sensibility and initiative to offer quality service.

Laws and rules in the food industry, related to food management, contamination, illnesses and government agencies dealing with food security are discussed. Also, basic concepts and principles in nutrition, types of nutrients, calories, nutritional pyramid, menu design, and diet classification, among others are included. It includes 30 hours of specialized closed laboratory.

HMN 105   RESTAURANT ADMINISTRATION
LAB   3 credits
Prerequisite: HMN 101
The student will acquire general restaurant administration knowledge and skills related to the purchasing process, inventory, cash register management, laws and permits of Puerto Rico government, and personnel training. It includes 30 hours of specialized closed laboratory.

HMN 201   EVENT COORDINATION AND PLANNING
                                                                                     3 credits
This course provides students the necessary knowledge and skills to develop event planning and coordination such as: conventions, expos, and meetings in and out of the hotel industry. Also, the history, tendencies and terminology in the event coordination industry is discussed.

HMN 204   BANQUETS
                                                                                     3 credits
This course prepares the student to develop skills to improve stations in the culinary world. Also, to learn confection and practice new techniques, and learn about tendencies and existing tastes in the principal kitchens in the world. Necessary tools are provided to create diverse dishes including cold stations, fruit sculptures, and cold tapas.

HMN 206   FISH AND MEAT PRODUCTION
                                                                                     3 credits
This course provides students the knowledge and fundamental techniques for the preparation of meats and fish in the professional kitchen. Emphasizing also on the knowledge and application of hygiene norms and rules to avoid contamination and maximize product efficiency.

HMN 210   BAKERY AND PASTRIES
                                                                                     3 credits
This course studies basic principles and techniques for bread and pastries preparation. Emphasizes on skills for baking, bread decorating, cookies, and sweets. Other themes such as equipment, materials, tools, measuring system, baking terminology, and baking and pastries costs are discussed.

HMN 220*   SUPERVISED EXTERNAL PRACTICE
                                                                                     3 credits
Prerequisite: Major courses
The course allows registered students from the 5th term at the Institution to apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

HUM 101   HUMANITIES I
                                                                                     3 credits
The course covers the geographical, historical, economical, political, social and cultural study of the occidental society from Prehistory to the Middle Ages. General exam of diverse manifestations of the occidental arts and philosophy is also included.

ISD 100   **INTRODUCTION TO STUDENT DEVELOPMENT**

3 credits (not for honor points)

The course covers the study of principles and practices for the transition to a successful adaptation to university life. The acquisition of knowledge and development of skills and attitudes for the academic and personal environment is discussed. Students will also acquire strategies for self-evaluation and self-esteem, values, ethics, studying techniques, problem solving and decision making; successful communication skills, and time management.

NSC101   **FUNDAMENTALS OF NURSING**

3 credits

Corequisite: NSC 11L

In this course, the historical and philosophical evolution of nursing is discussed, including the diversity of roles and functions. The application of theoretical principles of the nursing process is studied. It also describes the basic medical terminology and an overview of disease processes. Discussion of concepts, values, legal and ethical issues related communication practice included. It describes and discusses the functions and standards of the profession within the health team and basic skills needed in the performance of their duties of nursing graduate.

Practical concepts in personal hygiene, body mechanics, aseptic principles, active and passive movements, preventing ulcers, taking vital signs and weight are discussed. In addition, you get the theoretical and practical knowledge in the documentation of records, aspects of comfort, rest, sleep and principles related to the settlement of the patient's unit. Students must complete 60 hours of Laboratory Skills.

NSC 11L   **LABORATORY NURSING BASES**

2 credits

Corequisite: NSC101

In this course, the theoretical principles of nursing process are applied. In addition, basic medical terminology in disease processes is used. Legal ethics of the profession practiced, including HIPAA. Functions and standards of the profession within the health team and apply basic skills needed in the performance of their functions develop nursing graduate. Body mechanics, aseptic principles, active and passive movements and arrangement of the patient is evaluated. Prevention of ulcers is identified. Taking vital signs and weight is practiced. In addition, it begins with documentation of records.

NSC102   **CARE OF MOTHER AND THE NEWBORN**

2 credits

Corequisite: NPR 102

Through this course the student identifies the basic principles of prenatal care, childbirth and postpartum. The intervention is focused on care during normal pregnancy, childbirth and in acute situations that affect pregnancy, childbirth and newborn. the estimate, nursing diagnosis, expected results and evaluation of nursing care is emphasized. specific conditions, medical treatment and nursing care are discussed. the normal process of pregnancy and conditions that require intervention

occurs. self-care and nursing care component is emphasized. Students must complete 45 hours of clinical practice.

NPR 102   PRACTICE CARE OF MOTHER AND THE NEWBORN

1 Credit

 Corequisite: NSC102

Through this course the student must complete 45 hours of clinical practice in Care Maternal and Newborn. During the practice, the student can identify the basic principles of prenatal care, delivery and post -partum. The intervention is focused on care during normal pregnancy, childbirth and in acute situations that affect pregnancy, childbirth and newborn. It should identify the diagnosis and expected results (prognosis of the patient). Identify treatments for specific conditions and care they should have. Identifies the normal process of pregnancy and mentions the conditions that require intervention, emphasizing self-care as a component of nursing care. The student will interview the pregnant woman to complete history.

NSC103   CHILD AND ADOLESCENT CARE

2 credits

Corequisite: NPR103

In this course, the stages of growth and development of children and adolescents for clinical estimate and proper implementation of nursing care are studied. the discussion of chronic and acute conditions child is included and adolescents, including children with disabilities. Focuses on the most common health states according to their stage of growth and development without losing the individuality of it within the family and social context. different communication strategies are analyzed and how do you help in the therapeutic care. Students must complete 45 hours of clinical practice.

NPR 103   CARE PRACTICE IN CHILD AND ADOLESCENT

1 credit

Corequisite: NSC103

In this course, the student must complete 45 hours clinical practice. In addition, the stages of growth and development of children and adolescents for proper implementation of nursing care are reviewed. skills for acute and chronic conditions of children and adolescents apply, including children with disabilities. Similarly, the most common health states according to the stage of growth and development without losing the individuality of it within the family and social context are analyzed. different communication strategies are implemented, helping to turn in the therapeutic care. The student will participate in the interview the mother to complete pediatric history; during the admission process.

NSC104   CARE AND SURGICAL MEDICAL CONDITIONS ACUTE
AND CHRONIC ADULT AND ELDERLY I

3 credits

Corequisite: NPR 104

In this course, the student reviews the stages of growth and adult development and aging. Acquires knowledge in the care of adults and seniors with acute and chronic conditions. the study of knowledge of pathology, methods of prevention and nursing activities to develop the concept of self-care and health prevention is included. Students must complete 45 hours of clinical practice.

**NPR 104   PRACTICE AND MEDICAL - SURGICAL CARE CONDITIONS AND
CHRONIC ADULT ACUTE AND AGING 1**

1 credit

Corequisite: NSC104

The student reviews the stages of growth and adult development and aging. Apply the knowledge in the care of adults and seniors with acute and chronic conditions. On the other hand, applies the knowledge of pathology, methods of prevention and nursing activities to develop the concept of self-care and health prevention.

**NSC 105   CARE SURGICAL MEDICAL CONDITIONS ACUTE AND
CHRONIC ADULT AND ELDERLY II**

3 créditos

Prerequisite: NSC104
Corequisite: NPR 105

In this course, students acquire knowledge in the care of adults and seniors with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive problems, urinary and reproductive system. the study of knowledge of pathology, methods of prevention and nursing activities to develop the concept of self-care and health prevention is included. Students must complete 45 hours of clinical practice.

**NPR 105   PRACTICE SURGICAL MEDICAL CONDITIONS ACUTE AND
CHRONIC ADULT AND ELDERLY II**

1 credit

Corequisite: NSC105

In this course, the student applies knowledge in the care of adults and seniors with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive problems, urinary and reproductive system. In addition, knowledge of pathology, methods of prevention and nursing activities apply to develop the concept of self-care and health prevention

NSC 106   Dosage.

2 Credits

In this course, the dosage and procedures for administering medications to the patient is discussed. The appropriate dosage to the patient's age is included. In addition, the calculation for the administration of oral, injectable and intravenous medications safely and precautions administration is included.

**NSC 201   NURSING PROCESS IN INDIVIDUALS WITH MENTAL
HEALTH DISORDERS**

2 credits

Corequisite: NPR 201

This course covers the basic concepts related to patterns of behavior, history, recent trends, therapies, ethical and legal implications and community resources related to patients with mental and emotional disturbances within the context of nursing are discussed. the neuropathology is

studied in the context of growth and development. basic care to patients with mental and emotional disturbances will be studied, giving emphasis to prevention and control of mental illness. nursing participation as a member of the health team in planning and customer care mental health and psychiatry is discussed. Students must complete 45 hours of clinical practice, as assigned by their teacher.

NPR 201   PRACTICE IN NURSING PROCESS IN INDIVIDUALS MENTAL HEALTH DISORDERS

1 Credit

Corequisite: NSC201

This course covers the basic concepts related to patterns of behavior are reviewed. Also, they observed in clinical practice neuropathologist in the context of growth and development. Like, basic care to patients with mental and emotional disturbances practice, giving emphasis to prevention and control of mental illness. nursing participation as a member of the health team in planning and customer care mental health and psychiatry is implemented

NSC202   PROFESSIONAL SEMINAR

2 credits

This course aims to strengthen the nursing process, according to the regulations of the profession. In addition, all laws governing the profession will be integrated. the issues to be evaluated in the revalidation graduates to practice as nurses will be discussed.

NSC203   PHARMACOLOGY FOR NURSING

3 credits

This course offers students the principles of drug administration emphasizing the pharmacodynamics and pharmacokinetics phases by using the Nursing Process. classification systems medications, doses, routes and terminologies are discussed. It will use the principles of basic math and preparation of different classifications and drug dosage according to body systems through the cycle of life. security measures in the administration of drugs is emphasized.

NSC205   COMMUNITY NURSING

2 credits

Corequisite: NPR 205
In this course concepts related to nursing roles in the community are discussed, including the history of public health. emphasis on promotion and health prevention is provided. Home Care, Hospices, nursing homes, centers Diagnostics, children's homes and Day Care: the different scenarios where the nurse practice, such as plays are identified. Differentiate public health services categories based on primary prevention, secondary and tertiary diseases. Students must complete 45 hours of community practice.

NPR 205   NURSING PRACTICE IN THE COMMUNITY

1 Credit

Corequisite: NSC205

emphasis on promotion and health prevention is provided. Home Care, Hospices, nursing homes, centers Diagnostics, children's homes and Day Care: different scenarios where professional nurse, such as plays are visited. On the other hand, public health services categories based on primary prevention, secondary and tertiary diseases differ.

MAT 101   **GENERAL MATHEMATICS**

3 credits

The course is a recapitulation of the basic mathematical skills: common fractions, decimals, integers, percentages, exponents, square root, variables, linear equations with one variable, verbal problems, reasons, and proportions.

MAT 201   **MATHEMATICS FOR COMPUTER APPLICATIONS**

3 credits

Prerequisite: MAT 101
This course guides the students in the acquisition of mathematical, statistical, and analytical foundation to help in the creation and design of computer programs.

MBA 102   **MEDICAL BILLING ADMINISTRATIVE PRINCIPLES**

3 credits

This course prepares students to work in a medical office. Identification of different health profession branches and personnel administration and identification of different existing health plans in Puerto Rico are included. Includes review of laws and rules that control health care, emphasizing in related ethical and legal principles.

MBA 104   **HUMAN ANATOMY MEDICAL TERMINOLOGY**

3 credits

Prerequisite: MBA 102
This course familiarizes the student with the human body anatomy, its organization, and functioning. The human body systems and technical vocabulary necessary to facilitate medical billing for all health areas are studied.

MBA 108   **MEDICAL UNIVERSAL CODIFICATION I**

3 credits

Prerequisite: MBA 102 and MBA 104
This course emphasizes codification knowledge and skills development for clinical diagnosis and medical pathologies. ICD-9 universal book is used for codes assignment for diagnosis, according to Federal Law HIPAA.

MBA 109   **MEDICAL UNIVERSAL CODIFICATION II**

3 credits

Prerequisite: MBA 102 and MBA 104
The course emphasizes on knowledge and skills development for codification services and procedures in medical offices. Codification for surgeries, anesthesia, clinical laboratories, and x-rays are assigned. Materials used are those assigned by the Federal Law HIPAA CPT-4.

MBA 204   **MEDICAL BILLING SERVICES**

3 credits

Prerequisite: MBA 108 and MBA 109

This course studies how to generate and process a claim to a plan or health insurance for offered services by a medical services provider. Guides are followed and processes established by insurance companies and the federal government as well as medical billing applicable laws. It prepares the student for specific skills for establishing effective relation between medical service provider, and the health insurance company. Documents emitted for companies to offer follow up and billing adjustment are identified.

MBA 205   **DENTAL BILLING SERVICES**

3 credits

Prerequisite: MBA 108 and MBA 109
This course prepares the student to identify and classify anatomical parts in the mouth in children and adults and its relation to dental billing claims. Emphasizes on the necessary components to correctly complete the ADA universal form and the CDT study.

MBA 24L   **MEDICAL BILLING SERVICES LABORATORY**
LAB   3 credits
Prerequisite: MBA 204
The course provides the students the opportunity to apply the knowledge and skills necessary to practice electronic medical billing as well as related vocabulary. Emphasis is on electronic projects presented by government entities such as Medicare, Puerto Rico Health Reform, among others. The student will apply learned knowledge through the use of forms and corresponding computerized systems for medical billing services. It includes 90 hours of specialized closed laboratory.

MBA 25L   **DENTAL BILLING SERVICES LABORATORY**
LAB

3 credits

This course provides the students the opportunity to apply the skills necessary to practice electronic dental medical billing. It permits accounts revision, deductible establishment, co- insured and CDT applications on preventive and restorative procedures. The student will apply learned knowledge by using the ADA form, payment analysis and computerized dental billing programs. It includes 90 hours of specialized closed laboratory.

