

EDP

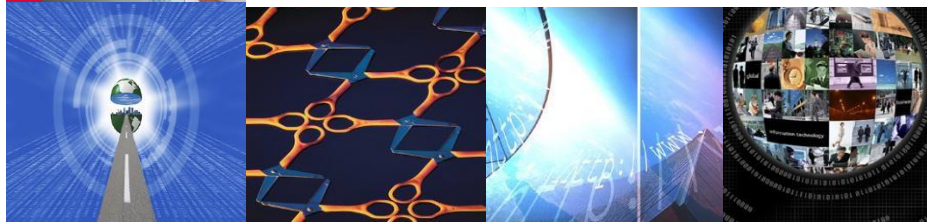
UNIVERSITY

S A B E R E S P O D E R



Undergraduate Catalog

2014 - 2016



EDP UNIVERSITY OF PUERTO RICO, INC.

**Revised January
2016**

Undergraduate Catalog 2014 - 2016

**Hato Rey Campus
560 Ponce de León Ave.
P.O. Box 192303
Hato Rey, P.R. 00919-2303
(787) 765-3560**

**San Sebastián Campus
49 Betances Street
P.O. Box 1674
San Sebastián, P.R. 00685
(787) 896-2252**

**Humacao Additional Location
4 & 6 Antonio López Street
Humacao, PR
(787) 719-2236**

**Manatí Additional Location
113 McKinley Street, Coto Norte Ward
Manati, PR
(787) 621-3652**

Non-Discrimination Clause

It is the policy of EDP University of Puerto Rico, Inc. to support laws prohibiting illegal harassment and other forms of discrimination based upon: (a) race , color, national origin, sex, political and religious affiliation as defined in the Civil Rights Act of 1964 (Civil Rights Act); (b) disabilities, as such protected class is defined in the Americans with Disabilities Act, Amendments Act of 2008 (ADAAAA); (c) age, as such protected class is defined in the Age Discrimination in Employment Act of 1967 (ADEA); (d) status as a veteran of the Vietnam Era, as such protected class is defined in the Vietnam Era Veteran's Readjustment Act of 1974 (VEVRAA); and any other legally protected class(es) as defined by applicable state and federal law when receiving services or using the facilities. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at EDP University.

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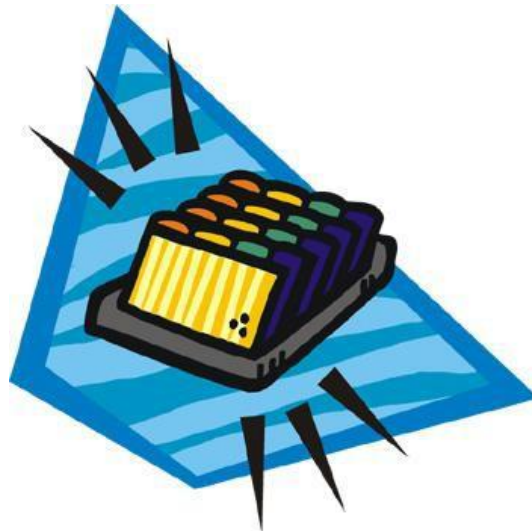


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Message from the President

We, at EDP University of Puerto Rico, have been committed for over forty years to the integral development of our students, providing them a technological education strongly supported by social and humanistic competencies. This combination enables them to appropriately manage the challenges that modern society presents.

More recently, we have developed a model based on a student centered philosophy titled "Think in Student's Terms" in which he/she is considered both our client and our product. Therefore, the Institution measures its effectiveness through the eyes of the student, not only in the educational process, but in each and every aspect of our services to them.



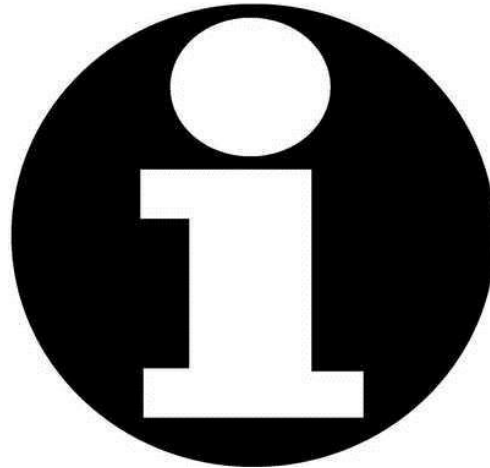
In this model, we have identified four (4) major stages that summarize our responsibility towards our students: Recruitment, Retention, Academic Quality, and Alumni Excellence. Our efforts are focused on facilitating a process where each student successfully goes through these four (4) stages, completing a true cycle. We take very seriously our responsibility to establish and implement proper assessment instruments to continually improve our Institutional effectiveness and our student's learning outcomes.

We are very proud of the academic excellence of our graduates. They are in demand from private and public sectors. Our students recommend us, and their employers recommend us. That is the true cycle.

Come and be part of our Institution. You have to make the first move. Remember, your success is our success and your goals are our goals. We are here to help you reach them in every way we can.

Gladys Nieves Vázquez, P.E.

President



General Information

Institutional Profile

EDP University of Puerto Rico, Inc. is a private non-profit Institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico. The Institution's main campus is located in Hato Rey, a district of the Municipality of San Juan. A second campus is found at the Municipality of San Sebastián, situated in the western side of the island. The Institution offers a variety of academic programs within the fields of Technology, Administration, Arts, Science, and Health.

EDP University of Puerto Rico, Inc. is accredited by the Middle States Commission on Higher Education, to award Associate, Bachelor's, and Master's Degrees. Furthermore, the Institution is licensed by The Puerto Rico Council of Education. Likewise, it is approved by The American Association of Colleges.

The Hato Rey Campus offers Associate Degrees in Computer Programming, Business Administration, Office Administration, Medical Emergencies Technology, Nursing, Physical Therapy Technology, Digital Fashion Design, Interior Design – Decoration, and Biotechnology; Bachelor's Degrees in Information Systems with majors in Computer Programming, Networks, and Digital Imaging, Business Administration, Business Administration with majors in Accounting and Management, Technological Office Administration, and Interior Design – Decoration; Master's Degrees in Information Systems, Information Technology for Education, Information Systems with major in Information Security and Fraud Investigation, and Business Administration with major in Strategic Management; Graduate Professional Certificates in Information Security and Fraud Investigation, Information Technology for Education, Project Management, Information Systems Auditing, Relational Database Administration, and Electronic Commerce.

The San Sebastián Campus offers Associate Degrees in Computer Programming, Business Administration, Office Administration, Medical Emergencies Technology, Nursing, Pharmacy Technician, Physical Therapy Technology, and Digital Fashion Design, Interior Design – Decoration; Bachelor's Degrees in Information Systems with major in Computer Programming, Business Administration, Business Administration with majors in Accounting and Management, Technological Office Administration, and Science majoring in Nursing.

The Humacao additional location offers 50% of the programs towards the Associate Degrees in Computer Programming, Nursing, Physical Therapy Technology, and Digital Fashion Design. Students are required to finish the program requirements at the Hato Rey Campus.

The Manati additional locations offers 50% of the programs towards the Associate Degrees in Computer Programming, Nursing, Physical Therapy Technology, and Digital Fashion Design. Students are required to finish the program requirements at the San Sebastian Campus.

The Institution provides student funding through the following agencies:

- Puerto Rico Department of Education
- “Asociación de Empleados del Gobierno de Puerto Rico”
- “Banco Gubernamental de Fomento”
- Fondo del Seguro del Estado
- Puerto Rico State Department
- Office of the Comptroller of Puerto Rico
- Puerto Rico General Court of Justice
- Puerto Rico National Guard Institutional Trust
- State Vocational Rehabilitation Agency
- WIA (Workforce Investment Act) San Juan Office
- WIA (Workforce Investment Act) Carolina Office
- Department of Veterans Affairs Vocational Rehabilitation
- Reserve Officers Training Corps (ROTC)
- Military Spouse Career Advancement Accounts (MYCAA)
- Health Professionals Scholarship Program (HPSP)
- Government Employees Training Act (GETA)
- Puerto Rico Public Law 7 of 2009

The Institution maintains active memberships with the following entities:

- Certified Public Accountants Association of Puerto Rico
- National Resource Center For The First-Year Experience
- Association for Computing Machinery (ACM)
- Certifying Officers Association of Student Veterans of Postsecondary Institutions of Puerto Rico and the Virgin Islands
- Puerto Rico Association for Commercial Education
- Association of Registrars and Admissions Officers of Puerto Rico
- National Business Education Association (NBEA)
- Puerto Rico Association for Supervision and Curriculum Development (PR –ASCD)
- Association for Supervision and Curriculum Development (ASCD)
- Association of Certified Fraud Examiners (ACFE)
- Consortia of Puerto Rico University Resources Developing Alliance Against Alcohol Abuse, other Drugs and Violence
- Professional Counseling Association
- ASCD
- ACUP
- Association of Governing Boards for Universities and Colleges (AGB)
- Hispanic Educational Technology Services (HETS)
- Puerto Rico Association of Student Financial Aid Administrator (PRASFAA)
- National Association of Student Financial Aid Administrator (NASFAA)
- CUPA-HR
- American Counseling Association
- Puerto Rico Private Education Association
- Information Systems Security Association (ISSA)

Brief History of the Institution

EDP University of Puerto Rico was established in 1969 in Hato Rey, P.R. The main campus is located within the San Juan metropolitan area, in the city's financial and banking district of Hato Rey. The Institution was established in response to Puerto Rico's and the Caribbean's vast demand for specialized technicians within the fields of electronics, computers, and data processing. The rapid economic development and growth of technology on the Island generated a need for an Institution such as ours. In 1978, a second campus was established in the Municipality of San Sebastián, located to the western side of Puerto Rico.

Our Institution was created by Dr. Aníbal Nieves, an Industrial Engineer, who also held a Doctoral Degree in Business Administration with a concentration in Information Systems. His aim of providing his country with highly trained personnel in specialized fields became a reality with the founding of this Institution.

EDP University, which originally offered one year programs, has continuously developed and expanded its curriculum in response to the needs of the students and the community. The Bachelor's Degree level was offered for the first time in 1980 and in 1990, we initiated a Master's Degree level program. Over time, academic offerings have been expanded to include the fields of Technology, Administration, Arts, Science, and Health.

As of the year 2009, the Institution stands as a non-profit institution of higher education, incorporated under the laws of the Commonwealth of Puerto Rico.

Educational Philosophy and Institutional Mission and Vision

Philosophy

We are an Institution that reaffirms a commitment to technology and socio-humanistic values with excellence and integrity. We are grounded in values such as tolerance, respect for diversity, and social and ethical responsibilities in all dimensions.

We reaffirm our commitment with Puerto Rican and worldwide cultures. We believe in the capacity of the human being to be self-directed, in the integration and collaboration of our Institution with the community, and in the contributions of our alumni to the social and economic development, environmental protection, healthy lifestyles, and cultural enrichment of our surrounding community.

This philosophy is represented in the Institution's revised Mission, which in essence is an updated rewriting of the Mission that has guided the Institution for the past 43 years.

Mission

EDP University is a technological and socio- humanistic higher education Institution, leader in the education of professionals in the Arts, Sciences and Technology. We constitute a learning community that offers graduate and undergraduate academic programs that promote active learning and the integral development of students, as they are the center of the educational process.

Vision

EDP University aspires to be an Institution that achieves recognition in and outside of Puerto Rico, due to its innovate nature and flexible, non-traditional design, in which optimal use is made of information technology at the academic and administrative levels, integrating the Institution in the information society and adding value for its constituents.

Institutional Goals

The goals, which are aligned with the Mission, fall into four (4) categories. These categories include the Academic, Student, Administrative, and Community areas.

Academic Affairs

The goals in this area are to:

1. Offer and develop excellent, pertinent, and relevant graduate and undergraduate academic programs in the Technology, Administration, Arts, Science, and Health related areas.
2. Integrate information technology into the academic offerings and the Institution's administration.
3. Offer a General Education Program that promotes the development of competencies in the following areas: oral and written communication skills in Spanish and English, computer literacy, information literacy, critical thinking, scientific, math, culture, and the acquisition of social, humanistic, tolerance, and diversity values.
4. Systematically assess Institutional effectiveness and student learning outcomes as a basis for decision-making and Institutional renewal.

Student Affairs

The goals in this area are to:

1. Offer student support services to assist students in achieving their educational objectives in the profession aspired to and their development as integral human beings.

Administrative Affairs

The goals in this area are to:

1. Provide a physical, human, and technological infrastructure that guarantees optimal conditions for the development of academic programs.
2. Establish strategic planning processes for the strengthening of the institutional resources and the achievement of academic excellence.

Community Affairs

The goals in this area are to:

1. Promote and sustain social and ethical responsibilities among the members of the community.
2. Encourage a relationship of mutual development between the Institution and the community.

Institutional Information

Certificate of Incorporation:

EDP University of Puerto Rico, Inc. is a corporation organized under the laws of the Commonwealth of Puerto Rico on March 4, 1969, file number 20818.

Board of Directors

Founder President:

Gladys Vázquez Díaz, B.B.A., M.H.S.A.

President

Guillermo Cruz González, B.S.I.E.

Vice President

Rafael Del Valle Vega, C.P.A.

Secretary:

Marc Zubrzycki Rodoyski

Sub Secretary:

Saribel Estrada Figueroa, ENG.

Treasurer Interin:

Rafael Del Valle Vega, C.P.A.

Sub Treasurer:

Members:

Máximo Ruiz Jiménez, B.A., L.L.B.

Manuel Vázquez Díaz, M.H.S.A.

Alvin Cardona Rivera, D.M.D.

Ivette Castro Vázquez, M.Ed.

Dora M. Hernández Mayoral.

Benito Masso, Jr.

Gladys B. Nieves Vázquez, M.A.

José Alvarado Vázquez, Lic.

Administration

Central Administration

President:

Gladys T. Nieves Vázquez, P.E., M.B.A.

Vice President of Institutional and International Affairs:

Marilyn Pastrana Muriel, Ed.D.

Vice President of Finance:

Luis Rivera Colón, CPA, CIA

AVP Institutional Accreditation, Licensing, Assessment and External Funds:

Alberto López Mercado, Ed.D

AVP Research Academic Assessment and Institutional Development:

Nydia Rivera Vera, M.A.

AVP of Administration and Technology:

Luis Fuster, M.S.

AVP for International Affairs and Distance Education:

Sandra Arroyo, M.A..

AVP of Financial Affairs:

Marie Luz Pastrana Muriel, B.B.A.

Associate Institutional Director

Glenda Rodríguez Campuzano, B.A.E.

Institutional Human Resources Director:

Héctor Vázquez Díaz, M.B.A.

Institutional Marketing & Communications Director

Alba Ferrer, M.A.

Institutional Financial Aid Director:

Yaitzaenid González Meléndez, M.A.

Accounting Director:

María Santiago Marquez, B.A.

Distance Education Academic Dean:

Doris V. Rodriguez, Ed.D.

Technology Affairs Dean:

Ramón Mallol Martínez, Ph.D.

Institutional Accreditation, Licensing and Assessment Coordinator:

Marjorie M. Maisonet Rivera, B.A.

Institutional Director for External Funds:
Carmen I. Negrón Castro M.A.

Institutional Coordinator for Compliance
Édgar Morell-Rivera, R.A., NCARB, AIA

Distance Education Academic and Student Associate Director:
Ileana Ortiz Flores, M.A.Ed.

Distance Modalities Director:
Carmen Quintana Hernández, B.B.A.

Hato Rey Campus Administration

Hato Rey Campus Chancellor:
Marilyn Pastrana Muriel, Ed.D.
Interim

Academic Affairs Dean:
Enid Cartagena, M.A.

Student Affairs Dean:
Oscar Morales, J.D.

School of Arts and General Education Director:
Maria T. Arias, B.A., M.A.

School of Administration Director:
Glorimar Santini, M.B.A.

School of Health Director:
Lourdes Fuentes Rivera, M.A., P.T., M.C. – Major Educational Counseling

Physical Therapy Clinical Practice Coordinator:
Ada Guzmán Vera, P.T., M.D.I.V.

School of Nursing Director:
Johana Jaime, B.S.N., M.S.N.

Institutional Clinical Practice Coordinator:
Alfredo del Valle, B.B.A.

School of Science and Technology Director:
Frank Maldonado, M.I.S.

EDP/San Juan School of Design Director:

Graduate School Director:
Miguel Drouyn Marrero, Ed.D.

Continued Education Director:
Doris Mazza, ARQ. (LIC. 10474) , PPL (LIC. 082), MCH

Enrollment Manager:
Sonia Bronstaff Bagú, M.A.

Admission Support & Services Director:
Dendy Vila, B.B.A.

Registrar's Office Director:
Marien De Jesus, B.A., M.S.M.

Bursar's Office Director:
Marisol Rodríguez Reyes, B.A.E., B.P.C.

Financial Aid Director:
María Colón Torres, M.B.A.

Career Services Office Director:
Tamara Morales del Olmo, B.S.

Information Resources Center Director:
Igrí Enríquez Rodríguez, M.L.S.

Systems Information Director:
Frank Maldonado Font, M.I.S.

Computer Center Director:
Héctor Alejandro Pastrana, B.I.S.D.I.

Data Base Administrator:
Giovanni Martinez Lozada

Academic Support Center:
Carmen Negrón, B.A., M.A.E.

Associate Director for External Funds and Community Support:
Zaida Roque, M.B.A.

Counselors:
Marta Carballo Betancourt, CPL

Kids @ EDP Director:
María Rivera Meléndez, CDA Certification

San Sebastián Campus Administration

San Sebastián Campus Chancellor:
Melba Rivera Delgado, Ed.D.

Vice Chancellor:
Juan Avilés Font, Ed.D.

Academic Affairs Dean:
Alice Casanova, B.B.A., M.A., Ph.D.

Student Affairs Dean:
Damaris Varela, Ed.D.

School of Arts and General Education Director:
Aracelis Soto Méndez, M.A.

School of Health Director:
Lillian Alers Soto, M.A.

School of Nursing Director:
Carmen Rosa Arce, M.S.N.

Nursing Clinical Practice Coordinator:
Jasmín Puentes
Yomaira Ramos

Continued Education Director:
Luis R. Rivera Morales, M.S.N.

Registrar's Office Director:
Nydia Méndez Vargas, B.B.A.

Bursar's Office Director:
Julio Méndez Ferreira, M.I.S.

Admission's Director:
Xiomara Rivera, BA Ed.

Financial Aid Director:
Luz Rivera Crespo, B.B.A.

Promotions Director:
Migdalia Robles B.B.A.

Physical Therapy Practice Coordinator:
Ruth Rodriguez Ruiz, B.S.

Pharmacy Practice Coordinator:
Barbara Ortíz Gaud

Systems Information Director:
Ángel Rivera Báez, B.D.C.P.

Computer Center Director:
José Arce Colón, M.A.

Information Resources Center Director:
Marisol Giraud Mejías, M.L.S.

Data Base Administrator:
Verónica Rivera Molina, M.I.S.

English Lab / Tutorial Technician:
Steven Cortés González, B.A.

Counselor:
María E. Delgado Altieri, M.A.Ed.
Delsy Hernández Méndez, M.Ed.

Associate Director for External Funds and Community Support:
Pilar Cordero, M.A.

Humacao Additional Location Administration

Humacao Additional location Director:
Silma García Algarín, M.A. Ed.

Manatí Additional Location Administration

Manatí Additional location Director:
Lizzette Mestey Velez, B.S.N., R.N., M.B.A



Faculty

Hato Rey Campus School Directors and Faculty

School of Administration Director

- Associate Degree in Office Administration
- Associate Degree in Business Administration
- Bachelor's Degree in Technological Office Administration
- Bachelor's Degree in Business Administration
- Bachelor's Degree in Business Administration Major in Accounting
- Bachelor's Degree in Business Administration Major in Management

◆Cruz Vélez, Noemi, Assistant Professor

M.B.A., Major in Management, Metropolitan University
B.B.A., Major in Management, E.D.P. College of P.R., Inc.

School of Arts and General Education Director

◆Negroni, Juan

School of Health Director

- Associate Degree in Medical Emergencies Technology
- Associate Degree in Physical Therapy Technology
- Associate Degree in Pharmacy Technician

◆Fuentes Rivera, Lourdes, Instructor

M.A. Major in Counseling in Education, University of Phoenix
B.S., Major in Physical Therapy, University of Puerto Rico

Clinical Area Coordinator:

Guzmán Llera, Ada, Instructor

M.D.I.V., Major in Theology, PR Evangelic Seminary
B.S.P.T., Major in Physical Therapy, University of Puerto Rico

School of Nursing Director

- Associate Degree in Nursing

Jaime, Joanna

M.S.N., Major in Administration in Nursing and a specialty in Adult and Elderly, University of Puerto Rico
B.S.N., Interamerican University of Puerto Rico

Clinical Area Coordinator:

Batista, Agness

B.S., Major in Psychology, Interamerican University of Puerto Rico

School of Science and Technology Director

- Associate Degree in Computer Programming
- Bachelor's Degree in Information Systems – Digital Imaging
- Bachelor's Degree in Information Systems - Computer Programming
- Bachelor's Degree in Information Systems - Networks

Maldonado Font, Frank

M.I.S., Major in Information Systems, E.D.P. University of Puerto Rico
B.S., Major in Mathematics, University of Puerto Rico, Rio Piedras

EDP/San Juan School of Design Director

- Associate Degree in Digital Design
- Bachelor's Degree in Digital Design
- Bachelor's Degree in Digital Fashion Design

Faculty

◆ Denotes Full Time

Alicea Rivera, Ramón, Instructor

Arts and General Education

M.A., Major in English Curriculum, University of Phoenix, Puerto Rico

B.A., Major in Teaching English as a Second Language, University of Puerto Rico

Amadeo, Hilda, Instructor

Nursing

M.S.N., Major in Nursing, University of Puerto Rico

B.S.N., Major in Nursing, Pontifical Catholic University, Puerto Rico

Arias Briseño, María, Instructor

Arts and General Education

M.A., Major in Special Education, Metropolitan University, Puerto Rico

M.A., Major in English, Sacred Heart University, Puerto Rico

B.A., Major in International Affairs, Central University of Venezuela

Arroyo Ramírez, Sandra, Instructor

Business Administration

M.A., Major in Management of Higher Education, Interamerican University of Puerto Rico

B.A., Major in Psychology, Interamerican University of Puerto Rico

Bronstaff Bagú, Sonia, Instructor

Arts and General Education; Information Systems

M.A., Major in Counseling and Guidance, Interamerican University of Puerto Rico

B.A. Major in Sociology, Pontifical Catholic University, Puerto Rico

Caballero, Irma, Instructor

Business Administration

M.A., Major in Business Education, Interamerican University of Puerto Rico

B.A., Major in Secretarial Sciences, Interamerican University of Puerto Rico

Carballo, Marta, Instructor

Arts and General Education

M.Ed., Major in Counseling & Guidance, University of Puerto Rico

B.A. Major in Hispanic Studies, University of Puerto Rico

Cartagena, Enid, Instructor

Arts and General Education

M.A., Major in Family Counseling, University of Phoenix

B.A., Major in Psychology, University of Puerto Rico

Castro Muñiz, Judith, Instructor

Arts and General Education

Ed.D, Major in English Education, University of Puerto Rico
M.Ed., Major in English Education, University of Puerto Rico
B.A., Major in English Education, University of Puerto Rico

Castro Rosa, Lillian, Instructor

Arts and General Education

B.A., Major in Humanities, University of Puerto Rico

Castro Monge, Evelyn, Instructor

Physical Therapy Technology

B.S., Major in Physical Therapy, University of Puerto Rico.

Cedeño Espaillat, Jorge, Instructor

Arts and General Education

M.D., Iberoamerican University
B.S., Major in General Sciences, University of Puerto Rico

◆Centeno Díaz, Wilfredo, Instructor

Information Systems

M.I.S., Major in Information Systems, EDP University of Puerto Rico, Inc.
B.C.P., Major in Computer Programming, EDP University of Puerto Rico, Inc.

Colón, Carmen, Instructor

Physical Therapy Technology

B.S., Major in Physical Therapy, University of Puerto Rico

Colón, Jessica, Instructor

Design

M.B.A., Major in Accounting, Metropolitan University, Puerto Rico
B.B.A., Major in Accounting, University of Puerto Rico

Colón, Nelson, Instructor

Physical Therapy Technology

M.B.A., Major in Marketing, University of Phoenix
B.S., Major in Physical Therapy, University of Puerto Rico

Colón Santiago, Jessica I., Instructor

Business Administration

M.B.A., Major in Accounting, Metropolitan University, Puerto Rico
B.B.A., Major in Accounting, University of Puerto Rico

Correa, Carlos, Instructor

Information Systems

M.S., Major in E-Commerce, Interamerican University of Puerto Rico

B.S., Major in Electronics, Interamerican University of Puerto Rico

Cotto Vargas, José, Instructor

Business Administration

M.B.A., Major in Business Administration, University of Puerto Rico

B.B.A., Major in Business Administration, University of Puerto Rico

Cruz, Elizabeth, Instructor

Nursing

M.S.N., Major in Clinical Specialist, Metropolitan University, Puerto Rico

B.S.N., Major in Nursing, Metropolitan University, Puerto Rico

Cruz, Evelyn, Instructor

Nursing

M.S.N., Major in Nursing, University of Puerto Rico

B.S.N., Metropolitan University, Puerto Rico

Cubano Garcia, Linnette, Instructor and Digital Design Specialist

Design

M.S., Major in Graphic Arts, Atlantic College, Puerto Rico

B.S., Major in Graphic Arts, University of Puerto Rico

De León Quiñones, Luis, Assistant Professor

Arts and General Education

M.B.A., Major in Management with Minor in Mathematics, Turabo University,
Puerto Rico

B.S., Major in Biology, University of Sacred Heart, Puerto Rico

Díaz, Ingrid, Instructor

Design

Certificate in Interior Design, San Juan School Interior Design, Puerto Rico

B.S.Arch., Major in Architecture, Washington University

Estrella Santana, Bárbara, Instructor

Arts and General Education;

Business Administration

M.S., Major in Biology, University of Puerto Rico

B.A., Major in Accounting, University of Puerto Rico

B.S., Major in General Sciences, University of Puerto Rico

Feliz Pichardo, Josant, Instructor

Arts and General Education

M.D., Major in Medicine, Universidad Central del Este, Dominican Republic

Fernández, Carmen, Instructor

Nursing

M.S.N., Major in Mental Health and Psychiatry, University of Puerto Rico

M.S.N., Major in Medical Surgical, University of Puerto Rico

B.S.N., Major in Registered Nursing, University of Puerto Rico

Fernández, Gloria, Instructor

Nursing

M.S.N., Major in Nursing, University of Puerto Rico

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

Fernández, Ileana, Instructor

Nursing

M.S.N., Major in Sciences in Nursing, University of Puerto Rico

B.S.N., Major in Sciences in Nursing, University of Puerto Rico

B.A.S., Major in Nursing, University of Puerto Rico

Figuroa Dávila, Mildred, Instructor

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M.A., Counseling , University of Phoenix

B.S., Major in Biology, Interamerican University of Puerto Rico

Franceschi Rodriguez, Jorge, Instructor

Design

B.A., Major in Communications, Sacred Heart University, Puerto Rico

♦González Martínez, Migdalia, Instructor

Business Administration

M.A., Major in Business Administration, Interamerican University of Puerto Rico

B.A., Major in Secretarial Sciences, Turabo University, Puerto Rico

Gracia, Joselind, Instructor

Design

M.A, Major in Fashion , Savannah College of Art & Design, Georgia

B.A., Major in Visual Arts, Sacred Heart University, Puerto Rico

Jiménez Reyes, Rogelio, Instructor

Arts and General Education

Ph. D, Clinical Psychologist, Pontificia Universidad Católica de Puerto Rico

M.A, Major in Counseling Psychologist, Metropolitan University, Puerto Rico

B.A., Major in Clinical Psychologist, Sacred Heart University, Puerto Rico

♦Machuca Torres, Edgardo, Instructor

Arts and General Education

M.B.A., Major in Literature of PR and the Caribbean, Center for Advanced Studies of

Puerto Rico and the Caribbean, Puerto Rico

B.A., Major in Communications, Metropolitan University, Puerto Rico

◆Maldonado Font, Frank, Instructor

Information Systems

M.I.S., Major in Information Systems, EDP University of Puerto Rico,
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Mallol Martínez, Ramón R., Assistant Professor

Information Systems

Ph.D., Major in Electrical Engineering, Atlantic International University, Hawaii
M.S.E.E., Major in Electrical Engineering, Atlantic International University, Hawaii
B.S. E.E., Major in Electronic Engineering, Cooks Institute of Electronic Engineering,
Mississippi
B.S., Major in Mathematics, World University, Puerto Rico

Martínez Ríos , Frank, Instructor

Arts and General Education

B.A., Major in Communications, Sacred Heart University, Puerto Rico

Mattos Rivera, Claribel, Instructor

Arts and General Education

M.A., Major in English Curriculum, Caribbean University, Puerto Rico
B.A., Major in English, University of Puerto Rico

Medina Loperena, Sergio, Instructor and Interior Design Specialist

Design

Certificate in Interior Design, San Juan School Interior Design, Puerto Rico
M.S., Major in Organizational Industrial Psychology, Center for Advanced Studies of
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B.A., Major in Psychology, Manhattanville College, New York

Mendoza, Eduardo, Instructor

Information Systems

M.E.M., Major in Engineering Management, Politechnic University,
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◆Mercado Ocasio, José, Assistant Professor

Arts and General Education

M.Ed., Major in Education Administration and Supervision, University of Phoenix
B.C.P, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Merced, Carmen, Instructor

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M.S.N., Major in Science in Nursing, Metropolitan University, Puerto Rico
B.S.N., Major in Science in Nursing, Interamerican University of Puerto Rico

◆Morales Arzuaga, Carmen Luz, Assistant Professor

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M. Ed., Major in Education Administration and Supervision, Metropolitan University,
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B.A., Major in Business Education, University of Puerto Rico

◆Montañez García, Alicia, Instructor

Arts and General Education

Ed.D, Major in Educational Administration and Supervision, University of Puerto Rico

M.A., Major in Adm. and Supervision, University of Puerto Rico

B.A., Major in Hispanic Studies, University of Puerto Rico

Morales, Ramonita, Instructor

Design

B.A., Major in Art and Humanities, Catholic University, Puerto Rico

◆Morales Rodríguez, Hilda, Instructor

Medical Emergencies Technician

M.A., Major in Education Administration and Supervision, Interamerican University of
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B.A., Major Secondary Education and Biology, University of Puerto Rico

E.M.T.P., University of Puerto Rico

Muriel Roldán, Inés, Instructor

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B.A., Major in Mathematics, Turabo University, Puerto Rico

Nazario, Karian, Instructor

Design

M.B.A., Business Administration Major Marketing, University of Puerto Rico

Nieves, Mariel, Instructor

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Ed.D., Major in Curriculum Design and Instruction, Interamerican University
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M.A., Major in Business Education, Interamerican University of Puerto Rico

B.A., Major in Secretarial Sciences, University of Puerto Rico

Negrón Castro, Carmen, Instructor

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M.A.E., Major in Administration and Supervision Elementary Education,
Interamerican University of Puerto Rico

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Ocasio Rodríguez, Nancy, Instructor

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M.S., Major in Nursing Health Related Professions, University of Puerto Rico

B.S., Major in Nursing, Interamerican University of Puerto Rico

Ortega Carrasquillo, Gerardo, Instructor

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M.S., Major in Systems Information Auditing, Sacred Heart University, Puerto Rico

B.S., Major in Install and Repair of System, Interamerican University of Puerto Rico

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M.A., Major in Administration and Supervision, Turabo University, Puerto Rico

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♦Ortiz Dávila, Keni, Instructor

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M.B.A., Major in Accounting, Turabo University, Puerto Rico

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Ortiz Figueroa, Erick, Instructor

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M.S., Major in Environmental Management, Turabo University, Puerto Rico

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Ortiz Rodríguez, Migdalia, Instructor

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M.B.A., Major in Human Resources, Interamerican University of Puerto Rico

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Pastrana Muriel, Marilyn, Full Professor

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M.Ed., Major in Administration and Supervision, University of Puerto Rico

B.A., Major in Elementary Education in Science, University of Puerto Rico

Pastrana Muriel, Maritza, Instructor

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B.A., Major in Secondary Education and Major in Mathematics, Turabo University, Puerto Rico

Pérez Figueroa, Lissette, Instructor

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Ph.D., Major in Psychology, Interamerican University of Puerto Rico

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M.A., Major in Graphic Arts, Atlantic College, Puerto Rico
B.A., Major in Art, North Eastern University, Massachusetts

Ramos, Luz, Instructor

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M.S.N., Major Critical Care, University of Puerto Rico
B.S.N., Major in Nursing, Metropolitan University, Puerto Rico

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Arts and General Education

Ed.D., Interamerican University of Puerto Rico
Juris Doctor, Interamerican University of Puerto Rico
M. of Planning, University of Puerto Rico
B.S., University of Puerto Rico
B.S., Interamerican University of Puerto Rico

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M.B.A., Major in Marketing and Human Resources, Interamerican University of Puerto Rico
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Rivera Serrano, Angel, Instructor

Information Systems

M.I.S., Major in Information Systems , E.D.P. University of P.R.Inc.
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◆Robles, Rosita, Assistant Professor

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M.B.A., Major in Human Resources, Minor Mathematics, World University, Puerto Rico
B.B.A., Major in Human Resources, University of Puerto Rico

Roca, Sonia, Instructor

Design

Certificate in Interior Design, San Juan School Interior Design, Puerto Rico
M.A., Major in Education in Spanish, University of Puerto Rico
B.A., Major in Spanish, University of Puerto Rico

Rodríguez, Celinette, Instructor

Nursing

M.S.N., Major in Nursing, University of Puerto Rico

B.S.N., Major in Nursing, University of Puerto Rico

Rodríguez, Raul, Instructor

Physical Therapy Technology

M.A., Major in Public Health Education, University of Puerto Rico

B.S., Major in Physical Therapy, University of Puerto Rico

Rodríguez Rodríguez, Edward, Instructor

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M.B.A., Major in Human Resources, Metropolitan University, Puerto Rico

B.B.A., Major in Accounting, University of Puerto Rico

Rodríguez Caminero, Zulma, Instructor

Arts and General Education

Ph.D., Major in Psychology, Interamerican University of Puerto Rico

M.A., Major in Psychology, Interamerican University of Puerto Rico

B.A., Major in Psychology, University of Puerto Rico

Rolón, Elba, Instructor

Business Administration

M.B.A., Major in Human Resources, Interamerican University of Puerto Rico

B.S.C., Major in Secretarial Sciences & Management, University of Puerto Rico

Romero Torres Marta, Instructor

Arts and General Education

M.A., Technology and Design, Sacred Heart University, Puerto Rico

B.A., Visual Arts, University of Puerto Rico

B.A., University of Puerto Rico

Rosa Roldán, Lorena, Instructor

Arts and General Education

M.F.A., Major in Fine Arts and Painting, Interamerican University of Puerto Rico

B.A., Major in General Plastic Arts, U Puerto Rico

Rosado Rivera, Nélica, Instructor

Arts and General Education

M.A.Ed., Major in Curriculum, Bayamón Central University, Puerto Rico

B.A.E.d., Major in Social Studies, Interamerican University of Puerto Rico

Rosario, Marilyn, Instructor

Nursing

M.S.N., Major in Mental Health Specialist, University of Puerto Rico

B.S.N., Major in Nursing, Metropolitan University, Puerto Rico

Salinas, Gloria, Instructor

Physical Therapy Technology

M.P.T., Physical Therapy, Loma Linda University, California
B.S., Major in Physical Therapy, University of Puerto Rico

Sanchez Perez, Pedro, Instructor

Information Systems

M.S.E., Major in E-Commerce, Interamerican University of Puerto Rico
B.A., Major in Information Systems, Interamerican University of Puerto Rico

Santiago Serrano, Raquel, Instructor

Physical Therapy Technology

B.S., Major in Physical Therapy, University of Puerto Rico

Sosa Pastrana, Carmen, Instructor

Arts and General Education

M.A., Major in English as a Second Language, Cambridge College
B.A., Major in English as a Second Language, University of Puerto Rico

Soto, Gloria, Instructor

Business Administration

M.A., Major in Business Education, Interamerican University of Puerto Rico
B.A., Major Secondary Commercial Education, University of Puerto Rico

Thon Piñeiro, Lisa, Instructor

Digital Fashion Design Specialist

B.F.A., Major in Fashion Design, Parsons School of Design, New York

Torres, Diana, Instructor

Nursing

M.S.N., Major in Education, University of Puerto Rico
M.S.N., Major in Administration, University of Puerto Rico
M.B.A., Major in Management, University of Phoenix
B.S.N., Major in Nursing, Interamerican University of Puerto Rico

Torres Hernandez, Yosanalís, Instructor

Design

B.A., Major in Public Communications – Audiovisual, University of Puerto Rico

Torres Nazario, Edwin, Instructor

Arts and General Education

Juris Doctor, Interamerican University
M.A., Major in Rehabilitation Counseling, University of Puerto Rico
B.A.Ed., Major in Biology, University of Puerto Rico

Torres Santiago, Angel, Instructor

Arts and General Education

M.A., Major in Teaching of Mathematics, Interamerican University of Puerto Rico

B.A., Major in General Elementary Education, Turabo University, Puerto Rico

Trinidad, Enid, Instructor

Business Administration

M.B.A., Major in Human Resources, University of Phoenix

B.A., Major in Office Administration, Turabo University, Puerto Rico

Vázquez, Edna, Instructor

Nursing

M.S.N., Major in Gerontology, Caribbean University, Puerto Rico

M.B.A., Major in Management, Metropolitan University, Puerto Rico

B.S.N., Major in Nursing, University of Puerto Rico

Vega González, Melvin, Instructor

Medical Emergencies

M.D., Universidad del Este, Dominican Republic

B.A., Major in Biology, Antilles University, Puerto Rico

♦Vega, Milagros, Instructor

Nursing

M.S.N., Major in Science in Nursing-Adult and Elder-Role Education,
University of Puerto Rico

B.S.N., Major in Nursing, University of Puerto Rico

San Sebastián Campus School Directors and Faculty

School of Arts and General Education Director

◆ **Soto Méndez, Aracelia, Instructor**

M.A., Major in English as a Second Language, Interamerican University of Puerto Rico

B.A., Major in English as a Second Language, Interamerican University of Puerto Rico

School of Health Director

- Associate Degree in Medical Emergencies Technology
- Associate Degree in Physical Therapy Technology
- Associate Degree in Pharmacy Technician

◆ **Alers Soto, Lillian, Instructor**

M.A., Major in Teaching Science, Interamerican University of Puerto Rico

B.S., Major in Microbiology, University of Puerto Rico

School of Nursing Director

- Associate Degree in Nursing
- Science Bachelor Degree Major in Nursing

◆ **Rosa Arce, Carmen, Instructor**

M.S.N., Major in Science in Family and Community Health Nursing Role Educator, Interamerican University of Puerto Rico

B.S.N., Major in Nursing, University of Puerto Rico

Faculty

◆Arce Colón, José A. , Instructor

Information Systems

M.A., Major in Educational Computing, Interamerican University of Puerto Rico
B.C.P., Major in Computer Programing, EDP University of Puerto Rico, Inc.

