Undergraduate Catalog

2018 – 2022

Revised July 3, 2019

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

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

Humacao Branch Campus
4 & 6 Antonio López Street
Humacao, PR
(787) 719-2236

Manati Branch Campus
52 McKinley Street, Cotto Norte Ward
Manati, PR
(787) 621-3652

Villalba Branch Campus
149 Street, Km. 54.02, Villalba Arriba
Villalba, PR
(787) 588-0003

EDP UNIVERSITY OF PUERTO RICO
1969
Non-Discrimination Clause

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Message from the President

We, at EDP University of Puerto Rico, have been committed for over 49 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 Sebastian, situated in the western side of the island. Three (3) Branch Campuses are located at the Municipalities of Manati, Humacao, and Villalba. The Institution offers a variety of academic programs within the fields of Technology, Administration, Arts, Science, Criminal Justice and Health.

EDP University of Puerto Rico, Inc. is licensed by The Puerto Rico Council of Education. Furthermore, the Institution is accredited by the Middle States Commission on Higher Education, to award Associate, Bachelor’s, and Master’s Degrees. EDP University also holds the Accreditations Commission for Education in Nursing (ACEN) accreditation for the Associate Degree in Nursing in Hato Rey, San Sebastian, Manati, Humacao, and Villalba.


The San Sebastian Campus offers Associate Degrees in Information Technology, Medical Emergencies Technology, Nursing, Pharmacy Technician, Physical Therapy Technology, Criminal Justice, Executive Protection and Security, Health Billing and Codification, Digital Fashion Design, and Interior Design and Decoration; Bachelor’s Degrees in Information Technology Science with majors in Programming and Networks, Science of Criminal Justice with a major in Forensic Sciences, Science major in Nursing and Natural Sciences.

The Humacao Branch Campus offers Associate Degrees in Information Technology, Nursing, Physical Therapy Technology, and Digital Fashion Design, and a Bachelor’s Degree in Science of
The Manati Branch Campus offers Associate Degrees in Information Technology, Nursing, Physical Therapy Technology, and Digital Fashion Design, and a Bachelor’s Degree in Science of Nursing.

The Villalba Branch Campus offers Associate Degrees in Information Technology, Business Administration, Nursing, and Criminal Justice. Bachelor’s Degrees in: Business Administration with a major in Accounting, and Science of Nursing.

The Institution provides student funding through the following agencies:

- United States Department of Education
- State Vocational Rehabilitation Agency
- WIAO (Workforce Investment Act) San Juan Office
- WIAO (Workforce Investment Act) Carolina Office
- Department of Veterans Affairs Vocational Rehabilitation
- Reserve Officers Training Corps (ROTC)
- Americorps

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 of Certified Fraud Examiners (ACFE)
- Consortia of Puerto Rico University Resources Developing Alliance against Alcohol Abuse, other Drugs and Violence
- Professional Counseling Association
- Asociación de Colegios y Universidades Privadas (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)
- Puerto Rico Private Education Association
- Hispanic Association for Colleges and Universities (HACU)
Brief History of the Institution

EDP University of Puerto Rico was established in 1969 in Hato Rey, PR. 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 Sebastian, located to the western side of Puerto Rico. Two (2) Additional Locations in the Municipalities of Manati and Humacao where established in 2013, both were changed to Branch Campuses in 2018. In 2016, the Institution established a Branch Campus in the Municipality of Villalba.

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 (1) 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, Criminal Justice and Health. Nontraditional modalities such as adults accelerated schedules and online courses are in place, facilitating access to fulfilling student needs.

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.

In 2014, a Master’s Degree in Naturopathic Sciences for the Hato Rey Campus was created. In the same year there was also the creation of two (2) Master’s Degrees in Nursing for the San Sebastian Campus one (1) with a Major in Emergency/Trauma Care and another one with a Major in Acute/Critical Care.
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 guided the Institution for 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 of Puerto Rico adopts the model of entrepreneur University. It assumes and seeks knowledge as an axis for innovation, sustainability and competitive economic development of its constituents in and out of Puerto Rico.
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, BBA, MHSA

President
Guillermo Cruz González, BSIE

Vice President – Interim Treasurer
Rafael Del Valle Vega, CPA.