MBA 26L   **ELECTRONIC MEDICAL RECORD**
LAB   3 credits
This course provides the students the opportunity to apply necessary skills for electronic record practice as well as related vocabulary. It focuses on privacy, confidentiality, and security standards for medical files according to law HIPAA. The student will apply learned knowledge through forms use and computerized programs corresponding to medical files maintenance.

MBA 220*   **SUPERVISED EXTERNAL PRACTICE**

3 credits

Prerequisite: Major courses
The course allows registered students from the 5th term at the Institution to apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

MKT 201   **PRINCIPLES OF MARKETING I**

3 credits

The course covers identification of market, goals, and segmentation of strategies, and consumer's conduct analysis. The study of strategies used with regard to brands, pricing, distribution, and promotion are included.

MKT 202   **MANAGEMENT OF MARKETING**

3 credits

Prerequisite: MKT 201
The course includes, the identification of methods used for price settlement, and the factors that intervene in this process. Selection of the appropriate distribution channels for product or service marketing, analysis of the product's life cycle and new products, and the knowledge of the goods and services promotion components are covered.

MKT 203   **CONSUMER BEHAVIOR**

3 credits

Prerequisite: MKT 202
This course includes analysis of the decision process that the consumers uses to go through a purchase. Identification of the situation's psychological factors and the information that influence the consumer's behavior, through the use of effective market segmentation is analyzed.

MKT 204*   **PROMOTION**

3 credits

Prerequisite: MKT 201
The course covers the study of different promotional stages: paid and non-paid advertising, personal sales, sales promotion, public relations, and the new telemarketing tendencies through the mail. The application and integration of these concepts are emphasized within the marketing system to reach an organization's goals, and objective achievement.

MKT 208*   **MARKETING TOURISM**

3 credits

Prerequisite: PRT 101, 102 and 11L
This is a specialized course that studies themes related to marketing tourism, service marketing, international marketing, consumer behavior; trips and sales.

MKT 210*   **WORLDWIDE MARKETING**

3 credits

Prerequisite: MKT 201
The course covers the study of the factors that affect commercial relations between world countries. It emphasizes on cultural aspects, its influence in consumer behavior, and the success or failure of international enterprises. It gives special attention to the development of marketing blends.

MNG 201   **ADMINISTRATION AND MANAGEMENT I**

3 credits

The course is an introduction to the basic principles highlighting the planning and organizing techniques in the business environment. It includes the theoretical approach of the organization

and the functions that are part of the general process. The course applies the knowledge acquired in the field of management to real and hypothetical cases in order to enhance the managerial skills necessary for the administration and direction of a business.

MNG 202   ADMINISTRATION AND MANAGEMENT II
<div align="right">3 credits</div>

Prerequisite: MNG 201
The course covers the study of the managerial function of organization, direction and control. As part of the organization process, the student will be in contact with topics such as: different kinds of authority, control techniques, types of departments, and informal organization. The course also describes different motivation, communication, and leadership techniques necessary for the administration of human resources, and for attaining organizational goals. Knowledge acquired will be used in the practice of case solving and managerial problems.

MNG 203*   HUMAN RESOURCES MANAGEMENT
<div align="right">3 credits</div>

The course covers the analysis of human resources management basic processes, such as: recruiting, selection, human resources planning, and administration of wages and salaries.

MNG 205*   SMALL BUSINESS ENTREPRENEURSHIP
<div align="right">3 credits</div>

This course trains the student to effectively establish, direct, and administer a small business. The student will be acquainted with all areas necessary to create and administer his own business. Areas such as: business performance, permission slips, laws applied to business and marketing are studied.

MNG 220*   SUPERVISED EXTERNAL PRACTICE
<div align="right">3 credits</div>

Prerequisite: Major courses
The course allows registered students from the 5th term at the Institution to apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

MOA 109   AUDITING AND MANAGEMENT
<div align="right">3 credits</div>

Prerequisite: MBA 205
This course prepares students with specific skills to establish effective relationship between medical service provider, health care company, and regulatory agencies. It provides follow up tools, applications, adjustments or changes, and claims among other related documents. Emphasis on auditing services and medical procedures taking into consideration reconciliations, utilizations, and authorizations is covered.

**OSY101   KEYBOARDING
LAB**
<div align="right">3 credits</div>

Course covers basic training of alphabetic, numerical, and symbol keyboard. Training, use, and management of the machine's operational parts, correct keyboarding, techniques, proofreading, and punctuation signs use is included. Also, is writing of personal letter, and its essential parts, and the words division. The objective is the development of speed and accuracy, good working habits, and the basic techniques. It includes 30 hours of specialized closed laboratory.

OSY102   PRODUCTION I
LAB   3 credits
Pre –requisite: OSY 101
This course continues on the development of speed, accuracy and proofreading skills through execution of typed work and skills test. It also includes the execution of typed work such as: manuscript, simple tables with column titles, personal letter, business letter, envelopes, memos, covers, reports with or without references, and sketches. It includes 30 hours of specialized closed laboratory.

OSY 105   ADVANCED COMMERCIAL APPLICATIONS
                                                                                 3 credits
Prerequisite: OSY 101 and CIS 208
This course will develop advanced necessary skills for commercial applications such as: Excel, Access and Outlook. Emphasis is placed on norms and practices for documents maintenance and conservation.

OSY 106   RECORDS MANAGEMENT
                                                                                 3 credits
The course covers the detailed and applied study of the most recent rules in the necessary procedures for custody and management of a business or institution's documents. Also included is the study of four document conservation modern systems: alphabetical, geographical, numerical, and thematically. Accepted norms and practices in the document management and conservation are emphasized using electronic systems.

OSY 107   ADMINISTRATION AND OFFICE PROCEDURES
                                                                                 3 credits
Prerequisite: OSY 201 and WPR 209
The course covers the study of the information of a modern office, the office's technological changes, decision making, skills refinement, attitudes, and basic task procedures. Emphasis is also on office ethics concept, and the importance and role of the administrative personnel. Ethical controversies are studied in areas such as health care and its implications on society.

OSY 201   PRODUCTION II
LAB   3 credits
Prerequisite: OSY 102
In this course task quality and production are emphasized. Exercises to increase and improve speed, accuracy and document production are included such as: invoices, requisitions, purchase orders, memos, financial reports on spread sheets, job applications, resumes, manuscripts, complex tabulations, special letters, merge, legal documents, agendas, minutes, among others. It includes 30 hours of specialized closed laboratory.

OSY 204   LEGAL DOCUMENTS TERMINOLOGY AND PRODUCTION
                                                                                 3 credits
Prerequisite: OSY 201
In this course, the legal terminology is studied and the student works on legal documents production. Legal documents production, accuracy, and proofreading are emphasized. Legal documents such as: certifications, motion, power of attorney, proclamations, sworn statement

deeds, wills, demands, among other documents generated at a legal office.

OSY 205   **SPANISH SPEEDWRITING**

3 credits

This course covers the study of theoretical principles and fundamental rules in the Spanish speedwriting system. The practice of reading and writing of abbreviations and symbols is a necessary skill for note taking and transcription with emphasis on speed, and accuracy, orthographical correction, and other grammatical aspects.

OSY 209   **SPANISH TRANSCRIPTION I**

3 Credits

Prerequisite: OSY 102 and OSY 205
The course covers the intensive study of the Spanish transcription principles. Also, the application of the spelling, punctuation, vocabulary, and other aspects of the Spanish language to achieve an acceptable transcription in commercial correspondence.

OSY 220*   **SUPERVISED EXTERNAL PRACTICE**

3 credits

Prerequisite: Major courses
The course allows registered students from the 5th term at the Institution to apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

PRT 101   **PUERTO RICO TOURISM I**

3 credits

The course focuses on the study of the tourism industry in Puerto Rico and its related personnel. Also, themes such as: town origin, Puerto Rico's geological formation, geographical characteristics, nationality concept, and the national symbols are discussed.

PRT 102   **PUERTO RICO TOURISM II**

3 credits

The course focuses in the history of Puerto Rico including the study of field trips techniques, the foundation of Puerto Rico's history, and presentation of tourist regions of Puerto Rico.

PRT 11L   **PUERTO RICO TOURISM LABORATORY**
LAB   2 credits
Prerequisite: PRT 101
This course was designed jointly with the Puerto Rico Tourism Department. The student will do research work and laboratory in the tourist interests in Puerto Rico. The student will serve as tour guide of a tourist area of Puerto Rico. It includes 30 hours of specialized closed laboratory.

PSY 101   **BASIC PSYCHOLOGY**

3 credits

This course covers the study of basic psychology concepts on human relations. It integrates psychology concepts and biological components of human behavior, theories, and psychological models, conduct modification, among others.

SPA 101   **BASIC SPANISH I**

                                                    3 credits

The course covers the study of history and grammar in the Spanish language. Fortifying oral and written communication through literary texts analysis and the Spanish grammar study and practice is included.

SPA 102   **BASIC SPANISH II**

                                                    3 credits

Prerequisite: SPA 101
The course covers the study of Spanish texts and literary genres. Also, the integration of esthetics values reflexion and sociocultural classification, analysis, and grammatical skills broadening for creative writing is included.

SPA 201   **BUSINESS SPANISH**

                                                    3 credits

Prerequisite: SPA 101 and SPA 102
A multidiciplinary course in which psychology, logic, and grammar in business composition are integrated for different types and styles of business correspondence.

TUR 101   **INTRODUCTION TO TRAVEL AND TOURISM**

                                                    3 credits

In this course, the student will be familiarized with the dynamics and functions of the personnel involved in different tourism areas. The student will develop theoretical skills and practices necessary to work in the competitive tourism industry and will learn tourism origins and its anthropologic focus.

TUR 102   **WORLD AND LOCAL GEOGRAPHY**

                                                    3 credits

In this course, world and local geography are analyzed, and the relationship with the tourism industry. Place, climate, culture, population, and natural resources of different countries including Puerto Rico are studied. The physical-political geography is known by using maps and audiovisual resources that will lead to identification and localization of great geopolitical divisions in the world.

TUR 104   **ECO-TOURISM AND ADVENTURE TOURISM**

                                                    3 credits

The course covers initial studies of fundamental ecotourism principles, emphasizing conservation, education, traveler responsibility and active community participation.

TUR 106   **COMPUTER RESERVATION SYSTEM**

                                                    4 credits

Prerequisite: TUR 103
The student will use the computerized reservation system SABRE. This is the system most widely used by Travel Agencies, and commercial Airlines. The objective of the course is that the student completes the PNR of a reservation. It includes 30 hours of specialized closed laboratory.

TUR 220*   **SUPERVISED EXTERNAL PRACTICE**

3 credits

Prerequisite: Major courses

The course allows registered students from the 5th term at the Institution to apply classroom acquired knowledge and skills in a different real life situation in their specialty area.

WPR 209   **ADVERTISING DESIGN FOR OFFICE**

3 credits

Prerequisite: OSY 201

The course covers the basic concepts in computer publication designs. The student will be trained in design, creation, and production of office publications such as: letterheads, bulletins, announcements, invitations, agendas, programs, brochures, and professional magazines, among others.

PROFESSIONAL CERTIFICATE PROGRAMS

Professional Certificate In
Culinary Arts (CAC)

http://www.icprjc.edu/seccion/programas/certificados/artesculinarias.htm

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year. The Culinary Arts Professional Certificate Program has the objective of developing skills and knowledge related to culinary arts. This program studies preparation and design of different recipes and menus. The student will also learn to prepare traditional and international recipes. Health laws and rules in the hotel industry and food management laws and rules for restaurants and food business operations are studied. The integration of all the courses, in the theorical phase as well as in the practice permit the program goals and objectives to be accomplished.

CODE	COURSE NAME	CREDITS
CAC001	Culinary Arts Concepts and Safety	3
CAC002	Math Applied to the Culinary Arts	3
CAC003	Preparation of Breakfast, Soups, Salads, Sauces and Rice	3
CAC004	Menus Designs, Preparation of Light Meals and Banquets	3
CAC005	Meat, Poultry and Seafood	3
CAC006	Puerto Rican Cuisine	3
CAC007	International Cuisine	3
CAC008	Preparation of Desserts and Appetizers	3
CAC010	Laboratory – Practice Culinary Arts	6
CMN010	Small Business Enterprise Entrepreneurship	3
ENG006	English for Hotels and Tourism	3
	Total Credits	**36**

Professional Certificate
in
Culinary Arts (CAC)

STUDENT LEARNING OUTCOMES

1. Recognize and understand the English language in the tourist area.
2. Determine the difference between own business, partnerships, and corporations.
3. Know the history of gastronomy and the culinary vocabulary, as well as the organization and the equipment used in a kitchen.
4. Know the management, hygiene and safety of foods.
5. Apply the concept of reasoning and proportions to culinary situations.
6. Master the system of weights and measures.
7. Make and prepare breakfast, soups, sauces, salads, pasta and rice dishes.
8. Identify and explain the procedures to be followed in the preparation of recipes.
9. Design and plan a balanced menu.
10. Identify and explain the steps to follow in the preparation of light meals.
11. Recognize and define the proper use of each utensil used in the handling of meat, poultry, seafood and fish.
12. Prepare and season meat, poultry, seafood and fish.
13. Identify the ingredients mostly used in Puerto Rican cuisine.
14. Recognize and prepare in Puerto Rican style: rice and its derivatives, stews, grains, fritters or side dishes and recipes with different meats, seafood and its side dishes.
15. Recognize vocabulary of names of dishes and international recipes.
16. Prepare dishes and international recipes used in restaurants and hotels.
17. Create and elaborate desserts knowing basic recipes which are used for the preparation of other desserts.
18. Know the different types of *hors d'oeuvres* to be used in hotels and restaurants.
19. Identify the different positions available with specific officials in the Administration and Food Service industry.