Arce Rodríguez, Estervina, Instructor

Nursing

M.S.N., Major in Patient Care and Older Adults, University of Puerto Rico
B.S.N., Major in Nursing University of Puerto Rico

Avilés Font, Juan, Professor

Arts and General Education

Ph.D., Doctor in Arts (Honoris Causa), EDP University of Puerto Rico, Inc.
M.A.E., Major in Guidance and Counseling/ Rehabilitation Counseling, University of Puerto Rico
B.A., Major in Sociology, University of Puerto Rico

Ayala Torres, Marel, Instructor

Arts and General Education

M.B.A., Major in Human Resources
Administration, Metropolitan University,
Puerto Rico
B.S., Major in Industrial Organizational Psychology, University of Puerto Rico

Bravo Otero, Glenda, Instructor

Arts and General Education

M.S.W., Major in ocial Work Clinical Area, Pontifical Catholic University of Puerto Rico
B.A., Major in Psychosocial Human Services, Interamerican University of Puerto Rico

Cabrera Montero, Isaida, Instructor

Nursing

M.S.N., Major in Medical Surgical Nursing Administration and Education,
University of Puerto Rico
B.S.N., Major in Nursing, University of Puerto Rico

Camacho Rodríguez, Linette, Instructor

Nursing

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

◆Carrillo Cabán, Carmen, Instructor

Nursing

M.S.N., Major in Critical Care, Medical Sciences Campus, Rio Piedras, P.R.
B.S.N., Major in Nursing, University of Puerto Rico, Arecibo, Puerto Rico

Corchado Cruz, Jorge, Instructor

Nursing

Ph.D., Major in Nursing, Widener University, Pennsylvania
M.S.N., Major in Medical Surgical Nursing, University of Puerto Rico
B.S.N., Major in Nursing, University of Puerto Rico

Cordero de Vidal, Pilar

Arts and General Education

M.A., Major in Child Welfare, Saint Joseph College ,Hartford Conn.

Cortés González, Steven, Instructor

Arts and General Education

B.A., Major in Foreign Languages, University of Puerto Rico

Cruz Rosa, Wanda, Instructor

Physical Therapy

M.S.P.T., Major in Physical Therapy, University of Puerto Rico

B.A., Major in Hispanic Studies, University of Puerto Rico

Delgado Altieri, María, Instructor

Arts and General Education

M.A.E., Major in Guidance and Counseling,
Interamerican University of Puerto Rico

B.A., Major Elementary Education, University of Puerto Rico

♦Díaz de Jesús, Rubens, Instructor

Business Administration

M.B.A., Major in Human Resources and
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B.B.A., Major in Management / Minor Accounting, University of Puerto Rico

Escobar Méndez, Nill, Instructor

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M.S., Major Computing in Open Information, Interamerican University of Puerto Rico

B.S., Major in Computer Science, Interamerican University of Puerto Rico

Feliciano Avilés, Gladys, Instructor

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B.S.N., Major in Nursing, Interamerican University of Puerto Rico

♦Gaud Tiles, Ángela, Instructor

Arts and General Education

J.D., Catholic University of Puerto Rico

B.A., Major Political Sciences / Minor Humanities, University of Puerto Rico

Giraud Mejias, Marisol, Instructor

Arts and General Education

M.L.S., Major in Library & Information Sciences, Interamerican University
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B.A., Major in Political Sciences, University of Puerto Rico

González Nieves, Rosa, Instructor

Arts and General Education

M.B.A., Major in Marketing, Interamerican University of Puerto Rico

B.A., Major in Marketing and Business Administration, Interamerican University of Puerto Rico

◆González Ortiz, Marcelino, Instructor

Arts and General Education

M.A., Major in Theology, Pontificia Universita Della Santa Croce

B.A., Major in Philosophy, Pontifical Catholic University of Puerto Rico

González Quiles, Crescenciano, Instructor

Arts and General Education

M.A.E., Major in Administration and Supervision,
Interamerican University of Puerto Rico

B.A., Major in English as a Second Language, Interamerican University of Puerto Rico

González Quiles, Wanda, Instructor

Health

B.S., Major in Pharmacy, University of Puerto Rico

González Ramos, Aidaliz, Instructor

Nursing

B.S.N., EDP University of Puerto Rico, Inc.

Grafals Font, Awilda, Instructor

Arts and General Education

M.A.E., Major in Teaching English as a Second
Language, Antillean Adventist University

B.A., Major in Education, Interamerican University of Puerto Rico

Guzmán Santiago, Pascual, Instructor

Arts and General Education

M.A., Major in English as a Second Language,
Interamerican University of Puerto Rico

B.A., Major in English as a Second Language,
Interamerican University of Puerto Rico

Hernandez Lopez, Yaritza

Physical Therapy

B.S., Major in Biology, University of Puerto Rico

M.S.P.T., Major in Physical Therapy, University of Puerto Rico

Jiménez Carrión, Raul, Instructor

Nursing

M.S.N., Major in Mental Health & Psychiatry,
Pontifical Catholic University of
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B.S.N., University of Puerto Rico

♦ Jiménez Cruz, Noelia, Instructor

Administration

M.A., Major in Business Education in Higher Education, New York University

B.A., Major in Business Education, University of Puerto Rico

López Avilés, Ana, Instructor

Nursing

M.S.N., Major in Medical Surgical Nursing, Pontifical Catholic
University, Puerto Rico

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

López Feliciano, Carmen, Instructor

Nursing

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

López Lebrón, Ramón, Instructor

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B.S.N., Major in Nursing, University of Puerto Rico

Marrero Perez, Nicolás

Arts and General Education

M.E. Major in Administration and Supervision, Metropolitan University,
Aguadilla, P.R.

B.A., Major in Spanish Secondary Education, University of Puerto Rico,
Rio Piedras, PR

Mártir Torres, Saúl, Instructor

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M.E., Major in Curriculum & Teaching, Metropolitan University, Puerto Rico
University of Puerto Rico

Medina Cortés, Martina, Instructor

Nursing

M.S.N., Major in Administration and Supervision, Interamerican
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B.S.N., Major in Nursing, University of Puerto Rico

Medina Soto, Nayrín

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B.S., Major in Biology, University of Puerto Rico

M.S.P.T., Major in Physical Therapy, University of Puerto Rico

♦Méndez Ferreira, Julio, Instructor

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M.I.S., Major in Information Systems, EDP University of Puerto Rico,

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Méndez Peña, Carmen, Instructor

Arts and General Education

B.S., Major in Biology, University of Puerto Rico

Mercado Montalvo, Omayra, Instructor

Nursing

M.S.N., Major in Medical Surgical Nursing, Catholic University of Puerto Rico

B.S.N., Major in Nursing, University of Puerto Rico

Morales Morales, Minerva, Instructor

Arts and General Education

B.A., Major in English as Second Language, Interamerican University of Puerto Rico

Negrón Carrero, Erika, Instructor

Nursing

M.S.N., Major in Family Nurse Practitioner, Turabo University, Puerto Rico

B.S.N., Major in Nursing, Antillean Adventist University

Nieves Benítez, Joyce, Instructor

Nursing

B.S.N., Major in Nursing, University of Puerto Rico

Nieves Soto, Maria E.

Arts and General Education

M.S. Major in Social Work, University of Puerto Rico, Rio Piedras, P.R.

B.S. Major in Social Welfare, University of Puerto Rico, Rio Piedras

♦Ortiz Flores, Carmen, Instructor

Arts and General Education

M.A., Major in Science Education, Interamerican University of Puerto Rico

B.S., Major in Microbiology, Interamerican University of Puerto Rico

Ortiz Flores, Ileana, Instructor

Technology

M.E., Major in Curriculum & Teaching, Metropolitan University, Puerto Rico
B.C.P., Major in Computer Programming, EDP University of Puerto Rico, Inc.,

Padua Torres, Blanca, Instructor

Arts and General Education

B.A., Major in Spanish, University of Puerto Rico

Pellot Ramos, Pedro

Health

T.E.M., Intituto de Banca, Manati, Puerto Rico

Peña Cabán, Lizbeth

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M.B. Major in Biotechnology, Pontifical Catholic University, Ponce, P.R.
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♦Pérez Montalvo, Sergio, Assistant Professor

Arts and General Education

M.S., Major in Chemical Engineering, University of Puerto Rico
M.B.A., Major in Business Administration, University of Phoenix, Puerto Rico
B.S., Major in Chemical Engineering, University of Puerto Rico

Quiles Soto, Carmen, Instructor

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B.S.N., Major in Nursing, EDP University of Puerto Rico

Ramírez Hernández, Edith, Instructor

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Rios Morales, Migdalia, Instructor

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B.S.N., Major in Nursing, University of Puerto Rico

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A.D.C.P., EDP University of Puerto Rico, Inc
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Arts and General Education

Ed.D., Major in Administration and Supervision, University of Puerto Rico
M.A., Major in Administration and Supervision; Orientation and Counseling,
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B.A., Major in Secondary and Elementary Education, University of Puerto Rico

Rivera Morales, Luis, Instructor

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M.S.N., Major in Medical Surgical Nursing, University of Puerto Rico
B.S.N., Major in Nursing, University of Puerto Rico

Rivera Quiles, Idalia

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B.A., Major in Physical Therapy, University of Puerto Rico
M.A.E., Major in Guidance and Counseling, University of Puerto Rico

Rivera Valentín, Yaritza, Instructor

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Arts and General Education

M.A.E., Major in Guidance and Counseling, Interamerican University of Puerto
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B.A., Major in Public Administration, Interamerican University of Puerto Rico

Rivera Vera, Nydia, Instructor

Arts and General Education

M.Ed., Major in Administration and Supervision, University of Puerto Rico
B.A., Major in Secondary Education in Chemistry, University of Puerto Rico

Rodríguez Acevedo, Sol, Instructor

Nursing

B.S.N., Major in Nursing, EDP University of Puerto Rico, Inc

♦Rodríguez Román, Yolanda, Instructor

Administration - Business Administration

M.B.A., Major in Human Resources, Interamerican University of Puerto Rico
B.B.A., Major in Administration, EDP University of Puerto Rico, Inc.

Rodríguez Ruiz, Ruth, Instructor

Physical Therapy Clinical Practice Coordinator

B.S., Major in Physical Therapy, University of Puerto Rico

Rojas Jiménez, Ada, Instructor

Arts and General Education Nursing

B.S.N., Major in Nursing, University of Puerto Rico

♦Román González, Miguel, Instructor

Arts and General Education

M.A.E., Major in Curriculum and Mathematics, University of Phoenix

B.S., Major in Mathematics, University of Puerto Rico

Román Nieves, Irmaris, Instructor

Arts and General Education

B.A., Major in Industrial Chemical Procedures Technology, University of Puerto Rico

Rondón Quintana, Johanna

Arts and General Education

B.A. Major in English as a Second Language, Interamerican University, Arecibo, P.R.

Rosa Pérez, Andreita, Instructor

Nursing

B.S.N., Major in Nursing, EDP University of Puerto Rico, Inc.

Rosario Cortés, Rocío, Instructor

Administration

M.A., Major in Business Education, Interamerican University of Puerto Rico

B.B.A., Major in Office Systems, University of Puerto Rico

Rosario Vélez, Migdalia, Instructor

Nursing

M.S.N., Major in Mental Health and Psychiatry, University of Puerto Rico

B.S.N., Major in Nursing, University of Puerto Rico

♦Ruiz Cruz, Nancy, Instructor

Arts and General Education

B.A., Major in Secondary Education in Spanish, Interamerican University of Puerto Rico

Ruiz Matos, Aida, Instructor

Nursing

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

MS.N., Major in Medical Surgical Nursing, Interamerican University of Puerto Rico

Ruiz Pérez, Aida, Instructor

Arts and General Education

B.A., Major in Hispanic Studies, University of Puerto Rico

Ruiz Vázquez, Cesar, Instructor

Nursing

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

M.S.N., Major in Critical Care Nursing, Interamerican University of Puerto Rico

♦Salas Pérez, Roberto, Instructor

Nursing

M.S.N., Major in Medical Surgical Nursing, Catholic University of Puerto Rico

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

Sánchez Román, Anadeliz, Instructor

Arts and General Education

M.S., Major in Biology, University of Puerto Rico

B.S., Major in Biology, University of Puerto Rico

Santiago Bayón, Yadira, Instructor

Nursing

Psy.D., Major in Psychology, Pontifical Catholic University of Puerto

Rico M.S.N., Major in Mental Health and Psychiatry, University of

Puerto Rico B.S., Interamerican University of Puerto Rico

Santiago Rosa, Ivette, Instructor

Nursing

B.S.N., Major in Nursing, EDP University of Puerto Rico

Santiago Sepúlveda, Marisol, Instructor

Nursing

Ph.D., Major in Philosophy and Clinical Psychology, Pontifical Catholic
University, Puerto Rico

M.S.N., Major in Mental Health, Interamerican University of Puerto Rico

B.S.N, Major in Nursing, Interamerican University of Puerto Rico

Serrano Cruz, Angel C.

Arts and General Education

B.S.I.C., Major in Civil Engineering, University of Puerto Rico, Mayaguez, P.R.

Serrano Morales, Mineira, Instructor

Arts and General Education

Ph.D., Major in Psychological Counseling, Interamerican University of Puerto
Rico

M.A., Major in Psychology Counseling, Interamerican University of Puerto Rico

Sisamone Rodríguez, Gilda, Instructor

Nursing

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

◆Soto Méndez, Aracelia, Instructor

Arts and General Education

M.A., Major in English as Second Language, Interamerican University of Puerto Rico

B.A., Major in Secondary Education in English, Interamerican University

Soto Pérez, Daisy, Instructor

Nursing

B.S.N., Major in Nursing, Antillian College, Puerto Rico

Torres Adames, Javier, Instructor

Arts and General Education

B.S., Major in History, University of Puerto Rico

◆Toro Arocho, Luisa, Instructor

Pharmacy Technician

B.S., Major in Pharmacy, University of Puerto Rico

Vázquez Méndez, Shay Ann Marie

Art and General Education

Velázquez Zayas, Israel, Instructor

Arts and General Education

M.D., Iberoamerican University, Dominican Republic

B.S., Major in Biology, University of Puerto Rico

Vera González, Elizabeth, Instructor

Nursing

B.S.N., Major in Nursing, University of Puerto Rico.

M.S.N., Major in Adult and Elderly Care, Columbia University, Caguas, P.R.

Villanueva Acevedo, Migdalia, Instructor

Administration

M.B.A., Major in Accounting and Human Resources, Finance, Interamerican University of Puerto Rico

B.B.A., Major in Accounting, University of Puerto Rico

Villanueva Rivera, María, Instructor

Nursing

M.S.N., Major in Medical Surgical Nursing, Catholic University of Puerto Rico

B.S.N., Major in Nursing, Interamerican University of Puerto Rico

Student Information



Admissions Policy

It is the policy of the EDP University of Puerto Rico, Inc., to provide access, admit and offer services to students without regard of: race, color, gender, age, religious or political affiliation, nationality, ethnic origin, or handicap condition. Prospective students may apply for admission at any time during the academic year. Regular academic terms start in September and January; summer sessions are also offered. The Institution's policy of non-discrimination on the basis of any handicap condition is in agreement with the requirements and provisions of the Rehabilitation Act of 1973, as amended, and its implementing regulations.

EDP University of P.R., Inc., fully complies with the provisions of the Family Education Rights and Privacy Act of 1973, known as the Buckley Amendment, which protects the rights and privacy of parents and students.

Our admissions policy has two (2) aims: to admit to the Institution all qualified applicants, as the physical facilities will allow, and provide them with the educational opportunities that will contribute to their success in their chosen field of study.

Application for Admission

New Admissions Requirements

Official application forms may be obtained upon request from the Admissions Office. Eligibility for admission is based on the fulfillment of the following requirements:

1. Evidence of graduation from an accredited secondary school or its equivalent with a minimum grade average of C, except for the School of Health programs which have a 2.5 minimum grade point average requirement.
2. Candidates for admission must take either the College Entrance Examination Board tests or the placement tests offered by the Institution. Although these scores will not be considered as a criterion for admission, they will be used for placing students by achievement levels. (Applies for students under 21 years of age).
3. An admission fee of \$15 must accompany the application form. This fee is nonrefundable.
4. Copy of the applicant's Social Security Card.
5. If the student is under 21 years of age, a Vaccination Certificate is required.
7. Candidates for admission into the Adult Modality must provide evidence of age: the student must be 21 years or older.
8. Candidates for admission into the Nursing Sciences, Physical Therapy Technology, Pharmacist Technician and Medical Emergency Technology programs are required to go through an interview.
9. The admissions committee may, however, grant provisional admission to some students who may lack one or more of the above mentioned requirements.

10. Students admitted to the Adults Modality must comply with the following requirements:

- Own an electronic address
- Have access to a personal computer
- Have access to the Internet
- Possess Internet navigation basic skills

If required to travel to Puerto Rico:

- Admission to the program of study
- Assume travel, and cost of living expenses.

If within a clinical educational component, documents required for admission:

- Background Check
- Hepatitis B Vaccines
- Citizenship documents in the case of non-American citizens
- CPR
- Varicella Vaccine
- Antibodies
- "Ley 300"
- Other credentials

Transfer Student Admission Requirements

EDP University will only consider transfer students from accredited Institutions of higher education. These students must comply with the following requirements:

1. Submit an official application for admission along with a nonrefundable \$15 admissions fee.
2. Forward to the Registrar an official transcript from previously attended institutions.
3. If the student is less than 21 years of age a Vaccination Certificate is required.
4. Our Institution reserves the right to determine the number of transfer credits to be granted to students. Only those courses completed with "C" grade or better will be considered for transfer credit. Students will receive an official evaluation of transfer credits when they have completed a term of residence in our Institution.
5. All transfer students must complete a minimum of 30 credits in residence in order to receive an Associate Degree from our Institution or 45 credits for a Bachelor's Degree.
6. Evidence of graduation is required if the student has not completed a post-secondary degree.
7. Copy of the applicant's Social Security Card.
8. Candidates for admission into the Nursing Sciences, Physical Therapy Technology, Pharmacist Technician and Medical Emergency Technology programs are required to go through an interview process.
9. Students admitted to the Adults Modality must comply with the following requirements:

- Own an electronic address
- Have access to a personal computer
- Have access to the Internet
- Possess Internet navigation basic skills

If required to travel to Puerto Rico:

- Admission to the program of study
- Assume travel and cost of living expenses.

If within a clinical educational component, documents required for admission:

- Background Check
- Hepatitis B Vaccines
- Citizenship documents in the case of non-American citizens
- CPR
- Varicella Vaccine
- Antibodies
- Tytter
- “Ley 300”
- Health Certificate
- NUR 1304, 2310, 2320, 4410, 4420 y 3230
- Sealing Mask



Student Financial Aid



Student Financial Aid Program

The goal of the Student Financial Aid Program is to provide low income students with equal educational opportunities through financial support.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education comes from the parents. Therefore, the majority of the funds are offered under the economic criteria of need. Providing a fair distribution of the financial resources is in agreement with state, federal, and Institutional dispositions.

The Program is made up of various components, such as: scholarships; student money loans made available at a low interest rate with reasonable conditions of repayment; and Federal Work Study Program which allows students to acquire work experience related to his/her program of study while receiving compensation for the work, thus helping with the costs of education. Students are eligible to receive financial aid from all three (3) components, pending on the availability of funds.

How to Apply for Financial Aid

Financial Aid is awarded annually, thus eligible students must apply each year.

Students must submit the Free Application for Federal Student Financial Aid (FAFSA) or FAFSA renewal documents to the U.S. Department of Education. The application can be directly accessed through FAFSA's website: www.fafsa.ed.gov.

The amount of financial aid awarded to individual students may vary each year according to their need, type of aid, academic performance, and available funds.

In order to meet eligibility requirements the student must:

- Demonstrate financial need
- Evidence of graduation from an accredited secondary school or a General Education Development (GED) certificate
- Be working toward a degree
- Be a U.S. citizen or eligible non-citizen
- Have a valid social security number
- Not owe a refund on a Federal Grant or be in default on a Federal Educational Loan
- Show satisfactory academic progress
- Be registered with Selective Service (if required)
- Be enrolled as half-time or above except for the Federal Pell Grant, which allows less than half-time enrollment
- Provide any required documentation, as requested by the Financial Aid Office

Types of Financial Aid

Federal Pell Grant

This grant helps undergraduate students pay for their postsecondary education. Students must be enrolled on at least three (3) credits and meet all the requirements of the program to be considered eligible. For the academic year 2010-2011 the maximum annual award is \$5,550.

Campus-Based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant helps eligible undergraduate students who fall under exceptional financial need. The amount of the award is contingent to availability of funds.

Federal Work-Study Program

The Federal Work-Study Program provides job opportunities to eligible undergraduate and graduate students with financial need, allowing them to earn a supplemental income to help pay for their education expenses. The program encourages work related to each student's course of study, including community service work.

Loan Programs - Federal Direct Loan

The William D. Ford Federal Direct Loan Program

The Direct Loan Program is a low-interest loan to help cover the cost of higher education in college.

With Direct Loans, eligible students may borrow directly from the government and have a single contact for everything related to payment, even if Direct Loans is received at different Institutions; have online access to the Direct Loans account information via your servicer's website; choose from several repayment plans that are designed to meet the needs of almost any borrower; and can switch repayment plans if your needs change.

State Aid Programs (PAE)

The Commonwealth of Puerto Rico provides yearly funds for grants and scholarships to qualifying students. The grants are awarded on a financial need basis. Scholarships are awarded on the academic basis.

Vocational Rehabilitation Program

Our Institution strives to offer equal opportunities for all students. Prospective students from the Vocational Rehabilitation Program are encouraged to apply for admission at the Institution. The Institution's physical facilities as well as its faculty and administration are in tune with the needs of physically handicapped students, providing an atmosphere conducive to the enhancement of the student's achievement level.

Veteran's Affairs

Military service personnel, their dependents and other qualified individuals may use their Veterans benefits under the G.I. Bill, Veterans Vocational Rehabilitation program or V.A. Contributory benefits. Each of these services has program tuition assistance for eligible students to support their studies at the Institution. Information about these programs may be obtained from the Veterans Administration.

Additional information regarding the Student Financial Aid Programs is available at www.federalstudentaid.ed.gov for federal programs and at www.ces.gobierno.pr for state programs.

Bursars Office

Tuition Refund Policy

- Students who withdraw from all courses on or before the first 60% of the enrollment period may be entitled to reimbursement or be held accountable for any unpaid balance, as applicable and determined by the formula described below. After the first 60% of the enrollment period, the students will be responsible for 100% of tuition costs.
- Financial aid from federal, state or institutional programs accredited to a student's account will be reimbursed to the corresponding program or to the student, as applicable. The amount reimbursed will depend on the date of withdrawal.
- The reimbursement to students who withdraw from all courses within the established period will be calculated based on:
 - The number of days elapsed up to the date of the withdrawal from all courses, divided by the number of days that comprise the academic period in which the student attended class, multiplied by the total tuition costs.

Formula:

$$\frac{\text{NUMBER OF DAYS ELAPSED}}{\text{TOTAL DAYS OF ACADEMIC TERM}} = [\%] \times \text{TOTAL TUITION COST} = \text{OWED BALANCE}$$

- Any Institutional recess comprising five (5) or more working days will not count towards the total days of class computation.
- This reimbursement policy is established in agreement with the regulations Title IV Financial aid programs, as prescribed in Higher Education Reauthorization Act of 1998.

Note:

1. EDP University has established the last day of class as the final course withdrawal date.
2. Students who request partial withdrawal during the first two (2) weeks of class of a regular semester and during the first two (2) days of summer sessions, will be reimbursed the 90% of the course(s) cost.

3. Professors will identify as “NS” those students who do not show to class. These students will be administratively withdrawn from the course(s) and will be entitled to 100% reimbursement.

Tuition and Fees

	HR	SS
Admission	\$15	\$15
Readmissions	\$15	\$15
Registration [General Courses]	\$156 per credit	\$156 per credit
Registration [Health Courses Only]	\$160 per credit	\$160 per credit
Registration Certificate Degree	\$186 per credit	\$186 per credit
Late Enrollment	\$10	\$10
Equipment Use Or Laboratory - per course		
Computer Programming	\$60	\$60
Medical Emergencies	\$65	\$65
Graduation Fee	\$75	\$75
Grade Removal	\$10	\$10
Institutional Fees		
Cultural and Social Activities	\$20	\$20
Technological Development	\$260	\$260
Construction Fee	\$80	\$80
Out of State Fee	\$648	\$648
Equivalency Exam Application	\$20	\$20
Equivalency Exam Cost	50% course cost	50%course cost
Copy of Class Schedule	\$2	\$2
Identification Card	\$3	\$3
Academic Transcripts	\$4	\$4
Program Changes	\$10	\$10
Adult Guide	\$10	\$10
Internship & Clinical Practices	\$100	\$100
Parking - per semester	\$40	\$40
Course Change	\$2	\$2
Class Cancelation	\$50	\$50
Enrollment Cancellation	\$100	\$100
Additional 15 hours/course	\$78	\$78
Additional 15 hours/course - Health	\$80	\$80

The tuition fees may be subject to periodic revision by the Board of Directors.

Written Notification of Withdrawal

In compliance with the requirement for institutions to adopt fair and equitable refund policies that must apply to applicant terminations or student withdrawals, EDP University of Puerto Rico, Inc., does not require written notification of withdrawal as a condition for making refunds.

Academic Regulations



Academic Year

The Institution operates on semester and summer sessions. The regular semester start dates are programmed for the beginning of September and January.

Adults' Modality has five (5) different starting dates. These are programmed for the beginning of August, October, January, March, and May.

Students are admitted at the beginning of any session but course offerings within academic programs are coordinated to start the fall semester.

Credit Hours

The basic academic unit is the semester credit hour. One (1) semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum or internship. A lecture hour consists of 50 minutes.

Course Load

A normal semester course load of a regular (full time) student is 12-18 credits per term. Under special circumstances, the Academic Dean may authorize students to enroll in additional credits. The summer course load for a regular student is 6 to 15 credits.

Grading System

The grading system is as follows:

Grade	Quality Points	Comments
A	4	Excellent
B	3	Good
C	2	Average
D	1	Deficient
F	0	Failed
NP	0	Not Approved
NS	-	No Show
P	-	Approved
I	0	Incomplete
NR	-	Grade Not Reported
W	-	Official Withdraw
WA	-	Administrative Withdraw
R	-	Repeat Course
T	-	Transfer Work

The cumulative grade point average (GPA) is determined by multiplying the number of credit hours for each course by the number of points identified for each grade as outlined above, and dividing by the total number of credits.

Approved

The grade “P” means an approved course. This grade is not included in the calculation of the GPA, but will count as credit hour attempted for the purposes of calculating the percentage of course completion and the academic progress policy.

Attendance

Regular attendance is essential and expected of all students. Students are expected to make up all missed work. Students absent from class for a period in excess of twice the number of credit hours, may be administratively withdrawn (WA) from the course. The following tables indicate the expected attendance:

Regular Students	
Three (3) credit hour courses	No more than six (6) absences
Four (4) credit hour courses	No more than eight (8) absences

Adults Modality Students	
Three (3) credit hour courses	No more than two (2) absences
Four (4) credit hour courses	No more than three (3) absences

Electives

In all academic programs, a professional course offered by our Institution is considered an elective if it is not listed as a requisite for the program in which the student is enrolled. A minimum of 15 students are required in order to offer a course except when authorized by the Academic Dean.

Notification of Grades

At the end of each term, the student must access the student portal to see the grades. These grades become part of the official record of the student and are not subject to change, except upon authorization of the instructor. For Incomplete work, the student must make the necessary arrangements with the professor and in the event of professor absentee, with the School Director.

Transcripts

Only the student is authorized to request a copy of his/her personal academic record (transcript). Transcripts are valid only with the official seal of the Institution and the signature of the Registrar, although students may obtain copies of their transcripts which have no official value. All official copies are sent directly to the interested party. All applications for transcripts must be submitted to the Registrar's office a week in advance and must be submitted along with a transcript request, receipt for payment, of the corresponding fee from the Bursar's Office. No transcript copy will be issued to students who are not up to date in their financial obligations with the Institution.

Incomplete Work

Any student may receive an incomplete and a provisional grade in a class, when the course evaluation requirements have not been completed due to illness or for some other valid reason, upon approval by the professor. The student must make the necessary arrangements with the professor or, in the absence of the professor, with the School Director to remove the incomplete. The provisional grade will become permanent if the student fails to remove the incomplete during the following academic period.

Academic Probation and Suspension

In accordance with the established criteria for satisfactory academic progress students that do not meet the minimum number of credits and/or the established academic index (GPA), will be placed on probation for a maximum of two terms. At the end of each period the Institution will evaluate these students. The students that do not meet with the norms for their probation period will be suspended for one term.

Academic Student Re-installment

Students who discontinue their studies and then seek readmission to the Institution will be subject to the current Satisfactory Academic Progress Policy (NPAS). They will be re-admitted under the same academic progress status in which he/she was classified at the time of discontinuing their studies.

Credits by Examination

Students enrolled at our Institution may obtain credit for specific courses through equivalency examinations administered by the appropriate department.

Those students who feel they have acquired the knowledge equivalent to the course contents should contact the appropriate department director to request an equivalency examination for those courses where credit by examination is available. A non-refundable fee must be paid. Upon approval, the student will receive degree credit and will pay 50% of the course's total cost. An equivalency examination will not be offered for a course previously taken at our Institution.

No Show

Students who do not attend during the first two (2) weeks of class of the semester will receive a No Show classification in their academic records. The same No Show classification applies for Adults Modality students should they not attend to the first two (2) classes of a course. This classification will not affect the GPA or the percentage of course completion. The student will pay \$50.00 for every No Show.

Grade Not Reported

This grade is not included in the calculation of the GPA and will not count as credit hours attempted until the professor reports the grade of the course.

Transfer Students

The Institution reserves the right to determine the number of transfer credits granted to students. Only courses completed with a grade of "C" or higher will be validated. Students will receive an official evaluation of transfer credits after they have completed a residency period in our Institution. Transfer students must complete a minimum of 30 credits of residence to receive an Associate Degree from our Institution and 45 credits for a Bachelor's Degree.

Validated courses will count as attempted and/or approved credits but not for the calculation of the student's GPA.

Withdrawals

Students wanting to withdraw from the Institution must report to School Director to fill out the appropriate forms. Failure to attend classes or verbal notification to professors does not constitute withdrawal. Students who withdraw without filling the proper withdrawal form will be automatically credited with a "WF" grade in all courses. This grade is considered as "F" for GPA Calculation.

Effects of Withdrawals (W), Administrative Withdrawals (WA), and Incompletes (I)

Satisfactory academic progress is affected by other academic standards, such as:

- Withdrawal (W): will count for credits attempted but not for GPA.
- Administrative Withdrawal (WA): will count toward attempted credits.
- Incomplete (I): after removing the incomplete, the student must apply to be re-evaluated in order to determine its effect on his/her academic progress status.

Repeated Courses

The student who fails a course can repeat the same course only once while receiving financial aid. The new course grade will be registered, replacing the original grade. However, every attempt is considered as part of the evaluation for the NPAS.

Students may repeat a course previously approved for the purpose of improving their grade point average, however, it can be repeated a maximum of three times when receiving financial aid. Every attempt is considered as part of the evaluation for the NPAS.

Preparatory Courses

Remedial courses are eligible under Title IV, only when the student admitted to an eligible program of study takes remedial courses as part of the curriculum. Remedial courses eligible under Title IV will be considered as part of the qualitative components (grades), but not in the quantitative component (credits attempted) for the NPAS. All remedial courses receive a grade.

Changing the Program of Study

A student may request reclassification of their program of study, in which case an Institutional official will determine which of the previous courses will be validated. All validated courses will be considered under both of the components of the Satisfactory Academic Progress Policy.

Satisfactory Academic Progress

The Federal Education Department requires higher education institutions to establish, publish, and implement reasonable standards to measure the academic progress of students receiving financial aid. The Satisfactory Academic Progress Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students obtaining a degree.

Satisfactory academic progress is measured using the student's curriculum, total attempted credits, percentage of required credits, and required grade point average (GPA). Refer to Tables A thru D for the requirements. The student must have taken up to 150% of the credits, out of the total curriculum credits required for the degree in which he/she is registered.

Evaluation Process

Students that do not meet with the required Satisfactory Academic Progress Evaluation are ineligible for Title IV funds. Students' academic progress for the Associate, Bachelor's and Master's Degree Programs are evaluated at the end of the academic year (May/December), after the completion of two semesters. Professional Graduate Certificate is evaluated at the end of each semester. Eligibility for the available financial aid funds is based on the following qualitative and quantitative measurements.

a. Qualitative Component

The quality of approved credits and GPA earned are reviewed.

To be eligible from the qualitative point of view, the student must attain the minimum overall retention grade point average of their curriculum, as described in Tables A thru D. Students who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress " Under this classification, all financial aid will be suspended.

b. Quantitative Component

The length of study, in relation to the number of credits required to complete the academic program are reviewed.

To be eligible from the quantitative point of view, the student must attain the established percentage of all attempted credits. Attempted credits are those which the student enrolls in a regular program. Approved credits are all attempted credits in which they get the grades of A, B, C and D. Courses with a grade of F, I, WA, WP and NP are considered attempted but not approved. The quantitative analysis considers all validated courses from other institutions. Students, who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress." Under this classification, all financial aid will be suspended.

Any student classified as Non Satisfactory Academic Progress may submit an appeal to the Satisfactory Academic Progress Committee. If the students' appeal is favorably considered he/she will be placed on Financial Aid Probation (FAP) for the next academic term and financial aid will be immediately reinstated. In addition, the student will agree to follow a Financial Aid Probation Academic Plan (AP) outlined by the Satisfactory Academic Progress Committee. If at any time the student fails to fulfill the academic curriculum established by the plan, all financial aid will be suspended, and the student will be responsible for the debt incurred by the Institution during the corresponding term.

If upon completion of the Financial Aid Probation (FAP) period the student has demonstrated an academic improvement, as established by AP, the probation status will be lifted and their eligibility for financial aid under Title IV will be maintained until the next evaluation of academic progress. However, if upon completion of the Financial Aid Probation period the student has NOT demonstrated an academic improvement, as established by AP, all financial aid will be suspended without the right to appeal until the student achieves the minimum overall retention grade point average required by their curriculum, as described in Tables A and B.

Table A: Associate Degrees

68 CREDITS		
MAJOR	PROGRAM CREDITS	150%
Business Administration	68	102
Office Administration	68	102
Attempted Credits	% Credits Required	Grade Point Average (GPA)
15-26	50%	1.25
36-50	55%	1.50
60-67	60%	1.75
68-84	67%	2.00
95-102	67%	2.00
76-78 CREDITS		
MAJOR	PROGRAM CREDITS	150%
Digital Fashion Design	78	117
Nursing	72	116
Interior Design - Decoration	76	114
	86	129
Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-26	50%	1.25
36-50	55%	1.50
65-74	60%	1.75
75-98	67%	2.00
105-129	67%	2.00
71-74 CREDITS		
MAJOR	PROGRAM CREDITS	150%
Computer Programming	74	111
Physical Therapy	74	111
Pharmacy Technician	72	108
Medical Emergencies	71	107
Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-26	50%	1.25
36-50	55%	1.50
62-70	60%	1.75
71-89	67%	2.00
100-111	67%	2.00

Table B: Bachelor's Degrees

121-124 CREDITS		
MAJOR	PROGRAM CREDITS	150%
Technological Office Administration	120	182
Information Systems in Network	121	182
Information Systems in Computer Programming	122	183
Nursing	124	185
Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-26	50%	1.25
36-53	55%	1.50
66-80	60%	1.70
95-107	65%	1.90
121-136	67%	2.00
148-163	67%	2.00
179-185	67%	2.00
127-135 CREDITS		
MAJOR	PROGRAM CREDITS	150%
Information System in Digital Image	127	191
Business Administration in	131	197
Management Interior Design -	132	198
Decoration	133	200
Business Administration in Accounting	135	203
Attempted Credits	% Credits Required	Grade Point Average (GPA)
18-28	50%	1.25
36-57	55%	1.50
69-87	60%	1.70
99-118	65%	1.90
130-140	67%	2.00
160-179	67%	2.00
191-203	67%	2.00

Appeal Process

Students that do not fulfill all of the PAS requirements are ineligible for Title IV funds and will have the right to appeal. Appeal forms must be solicited and filed, including all supporting documents, through the Counselors Office. All appeals must be submitted prior to or during the semester for which the student is seeking financial aid.

After an appeal has been filed, the Satisfactory Academic Progress Committee will review the documents submitted by the student. Based on the submitted documentation and the merits of each individual case, the Committee will reach a decision. Students will be notified by mail of the Committee's decision as promptly as possible. All appeal decisions are final.

Students whose initial appeal is denied cannot submit a subsequent appeal until a successful completion of at least one (1) additional term, in which a minimum of six (6) credit hours have been attempted.

The Satisfactory Academic Progress Committee is composed of a Specialist, Student Counselor, Academic Dean, Admission's Office Director, Registration's Office Director, Adult's Modality Director, and Financial Aid Office Director.