Secretary:
José Alvarado Vázquez, JD

Treasurer:
Jan J. Cot, BA

Members:
Luis F. Cruz, CPA
Manuel J. Vázquez Díaz, MHSA
Alvin Cardona Rivera, DMD
Rosa Castro Ávila, MD
Ada Zubrzycki Rogoyski, MA
Atty., Eng. Edison Avilés Deliz, MA
Grymarys De Jesús Afanador, JD
Sylma I. Collazo Correa, JD
Administration

Central Administration

President:
Gladys T. Nieves Vázquez, PE, MBA

Institutional Vice President:
Marilyn Pastrana Muriel, Ed.D.

Vice President of Finance:
Luis Rivera Colón, CPA, CIA

AVP Institutional Compliance:
Alberto López Mercado, Ed.D.

AVP Institutional Development:
Nydia Rivera Vera, MA

AVP for Educational Innovation:
Sandra Arroyo, MA

AVP of Administration and Technology:
Luis Fuster, MS

AVP of Financial Affairs:
Marie Luz Pastrana Muriel, BBA

AVP for Strategic Growth
Mayra Rivera, MBA

Institutional Human Resources Director
Héctor Vázquez Díaz, MBA

Associate Institutional Director
Edwin O. Cintrón, Ed.D.

Financial Aid Institutional Director
Yaitzaenid González Meléndez, MIS

Bursar’s Institutional Director
Vinnellie Picón, BA

Accounting Director
María Santiago Márquez, MBA

Analysis and Budget Director
Héctor L. Babilonia Bayona, MBA
Institutional Director for Accreditations, Licensing and Institutional Assessment
Marjorie M. Maisonet Rivera, MBA

Institutional Director for External Funds
Carmen I. Negrón Castro MA

Marketing Institutional Director
VACANT

Institutional Distance Education Academic Dean
Alice Casanova, Ph.D.

Technology Affairs Dean
Ramón Mallol Martínez, Ph.D.

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

Marketing and Communications Institutional Coordinator
Keila E. López Collazo, MBA

Distance Education Academic and Student Director
Ileana Ortiz Flores, MA Ed

Educational Innovation Director
Carmen Quintana Hernández, BBA

Institutional Director for the Editorial
Edgardo Machuca Torres, MA

Institutional Clinical Experiences Director
Alfredo Del Valle, BBA
Hato Rey Campus Administration

Hato Rey Campus Chancellor
Enid Cartagena, MSC

Academic Affairs Dean
María de los M. Rivera, M.Ed.

Student Affairs Dean
Alba Ferrer, MA

School of Arts and General Education Interim Director
Yolanda Arroyo Pizarro, MA

School of Administration Director
Glorimar Santini, MBA

School of Nursing Director
Joanna Jaime, BSN, MSN

School of Science and Health Director
Verónica Ortiz, MS

School of Technology Director
Frank Maldonado, MIS

EDP/San Juan School of Design Directors
Elizabeth Thon Piñero, BFA
    EDP/San Juan School of Design Specialist
    Cubano, Linnette, MA

School of Criminal Justice Director
Morales Rodríguez, Dennis, MA

Graduate School Director
Miguel Drouyn Marrero, Ed.D.

Continued Education Director
Vacant

Admission’s Director
Dendy Vila, BBA

Promotion’s Director
Gladys Rivera, MS

Registrar’s Office Director
Marien De Jesús, MBA
Bursar’s Office Director
Marisol Rodríguez Reyes, BAE., BPC

Financial Aid Director
María Colón Torres, MBA

Placement Director
Tamara Morales del Olmo, BS

Information Resources Center Director
Igfrí Enríquez Rodríguez, MLS

Computer Center Director
Héctor Alejandro Pastrana, BISDI

Associate Director for Information Systems
Carlos E. Calvo Heisenberg, BIS

Academic Support Center
Vacant

Counselor
Marta Carballo Betancourt, CPL

Laboratory Technician
Maritza Rodríguez, MS

Kids @ EDP Director
María Rivera Meléndez, BSN, CDA Certification
San Sebastian Campus Administration

San Sebastian Campus Chancellor
Doris V. Rodríguez, Ed.D.