Professional Certificate In
Child Care Services Assistant (CMA)

This certificate program has a total of 24 credits and a duration of two semesters that can be completed in approximately 8 months. The Child Care Services Assistant Professional Certificate has the objective of preparing the student to be employed or auto employed in positions related to child care or child care centers of preschool children. This professional, should take into consideration the physical, emotional, intellectual, social, recreational, and health aspects of children. This program is designed to provide students with knowledge and skills necessary for success.

CODE	COURSE NAME	CREDITS
CEP001	Child Development and Psychology	3
CEP002	Learning Environment	3
CEP003	Health, Hygiene and Nutrition of Preschool Child	3
CEP004	First Aid and Security	3
CEP005	Child Play Game	3
CEP006	Introduction to Language Development	3
CEP007	Laws for Children with Special Needs and Child Abuse	3
CEP008	Laboratory - Practice in Child Care Centers	3
	Total Credits	**24**

Professional Certificate
in
Child Care Services Assistant (CMA)

STUDENT LEARNING OUTCOMES

1. Explain the concept of child development according to the current trends.
2. List and explain the characteristics of the different stages of infants and preschoolers.
3. Develop a theoretical synthesis of the development of the child that is in tune with their present, physical, mental, emotional and social circumstances.
4. Learn the theoretical principles of the current new school and contemporary approaches in the field of early childhood education.
5. Identify the factors that make up the learning environment and the importance they have on the child and its development.
6. Master the concepts of health, hygiene and nutrition.
7. Meet the basic needs of the child.
8. Learn about measures for the control of communicable diseases.
9. Identify the medical emergency services for children.
10. Identify the causes of an emergency in children.
11. Know measures of prevention for falls, accidents, trauma, shock, asphyxiation, and others.
12. Understand different theories on children's play and its implications for development and learning.
13. Have knowledge of safety aspects when developing physical activities with infants and preschool children and its legal implications.
14. Study the development of language from birth to preschool age, from different theoretical perspectives.
15. Use strategies for the effective use of children literature in preschool classrooms.
16. Learn about federal laws related to the attention for children with special needs.
17. Identify the laws of Puerto Rico that make viable the attention for children with special needs.
18. Identify indicators of neglect, abuse and sexual abuse.
19. Assist in the activities related to the hygiene of children.
20. Master the strategies of safety and first aid.
21. Assist in the coordination and development of playground games.
22. Assist in the tasks assigned in the processes of planning and organization of a Center.

Professional Certificate In
Banking Service And Accounting (BSA)

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year. The Professional Certificate in Banking Service and Accounting has the purpose of providing knowledge and skills to develop a Computerized Accounting and Banking Services Assistant. The certificate includes general education courses such as: Business Mathematics, Conversational English, Computers, and Business Applications. It also includes courses in related areas such as: Computerized Accounting I and II, Teller Banking I and II, Puerto Rico Income Tax, Loan and Insurance Management, Computerized Payroll, and Management Accounting.

CODE	COURSE NAME	CREDITS
CCR007	Use of Business Application Programs	3
MAT010	Commercial Mathematics	3
BSA001	Computerized Accounting I	3
BSA002	Teller Banking I	3
BSA003	Computerized Accounting I	3
BSA004	Teller Banking II	3
BSA005	PR Income Tax	3
BSA006	Loan and Insurance Management	3
ENG005	Conversational English	3
BSA007	Computerized Payroll	3
BSA008	Credit Management	3
BSA010	Laboratory - Practice in Banking Service and Accounting	3
	Total Credits	**36**

Professional Certificate
in
Banking Service and Accounting (BSA)

STUDENT LEARNING OUTCOMES

1. Use correctly the English verbal communication skills for different situations in the company.
2. Identify basic commercial mathematical problems and use appropriate procedures to solve them.
3. Properly calculate commercial discounts.
4. Prepare databases using a program of commercial use.
5. Evaluate programs of presentation design used in the market and design documents.
6. Demonstrate and apply correctly the accounting equation.
7. Prepare financial statements that are necessary to reflect, in an orderly manner, the effect of the transactions and the results of the operation of the business.
8. Correctly handle banking transactions.
9. Register transactions in the following journals: purchases, sales, cash disbursements, cash receipts.
10. Analyze banking statements to properly perform the bank reconciliation necessary for the internal control of cash.
11. Identify the laws governing banks in the management of cash transactions.
12. Mention the features, benefits, prices structure and penalties of various accounts offered by banks.
13. Determine the tax obligations imposed on employers in Puerto Rico; as well as the use of an updated computerized tax program.
14. Apply the tax law to individuals.
15. Organize and administer loan processing activities.
16. Identify techniques for pre-qualifying customer for a loan.
17. Determine the deductions for salaries and wages of the employee and the employer.
18. Identify the legal liability as an employer in cases of: employment discrimination, sexual harassment, work hours, maternity leave, minimum wage, and controlled substances.
19. Define and classify the types of existing loans.
20. Identify the differences between consumer and business credit.
21. Identify the skills required to perform tasks efficiently.
22. Apply technology used in financial institutions.
23. Correctly handle banking and cooperative institution transactions.

Professional Certificate In
Private Detective And Forensic Investigation (PDF)

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year. Students obtaining the Professional Certificate in Private Detective and Forensic Investigation will be prepared in an integral way with basic and general principles in private and forensic investigation. Also, basic security, protection, and vigilance principles will be discussed. Students will also learn fundamental principles in professional ethics permitting effective performance in the position. Upon completing the credits in the Professional Certificate, the student will be able to apply through an exam for the Private Detective License, according to Law Num. 108 of June 29, 1963, as amended in October 1999 after complying with what the corresponding Exam Board establishes.

CODE	COURSE NAME	CREDITS
PDF001	Introduction to Criminal Justice System of Puerto Rico	3
PDF002	Penal Law	3
PDF003	Special Law	3
PDF004	Basic Principles of Criminal Investigation	3
PDF005	Criminology	3
SPA001	Basic Spanish	3
PSY010	Psychology Fundamentals	3
CR007	Use of Business Application Programs	3
PDF006	Emergency Management	3
PDF007	Security in the Private and Public Enterprise	3
PDF008	Techniques and Methods in Report Writing	3
PDF010	Laboratory - Practice In Private Detective and Forensic Investigation	3
	Total Credits	**36**

Professional Certificate
in
Private Detective and Forensic Investigation (PDF)

STUDENT LEARNING OUTCOMES

1. Apply grammar rules in verbal and written communication.
2. Identify the elements of the verbal and written expression to communicate effectively.
3. Apply psychological concepts in human relations.
4. Understand human behavior taking into consideration the social aspect.
5. Prepare databases using a program of commercial use.
6. Evaluate programs of presentation design used in the market and design documents.
7. Identify the components and operation of the Criminal justice system and its relationship with the role of detective in different industries, commercial enterprises and Government agencies.
8. Know how the system components work in the management of conflicts, commission of crimes and emergencies.
9. Understand the current state of law in Puerto Rico.
10. Identify the sources of the law.
11. Recognize the different types of laws.
12. Identify specific violations to legal statutes.
13. Identify the responsibilities and tasks assigned to security officers and supervisors of safety in the area of investigation.
14. Understand the importance of knowing the framework of their authority in the public and private sectors concerning the investigation.
15. Effectively classify the forensic scientific disciplines.
16. Apply diagnostic judgments on the commission of a crime.
17. Develop the knowledge of emergency planning and its application to the role of security and protection in a company, organization or Government agency.
18. Develop the appropriate skills to respond to emergencies and crisis with readiness, knowledge and confidence.
19. Raise awareness of the importance of knowing and understanding the functions and tasks of security personnel in the public and private sectors.
20. Manage with confidence the responsibilities and tasks.
21. Demonstrate mastery of writing techniques.
22. Write different documents in the area of security.
23. Identify the skills required to perform tasks efficiently.

Professional Certificate In
Web Page Development With Digital Graphic Design (CDG)

http://www.icprjc.edu/seccion/programas/certificados/disenografico.htm

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year. The Professional Certificate in Web Page Development with Digital Graphic Design has as its main objective to prepare students with the basic skills in graphic design. Graduates from this program will be able to manage graphic design techniques such as imprint publication development and all types of necessary documentation for corporation identity, following conventional and design practices from the industry. Also, the student will acquire basic techniques and skills for web page development.

CODE	COURSE NAME	CREDITS
CCR001	Introduction to Computers	3
CDG002	Fundamentals of Creative Design and Advertising	3
CDG004	Fundamentals of Color and Typography	3
CCR007	Use of Business Applications Programs	3
SPA001	Basic Spanish	3
CDG008	Graphic Applications (Photoshop)	3
CDG009	Publications Design (Corel Draw)	3
CDG011	WEB Page Design	3
CMN010	Small Business Enterprise Entrepreneurship	3
CDG012	Animation and Image	3
CDG015	Illustrator Design	3
CDG020	Design Project	3
	Total Credits	**36**

Professional Certificate
in
Web Page Development with Digital Graphic Design (CDG)

STUDENT LEARNING OUTCOMES

1. Apply grammar rules in oral and written communication.
2. Identify the elements of verbal and written expression to communicate effectively.
3. Prepare databases using a program of commercial use.
4. Evaluate programs of presentation design used in the market and design documents.
5. Determine the difference between own business, partnerships, and corporations.
6. Identify the importance of computers in data processing.
7. Distinguish the devices used to enter data and produce information.
8. Apply effectively the basic and advanced principles of creative design.
9. Analyze, develop and execute the works with total creative control.
10. Understand the fundamentals and theory of color in the integration of the design.
11. Recognize the dimensions of typography in contemporary history and its application in design.
12. Manipulate images through the application of the basic concepts of design.
13. Differentiate the tools for the creation and manipulation of images.
14. Understand the importance of properly design, prepare and check their work, since in all the printing processes, the part of the pre-press is the most important.
15. Understand all pre-press processes which must be performed before and during the preparation of the art.
16. Incorporate basic rules of design for the creation of web pages.
17. Build pages that incorporates basic design rules.
18. Build scenes that integrate images, animations and sound to be used in the design of a *web* page.
19. Add text and manipulate its behavior and appearance.
20. Establish the design principles based on vector drawing techniques.
21. Modify an illustration using different techniques.
22. Define the basic steps for the development of a proposal for the creation of a web page.
23. Apply specific knowledge oriented to the design and development of the web site.

Professional Certificate In Practical
Nursing (ENP)

This certificate program has a total of 42 credits and a duration of three and a half semesters that can be completed in a year and a half. Upon completion of the Professional Certificate in Practical Nursing the student will obtain needed knowledge and skills to develop a career in the healthcare field. The program is divided into two phases. The first phase of the program corresponds to the theory phase and the second corresponds to the clinical practice phase, through which students acquire the knowledge to prepare them for the Practical Nursing Profession in a real clinical scenario. Once graduated, the student will be responsible for complying with all the requirements established by the Examining Board for the application to the Practical Nursing exam.

CODE	COURSE NAME	CREDITS
ENP001	Practical Nursing Fundamentals	4
AFH001	Anatomy and Physiology	2
ENP002	Pharmacy Fundamentals for Nursing	2
ENP003	Mental and Emotional Patient Care	2
ENP004	Newborn and Mother Care	2
ENP005	Child and Teen Care	2
ENP006	Chronic Condition Care, Adult Chronic Condition and Elderly Care	3
ENP007	Practical Nursing Care in the Community	2
ENP008	Basic Nursing Skills	5
PAC003	Practice in Chronic Condition Care, Adult Chronic Condition and Elderly Care	3
PAC004	Practice in Newborn and Mother Care	3
PAC005	Practice in Child and Teen Care	3
PAC006	Practice in Practical Nursing Care in the Community	3
PAC007	Practice in Mental and Emotional Patient Care	4
ENP009	Seminar	2
	Total Credits	**42**

Professional Certificate
in
Practical Nursing (ENP)

STUDENT LEARNING OUTCOMES

1. Define the terms Anatomy and Physiology.
2. Explain the types of tissues, organs and functions.
3. Explain the evolution of practical nursing.
4. Examine the ethical-legal controversies.
5. Discuss the basic principles in pharmacology.
6. Identify safety measures on assistance with drugs administration.
7. Identify the levels of care and assistance from psychiatric nursing and mental health.
8. Distinguish the roles and functions of the psychiatric nurse in the service models.
9. Identify the anatomy and physiology of the reproductive system and the anatomical development of the fetus from conception to birth.
10. Identify different cares offered to the infant in the nursery.
11. Identify pathological child and adolescent conditions.
12. Explain the acute and chronic conditions that affect the individual in the stages of adulthood and old age.
13. Apply modern trends in concepts and skills when intervening with adult and elderly patients at different health scenarios and their conditions.
14. Explain the roles of the practical nurse in the various community health agencies.
15. Distinguish different types of pulse, blood pressure, temperature and breathing.
16. Identify the various methods of documentation in the clinical record.
17. Identify concepts related to functions of practical nursing in the different work scenarios.
18. Examine the general concepts for the license examination.
19. Distinguish the management of nursing of the patient with digestion, elimination, oxygenation, regulation mechanisms, ingestion and absorption problems.
20. Explain the needs of the patient and the family in the care process during the stages of conception, pregnancy, birth, post-partum and care of the newborn.
21. Apply the practical nursing process to understand the interaction of the family during the stages of conception, pregnancy, birth, post-partum and care of the newborn.
22. Identify the stages of growth and development.
23. Distinguish the characteristics of children and adolescents as healthy, sick and handicapped.
24. Identify the community agencies that provide services to the individual and his family.
25. Distinguish the current changes in health agencies, and its effect on the individual and family.
26. Assist in the care management of patients at high risk or with mental illness in different agencies or scenarios of health, under the supervision of a graduate nurse.
27. Use the basic concepts of psychiatric practical nursing in primary care to the individual.