Extenuating Circumstance

There are various extenuating circumstances that may prevent a student from satisfactorily progressing towards reaching their academic goals. The Satisfactory Academic Progress Committee gives special consideration to students who file for an appeal and fall under these special conditions. Extenuating circumstances include:

- Personal illness/ accident
- Serious illness or death within the immediate family
- Other exigent circumstances: a change in their educational objectives, changes in the household, changes and / or loss of employment, among other situations beyond the reasonable control of the student.

Documents, to substantiate the extenuating circumstance, such as medical record/certificate, notice of layoffs, accident report, among other, must accompany the submitted appeal forms.

Financial Aid Warning (FAW)

Status assigned to a student who does not meet the Satisfactory Academic Progress Standard and is evaluated at the end of each term (semester). This status can be applied without the student having to go through an appeals process. Students classified as FW are eligible to receive financial assistance under Title IV funds for an additional academic period. At the end of this academic period, the student will be re-evaluated to determine their eligibility. Failure to comply with the NPAS will automatically render the student as ineligible for Title IV aid.

Financial Aid Probation (FAP)

The Financial Aid Probation category is assigned to a student who has not obtained a satisfactory academic progress, but his/her appeal has been approved by the Satisfactory Academic Progress Committee. Students under this category are eligible for Title IV funds and their financial aid may be reinstated. Nevertheless, FAP students who do not request an appeal cannot receive Title IV aid.

Not Eligible (NE)

The student who does not meet the Satisfactory Academic Progress Standard and has not appealed or not approved the appeal request will not be eligible for Title IV Financial Aid Programs.

Academic Plan (AP)

Students under Financial Aid Probation are required to follow an Academic Plan established between the student and the Satisfactory Academic Progress Committee. Enrolled students under Financial Aid Probation must meet with a designated contact person; refer to the table below, in order to coordinate their AP.

PROGRAM	CONTACT PERSON
Undergraduate - Regular Modality	Student Counselor
MAGAE Modality	Academic and Student Affairs Dean of Distance Education
Adult Modality	Program Director

Students who satisfactorily continue to progress through their established AP and therefore show academic progress will be eligible for financial aid for up to the next three (3) academic semesters. If on the other hand a student fails to conform to their AP, he/she will automatically fall under an NPAS non-compliance status. These students will be classified under the "Suspension" category. The Suspension will apply for the duration of two (2) academic semesters, at the end of which, the student may request a re-installment. In this case, the Satisfactory Academic Progress Committee will evaluate the request and if determined to be favorable, the student will be allowed to continue his/her studies. The reinstated student will be eligible for financial aid if he/she meets the established NPAS standards.

Eligibility Re-installment

A student who does not meet the NPAS standards loses his/hers financial aid for the next academic semester. However, if an appeal is requested and it is considered favorably, the student will be classified as FAP and becomes eligible for financial aid for the next semester. If it has expired FAP, obtained satisfactory academic progress, eligibility will be reinstated.

Satisfactory Academic Progress Policy for VA Benefit Recipients

The Veterans Administration under Federal Code, Title 38, requires recipients to complete their programs of study in the allotted time. This requirement applies only for eligible students who wish to continue to receive veteran's benefits, not to continue with

the Institution. If a student needs to extend the program's allotted time he/she should seek advice about other available financial aid.

Associate Degree Programs	
Approved Credits	G.P.A.
1-24	1.50
25-48	1.70
49-86	2.00

Bachelor's Degree Programs	
Approved Credits	G.P.A.
1-24	1.50
25-48	1.70
49-72	1.80
73-97	1.90
98-135	2.00

Mitigating Circumstances

The Student Services Dean may waive the standards of academic progress for circumstances of poor health, family crisis, or other significant occurrence beyond the control of the student. These circumstances must be documented by the student to demonstrate that they had an adverse impact on the student's performance. No waivers will be provided for graduation requirements.

Appeals

The student classified under unsatisfactory academic progress has the right to appeal if he/she understands that it is due to an administrative error or has valid reasons for not attaining satisfactory academic progress.

Requirements for Maximum Program Length

The maximum program length is a measure used to evaluate the student's eligibility to receive Title IV Funds. It determines the total of credits required for his or her program of study. The maximum number of credits attempted is limited to 1.5 times the number of credit hours required in order to complete the program.

A student who completes the 150% maximum time length of his or her program will ask the Satisfactory Academic Progress Committee for an extension. If the Committee approves the extension, the student will not be allowed to use Title IV Funds.

Graduation Requirements

Students may graduate from a program appearing in the Catalog following the requirements of the program at the time of admission. In the event that a required course of the selected program is no longer offered by the Institution, substitutions may be made with the approval of the Academic Dean.

In order to fulfill the basic requirements for graduation in our Institution, a student must complete all the requirements for the degree chosen within the credits allowed for the program. The requirements and regulations in effect at the time of admission shall apply to the student. The student must obtain a minimum of 2.00 in both of their major and overall cumulative GPA, except for all health related programs which require a 2.50 GPA minimum on both general and specialization courses.

A student who completes all of the program requirements but does not file an application or does not pay the graduation fee to become a graduate is, for all pertinent purposes, a "completer".

Application for Graduation

After completing 115 credits for a Bachelor's Degree or 60 credits for an Associate Degree, or 85% of the Certificate Program credits, students may apply for graduation. This application should be completed, including the graduation fee, no later than the date specified in the Academic Calendar. Applications can be obtained at the Registrar's Office and should be returned to that office after they have been filled out and stamped by the Finance Office (showing that the appropriate nonrefundable fee has been paid. This procedure applies for all degrees and certificates).

The payment of graduation fees of any kind, the listing of the student as a candidate for graduation in any document and/or to the commencement exercises shall not be interpreted as an offer to graduate nor a covenant to that effect. Only the completion of all requirements listed in this catalog, or in any other official college directives entitles a student to graduation, irrespective of any representations of any kind made by an official of this Institution.

Candidacy for graduation will be attained by the student after the Registrar's Office has determined that all the requirements for graduation have been fulfilled. Subsequently, the Registrar will present the degree candidates to the Academic Dean who will submit it to the President.

Commencement exercises will be held once during the first period of the academic year. Students who comply with the graduation requirements in other periods may request a certification from the Registrar's Office.

Graduation with Honors

Degree with honors is awarded to students who have achieved academic excellence. To be eligible for this honor, the student must have earned an overall average of:

Graduation With Honors	
3.25 – 3.49	Cum Laude
3.50 – 3.84	Magna Cum Laude
3.85 – 4.00	Summa Cum Laude

Student Services

The Student Services division of our Institution is responsible for coordinating and directing all student life, providing services and activities supplemental to the students' academic program. This division provides the following services: Admissions, Counseling and Guidance, Placement Services, Recreation and Sports, Cultural and Social Activities, and Student Organizations, among others.

Counseling and Guidance

The Institution's Counseling and Guidance program is based on the philosophy of developing the student as an integral human being, capable of functioning in society. Services are designed to assist the student with educational, vocational, social, and personal problems as they arise.

The program offers the following services:

- Individual and group counseling
- Individual and group guidance
- Academic guidance
- Vocational guidance
- Counseling to students on probation
- Workshops and/or seminars for personal, vocational, and academic development

Placement Services

The Career Services Office's main objective is to establish a liaison between the private and public sector businesses in order to provide and manage job postings, as students are encouraged to attend job interviews within their field of study. Different types of professional workshops are coordinated as to provide students with the necessary tools for an assertive job interview.

Other services include:

- Referrals to Job Interviews
- Simulated Job Interviews
- Job Fairs
- Resume Writing Tools
- Resume Review
- Workshops Related to Job Search.
- Communication Via Internet on Job Vacancies and Job Fairs Outside the Institution

Cultural and Social Activities

The Student Affairs Office provides activities which expose the students to enriching experiences outside of the classroom to stimulate their development as a whole person. Coordination of the different activities is the result of administrative, faculty and student committee efforts.

The program's main objectives are to:

1. Promote more effective communication channels between students, faculty, administration and the general community.
2. Stimulate students to generate activities which respond to the interest of the student body.
3. Promote good relationships and a sound image of the Institution in the community.

Student Organizations

Our Institution recognizes organizations that assist students to achieve cultural, educational, social, and recreational goals. The main student organization is the Student Council.

The Student Council makes up the representative body of the students whose purpose is to voice student opinion; advance student causes; promote communication, cooperation and understanding among student, faculty and administration; and suggest the necessary improvements for the welfare of the student body. Representatives are elected in assemblies where candidates are nominated and elected via a democratic process.

Alternative Modes of Delivery

In order to provide educational opportunities to traditional and nontraditional students, including working adults, various forms of delivery are in place.

Adults "Adultos" Modality

This modality was designed to serve the adult learners by giving them more flexibility by customizing their class schedules. It provides a learning environment where all students are at least 21 years old and possess some work experience. Several programs of study are available through this mode, but it is not a program of study by itself. It combines an entirely face to face mode of delivery with a special schedule organized in two (2) periods per regular semester. Every three (3) credit course (theory) is scheduled to meet for three (3) hours and a half each night by week. When the course requires a lab, it meets during the night once a week for five (5) hour, for nine (9) weeks. Every four (4) credit course (theory) is scheduled to meet two hours and a half each night, twice a week, for nine weeks to complete the appropriate number of contact hours under direct faculty supervision to support awarded.

MAGAE Online Courses



According to its Institutional Philosophy and Mission, EDP University has developed a distance education offering using a virtual campus that can be accessed through the World Wide Web (WWW) at www.edpenlinea.com. EDP University defines distance education as a formal educational process in which a great part of the instructional activities occur when both instructors and students are not in the same place physically, and can either occur synchronously or asynchronously. Technologically mediated distance education courses through the Internet are known as online courses. The courses achieve student learning through their interaction with the subject content, the instructor, and other students.

These online courses are accessed through a personal computer with access to the WWW. Through the Internet, students can access the EDP Virtual Campus Portal, where they have the opportunity to enter the online offerings administration platform (currently Moodle) using the credentials (username and password) given to them during the enrollment for this mode of course delivery. Students can access the page www.edpenlinea.com and their courses from the Institution's computer laboratories, their homes or workplaces. The student-instructor-content interaction is done by using the following information tools provided by the technological platform: email, discussion boards, chat rooms, forums, and content modules. Also, faculty and students employ traditional methods of communication like phones and face to face meetings to complement interaction if necessary. In order to enroll in online courses, students are required to have the following minimum necessary resources and equipment.

Equipment

- Personal Computer
- MODEM (Minimum 56K recommended)
- Connection to the WWW
- Browser programs such as Mozilla Firefox, Internet Explorer or Netscape Navigator with JavaScript's Support
- CD ROM and Sound card
- Email account

Programs Required to be Installed in Student's Computer

- Internet Explorer (6.x Mozilla Firefox or Netscape Navigator)
- Microsoft Office or any similar package software (Lotus, Word Perfect).

Students without Microsoft Office in their computers have to download the following viewers in order to see documents created with such Microsoft programs:

- Word Viewer
- Excel Viewer
- Power Point

- Other programs that have to be installed in the student's computer are:
 - Adobe Acrobat Reader
 - Media Player
 - QuickTime
 - Flash Player



All the courses being offered through the online modality are identified with a computer icon at the beginning of the course description in this Catalog.

Enrollment

For enrolling in online courses, students need to comply with the same admission requirements as the on-site programs. Also, they will fulfill the requirements established in a compulsory counseling process for online students. Through this counseling process the students are informed about the characteristics of online education and a test is administered to evaluate that the student possesses the necessary attitudes, the technological skills, and the technological infrastructure required to complete the academic tasks successfully. These tests are administered by one member of the Distance Education Committee and the process is completed with a compulsory attendance to a seminar for Moodle readiness training, where students are guided on the use of the platform, and standard policies and practices necessary to successfully complete the academic requirements for on-line courses. Currently, there are no additional fees regarding online instruction.

Institutional Policies

Institutional Policy on Discrimination

No student organization may discriminate for reasons of sex, race, age, national origin, political beliefs, religious affiliation, social or economic position, or handicap condition.

Institutional Policy on Sexual Harassment

Our Institution is clearly against any form of sexual harassment within the academic community. This policy covers the administration, faculty, and student body. We have enacted a policy on sexual harassment that defines the resources and procedure that individuals have available in cases where he/she considers sexual harassment has occurred. Copies of the policy may be obtained at the Student Affairs Office or Information Resources Center.

Institutional Policy on Abuse of Controlled Substances

Our Institution complies with the Drug Free Workplace Act of 1988. The “drug free workplace” environment is needed for the academic community to effectively perform their respective tasks. We have enacted a policy that defines the resources and procedures available for individuals whenever controlled substances abuse is encountered within the academic community. Copies of the policy may be obtained through the Student Affairs Office or Information Resources Center.

EDP University of Puerto Rico, Inc. in its Security and Crime Prevention on Campus regulation prohibits the use, possession, and/or distribution of drugs and alcohol by students and employees.

Alcohol

Possession, distribution and alcohol use inside our Institution is prohibited. Those areas in which the use, possession, and/or distribution of alcohol is prohibited are, but not limited to: parking, classrooms, laboratories, conference and multiuse rooms, student service offices, administrative and faculty offices, activities center, and hallways. Students, faculty, or personnel in violation of this regulation will be subject to those disciplinary actions established by our Institution’s regulations.

Drugs

Manufacture, distribution, sale, and/or possession of drugs are strictly prohibited and will not be tolerated. Students, faculty, and personnel in violation of this regulation will be subject to those disciplinary actions established by our Institution’s regulations.

Policy on Service to Students with Physical Impairment

The policy and procedure on services for students with physical impairment's main purpose is assuring that the programs offered, including extracurricular activities, are accessible to students who are physically impaired.

If you are a physically impaired student and need reasonable accommodations (any modification or adjustment to the educational or work environment) that will enable you to enjoy equality, visit the Guidance and Counseling Office for further information on the application process. Copy of this policy may be obtained at the Guidance and Counseling Office.

Student Right to Know / Campus Security Act

The "Student Right to Know Act" was completed on November 1999. The current law requires that all those institutions that receive federal funding must let students and employees know certain information, including retention and graduation rates, and criminal campus statistics. Copy of these reports may be obtained at the Support and Financial Aid Center (CaSa) or at the Student Affairs Office. This information is also available through our web page www.edpuniversity.edu.

Policy on the Student's Completion of their Degrees, in the Case of the Elimination of their Program of Studies or the Cessation of Institutional Operations

It is our policy that registered students seeking a degree in our Institution fulfill their goals, upon the occurrence of such unwilled events as the elimination of their program of studies or the cessation of Institutional operations. To this end, the Institution will strive to help students that are close to graduation by providing alternate means for them to comply with the requirements of their remaining academic programs, such as: independent work, special projects, course equivalencies, and authorizations to take courses at other institutions. The Institution is also willing to aid students in easing the transition towards admission into another institution, where they could continue their studies towards their eventual completion, in the case of the cessation of Institutional operations.

Policy on the Maintenance of the Institutional

Academic Offerings,

Towards the Completion of the Degrees Offered by the Institution

It is our policy to maintain the level of Institutional academic offerings required for students to complete their degrees, in accordance with the curricular sequence of their programs of studies, and provided that students maintain their required level of satisfactory academic progress. In special circumstances, where the level of course registration is low, and graduating students need specific courses to complete their degrees, the Institution is willing to provide alternate means for students to comply with the requirements of their academic programs, such as independent work, special projects, course equivalencies, and authorizations to take courses at other institutions.

Salomon Pombo Act

EDP University has established an Institutional Policy regarding the Student Directory. This policy will include new changes in the Federal law known as the Salomon Pombo Act. This act allows third parties to request the personal information the university has gathered and include in the Directory.

EDP University has defined personal information for the Directory as follows:

- Name*
- Major*
- Address*
- Years of Study*

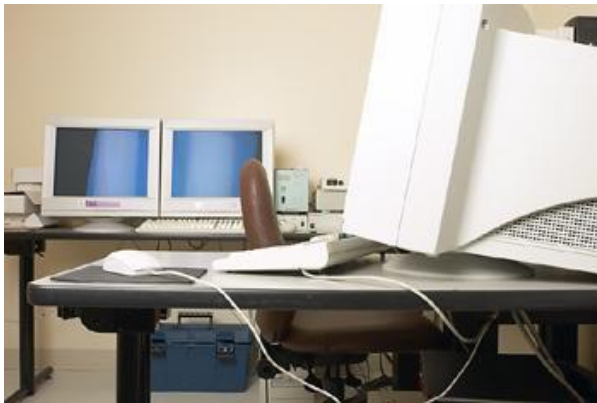
Students who would prefer this personal information NOT be included in the Directory should file a written notification of objection with the Registrar's Office.

Hato Rey Campus Educational and Learning Resources

Physical Facilities

The Hato Rey Campus is located in the heart of the San Juan metropolitan area. It is found within walking distance of Puerto Rico's financial and business district.

Information Systems Resource Center



The Information Systems Resource Center comprises a modern balance between hardware/software facilities. These resources and facilities are fully available for hands on experience to all our active students. This environment exposes them to a unique area that fosters their learning and enhances their formative professional development.

The hardware facilities include high quality servers, personal computers, and modern IBM laser printers. The software resources include, Windows Professional, Office 2007, AS 400 tools, tutoring, CAI (Computer Aide Instruction), accounting, diagnostics, utilities, desktop, publishing, communications, and more.

The hardware resources are blended with traditional procedural and nonprocedural languages such as RPG, COBOL, C/C++, Access, and Visual Basic.

With the use of these facilities, students learn how computers perform in the modern business environment, receiving a comprehensive view of the specific capabilities and limitations of computers. This allows our students to get a deeper understanding of computers and their full potential in the complex business world of today. In summary, these learning resources allow for the hands-on experiences that enable our students to enter the job market with a modern, up to date training in the most rapidly developing technology of today's world computers.

On the Hato Rey campus, the information systems facility includes a computer center and PC labs, with personal computers in a network system. Each of these labs is equipped with their own printers and a workstation environment. A Computer Communications and Networks laboratory is available to provide training to the students in LAN/WAN technologies.

EDP University has a Campus Agreement with Microsoft for the use of applications in our academic courses by faculty and all of our students.

Laboratories

The facilities for laboratories are divided into the areas of Office Administration, English language, Physical therapy technology, and Nursing.

The Office Administration Laboratory gives students the opportunity to practice in such areas as speedwriting, typewriting, word processing, and software applications. Personal computers are available to give students a hands-on experience. The laboratory's main objective is to maximize and reinforce through drills and exercises learning opportunities and experiences for the students.

The English Language Laboratory is available for the development of English skills through use of computers.

The Physical Therapy Technology laboratory provides students with a hands-on experience on the use of specialized equipment for treatments like electrotherapy, thermotherapy, physical therapy and massage therapy. Also available are exercise and gait training devices.

The laboratory for the Nursing Program includes equipment and material for simulation skills, mannequins, beds, and other hospital equipment. It provides students with the opportunity to practice the various skills related to the profession, such as adult and pediatric patient care, and pregnant women and birth process.

Information Resources Center

The library's primary aim is to support and strengthen the academic programs by ensuring access to relevant and updated information that contributes to the academic, social, cultural, and individual development of our students. To fulfill this purpose, the library is equipped with a collection of printed and unprinted resources.

The audiovisual resources include overhead projectors, video data projectors, videocassette player, DVD player, laptops, and television, among others. A bibliographical research facility composed of computers with hard disk drive, printer and communications modem is available to undergraduate and graduate students for their research, providing access to several databases, the library catalog, inter-library loans, and Internet.

EDP University and the Information Resources Center support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

San Sebastián Campus Educational and Learning Resources

Physical Facilities

The San Sebastián Campus is located on the western side of the island of Puerto Rico.

Information Systems Resources Center

The Information Systems Resource Center comprises a balance between hardware and software facilities. These resources and facilities are fully available for hands on experience to all our students, exposing them to a unique environment that fosters their learning and enhances their formative professional development.

The facilities comprise seven (7) modern computer laboratories with approximately 20 computers each. All of the laboratories are equipped with Microsoft Office 2007 software and Visual Basic, Peach Tree Accounting, and Financial Accounting. Some laboratories have a 27” television set connected to the professor’s computer or a projector in order to facilitate the teaching-learning process. Five (5) of these laboratories have access to Internet, and are connected through a local network. The laboratory assigned to the Office Administration Department includes multimedia resources.

Laboratories

The laboratories are divided in the following areas: Computer Programming, Office Administration, Network and Repairs, Health Programs, Natural Sciences and English Laboratory.

The Office Administration Laboratory gives students the opportunity to practice in areas such as: word processing and office and computer skills. Computers are available to give students hands-on experience. The laboratory’s main objective is to maximize and reinforce learning opportunities and experiences for the students through drills and exercises.

The Health Programs Laboratories enable students to practice in an environment similar to actual work areas. Audiovisual materials are used in the classroom. These labs include the Pharmacy Technician Program, the Nursing Program, Physical Therapy and the Medical Emergencies Technology Program.

The Natural Sciences Classroom/Laboratory provides students with the opportunity to acquire and develop the skills and basic techniques in the use of scientific laboratory equipment. The English language laboratory is available for the development of English skills through use of computers.

Information Resources Center -Juan S. Robles Library

The library's primary aim is to support and strengthen the academic programs by ensuring access to relevant and updated information that contributes to the academic, social, cultural, and individual development of our students. To fulfill this purpose, the library is equipped with a collection of printed and unprinted resources.

The audiovisual resources include overhead projectors, video data projectors, videocassette player, DVD player, laptops, television, etc. A bibliographical research facility composed of computers with hard disk drive, printer, and communications modem is available to undergraduate and graduate students for their research, providing access to several databases, the library catalog, inter-library loans, and Internet.

The library is housed on a three (3) story building. It is divided in the following areas: reference, reserve, circulation, journals and periodicals area, audiovisual room, and computer area.

EDP University and the Information Resources Center support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Humacao Additional Location Educational and Learning Resources

Physical Facilities

The Humacao additional location is located on the eastern side of the island of Puerto Rico.

Information Systems Resources Center

The Humacao additional location is equipped with a complete and up to date CRI, where students are able to locate the necessary references and resources for the development and strengthening of their academic development. Additionally, the CRI is complemented by electronic access to updated information, available through the CRI's of the main campuses

EDP University and its Information Resources Centers support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Laboratories

The additional location laboratories are complemented by the laboratories located at the Hato Rey Campus to which this center is attached.

The laboratory facilities include one (1) laboratory for nursing, one (1) classrooms for theory and practice for the School of Physical Therapy, one (1) classroom for theory and practice for the School of Fashion Design Digital, one (1) laboratory for courses related to the School of Technology, and one (1) specialized room for the development of distance learning (videoconferencing) programs offered by the faculty members from the main campuses.

The Nursing Laboratory follows the organizational structure of a “real” operational laboratory in order to provide a working scenario with the characteristics of a hospital ward. All of the laboratory materials, equipment and models meet the requirements of the nursing program courses being offered.

The Physical Therapy Laboratory provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of such as therapy tables and other therapeutic practice tools

The Computer Laboratory is equipped with 20 computers setup with up to date software, as required by the Information Systems program. This laboratory is available to the general student community as a tool to strengthen their academic development, as well as provide access to communication networks.

The Digital Fashion Design Laboratory provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of practice tools such as computers, work tables, sewing machines and mannequins.

Manatí Additional Location Educational and Learning Resources

Physical Facilities

The Manatí additional location is located on the northern side of the island of Puerto Rico.

Information Systems Resources Center

The Manatí additional location is equipped with a complete and up to date CRI, where students are able to locate the necessary references and resources for the development and strengthening of their academic development.

Additionally, the CRI is complemented by electronic access to updated information, available through the CRI's of the main campuses

EDP University and its Information Resources Centers support the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Laboratories

The additional location laboratories are complemented by the laboratories located at the San Sebastian Campus to which this center is attached.

The Manatí additional location laboratory facilities include one (1) laboratory for the School of Nursing, two (2) classrooms for theory and practice for Physical Therapy and Pharmacy Technician, one (1) classroom for theory and practice for the School of Fashion Design Digital, one (1) laboratory for courses related to the School of Technology, and one (1) specialized room for the development of distance learning (videoconferencing) programs offered by the faculty members from the main campuses.

The nursing laboratory follows the organizational structure of a “real” operational laboratory in order to provide a working scenario with the characteristics of a hospital ward. All of the laboratory materials, equipment and models meet the requirements of the nursing program courses being offered.

The Physical Therapy Laboratory provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of such as therapy tables and other therapeutic practice tools

The Laboratory of Pharmacology for the Pharmacy Aide program provides the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of practice tools such as a prescription counter equipped with shelves that emulate the traditional setting used in pharmacies in Puerto Rico.

The Computer Laboratory is equipped with 20 computers setup with up to date software, as required by the Information Systems program. This laboratory is available to the general student community as a tool to strengthen their academic development, as well as provide access to communication networks.

The laboratory for the Digital Fashion Design program provides for the option of using theoretical methodologies (conferences, discussion forums, oral presentations, etc.) and the integration of practice tools such as computers, work tables, sewing machines and mannequins.

Programs of Study



School of Arts and General Education

Aligned with the Institution's Mission, the School of Arts and General Education provides support to all of the Institution's Academic Offerings. Its goal is to offer the students with educational experiences that will promote their integral development as human beings. With the support of a sound social-humanistic component, this gives emphasis to the overall improvement of the students' general academic achievement. The following objectives comprise the basis for the School of Arts and General Education.

Program Objectives

- Demonstrate ability to communicate effectively in verbal, non-verbal and written forms both in Spanish and English. Special emphasis is given to oral communication in English.
- Demonstrate ability to collect, organize, compute, and interpret quantitative and qualitative information.
- Demonstrate the ability to use and apply technology to make decisions.
- Demonstrate ability to identify, locate, and use information tools for research purposes.
- Demonstrate ability in mathematical reasoning and respect for the environment.
- Demonstrate knowledge of the relationship between social sciences and humanities, and understanding of the value of a global perspective on society with respect to past, present, and future events.
- Demonstrate ethical and cultural awareness, and understanding of cultural diversity, as well as effective and appropriate modes of social interaction.

The general education component is included in all of the Institution's Academic Programs through the following courses:

Course	Course Name	Credits
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
BIO 2203	Fundamentals of Microbiology	4
CHE 1163	General Chemistry	4
ENG 0100	English Fundamentals	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3

Course	Course Name	Credits
ENG 3201	Business English I	3
ENG 3202	Business English II	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
HUM 1110	History of Society and Culture	3
LSPR 1101	Sign Language	3
MAT 0100	Fundamentals of Mathematics	3
MAT 1101	Basic Mathematics	3
MAT 1111	Business Mathematics	3
MAT 1113	Mathematics for the Health Professional	3
MAT 2301	Algebra	3
MAT 3302	Pre-calculus	3
MAT 4303	Applied Calculus	3
PSY 1101	Introduction to Human Behavior I	3
PSY 1102	Introduction to Human Behavior II	3
SASE 1101	Introduction to Sexual Health	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 0100	Fundamentals of Spanish	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SPA 3201	Business Spanish I	3
SPA 3202	Business Spanish II	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
VUE 1101	Successful University Life	3

Bachelor's Degrees



Bachelor's Degree in Information Systems Major in Computer Programming

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Information Systems

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 122

Program Description

The information systems Bachelor's Degree in information System, Major in Computer Programming, curriculum is intended for students wishing to acquire the ability to develop computer systems software as well as analyze, design, and implement computer based information systems. The curriculum gives a thorough grounding in information systems together with their applications within industry, business, and accounting.

Program Objectives

1. Develop abilities and attitude essential for the analysis, interpretation and communication of ideas and concepts.
2. Develop the concepts of administration and functions of organizational systems as well as to develop the abilities to utilize the computer as an administrative tool.
3. Strengthen the use of Spanish as the primary language and English as a second language. In addition develop the knowledge in the areas of business administration and mathematics to form the basis for the improvement of the student's skills for adequate communication which will provide them with confidence in their working environment.
4. Prepare programs that fulfill private industry and government demands for these skills.
5. Develop elective courses that will enhance student's opportunities for broadening their knowledge in their area of specialization.
6. Teach the latest organization and configuration of different computer systems.
7. Develop the required techniques for using high level languages and their applications to information systems.
8. Promote the capacity for analysis and understanding of individual and professional needs and ways to solve related problems.
9. Develop competence in the areas of analysis, design, implementation and documentation of systems.
10. Guide the students in the development of their own employment goals.
11. Make the students conscious of their professional responsibilities to them and to society in whatever field they may pursue.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in information System, Major in Computer Programming, the alumni is prepared to:

1. Handle computerized data processing systems. These include command-based and graphical operating systems.
2. Know the history and evolution of the technology handle, and the applications required to transfer and communicate ideas clearly and precisely, by using the terminology and concepts learned through classroom experiences.
3. Analyze, design and create computerized solutions by using diverse high level programming languages like those of fifth generation and like those for the generation and handling those for the creation and management of relational data bases.
4. Evaluate and diagnose failures in information system as well as telecommunications equipment and, in most of the cases, propose alternatives or solutions effectively.
5. Hold management positions that allow them to contribute to the development of more effective solutions for the organization they work for.
6. Apply traditional and non-traditional management styles (e-commerce).
7. Exhibit an integral development over a social-humanistic base with emphasis on the ethical aspects related to the profession that demands our society.
8. Apply mathematical reasoning skills and express their points of view to peers as well as clients in a framework of tolerance and respect, both in Spanish as well as in English.
9. Enhance their knowledge through professional certifications, continuing education, and/or formal postgraduate academic degrees.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in information System, Major in Computer Programming, must complete the minimum course requirements of 122 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Computer Programming

Code	Course Name	Credit Hours
PRO 4385	Object Oriented Programming using C++	3
PRO 3410	Advanced Databases	3
PRO 3320	Information Services Management	3
SIC 3102	Object Programming with JAVA	3
SIC 3120	E-Commerce	3
SIC 4101	Seminar	3
SIC 4390	Advance Networking Systems	3
SIC 4440	Advance System Analysis and Design	3
SIC 4460	System Development Project	4
Total		28

Information Systems

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computers and Information Systems	3
PRO 2212	System Analysis and Design	3
SIC 2400	Databases	3
SIC 1101	Web Page Development	3
SIC 1103	Programming Logic	3
SIC 2280	Computer Hardware and Troubleshooting	3
SIC 3375	Computer Communications and Networks	3
SIC 3395	Visual Programming with BASIC	3
Total		40

General Education

Course	Course Name	Credit Hours
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
*HUM 1101	Western Civilization I	3
*HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
MAT 3302	Precalculus	3
MAT 4303	Applied Calculus	3
PSY 1101	Introduction to Human Behavior	3
*SOC 1101	Social Sciences I	3
*SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
STA 3207	Statistics I	3
VUE 1101	Successful	3
Electives	Electives	
Totals		54
*The student selects six (6) credit hours from this list.		

Bachelor's Degree in Information Systems Major in Networks

Program Offered in Hato Rey Campus

**Discipline: Information
Systems**

Credential Level: Academic Bachelor's Degree

Program Length in credit hours: 121

Program Description

The Bachelor's Degree in Information Systems, Major in Networks, is intended for students wishing to acquire skills, knowledge, and experience in the field of telecommunications. The curriculum offers a general knowledge of Information Systems, while providing for the study of actual and emerging technologies in the fields of Networks and Telecommunications, without losing from perspective the social-humanistic component.

Program Objectives

1. Prepare competent professionals with the knowledge and experience needed to effectively contribute to the fields of Networks and Telecommunications.
2. Satisfy the need for professionals that make the right decisions in the telecommunications industry.
3. Prepare professionals capable of analyze, design, develop and administer Network systems, by utilizing telecommunications technologies.
4. Offer a technological formation to the student in order to be able to solve problems encountered in the fields of data communications and telecommunications.
5. Capacitate the student to evaluate and diagnose failures in the communications equipment within a computerized network system.
6. Capacitate the student to develop and implement solutions to failures observed in a network system.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Information Systems, Major in Networks, the alumni is prepared to:

1. Manage systems that allows communication of data cable, wireless and optical transmission.
2. Knows the history and evolution of the technology they manage, as well as the equipment, tools and application software that allows for the design, construction, evaluation, testing and the performing of diagnostics to data communication networks.
3. Make clear and precise use of the terminology and concepts learned through classroom

experience.

4. Produce or collaborate in solutions in aspects like systems analysis and design of data communications, network segmentation, communication and routing protocols, as well as the establishment of network security systems.
5. Hold management positions that allow them to contribute to the development of more effective solutions for the organization they work for.
6. Have an integral development over a social-humanistic base with an emphasis on the ethical aspects expected by society.
7. Express their points of view to peers and clients in a framework of tolerance.
8. Seek new knowledge through of continuing education and / or format academic post-graduate degrees.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Information Systems, Major in Networks, must complete the minimum course requirements of 121 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Networks

Code	Course Name	Credit Hours
SIC 4390	Advanced	3
SIR 2240	Networks Operating Systems	3
SIR 3290	Network Monitoring Software Tools	3
SIR 3500	Security I	3
SIR 4760	IP Routing	3
SIR 4770	Security II	3
SIR 4780	Practicum or	3
Total		21

Information Systems

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computers and Information Systems	3
PRO 2212	Systems Analysis and Design	3
SIC 2400	Data Bases	3
SIC 1101	Web Page Development	3
SIC 1103	Programming Logic	3
SIC 3102	JAVA Language	3
SIC 2280	Computer Hardware and troubleshooting	3
SIC 3375	Computer Communications and Networks	3
SIC 3395	Visual Programming with BASIC	3
Total		43

General Education

Course	Course Name	Credit Hours
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
*HUM 1101	Western Civilization I	3
*HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
MAT 4303	Applied Calculus	3
PSY 1101	Introduction to Human Behavior	3
*SOC 1101	Social Sciences I	3
*SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
STA 3207	Statistics I	3
Total		48
*The student selects six (6) credit hours from this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Elective	Elective	3
Elective	Elective	3
Total		9

Bachelor's Degree in Information Systems Major in Digital Imaging

Program Offered in Hato Rey Campus

Discipline: Information Systems

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 127

Program Description

This program prepares professionals for the communications industry via image creation and development with the use of MAC and Windows platforms and their digital imaging software programs, which are the necessary tools for the job. The Digital Imaging Major includes skills in image design, average form, portfolio design, multimedia and web.

Program Objectives

1. To develop professionals in Information Systems with a Major in Digital Imaging capable of applying their professional skills.
2. To develop professionals in Information Systems with a Major in Digital Imaging capable of making contributions to their area of specialization from a social and humanistic perspective for the betterment of our society.
3. To develop professionals specialized in the creation and handling of digital imaging for printed media, multimedia and the Internet, by their integral development in the following stages:
 - a. Acquisition of new and advanced skills.
 - b. Improvements in the creative areas.
 - c. Planning of image design concepts.
 - d. Application and evaluation of principals of good design.
 - e. Knowledge and correct use of computerized equipment platforms.
 - f. Knowledge and use of digital input, storage and digital output components.
 - g. Knowledge and use of digital programming tools for image creation.
 - h. Image creation and editing using digital tools and equipment.
 - i. Application of skills to analog and digital graphics reproduction in mass communication media: the press, television, movie film format, videos and the Internet.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Information Systems, Major in Digital Imaging, the alumni is prepared to:

1. Handle on information systems, including graphical and command mode operating systems, to builds and manages typographical and graphical messages.
2. Know the history and evolution of the technology they manage and the applications required to transfer and communicate ideas in a clear and precise manner, by means of technology and concepts learned through classroom experiences.
3. Analyze, design and create typographical and graphical messages using the latest software tools in printed media environments, and design and construct Web pages and their components.
4. Have the knowledge required to produce or collaborate in solutions that include aspects like animation, multimedia and other required for the design and construction of Web pages.
5. Hold management positions that allow them to contribute to the development of more effective solutions for the organization they work for.
6. Exhibit an integral development over a social-humanistic basis with emphasis on the ethical aspects related to the profession as expected by our society.
7. Express their points of view to peers and clients with respect and tolerance, both in Spanish and English.
8. Expand their knowledge by professional certifications, continuing education and/or formal post graduate academic degrees.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Information Systems with a major in Digital Imaging must complete the minimum course requirements of 127 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum on both the general and specialization courses.

Digital Imaging

Code	Course Name	Credit Hours
SIID 1101	Creative Image Concepts	3
SIID 2102	Image Design Vectors	3
SIID 3103	Image Design Bitmaps	3
SIID 3104	Typographic Composition	3
SIID 3201	Basic Digital Diagramming	3
SIID 3301	Design for Multimedia	3
SIID 3302	Design for Web I	3
SIID 4201	Advanced Digital Diagramming	3
SIID 4303	Design for Web II	3
SIID 4304	Design for Web III	3
SIID 4401	Digital Image Portfolio	3
Total		33

Information Systems

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computer and Information Systems	3
PRO 2212	Systems Analysis and Design	3
PRO 2400	Databases	3
SIC 1101	Web Page Development	3
SIC 1103	Programming Logic	3
SIC 3375	Computer Communications and Networks	3
SIC 2280	Computer Hardware and Troubleshooting	3
SIC 3395	Visual Programming with BASIC	3
Total		40

General Education

Course	Course Name	Credit Hours
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
PSY 1101	Introduction to Human Behavior I	3
SOC 1101	Social Science I	3
SOC 1102	Social Science II	3
SPA 1101	Spanish I	
SPA 1102	Spanish II	
Total		45

Other Requirements

Course	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives	6
Total		9

Bachelor's Degree in Information Technology Major in Programming

Program Offered in Hato Rey Campus

Discipline: Information Technology

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 119

Program Description

This program prepares professionals for the information technology industry via studies in areas such as databases, use and management of the Internet, creating web pages, cloud resource management, object-oriented programming, mobile device and videogame programming, structured programming in different languages, maintenance and network configuration, use and management of different operating systems, and ethical and legal aspects.

Program Objectives

1. Implement the theoretical conceptualizations of programming languages and algorithms in solving problems.
2. Dominate the different programming languages to solve problems.
3. Develop an innovative and creative perspective on the development of algorithms and programming languages that meet nonexistent situations.
4. Generate research in the area of information technology on algorithms and programming languages.
5. Create applications in different environments by applying the concepts and programming languages offered in the course work.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Information Technology, Major in Programming, the alumni is prepared to:

1. Develop algorithms and applications in different environments to address specific processes of an organization and create solutions for the company.
2. Use the tools and software development programs to create prototypes that meet the needs of an organization.
3. Develop an analysis and design plan of an organization to identify the specific requirements needed to create an information system, as well as, demonstrating and documenting information systems processes.
4. Manage databases of different types of information systems for the creation of company reports.