Professional Certificate In
Network Administration (CAR)

This certificate program has a total of 24 credits and a duration of two semesters that can be completed in approximately 7 months. The Professional Certificate in Network Administration specializes in the study and practice of design, configuration, installation, planning, maintenance, and control of network communication for its implementation in the commercial and residential areas. Also, the program includes the installation, configuration, and maintenance of web networks in a business area. Graduates could self-employ or employ as network administrator or installer.

CODE	COURSE NAME	CREDITS
CAR002	Basic Network Concepts	3
CAR005	Network Operating Systems	3
CAR007	Network Maintenance	3
CAR008	Network Administration	3
CCR001	Introduction to Computers	3
CCR004	Operating Systems	3
CCR006	Computer Repair I	3
CCR007	Use of Business Application Programs	3
	Total Credits	**24**

Professional Certificate

in

Network Administration (CAR)

STUDENT LEARNING OUTCOMES

1	Identify the importance of computers in society.
2	Describe the function of the main components of a computer system.
3	Identify the physical and logical elements of a computer network.
4	Identify the logical elements of a network.
5	Install different operating systems.
6	Identify the essential characteristics of the different operating systems.
7	Identify the different operating systems used in computer networks.
8	Install and configure the operating systems used in a computer network.
9	Determine which parts of the computer have to be changed at the time of an update.
10	Identify the different types of processors.
11	Prepare databases using a program of commercial use.
12	Evaluate programs of presentation design used in the market and design documents.
13	Implement preventing maintenance in a computer network.
14	Conduct detection and failure correction steps in a computer network.
15	Understand the responsibilities of a Network Administrator.

Professional Certificate In Computers
Repair Especialist (CCR)

This certificate program has a total of 24 credits and a duration of two semesters that can be completed in approximately 7 months. The Professional Certificate in Computers Repair Specialist prepares the student in the computer maintenance and repair area. Also, the student will be able to install, substitute and configure computer parts. The student will be trained to diagnose computer problems. Knowledge on different types of existing market networks is also provided.

CODE	COURSE NAME	CREDITS
CCR001	Introduction to Computers	3
CAR002	Basic Network Concepts	3
CCR004	Operating Systems	3
CCR006	Computer Repair I	3
CCR007	Use of Business Application Programs	3
CCR008	Computer Repair II	3
CCR009	Electronics	3
CMN010	Small Business Enterprise Entrepreneurship	3
	Total Credits	**24**

Professional Certificate
in
Computers Repair Specialist (CCR)

STUDENT LEARNING OUTCOMES

1. Determine the difference between own business, partnerships, and corporations.

2. Identify the importance of computers in society.

3. Describe the function of the main components of a computer system.

4. Identify the physical and computer networking elements.

5. Identify the logical elements of a network.

6. Install different operating systems.

7. Handle the main functions of an operating system.

8. Determine which parts of the computer have to be changed at the time of an update.

9. Identify different types of processors.

10. Prepare databases using a program of commercial use.

11. Evaluate programs of presentation design used in the market and design documents.

12. Know the operation of lines of I/O, IRQ and DMA.

13. Recognize problems with hard disks.

14. List the safety rules needed to work with electronic equipment.

15. Define the concepts of electricity, electronics, magnetism, electromagnetism, conductors, insulators, interference, electromagnetic and electrostatic discharge.

Professional Certificate In
Medical Billing (BMI)

This certificate program has a total of 24 credits and a duration of two semesters that can be completed in approximately 7 months. Upon completion of the Professional Certificate in Medical Billing the student will obtain basic knowledge necessary in medical insurance billing cycle. The student will learn codification manual management for services offered by doctors, hospitals, clinics, and laboratories. This includes procedures used by health insurance companies and federal government. Also, students will acquire basic skills and knowledge for daily tasks in a modern medical office such as electronic equipment management and its use for data and text processing.

CODE	COURSE NAME	CREDITS
CMB001	Introduction and Medical Billing Regulations	3
CSC001	Keyboarding	3
CMB002	Medical and Dental Terminology	3
CMB003	Medical and Dental Electronic Billing	3
CMB005	Medical Office Procedures	3
CMB010	Laboratory - Practice in Medical Billing	3
ENG005	Conversational English	3
SPA001	Basic Spanish	3
	Total Credits	**24**

Professional Certificate
in
Medical Billing (BMI)

STUDENT LEARNING OUTCOMES

1. Identify the importance of billing laws and Privacy Act.
2. Identify standards required by medical plans; specially Medicare for the proper and effective use of codes in the billing process of medical services.
3. Recognize the parts of the human body, reinforcing knowledge of the mouth sections.
4. Identify diseases more common in different systems of the human body.
5. Identify the essential data to bill health insurances and dental insurance using the universal form of billing, through Medic Max and Dental Max.
6. Complete the electronic billing process through Inmediata.
7. Search for and select the required ICD-10 codes / CPT and CDT codes for diagnoses, procedures and medical services.
8. Use the didactic materials allocated in Title II of the Federal HIPAA law to select specific codes for medical services.
9. Identify existing reports in a medical record of a patient.
10. Recognize the importance of treating patients with respect, consideration and empathy.
11. Use the documents required by the companies for the different services and establish a professional file.
12. Reconcile and audit the accounts related to the health services offered by the supplier and submit reports with recommendations.
13. Prepare an account statement showing the status of the health services billing processes of the service provider.
14. Manipulate keyboard efficiently using basic techniques.
15. Apply the accent rules in the production of daily work.
16. Identify the human and technical skills necessary for the solution of ordinary and emerging situations in the real working scenario.

Professional Certificate In
Tourist Guide (CTG)

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year, equivalent to the hours required by Law 523.This program permits students to prepare as Tourist Guides. Its objective is to develop graduates with the required technical and professional skills to escort visitors and interpret the cultural and natural patrimony of the region.

CODE	COURSE NAME	CREDITS
CTG001	Basic Tourist Guide Concepts	3
CTG003	Tourism Marketing	3
CCR007	Use of Business Application Programs	3
PSY010	Psychology Fundamentals	3
CTG004	Historical Events of Puerto Rico	3
CTG005	Puerto Rico Geography and Characteristics	3
ENG005	Conversational English	3
CTG006	Laws and Regulations of the Puerto Rican Tourism Industry	3
ENG006	English for Hotel and Tourism	3
CMN010	Small Business Enterprise Entrepreneurship	3
CTG010	Laboratory –Practice Tourist Guide	6
	Total Credits	**36**

Professional Certificate
in
Tourist Guide (CTG)

STUDENT LEARNING OUTCOMES

1. Use correct verbal and written expression in the English language to achieve objectives, express opinions and function as a productive citizen.
2. Understand English language readings, respond to verbal and written questions correctly.
3. Identify the first social relations of primitive society.
4. Demonstrate positive attitudes towards studies to enable academic performance in a proper manner.
5. Identify the basic skills of arithmetic, algebra and its applications.
6. Recognize the complexity of physical, cognitive, moral, socio-emotional and linguistic development of the human being.
7. Apply grammar rules in verbal and written communications.
8. Distinguish the characteristics between the diverse literary categories.
9. Demonstrate and correctly apply the accounting equation.
10. Explain the operation of an integrated commercial application program.
11. Describe the marketing administration and its interaction with other subsystems within the organization.
12. Recognize the importance of social responsibility and administrative ethics in management processes.
13. Determine the difference between own business, partnerships and corporations.
14. Use correctly the verbal English communication skills in different situations of the company.
15. Apply marketing principles in the areas of tourism and hospitality.
16. Describe the cultural characteristics of the people that make up the ethnical blend of the Puerto Rican.
17. Identify the different geographical zones for tours through the use of maps of Puerto Rico.
18. Explain the relevance of the geographical location of Puerto Rico and the influence on its historical, economic and political development.
19. Explain the relation between airlines and travel agencies with the different tourist organizations.
20. Describe the concept of ecotourism and adventure tourism.
21. Manage the SABRE system.
22. Describe the function of the person to occupy the position.
23. Learn the basic concepts related to the interpretative cultural patrimony, its principles and model.

Professional Certificate In
Pharmacy Technician (PHA)

This certificate program has a total of 48 credits and a duration of four semesters that can be completed in a year and a half. Upon completion of the Professional Certificate in Pharmacy Technician the student should dominate knowledge and skills to apply for revalidation and then work as Pharmacy Technician in community pharmacies, hospitals, drug stores, and pharmaceutical industry. This program has the objective that the students obtain knowledge on federal and state laws that regulate the Pharmacy Technician Profession. Also, students will develop skills for dispatching, labeling, packing, and selling pharmaceutical products, under supervision of an authorized pharmacist. After graduating, and completing the required practice hours, the student could apply for the Pharmacy Technician exam by complying with all the Exam Board requirements.

CODE	COURSE NAME	CREDITS
PHA001	Fundamentals of Pharmacy and Legal Aspects	3
PHA002	Pharmaceutical Mathematics I	2
ENG001	Basic Commercial English	3
QUI002	Chemistry Fundamentals & Pharmaceutical Chemistry	2
AFH001	Anatomy and Physiology	2
PHA004	Posology	2
PHA005	Pharmacology	3
PHA006	Pharmacognosia	2
PHA007	Pharmacy Practice and Dispensing	3
PHA008	Pharmacy Technician Internship I	11
PHA009	Pharmacy Technician Seminar I	1
PHA010	Pharmacy Technician Internship II	11
PHA011	Pharmacy Technician Seminar II	1
PHA013	Pharmaceutical Mathematics II	2
	Total Credits	**48**

Professional Certificate

in

Pharmacy Technician (PHA)

STUDENT LEARNING OUTCOMES

1. Define the terms Anatomy and Physiology.

2. Explain the types of tissues, organs and functions.

3. Identify the different types of pharmacy, establishing the differences in the dispensing of drugs for each pharmacy.
4. Define terms related to purchase, sale and inventory.
5. Indicate the fundamental dispositions of the applicable laws and the relationship to the practice of pharmacy.
6. Properly solve exercises and problems related to: metric system, apothecary system, avordupois system, conversions, preparation by percent, proportional reasoning, reduction and increase in formulas, dilution of alcohols.
7. Correctly solve exercises and problems related to: preparation by percent, proportional reasoning, reduction and increase in formula preparation.
8. Mention and define the major dosage forms and the relationship between them and the routes of administration.
9. Correctly read prescriptions and medical orders using the knowledge of abbreviations.
10. Label a prescription correctly indicating the use of additional labels.
11. Define the categories of drugs that affect the system.
12. Mention some diseases that affect different systems, as well as trade and generic names of drugs used in its therapy, manufacturing company, recommended doses and forms of presentation in the market for the following groups of drugs: gastrointestinal drugs, drugs of the respiratory system, the nervous system drugs, antineoplastic drugs.

13. Mention the synonyms mostly used in Puerto Rico.
14. Identify most common medicinal herbs in Puerto Rico according to morphology.

15. Correct use of the technique to weigh solid and measure liquids in graduated measurements.
16. Prepare properly different dosage forms according to the instructions of the professor. Perform calculations to prepare a specific amount based on the general formula preparation.
17. Handle and use correctly the prescription balance.
18. Handle merchandise and medicines bills.
19. Have knowledge of techniques and proper strategies to improve human relations.
20. Have knowledge in the management and resolution of conflicts.
21. Prepare methods of preparation, preservation, storage, and labeling for other different dosage forms.
22. Orient correctly the patient according to the specifications of each dosage form.
23. Understand the key aspects of the license examination and the proper way of studying to take the exam.
24. Recognize and analyze the breadth of scope of the study of chemistry.
25. Identify the elements of the periodic table according to the name of the group to which it belongs and pharmaceutical products.
26. Show understanding of language, answer questions and maintain good communication in the English language.

Professional Certificate In
Massage Therapy (CTM)

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year, equivalent to the hours required by Law Num. 552 of 2004 (Law to regulate massage and the Massage Therapy Profession in Puerto Rico). The objective is to provide students with the knowledge and skills to employ or self-employ as Massage Therapist with domain in professional therapeutic massage techniques. This program permits students to acquire knowledge and manipulation and stretching techniques and therapeutic massage applications, according to different client physical problems.

CODE	COURSE NAME	CREDITS
CTM001	History, Fundamentals and Massage Techniques I	6
CTM002	Medical Terminology, Muscle Anatomy and Kinesiology	4
CTM003	Professional Ethics for Massage Therapist	2
CTM004	Massage Techniques II: Lymphatic Drainage, Pregnant Women Massage, Reflexology and Aromatherapy	6
AFH001	Anatomy and Physiology	2
CTM005	Massage Therapist Seminar	1
PSY010	Psychology Fundamentals	3
CTM006	Massage Techniques III: Sport Massage, Stretching and Deep Massage	5
CTM007	Pathology Clinic, Infection Control and CPR	2
CMN010	Small Business Enterprise Entrepreneurship	3
CTM008	Laboratory - Practice Massage Therapy	2
	Total Credits	**36**

Professional Certificate
in
Massage Therapy (CTM)

STUDENT LEARNING OUTCOMES

1. Define the terms Anatomy and Physiology.
2. Explain the types of tissues, organs and functions.
3. Master the benefits of massage therapy.
4. List contraindications to massage therapy and changes or precautions for the following conditions: hypertension, osteoporosis, edema, severe inflammation, arthritis and fibromyalgia.
5. Name and define the medical terminology related to regions of the body, the planes of movement, directions and positions and movements of all joints of the human body.
6. Name and locate the origin and insertion of each muscle.
7. Feel and specify parts of bones in peers.
8. Master and compare the codes of ethics of *AMTA (American Massage Therapy Association), ABMP (Associated Bodywork and Massage Professionals), NCBTMB (National Certification Board for Therapeutic Massage and Bodywork),* of the regulation of the Examination Board of Massage Therapists of Puerto Rico and any other institution current at the time.
9. Describe the professional parameters of other professions close to the Massage Therapist and explain when and how to refer clients.
10. Apply the following types of massage: manual lymphatic drainage, shiatsu, massage to pregnant clients, reflexology, aromatherapy, hydrotherapy and use of volcanic stones.
11. List their benefits and contraindications.
12. Select the most appropriate mode for the client.
13. Develop various exercises of visualization or individual or group relaxation exercises.
14. Handle 'conflict management' techniques.
15. Manage "listening" techniques.
16. Apply a massage pre-competition and post-competition to athletes in sporting events.
17. Apply a stretching routine on a massage table.
18. Evaluate the muscles that are mostly used in any sport and the frequent injuries.
19. Identify pathological disorders in which massage is completely contraindicated.
20. Know precautions to follow with customers.
21. Provide massage sessions to any customer, with self-confidence and the techniques learned.
22. Handle a customer with professionalism.
23. Apply psychological concepts in human relations.
24. Understand human behavior, taking into consideration the social aspect.
25. Determine the difference between own business, partnerships, and corporations.