5. Demonstrate and apply at all times the ethical aspects related to the area of information technology software development.
6. Administer and manage data centers and information systems of an organization through both in-person and remote techniques.
7. Create Web applications using different languages and tools that meet an organization's needs.
8. Create mobile device applications on different platforms.
9. Design and develop videogame applications.
10. Apply basic skills in the use of information and communications technology.
11. Apply the ability to search, analyze and evaluate information acquired from various sources.
12. Apply the ability to identify, formulate and solve problems.
13. Apply critical and reflective thinking.
14. Demonstrate commitment to environmental preservation.
15. Work autonomously.
16. Demonstrate initiative, accomplishment, motivation and adaptability.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Information Technology with a major in Programming must complete the minimum course requirements of 119 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ITN 2375	Networks	3
ITN 4270	Cloud Administration and Resource	3
ITP 2080	Computer Devices & Fault Identification and Monitoring	3
ITP 2230	Programming for Mobile Devices I	3
ITP 2300	Programming - Object Oriented I	3
ITP 2330	Design and Application Development for Videogames	3
ITP 2340	Programming for Mobile Devices II	3
ITP 2350	Website Design and Development	3
ITP 3230	Website Design and Development II	3
ITP 3240	Innovative Interactive Tools on the Web	3
ITN 3301	Cyber Security and Ethical Hacking	3
ITP 3345	Marketing and Trade in the Web	3
ITP 3402	Structured Programming Language	3
ITP 4210	Advanced Database Administration with SQL	3
ITP 4240	Innovative Algorithms Research	3
ITP 4385	Programming - Object Oriented II	3
ITP 4780 / ITP 4790	Application Development Project / Programming Practice	4
Total		52

Core

Code	Course Name	Credit Hours
ACC 2113	Introduction To Accounting I	4
BA 1313	Administrative Theory	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations I	3
PRO 1110	Computers and Information Systems	3
PRO 2212	System Analysis and Design	3
SIC 1103	Programming Logic	3
SIC 2400	Databases	3
STA 3207	Statistics I	3
Total		28

General Education

Course	Course Name	Credit Hours
BIO 1101	Introduction to Biology	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
MAT 2301	Algebra	3
MAT 3302	Precalculus	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC/HUM	Social Sciences I / Western Civilization	3
SOC/HUM	Social Sciences II / Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
Total		33

Other Requirements

Course	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Elective	Elective	3
Total		6

Bachelor's Degree in Information Technology

Major in Networks

Program Offered in Hato Rey Campus

Discipline: Information Technology

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 119

Program Description

This program allows students to prepare in areas such as: network security, ethical and legal aspects within the information technology area, operating systems, firewalls, cloud resource management, marketing in computer networks, mobile device and videogame programming, and object-oriented programming.

Program Objectives

1. Analyze, identify and design communications networks according to the needs of an organization.
2. Develop an innovative and updated perspective on the development of communication networks within a company.
3. Apply the various tools and software to diagnose a network.
4. Implement different security protocols in communication networks.
5. Apply the knowledge and different terminologies learned to resolve situations related to the network system.
6. Determine the specific needs for building and designing a network system.
7. Create security policies in a network system according to present and future needs.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Information Technology, Major in Networks, the alumni is prepared to:

1. Provide and document solutions for a network system given a particular situation.
2. Analyze and design data communications networks according to the needs of an organization.
3. Manage information systems and contribute to the development of effective solutions within an organization.
4. Provide documentary solutions in the environment Managing data communications systems using different transmission media: wired, wireless and optical.
5. Implement specific strategies for different models of security systems within an organization.
6. Utilize different tools and programming for diagnosing network systems.
7. Apply basic skills in the use of information and communications technology.
8. Be able to plan and organize time.

9. Apply the ability to identify, formulate and solve problems.
10. Work autonomously.
11. Work as a team member.
12. Demonstrate research capabilities.
13. Apply knowledge in practice.
14. Demonstrate the ability to motivate and work towards common goals (leadership).
15. Demonstrate the ability to search for, process and analyze information from various sources.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Information Technology with a major in Networks must complete the minimum course requirements of 119 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ITN 2375	Networks	3
ITN 3240	Network Operating Systems	
ITN 3320	Network Security	
ITN 3340	Diagnosis and Maintenance of Networks	
ITN 3350	Firewalls and Intrusion Detection	
ITN 4260	Computer Forensics and Network Routing	
ITN 4270	Cloud Administration and Resource	3
ITN 4780 / ITN 4790	Computer Networks Project / Networks - Practice	
ITP 2080	Computer Devices & Fault Identification and Monitoring	3
ITP 2230	Programming for Mobile Devices I	3
ITP 2300	Programming - Object Oriented I	3
ITP 2330	Design and Application Development for Videogames	3
ITP 2340	Programming for Mobile Devices II	3
ITP 2350	Website Design and Development	3
ITN 3301	Cyber Security and Ethical Hacking	3
ITP 3345	Marketing and Trade in the Web	3
ITP 3402	Structured Programming Language	3
ITP 4385	Programming - Object Oriented II	3
Total		55

Core

Code	Course Name	Credit Hours
ACC 2113	Introduction To Accounting I	4
BA 1313	Administrative Theory	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations I	3

PRO 1110	Computers and Information Systems	3
PRO 2212	System Analysis and Design	3
SIC 1103	Programming Logic	3
SIC 2400	Databases	3
STA 3207	Statistics I	3
Total		28

General Education

Course	Course Name	Credit Hours
BIO 1101	Introduction to Biology	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
MAT 2301	Algebra	3
MAT 3302	Precalculus	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC/HUM 1101	Social Sciences I / Western Civilization I	3
SOC/HUM 1102	Social Sciences II / Western Civilization II	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
Total		33

Other Requirements

Course	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Bachelor's Degree in Business Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 135

Program Description

The dramatic growth in the business world and high technology, demands highly qualified personnel in all areas related to business administration. In order to address the requirements of the modern world and to properly prepare students, including the use of computerized systems as a complementary tool, the following objectives have been developed.

Program Objectives

1. Develop a clear overview of the historical and humanistic evolution in order to facilitate its understanding and encourage vision for the future with an effective articulation with a modern viewpoint.
2. Encourage modern development of applied logic to the principles of analysis, reflection, interpretation, conceptualization and synthesis, with emphasis on clear communications skills.
3. Encourage and develop respect and appreciation for the language and its valuable expression, for creativity and for the capacity to express the human potential.
4. Develop a professional who is fully prepared for analysis of complex situations for productive and accurate decision making in the different areas of business administration.
5. Develop the basic knowledge and skills in accounting as an aid in understanding and managing modern accounting systems; integrate this knowledge in other different areas of business administration.
6. Develop the necessary skills needed to understand and conceptualize effectively the production systems of goods and services and the functions of their basic structures.
7. Stimulate the interest and curiosity to broaden knowledge in the different areas of business administration.
8. Develop skills in the use of computers as a valuable tool in the decision making process in the fields related to business administration.
9. Encourage both intellectual growth and continuing professional improvement.

10. Establish channels of communication so that our graduate's achievements contribute to a continuous curricular revision towards the enrichment of this degree.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Business Administration the alumni is prepared to:

1. Integrate the knowledge acquired in order to propitiate and execute managerial and strategic handling in private and public businesses.
2. Apply effectively the oral and written communication skill to communicate in Spanish and English.
3. Demonstrate capacity for the solution of social and economic problems in the labor field.
4. Apply the managerial, accounting, financial and mathematical concepts to make efficient managerial decisions.
5. Understand that, as a social entity, they must respond responsibly to their roles and other roles such as political, social, civic, and cultural, among others.
6. Demonstrate skills of leadership, strategist and creator in an uncertain environment with accelerated changes.
7. Identify correctly the diverse forms of businesses and organizations to be able to take competitive advantages in relation with the market.
8. Develop those abilities and skills that enable them to pursue advanced studies in the field of Business Administration.
9. Master technological skills and apply them to the administration field.
10. Provoke academic idiosyncrasy to develop effective communication channels.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Business Administration must complete the minimum course requirements of 135 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
ACC 3213	Intermediate Accounting	4
ACC 3215	Cost Accounting	3
BA 1110	Organizational Behavior	3
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 4350	Operations and Production Management	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
ECO 3353	Economy of Puerto Rico	3
ENG 3201	Business English I	3
ENG 3202	Business English II	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
SPA 3202	Business Spanish II	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
Total		72

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-calculus	3
MAT 4303	Applied Calculus	3
PRO 1101	Computer Operations	3
PRO 1110	Computer and Information Systems	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
Total		39

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
NAT SC	Elective (Natural Science)	3
NAT SC 2	Elective (Natural Science)	3
Elective	Elective	15
Total		24

Bachelor's Degree in Business Administration Major in Accounting

Program offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Bachelor's Degree

Program Length in Credit Hours: 121

Program Description

The major in accounting capacitates the student from business administration to register, classify and resume operations of a business to interpret its results. The graduate from this program will contribute ethically to the development of the labor field.

Program Objectives

The major in accounting is organized within the framework of the requirements of specialized jobs like auditing, financial analysis, taxes, and contributions, among others.

1. To demonstrate an understanding of accounting principles, practices and activities
2. To use current IT systems and applications to resolve accounting needs.
3. To analyze basic accounting transactions.
4. To perform quantitative business calculations.
5. To apply business communication principles to communication situations in business practice.
6. To classify basic principles of management theory.
7. To apply marketing concepts to basic business scenarios.
8. To determine job order costs and manufacturing costs.
9. To analyze corporate financial statements.
10. To apply auditing principles to business procedures and reports.

Alumni Profile

Upon completion of their studies in Bachelor's in Business Administration, major in Accounting, the alumni is prepared to:

1. Demonstrate dominion of the fundamental principles and concepts in the areas of business administration.
2. Acquire the professional competencies to develop efficiently in their field be it the mercantile industry, manufacturing, finance and private or public service enterprises.
3. Master the techniques of information system of accounting data.

4. Know, interpret and apply the accounting principles generally accepted that will help them in the preparation and analysis of financial reports to make effective decisions in the labor field, taking into consideration the ethical aspects.
5. Apply the theory in terms of situations and problems related to the diverse areas of specialization in the field of accounting like: costs, taxes and financial analysis, among others.
6. Know the diverse technology application programs related to the processing of financial data.
7. Acquire the professional competencies to perform well in the area of auditing.
8. Exercise an appropriate behavior in the light of the professional ethics precepts.
9. Keep professionally updated on the new tendencies of globalization and international markets.
10. Analyze the implications of the global market to support management for administrative, economic and financial decision making.
11. Analyze how an industry and a business operates, mastering their structures and operating mechanisms.
12. Those that opt for the completion of the additional courses offered by the Institution will be prepared and qualified to take the Certified Public Accountant tests.

Program of Study

Degree requirements: Candidates for the Bachelor's Degree in Business Administration, major in Accounting, must complete the minimum course requirements of 121 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hour
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
ACC 3200	Computerized Accounting	3
ACC 3213	Intermediate Accounting I	4
ACC 3214	Intermediate Accounting II	4
ACC 3215	Cost Accounting I	3
ACC 3217	Taxes of Puerto Rico	3
ACC 3310	Federal Tax Accounting	3
ACC 4218	Auditing	3
ACC 4330	Advanced Accounting	3
Total		34

Business Administration

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 3351	Managerial Economics	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
ENG 3203	Business Writing English	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
SPA 3203	Business Writing Spanish	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
Total		42

General Education

Code	Name	Credit Hours
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101*	Western Civilization I	3
HUM 1102*	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
MAT 4303	Applied Calculus	3
PRO 1101	Computer Operations	3
SOC 1101*	Social Science I	3

Code	Name	Credit Hours
SOC 1102*	Social Science II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
Total		36
*The student selects six (6) credit hours from this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives Courses	6
Total		9

Bachelor's Degree in Business Administration Major in Management

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 116

Program Description

This program prepares students to run their own businesses and/or of others. The students are provided with basic and advanced theories, principles and procedures in planning, organizing, directing and controlling all aspects of business operation. Also, the management major includes innovations relating to leadership in organization. This will allow for a contribution to the labor world with graduates that garner the proactive components for the management innovations needed in a global world.

Program Objectives

1. To develop a dictated and specific reference of the historic evolution of administration, in order to facilitate its understanding and to stimulate an effective vision of its future.
2. To stimulate the development and the competencies related to the use of applied logic to the principles of reflection, interpretation, conceptualization and synthesis, with emphasis on effective communication skills.
3. To stimulate and develop respectfulness and appreciation for the language and its valuable creative expression, and for its capability to express the human potential.
4. To develop a worthy professional, capable of analyzing complex situations for the precise and productive decision-making process in the diverse areas of business administration.
5. To develop basic knowledge in accounting skills, so as to make possible the comprehension and the management of modern accounting systems and the integration of this knowledge to the diverse areas of business administration.
6. To develop the skills necessary to understand and conceptualize production systems for goods and services, and the functions of their basic structures.
7. To stimulate interest and curiosity to extend knowledge of the diverse areas of business administration.

8. To develop skills in the use of the computer as a valuable tool in the decision-making process in fields related to business administration.
9. Apply mathematical reasoning skills.
10. To stimulate intellectual growth and professional advancement.
11. To establish communication channels, so that the achievements of our graduates contribute to a continuous curricular revision, towards the enrichment of the degree in business administration.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Business Administration, major in Management, the alumni is prepared to:

1. Integrate the acquired knowledge to compete favorably in areas related to business management.
2. Demonstrate knowledge of the principles that govern the commercial activities of a business, both public and private.
3. Apply the concepts, models, theories and diverse points of view related to human behavior to create better and more just organizations.
4. Apply the functions of the management process such as: planning, organizing, supervising and controlling.
5. Successfully direct work groups to achieve business goals.
6. Integrate and apply the behavioral sciences to work situations for the solution of problems.
7. Contribute to the solution of social and economic problems through the development of a critical attitude.
8. Demonstrate a high degree of ethical professionalism and social responsibility.
9. Design strategic planning processes to achieve management effectiveness and efficiency.
10. Manage software related to the budgeting area to measure the achievement of organizational goals.

Program of Study

Degree requirements: Candidates for Bachelor's Degree in Business Administration, major in Management, must complete the minimum course requirements of 116 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
ACC 3315	Managerial Accounting	3
BA 1110	Organizational Behavior	3
BA 1313	Administrative Theory	3
BA 2210	Leadership	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 4330	Strategic Planning	3
BA 4350	Operation and Production Management	3
BA 4400	Business Development	3
Total		33

Business Administration

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
BA 3351	Managerial Economics	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
ENG 3203	Commercial Writing in English	3
SPA 3203	Commercial Writing in Spanish	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
Total		38

General Education

Code	Course Name	Credit Hours
HUM 1101*	Western Civilization I	3
HUM 1102*	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
MAT 4303	Applied Calculus	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
PRO 1101	Computer Operations	3
SOC 1101*	Social Science I	3
SOC 1102*	Social Science II	3
ENG 1101	English I	3
ENG 1102	English II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3

Code	Course Name	Credit Hours
Total		36
*The student selects six (6) credit hours from this list.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives	6
Total		9

Bachelor's Degree in Technological Office Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Office Administration

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 120

Program Description

The advanced growth of the business and the technology demands personnel qualified in all the areas related to the office administration. The curriculum of administration of the technological office provides the student the experience necessary to be a productive citizen, prepared to face the challenges of the modern office and the diverse areas of the business administration. Also, reinforce those skills in the technological area and of processing of information, and develops in the students administrative skills, such as: management, supervision, decision making, problems solving and finance.

Program Objectives

1. Develop a specific and detailed frame of the evolution of the administration to facilitate its understanding and encourage vision for the future.
2. Develop knowledge, skills and basic techniques that will enable students to fulfill effectively the duties of an administrative assistant, both in the private and in the government.
3. Develop in the student desirable work habits and attitudes which will enable them to adjust effectively to the working environment of an office.
4. Enhance participation in socio cultural activities that will encourage personal and professional growth.
5. Provide intensive practice in the operation of office machines and equipment such as computers with different applications, and technological equipment used in the modern office.
6. Develop the correct use of language: punctuation and orthography in transcription in the business documents production.
7. Enhance the importance in the organization of the document administration.
8. Orientate the student about the benefits, services, and the responsibilities of the business world through an internship that facilitate the transition to it.
9. Develop those basic skills and abilities that will enable them to continue advanced studies in the field of administrative assistant.

Alumni Profile

The graduated student of the program of Bachelor's Degree in Technological Office Administration when culminating his academic preparation will be capable to:

1. Develop knowledge, skills and basic techniques that will enable students to fulfill effectively the duties of an administrative assistant, both in the private and in the government sector.
 - a. Operate office equipment efficiently, such as: computers, copiers, faxes, switchboard, dictaphone machines, calculators, and others.
 - b. Efficiently create different documents that are generated in the office using the computer.
 - c. Demonstrate ability in the use of different application programs, such as: word processing, spreadsheet, electronic presentations, data base, electronic agenda, graphic designs, among others.
 - d. Use both languages, English and Spanish, written and oral.
 - e. Administrate the office documents with accuracy.
 - f. Demonstrate knowledge of handling the information through electronic media, such as Internet.
2. Know their duties and responsibilities as administrative assistant.
 - a. Operate the office equipment with responsibility.
 - b. Use reference manuals correctly in the redaction of different commercial documents.
 - c. Demonstrate ability of the correct use of the language: punctuation, accentuation, orthographic and word division.
 - d. Demonstrate good work habits to obtain best efficiency and productivity in the office, among others.
 - e. Subscribe to professional magazines that allow acquiring knowledge according the technological changes.
 - f. Attend seminaries, workshops and conferences that promote their professional growth.
3. Exhibit desirable personal attitudes and characteristics that permit them to effectively cope in commercial, social and educative environments.
4. Apply the management techniques such as: planning, organization, control, supervision and direction.
5. Use the ethic, the solution of problems method, independence of criteria, the critical think and the leadership.
6. Offers cultural background and the fundamental knowledge of the office administration that allow the professional administrative assistant participate in the analysis, decision making, handling and information processing, verbal and written communication and the establishment of effective interpersonal relations.
7. Train the student with the necessary skills and knowledge to explore the self-employment as viable alternative in its professional career.

8. Contribute in the solution of social and economic problems through development of a critical attitude.
9. Develop abilities and skills that enable it to continue educational studies in the Office and Business Administration fields.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Technological Office Administration must complete the minimum course requirements of 120 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ADO 1101	Keyboarding and its Applications	3
ADO 1114	Document Production	3
ADO 1130	Spanish speed writing	3
ADO 1141	Records Management	3
ADO 2132	Spanish Speed Writing Transcription	3
ADO 2250	Office Equipment Management	3
ADO 2261	Office Administration and Human Relations	3
ADO 2271	Accounting Procedures	3
ADO 3134	English Speed Writing	3
ADO 3140	Electronic Information Management	3
ADO 3213	Business Document Procedures	3
ADO 3230	Office Art Design	3
ADO 3233	English Speed Writing Transcription	3
ADO 4215	Medical Office Information Processing	3
ADO 4216	Legal Office Information Processing	3
ADO 4281	Internship	3
Total		48

General Education

Code	Course Name	Credit Hours
BIO 1101	Biology I	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversation English	3
PSY 1101	Introduction to Human Behavior	3
HUM 1101	Western Civilization I	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3

Code	Course Name	Credit Hours
HUM 1102*	Western Civilization II	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
Total		33
*The student selects six (6) credit hours from this list.		

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
BA 3335	Marketing	3
ECO 2101	Economics I	3
ENG 3201	Business English I	3
ENG 3202	Business English II	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
SPA 3202	Business Spanish II	3
Totals		30

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives Courses	6
Total		9

Bachelor's Degree in Science Major in Nursing

Program Offered in San Sebastián Campus

Discipline: Nursing

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 124

Program Description

The Bachelor's Degree of Science in Nursing develops a professional generalist nurse equipped with all the tools necessary to provide direct care to individuals, families and communities. The goal of nursing is to promote a unique integral service that contributes to prevent diseases, promote health, and/or restore health. All nursing actions are based on scientific principles and nursing conceptual frameworks.

Program Objectives

1. Know and use existing human resources and materials in the work scenario in an efficient and effective way.
2. Demonstrate the use of good inter-personal relationships that will allow an effective interaction with clients, colleagues, and other health group members.
3. Possess strong reading, writing, mathematical, and verbal and non-verbal communication skills.
4. Perform the role of a professional generalist nurse in various health care scenarios within the health system of Puerto Rico, United States, and Transculturally.
5. Use and manage computer and high technology as an instrument in offering an optimal professional nursing care.
6. Exhibit personal values that show the capacity of making ethical, human, and legal decisions.
7. Pursue continuous learning and truth in the personal and professional aspects.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Sciences, major in Nursing, the alumni is prepared to:

1. Apply the nursing process methodology, theories of discipline, and evidence-based practice to provide general nursing care.
2. Apply the nursing process methodology, theories of discipline, and evidence-based practice to provide general nursing care.
3. Maintain communication with the interdisciplinary health team to manage a safe and continuous care of the client, family and community.
4. Design, implement and evaluate strategies to defend and protect the life and dignity of the individual.
5. Assume leadership role in implementing the standards of the profession of nursing practice.
6. Develop and manage strategies oriented to nursing administration at different levels of the organization.
7. Using interdisciplinary resources to design, implement and evaluate comprehensive education plans to meet the learning needs of individuals, groups or communities.
8. Analyze the impact of evidence-based practice and apply the findings in customer care, family and community.
Participate actively in local, regional, national and international organizations, to promote the development of the nursing profession.

Program of Study

Degree requirements: Candidates for the Bachelor's Degree of Science in Nursing must complete the minimum course requirement of 124 credits as outlined in the following curriculum and reach at completion a 2.50 GPA minimum.

License requirements: According to Law number 9 established in 1987, all students graduated from a nursing program must approve the Examination Board Test offered by the *Junta Examinadora de Enfermeros de Puerto Rico* in order to legally practice nursing in Puerto Rico.

Major

Code	Course Name	Credit Hours
NUR 1001	Fundamentals of Nursing	3
NUR 1104	Mother and Infant Care	3
NUR 1115	Posology for Nursing	2
NUR 1140	Pharmacology for Nursing	3
NUR 1301	Practice of Fundamentals of Nursing	2
NUR 1304	Clinical Practice-Mother and Infant Care	2
NUR 3102	Individual, Family and Community Nursing Care	3
NUR 3225	Health Assessment	3
NUR 3230	Complex Skills in Nursing	3
NUR 3250	Nutrition Fundamentals	2
NUR 3320	Child and Adolescent Care	6
NUR 3340	Integral Focus in Mental Health	5
NUR 3375	Management in Nursing	3
NUR 4395	Research in Nursing	2
NUR 4410	Integral Care in Health Distress Situations I	6
NUR 4420	Integral Care in Health Distress Situations II	6
	Total	54

General Education

Code	Course Name	Credit Hours
CHE 1163	General Chemistry	4
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
PSY 1101	Introduction to Human Behavior I	3
PSY 1102	Introduction to Human Behavior II	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
STA 3207	Statistics I	3
	Total	46

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
BIO 2203	Fundamentals of Microbiology	4
	Total	12

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
PRO 1101	Computer Operations	3
	Elective Courses	6
	Total	12

Bachelor's Degree in Arts Major in Interior Design and Decoration

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 126

Program Description

A program in the applied visual arts that prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces. Includes instruction in computer applications, drafting, and graphic techniques; principles of interior lighting, acoustics, systems integration, and color coordination; furniture and furnishings; textiles and their finishing; the history of interior design and period styles; basic structural design; building codes and inspection regulations; and applications to office, hotel, factory, restaurant and housing design.

Program Objectives

1. Encourage the development of values, communication and leadership skills that enable students to design and decorate a variety of environments.
2. Develop technology skills that enable the development of two and three dimensional drawings of interior spaces.
3. Apply the elements and principles governing the interior design and decoration, and articulate the functionality and harmony within a successful design or decorative composition, both residential and commercial.
4. Develop, design and implement effective programming of design and decoration, to create functional and aesthetic spaces, in order to increase productivity, protection, health, safety and welfare of users.
5. Maximum use of the intellectual and socio-cultural human being to promote the design and decoration successfully.
6. Demonstrate the skills and meet the qualifications required by law to validate and exercise the profession of Interior Design - Decoration.
7. Promote their own business management in line with codes of ethics and integrity.
8. Develop their skills to serve as interiors project manager, materials and products specialist, and furniture and display designer.

Alumni Profile

Graduates of the Bachelor's Degree in Interior Design - Decoration consider themselves professionals with skills, attitudes and general knowledge of interior design and decoration.

After completing his studies, the graduate will be able to:

1. Meet the requirements established by law and apply the ethical and legal principles that govern the practice and profession of the interior designer-decorator.
2. Select and create the design and decor suitable for the needs of customers.
3. Administration and practice of their profession, from preparation of proposals for services, cost estimates and contracts.
4. Master the skills required for project supervision.
5. Work in a variety of industries such as:
 - Residential Interior Designer - Decorator
 - Commercial Interior Designer - Decorator
 - Institutional Interior Designer - Decorator
 - Project Manager
 - Display Designer
 - Space Planner
 - Interior Design Trends
 - Material and Product Specialist
 - Product Specifier and Buyer
 - Furniture Designer
 - Set Designer
 - Editor and Critic of Interior Design
6. Develop his/her own industry or business.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Arts, Major in Interior Design and Decoration must complete the minimum course requirements of 132 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and major courses.

Major

Code	Course Name	Credit Hours
ART 2221	Art in Puerto Rico	3
DEC 1102	Fundamentals of Design and Decoration	4
DEC 2105	Interior Design Materials	4
DEC 2113	Lighting Systems and Techniques	2
DEC 2205	Historical Styles I	3
DEC 2209	Historical Styles II	3
DEC 2225	Decorative Arts	2
DEC 3117	Classic Furniture in Contemporary Environments	3
DEC 4120	LEED for Interiors	3
DIS 1305	Presentation and Technical Concept of Design	3
DIS 2306	Perspective and Rendering	4
DIS 2309	Residential Design I	4
DIS 2313	Residential Design II	4
DIS 2318	Introduction to Computer Aid Drawing	3
DIS 2321	Commercial Design I	4
DIS 2329	Introduction to Landscape Design	2
DIS 2501	Administration and Practice of the Profession	2
DIS 3317	Residential Design III	4
DIS 3331	Furniture Design	3
DIS 4325	Commercial Design II	4
DIS 4330	Lighting Design II	2
DIS 4505	Portfolio	3
Total		69

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101*	Western Civilizations I	3
HUM 1102*	Western Civilizations II	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
MAT 1111	Business Mathematics	3
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
PSY 2401	Space – Materials - Sensations	2
NAT	Science Electives	3
Total		38
* Students select nine (9) credits in this list.		

Core

Code	Course Name	Credit Hours
ART 1101	Art Appreciation	3
ART 2213	Art History I	3
ART 2217	Art History II	3
BA 1313	Administrative Theory	3
DIS 1301	Introduction to Drawing	4
Total		16

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Bachelor's Degree in Arts Major in Digital Fashion Design

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 129

Program Description

Education, fashion and technology are in an accelerated and continuous growth, thus providing for an opportunity to develop an educational program integrating technology with fashion design. Using the computer as a primary medium, the program prepares students to work in the greatly creative and intensely competitive field of fashion design. Graduates of the program are able to apply contemporary artistic principles and techniques into the design of commercial fashions, clothing and accessories, as well as, management of fashion collections through the use of digital technologies.

Program Objectives

1. Prepare competent professionals in the field of Digital Fashion Design.
2. Meet development needs within the fashion industry in Puerto Rico.
3. Evaluate and apply the principles of fashion design to develop individual pieces and collections.
4. Plan different fashion concepts since their conception to the production of the final product.
5. Apply effective problem solving, technological skills, communication, and leadership within the fashion industry.
6. Acquire proficiency in digital technologies programs to create and edit designs original.
7. Design your own textile designs using digital programs.
8. Draw up original parts for exclusive clientele and fashion collections.
9. Develop basic skills of self-employment.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Arts, Major Digital Fashion Design, the alumni is prepared to:

1. Express artistic inspiration when designing individual pieces and fashion collections.
2. Apply their knowledge in digital design art illustrations and models.
3. Assist in the promotion and sales within the field of fashion design.
4. Create fashion collections.

5. Develop exclusive designs for special occasions, including wedding and evening dresses.
6. Designing and fabricate women's and men's clothing.
7. Design computer aided textile designs.
8. Understand and develop perception skills for drawing live models.
9. Develop an effective business plan in order to start their own business within the fashion industry.
10. Demonstrate proper use of basic skills such as communication, planning, time organization, and identify, formulate and solve problems.
11. Demonstrate basic skills such as, the ability to apply knowledge in the day to day practice, investigative capabilities, leadership, decision making, and formulation and management of projects.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Arts, Major in Digital Fashion Design, must complete the minimum course requirements of 115 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
DMD 1001	Sewing I	3
DMD 1202	Fashion Illustration	4
DMD 1203	Fashion Design I	3
DMD 2001	Patterns I	3
DMD 2002	Patterns II	3
DMD 2003	Draping I	3
DMD 2004	Draping II	3
DMD 2006	Elective - Textiles	3
DMD 2007	Elective - Fashion Show Production	
DMD 2203	Fashion Design II	3
DMD 2301	Spec and Technical Flats	3
DMD 2302	Fashion Digital Image Design	3
DMD 3001	Sewing II	3
DMD 3003	Textile Digital Design	3
DMD 3201	Collection Development and Construction	4
DMD 3204	Life Model Drawing	3
DMD4002	Patterns III (Special Occasion)	3
DMD4003	Stretch Fabrics (Bathing Suits)	3
DMD4005	Internship (135hrs)	4
Total		59

Information Systems

Code	Course Name	Credit Hours
PRO 1101	Computer Operations	3
BADD 1101	Introduction to Digital Design I	3
BADD 1102	Digital Illustration	3
BADD 2102	Digital Design II	3
Total		12

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA1102	Spanish II	3
ENG 1101	English I	3
ENG 1101	English I	3
ENG 1102	English II	3
*HUM 1101	Western Civilizations I	3
HUM 1110	History of Society and its Culture	3
*SOC 1101	Social Sciences I	3
ART 1101	Art Appreciation	3
MAT 1111	Business Mathematics	3
MAT 1101	Basic Mathematics	3
ART 1101	Art Appreciation	3
ART 2213	Art History I	3
ART 3217	Art History II	3
ART 3221	Art in Puerto Rico	3
NAT	Science Electives	6
Total		45

* Students select three (3) credits in this list.

Other Requirements

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 3101	Fashion Marketing	3
PSY 1101	Psychology	3
VUE 1101	Successful University Life	3
Total		12

Bachelor's Degree in Arts in Digital Design Major in Multimedia

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 127

Program Description

The Bachelor's Degree in Arts in Digital Design with a concentration in Multimedia develops professionals within the field of visual communication and digital design. It prepares the student in the areas of print design, web design and multimedia design by using design programs, which are the main tools for this type of work.

Program Objectives

1. Identify potential communication problems and develop visual responses to it.
2. Analyze, investigate, and generate creative solutions, as required by the customer.
3. Identify social and cultural contexts.
4. Apply various tools, software, and technologies for the conception and development of design projects.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Arts in Digital Design with Major in Multimedia, the alumni are prepared to:

1. Develop sketches, designs, and publications for print and digital media through the use of computer software.
2. Make appropriate use of visual elements such as color, shape, images, illustrations, and typography, as part of a design.
3. Develop, program, and design a web page.
4. Develop audiovisual projects using 2D and 3D animations.
5. Develop, design and apply marketing strategies within social networks.
6. Show extensive knowledge in the use of tools and technologies within the scope of multimedia, applicable in design and visual communication.

7. Identify communication problems and offer appropriate solutions through design, multimedia, animation, Web and/ or social networks.
8. Demonstrate basic skills such as proper use of communication, planning, organization of time, problem identification, and solution.
9. Demonstrate basic skills, such as: reflective and critical thinking, information and computer technology, commitment to the socio-cultural setting, value and respect for diversity and multiculturalism, commitment to the preservation of the environment, ability to work autonomously, empathy, self-confidence, ability to encourage the development of others, initiative, drive towards achievement, adaptability, capacity for teamwork, commitment, ethics, and social responsibility.
10. Demonstrate basic systemic skills such as the ability to apply knowledge of the study area within the practice of their profession, research capacity, work towards common goals in order to make decisions (leadership), and formulate and manage projects

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Arts in Digital Design, Major in Multimedia, must complete the minimum course requirements of 127 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
BADD1101	Introduction to Digital Design I	3
BADD1102	Digital Illustration	3
BADD1103	Social Media and Web Technologies	3
BADD2101	Typographic Design	3
BADD2102	Digital Design II	3
BADD2103	2D Animation	3
BADD2201	Editorial Design	3
BADD2205	Web Advertising and Marketing	3
BADD3301	Introduction to 3D Design	3
BADD3302	Web Design I	3
BADD4301	Introduction to 3D Animation	3
BADD4302	Web Design II	3

Code	Course Name	Credit Hours
BADD4304	Digital Video Editing	3
BADD4401	Portfolio	3
SIC1101	Web Page Development	3
Total		45

Core

Code	Course Name	Credit Hours
BA1313	Administrative Theory	3
BA3335	Marketing	3
DEC1102	Fundamentals of Design	4
DIS 1301	Basics Drawing	4
PRO1101	Computer Operations	3
PRO1110	Computers and Information Systems	3
PSY2401	Space – Materials - Sensations	2
SIC 2010	Networking Concepts and Diagnosis of Computerized Systems	3
Total		25

General Education

Code	Course Name	Credit Hours
ART1101	Art Appreciation	3
ART 2213	Art History I	3
ENG1101	English I	3
ENG1102	English II	3
ENG2203	Conversational English	3
HUM1101	Western Civilization I	3
HUM1102	Western Civilization II	3
HUM1105	Historical Development of Puerto Rican Cultural Identity	3
MAT1101	Basic Mathematics	3

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Code	Course Name	Credit Hours
MAT1111	Business Mathematics	3
PSY1101	Introduction to Human Behavior I	3
SOC1101	Social Sciences I	3
SOC1102	Social Sciences II	3
SPA1101	Spanish I	3
SPA1102	Spanish II	3
VUE1101	Successful University Life	3
Total		48

Electives

Code	Course Name	Credit Hours
	Elective in Arts	3
	Elective in Science	3
	Other Electives	3
Total		9

Associate Degrees



Associate Degree in Computer Programming

**Program Offered in Hato Rey and San Sebastián Campuses;
Humacao and Manatí Additional Locations (50%)**

Discipline: Computer Programming

Credential Level: Academic Associate Degree

Program length in credit hours: 71

Program Description

Computer programming is one of the leading professions in our modern world. The curriculum offers the basic skills and knowledge of computer based information systems, with special emphasis on business applications, maintaining a proper balance between general and professional education. This short term career enables the student to make a prompt incorporation to the labor force. The following objectives underline the conceptual basis of this program.

Program Objectives

1. Provide the students with the knowledge necessary to obtain employment at a professional level in the area of Computer Programming that will allow him to collaborate effectively with professionals in areas such as computer programming, data communications, analysis and system design, quality control, computer sales, managerial and others.
2. Develop skills in areas related to computer programming such as analysis, testing, system documentation and other areas.
3. Strengthen the student's abilities in the use of Spanish as their native language, English as a second language, business administration and mathematics, setting the general educational basis for easy communication and to act with confidence in the professional environment.
4. Develop in the student a conscientious attitude towards professional responsibility in whatever field he is performing, and to society in general.

Alumni Profile

The program transforms a student to a capable professional with the ability to contribute to the solution of common business situations. The graduate will be able to work in different scenarios and have the knowledge necessary to handle it.

This professional can recommend highly technical solutions without loose the perspective of the impact of this to the society and culture. He/She will apply the respect to social environment as part of the social-humanistic formation received.

The professional in the information system area can handle the following activities:

1. Analyze, design, develop, implement, evaluate and modify solutions in the information system area.

2. Update the solutions according to the internal and external organizational changes and to the new technology.
3. Develop and manage information system projects.
4. Consider the human, social and organizational aspects, related with implementation of information system projects, related with implementation of information system projects for effective and efficient solutions.
5. Effective performance in team work.
6. Effective oral and written communication in English and Spanish.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Computer Programming must complete the minimum course requirements of 71 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computer and Information Systems	3
PRO 2212	Systems Analysis and Design	3
SIC 1103	Programming Logic	3
SIC 2400	Databases	3
SIC 2280	Computer Hardware & Troubleshooting	3
SIC 3375	Computer Communications and Networks	3
SIC 3395	Visual Programming with Basic	3
STA 3207	Statistics I	3
SIC 2235	Phython Programming	3
Total		41

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
MAT 2301	Algebra	3
SOC 1101	Social Sciences I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
Total		21

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Electives	Electives	6
Total		9

Associate Degree in Business Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Business Administration

Credential Level: Academic Associate Degree

Program length in credit hours: 68

Program Description

The program meets the interests of students that prefer short term professional studies. They can obtain the basic skills and knowledge in the Business Administration field that enhances a prompt incorporation to the labor force. Its curriculum strives to maintain a proper balance between general and professional education.

Program Objectives

1. Develop in the student the ability and basic knowledge needed to obtain employment at the professional level in the area of business administration. This type of preparation will allow the student to collaborate effectively with professionals such as administrators, accountants, economists and financiers.
2. Strengthen the student's abilities in the use of Spanish as the native language and English as the second language in addition to a well-rounded knowledge of mathematics.
3. Develop the student's awareness of his or her responsibilities toward the profession and the society in the field selected.
4. Develop the student's awareness of the need for professional improvement and self-development through education.

Alumni Profile

Upon completion of their studies in the Associate Degree in Business Administration the alumni is prepared to:

1. Collaborate efficiently with professionals like managers, accountants and economists, among others, in the development of more effective solutions for the organization for which they work.
2. Apply mathematical reasoning skills.
3. Express their points of view to peers and clients in a framework of respect and tolerance in Spanish and English.
4. Apply ethical and humanistic values related to the administration of businesses.
5. Apply the human behavioral sciences and of work in groups to labor and conflict situations.