Professional Certificate In
Commercial Pastry Confection And Bakery (PCC)

This certificate program has a total of 36 credits and a duration of three semesters that can be completed in a year. The program objective is to develop students' skills and knowledge related to the baking and pastry specialty. They will study preparation and design of different commercial desserts, cakes, and breads. Also, they will learn to prepare traditional and international recipes. Health laws and regulation in the industry, related to dessert and bread management are studied. Students could self-employ to develop desserts or cakes as a business. Also, they could work as baker, cake decorator, dessert specialist, bread maker, Pastry Chef, or Bakery or Pastry Administrator, Fine Desserts Store Administrator, at Hotels or Restaurants, among others.

CODE	COURSE NAME	CREDITS
PCC001	Commercial Bakery & Pastries Fundamentals	3
CAC002	Math Applied to the Culinary Arts	3
PCC002	Commercial Pastries 1	3
PCC003	Cake Decoration	3
PCC004	Bakery and Dough	3
PCC005	Commercial Pastries 2	3
PCC006	Local and International Pastries	3
PCC007	Healthy Pastries	3
PCC010	Laboratory –Practice Pastry & Bakery	6
CMN010	Small Business Enterprise Entrepreneurship	3
ENG006	English for Hotels and Tourism	3
	Total Credits	**36**

Professional Certificate
in
Commercial Pastry Confection and Bakery (PCC)

STUDENT LEARNING OUTCOMES

1. Recognize the different equipment used in bakeries.

2. Distinguish between recipes and formulas.

3. Apply the concept of reasoning and proportions to culinary situations.

4. Master the system of weights and measures.

5. Handle problems in products before and after being baked.

6. Prepare mixture of custards, cookies, cheesecakes, mousse, puddings and creams.

7. Know several flavors of laminated paste such as marshmallow, chocolate and fruit flavors.

8. Master the basic and advanced decoration techniques using fondant, stencils and royal icing.

9. Distinguish between salty and sweet doughs.

10. Dominate the process of fermentation in the product.

11. Know classic and modern plating.

12. Work different types of fillings: chocolate, pastry cream, whipped cream, and fruit flavors fillings.

13. Recognize the recipes and their countries of origin.

14. Manage the correct techniques in local desserts.

15. Recognize and understand the English language in the tourist area.

16. Make "*sugar - free*" recipes.

17. Learn about gluten-free recipes.

18. Determine the difference between own business, partnerships, and corporations.

19. Identify the different position available with specific officials in the Administration and Food Service industry.

The study program duration is three (3) semesters equivalent to one (1) calendar year and has a requirement of thirty eight (38) credits.

The Professional Certificate program on Dental Technology has as its prime objective to provide students with the technical skills required for the construction of dental prosthesis. The program develops in the students the skills to fabricate dental prosthesis, full dentures, permanent prosthesis, and removable partial dentures. In addition, the student acquires the necessary knowledge to establish their own laboratory as per current laws and regulations.

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
DTC001	Anatomía y Fisiología Dental	2
	Dental Anatomy and Physiology	
DTC002	Construcción de Dentaduras Completas	5
	Complete Denture Construction	
DTC003	Materiales Dentales	3
	Dental Materials	
MAT001	Matemática básica	3
	Basic Mathematics	
DTC004	Construcción de Prótesis Fijas y Cerámicas Dentales	5
	Fixed Prosthesis Construction and Dental Ceramics	
DTC005	Construcción de Dentadura Parcial Removible	5
	Removable Partial Denture Construction	
CCR007	Manejo de Aplicaciones Comerciales	3
	Use of Business Applications Programs	
CMN010	Desarrollo y Administración de Pequeñas Empresas	3
	Small Business Enterprise Entrepreneurship	
DTC006	Seminario	3
	Seminar	
DTC007	Laboratorio-Práctica en Tecnología Dental	6
	Practice-Laboratory in Dental Technology	
	Total de créditos	38

Professional Certificate
in
Dental Technology (DTC)

STUDENT LEARNING OUTCOMES

1. Learn about the anatomy and physiology of the different components of the oral dental cavity and skull.
2. Outline the external morphology of the different types of teeth.
3. Sort chronologically the teeth structures at different ages.
4. Recognize the terminology and the different types of impression materials used in the construction of a complete, removable partial and fixed denture.
5. Analyze the preparation and adaptation of dental prosthesis techniques using the most suitable materials and tools.
6. Develop dental prosthesis (manufacture artificial elements basically intended to replace missing natural teeth of the patient). Included in the manufacturing are complete prosthesis (dentures); partial prosthesis, bridges and crowns of any kind and mixed prosthetic devices.
7. Make removable orthodontic devices, dental splints, individual impression trays, temporary resin, bite plates.
8. Perform the repair (repair of prosthesis in case of breakage) and rebase (adjustment when they are large or dance in the mouth with the passage of time by the reabsorption of the alveolar bone of prosthesis).
9. Apply the necessary principles of asepsis in their practice.
10. Take the exam offered by the Board of Examiners of Dental Technologists of Puerto Rico in the areas of oral Anatomy, physical properties of dental materials, theory on complete denture, partial removable or fixed as well as the practice phase in these same materials.
11. Learn about the materials and equipment needed for development of effective work.
12. Implement norms related to professional ethics in the performance of their work together with the importance of a constant personal and professional development.
13. Define the concept of fraction and identify fractions in everyday life situations.
14. Use appropriate procedures to solve problems exercises involving the concept of percentage.
15. Solve application problems involving: reasoning and proportions, definition of percent, converting percent to fractions and vice versa, calculation of percent of a number and calculate what percent of a number is another.
16. Use of a word processor to produce documents.
17. Examine a calculation spreadsheet of use in the market and prepare documents.
18. Evaluate programs of presentation design used in the market and design documents.
19. Establish your own laboratory according to the laws and regulations in force.
20. Set up your own service and consulting company.
21. Design a Business Plan.
22. Establish, direct and administer all phases of a new company.
23. Determine the difference between own business, partnerships, and corporations.
24. Identify the sources of financing available, as well as the requirements for obtaining the same.

The study program duration is three (3) semesters equivalent to one (1) calendar year and has a requirement of thirty six (36) credits.

The Professional Certificate program on Mobile Applications has as its prime objective to provide students with the skills and related knowledge for the design and development of mobile applications. The students will study the management and design of illustrations, images, videos, interface development, in platforms iOS, android, web page, Windows Mobile and social media. They will also study the laws and regulations applicable to this type of entrepreneurial business organization. The integration of all courses, both in the theoretical as well as in the practical phase, allows for compliance with the established goals and objectives of the program. The student can become a self-employed individual by developing their own business on design and development of mobile applications as well as working in public and private organizations.

CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
MAP001	Manejo y Diseño de Multimedios para aplicaciones móviles	
	Multimedia Design & Management for mobile application	3
MAP002	Programación en plataforma Windows	
	Windows platform application development	3
MAP003	Diseño y Desarrollo de Interfaces de aplicaciones móviles	
	Interfaces Design & Management for mobile application	3
MAP004	Programación de páginas Web	
	Web page application development	3
MAP005	Programación de Plataforma Androide	
	Androide platform application development	3
MAP006	Programación de plataforma iOS	
	iOS platform application development	3
MAP007	Programación para manejo de redes sociales	
	Aplication development for social media	3
MAP010	Laboratorio/Project	
	Laboratory/ Project	3
CMN010	Desarrollo y Administración de Pequeñas Empresas	
	Small Business Enterprise Entrepreneurship	3
ENG001	Inglés Básico	
	Basic English	3
PRO001	Lógica de Programación	
	Apllication Development Logic	3
MAT002	Matemáticas para Programación	
	Mathematics for application development	3

Total de Créditos 36

Professional Certificate
in
Mobile Applications (MAC)

STUDENT LEARNING OUTCOMES

1. Apply and adapt technologies knowledge on the creation of mobile applications.
2. Distinguish the difference between the computer applications and the ones for devices with smaller screens, different interaction mode and offline operating possibility.
3. Create and install an application in an Android mobile, web page, Windows Mobile and social networks.
4. Understand and apply the mathematical concepts in the programming of mobile devices.
5. Master and apply the ethical and security aspects related to the programming of mobiles.
6. Understand the procedures to establish and manage a business.
7. Know the basic vocabulary related to the programming industry.
8. Design illustrations, animations and digital videos for mobile applications.
9. Design and develop application interfaces.
10. Use the proper grammatical structures and verbs both in verbal and written form.

DESCRIPTION OF COURSES
PROFESSIONAL CERTIFICATION PROGRAMS

*In accordance to Normative Policy 75FR66832, all professional certificate credit is defined as a reason of 30 hours and 7.5 hours per credit of work outside the classroom for a total of 37.5 hours per credit.

PROFESSIONAL CERTIFICATE PROGRAMS

Course Description

AFH001   ANATOMY AND PHYSIOLOGY

3 CREDITS

This course discusses general concepts on the body form and function, its cells, tissues, organs, and systems. It allows the students to learn and comprehend the structure and functioning of human body systems, such as: nervous system, muscle-skeletal system, endocrine system, and special senses, among others. Also, physiological conditions that affect humans are studied.

BSA001   **3 CREDITS**
COMPUTERIZED ACCOUNTING I
This course lets the student acquire basic knowledge and skills in accounting for service business as well as merchandising businesses through computerized programs. The student will analyze and register transactions in a General Ledger and translate them to the General Major. The student will get familiarize with financial statements such as: Income Statements, Situation Statements, Cash Flow Statements, and Equity Owner Statements.

BSA002   **3 CREDITS**
TELLER BANKING I
This course lets the student acquire basic knowledge related to a teller function at a banking institution or credit union. The course studies the duties and responsibilities of the teller. The student will learn about different daily transactions at a bank or credit union. The course will discuss technology used at banks and credit unions for bank transactions.

BSA003   **3 CREDITS**
COMPUTERIZED ACCOUNTING II
The course offers students the opportunity to analyze accounts payable and work on special ledgers: cash flow, credit purchases, credit sales, and cash payments through computerized programs. Also, the student will get familiarize with different inventory methods and depreciation methods of long term actives.

BSA004   **3 CREDITS**
TELLER BANKING II
This course lets the student acquire knowledge related to a teller function at a banking institution or credit union. Also, this course studies the different accounts offered by banks and credit unions. The student will learn about different savings and checking accounts, certificates and IRA accounts. The student will get acquainted with laws at banks and credit unions related to bank transactions.

BSA005   **3 CREDITS**
PR INCOME TAX
The course includes a general description of the Puerto Rico income tax system and the most recent amendments to Tax Laws. How to classify different income and taxes as well as how

general rules are considered to interpret laws are discussed and explained. Also, the student will learn the procedures and documents used in this field and that are provided by the Tax Department.

BSA006   **3 CREDITS**
LOAN AND INSURANCE MANAGEMENT
In this course activities related to the creation, sale, and loan services are studied. Emphasis on ethical conduct of loan officers is discussed. Also, a variety of insurance offered in the Puerto Rico banking system is discussed.

BSA007   **3 CREDITS**
COMPUTERIZED PAYROLL
This course lets the student acquire the knowledge necessary to calculate employees' salary. The student will determine salary deductions and tax responsibilities with the employer. The student will use payroll computerized program and will familiarize with documents that should be submitted to different state and federal government agencies.

BSA008   **3 CREDITS**
CREDIT MANAGEMENT
In this course the study of credit, a very important part of the economy, is initiated. The course has the objective of preparing the student to be functional in analysis, grants, and credit verification, in business as well as to consumers. This course also discusses techniques for money collection.

BSA010   **3 CREDITS**
LABORATORY - PRACTICE IN BANKING SERVICE AND ACCOUNTING
The course lets the student, in his last term at the Institution, apply the acquired knowledge in the classroom to different real life situations related to their specialty area or prepare a project with the professor's assistance.

CAC001   **3 CREDITS**
CULINARY ARTS CONCEPTS AND SAFETY
This course discusses basic concepts related to culinary arts as well as responsibilities of the culinary arts professional. Gastronomy history, vocabulary, tools, equipment, and the kitchen organization are discussed. The student will get acquainted with food preparation techniques, measures, texture, consistency, and food yield. Also, health laws and regulations in the hotel industry in food management and safety concepts, contamination, and food bourne illnesses are discussed. The corresponding government agencies responsible for public health are also identified.

CAC002   **3 CREDITS**
MATH APPLIED TO THE CULINARY ARTS
This course provides mathematics applied to gastronomy, including basic mathematics skills. Students will learn the weight system and metrics system, measurement equipment and tools. Concepts such as recipe yielding, costs and conversion are discussed as well as the necessary elements for budget development.

CAC003   **3 CREDITS**
CONFECTION OF BREAKFAST, SOUPS, SALADS, SAUCES AND RICE
This course studies different methods for preparation, and design of breakfast a la carte, buffet, fruit sculptures, and brunch. Cooking methods of eggs, grains, cereal, potatoes, vegetables, rice, and pasta among others are discussed. Also, students will prepare soups and stocks; mother sauces, cold sauces, derived sauces, Spanish sauces, creams, demi-glaze, veloute, and béchamel; a variety of salads, dressings, vinaigrettes, rice, and pasta.