6. Know the history and evolution of the technology they manage and the applications required to transfer and communicate ideas clearly and precisely, by using the technology and the concepts learned through their classroom experience.
7. Show working knowledge of the management tasks.
8. Continue higher studies in areas related to business administration.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Business Administration must complete the minimum course requirements of 68 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
BA 1110	Organizational Behavior	3
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 2321	Human Resources Administration	3
ECO 2101	Economics I	3
FIN 2105	Business Finance	3
MAT 1111	Business Mathematics	3
STA 3207	Statistics I	3
Total		32

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
PRO 1101	Computer Operations	3
SOC 1101	Social Sciences I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
Total		27

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
NAT SC 1	Elective (Natural Science)	3
Electives	Electives	3
Total		9

Associate Degree in Office Administration

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Office Administration

Credential Level: Academic Associate Degree

Program length in credit hours: 68

Program Description

The principal purpose of the education requirements for the Office Administration Program is to provide the experiences necessary for effective citizenship, a satisfactory personal life, and a general background in the field of business and office administration. The student is carefully trained to possess the knowledge and skills necessary to compete in a global economy. Emphasis is given to office automation technologies and word/information processing to insure that students acquire a productive employment in our challenging economy. Human relations are stressed as a means to insure the students' professional performance. The following objectives underline the conceptual development of the subject matter:

Program Objectives

1. Develop knowledge, skills and basic techniques that will enable students to fulfill effectively the duties of an administrative assistant, both in the private sector and in government.
2. Develop in the student desirable work habits and attitudes which will enable them to adjust effectively to the working environment of an office.
3. Enhance participation in socio-cultural activities that will encourage growth as individuals that will develop desirable habits for proper use of leisure time.
4. Provide intensive practice in the operation of office machines and equipment such as computers with word processing software, and equipment that will assist the students in carrying out their administrative secretarial duties successfully.
5. Develop the correct use of language: punctuation and orthography in transcription. Encourage the use of the dictionary.
6. Develop knowledge in different filing systems and underline the importance of good organization for easy access to needed information.
7. Familiarize the student with the services, benefits and responsibilities that will affect them in the business world through an internship that will properly provide for their transition to the professional world. Also, train the student for a broader cluster of occupations.

8. Develop those basic skills and abilities that will enable them to continue advanced studies in the field of administrative secretarial sciences.

Alumni Profile

The graduated student of the Associate Degree in Office Administration when completed his academic preparation will be capable to:

1. Apply the skills and basic techniques to produce an effective and professional performance as administrative assistant, both in the private and government sector.
2. Operate office equipment efficiently, such as: computers, photocopies, fax machine, switchboard, dictaphone machine, calculators, and others.
 - a. Type texts in computer with accuracy and precision.
 - b. Demonstrate ability in the use of different application programs, such as: word processing, spreadsheet, electronic presentations, data base, electronic agenda, and graphic designs, among others.
 - c. Utilize both languages, English and Spanish, written and oral.
 - d. Demonstrate knowledge of handling the information through electronic media.
 - e. Apply fundamental practices and principles of accounting.
 - f. Administrate office documents with accuracy and correctly.
3. Knowledge of their duties and responsibilities as administrative assistant.
 - a. Operate with responsibility the office equipment.
 - b. Use appropriate reference manuals in the redaction of different commercial documents.
 - c. Demonstrate ability to use rules of the language correctly: punctuation, accentuation, orthographic and word division.
 - d. Demonstrate good work habits to obtain greater efficiency and productivity in the office, among others.
4. Exhibit desirable personal attitudes and characteristics that will permit them to effectively cope in commercial, social and educative environments.
5. Demonstrate indispensable habits of work such as: initiative, responsibility, confidentiality, promptness and neatness that allow the student development with effectiveness and security in the work atmosphere.
6. Understand that, as social entities, they must responsibly assume its rolls in other scopes such as: politicians, social, civic, cultural, among others.
7. Develop those abilities and skills that enable it to continue advanced studies of the Office Administration and Business Administration fields.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Office Administration must complete the minimum course requirements of 68 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum on both the general and specialization courses.

Major

Code	Course Name	Credit Hours
ADO 1101	Keyboarding and its Applications	3
ADO 1114	Document Production	3
ADO 1130	Spanish Speed Writing	3
ADO 1141	Records Management	3
ADO 2216	Processing and Digitalization of Legal Documents	3
ADO 2220	Billing and Document Management in the Medical Office	3
ADO 2222	Creation and Management of Electronic	3
ADO 2250	Office Equipment Management	3
ADO 2261	Office Administration and Human Relations	3
ADO 2271	Accounting Procedures	3
ADO 3213	Business Document Procedures	3
ADO 3282	Practicum	2
BA 1313	Administrative Theory	3
ENG 3201	Business English I	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
Total		47

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101	Western Civilization I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
Total		18

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Associate Degree in Medical Emergencies Technology

Program Offered in Hato Rey and San Sebastián Campuses

Discipline: Medical Emergencies Technology

Credential Level: Academic Associate Degree

Program length in credit hours: 74

Program Description

The Associate Degree in Medical Emergencies Technology prepares the student in advanced pre-hospital care. It is based on the recommendation of the United States Department of Transportation National Paramedic Training Curriculum. The student acquires the skills and knowledge in this areas of Pre-hospital Environment and the basics of advance pre-hospital care, Preparatory Information on emergency medical care, Advance Cardiovascular Emergencies, Respiratory Emergencies, Pharmacology, Obstetrical and Gynecological Emergencies, Prenatal and Pediatric Emergencies, Internal Medical Emergencies, Trauma Emergencies and Communication. After the student has fulfilled the required courses he/she attends the Medical Emergencies Practicum.

Program Goal

This program is structured to prepare the students with the knowledge and skills to assume the responsibilities in those cases where human beings are in medical emergencies situations.

Program Objectives

1. Develop in the students the knowledge, skills, and attitudes that will qualify them to offer immediate help during an emergency.
2. Provide workshops that will qualify the student to professionally carry out the following tasks:
 - a. Evaluate, diagnose, and manage a medical emergency.
 - b. Work under the direct supervision of a doctor.
 - c. Work with other health professionals.
 - d. Assist the patient immediately and efficiently.
 - e. Control the scene of an accident.
 - f. Rescue and prepare the patient for transportation.
 - g. Demonstrate clinical competencies in an emergency by using critical thought.
 - h. Demonstrate the possession of moral-ethical values and knowledge of the legal aspects of the profession.
 - i. Participate as an active member of the health team in the care of a patient.
 - j. Assume responsibility for their professional development.

Alumni Profile

Upon completion of their studies in Associate Degree in Medical Emergencies Technology the alumni is prepared to:

1. Exhibit positive attitudes towards the profession of Medical Emergencies applying humanistic knowledge in the maintenance and preservation of the social welfare, human health and dignity.
2. Apply ethical and legal knowledge and of cultural diversity in the exercise of his profession.
3. Evaluate, diagnose and manage a medical emergency quickly and efficiently.
4. Collaborate and show skills to interact and communicate appropriately with patients, parents, members of the health team and public security.
5. Utilize and apply the basic and advance protocols in the support and maintenance of the life of trauma and internal medicine patients, as a tool for making decisions and solving problems to offer a quality and secure care in the scenario of an emergency.
6. Evaluate, identify, interpret, transmit evaluations and set priorities for the treatment and transportation of the patient rapidly, safe and efficiently, taking into consideration the diverse transportation means.
7. Show skills for written, verbal, nonverbal and technological communication to gather, interpret and organize data using medical terminology quantitatively and qualitatively.
8. Show a positive attitude towards the research and actualization for information related to his professional growth so as to keep himself on the vanguard side of the new advances of his profession.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Medical Emergencies Technology must complete the minimum course requirements of 74 credits as outlined below, and reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses; and pass all major courses with a minimum grade of C including all core courses.

License Requirements: According to the Law 310 of December 2002, the Puerto Rico Health Department requires that, after fulfilling the degree requirements, the Medical Emergencies Technology student applies and approves the board exam in order to enter the work field.

Major

Code	Course Name	Credit Hours
MET 1101	Fundamentals of Medical Emergencies	3
MET 2110	Communication, Extrication and Rescue	3
MET 2130	Pathophysiology of shock, fluids and Pharmacology	3
MET 2201	Respiratory System Emergencies	3
MET 2230	Traumatic Emergencies	3
MET 3102	Internal Medical Emergencies	3
MET 3202	Pediatric Patient Emergencies	3
MET 3207	Cardiovascular Emergencies	3
MET 3210	Gynecological and Prenatal Emergencies	3
MET 3213	Medical Emergencies Practice	6
Total		33
* These courses should be approved at least with "C".		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
*HUM 1101	Western Civilization I	3
*HUM 1102	Western Civilization II	3
LSPR 1101	Sign Language	3
PRO 1101	Computer Operations	3
PSY 1101	Introduction to Human Behavior	3
SPA 1101	Spanish I	3
SPA 1012	Spanish II	3
*SOC 1101	Social Sciences I	3
*SOC 1102	Social Sciences II	3
Total		33
*The student will select six (6) credits from this list of courses.		

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
MAT 1113	Mathematics for the Health Professional I	3
Total		11

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Associate Degree in Nursing

**Program Offered in Hato Rey and San Sebastián Campuses;
Humacao and Manatí Additional Locations (50%)**

Discipline: Nursing

Credential Level: Academic Associate Degree

Program Length in credit hours: 72

Program Description

The Nursing Program prepares the student to play the role of the nursing professional who partakes and collaborates of the services provided to the patient, their family, and the community. The program includes courses in health sciences, which provide for the acquisition of knowledge and skills to assist patients during their illness and/or rehabilitation processes, in order to promote and maintain the human health.

Program Objectives

1. Develop the fundamental skills and knowledge of the graduate so he will apply them to the caring of their patient, family, and the community.
2. Develop in the graduates positive attitudes and values towards the nursing profession.
3. Develop in the graduate the skills and knowledge necessary to help preserve or maintain the physical and mental health of his or her patient by applying a holistic approach.
4. Develop in the graduate the essential skills and knowledge to develop the continuous desire to search the truth and to keep ahead in all new knowledge related to nursing.
5. Develop a professional who advances in a multicultural environment by exercising their professional role.

Alumni Profile

Upon completion of their studies in the Associate Degree in Nursing, the alumni is prepared to:

1. Apply the nursing process methodology and theories of the discipline, to develop and implement nursing care plans and assess the client's goals.
2. Apply knowledge in holistic care of individual, family, and community considering several of life cycle processes stages in the continuum health-disease process.
3. Report and communicate client, family and community information to provide continuity and safety care.
4. Intercede to defend and protect the lives and dignity of the individual.
5. Take decisions that are consistent with professional standards of practice, policy, procedures and current laws.
6. Develop, implements, and evaluates nursing teachings plans based on client's needs.

7. Apply knowledge and skills to assist in the modification of the nursing care provided to the client, family or community.
8. Actively participate in local, regional, national and international organizations that promote the development of the profession.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Nursing must complete the minimum course requirements of 72 credits as outlined in the following curriculum and reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses; and pass all major courses with a minimum grade of C, including all core courses.

License Requirements: According to Puerto Rico's Law 9 established in 1987, all graduate students from a Nursing Program must pass the Examination Board Test offered by the "*Junta Examinadora de Enfermeros de Puerto Rico*" in order to legally practice nursing in Puerto Rico.

Major

Code	Course Name	Credit Hours
NUR 1001	Fundamentals of Nursing	3
NUR 1104	Mother and Infant Care	3
NUR 1115	Posology for Nursing	2
NUR 1140	Pharmacology for Nursing	3
NUR 1301	Practice of Fundamentals of Nursing	2
NUR 1304	Clinical Practice Mother and Infant Care	2
NUR 2206	Child and Adolescent Care	3
NUR 2306	Clinical Practice Child and Adolescent Care	2
NUR 2208	Mental Health and Mental Dysfunction	3
NUR 2308	Clinical Practice Mental Health and Mental Dysfunction	2
NUR 2210	Adult Care in Sickness Situations I	3
NUR 2310	Clinical Practice Adult Care in Sickness Situations I	2
NUR 2220	Adult Care in Sickness Situations II	3
NUR 2320	Clinical Practice Adult Care in Sickness Situations II	2
NUR 2260	Nursing Integration Seminar	1
	Total	36

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
PSY 1101	Introduction to Human Behavior	3
SOC 1101	Socio-humanistic Component. Student must complete one of these two courses.	3
HUM 1101		
PRO 1101	Computer Operations	3
Total		21

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
BIO 2203	Fundamentals of Microbiology	4
Total		12

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Associate Degree in Pharmacy Technician

Program Offered in San Sebastián Campus

Discipline: Pharmacy Technician

Credential Level: Academic Associate Degree

Program Length in credit hours: 72

Program Description

The Pharmacy Technician Program prepares the student to work under the supervision of a registered pharmacist according to the disposition of the Puerto Rico Pharmacy Law. Graduates from our university will have the competencies necessary for them to take the *Reválida de Auxiliar de Farmacia de Puerto Rico* (Puerto Rico Pharmacy Technician Board Examination) and obtain their license according to the law. The students will complete their practice in a pharmacy certified by the *Junta de Farmacia de Puerto Rico* (Puerto Rico Pharmacy Board) and under the supervision of a registered pharmacist.

Program Objectives

1. Develop skills, knowledge, and attitudes that will enable the student to work as a Pharmacist Technician.
2. Prepare the student to process and dispatch prescriptions both manually and technologically according to the laws established by the *Junta de Farmacia* (Pharmacy Board).
3. Prepare the student to work under the supervision of a registered pharmacist in a community, chain, or hospital pharmacy.

Alumni Profile

The Associate Degree in Pharmacy Technician alumni has the knowledge and skills that qualifies them to perform the tasks that are conducted in a pharmacy and places for the distribution of prescriptions and other related products.

Upon completion of their studies in Associate Degree in Pharmacy Technician the alumni is prepared to:

1. Have the knowledge and skills necessary to perform mathematical calculations related to the pharmacy field.

2. Master the pharmaceutical terminology.
3. Apply the principles that govern effective communication.
4. Show scientific objectivity.
5. Know and apply security measures in the performance of their duties.
6. Utilize manual and technological methods in the processing and dispatch of prescriptions.
7. Be an analytical and critical professional.
8. Have a sense of responsibility, leadership and the capacity for team work.
9. Utilize and maintain in adequate conditions the equipment and the work areas.
10. Prepare solutions and simple syrups.
11. Conduct requests for the authorization to dispatch prescriptions through medical plans.
12. Carry-out inventories.
13. Prepare the space and distribute the equipment according to the needs of the pharmacy.
14. Identify human body systems and the more common drugs affecting them.
15. Identify medicines by their generic name and their side effects.
16. Apply basic marketing and administration principles to the pharmacy field.
17. Know and obey the laws and regulations that govern the pharmacy practice in Puerto Rico.
18. Contribute to the development of their social environment and their country.
19. Know the techniques for the operation of a community pharmacy.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Pharmacy Technician must complete the minimum course requirements of 72 credits as outlined in the following curriculum, reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses; pass all major courses with a minimum grade of C including all core courses; and have completed 800 hours of Pharmacy Technician practice in a cooperative community, chain, or hospital pharmacy with an authorized preceptor.

License Requirements: According to Law 282 established in 1945, the Pharmacy Technician candidates are required to complete training and to pass the “*Junta Examinadora de Farmacia de Puerto Rico*” (Puerto Rico Pharmacy Technician Board Examination) board test in order to legally work as such in Puerto Rico.

Major

Code	Course Name	Credit Hours
APH 1101	Pharmacy Fundamentals	3
APH 1120	Medical and Pharmaceutical Technology	3
APH 1130	Pharmacognosia	3
APH 1240	Ethics, Laws and Regulations In Pharmacy Administration	3
APH 2115	Prescription and Non-Prescription Medications	3
APH 2240	Community and Hospital Pharmacy	3
APH 2250	Pharmaceutical Posology	3
APH 3110	Pre-Internship	1
APH 3211	Internship I	3
APH 3212	Internship II	3
CHE 2210	Pharmaceutical Chemistry	4
MAT 1220	Pharmaceutical Mathematics	3
Total		35

Core

Code	Course Name	Credit Hours
BIO 1211	Fundamentals of Physiology and Pharmacology I	3
BIO 1212	Fundamentals of Physiology and Pharmacology II	3
MAT 1113	Mathematics for the Health Professional	3
Total		9

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
PRO 1101	Computer Operations	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
CHE 1163	General Chemistry	4
HUM 1101*	Western Civilizations I	3
HUM 1102*	Western Civilizations II	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
Total		25
*The student has the option of choosing six (6) credits from this list of courses.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Associate Degree in Physical Therapy Technology

**Program Offered in Hato Rey and San Sebastián Campuses;
Humacao and Manatí Additional Locations (50%)**

Discipline: Physical Therapy

Academic Level: Associate Degree

Program Length in credit hours: 74

Program Description

The Associate Degree in Physical Therapy Technology prepares the student to function as a Physical Therapy Assistant, who will serve as the health care provider that assists the Physical Therapist in providing the Physical Therapy services. He works under the supervision and direction of a Physical Therapist dully licensed by the Physical Therapists Examination Board. The work done by the Physical Therapy Assistant will not include those complex procedures that require grater specialization, nor patient clinical evaluations or the planning or evaluations of the patient treatment.

As part of the requirements to earn the Associate Degree in Physical Therapy Technology, the student must complete three clinical practices comprising 460 hours of clinical experience. The first one is TAS 2209, Introduction to Clinical Practice in Physical Therapy, taken during the second semester of the first year of studies (60 hours). The second is TAS 2211, Clinical Practice I, taken during the summer session of the first year (200 hours). The third is TAS 2312, Clinical Practice II, taken during the summer session of the second year (200 hours). It is important that the students make the necessary adjustments to complete these practical experiences. These will take place during daytime.

Program Objectives

1. Provide the educational opportunities needed for the development of the knowledge and skills indispensable to ensure the professional success of the students.
2. Strike a balance between the theoretical and practical aspects that comprise the study for Physical Therapy Assistant.
3. Satisfy the demand for undergraduate programs in the field of health in general and Physical Therapy in particular.
4. Capacitate students for professional responsibility and participation in the search for theoretical and clinical alternatives to the solution of health problems for the individual, the family and the community, in tandem with the health services rendered.

5. Facilitate the availability of all the human resources, fiscal, and Institutional infrastructure, required by the program in its diverse stages of development.
6. Ensure society about the preparation of Physical Therapy Assistant professionals committed to the ethical and moral principles that form the framework of the program as established by the Physical Therapist Examination Board.
7. Capacitate and prepare our students with the skills and updated knowledge needed to integrate the interdisciplinary health team as Physical Therapist Assistant.
8. Capacitate and prepare Physical Therapists Assistants that could administer health services of the highest quality in the field of Physical Therapy in a holistic fashion integrating the physical, social, emotional, economic and cultural.
9. Capacitate and prepare the Physical Therapy Assistants with the skills for written communication, verbal and non-verbal language needed to document clinical expedients and to maintain an effective communication with their work team, academic faculty and fellow students.
10. Capacitate and prepare our students to comply with and maintain professional requirements to practice their profession in Puerto Rico and in the United States.
11. Capacitate and prepare our students to be able to practice their profession in an ethical way, legally and safely so as to comply with the laws and regulations established for Physical therapy in Puerto Rico and abroad.
12. Maintain an Academic Faculty up to date in their profession and the related technological advancements.
13. Develop and keep up excellence in the clinical education program, together with the best clinical practice centers de Puerto Rico.
14. Gain Accreditation from the "Commission on Accreditation in Physical Therapy Association".

Alumni Profile

Upon completion of their studies in the Associate Degree in Physical Therapy Technology, the alumni are prepared to:

1. Know the standards and laws that govern the practice and functions of the Physical Therapy Assistant.
2. Use medical terminology related to the field of physical therapy.
3. Demonstrate an ethical and legal behavior, social and humanistic values like tolerance, empathy, and respect for diversity and sensitivity to physical conditions that incapacitate.
4. Apply the knowledge of the body anatomy in the treatment of diverse pathologies in accordance with the dysfunction shown by the patient.
5. Have the management of the patients when applying diverse therapeutic modalities both technological and manual.
6. Integrate theoretical concepts and apply them in real or simulated scenarios in accordance with the physical dysfunction.
7. Apply the diverse treatment modalities to the patient observing the necessary security measures.

8. Use critical thinking in the analysis of the incapacitating conditions of the patient and the identification of the therapies, exercises or therapy massages necessary for his or her condition under the supervision of a licensed physical therapist.
9. Communicate effectively with the patient, the physical therapist and the other members of the health care team.
10. Master the communication skills, in Spanish and English, in the documentation of the patient in compliance with state and federal related laws.
11. Commit with the continuous development updating his or her knowledge and skills to the benefit of the health and welfare of patients.

Program of Study

Program Requirements: The candidate for the Associate Degree in Physical Therapy Technology must complete a minimum of 74 credits as outlined in the following curriculum and reach at completion a 2.50 G.P.A. minimum on both the general and specialization courses. Pass all major courses with a minimum grade of C including all core courses, except those specialty courses labeled with an (**) that must be approved with a minimum of B.

Pursuant Law Number 114 of June 23 1962, as amended, all students graduating from this program, must approve a board exam administered by the Physical Therapists Examination Board of Puerto in order to practice this profession.

Major

Code	Course Name	Credit Hours
TAS 1101	Introduction to Physical Therapy	3
TAS 1103	Kinesiology	4
TAS 1105	Physical Dysfunction	3
TAS 1110	Hospital Techniques in Physical Therapy	2
TAS 1113	Thermal Therapy and Electrical Therapy	4
TAS 2202	Therapeutic Massage	3
TAS 2205	Therapeutic Exercises	4
TAS 2207	Psychology of Sickness in Physical Therapy	3
**TAS 2209	Introduction to Clinical Practice in Physical Therapy	2
**TAS 2211	Clinical Practice I	2
TAS 2213	Application of Physical Therapy to Physical Dysfunction	4
TAS 2216	Patient Management for Daily Living	3
**TAS 2312	Clinical Practice II	2
Total		39
**These courses require B as minimum grade.		

Core

Code	Course Name	Credit Hours
BIO 1201	Human Anatomy and Physiology I	4
BIO 1202	Human Anatomy and Physiology II	4
MAT 1113	Mathematics for the Health Professional	3
Total		11

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
*HUM 1101	Western Civilization I	3
*SOC 1101	Social Sciences I	3
PSY 1101	Introduction to Human Behavior	3
PRO 1101	Computer Operation I	3
VUE 1101	Successful University Life	3
Total		24
* Students select three (3) credits in this list.		

Associate Degree in Digital Fashion Design

**Program Offered in Hato Rey Campus;
Humacao and Manatí Additional Locations (50%)**

Discipline: Design

Credential Level: Academic Associate Degree

Program length in credit hours: 77

Program Description

Education, fashion and technology are in accelerated and continuous growth thus providing for an opportunity to develop an educational program integrating technology with fashion design. The program offers technological know-how in creative fashion design using the computer as a medium.

Program Goals

1. Prepare competent professionals in digital fashion design.
2. Satisfy development needs in the fashion industry of Puerto Rico.
3. Develop individuals who can organize and administer businesses related to the fashion industry.
4. Sponsor an innovative educational alternative that promotes the development of an integral person through excellence in teaching.

Program Objectives

1. Plan fashion design concepts.
2. Have knowledge of basic elements in fashion design.
3. Evaluate and apply basic principles in quality design.
4. Have knowledge on the use of computerized equipment
5. Create and edit designs using computerized instruments
6. Develop an analogue reproduction applying it to a digital application.

Alumni Profile

A student graduated from the Associate Degree in Digital Fashion Design is a fashion designer with highly developed technological skills. The student will be able to:

1. Design fashion.
2. Assist a fashion designer.
3. Apply his technological design knowledge to create illustrations, flats and patterns.
4. Assist in the promotion and marketing of fashion.
5. Produce a collection.
6. Demonstrate basic general education competencies such as appropriate use of language communication, critical thinking, information technology, and computer technology, among others.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Digital Fashion Design must complete the minimum course requirements of 83 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
DMD 1001	Sewing I	3
DMD 1202	Fashion Illustration	4
DMD 1203	Fashion Design I	3
DMD 2001	Patterns I	3
DMD 2002	Patterns II	3
DMD 2003	Draping I	3
DMD 2004	Draping II	3
DMD 2203	Fashion Design II	3
DMD 2301	Spec and Technical Flats	3
DMD 2302	Fashion Digital Image Design	3
DMD 3201	Collection Development and Construction	4
Total		35

Information Systems

Code	Course Name	Credit Hours
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
BADD 1101	Introduction to Digital Design	3
BADD1102	Digital Illustrations	3
BADD2102	Digital Design II	3
BA 1313	Administrative Theory	3
Total		18

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3
*HUM 1101	Western Civilizations I	3
*SOC 1101	Social Sciences I	3
ART 1101	Art Appreciation	3
HUM 1110	History of Society and its Culture	3
Total		15
* Students select three (3) credits in this list.		

Electives

Code	Course Name	Credit Hours
*DMD 2005	Beading	3
*DMD 2006	Textiles	3
*DMD 2007	Fashion and Show Production	3
*SIID 3104	Typographic Composition	3
*SIID 3201	Basic Digital Diagramming	3
Total		6
* Students select six (6) credits in electives.		

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Associate Degree in Arts Major in Interior Design and Decoration

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Associate Degree

Program length in credit hours: 86

Program Description

A program in the applied visual arts that prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces. Includes instruction in computer applications, drafting, and graphic techniques; principles of interior lighting and color coordination; furniture and furnishings; textiles and their finishing; the history of interior design and period styles.

Program Objectives

1. Encourage the development of values, communication and leadership skills that enable students to design and decorate a variety of environments.
2. Develop technology skills that enable the development of two and three dimensional drawings of interior spaces
3. Apply the elements and principles governing the interior design and decoration, and articulate the functionality and harmony within a successful design or decorative composition, both residential and commercial.
4. Develop, design and implement effective programming of design and decoration, to create functional and aesthetic spaces, in order to increase productivity, protection, health, safety and welfare of users.
5. Maximum use of the intellectual and socio-cultural human being to promote the design and decoration successfully.
6. Demonstrate the skills and meet the qualifications required by law to validate and exercise the profession of Interior Design - Decoration.

Alumni Profile

Graduates of the Associate Degree in Interior Design - Decoration consider themselves professionals with skills, attitudes and general knowledge of interior design and decoration. After completing their studies, the graduates will be able to:

1. Meet the requirements established by law and apply the ethical and legal principles that govern the practice and profession of the interior designer-decorator.
2. Select and create the design and decor suitable for the needs of customers.
3. Administration and practice of their profession, from preparation of proposals for services, cost estimates and contracts.
4. Work in a variety of industries such as:
 - Residential Interior Designer – Decorator
 - Commercial Interior Designer - Decorator
 - Space Planner
 - Product Specifier and Buyer

Program of Study

Degree Requirements: Candidates for the Associate Degree in Arts, Major in Interior Design and Decoration must complete the minimum course requirements of 86 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and major courses.

Major

Code	Course Name	Credit Hours
ART 2221	Art in Puerto Rico	3
DEC 1102	Fundamentals of Design	4
DEC 2105	Interior Materials	4
DEC 2113	Lighting Systems and Techniques	2
DEC 2205	Historical Styles I	3
DEC 2209	Historical Styles II	3
DEC 2225	Decorative Arts	2
DIS 1305	Presentation Techniques and the Concept of Design	3
DIS 2306	Perspective and Rendering	4
DIS 2309	Residential Design I	4
DIS 2313	Residential Design II	4
DIS 2318	Introduction to Computer Aid Drawing	3
DIS 2321	Commercial Design I	4
DIS 2329	Introduction to Landscape Design	2
DIS 2501	Administration and Practice of the Profession	2
Total		47

Core

Code	Course Name	Credit Hours
ART 1101	Art Appreciation	3
ART 2213	Art History I	3
ART 2217	Art History II	3
BA 1313	Administrative Theory	3
DIS 1301	Basic Drawing	4
Total		16

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3
* HUM 1101	Western Civilizations I	3
* HUM 1102	Western Civilizations II	3
* SOC 1101	Social Sciences I	3
* SOC 1102	Social Sciences II	3
MAT 11101	Basic Mathematics	3
PRO 1101	Computer Operations	3
PSY 2401	Space – Materials – Sensations	2
Total		20

* Students select six (6) credits in this list.

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
Total		3

Associate Degree in Arts in Digital Design

Program Offered in Hato Rey Campus

Discipline: Design

Credential Level: Academic Associate Degree

Program length in credit hours: 74

Program Description

The Associate Degree in Arts in Digital Design develops professionals within the field of visual communication and digital design. It prepares the student in the areas of print, web, and multimedia design by using specialized softwares, which are the main tools for this type of work.

Program Objectives

1. Identify potential communication problems and develop visual responses to it.
2. Analyze, investigate, and generate creative solutions, as required by the customer.
3. Identify social and cultural contexts.
4. Apply various tools, software, and technologies for the conception and development of design projects.

Alumni Profile

Upon completion of their studies in the Associate Degree in Arts in Digital Design, the alumni are prepared to:

1. Develop sketches, designs, and publications for print and digital media through the use of specialized software.
2. Make appropriate use of visual elements such as color, shape, images, illustrations, and typography, as part a design.
3. Develop, program, and design a web page.
4. Develop audiovisual projects using 2D animations.
5. Show extensive knowledge in the use of tools and technologies within the scope of multimedia, applicable for design and visual communication.
6. Identify communication problems and offer appropriate solutions through graphic design.
7. Demonstrate basic skills such as proper use of communication tools, planning, organization of time, problem identification, and provide solution alternatives.
8. Demonstrate basic skills, such as: reflective and critical thinking, information and computer technology, commitment to the socio-cultural setting, value and respect for

diversity and multiculturalism, commitment to the preservation of the environment, ability to work autonomously, empathy, self-confidence and ability to encourage the development of others, initiative, drive towards achievement and adaptability, capacity for teamwork, commitment, ethics, and social responsibility.

9. Demonstrate basic systemic skills such as the ability to apply knowledge of the study area within the practice of their profession, research capacity, work towards common goals in order to make decisions (leadership), and formulate and manage projects.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Arts in Digital Design, must complete the minimum course requirements of 74 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
BADD1101	Introduction to Digital Design I	3
BADD1102	Digital Illustration	3
BADD2101	Typographic Design	3
BADD2102	Digital Design II	3
BADD2103	2D Animation	3
BADD2201	Editorial Design	3
BADD3302	Web Design I	3
SIC1101	Web Page Development	3
Total		24

Core

Code	Course Name	Credit Hours
BA1313	Administrative Theory	3
PRO1101	Computer Operations	3
PRO1110	Computers and Information Systems	3
SIC 2010	Networking Concepts and Diagnosis of Computerized Systems	3

Code	Course Name	Credit Hours
DIS1301	Basic Drawing	4
DEC1102	Fundamentals of Design	4
Total		20

General Education

Code	Course Name	Credit Hours
ART1101	Art Appreciation	3
ENG1101	English I	3
ENG1102	English II	3
HUM1101	Western Civilization I	3
MAT1101	Basic Mathematics	3
PSY1101	Introduction to Human Behavior I	3
SOC1101	Social Sciences I	3
SPA1101	Spanish I	3
SPA1102	Spanish II	3
VUE1101	Successful University Life	3
Total		30

Associate Degree in Biotechnology

Program Offered in Hato Rey Campus

Discipline: Health

Credential Level: Academic Associate Degree

Program length in credit hours: 62

Program Description

The Associate Degree in Biotechnology has the overall aim to prepare professionals capable of applying scientific knowledge, improving industrial competitiveness and maintaining sustainable development research.

Program Objectives

1. Design and plan scientific experiments
2. Run technical and/or biological experiments
3. Operate laboratory equipment or instrumentation
4. Analyze and document the results of their experiments
5. Solve problems using scientific techniques
6. Staying current in the profession

Alumni Profile

Upon completion of their studies in the Associate Degree in Biotechnology, the alumni are prepared to:

1. Know, respect and observe the laws governing the healthy exercise of their profession.
2. Possessing intellectual, physical, ethical, and social skills that encourage him to maintain the ideals that give an honest job basis.
3. Clearly distinguish their responsibility as a professional.
4. Perform efficiently laboratory equipment.
5. Demonstrate good attitude and knowledge to solve problems.
6. Keep informed about skills and techniques required by their profession.
7. Bring knowledge to their profession through scientific research.
8. Work individually and as a team.
9. Demonstrate basic skills such as the appropriate use of communication, planning and

organizing time; identify, formulate and solve problems.

10. Demonstrate basic interpersonal skills such as reflective and critical thinking, information technology and computer technology, commitment to socio - cultural and historical, appreciation and respect for diversity and multiculturalism, commitment to the preservation of the environment, the ability to work autonomously, empathy, self-confidence and the ability to encourage the development of others, initiative, achievement motivation and adaptability, teamwork, ethical commitment, social responsibility and civic engagement .
11. Demonstrate basic skills such as the ability to apply knowledge in practice in laboratories, knowledge of the field of study and profession, research capacity to motivate and work toward common goals, leadership, decision making and manage projects.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Biotechnology, must complete the minimum course requirements of 62 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

Major

Code	Course Name	Credit Hours
BIO 1102	Introduction to Biology II	3
LB 1102	Laboratory Skills II	1
MAT 2401	Advance Precalculus	5
CHE 1165	Chemistry I	4
CHE 1166	Chemistry II	4
Total		17

Core

Code	Course Name	Credit Hours
BIO 2207	General Microbiology	4
BIO 2155	Molecular Genetics	3
BIT 2250	Molecular Biotechnology	3
MAT 2501	Biostatistics	3
BIT 2430	Biomanufacture	4
Total		17

General Education

Code	Course Name	Credit Hours
BIO 1101	Introduction to Biology I	3
LB 1101	Laboratory Skills I	1
MAT 2301	Algebra	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
HUM 1105	Historical Development of Puerto Rico	3
ENG 1101	English I	3
ENG 1102	English II	3
PRO 1101	Computer Operations	3
VUE1101	Successful University Life	3
	Total	28

Course Descriptions



Course Numbering System

The course number system underlies the use of an alphabetical code with a maximum of four (4) letters and a four digit numerical code, strung together into a course number ID. The general format for the course number ID is as follows:

AAA ####

Code	Comments
AAAA	Alphabetical code with a maximum of four letters
####	Four digit numerical code (eg. ACC 2113)

The alphabetical code identifies the subject matter of the course. The combination of the alphabetical code and the four digit numerical code is unique to each course. Its left-most digit, which runs from 0 to 4, serves as an indicator of the course content level. The courses with the left - most digits numbered 3 and 4 are upper level. The following information establishes the criteria for this numerical code identification:

# ID	Comments
0	Refers to a preparatory course.
1	Refers to a course usually taken during the 1 st year of the program. This type of course may not have prerequisites.
2	Refers to a course usually taken during the 2 nd year. This type of course may have prerequisites.
3	Refers to a course usually taken during the 3 rd year of study. This type of course may have at least one prerequisite.
4	Refers to a course usually taken during the 4 th year. This type of course may have more than one prerequisite.



Courses available in *Online modality* are identified with a computer icon at the beginning of the course description.

The subject matter codes are as follows:

Code	Subject
ACC	Accounting
ADO	Office Administration
APH	Pharmacy (Associate Degree)
ART	Arts
BA	Business Administration
BIO	Biology
CHE	Chemistry
DEC	Interior Design-Decoration
DIS	Interior Design-Decoration
DMD	Digital Fashion Design
ECO	Economics
ENG	English
FIN	Finance
HUM	Humanities
LSPR	Sign Language
SASE	Sexual Health
MAT	Mathematics
MET	Medical Emergencies
NUR	Nursing
PHA	Pharmacy (Certificate)
PHY	Physics
PRO	Computer Programming
PSY	Psychology / Human Behavior
SIC	Information Systems
SIID	Information Systems Digital Imaging
SIR	Networks
SOC	Social Sciences
SPA	Spanish
STA	Statistics
TAS	Physical Therapy Technology
VUE	Successful University Life

ACC 2113 Introduction To Accounting I

Four (4) credits 60 Hours

Prerequisite: MAT 1111

The course covers the meaning and purpose of accounting. Form classification and relationship of financial statements. The theory of debit and credit and of adjustments, accounting for individual proprietorship, promissory note and interest, special journal and ledger, reversing and closing entries, plant assets and inventories. Software applications are used for the solution of exercises and problems.

ACC 2114 Introduction to Accounting II

Four (4) credits 60 hours

Prerequisite: ACC 2113

The course examines principles, concepts and basic procedures of accounting within partnerships and corporations. In addition, students study financing aspects through bond issues and corporation investment. Inventory, intangible assets, and current liabilities are studied from the perspective of computation and valuation. Software applications are used for the solution of problems.

ACC 3200 Computerized Accounting

Three (3) credits 60 hours

Prerequisite: ACC 2114, PRO 1101

This course is designed to assist accountants, administrators and their employees in the management of accounting data and the preparation of financial reports through the use of the computer. This will facilitate the registration and maintenance of transactions of any company. Laboratory Included.

ACC 3213 Intermediate Accounting

Four (4) credits 60 hours

Prerequisite: ACC 2114

Includes financial accounting theory and recent developments in the accounting field. The development of accounting theory and practice for assets: cash investments, receivable inventories, natural resources, and plant assets. Accounting for equities, current and long term liabilities; prepaid capital; retained earnings, and analysis of financial statements.

ACC 3214 Intermediate Accounting II

Four (4) credits 60 hours

Prerequisite: ACC 3213

This course is about the discussion of the analysis, interpretation and application of the theory and practices of financial accounting through the study of problems related to claims made from creditors and stockholders. It includes literature related to pensions, leasing and effective flow statements.

ACC 3215 Cost Accounting

Three (3) credits 45 hours

Prerequisite: ACC 2114

Covers the study of theory and practice of the job process and standard cost methods. The minimum requirements for reporting cost of materials, labor and overhead to determine methods best suited to specific management objectives. The course is conducted with a managerial emphasis.

ACC 3217 Taxes of Puerto Rico

Three (3) credits 45 hours

Prerequisite: ACC 2114

The course is a study of Puerto Rico tax law, with special emphasis on the preparation of the income tax returns, analysis of tax returns, and some sample cases. The social security tax topic is also covered.

ACC 3310 Federal Tax Accounting

Three (3) credits 45 hours

Prerequisite: ACC 2114

The course studies the federal income tax law, with special emphasis on the individual as taxpayer. Includes the analysis of some selected problems, decisions, and important cases; concepts of gross income, deduction basis for non-taxable exchanges, and capital gains and losses.