CAC004   **3 CREDITS**
MENU DESIGNS, LIGHT MEALS AND BANQUETS
This course allows the students to obtain the knowledge for design and planning of balanced menus, according to the food pyramid guide. Different diets according to clients' health conditions are discussed. Basic nutrition concepts such as: proteins, fats, carbohydrates, vitamins, minerals, and water are studied. The student will also learn techniques and procedures for preparation, and presentation of light meals and banquets.

CAC005   **3 CREDITS**
MEAT, POULTRY AND SEAFOOD CUTS
This course allows the student to learn about meat, poultry, seafood and fish classification and cuts. Recipes with red meat, poultry, seafood and fish are prepared. Skills are developed in dish decoration with meat, poultry and seafood. The form and yield of food before and after cooking are studied.

CAC006   **3 CREDITS**
PUERTO RICAN CUISINE
This course lets the student learn the origins of Puerto Rican cuisine. The student will design and prepare traditional Puerto Rican recipes. Also, will design and prepare Caribbean recipes.

CAC007   **3 CREDITS**
INTERNATIONAL CUISINE
This course lets the student learn the design and preparation of international dishes and recipes. Recipes and dishes from Spain, France, Italy, China, among others are prepared. Different countries gastronomy is studied and its cultural impact on other cultures.

CAC008   **3 CREDITS**
CONFECTION OF DESSERTS AND APPETIZERS
This course lets the student learn the preparation of traditional and regional desserts prepared at restaurants and hotels such as: cakes, cookies, sauces, mousse, among others.

CAC010   **3 CREDITS**
LABORATORY - PRACTICE CULINARY ARTS
This course lets the student apply learned knowledge and skills acquired during the program study in different industry scenarios in culinary arts and gastronomy.

CAR002   **3 CREDITS**
BASIC NETWORK SYSTEMS
This course covers the physical and logical elements that make up a network system. Topologies, transmission methods and types of network are studied.

CAR005   **3 CREDITS**
NETWORK OPERATING SYSTEMS
This course covers operating systems used in computer networks. Installation and configuration of different network operating systems are studied.

CAR007   **3 CREDITS**
NETWORK MAINTENANCE
This course covers the common procedures used in computers network maintenance. It includes configuration and computers network maintenance.

CAR008   **3 CREDITS**
NETWORK ADMINISTRATION
This course identifies the network administrator functions. The way to administer a computer network, identifying updated technology more frequently used in computer network is studied.

CCR001   **3 CREDITS**
INTRODUCTION TO COMPUTERS
The course provides an introduction to fundamental concepts related to computers and data processing. The student will familiarize with the use, management, and functioning of different computer equipment. Also, the course provides an introduction to the Internet, related services, and multimedia concept.

CCR004   **3 CREDITS**
OPERATING SYSTEMS
In this course the student will learn to install and use basic commands for operating systems of major market demand.

CCR006   **3 CREDITS**
COMPUTER REPAIR I
Through this course the student will learn the use, functioning, installation, and repair of different computer equipment, among those are portable computers.

CCR007   **3 CREDITS**
USE OF BUSINESS APPLICATION PROGRAMS
This course lets the student work with basic concepts for the business applications use and management. The student will be able to establish differences between the most popular business application programs such as: calculation sheets (Excel), graphic presentation program (Power Point), messaging program (Outlook), and data base (Access).

CCR008   **3 CREDITS**
COMPUTER REPAIR II
Through this course the student has the opportunity to learn diagnosis, repair, and update of different computer equipment. Also, on the tools to offer computer preventive maintenance.

CCR009   **3 CREDITS**
ELECTRONICS
Through this course the student will familiarize with the use and functioning of different electronic devices such as: resistence, ablers, diodes, transitors, among others.

CDG002   **3 CREDITS**
FUNDAMENTALS OF CREATIVE DESIGN AND ADVERTISING
This course allows the student to learn the basic principles for efficient design development. The student will dominate techniques and applications to accomplish artistic and creative functional work, fomenting students' creativity. The course will help develop abilities to integrate to the job market.

Also, the course covers basic publicity concepts, client management, and knowledge in the industry. Discusses the planning of publishing strategies to market products efficiently. Also, learn about equipment for creative project development and professional opportunities in the graphic design field.

CDG004   **3 CREDITS**
FUNDAMENTALS OF COLOR AND TYPOGRAPHY
This course discusses design principles and artistic elements. The student explores the color nature, how to use and apply in different designs, developing color comprehension as one of the vital elements in graphic design. Also, typography concepts and its uses as key digital graphic design elements are discussed. Since the graphic designer is a visual communicator, typography is of great importance. A non-readable message is useless.

CDG008   **3 CREDITS**
GRAPHIC APPLICATIONS (PHOTO SHOP)
The course is designed so that the student develops basic concepts and techniques in the management, manipulation, and image editing through the use of Adobe Creative Suite (Photo Shop). Students will learn the principles for creating and modifying digital images. The emphasis is on image correction, combination, and composition concepts.

CDG009   **3 CREDITS**
PUBLICATIONS DESIGN
This course lets the student develop basic publication design concepts through the InDesign program.

CDG011   **3 CREDITS**
WEB PAGE DESIGN
This course lets the student learn the basic elements to begin WEB page designs. The course focuses on special elements for design, integration, and effective planning focused on marketing. Dream Weaver is used as main design tool.

CDG012   **3 CREDITS**
ANIMATION AND IMAGE
This course is designed to learn the use of basic design concepts, integrated to animation through the use of specialized programs such as Flash from Macromedia. The student will use these concepts for the elements creation to integrate to WEB pages.

CDG015   **3 CREDITS**
ILLUSTRATOR DESIGN
This course allows the student to learn artistic design and elements. The student will explore the nature of vectorized drawing, how to use it and how to apply it in different designs, developing comprehension, as one of the vital elements in graphic design. Also, concepts to work with Adobe Illustrator are discussed. Emphasis is placed on vectorized illustration concepts.

CDG020   **3 CREDITS**
DESIGN PROJECT
This is an integration course where the student uses the acquired knowledge in graphic design, with managerial and marketing analysis knowledge for a design project development in a simulated and controlled environment that satisfies institutional proposals requirements.

CEP001   **3 CREDITS**
CHILD DEVELOPMENT AND PSYCHOLOGY
In this course, the human development concepts are studied, from birth to preschool. The analysis of development stages and its implications in education at preschool level is included. Also, the main theories on child development stages are studied emphasizing on the human conduct aspects, cognoscitive development, and children learning.

CEP002   **3 CREDITS**
LEARNING ENVIRONMENT
This course studies and analyzes the basic curricular concepts integrated to the environment and preschool learning level in Puerto Rico. Also included is the importance of physical environment on learning and the adequate integral development during early childhood.

CEP003   **3 CREDITS**
HEALTH, HYGIENE AND NUTRITION OF PRESCHOOLER CHILD
In this course, concepts related to health, hygiene, and nutrition of preschool children are studied. Emphasis is placed on most common illnesses in children and the immunization process.

CEP004   **3 CREDITS**
FIRST AID AND SAFETY
This course covers the first aid concepts, resuscitation, and safety measures applied to emergency situations with children. Also, analysis and discussion of action plans for execution in an educational scenario is included.

CEP005   **3 CREDITS**
CHILD PLAY GAMES
This course studies games and its impact on physical, cognitive, emotional, and social development in infants and preschool children. Different classroom and yard games are included.

CEP006   **3 CREDITS**
INTRODUCTION TO LANGUAGE DEVELOPMENT
Through this course, basic grammatical rules are reviewed, and language development is analyzed from birth to four (4) years of age. Strategies and alternatives to promote language development are studied. Basic concepts in children's writing and literature, with emphasis on curricular models that promote optimum language development are discussed. Also, basic strategies for integrating technology in the classroom are discussed.

CEP007   **3 CREDITS**
LAWS FOR CHILDREN WITH SPECIAL NEEDS AND CHILD ABUSE
In this course, the etiology, characteristics, and educational intervention programs, as well as related laws to special needs children and abused children are studied. Situations and legal cases are analyzed. Also, report writing techniques are acquired.

CEP008   **3 CREDITS**
LABORATORY – PRACTICE IN CHILD CARE CENTERS
In this course learned knowledge from program courses is applied in a real life scenario that could be: child care center, Head Start, Preschool center or infant care or preschool service related areas. The student will complete all assigned tasks according to program skills and knowledge and will be under the supervision of assigned professor and the center director.

CMB001   **3 CREDITS**
INTRODUCTION AND REGLAMENTATION IN MEDICAL SERVICES
This course offers an introduction to the health services processes from the perspective of medical billing. Basic medical billing concepts and its components are studied. Other special functions in the modern medical billing office are discussed. Also, emphasis is placed on laws compliance and federal and state regulations related to medical billing. Established protocol and policies for health insurance companies are followed. Didactic material assigned by Federal Law HIPAA 50/10 is used as a base.

CMB002   **3 CREDITS**
MEDICAL AND DENTAL TERMINOLOGY
This course familiarizes the student with terms and functions in human anatomy. Technical vocabulary is studied and the necessary context to carry out medical billing to different health

insurance companies. Also, the student is prepared to identify possible urgencies that could arise at any health institution.

CMB003   **3 CREDITS**
MEDICAL AND DENTAL ELECTRONIC BILLING
This course prepares the student to process health insurance claims, for medical and dental services. Guides for insurance companies in compliance with federal laws and regulations are studied. Also, emphasis is placed on follow up processes, internal audits, and functions of the billing process.

CMB005   **3 CREDITS**
MEDICAL OFFICE PROCEDURES
This course prepares the student to work as a medical service office assistant. Emphasis is placed on medical office terminology and related ethical principles. Students will learn management of the Word program for writing letters in the medical office.

CMB010   **3 CREDITS**
LABORATORY – PRACTICE IN MEDICAL BILLING
This course allows registered students from the second study term in the Institution, apply acquired knowledge in the classroom to different work related real life situations in their specialty area.

CMN010   **3 CREDITS**
SMALL BUSINESS ENTERPRISE ENTREPRENEURSHIP
In this course, the student gets acquainted with the necessary procedures to establish and manage a business. Basic management and marketing concepts are discussed. Consumer conduct principles and market studies are presented.

CSC001   **3 CREDITS**
KEYBOARDING
This course promotes the learning of the alphabetic, numeric, and symbols keyboard. It includes the use, and management of computer operating parts, correct keyboarding techniques, review, and the use of correction symbols.

CTG001   **3 CREDITS**
BASIC TOURIST GUIDE CONCEPTS
This course studies the functions and requirements for tourist guides. Excursion techniques and how excursion groups should be managed are identified. Also, different tourist attractions in Puerto Rico are studied.

CTG003   **3 CREDITS**
TOURISM MARKETING
In this course, the emphasis is on the promotion, publicity, sales, and public relations phases. Also, telemarketing trends, marketing services and consumer conduct in the tourism sector are discussed. Emphasis is placed on the application of the different marketing techniques in the tourist services area.

CTG004   **3 CREDITS**
HISTORICAL EVENTS OF PUERTO RICO
This course is designed so that students learn historical events from Puerto Rico such as: El Grito de Lares, slavery abolition, carta autonoma, Foraker Law, and Jones Law, among others.

CTG005   **3 CREDITS**
PUERTO RICAN GEOGRAPHY AND CHARACTERISTICS
Through this course the student will learn about the history, geography, and places of interest in the 78 municipalities. Also, they will make a project in which the student will become a tour guide in a Puerto Rican town.

CTG006   **3 CREDITS**
LAWS AND REGULATIONS OF THE PUERTO RICO TOURISM INDUSTRY
In this course, the laws and regulations of the Puerto Rico tourism industry are discussed. Also, basic first aid, drugs and alcohol concepts are discussed.

CTG010   **3 CREDITS**
LABORATORY - PRACTICE TOURIST GUIDE
This is a course that allows the student to apply acquired knowledge and skills through the study program in different real live scenarios within the tourism industry and as a tourist guide.

CTM001   **3 CREDITS**
HISTORY, FUNDAMENTALS AND MASSAGE TECHNIQUES I
This course promotes the learning of the basic massage theorical principles, history, benefits, and contraindications. Also, promotes learning and management of fundamental massage techniques in the massage table as well as in a massage chair, applied to all body parts and in a coherent massage routine.

CTM002   **4 CREDITS**
MEDICAL TERMINOLOGY, MUSCLE ANATOMY AND KINESIOLOGY
This course allows the student to learn the anatomy and kinesiology of muscular and skeletal systems with adequate medical vocabulary in English and Spanish. Emphasis is placed on the origins, insertions, and functioning of all muscles in the body, their synergies and antagonisms.

CTM003   **2 CREDITS**
PROFESSIONAL ETHICS FOR MASSAGE THERAPIST
In this course, the student will be exposed to the code of ethics of the main massage organizations in Puerto Rico and the United States. The Massage Therapists Exam Board by laws and Puerto Rico Law No. 552 (Law to regulate the massage therapist profession) are discussed. The student will be permitted to learn the appropriate professional limits and develop skills for situation management when limits are threatened.

CTM004   **6 CREDITS**
MASSAGE TECHNIQUES II: LYMPHATIC DRAINAGE, PREGNANT WOMEN MASSAGE, REFLEXOLOGY AND AROMATHERAPY
In this course, the student will develop skills for the following techniques: lymphatic drainage, shiatsu, pregnant women massage, reflexology, aromatherapy, hydrotherapy, and volcanic rocks therapy. Also discussed are the use, indications, and contraindications and all applicable theory for comprehension.

CTM005   **1 CREDIT**
MASSAGE THERAPIST SEMINAR
During this seminar students, will have the opportunity of reviewing with the professor doubts in concepts, apprehensions, professional ethics that arise during practice. Relaxation and visualization techniques are reviewed. Students will participate in conferences from visiting professors in massage or related sciences. The professor could coordinate visits to massage centers or related places with the students.