ACC 3315 Managerial Accounting

Three (3) credits 45 hours

Prerequisite: ACC 2114

The managerial accounting course deals with the role of accounting in providing information to management for planning, control and decision making. Assets, liabilities, income determination, and budgeting will be studied.

ACC 4218 Auditing

Three (3) credits 45 hours

Prerequisite: ACC 3214

This course is designed for the integration of modern practices in auditing. Emphasis is given to the theory and philosophy of auditing, accounting systems, and internal control, generally accepted auditing standards, the role of professional ethics and the theory of evidence are discussed in the context of the course.

ACC 4330 Advanced Accounting

Three (3) credits 45 hours

Prerequisite: ACC 3214

Includes the study of theories and problems in accounting for partnership, corporations, real estate, branches, franchises, and business combinations. Includes establishment, income division, dissolution, consolidated statements and segment reporting.

ADO 1101 Keyboarding and Its Applications

Three (3) credits 60 hours

Prerequisite: None

This course contains the basic principles of touch typing with speed and accuracy using electronic equipment. Emphasis is given to the development of the basic skills and techniques, including good work habits.

ADO 1114 Document Production

Three (3) credits 60 hours

Prerequisite: ADO 1101

This course is designed to develop a higher level in keyboarding skills with speed and accuracy. Emphasis is given to speed and accurate production of business documents such as: letters, envelopes, memorandums, tables, drafts, and reports. It provides rules of punctuation to develop the language skills in document production techniques.

ADO 1130 Spanish speed writing

Three (3) credits 60 hours

Prerequisite: None

In this course the student will study the basic principles used to develop the skill in an abbreviated writing system using the Spanish language to write short abbreviated words, phrases and vocabulary. These principles will develop reading, writing, dictation and longhand transcription. Language and grammar rules will also be reinforced in order to describe correctly.

ADO 1141 Records Management

Three (3) credits 45 hours

Prerequisite: None

This course includes the application and practice of the filing principles, which will enable the student to use them according to the needs of the business firm. Emphasis is given to the filing rules related to the alphabetic, geographic, numerical and subject system. Practice on the classification, storage, and retrieval of documents is provided. The development of work habits required to perform the job with precision, promptness, and organization is also emphasized.

ADO 2132 Spanish Speed Writing Transcription

Three (3) credits 45 hours

Prerequisite: ADO 1114, 1131

In this course there is a complete review of the Abbreviated Writing principles and the language and typing skills are developed to its maximum. Emphasis is given to the development of speed and accuracy.

ADO 2216 Processing and Digitalization of Legal Documents

Three (3) credits 60 hours

Prerequisite: ADO 1114

Application to higher level in typing skill to a variety of legal documents. Produce quality work within a stipulated or reasonable period of time. Knowledge of the terms and legal procedures that will prepare students for employment in any of the specialized area.

ADO 2220 Billing and Document Management in the Medical Office

Three (3) credits 60 hours

Prerequisite: ADO 1114

In this course the student will produce medical documents using various computer programs for the office. Forms and claim document of medical service will be completed in class.

ADO 2222 Creation and Management of Electronic Documents

Three (3) credits 60 hours

Prerequisite: ADO 1114

This course will produce medical documents through the use of different office software. Medical service claims will be completed.

ADO 2252 Office Equipment Management

Three (3) credits 60 hours

Prerequisite: ADO 2222

The course is designed so that students learn to manage technological equipment currently used in the modern office. Also helps students acquire the skills needed to transcribe correctly using modern recording equipment. Emphasis is given to skills to transcribe recorded dictation, and producing precise and neat work. Students will be instructed in the following skills: punctuation, spelling and grammar, proofreading, listening, and decision making.

ADO 2261 Office Administration and Human Relations

Three (3) credits 45 hours

Prerequisite: None

This course provides students with the knowledge of procedure skills in preparing for an office career and administration activities. It develops the human relations skills needed to get along with employers, visitors and fellow workers.

ADO 2271 Accounting Procedures

Three (3) credits 45 hours

Prerequisite: MAT 1111

The course studies the nature of business accounting and the double entry framework as well as accounting procedures including journal transactions, posting to the ledger and subsidiaries, trial balance, and financial statements. Special journals and bank reconciliation, petty cash control systems, and payroll analysis are also studied.

ADO 3134 English Shorthand

Three (3) credits 60 hours

Prerequisite: ENG 1101

This course presents and applies principles and abbreviations of hand written and other special abbreviations. It was designed to provide the student with a fast and simple method to speed write. The development of speed in dictation and transcription is emphasized. Language and grammatical rules are reinforced.

ADO 3140 Electronic Information Management

Three (3) credits 60 hours

Prerequisite: ADO 1114

In this course the students will prepare different documents using the “Excel”, “Access” and “Front Page” programs from Microsoft Office. Using the graphical applications of these programs they will create and edit presentations slides, graphics publications, and other office documents.

ADO 3213 Business Document Procedures

Three (3) credits 60 hours

Prerequisite: ADO 1114

Include the application of basic skills in complex reports with notations, graphics and columns, commercial proposals, itineraries, agendas, minutes, personal data sheets, business letters, memorandums and tabulation exercises. Emphasis its places on the production of tasks including skills in the solution of problems, decision making, and management of the printer to produce copies in an acceptable manner.

ADO 3230 Office Art Design

Three (3) credits 60 hours

Prerequisite: ADO 1114

In this course various types of office documents are created using the Microsoft Office programs: Word, Power Point, Publisher and Outlook. Using the graphical application of, these programs, they will create and edit presentations slides, graphics, publications and other office documents.

ADO 3233 English Speed Writing Transcription

Three (3) credits 60 hours

Prerequisite: ADO 3134, 1114

Advanced course that reinforces the principles of abbreviated writing, and the knowledge of managing the keyboard. Emphasis is given to the development of speed when taking dictation and transcription of documents in an acceptable manner. Review of language skills, such as: grammatical, vocabulary, and punctuation rules

ADO 3282 Practicum

Two (2) credits 60 hours

Prerequisites: ADO 1130, 1141, 2261, 3213

This course is designed for the student's development of the necessary skills to be successful, in a working environment. It integrates knowledge and skills acquired in the courses to a working experience. This course requires a periodical meeting with the professor.

ADO 4215 Medical Office Information Processing

Three (3) credits 60 hours

Prerequisite: ADO 1114

Application of higher levels of typing skills to a variety of documents and medical reports. Production of quality documents within a reasonable time limit. Knowledge of medical terms, and procedures that will enable the student to obtain a good job in this specialization field.

ADO 4216 Legal Office Information Processing

Three (3) credits 60 hours

Prerequisite: ADO 1114

This course refines the typing skills in the production of legal documents. The student will also know the terminology used today in the judicial area and legal proceedings in accordance to the valid laws of Puerto Rico.

ADO 4281 Internship

Three (3) credits 165 hours

Prerequisites: ADO 2261, 4215, 4216

This supervised on-the-job training provides learning experiences, which are relevant to the student's career development. This course serves to integrate and apply regular classroom teaching through work experience in cooperation with local business people, industry, and government. The professor will also offer a three-hour weekly seminar.

APH 1101 Pharmacy Fundamentals

Three (3) credits 45 hours

Prerequisite: None

During the development of this introductory course, students will study and analyze the history and evolution of pharmacy and the values and characteristics associated with the profession. The role of the Pharmacy Assistant will be defined and discussed, as will their duties, responsibilities and rights. The importance of communication in a pharmacy environment is emphasized as are the factors that intervene in human relations, their effects on efficiency and the organizational dynamic in the pharmacy. Included are the basic fundamentals of reading prescriptions, dosage, expiration, labeling and classification of medications.

APH 1120 Medical and Pharmaceutical Technology

Three (3) credits 45 hours

Prerequisite: APH 1101

During the development of the course the students will study the different pharmaceutical techniques such as; the reading, processing and dispatch of prescriptions. They will practice the mathematical procedures which will help them establish prices, charge, order and receive medications and merchandise, filing techniques and registration of medications. Also included is the use of computers and cash registers.

APH 1130 Pharmacognosy

Three (3) credits 45 hours

Prerequisite: APH 1101

Study of the classification of medicinal substances by their origin, general therapeutical properties and most common unprocessed drugs. Also discussed is the process used to extract active substances from medicinal plants and includes the content and scientific use of unprocessed drugs.

APH 1240 Ethics, Laws and Regulations in Pharmacy Administration

Three (3) credits 45 hours

Prerequisite: None

Study and discussion on the ethics, laws and regulations related to the pharmacy practice in Puerto Rico, the dispositions, and their relationship with the duties and responsibilities of the Pharmacy Aid. Also discussed and analyzed are the laws currently in effect such as, Pharmacy Law # 282, DACO regulations and the Controlled Substance Law, their origins and basic principles of the Constitution. The laws that apply to employer relations and the HIPPA Law are emphasized.

APH 2115 Prescription and None Prescription Medications

Three (3) credits 45 hours

Prerequisite: APH1101

This course emphasizes on the knowledge of medications according to each of the following systems: cardiovascular, nervous, respiratory, gastrointestinal, genitourinary, reproductive, endocrine, muscular-skeletal, skin and mucus, hematopoietic and immunological. Includes their posological forms, administration, indications, uses, storage and adverse reactions. Know the commercial and generic names and correct use of medications.

APH 2240 Community and Hospital Pharmacy

Three (3) credits 45 hours

Prerequisite: APH 1120, MAT 1113

This course has been designed to emphasize the preparation procedure, dispatch and handing over of the prescription. The student will apply mathematical equations and the necessary procedures for the preparation of composition prescriptions, such as creams, and lotions, using the balance and liquid measurements. Will practice the working techniques of a community, chain and hospital pharmacy. The dexterities in the use of equipment and computer for the dispatch of the prescription will be emphasized.

APH 2250 Posology Pharmacy

Three (3) credits 45 hours

Prerequisite: MAT 1220

This course studies the processes and mathematical calculations for dosing. Classification of the roots of administration of systematic and topical drugs, including the transformation steps of a medication, the steps from administration, distribution, metabolism and excretion of the same. Also included are the use and abuse of drugs, adverse reactions and contraindications. Interactions of drugs with other drugs, foods and environment are also emphasized.

APH 3110 Pre-Internship

One (1) credits 15 hours

Prerequisite: APH 1120, APH 1240, MAT 1220, APH 2115

This course discusses and analyses all the necessary documents that the student needs to do his or her practice and the necessary requirements needed to take to take the revalidation exam. Duties, responsibilities, importance of human relations and confidentiality are emphasized.

APH 3211 Internship I

Three (3) credits 430 hours

Prerequisite: APH 3110, APH 2240

In this course the student will practice in a community cooperative, chain or hospital agency, under the supervision of a pharmacy preceptor and in accordance with the practice coordinator.

The supervised pharmacy practice will provide the student with the relevant learning experiences need for the development of the profession. This will integrate and relate the knowledge acquired to a work experience in cooperation with the pharmacy preceptor. They will practice the processes of preparation and dispatch of prescriptions, labeling and billing of medical plans. The professor will complement the practice with a weekly two (2) hour seminar in order to integrate the practice with the theory.

APH 3212 Internship II

Three (3) credits 430 hours

Prerequisite: APH 2250, APH 3211

In this course the student will practice in a community cooperative, chain or hospital agency, under the supervision of a pharmacy preceptor and in accordance with the practice coordinator.

The supervised pharmacy practice will provide the student with the relevant learning experiences need for the development of the profession. This will integrate and relate the knowledge acquired to a work experience in cooperation with the pharmacy preceptor. They will practice the processes of preparation and dispatch of prescriptions, both manually and technologically, labeling and billing of medical plans. The professor will complement the practice with a weekly two (2) hour seminar in order to integrate the practice with the theory.

ART 1101 Art Appreciation

Three (3) credits 45 hours

Prerequisite: None

Examines the role of arts in society through the various eras of human history. It explores art as a manifestation of human beings. The course focuses on art appreciation and interpretation of world-renowned works, as well as the appropriate use of vocabulary concerning the development of visual expression through history.

ART 2213 Art History I

Three (3) credits 45 hours

Pre-requisite: ART 1101

The course studies the development of painting and sculpture from prehistoric times to the mid eighteenth century. In this context we analyze these disciplines considering their characteristics, contributions, leading exponents and factors involved in its evolution up to the Renaissance.

ART 2217 Art History II

Three (3) credits 45 hours

Pre-requisite: ART 2213

The course includes the study of the visual arts from the mid eighteenth century to the present. In this context we analyze the painting and sculpture disciplines considering their characteristics, contributions, leading exponents and factors involved in its evolution. We study also the contemporary trends in fine art and new art forms.

ART 2221 Art in Puerto Rico

Three (3) credits 45 hours

Prerequisites: DEC 2209, ART 2213

The course Art in Puerto Rico presents an overview of approaches and trends in Architecture, Fine Arts, Graphic Arts and Popular Arts in Puerto Rico from a historical and theoretical perspective. The study of these issues extents from the Indian period to its current development. The historical background, political and social evolutionary process directly related to the architectural and artistic, as well as the relevant key features is discussed.

BA 1110 Organizational Behavior

Three (3) credits 45 hours

Prerequisite: None

Organizational behavior is a field of study investigating the impact of individuals, groups and structure within organizations. Through the discussion of readings and case studies, students explore issues and situations involving the human element within a company. The course provides essential tools for successful strategy development in the management and solution of problems related to motivation, communication, change, conflict, organizational design, decision making, leadership, teamwork, values, and ethics.

BA 1313 Administrative Theory

Three (3) credits 45 hours

Prerequisite: None

Studies the theory and application of fundamental principles of administration and commercial organizations. Emphasis is placed on basic processes of the administration including plan, organize, track, control, and staffing. Functions and procedures of management levels and the different approaches to the study of management are analyzed and valued.

BA 2210 Leadership

Three (3) credits 45 hours

Prerequisite: BA 1313

This course eases the cognitive development on leadership themes and practices. Through conferences and workshops, concepts such as paradigms, leadership styles, situational leadership and power theories are analyzed and explored.

BA 2301 Business Law

Three (3) credits 45 hours

Prerequisite: BA 1313

This course emphasizes the history and classification of law and analyzes the civil and common Law influences on Puerto Rican commercial law. It presents a general view of typical and atypical contracts and their relation to organizations with emphasis on corporations, partnership, and individual business. Deals with bankruptcy and its effects in preferment credits.

BA 2321 Human Resources

Three (3) credits 45 hours

Prerequisite: BA 1313

The course includes analysis and discussion of principles, methods, and objectives of the administration of human resources in a private enterprise. It emphasizes the importance of these elements and the practice of developing human resources effectively.

BA 3332 Business Ethics

Three (3) credits 45 hours

Prerequisite: BA 1313

This course deals with philosophies of business that are oriented toward the operational and administrative aspects of business enterprises affecting the whole society. It discusses in general the development of capitalism and the concept of "free enterprise", emphasizing the pressures within society toward responsible behavior by enterprises toward the environment and the community.

BA 3335 Marketing

Three (3) credits 45 hours

Prerequisite: BA 1313

This course deals with the analysis of the necessary activities for the distribution of goods and services, from the producer to the ultimate consumer, using all channels of distribution. The distribution will focus on approaches to pricing, sales, promotion and advertising, warehousing, and transportation.

BA 3351 Managerial Economics

Three (3) credits 45 hours

Prerequisite: ECO 2102

Covers the study of the basic principles of economics, neoclassical theory, discussion and analysis of the demand and offer theory, perfect competition, monopoly, oligopoly, the break-even point of the firm. Includes the study and analysis of cost gain, risk and price theory.

BA 4330 Strategic Planning

Three (3) credits 45 hours

Prerequisite: BA 1313

This course is designed for students to analyze the process of strategic planning and its application to current organizations in such a way as to guarantee their competency and permanency in society. The process of strategic planning is related with the decision making process and implementation in respect to the future path of the business.

BA 4350 Operation and Production Management

Three (3) credits 45 hours

Prerequisite: BA 1313, ACC 3215 (BA), ACC 3315 (BA-Management)

Deals with the principles, technical aspects, methods and procedures for designing and selecting operation and control systems in the production of goods and services.

BA 4400 Business Development

Three (3) credits 45 hours

Prerequisite: BA 4350

This course will enable the student in the development and administration of a business plan. The basic components of a business plan will be discussed including a description of the business, a market plan, financial administration, an administrative plan, and supporting documents.

BA 4500 Management Seminar

Three (3) credits 45 hours

Prerequisite: BA 4350

This course is designed for the students to develop the capacity to integrate knowledge and skills acquired in the concentration courses through an investigation project. It promotes the development of the problem solution skill necessary in business management. The investigation project will include literature revision, investigation methodology and the presentation of findings and recommendations about a business problem identified in a business concern.

BADD 1101 Introduction to Digital Design

Three (3) credits 60 hours

Prerequisite: None

As an introductory course in digital design, students will become familiar with the use of technologies and tools for the development of digital design projects.

BADD 1102 Digital Illustration

Three (3) credits 60 hours

Prerequisite: BADD1101

This course exposes students to the process of converting an illustrated design into a digital format. Vector images will be developed to create visual projects.

BADD1103 Social Media and Web Technologies

Three (3) credits 45 hours

Prerequisite: None

This course introduces the student to the different uses of social media as a tool of mass communication and global advertising. Students will develop digital design projects and online profiles.

BADD 2101 Typesetting Design

Three (3) credits 60 hours

Prerequisite: BADD1101

This course provides students with the skills necessary to develop layouts and typesetting. It emphasizes the importance of typography as a design element.

BADD 2102 Digital Design II

Three (3) credits 60 hours

Prerequisite: BADD1101

This course is designed to develop student's skills in the use and manipulation of digital images. As well as the application of design concepts, composition and layout during the design process.

BADD 2103 2D Animation

Three (3) credits 60 hours

Prerequisite: BADD2101

This course deals with the development of animated presentations. It will enable the student to conceptualize, plan, and develop a storyboard with integrated 2D animation visual effects and audio.

BADD 2201 Editorial Design

Three (3) credits 60 hours

Prerequisite: BADD2101, BADD2102

This is an introduction course into the design of an editorial piece. Through the application of different color, font, and image concepts and techniques the student will study the different alternatives for both digital and print publication.

BADD 2205 Web Advertising and Marketing

Three (3) credits 60 hours

Prerequisite: BADD1103, BADD2103, BA3335

This course studies advertising and marketing tools through the analysis of current campaigns developed through digital media. The student will design and develop campaigns for marketing and digital advertising.

BADD 3301 Introduction to 3D Design

Three (3) credits 60 hours

Prerequisite: BADD2103, BADD2102

This course introduces students to the basics of 3D design. Students will develop basic elements, such as inorganic shapes, textures, and the use of NURBS.

BADD 3302 Web Design I

Three (3) credits 60 hours

Prerequisite: SIC1101, BADD2102, BADD2103

This course covers the skills needed to design, program, and publish a Web page.

BADD 4301 Introduction to 3D Animation

Three (3) credits 60 hours

Prerequisite: BADD3301

This course presents 3D animation techniques for the development of video sequences. Students will develop an animated piece through the application of advanced modeling techniques, such as keyframes.

BADD 4302 Web Design II

Three (3) credits 60 hours

Prerequisite: BADD3302

This course looks at the process of analysis and design of virtual spaces. Students will design and develop web environments.

BADD 4304 Digital Video Editing

Three (3) credits 60 hours

Prerequisite: None

This course discusses the theory and practice of nonlinear editing. Emphasis is given to knowledge of the technical message and the application of motion sequences for the development of videos. It explores the principles of editing and organization ranging from the creation of a storyboard to the final product.

BADD 4401 Portfolio

Three (3) credits 60 hours

Prerequisite: 33 approved credits in concentration courses

The course takes a look at the integration of traditional and online tools available for creating and distributing the student's resume and professional portfolio.

BIO 1101 Introduction to Biology I

Three (3) credits 45 hours

Prerequisite: None



This course is designed to introduce students to the study of modern biology. It is divided into four fundamental areas. The first one is related to science methodology and logic, emphasizing the scientific method with data analysis and interpretation. It introduces students to characteristics of live organisms. A second area includes the biochemistry and metabolic process. The third area deals with the description of the cell's structural organization and functions. The last area introduces students to the fundamentals of physiology and human anatomy.

BIO 1102 Introduction to Biology II

Three (3) credits 45 hours

Prerequisite: BIO 1101

A continuation of the study of modern biology. The first area is related to heredity, emphasizing its utility in modern society. The second area focuses on the general characteristics of the plant kingdom through the study of the structure, function and regulation of plants. Ecology, especially that of Puerto Rico, is studied in the third area. The last area introduces students to the general concepts of animal and plant evolution from a scientific point of view.

BIO 1201 Human Anatomy and Physiology I

Four (4) credits 45 hours of theory; 30 hours of laboratory

Prerequisite: None

Corequisites: LB 1201



The course covers the general organization of the body at the cellular and tissue levels. It emphasizes the study of the integumentary, skeletal, muscular and nervous systems, including alterations in the homeostasis of these systems.

The laboratory provides the student with an understanding of the cell and its function within the skeletal, muscle and nervous systems including different types of cells and their environment. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of these he/she will automatically fail the course.

BIO 1202 Human Anatomy and Physiology II**Four (4) credits 45 hours of theory; 30 hours of laboratory****Prerequisite: BIO 1201****Corequisites: LB 1202**

The course covers the components, structure, and functions of the human body. The study of the cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary, and reproductive systems are also included.

The laboratory provides the student with an understanding of the human body, its different systems, their interactions, and their normal and abnormal functions. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of these he/she will automatically fail the course.

BIO 1211 Fundamentals of Physiology and Pharmacology I**Three (3) credits 45 hours****Prerequisite: None**

Study of the human body, its structure, tissues, organs and systems. Drugs: chemical and physical properties, physiological actions and therapeutic uses; preventive medicine. The nerve, central and circulatory systems will be covered.

BIO 1212 Fundamentals of Physiology and Pharmacology II**Three (3) credits 45 hours****Prerequisite: BIO 1211**

Study of the human body systems, anatomy and physiology. Drugs: chemical and physical properties, physiological actions and therapeutic uses; preventive medicine, muscular, and skeletal, endocrine, respiratory and reproductive system are included in this course.

BIO 2155 Molecular Genetics**Three (3) credits 45 hours****Prerequisite: BIO 1102, MAT 2301****Corequisite: LB 1102**

Includes the study and discussion of the structure and function of nucleic acids according to their role in the flow of genetic information. Molecular events associated with the replication, transcription, translation and expression control genes are analyzed. In addition, patterns of inheritance and some principles of Human Genetics are discussed.

BIO 2207 General Microbiology**Four (4) credits 90 hours****Prerequisites: BIO 1102, CHE 1165****Corequisites: LB 1102**

Studies the relationship between microorganisms, the environment and public health. In addition to the principles of microbiology, immunology, physiology, genetic material and biotechnology.

BIO 2203 Fundamentals of Microbiology

Three (3) credits 45 hours of theory; 30 hours of laboratory

Prerequisite: None

Corequisites: LB 2203



This course is designed for students in health programs. The course studies the relationship between microorganisms, health and the human body, including the principles of microbiology, immunology, physiology and genetic material.

The laboratory provides the student with an understanding of the isolation, cultivation, and study of microorganisms that cause the different pathologies that affect the human body. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of these he/she will automatically fail the course.

BIT 2250 Molecular Biotechnology

Three (3) credits 75 hours

Prerequisites: BIO 2155, BIO 2207

Corequisites: LB 1102

Analyzes the principles and application of molecular biotechnology techniques employed in genetic manipulation of plants, animals, and microorganisms in order to synthesize human benefit products. In addition, recombinant DNA techniques, restriction enzymes, vectors, cloning, sequencing, and amplification of DNA and apply bioinformatics. It also includes legal and ethical aspects of biotechnology.

BIT 2430 Biomanufacture

Four (4) credits 90 hours

Prerequisites: CHE 1166, BIO 2207

Corequisites: LB 1102

Analysis of the growth processes of biomolecules for biologicals manufacture that meets the requirements of recovery, purification and quality of large-scale organic products in the biotechnology industry. Emphasis on the discussion of the regulations of regulatory agencies, validation and operational aspects to meet the quality requirements of the final product.

CHE 1163 General Chemistry

Four (4) credits 75 hours

Prerequisite: None

Corequisites: LB 1163



This course has been designed with the purpose of studying the basic principles of Chemistry. It covers the scientific method, measuring units, nomenclature, chemical formulas and equations, solutions, the atomic theory and the periodic chart. The course consists of three lecture hours and a two hour lab/week. The lab practice has been designed so that students with little or no experience can acquire the skills and basic techniques in the use of Chemistry Lab

equipment. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of this he/she will automatically fail the course.

CHE 1165 Chemistry I

4 credits 90 hours

Prerequisites: MAT 2301

This course has been designed with the purpose of studying the basic principles of chemistry. Covers the scientific method, measurement units, nomenclature, chemical formulas and equations, solutions, atomic theory and the periodic table. The lab is designed for students with little or no experience to acquire the basic skills and techniques in the use of laboratory equipment.

CHE 1166 Chemistry II

4 credits 90 hours

Prerequisites: CHE 1165, MAT 2401

This course has been designed with the purpose of studying the principles of chemistry. It covers the study of the fundamental principles of chemistry and their applications with emphasis on the quantitative study of the structural and energetic properties associated with matter and its transformations. Includes topics related to solid and liquid states, solutions, thermodynamics, chemical kinetics, equilibrium and electrochemistry among others. The lab is designed to enable students to acquire skills and techniques in the use of laboratory equipment. Laboratory experiences reinforce the development concepts of chemistry.

CHE 2210 Pharmaceutical Chemistry

Four (4) credits 75 hours

Prerequisite: CHE 1163

Corequisites: LB 2210

Analysis of the function of chemistry in the practice of auxiliary pharmacist: preparation, properties and uses of gases, liquids and solids, the process of solutions, acids, bases and salts. The course consists of three lecture hours and a two hour lab/week. The lab practice is designed to provide to the students through investigation and discovery, experiences which will help them comprehend and compliment the theoretic concepts presented in class. The lab practice has been designed so that students with little or no experience can acquire the skills and basic techniques in the use of Chemistry Lab equipment. It is graded on a pass/no pass basis and accounts for 20% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. The student is required to satisfactorily pass the theory and laboratory components, if the student fails either one of this he/she will automatically fail the course.

DEC 1101 Fundamentals of Design and Decoration

Four (4) credits 60 hours

Prerequisite: None

This course exposes students to the basic elements and principles related to interior design and decoration. It emphasizes the functional, aesthetic and psychological factors that arise from the interaction between space and the individual. From this framework, the elements and principles that articulate the functionality and harmony within a successful design or decorative composition are analyzed. The course emphasizes the study of color theory and its application, as this is one of the most complex elements in interior design. The ethical codes and legal aspects related to the exercise of the profession of Interior Design are studied, as well as the means for projecting a positive image

DEC 2105 Interior Materials

Four (4) credits 60 hours

Prerequisites: DEC 1101

The course examines the functional and aesthetic properties of leading materials within the market of design and construction. It exposes students to the characteristics, uses, selection, calculation, installation and maintenance of various materials for surface treatment. It includes the development of material specifications for interior design projects.

DEC 2113 Lighting Systems and Techniques

Two (2) credits 30 hours

Prerequisites: DIS 1301, DEC 1101

The course Systems and Lighting Techniques introduces the basic concepts related to visual perception and aesthetics, as well as technical issues and lighting calculations. The curriculum includes lighting basic features and types, analyzing them as design elements to be considered in the development of lighting plans with their respective specifications. The course includes site visits to evaluate the lighting facilities and thus support the theoretical component of it.

DEC 2205 Historical Styles I

Three (3) credits 45 hours

Prerequisites: ART 1101

This course provides an introductory overview to the history of Architecture and Design, from Prehistory to the mid Eighteenth Century. This historical period is presented in direct association to the political, economic and social framework. The course emphasizes the study of the furniture evolution, emphasizing its main features as they relate to the evolutionary process of architectural and interior design.

DEC 2209 Historical Styles II

Three (3) credits 45 hours

Prerequisites: DEC 2205

Historical Styles II presents the evolutionary process of architecture and Interior Design in the Western world since the mid Eighteenth Century to the present. The progressive study of architecture in this historical period began after the French Revolution considering those political events, economic and social influences in the development of it. In this course, Interior Design is directly related to the evolutionary process by emphasizing the different architectural styles and decorative features to the study of contemporary trends within it. The study of the furniture is done in parallel line with the stipulations set out in stages under study.

DEC 2225 Decorative Arts

Two (2) credits 30 hours Prerequisites: ART 2205, ART 2213

The Decorative Arts course content comprises the study of ceramics, porcelain, glass, crystal and other materials as decorative accessories in Interior Design. Prominence is given to origin, manufacturing techniques, identification marks, historical value and investment.

DEC 3117 Classic Furniture in Contemporary Environments

Three (3) credits 45 hours

Prerequisites: DEC 2205, DEC 2209

This course presents the role played by the classic furniture within the context of contemporary decorative. It summarizes the general characteristics of the most used furniture styles over time, differences and similarities. In lectures, examples of contemporary interior design which is present classic furniture are studied and analyzed. Students develop an interior design project in which harmoniously integrates and manages classic furniture.

DEC 4120 LEED for Interior Design

Three (3) credits 45 hours

Prerequisites: DEC 1101, DEC 2105, DEC 3109

The course introduces the participant with current LEED regulations for indoors certification. The class curriculum includes rating system, filing system design, maintenance and compliance with internal eco-friendly and sustainable environments.

DIS 1301 Introduction to Drawing

Four (4) credits 60 hours

Pre-requisite: None

The course exposes students to the materials, equipment and useful techniques for the interior designer. Emphasis is given to orthographic projections of plan views, elevations, sections and three-n drawings (axonometric). We study and apply the correct use of value and quality of lines, lettering, dimensioning and presentation techniques. The student is exposed to theoretical and practical knowledge of space organization, in order to achieve the basics of a functional residential design.

DIS 1305 Presentation Techniques and the Concept of Design

Three (3) credits 45 hours

Prerequisites: DIS 1301

This course exposes students to the basic knowledge, understanding and development of design beginning with the development of the concept idea. We study the principles of sequence, hierarchy and patterns to assist in the implementation of the concept idea. Students learn to graphically capture the geometric projections of an object. The class include a workshop that introduces students to the use and management of graphic presentation materials.

DIS 2306 Perspective & Rendering

Four (4) credits 60 hours

Prerequisites: DIS 1301

This course introduces the basics of linear perspective, perspective front cone (one point perspective) and perspective oblique cone (two-point perspective.) Building shapes and spatial representation are explored. This course offers the opportunity to apply the basics of each system and manage them using the drawing tools on a table and freehand drawing. The student explores techniques to draw shapes, textures and finishes using wet and dry media, graphite, color pencils, markers and watercolor techniques. The representation of light and shadow, textures, and tonal degradation are discussed.

DIS 2309 Residential Design I

Four (4) credits 60 hours

Prerequisites: DIS 1305, DEC 1101

This course exposes students to the application of design elements and principles to residential design draft. The course introduces to the reading and interpretation of residential building plans and to the characteristic process to address functional design and aesthetics issues. It includes concepts related to material specifications and tables, furniture and decorative items. This curricular content enhances three-dimensional isometric drawing and introduces the essential elements of perspective. Finally, it emphasizes project presentation techniques.

DIS 2313 Residential Design II

Four (4) credits 60 hours

Prerequisites: DIS 2309

This course exposes students to the design of residential space. Concepts related to the residential kitchen design considering the design elements and principles are studied. Focus is on basic vocabulary and universal design measures emphasizing its application in kitchens and bathrooms alterations. Students experience the construction of models and they are introduced to the elements of the two-point perspective.

DIS 2318 Introduction to computer aid drawing

Three (3) credits 60 hours

Prerequisites: DIS 2309

This course introduces the student in the use of computer programming as a standard tool for drawing, design and the presentation of floor maps. Students will develop the skills and expertise for the development of two and three dimensional drawings of interior spaces.

DIS 2321 Commercial Design I

Four (4) credits 60 hours

Prerequisite: DIS 2313

This course introduces the basics of commercial design. It discusses issues related to programming and commercial interior design with emphasis on stores design. Includes training in the parameters for the lighting design and the needs of mechanical and electrical systems in commercial design.

DIS 2329 Introduction to Landscape Design

Two (2) credits 30 hours

Prerequisite: DIS 1301

The course Introduction to Landscape Design introduces students to the history, theory and practice of design for the construction of outdoor and indoor gardens. Explore stylistic factors such as line, shape, color, texture, composition and focal point as well as the classification and identification of plants by categories and types suitable for the garden. It emphasizes the importance of ecology in our lives and its role in the environment.

DIS 2501 Administration and Practice of the Profession

Two (2) credits 30 hours

Prerequisites: BA 1313, MATH 1111, DIS2313

This course discusses topics related to the administration and practice of the Interior Design profession. It discusses issues related to fees, proposals, cost estimates, contracts and project supervision. The student develops subprojects and a final project which simulate real situations. As part of these projects, drawings, color schemes, materials and documents formalizing the agreement between the designer and client are submitted.

DIS 3317 Residential Design III

Four (4) credits 60 hours

Prerequisites: DIS 2313

Residential Design III course exposes students to the resolution of situations that require advanced residential design. It introduces concepts relevant to electric lighting and residential spaces, which are required to work a design program in its entirety. A residential design project is developed throughout the semester, based on a high sense of professionalism and maturity in design. This work helps to strengthen all acquired drawing skills practiced in previous design courses.

DIS 3331 Furniture Design

Three (3) credits 45 hours

Prerequisites: DIS 3317, DIS 2321

This course exposes students to the fundamental elements of the design process applied to furniture, focusing on design, construction drawings, materials, and construction techniques. Students will research on specific seating, office, and cabinets' furniture, thus reinforcing the skills necessary to achieve effective visual and oral presentations of furniture design.

DIS 4325 Commercial Design II

Four (4) credits 60 hours

Prerequisites: DIS 3317, DIS 2321

Within the commercial context, issues concerning office design are studied. Concepts that rule the design of these spaces are discussed from the ergonomic, functional, aesthetic and universal design perspectives. The use of modular systems and other office equipment is emphasized. A project in office design is developed throughout the semester. The course focuses on aspects related to the design of other public interiors such as hotels and restaurants. A second design project provides a platform for the implementation of the concepts relevant to these issues.

DIS 4330 Lightning Design II

Two (2) credits 30 hours

Prerequisites: DIS 2113, DIS 3317, DIS 2321

This higher level course covers topics such as lighting design for complex project, including analysis of lighting criteria, development of design concepts and complete documentation requirements. The impact of code enforcement, budget estimation and control methods of project costs are considered.

DIS 4505 Portfolio

Three(3) credits 45 hours

Prerequisites: DIS 3317, DIS 2321, DIS 2318

This workshop exposes students to key elements to be included in the development of a professional portfolio. Students have the opportunity to evaluate the projects they developed during their study program and determine those that will be useful to include in their professional portfolio. Necessary skills to achieve effective visual and oral presentations are reinforced.

DMD 1001 Sewing I

Three (3) credits 60 hours

Prerequisite: None

This course will teach basic sewing techniques, starting with the introduction to the sewing machine, its parts, functions and operation. It will also introduce the student to the sewing of various seams, zippers, pockets, sleeves, cuffs and collars.

DMD 1202 Fashion Illustration

Four (4) credits 75 hours

Prerequisite: None

This course will study illustration concepts, such as the proportion and movement of the fashion figure, as well as rendering techniques. It will also examine content knowledge of garments, its details and terminology.

DMD 1203 Fashion Design I

Three (3) credits 60 hours

Prerequisite: DMD 1202

This course provides the necessary tools to develop original, creative and marketable collections. It emphasizes the importance of fashion concepts such as: trends, inspiration, elements and principles of design and textiles. The various design markets are detailed and it also exercises categories like swim suits and sportswear. In addition, it outlines the importance of product development and manufacture processes

DMD 2001 Patterns I

Three (3) credits 60 hours

Prerequisite: DMD 1001

Through this course the student will learn to develop basic patterns with a correct fit based on the taking of good measurements. It will include different slopers of torsos, dresses and corresponding sleeves. All of these patterns will also be transfer to muslin for corrections.

DMD 2002 Patterns II

Three (3) credits 60 hours

Prerequisite: DMD2001

One this advance course, the students apply the acquired knowledge in the pattern making to develop more complicated slopers. They learn to manipulate patterns and detail such as: jackets, collars, sleeves, necklines, etc. to finally get to develop patterns of their own designs.

DMD 2003 Draping I

Three (3) credits 60 hours

Prerequisite: DMD 1001

This course will introduce the student into the concept of garment fabrication. Cotton muslin will be used as the main fabric to drape on the dress form original designs in order to be able to create three dimensional pieces as bodices, dresses and jackets. After creating these pieces into garments, they will be saved as patterns on paper. Every item will be fitted after sewing the pieces of muslin together.

DMD 2004 Draping II

Three (3) credits 60 hours

Prerequisite: DMD 2003

This course will expand and accelerate the process of draping patterns. Original designs for special occasions will be draped and sewn by the student. Both cocktail and evening gowns will be designed, draped and sewn together for possible fitting modifications.

DMD 2005 Beading

Three (3) credits 60 hours

Prerequisite: None

Through this course the students will be introduced to the materials and techniques to create hand beading works on fabric. The students will learn different stitches to develop original works that will add great value to their fashion designs.

DMD 2006 Textiles

Three (3) credits 45 hours

Prerequisite: None

Throughout this course the students will learn to identify, classify and manipulate natural and synthetic fabrics mainly used in fashion design industry.

DMD 2007 Fashion Show Production

Three (3) credits 45 hours

Prerequisite: None

Throughout this course the students will learn all the aspects planning and production of a fashion show.

DMD 2203 Fashion Design II

Three (3) credits 60 hours

Prerequisite: DMD 1203

On this course students will create original designs in different categories. It emphasizes on the individual style and concept development. In addition, students will complete a design portfolio including different types of presentations.

DMD 2301 Spec and Technical Flats

Three (3) credits 45 hours

Prerequisite: SIID 2102

This course introduces the concept of hand sketching and actual garments in the flat format rather than on the fashion figure. This course also emphasizes the development of flat sketches used for spec sheets and presentations boards. The student will produce faster and accurate technical sketches with body proportion measurements.

DMD 2302 Fashion Digital Image Design

Three (3) credits 60 hours

Prerequisite: DMD2301

In this course the student will learn how to use the computer as a creative design tool. Go from drawing silhouettes to creating color palettes and textile patterns. The program includes, lab time hours to work on projects related to the fashion industry market and preparing technical sketches for production and presentations.

DMD 3201 Collection Development and Construction

Four (4) credits 75 hours

Prerequisite: DMD 2002, DMD 2004

This course includes advanced sewing techniques of original designs that will become the student's final show presentation. The pieces of clothing on their collections could include sportswear, suits, evening wear or bridal gowns. The student will work on the pattern making, draping, sewing and final fittings for their models.

ECO 2101 Economics I

Three (3) credits 45 hours

Prerequisite: None

The course examines the theories and basic principles of economic systems, including concepts, historical perspectives and core problems. Furthermore, it studies micro and macro economics concepts, such as, the theory of supply and demand, elasticity of demand and supply, perfect and imperfect competition, and gross national product.

ECO 2102 Economics II

Three (3) credits 45 hours

Prerequisite: ECO 2101

This course studies the basic theories and principles relative to fiscal and monetary policy, international trade, and other aggregate economic concepts. It emphasizes the classical and Keynesian theories and the operation of the market system.

ECO 3353 Economy of Puerto Rico

Three (3) credits 45 hours

Prerequisite: ECO 2102

This course studies the characteristic and trends of our economy. It includes the analysis of the external and internal factors that affect our economy, and includes the analysis of agriculture, manufacture, tourism, external trade, investment, public finance, human resource, external dependence, gross national product, and employment.

ENG 0100 English Fundamentals

Three (3) credits 45 hours; 10 hours of laboratory

Prerequisite: None Corequisite: LB 0100

This course is designed for students whom, based on the results of the placement tests, are found to need additional practice in English before entering the English 1101 course, which is required for all degree programs offered by the institution. Emphasis is placed on grammatical and conversational skills. The laboratory is designed to develop basic writing skills, including Standard English usage and the application of grammar mechanics and vocabulary for non-native speakers of English in preparation for both academic and everyday writing. It is graded on a pass/no pass basis and accounts for 15% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. If a student does not approve the English laboratory, the student will have up to one academic year to repeat and approve the laboratory with the right to request a revision of the grade obtained in the course. If the student does not repeat the English laboratory within the stipulated academic year, the student is required to repeat the laboratory afterward without the right to request a revision of the grade obtained in the course. It is a graduation requirement to have a passing grade in the English laboratory. Students that complete program course requirements but do not have a passing grade in the English laboratory will not be considered as graduation candidates until the laboratory has been repeated and approved.

ENG 1101 English I

Three (3) credits 45 hours of theory; 10 hours of laboratory

Prerequisite: Approved placement examination or CEEB test

Corequisite: LB 1101



This course provides students with intensive aural/oral and written practice using English structures. Its goal is to help students learn to use the language in grammatical structures, reinforced through oral and written activities, which consequently help to break away from their text and use content of their own. The laboratory is for students who are encountering difficulties in reading, writing, spelling, sentence structure, and paragraph or essay structure. It is graded on a pass/no pass basis and accounts for 15% of the course grade. In order to pass, a score of 70% or more is required in the execution of laboratory tasks. If a student does not approve the English laboratory, the student will have up to one academic year to repeat and approve the laboratory with the right to request a revision of the grade obtained in the course. If the student does not repeat the English laboratory within the stipulated academic year, the student is required to repeat the laboratory afterward without the right to request a revision of the grade obtained in the course. It is a graduation requirement to have a passing grade in the English laboratory. Students that complete program course requirements but do not have a passing grade in the English laboratory will not be considered as graduation candidates until the laboratory has been repeated and approved.

ENG 1102 English II

Three (3) credits 45 hours

Prerequisite: ENG 1101



This course is designed to provide additional aural/oral, reading, and writing practice using English structures to improve all levels of communication. A literary component enables students to read and analyze literary expressions while reinforcing grammatical content.

ENG 2203 Conversational English

Three (3) credits 45 hours

Prerequisite: ENG 1102

This course provides intensive aural/oral practice on the high intermediate to advanced levels. The student is actively involved in learning to express him/herself in everyday life situations.

ENG 3201 Business English I

Three (3) credits 45 hours

Prerequisite: ENG 1102



Emphasis is given to effective oral and written communication in business oriented situations. It gives students the opportunity to reinforced and apply their knowledge of English structures within the context of a business environment. Practice is given to the writing of business documents.

ENG 3202 Business English II

Three (3) credits 45 hours

Prerequisite: ENG 3201



Emphasis is given to the different types of business documents and reports. Special attention is given to the preparation of written business reports using research methods.

FIN 2105 Business Finance

Three (3) credits 45 hours

Prerequisite: ACC 2113

This course includes the study and analysis of the nature, evaluation and development of business finance. Financial analysis techniques, cash flow, financial projection budgeting, and liquidation are also included.

FIN 4310 Money and Banking

Three (3) credits 45 hours

Prerequisite: ECO 2101

This course includes the study of our banking system and its importance to our economy. It includes study of banking organization and operation; money sources and flow, the Federal Reserve System and its functions; and expansion and contraction of banking credits.

HUM 1101 Western Civilization I

Three (3) credits 45 hours

Prerequisite: None



The course covers a general overview of human history, from the origin of man to the development of the West, up to the Middle Ages. The student will study the evolution of Western culture, including its philosophy, history, religion, art, literature and their contribution to human intellectual development, throughout different historical periods.

HUM 1102 Western Civilization II

Three (3) credits 45 hours

Prerequisite: HUM 1101



This course studies Western Civilization from the Renaissance Era to the present. It exposes the evolution of our culture through the different historical periods in the areas of history, philosophy, religion, art, literature and man's contribution to the intellectual and technological development.

HUM 1105 Historical Development of Puerto Rican Cultural Identity

Three (3) credits 45 hours

Prerequisite: None



This course critically examines the most important events in the historical process of the Puerto Rican society. The relationship of cause and effect are analyzed, according to our historiography, to describe coherently the diversity of the basic characteristics of current Puerto Rican culture and society. Considering the economical, political, social and cultural transformation, the student will be placed in his/her own contextual time and space as a contributor and product of his/her cultural identity.

HUM 1110 History of Society and Culture

Three (3) credits 45 hours

Prerequisite: None

This course examines the political, economic and cultural factors that have influenced fashion over the past century. It studies the characters within the fashion industry that caused significant changes during this period. You will discuss the development of fashion through the twentieth century and the influence of history on current trends.

ITN 2375 Network

Three (3) credits 60 hours

Prerequisite: PRO 1101, PRO 1110

Study of the concepts and terminology associated with the data industry. The students learn to develop data communication components, data network architecture, communication strategies, networking, and communication protocols and trends within networking communications.

ITN 3240 Network Operating Systems

Three (3) credits 60 hours

Prerequisite: ITN 2375

In this course the student will be taught all major operating systems used in computer networks, and their installation and management. Students also can create and delete user accounts, manage security policies on the network, add new safety equipment, and install the various services that a network operating system allows, for example, Windows 2008 Server and Ubuntu Server.

ITN 3320 Network Security

Three (3) credits 60 hours

Prerequisite: ITN 3240

This course teaches students to analyze and implement the various types of communications network security systems and its ethical / legal impact on the industry. The student will learn to apply security strategies catered for special a specific situation. The course requires additional laboratory hours.

ITN 3340 Diagnosis and Maintenance of Networks

Three (3) credits 60 hours

Prerequisite: ITN 2375, ITN 3240

This course teaches the implementation of recognition techniques, or degradation of system problems by using diagnostic programs. The student will learn the skills for the installation of new nodes, server and network interconnections, identification, configuration and establishment of networks communication protocols, diagnosis and replacement of hardware and software components of a network, identification of failure nodes, installation and / or replacement of structured cabling, and installation and configuration of wireless networks.

ITN 3350 Firewalls and Intrusion Detection

Three (3) credits 60 hours

Prerequisite: ITN 3320, ITP 3340

This course teaches the design elements required in the creation of firewall security system, including alert and response to attacks on the system. The students learn to design, implement and monitor a security system plan for a computer network.

ITN 4260 Computer Forensics and Network Routing

Three (3) credits 60 hours

Prerequisite: ITN 3320, ITP 3340

This course explains the basics of how to start and finish a digital forensic investigation. It teaches the student the tools and all the steps prescribed by the law to perform a forensic investigation on a computer. The student will be trained in the basics of network routing, its protocols, configuration, and the importance of incorporating the digital forensic investigation.

ITN 4270 Cloud Administration and Resource Configuration

Three (3) credits 60 hours

Prerequisite: ITP 2101, ITN 2375

This course provides students with the necessary tools to successfully manage and configure services in a cloud environment. They learn to identify the needs, patterns, architecture, and suitable settings for a particular organization or industry.

ITN 4780 Computer Networks Project

Four (4) credits 120 hours

Prerequisite: ITN 3350, ITN 4260, ITN 4270

This course aims for students to develop and implement a network project, including all phases of planning, design, programming, testing and production of a network.

ITN 4790 Networks - Practice

Four (4) credits 120 hours

Prerequisite: ITN 3350, ITN 4260, ITN 4270

In this course the student participates in a supervised practice where he/she will have the opportunity to interact with private companies and government agencies, specifically in projects or work areas related to computer systems networks. The course consists of 90 hours of practice and a seminar of 30 hours, for a total of 120 hours.

ITP 2080 Computer Devices & Fault Identification and Monitoring

Three (3) credits 60 hours

Prerequisite: PRO1101, PRO 1110

In this course the student acquires knowledge of computer components and internal architecture, fault tolerance, and redundancy and reliability. Students learn to perform basic computer diagnostics and replace components of a computer.

ITP 2230 Programming for Mobile Devices I

Three (3) credits 60 hours

Prerequisite: SIC 1103

This course aims to engage students in the basic programming of mobile devices, and be able to apply them to commercial, educational, and/or entertainment applications. The course interacts with the most current mobile applications.

ITP 2300 Programming - Object Oriented I

Three (3) credits 60 hours

Prerequisite: SIC 1103

In this course, students become acquainted with the design, development, assessment and documentation of applications in visual programming, including program compilation and publication. Visual programming includes: creation of shapes, encoding modules, charts, boxes, buttons, text, and others. Students work on an object-oriented interface to learn sequential, conditional and repetition based programming.

ITP 2330 Design and Application Development for Videogames

Three (3) credits 60 hours

Prerequisite: PRO1101, PRO 1110

This course covers the basics of programming in C# and XNA structures. Students develop basic skills for structured program design, including network multi-user videogame programming. Additional lab hours are required.

ITP 2340 Programming for Mobile Devices II

Three (3) credits 60 hours

Prerequisite: ITP 2230

These course students learn to apply more advanced technologies specifically designed for mobile devices. The student is exposed to more complex programming techniques.

ITP 2350 Website Design and Development

Three (3) credits 60 hours

Prerequisite: PRO1101, PRO 1110

This course provides students with basic tools and skills for the design and development of websites, including all its components: links, images and page counts among others. Emphasis is given to the importance of creating a website structure, along with the advantages and disadvantages of certain approaches to multimedia.

ITP 3230 Website Design and Development II

Three (3) credits 60 hours

Prerequisite: PRO1101, PRO 1110

This course emphasizes the planning, organizing and control of information systems within an organization, as well as the management of information systems as a means to achieve competitive advantage. The students learn about relational databases and the central role they play within the world of business, including how it has enabled and accelerated the growth of electronic commerce.

ITP 3240 Innovative Interactive Tools on the Web

Three (3) credits 60 hours

Prerequisite: ITP 3402

This course introduces the student to Web 2.0 tools. The student will learn how to use these tools, including creating and managing online documents, portals and blogs.

ITP 3301 Cyber Security and Ethical Hacking

Three (3) credits 60 hours

Prerequisite: ITP2101, ITN 2375

In this course, students will learn about the concepts of cyber-security and the principles of ethical hacking. They will be able to mitigate, control or resolve possible problems in the information systems infrastructure.

ITP 3345 Marketing and Trade in the Web

Three (3) credits 60 hours

Prerequisite: ITP2101

Based on the importance of the Internet for business success, this course contains an explanation of the steps to transform a local business into a global presence through the Internet. The student will learn the necessary tools for the distribution of goods and services, from the producer to the consumer, through information systems.

ITP 3402 Structured Programming Language

Three (3) credits 60 hours

Prerequisite: SIC 1103, ITP 2101

This course introduces the fundamentals of Java programming techniques, including control structures, arrays, functions, recursion, dynamic memory location, data structures, files, and structured design. Elements of object-oriented programming and design are also included as a basis for application development.

ITP 4210 Advanced Database Administration with SQL

Three (3) credits 60 hours

Prerequisite: SIC 2400

This course applies advanced concepts related to database management, security databases and SQL language, as well as other concepts from previous courses such as normalization, relationship-entity identification, and development of database solutions.

ITP 4240 Innovative Algorithms Research

Three (3) credits 60 hours

Prerequisite: SIC 1103, ITP 3240

Introduction to the fundamentals of data types and data structures with emphasis on application and performance in the implementation of new algorithms. The student will learn algorithms, basic interaction of data types (lists, tuples), search algorithms (quicksort, mergesort, heapsort) and its applications, priority lists, binary search, hash tables, and symbology charts.

ITP 4385 Programming - Object Oriented II

Three (3) credits 60 hours

Prerequisite: ITP 2680

This course teaches the fundamentals of object-oriented visual programming through Graphic User Interface platform(GUI), including variables, formatted input and output, arrays, loops, conditional execution, subroutines and functions.

ITP 4780 Application Development Project

Four (4) credits 120 hours

Prerequisite: ITN 4270, ITP 3402, ITP 4210

ITP 4790 Programming Practice

Four (4) credits 120 hours

Prerequisite: ITN 4270, ITP 3402, ITP 4210

LSPR 1101 Sign Language

Three (3) credits 45 hours

Prerequisite: None

The main objective of the course is teaching basic sign language skills to facilitate interaction and socio-cultural contact between the deaf and the attending professional. Throughout the course, students will learn to communicate effectively with hearing impaired individuals. Learning sign language will add to the integral formation of students and encourage them to meet the expectations and needs of this sector of society.

MAT 0100 Fundamentals of Mathematics

Three (3) credits 45 hours

Prerequisite: None

This course is designed for the purpose of reviewing basic skills in mathematics. It consists of five main parts, fundamental principles and operations of whole numbers, fractions, decimals, percentages and introductory concepts of algebra. The course emphasizes on solving practical problems typical of daily life.

MAT 1101 Mathematic Basics

Three (3) credits 45 hours

Prerequisite: None

The course studies the set of integers, fractions, decimals, ratios, proportions and percentages, basic concepts of algebra, geometry, metric system and principles of statistics, always giving emphasis to the solution of practical exercises. The course content is developed through problem solving and integration of available technology as a tool.

MAT 1111 Business Mathematics

Three (3) credits 45 hours

Prerequisite: Approved placement examination or CEEB test



The main goal of this course is to help the student in the correct usage of business mathematics. It involves analysis, discussion and application of rules, principles and customs that are guidelines in problem solving. Topics include: simple and compound interest, present value, annuities, amortization funds, payroll, markup, insurance, bonds, stocks, percentage, commission, etc.

MAT 1113 Mathematics for the Health Professional

Three (3) credits 45 hours

Prerequisite: None

This course has been designed with the purpose of presenting to the Health Program students the knowledge and practical skills of fundamental mathematics. It includes numbers systems, fractions, decimals, conversions, ratio and proportions, percent, exponents and the measure systems: English metric, domestic and apothecary. Pharmacy dosage calculations are also included.

MAT 1220 Pharmaceutical Mathematics

Three (3) credits 45 hours

Prerequisite: MAT 1113

This course includes techniques in the following areas: problem resolutions, scientific notation, significant figures, measuring systems (English, metric, apothecary, and domestic), doses calculations, solutions and proportions. Use of the calculator and introduction to the literacy of computers.

MAT 1310 Fundamentals of Technical Mathematics

Three (3) credits 45 hours

Prerequisite: None

This course complies with two major objectives in the preparation for the core courses of mathematics for the Automotive Electronic program. The field for real numbers is presented and full coverage is given to: algebraic expressions, work with polynomials, work with equations and formulas. Main emphasis is given to overall practice in word problem solving and basic applications of simultaneous equations.

MAT 1311 Technical Mathematics I

Three (3) credits 45 hours

Prerequisite: None

This course aims toward the development of basic analytic fundamental skills. Operations with functions are presented. The theory of complex numbers, the use of graphs and notation, solution of simultaneous equations and logarithmic operations are discussed. Emphasis is placed on functional expressions and the use of variables in equations and formulas. Trigonometry and trigonometric equations are presented thoroughly.

MAT 1312 Technical Mathematics II

Three (3) credits 45 hours Prerequisite:

MAT 1311

This is a course which blends analytics with the principles of differential calculus. Analytic Geometry is integrated with selected topics necessary for further development in electronics. The course covers: the quadratic equation, radicals and exponents, logarithmic solutions of exponential functions, imaginary numbers and complex numbers with their applications in the electronic field.

MAT 2301 Algebra

Three (3) credits 45 hours

Prerequisite: None



The algebra course consists of the basic concepts of algebra, including real numbers, linear equations, inequalities, exponents, polynomials, expressions, rational, radical and quadratic equations.

MAT 2501 Biostatistics

3 credits 45 hours

Prerequisites: BIO 1102, MAT 2401

Application of the statistics in biological research processes. Emphasis on the concepts of descriptive statistics for the analysis of clustered and non-clustered data to a variable or multivariable. Application of the concepts of linear correlation, linear regression and probability distributions. Includes technology tools for statistical analysis.

MAT 3302 Precalculus

Three (3) credits 45 hours

Prerequisite: MAT 2301

This course is an integral part of the student's education in the field of mathematics. The following topics are included: algebra review, functions, equations, inequalities, exponential and logarithmic functions, systems of equations, matrices and determinants.

MAT 4303 Applied Calculus

Three (3) credits 45 hours

Prerequisite: MAT 3302

An applied course of differential and integral calculus. Develops basic skills in integration of basic algebra and fundamental transcendental functions. This course is geared toward teaching the students the techniques of differential and integral calculus, essential in professional activities, and gives special emphasis to techniques and strategies needed for practical problem-solving. The capacity and limitations of calculus and the computer is presented.

MET 1101 Fundamentals of Medical Emergencies

Three (3) credits 60 hours

Prerequisite: None

Study of the historical development of the Medical Emergency Systems. Emphasis is made in the functions that the Medical Emergencies Technology carries out (EMT-paramedic). List his or her ethical and moral role and responsibilities as health Professionals. Includes the study of the medical legal aspects, regulations, protocols, mal practice and the laws that regulate the Medical Emergencies Practice in Puerto Rico and United States. It also includes basic concepts medical terminology, ample patient evaluation and the preparation to be transported to the hospital by different means.

MET 2110 Communication, Extrication and Rescue

Three (3) credits 45 hours

Prerequisite: MET 1101

Study of communication by means of frequency equipment and / or telephone and the use of numeric and alphas keys in situations related to automobile crashes where patients are trapped or pinned inside the vehicle. It includes the search and rescue of patients' trapped in confined spaces and in other situations.

MET 2130 Pathophysiology of Shock, Fluids and Pharmacology

Three (3) credits 60 hours

Prerequisite: MET 1101, BIO 1201*

Study of the balance of human body's fluids and electrolytes. Analysis and identification of different types of manifestations that exist in unbalanced states of fluids and electrolytes. Identification of the different types of corporal intravenous fluids, solution replacements and the techniques and procedures to administer them. Also includes the study of different medications used in pre-hospital scenarios. Discussion and analysis of its classification, therapeutic effects, side effects, contraindications, doses, and its means of administration under medical supervision.

MET 2201 Respiratory System Emergencies

Three (3) credits 60 hours

Prerequisite: MET 1101, BIO 1201

Study of the anatomical and physiological aspects of the respiratory system, emphasizing frequent traumatic and medical emergency conditions. The course focuses on the practice of procedures, techniques and handling of patients with problems of the respiratory system. Includes cardiopulmonary resuscitation techniques with patients of different ages and the use of mechanical instruments to improve and alleviate respiratory problems.

MET 2230 Traumatic Emergencies

Three (3) credits 45 hours

Prerequisite: MET 1101

This course prepares the student to evaluate, categorize and to stabilize traumatized patients. It includes the necessary procedures for evaluation, resuscitation and rapid transportation of the patient.

MET 3102 Internal Medicine Emergencies

Three (3) credits 60 hours

Prerequisite: MET 2201, MET 2130

Study and analysis of the techniques used to help patients that manifest internal medical diseases and/or conditions such as, sharp pains, contagious diseases, exposure to radiation, genitourinary emergencies, gastrointestinal emergencies, hypothermia and hyperthermia. Emphasis on the pathophysiology, etiology, clinical significance, and pre-hospital treatment. Diseases and syndromes of the different systems of the human body will also be studied.

MET 3202 Pediatric Patient Emergencies

Three (3) credits 60 hours

Prerequisite: MET 2201, BIO 1202, MET 2130

Study of the most common pediatric emergencies; signs, symptoms, and conditions of medical urgency; and use of appropriate handling techniques and procedures.

MET 3207 Cardiovascular Emergencies

Three (3) credits 60 hours

Prerequisite: MET 2130, MET 2201

Study of the anatomy and physiology of the heart, and the inadequacy or collapse of the cardiovascular system, including disturbances of the heart rhythm. The study of lethal cardiac algorithms and drugs used to manage the different cardiovascular situations.

MET 3210 Gynecological and Prenatal Emergencies

Three (3) credits 60 hours

Prerequisite: MET 2201, MET 2130, BIO 1202

Theoretical and practical study of different emergency conditions and the emergencies suffered by women during pregnancy and birth, which could represent danger to her health and that of the fetus. Includes the procedures and techniques to attend a normal childbirth, complications and prenatal emergencies.

MET 3213 Medical Emergencies Practice

Six (6) credits 270 hours

Prerequisite: MET 2201, MET 2230, MET 3102, MET 3202, MET 3207, MET 3210

Practice of the skills and knowledge acquired in the different courses of the program. This practice includes traumatic, pediatric, gynecological /obstetrics, internal medicine, and cardiovascular emergencies. This practice is carried out under the supervision of medical or paramedic personnel in hospitals, ambulances, and /or health centers.

NUR 1001 Fundamentals of Nursing

Three (3) credits 45 hours Prerequisite:

None

Co-requisite: NUR 1301

The student is introduced to the most outstanding aspects of the history of nursing, evolution, and to how the theoretic postulates are used as the platform of the current profession. Ethical aspects, laws that regulate practicum and functions of the nurse according to the diverse categories established by law are discussed within different practice scenarios. The student is initiated to the knowledge of theory related to the basic skills necessary to adequately intervene in the clinical practice scenario.

NUR 1115 Posology for Nursing

Two (2) credits 30 hours

Prerequisite: None

This course provides knowledge on dosing and procedures in the administration of medications. It includes the calculation of oral, intravenous, and injectable medications, including concepts related to suitable dosage per age and medication administration safety.

NUR 1104 Mother and Infant Care

Three (3) credits 45 hours

Prerequisite: NUR 1001, NUR 1301, BIO 1201, LB 1201

Co-requisite: NUR 1304

Course directed to develop knowledge related to the direct nursing care of the female client during her reproductive cycle. The process of pregnancy and high risk health conditions in mother and newborn are covered. Includes the developmental cycle process of the fetus, stages of pregnancy, birth process and puerperium, and immediate care of the newborn. It provides for the use and application of the nursing process.

NUR 1140 Pharmacology for Nursing

Three (3) credits 45 hours

Prerequisite: NUR 1115, NUR 1001, NUR 1301

This course is designed to cover the basic facts, terms and elements related to the study of drugs and medications in clients. The student will be exposed to the components, presentations, administration techniques and legal aspects of drug administration. Classifications of drugs, therapeutic and possible adverse reactions, mechanism of action in the human body, both at local and systemic levels are discussed. The exact and safe interpretation and correct administration of medication order for clients is emphasized. It includes a review of measure and conversion systems. The development of safe and efficient skills to take medical orders, administer and document drug therapies to clients is the focus of this course. The Nursing Process in the administration of drug therapy is applied.

NUR 1301 Practice of Fundamentals of Nursing

Two (2) credits 90 hours

Prerequisite: None

Co-requisite: NUR 1001

This course prepares the student with the communication skills necessary for the intervention with health team members, patient/ client, family, and society. The application of the nursing process is introduced in offering patient care by using critical thinking skills for each of the given situations. Basic fundamental clinical skills are taught in the scientific reasoning that should apply in the care taker's practice in order to form a future nurse that gives quality service.

NUR 1304 Clinical Practice - Mother and Infant Care

Two (2) credit 90 hours

Prerequisite: NUR 1001, NUR 1301, BIO 1201, LB 1201

Co-requisite: NUR 1104

Course designed to provide the student with the opportunity to develop and practice skills related to the direct care of mother and newborn child studied in NUR 1104. Students will practice in the obstetrical and gynecological scenarios of a health facility. Students will apply theoretical and practical knowledge related to the process of child bearing, birth process, puerperium, and immediate care of the new born. The nursing process is applied as a tool to collect pertinent data to diagnose nursing problems of clients, to plan, intervene and evaluate direct nursing care.

NUR 2206 Child and Adolescent Care

Three (3) credits 45 hours

Prerequisite: NUR 1104, NUR 1140, NUR 1304

Co-requisite: NUR 2306

This course is designed to study the different stages of growth and development of the child and adolescent. Emphasis is placed on the nursing care process to help alleviate or maintain health in the personal, interpersonal and/or social well being of the pediatric client. Cognitive, social and moral theories related to the normal growth of the child and adolescent are studied. Parent's involvement in child care and prevention of child abuse is emphasized. The Nursing Process in the planning of direct care of the pediatric client is applied.

NUR 2208 Mental Health and Mental Dysfunction

Three (3) credits 45 hours

Prerequisite: NUR 1001, NUR 1301, PSY1101

Co-requisite: NUR 2308

This course provides the student with therapeutic strategies and techniques for the satisfactory establishment of interpersonal relationships and adequate handling of defense mechanisms presented by clients with mental illness and/or dysfunction. The student will be able to study traditional and nontraditional therapeutic skills focused on the human being, family and community throughout the use of the nursing process.

NUR 2210 Adult Care in Sickness Situations I

Three (3) credits 45 hours

Prerequisite: NUR 2206, 2306

Co-requisite: NUR 2310

This course that covers the process of growth and development of the adult. Illness and its effect on adult body systems are studied. The effect of illness and its interference in the personal, interpersonal and social systems of the adult client are covered. The Nursing Process is applied to collect pertinent data, diagnose, plan, intervene and evaluate nursing care.

NUR 2220 Adult Care in Sickness Situations II

Three (3) credits 45 hours

Prerequisite: NUR 2210, NUR 2310

Co-requisite: NUR 2320

Health problems that interfere with the function of the advanced aged adult are discussed in this course. It emphasizes the use of the nursing process as a tool to satisfy the needs of an individual with cardiovascular, lung, endocrine, reproductive, and muscular-skeletal system conditions. It also emphasizes the care to be given in order to soothe the disease or to keep the individual's physical, mental, and emotional health through the whole aging process.

NUR 2260 Nursing Integration Seminar

One (1) credit 45 hours

Prerequisite: NUR 2208, NUR 2308, NUR 2210, NUR 2310

This course prepares the student for a successful transition from life as a student to life in the work field. Legal, ethical, and cultural aspects and the way these affect their performance in the nursing profession are discussed. An orientation is given about the documents to be presented on a job interview such as a resume professional portfolio and recommendation letters. A variety of strategies are offered in the course such as the preparation for the final examination including review of subjects per course.

NUR 2306 Clinical Practice - Child and Adolescent Care

Two (2) credit 90 hours

Prerequisite: NUR 1104, NUR 1140, NUR 1304

Co-requisite: NUR 2206

Course that provides the clinical experience to develop the skills related to NUR 2206, Child and Adolescent Care. Clinical practice is conducted in different health care scenarios. Emphasis is on child and parent health education along with direct nursing care techniques. The Nursing Process is applied in the direct health care of child and adolescent is applied.

NUR 2308 Clinical Practice - Mental Health and Mental Dysfunction

Two (2) credit 90 hours

Prerequisite: NUR 1001, NUR 1301, PSY 1101

Co-requisite: NUR 2208

This course provides the students with the opportunity to place into practice theories and techniques learned in NUR 2208. This includes the practice of direct care to client in a variety of mental health care settings. Traditional and non-traditional therapeutic skills used to provide direct nursing care to clients with mental health and mental dysfunction are practiced. The Nursing Process is applied to collect pertinent data, diagnose, plan, intervene, and evaluate nursing care.

NUR 2310 Clinical Practice Adult Care in Sickness Situations I

Two (2) credits 90 hours

Prerequisite: NUR 1140, NUR 2206, NUR 2306

Co-requisite:

This course provides the student with the opportunity to integrate theoretical material discussed in class with clinical practice. It encourages direct interaction and intervention with hospitalized patients who have renal and gastrointestinal disease, and problems with hydro-electrical alteration, acid-base balance, immunological system and/or who have been intervened with a surgical process. The use of the nursing process is emphasized when offering direct care to the individual taking into consideration his/her condition, risk factors, and recommended therapeutic modalities.

NUR 2320 Clinical Practice Adult Care in Sickness Situations II

Two (2) credits 90 hours

Prerequisite: NUR 2210, NUR 2310

Co-requisite: NUR 2220

This course provides the student with the opportunity to integrate theoretical material discussed in class with clinical practice. It encourages direct interaction and intervention with advanced aged hospitalized patients who have cardiovascular, respiratory, muscular-skeletal, and endocrine and reproductive system diseases. The use of the nursing process is emphasized when offering direct care to the individual taking into consideration his/her condition, risk factors, and recommended therapeutic modalities.

NUR 3102 Individual, Family and Community Nursing Care

Three (3) credits 60 hours: 30 hours theory 30 hours practicum

Prerequisite: NUR 1001, NUR 1301

This course offers the student the vision and perspective of the professional role of nursing in the care of individuals, family, community and rehabilitation. It focuses on the aspects that affect an individual in the social system and the family in the community. It provides the necessary tools for the students can participate in the promotion and prevention phase of health applied to different community groups using the nursing process as a basis.

NUR 3225 Health Assessment

Three (3) credits 45 hours

Prerequisites: NUR 1001, NUR 1301, BIO 1202

This course provides the nursing student with the necessary knowledge and skills to perform based on the client's needs, a comprehensive health assessment. The student will be required to use critical thinking to determine which assessment skills to use with each client. Health assessment techniques include performing a general physical survey, and assessing specific areas that need to be addressed.

NUR 3230 Complex Skill in Nursing

Three (3) credits 60 hours: 30 hours theory and 30 hours practicum

Prerequisites: NUR 1001, NUR 1002, BIO 2203

30 hours theoretical and 30 hours practical course designed to prepare the Bachelor's of Science in Nursing student to acquire and apply scientific principles in every complex skill procedures performed to clients undergoing an acute or critical condition of illness. The student will apply the nursing process and its components to hypothetical and real situations, both at classroom level as in a real acute or critical health care facility. It will prepare the student to offer patients under acute and/or critical illness condition the highest quality nursing services.

NUR 3250 Nutrition Fundamentals

Two (2) credits 30 hours

Prerequisite: BIO 2203



Course that qualifies the professional nursing student to evaluate the role of nutrition in the vital processes of life that are inherent to the biological function, such as neoplastic degeneration and aging. It will qualify the student to make a diagnosis of the patient's nutritional state with the purpose of identifying situations or nutritional alterations that affect health and require professional's intervention. The nursing process is used to estimate, diagnose, plan, intervene and to evaluate the nutritional quality care of client, family and community.

NUR 3320 Infant, Child and Adolescent Care

Six (6) credits 120 hours: 60 hours theoretical 60 hours practicum

Prerequisite: NUR 1104, NUR1140, NUR 1304

The 60 hour theoretical course emphasizes the pediatric client's growth and development within family group and in different scenarios along stages of growth and development. Normal growth and development; and common health problems at diverse group and age levels, as well as the nursing professional's function in the conservation of the pediatric health are covered. The nursing process will be used as a tool to assess, diagnose, plan, intervene and evaluate the offered professional nursing care in the sixty (60) hours of clinical practice.

NUR 3340 Integral Focus in Mental Health

Five (5) credits 105 hours

Prerequisite: NUR 1001, NUR 1301, PSY 1101

Corequisite: LN 3340

This course of 4 hours focuses on the professional generalist nursing care to individuals and family with mental health problems or illness. Therapeutic communication aspects of prevention and intervention strategies for clients with mental conditions are discussed. Various theories and theoretical frames related to the origin and causes of mental illness and dysfunction are studied. These theories are incorporated to help the student understand his clients and their conditions. The client and family group are visualized as integral beings. The clinical practice consists of 60 hours.

NUR 3375 Management in Nursing

Three (3) credits 45 hours

Prerequisites: NUR 3320

This course introduces the student to leadership and management knowledge and skills necessary to determine nursing care, to collaborate effectively with other health professionals, and to coordinate interdisciplinary treatment for clients. At management level, the nursing student will be provided with the knowledge to allow for the implementation of high quality and integral care. Management theories, administrative, educational and leadership concepts that apply to the practice of nursing in Puerto Rico, USA and trans-culturally, will be discussed.

NUR 4395 Research in Nursing Two

(2) credits 30 hours Prerequisite:

STA 3207, PRO 1101

This course is designed to help students to understand the research process and, in particular, the application of research to the practice of Professional Nursing at a Bachelor's Degree level. The focus of nursing research is to generate fundamental knowledge to guide future nursing practice.

NUR 4410 Integral Care in Health Distress Situations I

Six (6) credits 120 hours: 60 hours theory, 60 hours of clinical practice

Prerequisite: NUR 3320, BIO 1202, NUR 1140

Corequisite: LN 4410

This 60 hours course qualifies the nursing student to intervene with people in the diverse stages of its adulthood in the process of acute or sudden illness. The stages of growth and development will be integrated in the nursing care plan of the individual and the family that is affected. The use of the nursing process and the development of strategies of promotion of the health will be used as basis for care. The individual will be visualized in an integral way.

Technology has a great impact in our time. Health programs currently incorporate the use of computers and software as tools that provide better visualization of the teaching concept. For this course, the clinical practice scenario will be hospital facilities of first, secondary and third level. Clinical practice consists of 60 hours.

NUR 4420 Integral Care in Health Distress Situations II

Six (6) credits 120 hours: 60 hours theory, 60 hours of clinical practice

Prerequisite: NUR 3230, NUR 4410

Corequisite: LN 4420

This 60 hour course prepares the nursing student nurse in the scientific principles, cognitive and analytic skills related with the integral critical care of the individuals along the process of life. Studying in depth the disorders that interfere with the normal functions of the human body. The learning focus is directed towards the promotion of health, prevention of illnesses, treatment and the person's rehabilitation until reaching a good level of integrated health. Students will learn to intervene with patients that do not rehabilitate completely and with their families in order to handle the situation in a positive manner. Diverse health conditions that affect the breathing, cardiovascular, neurological, gastrointestinal, genitourinary, Immunologic and musculo-skeletal systems will be studied. The learning of high skills of critical nursing handling of these conditions will be emphasized. This course introduces central concepts of integral care in critical patients, clinical disorders and nursing interventions of collaborative related with the studied conditions. Clinical practice consists of 60 hours in critical and intensive care scenarios.

The integral care of nursing is based on the nursing theories and in recent tendencies and investigations; always using the nursing process to value, diagnose, plan, intervene and to evaluate the integral care provided by the health professional assisting critically sick and in terminal condition patients.

PHY 1111 Physics for Electronics (with Laboratory)

Three (3) credits 60 hours

Prerequisite: None

This course develops knowledge of the electric field theory and skills in solution of related problems. It includes discussions of the forces produced by electrical charges distribution; the electric field; the electric potential at a point. Electrical energy is also discussed; electron mobility and electronic current. It also covers the magnetic and electromagnetic waves is discussed. An introduction is made to the theory of atomic and matter structure and its relation to solids. Laboratory is included in the course.

PRO 1101 Computer Operations

Three (3) credits 60 hours

Prerequisite: None



This course explains the basics of the operation and configuration of personal computers. Hardware description and software considerations are included as part of the introduction. The students are familiarized with CD and/or jump drive handling, formatting, storage, and retrieval. The course includes keyboarding and printer concepts. Work with Windows environment, word processing, electronic spreadsheet, presentations and the use of Internet.

PRO 1110 Computers and Information Systems

Three (3) credits 60 hours

Prerequisite: None

This course focuses on the applications of computers as a mean of information storage and retrieval. The basics of hardware components and their function in the data storage process and information handling. Exposure to inherent numeric systems to data representation like binary, hexadecimal and octal, to store text, images and music. Closed commercial systems versus the open source approach in data handling.

PRO 2212 System Analysis and Design

Three (3) credits 45 hours

Prerequisite: PRO 1101, PRO 1110



This course emphasizes problem definition techniques, the basic tools of systems design, system and program flowcharting methods, decision tables, job scheduling, forms design and project life cycle.

PRO 3320 Information Center and Data Processing Services Management

Three (3) credits 45 hours

Prerequisite: PRO 2212, BA 1313

This course emphasizes the planning, organization and control of information center and data processing services: project control methods, work scheduling and the coordination of work flow. It includes feasibility study. Emphasis is on hardware and software testing, selection and development techniques, fourth generation languages and applications generators, EDP personnel screening methods, cost estimating and budgeting, and auditing of data processing operations.

PRO 3410 Advanced Databases

Three (3) credits 60 hours

Prerequisite: SIC 2400

This course completes the database exposition for programmers. The application of concepts from previous courses like normalization, entity-relation identification and development of a database solution are revisited. Advanced concepts related to database administration, database security, database recovery, transaction auditing, distributed databases and data dictionary are also covered.

PRO 4385 Object Oriented Programming Using C++

Three (3) credits 60 hours

Prerequisite: SIC 1103, SIC 2400

This course presents the technical basis of object oriented programming using C++. The student will be exposed to the basics of programming: conditions, structures, functions, etc. Once the elements of basic programming are established, the students will be introduced to objects, classes, attributes and other topics in the area of object oriented programming.