CTM006   **5 CREDITS**
MASSAGE TECHNIQUES III: SPORT MASSAGE, STRETCHING AND DEEP MASSAGE
This course is focused on the development of skills for the following massage applications: sports massage, stretching, deep tissue therapy, and therapeutic massage. The uses, indications, and contraindications and all applicable theory for comprehension are covered. Also included are the functional bandage related concepts, chiromassage and neurosedative.

CTM007   **2 CREDITS**
PATHOLOGY CLINIC, INFECTION CONTROL AND CPR
This course prepares the student to understand the pathology and learn their relationship and massage therapy, in a way to modify the massage to avoid any contraindication. Also included is the recognition of common contagious infections and how to avoid contamination. The student learns when to refer a client to a doctor or other health professional. In this course students will complete training in Cardio Pulmonary Resuscitation and Infection Control and Contagious Illnesses.

CTM008   **2 CREDITS**
LABORATORY - PRACTICE MASSAGE THERAPY
The course allows students registered on the third study term at the Institution, to apply acquired knowledge in the classroom to different real life situations in a work scenario related to the massage profession supervised by the professor.

DTC001   **DENTAL ANATOMY AND PHYSIOLOGY**
                                                                  2 CREDITS

In this course, the student analyzes the anatomy and physiology of the different components of the oral/dental cavity, as well as the main dental malformations and occlusion progress. The course focuses on the student achieving significant learning of the dental anatomy, the fundamental concepts, the terminology, observation of the dental form, their surface, positions within the mouth, relation with antagonist and opposition teeth.

DTC002　　　　　　　**FULL DENTAL FABRICATION**
　　　　　　　　　　　　5 CREDITS　　　　　　　　　　2 Theory　3 Lab

The course takes the student through the examination of the relation between the superior and inferior dentures interpreted in a functional articulator.   Includes the evaluation of preliminary impressions and fabrication of models, personalized impressions trays, evaluation of the final impression and the base model, and the selection of the prosthesis for the tooth. It also includes permanent tooth fixing of the artificial denture, test denture processing, full denture finishing template manufacturing and the repair and rebase of prosthesis. In addition, the student will work with different types of wax used in dental laboratories.

DTC003　　　　　　　**DENTAL MATERIALS**
　　　　　　　　　　　　3 CREDITS
　　　　　　　　　　　　1 Theory　2 Lab.

In this course the student will examine the materials commonly used by dental technicians. The course also includes an introduction to metal alloys, physical and chemical properties of dental materials, weight, measurements and calculations, alloy processes, equipment calibration, metal treatment and dental torch technique, electric polishing and procedures for safety, metal sensibilities and allergies.

DTC004　　　　　　　**FIXED PROSTHESIS AND CERAMIC FABRICATION**
　　　　　　　　　　　　5 CREDITS
　　　　　　　　　　　　2 Theory 3 Lab

In this course, the student will learn the terms related to the construction of fixed dental prosthesis. Also, experiences will be provided for the student to acquire among others: mold manufacturing techniques, mold insertion in articulator, elaboration of wax pattern, type, characteristic, handling and polishing of porcelain and resin, metal structure development and placement esthetic material. The student will be trained to identify: possible model anomalies, the types of prosthesis, crowns as well as bridges and a combination of these and the respective attachments, the necessary instruments and materials in the fabrication of these and the testing methods for the prosthetic piece. In this course models will be constructed in plaster that will be placed in the articulator and will construct wax patterns, metal structure manufacturing and porcelain fixed prosthesis dentures.

DTC005　　　　　　　**REMOVABLE PARTIAL DENTURES FABRICATION**
　　　　　　　　　　　　5 CREDITS
　　　　　　　　　　　　2 Theory　3 Lab.
The student is introduced to the material and equipment needed to complete all the stages in the construction of removable partial dentures. Will learn the principles and main components for removable partial dentures. Also, the partial classification of the denture, the mold study and design principle, the contour dental welding, teeth fitting and waxing, processing and finishing. The student will construct the mold in a metal frame, a duplicate of the master mold, refractory mold waxing, coating, adjustment, teeth fitting, processing and prosthesis finishing.

DTC006   DENTAL TECHNOLOGY SEMINAR
3 CREDITS

The objective of this course if for the student to learn about: requirements of the Examining Board of Dental Technicians, necessary documents to be a member of the Dental Technician College, general concepts to take the license exam, and the regulations of the profession of Dental Technology in Puerto Rico. Also, the topics of preparations for the working world, employment interview and professional ethics are discussed.

DTC007   DENTAL TECHNOLOGY PRACTICE-LABORATORY
6 CREDITS

The student will have the opportunity to apply the acquired knowledge from the classroom to situations that could result from a real working environment related to the construction of fixed, temporary and complete prosthesis. The student will complete all functions assigned as determined by the program skills and will be under the supervision of the assigned professor.

ENG001   3 CREDITS
BASIC COMMERCIAL ENGLISH
English 001 is designed to develop basic grammar skills for non-native speakers of English. The course stresses written and oral communication as a means of acquiring language proficiency. The grammar skills will be used in context for both written and oral expression.

ENG005   3 CREDITS
CONVERSATIONAL ENGLISH
It is an intensive English oral communication course, designed to develop essential speaking skills necessary for every day social and business situations.

ENG006   3 CREDITS
ENGLISH FOR HOTELS AND TOURISM
It is an intensive English oral communication course, designed to develop essential communication skills to use within a variety of tourism and hospitality-oriented situations.

ENP001   4 CREDITS
PRACTICAL NURSING FUNDAMENTALS
In this course the practical nursing evolution including the different roles and functions are discussed. The study of theorical principles application to the nursing process is covered. Ethical-legal controversies are discussed and Law HIPAA dispositions. Also basic related medical terminology is described including a panorama of illnesses processes including basic microbiology concepts. The study of holistic concept and techniques such as: reflexology, visualization, healing touch, pranic healing, aromatherapy, music therapy, among others is reviewed.

ENP002   2 CREDITS
PHARMACY FUNDAMENTALS FOR NURSING
This course offers the student general pharmacy concepts, medication classification systems, dosing, ways, and terminology. Basic mathematical principles use and the preparation of different medication classifications are covered.

ENP003   **2 CREDITS**
MENTAL AND EMOTIONAL PATIENT CARE
This course discusses basic concepts related to conduct patterns, history, recent tendencies, therapies, ethical-legal implications, and community resources related to mentally and emotionally disturbed clients in the practical nursing context. Also, basic mentally and emotionally disturbed patient care will be studied providing emphasis on mental illnesses prevention and control.

ENP004   **2 CREDITS**
NEWBORN AND MOTHER CARE
Through this course the student will identify the basic prenatal care principles, in the birth and post-partum. The intervention is focused on the normal process care of the pregnancy, birth and in acute situations affecting pregnancy, birth and neonatal.

ENP005   **2 CREDITS**
CHILD AND TEEN CARE
In this course, the growth stages and child and teen development for clinical evaluation and implementation of appropriate nursing care are reviewed. Acute and chronic conditions discussion in children and teens are included. Also, emphasis is placed on the special needs child.

ENP006   **3 CREDITS**
CHRONIC CONDITION CARE, ADULT CHRONIC CONDITION AND ELDERLY CARE
In this course, the student will review the growth and development stages in adults and the elderly. Students will acquire knowledge in the chronic and acute conditions care of adult and the elderly.

ENP007   **2 CREDITS**
PRACTICAL NURSING COMMUNITY CARE
In this course, the basic concepts related to practical nursing functions in the community including public health history are discussed. Emphasis is placed on health promotion and prevention. Different scenarios are identified for a practical nurse such as: Hospitals, Home Care, Hospices, Elderly Care Centers, Diagnostic Centers, Child Day Care and Home.

ENP008   **5 CREDITS**
BASIC NURSING SKILLS PRACTICE
In this course, the student will acquire basic knowledge and skills necessary in the practical nursing functions. Practical personal hygiene, body mechanics, aseptic principles active and passive movements, ulcers prevention, vitals and weigh taking are discussed. Also reviewed are theorical and practical knowledge in file documentation, comfort, rest, sleep and related principles in the patient unit arrangements.

ENP009   **2 CREDITS**
SEMINAR
The Practical Nursing Seminar course prepares the student on how to get ready for job interviews in hospitals and the necessary documentation. Students acquire knowledge about the Practical Nursing College, Professional Examination Board for Health and a general review on the revalidation exam. Also, the student will use and manage the computer for work.

MAP001   HANDLING AND DESIGNING A MULTIMEDIA FOR MOBILE APPLICATIONS   3 CREDITS

In this course, basic concepts will be discussed and applied on videos and digital images, their handling and integration with other programs and applications. Also discussed are the basic components of videos and images from the digital perspectives. Application skills will be acquired on the handling of digital video and imaging. Will use the most recent techniques in the creation and editing of digital videos and the creation, acquisition and handling of digital images integrating them to other commercial applications.

MAP002   3 CREDITS
WINDOWS PLATFORM PROGRAMMING

This course explores the platform for the development of programming of electronic devices based on the operative system Windows Mobile of Microsoft that allows the Windows mobile users to communicate and perform different tasks in the environment of mobile devices based on the operative system Windows Mobile such as the Microsoft Surface Tablet and the Nokia Lumia telephone. In this course, interface and data entry techniques will be developed for storage and for later use, such as local storage and the cloud. Exercises will be conducted using the most common basic components from the user perspective. Different alternatives are created depending on the nature of the application.

MAP003   3 CREDITS
DESIGN AND DEVELOPMENT OF INTERFACES FOR MOBILE APPLICATIONS

In this course, visual and data entry interfaces are developed for various applications. Exercises are conducted using the basic components of interfaces from the digital perspective. Different alternatives are created depending on the nature of the application. Most recent techniques will be used on the creation of interfaces for other commercial applications.

MAP 014   3 CREDITS
WEB PAGE PROGRAMMING
This course explores the platform for the development of programming of internet pages through the different languages such as JAVA, PHP and VBScript. Interface and data entry techniques will be developed in this course for storage in the cloud. Exercises are conducted using the most common components from the user perspective. Different alternatives are created depending on the nature of the application. Applications are also developed to communicate with data bases.

MAP 005   3 CREDITS
ANDROID PLATFORM PROGRAMMING

This course explores the platform for the development of programming of electronic devices based on the operating system Android that allows the Android users to communicate and perform different tasks in the environment of mobile devices based on the Android operative system such as Samsung Galaxy Tab and THC telephone. In this course interface and data entry techniques will be developed for storage and for later use, such as local storage and the cloud. Exercises will be conducted using the most common basic components from the user perspective. Different alternatives are created depending on the nature of the application.

MAP006   IOS PLATFORM PROGRAMMING

3 CREDITS

This course explores the platform for the development of programming of electronic devices based on the operating system Apple iOS that allows the users to communicate and perform difficult tasks in the environment of mobile devices based on the Apple technology such as iPhone and iPad. In this course interface and data entry techniques will be developed for storage and for later use, such as local storage and the cloud. Exercises will be conducted using the basic components of social network most common from the user perspective. Different alternatives are created depending on the nature of the application.

MAP 007   SOCIAL NETWORKS PROGRAMMING

3 CREDITS

This course explores the adequate programming language for a social network environment with electronic devices of all types that will allow the users to communicate and perform different possible tasks in the setting of current social networks. In this course interface and data entry techniques are developed for different environments that could be found within the scopes of today's Internet social networks. Exercises will be conducted using the most common basic components of the social network from the user perspective. Different alternatives are created depending on the nature of the application.

MAP010   3 CREDITS
LABORATORY/PROJECT

In this course, the student will have the opportunity to apply the acquired knowledge from the classroom to situations that could result from a real work environment related to the development of mobile applications. The student will complete all functions assigned based on the program skills in or outside the institution laboratory under the supervision of the assigned professor or assigned qualified professional.

PAC003   3 CREDITS
PRACTICE IN CHRONIC CONDITION CARE, ADULT CHRONIC CONDITION AND ELDERLY CARE
The student should complete 90 clinical practice hours at a hospital where he/she will manage adult and elderly growth and development stages. They will acquire knowledge in chronic condition care of adult and elderly patients, under the supervision of a graduate nurse.

PAC004   3 CREDITS
PRACTICE IN NEWBORN AND MOTHER CARE
The student should complete 90 clinical practice hours in a hospital where he/she will manage basic principles in newborn care, birth, and post-partum, including care during a normal pregnancy process, birth and acute situations that affect pregnancy, birth, and neonatal, under the supervision of a graduate nurse.

PAC005   **3 CREDITS**
PRACTICE IN CHILD AND TEEN CARE
The student should complete 90 clinical practice hours in a hospital where he/she will manage the different child and teen growth and development stages for evaluation and implementation of appropriate nursing care, under the supervision of a graduate nurse.

PAC006   **3 CREDITS**
PRACTICAL NURSING IN COMMUNITY CARE
The student should complete 90 clinical practice hours in a hospital where he/she will practice concepts related to practical nursing functions in the community. Emphasis is placed on health promotion and prevention, under the supervision of a graduate nurse.

PAC007   **4 CREDITS**
PRACTICE IN MENTAL AND EMOTIONAL PATIENT CARE
The student should complete 120 clinical practice hours in a mental institution where he/she will learn the basic concepts related to conduct patterns, history, recent trends, therapies, ethical-legal implications, and community resources related to mental and emotional disturbed patients in the nursing context, under the supervision of a graduate nurse.

PCC001   **3 CREDITS**
COMMERCIAL BAKERY AND PASTRIES FUNDAMENTALS
This course covers the basic fundamentals related to pastries and commercial baking, as well as the responsibility of the bakery and pastry professional. The history, vocabulary, bakery and pastries tools and equipment are studied. The student will familiarize with basic knowledge in cooking techniques, equipment uses, and knife use. Ingredients use, formula and recipe management is also discussed.

Also, discussion of basic fundamentals related to safety, management, manipulation and hygiene in the bakery and pastry. Health laws and regulations on the gastronomy industry related to food management, safety concepts, contamination and illnesses are discussed. Emphasis is placed on the HACCP, steps to follow in the work area, chemical use, and OSHA and Health Department policies.

PCC002   **3 CREDITS**
COMMERCIAL PASTRIES I
This course provides the student with the knowledge to prepare fillings, different types of creams, custards, cheese cakes, mousses, puddings, cookies, *mallorcas*, catalan cream, chocolate cream, crème brulle, bread pudding, merengue, and typical candies, among others. Also, danish dough, croissant, and other varieties are included.

PCC003   **3 CREDITS**
CAKES DECORATION
This course provides the student with knowledge of basic and advanced cake decorating techniques. The student will learn the angel food cake, *ponque*, chiffone, and jelly roll. Also, will work with different flavor frostings, fondant, among others. Will also include preparation of different types of chocolate coverings, fondant stencils, and sugar, Australian and Swiss sugar decoration, among others.

PCC004   **3 CREDITS**
BAKERY AND DOUGH
The course allows the student to learn about the appropriate use of yeast in breads, fermentation and cooking process. Different types of bread are prepared: water, *sobao*, and wheat. Also prepared are ethnical breads, rolls, donughts, pizzas, and its varieties.

PCC005   **3 CREDITS**
COMMERCIAL PASTRIES II
This course allows the student to prepare more difficult desserts such as éclairs, tarts, pies, sorbet, ice cream, soufflé, and sauces. Also, the student will work on different plating techniques.

PCC006   **3 CREDITS**
LOCAL AND INTERNATIONAL PASTRIES
This course allows the student to learn local and international recipes preparation. Preparation of *tembleque, arroz con dulce, majarete, dulce de batata* and *dulce de papaya*, among others is included. Also, student will obtain knowledge on other cultures and their desserts such as: crepes, tiramisú, crème brulee, baklava, among others.

PCC007   **3 CREDITS**
HEALTHY PASTRIES
This course teaches the student diabetic and vegetarian recipe preparation. Also, it includes an gluten free and other healthy recipe.

PCC010   **3 CREDITS**
LABORATORY PASTRY AND BAKERY
This course allows the student to apply knowledge and skills acquired during the program study in different commercial bakery and pastry scenarios.

PDF001   **3 CREDITS**
INTRODUCTION TO CRIMINAL JUSTICE SYSTEM OF PUERTO RICO
This course familiarizes the student with the four Puerto Rico criminal justice system components: Police, General Justice Court, District Attorney, and Correctional and Rehabilitation Department. Correlation and integration of the private and public security and its different components are discussed. The student will learn how each component works, its objectives, processes, and relation with the private detective function in businesses and organizations.

PDF002   **3 CREDITS**
PENAL LAW
In this course, the student will discuss general penal law fundamentals, interpretative norms, felonies, and applicable jurisprudence. Analysis of evidence rules, criminal procedures rules, new penal code, and civil rights is included.

PDF003   **3 CREDITS**
SPECIAL LAW
In this course, the student will learn how actual laws and regulations adjust to scientific legal modern investigation. Students will learn different scenarios where investigators functions could be in conflict with the law. Civil, criminal, and administrative cases will be analyzed. Also, special laws such as: Controlled Substances Law, Arms Law, Minors Law, Explosives Law, and Confiscation Law are discussed. Emphasis is placed on the Ambush Law, Law 54, Sexual Harassment Law, and the Private Detective Law.

PDF004   **3 CREDITS**
BASIC PRINCIPLES OF CRIMINAL INVESTIGATION
This course discusses basic criminal investigation principles, techniques, and methods. The student will learn the definition, purpose, and objectives of a criminal investigation and the different procedures to follow in all stages. How to protect a criminal scene, recollect evidence, maintain evidence chain, and how to protect the victims and witnesses is covered. Also, corresponding reports are written.

PDF005   **3 CREDITS**
CRIMINOLOGY
This course studies the role of some of the scientific disciplines related to the private and forensic investigation field in our criminal justice system and its direct relation with crime, suspect, and victim. Also, concepts such as: pathology, ballistic, serology, DNA, forensic psychophysiology, and document analysis, among others are discussed.

PDF006   **3 CREDITS**
EMERGENCY MANAGEMENT
This course prepares the student to effectively respond to emergencies and disasters. It is designed to introduce the student to emergency planning and evacuation techniques. Emergency plans structure, tasks, and responsibilities of the security department and its function of protecting lives, property and information are discussed. Basic technological communication concepts during emergencies and disasters are also covered. Basic techniques to analyze risks and threats to a business or organization with special emphasis on fire prevention are taught.

The student will be able to work in a team with state and federal emergency response agencies, such as: Police, Firefighters, Emergency Management State Agency, Medical Emergencies, FEMA, among others. The practice with emergency response agencies will prepare the student to understand and execute security and protection tasks in disasters with knowledge and confidence.

PDF007   **3 CREDITS**
SECURITY IN THE PRIVATE AND PUBLIC ENTERPRISE
 This course discusses the function of applied security in the private and public sector. Students will learn to conduct security audits and investigations, as well as other main elements in prevention and control of organizational loss. Also, covers the discussion of security functions, origins, and development and its application in the fundamental areas: Personnel Security, Physical Security, and Information Security. Specific security problems and basic principles to

work in security or vigilance functions in a business are reviewed. Advanced technology applied to the security and protection functions are discussed. The student will learn how to protect people, property, and information integrating security concepts.

PDF008 **3 CREDITS**
TECHNIQUES AND METHODS IN REPORT WRITING
In this course, the student will learn basic principles in editing, management, and evaluation of documents, reports, and forms used in the private and forensic investigation and its integration to the legal field and the Puerto Rico Justice System processes.

PHA001 **3 CREDITS**
FUNDAMENTALS OF PHARMACY AND LEGAL ASPECTS
This course discusses the pharmacy historical background, responsibilities, and functions of the pharmacy technician. Also, different laws and regulations that regulate the pharmacy practice in Puerto Rico are discussed. Students will learn about state and federal laws that should be observed when working as a pharmacy technician.

PHA002 **2 CREDITS**
PHARMACEUTICAL MATHEMATICS I
This course reviews basic mathematical operations and basic knowledge on the weigh and measure systems used in pharmacy. The student will learn about different systems related to prescription dispatch. Also, conversions between systems, percentage preparation, and formulas reduction and increase are included.

PHA004 **2 CREDITS**
POSOLOGY
This course permits the dosage study of medications. Administrative ways, as well as changes to drugs through the body systems are discussed. Also covered are explanation of medical prescriptions interpretation and its abbreviations, RX-30 program study, dose calculation, and medications interactions.

PHA005 **3 CREDITS**
PHARMACOLOGY
This course studies the basic pharmacology concepts such as medication effects on the body and illnesses. The students will learn generic names, manufacturing companies, dosage, side effects, and general information related to medications.

PHA006 **2 CREDITS**
PHARMACOGNOSIA
This course discusses drugs and medications of natural original such as: vegetables, fungus, bacteria, and animals. Substances with therapeutic and toxic properties of pharmaceutical interest are included. The student will learn drug classification and its origins including medicinal and homeopathic plants concepts.

PHA007   **3 CREDITS**
PHARMACY PRACTICE AND DISPATCHER
In this course, the student will be able to apply knowledge on different dosing ways and prescription preparation, including weighing, powder and cream preparation, ointments, liquid dilution and concentration. Also included is the creation of composition prescriptions and preparations which are a guide for the internship. The student will learn and work using a computer program. Health insurances are discussed. Also, prescription dispatch in a hospital pharmacy is simulated.

PHA008   **11 CREDITS**
PHARMACY TECHNICIAN INTERNSHIP I
Through this internship, the student will apply acquired knowledge and skills in the study program in a real practice center. The student should complete 412.5 hours in a community or hospital pharmacy as of September 2011.

PHA009   **1 CREDIT**
PHARMACY TECHNICIAN SEMINAR I
This course has the objective of discussing the pharmacy center evaluation process. Also discussed are assertive communication, interpersonal relations management, work ethics, team work, and human relations, among others.

PHA010   **11 CREDITS**
PHARMACY TECHNICIAN INTERNSHIP II
Through this internship, the student will complete knowledge and skills acquired in the study program in a real practice center. The student should complete 412.5 hours in this second phase in a community or hospital pharmacy, as of September, 2011.

PHA011   **1 CREDIT**
PHARMACY TECHNICIAN SEMINAR II
This course has the objective of reviewing subjects evaluated in the revalidation exam such as: Pharmacy Mathematics, Pharmacotherapy, Pharmacognosia, Chemistry, Physiology, Technical Aspects, Administrative and Legal aspects in the pharmacy practice. Also included are workshop, resume design, and job search.

PHA013   **2 CREDITS**
PHARMACEUTICAL MATHEMATICS II
Prerequisite: PHA002
In this course, the student acquires knowledge on mathematical calculations used in pharmacy. Mathematical concepts on the dispatch at prescription and hospital level are learned and applied.

PSY010   **3 CREDITS**
PSYCHOLOGY FUNDAMENTALS
This course analyzes basic psychology concepts in the study of human relations, in the personal as well as professional area. Psychology evolution, human development stages, central nervous system, psychological models and conduct modifications are discussed. Emphasis is placed on themes such as: multiple intelligences, emotional intelligence, self-control techniques, and conflict management, among others.

QUI002 **2 CREDITS**
CHEMISTRY FUNDAMENTALS AND PHARMACEUTICAL CHEMISTRY
This course reviews basic general chemistry and organic chemistry concepts such as composition and sub-atomic level matter properties up to microscopic. Chemical links, periodic table for families or groups, and elements present in living organisms are discussed. Also, the elements, their uses and energy sources are studied. Also, the mole concept, chemical reactions, electrolyte and colloidal solutions, PH concept, and solution concentration measures.

SPA001 **3 CREDITS**
BASIC SPANISH
This course lets the student develop general grammatical rules in the Spanish language focused on writing different types and styles of business documents.

FACULTY

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Atanasio Ávila, BA University of Puerto Rico
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Language and Humanities

Vicmarie Carrión, MA University of Turabo
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Mathematics Courses

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BA Universidad Interamericana de PR
Science in Nursing

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MAEdlE, National University
Educational Leadership

JANUARY-ABRIL	2016	2017	2018
New Year	Friday, January 1	Sunday, January 1	Monday, January 1
Three Kings Day	Tuesday, January 6	Friday, January 6	Saturday, January 6
Orientation and Registration	January 7-12	January 9-17	January 2-15
Class Begin	Wednesday, January 20	Wednesday, January 18	Wednesday, January 17
Late registration and program change * y/o clases en el término corriente	Saturday, February 6	Saturday, February 4	Saturday, February 3
Holiday – Presidents' Day	Monday, February 15	Monday, February 20	Monday, February 19
Holiday – Slavery Abolition	Wednesday, March 23	Wednesday, March 22	Thursday, March 22
Holy Week Academic Recess	March 24 & 25	April 13 & 14	March 29 & 30
Last day to apply for withdrawal	Wednesday, April 20	Wednesday, April 19	Wednesday, April 18
Final Evaluation	April 25 - 29	April 24-28	April 23-27
Final Grade	May 2 &3	May 1 & 2	April 30 and May 1
MAY-AUGUST	**2016**	**2017**	**2018**
Orientation and Registration	May 4-10	May 3-9	May 2-8
Class Begin	**Wednesday, May 11**	**Wednesday, May 10**	**Wednesday, May 9**
Late registration and program change * y/o clases en el término corriente	Saturday, May 28	Saturday, May 27	Saturday, May 26
Holiday – Memorial Day	Monday, May 30	Monday, May 29	Monday, May 28
Holiday – Independence Day	Monday, July 4	Tuesday, july 4	Wednesday, July 4
Holiday –ELA Constitution	Monday, July 25	Tuesday, July 25	Wednesday, July 25
Academic Recess***	July 25-29	July 24-28	July 23-27
Last day to apply for withdrawal	Wednesday, August 17	Wednesday, August 16	Wednesday, August 15
Final Evaluation	August 22-26	August 21-25	August 20-24
Final Grade	August 29 y 30	August 28,29	August 27 y 28
SEPTEMBER-DECEMBER	**2016**	**2017**	**2018**
Orientation and Registration	September 2-13	August 30 - September 5	August 29 - September 4
Holiday – Labor Day	Monday, September 5	Monday September 4	Monday, September 3
Class Begin	**Wednesday, September 7**	**Wednesday, September 6**	**Wednesday, September 5**
Late registration and program change * y/o clases en el término corriente	Saturday, September 24	Saturday, September 23	Saturday, September 23
Last day to apply for Graduation	Monday, October 3	Tuesday, October 3	Wednesday, October 3
Holiday – Día de la Raza	Wednesday, October 12 (observed Monday, 10)	Monday, October 9	Monday, October 10
Election Day	Tuesday, November 8	N/A	N/A
Graduation	Friday, November 18	Friday, November 3	Friday, November 10
Holiday – Veteran Day	Friday, November 11	Saturday, November 11	Monday, November 12
Holiday – Discovery of Puerto Rico	Saturday, November 19	Sunday, November 19	Monday, November 19
Thakgiving Recess	November 24-25	November 23-24	November 22-23
Last day to apply for withdrawal	Wednesday, December 7	Wednesday, December 6	Wednesday, December 12
Final Evaluation	December 12-16	December 11-15	December 17-21
Final Grade	December 19 y 20	December 18,19	December 26 y 27

CERTIFICATION

       I certify that ICPR Junior College is a corporation with educational character organized under the Commonwealth of Puerto Rico Laws.

       I certify that all the information that appears in this catalogue applies to the three Campuses, is real, exact, trusted, and is organized by the Board of Directors.

       This Institution does not discriminate against anyone for reasons of sex, age, creed, physical handicap, origin or social condition, ethnicity, political or union affiliation.

       This Institution will comply with the Educational Rights and Family Privacy Law of 1974.

RAMÓN A. NEGRÓN   OLGA E. RIVERA
BOARD OF DIRECTORS PRESIDENT   PRESIDENT/CEO

ICPR Junior College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Catalogue Revision as of May, 2017