PSY 1101 Introduction to Human Behavior I

Three (3) credits 45 hours

Prerequisite: None

The course is an introduction to the field. Basic psychological principles and methodology for the study and understanding of the discipline as a psycho-social science are considered. The general topics to be studied include social personal development, training and the nature of human personality, learning processes, motivation and emotion.

PSY 1102 Introduction to Human Behavior II

Three (3) credits 45 hours

Prerequisite: PSY 1101

The course is a continuation of the study of basic psychological principles and the understanding of this discipline as a social science. The themes to be studied include basic investigation methods in growth and human development. It studies human personality, his or her psychological conflicts and frustrations that affect him or her as individuals and as part of a group. It also studies the different individual marital conflicts, family and group therapeutic strategies. This course studies and analyzes topics in human and laboral conflicts, disorder situations of post-traumatic stress, as a result of collective natural disasters and disasters provoked by local and international terrorist situations. It also studies and develops different therapeutic alternatives, crisis intervention handling and other alternatives based on multiple treatment modalities.

PSY 2401 Space – Materials – Sensations

Two (2) credits 30 hours

Pre-requisite: DEC 1101, ART 1101

The course introduces the use of materials as an expression tool for the interior designer. It analyzes the diverse sensations produced by the use of different materials. Using this sensory experiences as a base, students are introduced to the field of Interior Design from a conceptual point of view.

SIC 1101 Web Page Development

Three (3) credits 60 hours

Prerequisite: PRO 1101

This course provides hands on experience for students to create and develop a web site using a web development tool. The student will learn to work with counters, tables, images, sounds, hyperlinks, etc.

SIC 1103 Programming Logic

Three (3) credits 60 hours

Prerequisite: PRO 1101

In this course the student is provided with the tools needed for the solution of problems, including algorithms, flowcharts, and structural diagrams like the IPO diagrams. This course is aimed at students with little or no experience with computers and servers as an introduction to the language courses.

SIC 2235 Python Programming

Three (3) credit 60 hours

Prerequisite: SIC 1103, PRO1110

This course will teach the basics of Python Programming. The student will be exposed to programming expressions, variables, conditionals, loops, lists, sets, dicts, functions, objects and exceptions.

SIC 2280 Computer Hardware and Troubleshooting

Three (3) credits 60 hours

Prerequisite: PRO 1101, PRO 1110

In this course the student will deal with the components of computer systems, concepts of internal computer architecture, fault tolerant, reliability and redundancy are also examined. After completing this course the student will have the knowledge to perform repairs on nearly all systems and components.111

SIC 2400 Databases Three

(3) credits 60 hours

Prerequisite: PRO 2212

In this course the student will deal with files and databases. They will learn the characteristics of the storage devices for direct access, modeling the information, data structures, and general view of data models, selection and acquisition of database management systems.

SIC 3102 Object Programming with Java

Three (3) credits 60 hours

Prerequisite: SIC1101, SIC1103

This is an object oriented programming experience using JAVA language. The student creates programs integrating variables, logic sequences and graphical interface construction using the available development tools. The student works with common syntax, logical and runtime error detection and correction.

SIC 3120 E-Commerce

Three (3) credits 60 hours

Prerequisite: SIC1101

Based on the importance of the Internet for business success, this course contains an explanation of the phases to transform a common local business to a globally presence electronic business thru the Internet. This includes webpage evaluation and website administration; web hosting concepts and their importance on e-business success are also included.

SIC 3375 Computer Communications and Networks

Three (3) credits 60 hours

Prerequisite: PRO 2212, SIC 2280

This course provides the fundamentals through which information can be processed in computerized systems. Type of communication, telecommunications and network systems are discussed and the effective interchange of information for businesses and the technologies used to transfer this information.

SIC 3395 Visual Programming with BASIC

Three (3) credits 60 hour

Prerequisite: SIC 1103, SIC 2400

With the advent of the graphical operating systems, the computer programming is also becoming graphical. The course is a bridge to the visual environment programming. It covers forms creation, coding modules, adding graphics, frames, buttons, text boxes, program compilation and setup for publishing.

SIC 4101 Seminar

Three (3) credits 45 hours

Prerequisite: SIC 4440

This course is an up-to-date information and concepts induction from industry experts. The student receives short seminars, provided by qualified professionals about new technology frontiers like IS auditing and forensics; the use of expert systems and artificial intelligence; robotics; disaster/recovery plans and security implementation in computer facilities; computers and fraud; new techniques to avoid computer hackers, spyware, and virus manipulation; the most recent advances in software and hardware; local and federal legislation about the use and manipulation of computers and telecommunications equipment; data recovery procedures and other recent technology issues.

SIC 4390 Advanced Networking Systems

Three (3) credits 60 hours

Prerequisite: SIC 3375

This course is for students who hope to have some kind of responsibilities in information communications. As a programmer or analyst that might possibly have a role in data communications. This course is of great importance and pertinence to a technological wave that has revolutionized the communication industry: Web, Internet and Intranet. The themes include d are: WAN (Wide Area Networks), traditional and high speed; LAN (Local Area Networks), including high speed LAN and wireless. Also application and administrative problems are included.

SIC 4440 Advanced System Analysis and Design

Three (3) credits 45 hours

Prerequisite: PRO 4385, PRO 3410, SIC 3395

This course is the continuation of the Systems Analysis and Design course. The topics that are emphasized include clear documentation for the maintenance of technical programs for efficient programming and the development of files and data bases. It also includes the need to adhere to the standards of programming. The course will consist of a group of programming standards that the students must follow. Finally, the student will develop a proposal with a complete analysis, which will lead to the posterior preparation of a computerized application.

SIC 4460 System Development Project

Four (4) credits 90 hours

Prerequisite: SIC 4440

This is a special implementation project required of the Bachelor's Degree in Computer Programming candidates only. It includes all steps required in the planning, designing, programming, testing, and production phases of a comprehensive systems application.

SIID 1101 Creative Image Concepts

Three (3) credits 60 hours

Prerequisite: None

The course explains the theory concepts behind the creation of an image. This course emphasizes the knowledge of the necessary visual elements for the conceptual and creative development. It presents the principles of good design for the planning and organizing of graphic image.

Prerequisite: None

SIID 2102 Image Design "Vectors"

Three (3) credits 60 hours

Prerequisite: SIID 1101

This course includes the theory and practice of technical and creative processes in developing digital images through vectors. Emphasis is also given to the planning and organizing of the necessary visual elements for conceptual and creative development of graphic and digital image.

SIID 3103 Image Design "Bitmaps"

Three (3) credits 60 hours

Prerequisite: SIID 1101

This course focuses on the theory and practice of the creative and technical processes to develop digital images through the use of "bitmaps". It emphasizes the planning and organizing of visual elements needed for the development of graphic and photographic images.

SIID 3104 Typographic Composition

Three (3) credits 60 hours

Prerequisite: SIID 2102

This course offers advanced study and practice of characters or typographic elements of digital images. It traces back from the evolution of human writing up to the creation of sources, families and typographic styles.

SIID 3201 Basic Digital Diagramming

Three (3) credits 60 hours Prerequisite:

SIID 3103, 3104

This course focuses on the study and practice of digital processes to design and diagram publications and graphic image installation. It also contains the use of graphic components on vector and bitmap formats imported as links for all types of publications. The course includes the creation of digital sketches with the typographic digital performance.

SIID 3301 Design for Multimedia

Three (3) credits 60 hours

Prerequisite: SIID 3103, SIID 3104

This course offers advanced study and practice on digital processes to design and diagram presentations in animation and transition that will allow student designers interactive products. It emphasizes the creation of presentations with visual and graphics effects in motion, for the multimedia, videos and films.

SIID 3302 Design for Web I

Three (3) credits 60 hours

Prerequisite: SIID 3301, 4304

This course offers the study and practice of digital processes to be able to design and diagram with audiovisual effects and graphs in motion for the cybernetics network.

SIID 4201 Advanced Digital Diagramming

Three (3) credits 60 hours

Prerequisite: SIID 3201

This course offers the study and practice of digital processes to design and diagram publications and graphic image assembly graphic. Components in Vector and Bitmap format will be used as links for all types of publications. Also, the designers will create digital sketches on digital typography.

SIID 4303 Design for Web II Three

(3) credits 60 hours Prerequisite:

SIID 3302, SIID 4304

This course offers intermediate study and practice on digital processes, to design and diagram with audiovisual effects and graphs in motion, for the cybernetics network.

SIID 4304 Design for Web III

Three (3) credits 60 hours

Prerequisite: SIID 3201

This course offers advanced study and practice of digital processes, to be able to design and diagram audiovisual effects and graphs in motion, for the cybernetics network.

SIID 4401 Digital Image Portfolio

Three (3) credits 60 hours

Prerequisite: SIID 3302, 4201, 4303

This course will facilitate the planning and organizing of projects carried out in office systems program courses specializing in digital images. In this course, the student will organize a collection of the best projects to create a professional portfolio and present it at a job interview. This portfolio will be prepared in digital format for the printed medium, multimedia and the cybernetics network.

SIR 2240 Network Operating Systems

Three (3) credits 60 hours

Prerequisite: PRO1101, 1110

In this course the student will be taught about the principal operating systems used by the following components: PC, server and active hardware interconnected in networks.

SIR 3290 Network Monitoring and Troubleshooting Tools

Three (3) credits 60 hours

Prerequisite: SIC 3375, SIR 2240

In this course the student will be taught the use of the tools, equipment and specialized software to work in the integration, maintenance and troubleshooting of computerized systems connected to the network under the "Telecommunications Industries Associations" TIA, the "Electronics Industries Association" EIA and the "Internet Computer Security Association" ICSA. These constitute solutions for structured cabling; namely two areas: copper and fiber optics, and wireless used in industries, institutions and government agencies.

SIR 3500 Network Security I

Three (3) credits 60 hours

Prerequisite: SIC 4390, SIR 3290

This is the first of two courses on security to teach the student on the standards of the "Internet Computer Security Association" ICSA. These are the standards for the definitions, theory, models, concepts and security solutions in computerized systems adopted by public and private concerns and government agencies. The security topics included are: antivirus, "PC firewall", cryptography and content screening for Internet.

SIR 4760 IP Routing

Three (3) credits 60 hours

Prerequisite: SIC 4390, SIR 3290

In this course the student will learn to configure IP routings in diverse scenarios such as: routing between active components, servers, stations and printers in a Local Area Network, routing between a Local Area Network and Internet, routing between a Local Area Network and a Wide Area Network and routing between Wide Area Networks.

SIR 4770 Network Security II

Three (3) credits 60 hours

Prerequisite: SIR 3500, 4760

This is the second of two courses on security to teach the student on the standards of the "Internet Computer Security Association" ICSA. These are the standards for the definitions, theory, models, concepts and security solutions in computerized systems adopted by public and private concerns and government agencies. The security topics included are: Antivirus, Firewalls, IPSec, Detection of Intruders, SSL-TLS, WLAN.

SIR 4780 Project / Practicum

Three (3) credits 60 hours

Prerequisite: SIR 3500, 4760

In this course the student will have the opportunity to practice in firms and government agencies specifically in projects and/or work areas with computerized systems interconnected by networks.

SOC 1101 Social Sciences I

Three (3) credits 45 hours

Prerequisite: None



This course relates to the student with three thematic areas of the field of human knowledge: Anthropology, Sociology and Psychology, including the origin and development of each discipline as an aid to understanding the social processes and the rationale for these disciplines in the modern world.

SOC 1102 Social Sciences II

Three (3) credits 45 hours

Prerequisite: SOC 1101



This course is composed of three strands in the development of the field of Social Sciences: Political Science, Economics and Geography, and Environment. It studies the development of modern concepts in the social sciences to gain an overview of the various economic and political systems, ideologies and social problems of international relations in today's world.

SPA 0100 Fundamentals of Spanish

Three (3) credits 45 hours

Prerequisite: None

This course is designed for students, which need additional help in Spanish before starting the "Basic Spanish I (SPA 1101)" course offered at the Institution, based on the Placement Test results. Grammar skills are emphasized.

SPA 1101 Spanish I

Three (3) credits 45 hours

Prerequisite: Approved placement examination or CEEB test



The course includes the study of the principles of spelling, language and grammar. Its purpose is to strengthen communication skills, oral and written, through the study of semantic aspects and morpho-syntactic Spanish.

SPA 1102 Spanish II Three

(3) credits 45 hours

Prerequisite: SPA 1101



This course is designed as a continuation of SPA 1101 course, as it is required for all students from various programs of the Institution. The course focuses in the study of major literary genres (poetry, short stories, essays and drama) and the creative process of these works.

SPA 3201 Business Spanish I

Three (3) credits 45 hours

Prerequisite: SPA 1102

This course is structured for academic programs in the School of Administration. Basic principles of grammar, necessary for effective business communication and theoretical writing and speaking, are emphasized. This course is required for students of Business and Office Administration Programs .

SPA 3202 Business Spanish II

Three (3) credits 45 hours

Prerequisite: SPA 3201

This course focuses on business communication and writing styles, including various types of administrative correspondence. The student is expected to analyze the structures and identify the key features of business documents.

STA 3207 Statistics I Three

(3) credits 45 hours

Prerequisite: MAT 2301



This course consists of the most essential topics dealt in descriptive and probabilistic statistics. The first of the three divisions which comprise the course introduces the basic concepts of investigation and the application of the scientific method in relation to specific interest related to business and health. The second is about the recollection, presentation and description of data and the last is about basic probability and normal probability distribution.

STA 4208 Statistics II Three

(3) credits 45 hours

Prerequisite: STA 3207

Topics of probability and sampling will be given special emphasis using median, proportional and universal population as well as designed sampling. Another unit will deal with statistical interference of estimations emphasizing Z, T, and F tests. Finally, nonparametric tests will be discussed, especially Chi square.

TAS 1101 Introduction to Physical Therapy

Three (3) credits 45 hours

Prerequisite: None

In this course the field of Physical Therapy will be defined as part of the health related professions, history, contribution and development in Puerto Rico, laws that govern its practice, functions of the of the Physical Therapist Assistant and the Physical Therapist, medical terminology, professional ethics, principles of organization and administration, principles of communication and interpersonal relations.

TAS 1103 Kinesiology

Four (4) credits 45 hours of theory; 30 hours of laboratory

Prerequisite: BIO -1201

In this course the students will apply their knowledge on the anatomy of the human body in terms of functioning of the body and the pathologies because of the loss of movement. Corporal mechanics will be emphasized, movement planes and axles of the articulations and the relationship to the body in space. Anatomical areas are divided into: upper and lower extremities, head and torso.

TAS 1105 Physical Dysfunction

Three (3) credits 60hours

Prerequisite: BIO 1202, TAS 1103

This course presents the students diverse pathologies with emphasis on the muscle-skeletal and cardiac-pulmonary systems, as well as vascular complications in the extremities. Pathological processes, treatment options, prognosis and potential for recuperation will be discussed

TAS 1110 Hospital Techniques in Physical Therapy

Two (2) credits 15 hours of theory; 30 hours of laboratory

Prerequisite: None

This course prepares the students of the Associate Degree in Physical Therapy Technology Program in the development of skills using aseptic techniques as established by the Center for the Control of Diseases (CDC) and the regulations of the Occupational Safety and Health Administration (OSHA), management of vital signs, verification of the skin integrity, identification of sensorial deficit, use of the appropriate corporal mechanics and the use of the bed positioning techniques and patient transfer. It will also capacitate the student in the management of the patient/client privacy as provided in HIPAA Law (*Health Insurance Portability and Accountability Act*). The student will develop the skills in the application of the procedures by means of lectures and laboratories.

TAS 1113 Thermal Therapy and Electrical Therapy

Four (4) credits 45 hours of theory; 30 hours of laboratory

Prerequisite: None

This course will capacitate the students of the Associate Degree in Physical Therapy Technology with theoretical and practical knowledge related to the areas of pain management and wound care. This includes the clinical use of five modalities/physical agents and electrotherapy, their indications and counter indications. The student will develop the skills in the application of the procedures by means of lectures and laboratories.

TAS 2202 Therapeutic Massage

Three (3) credits 30 hours of theory; 30 hours of laboratory

Prerequisite: BIO 1201*, TAS 1101

This course will capacitate students with theoretical and practical knowledge related to therapeutic massage as a treatment modality in Physical Therapy. The student will learn about the historical evolution of massage, its effects, indications, counter indications and precautions relating to its utilization. The student will develop the application skills for the diverse massage techniques in various anatomical regions. This course will be divided in theoretical sessions and practical sessions.

TAS 2205 Therapeutic Exercises

Four (4) credits 30 hours of theory; 30 hours of laboratory

Prerequisite: TAS 1103, TAS 2211, TAS 2202

This course introduces the students into the management of the patient/client in the therapeutic exercises program. The student will learn the diverse types of exercises depending on the need and physical condition of each patient. Includes laboratory period.

TAS 2207 Psychology of Sickness in Physical Therapy

Three (3) credits 45 hours

Prerequisite: PSY 1101, TAS 1105

This course is designed to educate students about the stages and the process the patient goes through when diagnosed with a physical condition that incapacitates and how the attending health professional deals directly with the patient/client.

TAS 2209 Introduction to Clinical Practice in Physical Therapy

Two (2) credits 15 hours of theory; 60 hours of laboratory

Prerequisite: TAS 1101, TAS 1110, TAS 1113, BIO 1201*

In this course students are exposed to the management of patients, the security measures and the establishment of the communication dynamics between the patient and the therapist. This will help students in the integration of the concepts previously studied by the analysis of clinical cases and the treatment plans. All the techniques utilized by the student are applied under the direct supervision of a Licensed Physical Therapist in accordance with Law 114. Student performances will be dictated by the norms established in HIPAA Law (*Health Insurance Portability and Accountability Act*). The course requires 60 hours of clinical laboratory and a 15 hours seminar where the professor integrates practical experience and theory.

TAS 2211 Clinical Practice I (Internship)

Two (2) credits 30 hours of theory; 200 hours of clinical practice

Prerequisite: TAS 1103, TAS 2202, TAS 2209, BIO 1201*

This course includes a supervised clinical experience where the student will attend a duly accredited institution that provides physical therapy services. He/She will observe and apply diverse treatment modalities studied to patients/clients from the diverse clinical practice centers under the direct supervision of the Physical Therapist in accordance of Law 114. Student performances will be dictated by the norms established in HIPAA Law (*Health Insurance Portability and Accountability Act*). The course requires 200 hours of clinical laboratory and a 30 hours seminar where the professor integrates practical experience and theory.

TAS 2213 Application of Physical Therapy to Physical Dysfunction**Four (4) credits 45 hours of theory; 30 hours of laboratory****Prerequisite: TAS 1105 TAS 2205**

This course will cover the diverse pathologies that affect the motor and neurological functions of the patient, the limitations in daily living (dysfunctional extension that limits him) his potential for rehabilitation in Physical Therapy and the treatment that each condition merits. The diverse techniques utilized in accordance with the condition of the patient are practiced in the course laboratory periods. The techniques utilized by the student are applied under the supervision of a Licensed Physical Therapist as provided by Law 114.

TAS 2216 Patient Management for Daily Living**Three (3) credits 45 hours of theory; 15 hours of laboratory****Prerequisite: TAS 1105 TAS 2205**

In this course the students will learn to manage the patient during their daily living activities, bed mobility, ambulating with diverse orthotic, prosthetic and assistive, equipment necessary for the functioning of the impeded. The student will play the role of the patient and its physical limitations to move in his environment so as to determine the need for adaptations and the elimination of architectural barriers in our streets, commercial centers and in our communities. The techniques utilized by the student are applied under the direct supervision of the Physical Therapist in accordance of Law 114.

TAS 2312 Clinical Practice II (Internship)**Two (2) credits 30 hours of theory; 200 hours of clinical practice****Prerequisite: TAS 2207, TAS 2211, TAS 2213, TAS2216**

In this course the student will be able to integrate the theoretical concepts with the clinical practice, improving the administration of the treatment of the patient/client from an integral perspective, applying the modalities and the therapeutic exercises and restoring functionality in his mobility during daily living activities. The techniques utilized by the student are applied under the supervision of a Licensed Physical Therapist as provided by Law 114. Student performances will be dictated by the norms established in HIPAA Law (*Health Insurance Portability and Accountability Act*). The course requires 200 hours of clinical laboratory and a 30 hours seminar where the professor integrates practical experience and theory.

VUE 1101 Successful University Life**Three (3) credits 45 hours****Prerequisites: None**

The course provides skills designed to develop students' personal and academic skills.

It emphasizes teamwork, research, communication, decision making, critical thinking, time management, study habits, information literacy, tolerance and self-esteem. The course approach is aimed to develop their strengths and learning styles to successfully deal with university life.



Grievance Procedure

Grievance Procedure

It is our Institutional Policy that any grievance should comply with a due process to guarantee fundamental individual rights. Students may submit grievances regarding faculty, administrative personnel and fellow students.

The following procedures will be observed:

1. Any grievance will be submitted in a written and signed document to the Students Dean or the President's Office.
2. The appropriate official will appoint a committee of at least five (5) members to whom the grievance will be referred for investigation, procedure and resolution.
3. The committee will notify all involved parts given the counterpart ten (10) days to reply.
4. Past due the days for reply, the committee will schedule a hearing within no longer than ten (10) days.
5. The grievance will be considered subjected to the committee when:
 - a) a written reply was received and a hearing was held
 - b) a written reply was not received, but an oral reply was made at a hearing
 - c) the counterpart did not reply nor attended the hearing, but the part with interest was formerly cross interrogated
 - d) a reasonable analysis and corroboration was made
6. The judgment of the committee should be based on the following general principles:
 - a) burden of the proof
 - b) preponderance of the proof
 - c) reasonable doubtThe proof could be direct or circumstantial, but never proof by reference should be accepted.
7. Within five (5) days after the hearing, the committee will make a written report with a recommendation of judgment to the appropriate official
8. A resolution of judgment will be released by the appropriate official, notifying the parts.
9. The judgment can be reviewed or reconsidered within ten (10) days of its notification on written petition to the appropriate official.

The student may notify his/her dissatisfaction, if he/she desires to the following addresses:

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Tel. (215) 662-5606.

Puerto Rico Council of Education
P.O.Box 1900
San Juan, PR. 00918
Tel. (787) 641-7100

Academic Calendar

2014-2014



**REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2014**

2 September	Classes begin
2 - 6 September	Period for changes to the official program and late registration
12 September	Last day for withdrawals with 90% tuition refund
13 September	Last day to file the No Show Report
15 – 27 September	Programs Assessment – Core Courses
11 October	Last day to file the Disappearing Students Report
13 October	Columbus Day No Classes
3 November	Opens registration period for the January 2015 semester
6 November	Last day for total withdrawals with tuition refund
11 November	Veterans Day No Classes
19 November	Discovery of Puerto Rico Day No Classes
17 – 26 November	Program Assessment – Benchmark Courses
27 - 29 November	Thanksgiving Academic Recess No Classes
13 December	Last day of classes Last day for withdrawals Last day for removing incompletes
15 – 20 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – January, 20, 2015	

ADULTS MODALITY / GRADUATE / MAGAE
 AUGUST - OCTOBER
 2014

11 August	Classes begin
11 - 16 August	Period for changes to the official program and late registration
16 August	Last day for withdrawals with 90% tuition refund
23 August	Last day to file the No Show Report
1 September	Labor Day Classes will convene
6 September	Last day to file the Disappearing Students Report
16 September	Last day for total withdrawals with tuition refund
29 September – 4 October	Programs Assessment – Benchmark Courses
4 October	Last day of classes Last day for withdrawals Last day for removing incompletes
6 - 11 October	Final exams week
15 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE
 OCTOBER - DECEMBER
 2014

20 October	Classes begin
20 - 25 October	Period for changes to the official program and late registration
25 October	Last day for withdrawals with 90% tuition refund
1 November	Last day to file the No Show Report
3 November	Opens registration period for the January 2015 semester
11 November	Veterans Day Classes will convene
15 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
25 November	Last day for total withdrawals with tuition refund
27 - 29 November	Thanksgiving Academic Recess No Classes
8 al 13 December	Programs Assessment – Benchmark Courses

13 December	Last day of classes Last day for withdrawals Last day for removing incompletes
15 - 20 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester January, 12, 2015	

REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
 JANUARY - MAY
 2015

20 January	Classes begin
20 - 24 January	Period for changes to the official program and late registration
30 January	Last day for withdrawals with 90% tuition refund
31 January	Last day to file the No Show Report
16 February	Presidents Day No Classes
28 February	Last day to file the Disappearing Students Report
23 March	Emancipation Day No Classes
26 March	Last day for total withdrawals with tuition refund
2 - 4 April	Holy Week Academic Recess
6 - 18 April	Programs Assessment – Benchmark Courses
13 April	Opens registration period for Summer and September 2015 semesters
20 April	José De Diego Day No Classes
2 May	Last day of classes Last day for withdrawals Last day for removing incompletes
4 - 9 May	Final exams week
13 May	Last day for the faculty to submit final grades report to the Registrar's Office
12 June	Last day to apply for graduation
Start of next semester May, 18, 2015	

**ADULT MODALITY / GRADUATE /
MAGAE
JANUARY - MARCH
2015**

12 January	Classes begin (Eugenio María De Hostos Day)
12 - 17 January	Period for changes to the official program and late registration
17 January	Last day for withdrawals with 90% tuition refund
19 January	Martin Luther King Day Classes will convene
24 January	Last day to file the No Show Report
7 February	Last day to file the Disappearing Students Report

16 February	Presidents Day Classes will convene
17 February	Last day for total withdrawals with tuition refund
2 - 7 March	Programs Assessment – Benchmark Courses
7 March	Last day of classes Last day for withdrawals Last day for removing incompletes
9 - 14 March	Final exams week
18 March	Last day for the faculty to submit final grades report to the Registrar's Office

**ADULTS MODALITY / GRADUATE / MAGAE
MARCH - MAY 2015**

23 March	Classes begin
23 - 28 March	Period for changes to the official program and late registration
28 March	Last day for withdrawals with 90% tuition refund
1 April	Last day to file the No Show Report
2 - 4 April	Holy Week Academic Recess No Classes
13 April	Opens registration period for the Summer and September 2015 semesters
18 April	Last day to file the Disappearing Students Report
20 April	Jose De Diego Day Classes will convene
28 April	Last day for total withdrawals with tuition refund
11 - 16 May	Programs Assessment – Benchmark Courses
16 May	Last day of classes Last day for withdrawals Last day for removing incompletes
18 - 23 May	Final exams week
27 May	Last day for the faculty to submit final grades report to the Registrar's Office
12 June	Last day to apply for graduation
Start of next semester June, 1, 2015	

**REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
MAY – JULY
2015**

18 May	Classes begin
18 - 23 May	Period for changes to the official program and late registration
23 May	Last day for withdrawals with 90% tuition refund
25 May	Remembrance Day No Classes
30 May	Last day to file the No Show Report
12 June	Last day to apply for graduation
20 June	Last day to file the Disappearing Students Report
27 June	Last day for total withdrawals with tuition refund
4 July	Independence Day EE.UU. No Classes
6 - 18 July	Programs Assessment – Benchmark Courses
18 July	Last day of classes Last day for withdrawals Last day for removing incompletes
20 July	Luis Muñoz Rivera Day No Classes
20 - 25 July	Final exams week
25 July	Puerto Rico Constitution Day No Classes
29 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester September, 1, 2015	

**ADULTS MODALITY / GRADUATE / MAGAE
SUMMER
JUNE - AUGUST 2015**

1 June	Classes begin
1 - 6 June	Period for changes to the official program and late registration
6 June	Last day for withdrawals with 90% tuition refund
12 June	Last day to apply for graduation
13 June	Last day to file the No Show Report
27 June	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. Classes will convene
7 July	Last day for total withdrawals with tuition refund
20 July	Luis Muñoz Rivera's Birth Day Classes will convene
20 - 25 July	Programs Assessment – Benchmark Courses
25 July	Puerto Rico Constitution Day Classes will convene
25 July	Last day of classes Last day for withdrawals Last day for removing incompletes
27 July	José Celso Barbosa Day Classes will convene
27 July -2 August	Final exams week
5 August	Last day for the faculty to submit final grades report to the Registrar's Office

**SPECIAL
SUMMER
JUNE - JULY
2015**

1 June	Classes begin
1 - 6 June	Period for changes to the official program and late registration
6 June	Last day for withdrawals with 90% tuition refund
13 June	Last day to file the No Show Report
15 - 20 June	Programs Assessment – Core Competencies
27 June	Last day to file the Disappearing Students Report
3 July	Last day for total withdrawals with tuition refund
4 July	Independence Day EE.UU. No Classes
18 July	Last day of classes Last day for total withdrawals with tuition refund
20 July	Luis Muñoz Rivera's Birth Day No Classes
21 – 24 July	Final exams week
25 July	Puerto Rico Constitution Day No Classes
29 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program September, 1, 2015	

**REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2015**

1 September	Classes begin
1 - 5 September	Period for changes to the official program and late registration
7 September	Labor Day No Classes
11 September	Last day for withdrawals with 90% tuition refund
12 September	Last day to file the No Show Report
14 – 26 September	Programs Assessment – Core Competencies
10 October	Last day to file the Disappearing Students Report
12 October	Columbus Day No Classes
2 November	Opens registration period for the January 2016 semester
5 November	Last day for total withdrawals with tuition refund
11 November	Veterans Day No Classes
19 November	Discovery of Puerto Rico Day No Classes
16 – 25 November	Program Assessment – Benchmark Courses

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26 - 28 November	Thanksgiving Academic Recess No Classes
12 December	Last day of classes Last day for withdrawals Last day for removing incompletes
14 – 19 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – January, 19, 2016	

ADULTS MODALITY / GRADUATE / MAGAE AUGUST – OCTOBER 2015

10 August	Classes begin
10 - 15 August	Period for changes to the official program and late registration
15 August	Last day for withdrawals with 90% tuition refund
22 August	Last day to file the No Show Report
5 September	Last day to file the Disappearing Students Report
7 September	Labor Day Classes will convene
15 September	Last day for total withdrawals with tuition refund
28 September – 3 October	Programs Assessment – Benchmark Courses
3 October	Last day of classes Last day for withdrawals Last day for removing incompletes
5 – 10 October	Final exams week
14 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE OCTOBER - DECEMBER 2015

19 October	Classes begin
19 - 24 October	Period for changes to the official program and late registration
24 October	Last day for withdrawals with 90% tuition refund
31 October	Last day to file the No Show Report
2 - 7 November	Registration period for the January 2016 semester
11 November	Veterans Day Classes will convene
14 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
24 November	Last day for total withdrawals with tuition refund

26 - 28 November	Thanksgiving Academic Recess No Classes
7 al 12 December	Programs Assessment – Benchmark Courses
12 December	Last day of classes Last day for withdrawals Last day for removing incompletes
14 - 19 December	Final exams week
23 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Adults Modality / Graduate / MAGAE January, 11, 2016	

**REGULAR
PROGRAM/
MASTER DEGREE IN NATUROPATHIC SCIENCE
JANUARY - MAY
2016**

19 January	Classes begin
19 - 23 January	Period for changes to the official program and late registration
29 January	Last day for withdrawals with 90% tuition refund
30 January	Last day to file the No Show Report
15 February	Presidents Day No Classes
27 February	Last day to file the Disappearing Students Report
22 March	Emancipation Day No Classes
24 March	Last day for total withdrawals with tuition refund
24 - 26 March	Holy Week Academic Recess No Classes
4 - 16 April	Programs Assessment – Benchmark Courses
4 April	Opens registration period for Summer and September 2015 semesters
18 April	José De Diego Day No Classes
30 April	Last day of classes Last day for withdrawals Last day for removing incompletes
2 - 7 May	Final exams week
11 May	Last day for the faculty to submit final grades report to the Registrar's Office
11 June	Last day to apply for graduation
Start of next semester - Regular Program May, 16, 2016	

**ADULT MODALITY / GRADUATE /
MAGAE
JANUARY - MARCH
2016**

11 January	Classes begin (Eugenio María De Hostos Day)
11 - 16 January	Period for changes to the official program and late registration
16 January	Last day for withdrawals with 90% tuition refund
18 January	Martin Luther King Day Classes will convene
23 January	Last day to file the No Show Report
6 February	Last day to file the Disappearing Students Report

15 February	Presidents Day Classes will convene
16 February	Last day for total withdrawals with tuition refund
29 February - 5 March	Programs Assessment – Benchmark Courses
5 March	Last day of classes Last day for withdrawals Last day for removing incompletes
7 - 12 March	Final exams week
16 March	Last day for the faculty to submit final grades report to the Registrar's Office

**ADULTS MODALITY / GRADUATE / MAGAE
MARCH - MAY 2016**

21 March	Classes begin
22 March	Abolition Day Classes will convene
21 - 23 March	Period for changes to the official program and late registration
24 - 26 March	Holy Week Academic Recess No Classes
26 March	Last day for withdrawals with 90% tuition refund
2 April	Last day to file the No Show Report
4 April	Opens registration period for the Summer and September 2015 semesters
16 April	Last day to file the Disappearing Students Report
18 April	Jose De Diego Day Classes will convene
26 April	Last day for total withdrawals with tuition refund
9 - 14 May	Programs Assessment – Benchmark Courses
14 May	Last day of classes Last day for withdrawals Last day for removing incompletes
16 - 21 May	Final exams week

25 May	Last day for the faculty to submit final grades report to the Registrar's Office
11 June	Last day to apply for graduation
Start of next semester - Adult Modality / Graduate / MAGAE May, 30, 2016	

**REGULAR
PROGRAM/
MASTER DEGREE IN NATUROPATHIC SCIENCE
MAY – JULY
2016**

16 May	Classes begin
16 May – 21 May	Period for changes to the official program and late registration
22 May	Last day for withdrawals with 90% tuition refund
28 May	Last day to file the No Show Report
30 Mayo	Remembrance Day No Classes
10 June	Last day to apply for graduation
18 June	Last day to file the Disappearing Students Report
25 June	Last day for total withdrawals with tuition refund
4 July	Independence Day EE.UU. No Classes
4 - 16 July	Programs Assessment – Benchmark Courses
16 July	Last day of classes Last day for withdrawals Last day for removing incompletes
18 July	Luis Muñoz Rivera Day No Classes
19 – 23 July	Final exams week
27 July	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program September, 1, 2016	

ADULTS MODALITY / GRADUATE / MAGAE

**SUMMER
MAY – JULY
2016**

30 May	Classes begin Remembrance Day Classes will convene
30 May – 4 June	Period for changes to the official program and late registration
4 June	Last day for withdrawals with 90% tuition refund
10 June	Last day to apply for graduation
11 June	Last day to file the No Show Report
25 June	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. Classes will convene
5 July	Last day for total withdrawals with tuition refund
18 July	Luis Muñoz Rivera Day Classes will convene
18 - 23 July	Programs Assessment – Benchmark Courses
23 July	Last day of classes Last day for withdrawals Last day for removing incompletes
25 – 30 July	Final exams week
25 July	Puerto Rico Constitution Day Classes will convene
27 July	Jose Celso Barbosa Day Classes will convene
3 August	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program August, 8, 2016	

**SPECIAL
SUMMER
JUNE - JULY
2016**

6 June	Classes begin
6 - 11 June	Period for changes to the official program and late registration
11 June	Last day for withdrawals with 90% tuition refund
18 June	Last day to file the No Show Report
20 - 25 June	Programs Assessment – Core Competencies
2 July	Last day to file the Disappearing Students Report
4 July	Independence Day EE.UU. No Classes
8 July	Last day for total withdrawals with tuition refund
18 July	Luis Muñoz Rivera's Birth Day No Classes
23 July	Last day of classes Last day for withdrawals Last day for removing incompletes
25 – 30 July	Final exams week
25 July	Puerto Rico Constitution Day No Classes
27 July	Jose Celso Barbosa Day Classes will convene
3 August	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Regular Program September, 1, 2016	

**REGULAR PROGRAM /
MASTER DEGREE IN NATUROPATHIC SCIENCE
SEPTEMBER- DECEMBER 2016**

1 September	Classes begin
1 - 3 September	Period for changes to the official program and late registration
5 September	Labor Day No Classes
10 September	Last day for withdrawals with 90% tuition refund
10 September	Last day to file the No Show Report
12 – 24 September	Programs Assessment – Core Competencies
8 October	Last day to file the Disappearing Students Report
12 October	Columbus Day No Classes
1 November	Opens registration period for the January 2017 semester
4 November	Last day for total withdrawals with tuition refund
11 November	Veterans Day No Classes

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19 November	Discovery of Puerto Rico Day No Classes
14 – 23 November	Program Assessment – Benchmark Courses
24 - 26 November	Thanksgiving Academic Recess No Classes
10 December	Last day of classes Last day for withdrawals Last day for removing incompletes
12 – 17 December	Final exams week
21 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester – January, 17, 2017	

ADULTS MODALITY / GRADUATE / MAGAE AUGUST – OCTOBER 2016

8 August	Classes begin
8 - 13 August	Period for changes to the official program and late registration
14 August	Last day for withdrawals with 90% tuition refund
20 August	Last day to file the No Show Report
3 September	Last day to file the Disappearing Students Report
5 September	Labor Day Classes will convene
13 September	Last day for total withdrawals with tuition refund
26 September – 1 October	Programs Assessment – Benchmark Courses
1 October	Last day of classes Last day for withdrawals Last day for removing incompletes
3 – 8 October	Final exams week
13 October	Last day for the faculty to submit final grades report to the Registrar's Office

ADULTS MODALITY / GRADUATE / MAGAE

OCTOBER - DECEMBER 2016

17 October	Classes begin
17 - 22 October	Period for changes to the official program and late registration
23 October	Last day for withdrawals with 90% tuition refund
29 October	Last day to file the No Show Report
1 November	Opens registration period for the January 2017 semester
11 November	Veterans Day Classes will convene
12 November	Last day to file the Disappearing Students Report
19 November	Discovery of Puerto Rico Day Classes will convene
22 November	Last day for total withdrawals with tuition refund
24 - 26 November	Thanksgiving Academic Recess No Classes
5 al 10 December	Programs Assessment – Benchmark Courses
10 December	Last day of classes Last day for withdrawals Last day for removing incompletes
12 - 17 December	Final exams week
21 December	Last day for the faculty to submit final grades report to the Registrar's Office
Start of next semester - Adults Modality / Graduate / MAGAE January, 10, 2017	