Academic Affairs Dean
Lillian Alers, Ed.D.

Student Affairs Dean
Xiomara Rivera, BA Ed

School of Arts and General Education Director:
Iris Sosa Soto, MA

School of Science and Health Director
VACANT

School of Technology Director
Emanuel Moreno Rivera, MIS

School of Nursing Director
Aida Ruiz Matos, MSN

EDP/San Juan School of Design Directors
Elizabeth Thon Piñero, BFA
EDP/San Juan School of Design Specialist
Cubano, Linnette, MA

School of Criminal Justice Director
Morales Rodríguez, Dennis, MA

Registrar’s Office Director
Cristy Nieves, MIS

Bursar’s Office Director
Teresa González,

Admission’s Director
Nydia Méndez Vargas, BBA

Financial Aid Director
Luz Rivera Crespo, BBA

Promotions Director
Migdalia Robles MBA

Information Systems Director
Ángel Rivera Báez, BDCP
Computer Center Director
José Arce Colón, MA

Academic Support Center
Ivonne Rosado, MA

Information Resources Center Director
Marisol Giraud Mejías, MLS

Data Base Administrator
Verónica Rivera Molina, MIS

English Lab / Tutorial Technician
Steven Cortés González, BA

Counselor
Edna Delgado,
Luz A. Rivera, MEd
Humacao Branch Campus Administration

Director Dean
Margarita Flores, BA

Director
Silma García Algarín, MA

Manati Branch Campus Administration

Director Dean
Margarita Flores, BA

Director
Zeneida Febles, BBA

Villalba Branch Campus Administration

Director Dean
Margarita Flores, BA

Director
Rafael Guzmán, MBA
Faculty
Hato Rey Campus
School Directors and Faculty

School of Arts and General Education Interim Director

♦ Arroyo Pizarro, Yolanda
  MA, Major in Literary Creation, Sacred Heart University, San Juan
  BA, Marketing, University of Phoenix, Guaynabo

School of Administration Director

♦ Santini, Glorimar
  MBA, Major in Marketing, University of Puerto Rico, Río Piedras
  BS, Major in Biology, Haverford College

  • Associate Degree in Office Administration
  • Associate Degree in Business Administration (Available Online)
  • Bachelor’s Degree in Technological Office Administration
  • Bachelor’s Degree in Business Administration Major in Accounting
  • Bachelor’s Degree in Business Administration Major in Management (Available Online)

School of Health Director

♦ Berrios Rivera, Iris
  DPT, Major in Physical Therapy, Saint Augustine School of Health, Miami
  BSPT, Major in Physical Therapy, University of Puerto Rico

  Clinical Area Coordinator:
    Vacant

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

School of Nursing Director

♦ Jaime, Joanna
  MSN, Major in Administration in Nursing and a specialty in Adult and Elderly, Medical Sciences Campus, University of Puerto Rico
  BSN, Interamerican University of Puerto Rico

  • Associate Degree in Nursing
  • Bachelor’s Degree in Science Major in Nursing

  Clinical Area Coordinators:
  Vázquez, Lara
    MD, Major in General Medicine, Universidad de Guadalupe, México
    BA, Major in Psychology, Interamerican University of Puerto Rico, Puerto Rico
Contreras, Liz Marie  
MD, Major in General Medicine, San Juan Bautista School of Medicine  
BS, Major in Natural Sciences, University of Puerto Rico, Humacao

School of Science and Health Director

Institutional Director for Sciences  
♦Ortiz, Verónica  
MS, Major in Biochemistry, Caribbean Central University  
BS, Major in Biology, University of Puerto Rico  
- Associate Degree in Biotechnology  
- Bachelor’s Degree in Natural Sciences

School of Technology Director

♦Maldonado Font, Frank  
MIS, Major in Information Systems, EDP University of Puerto Rico  
BS, Major in Mathematics, University of Puerto Rico, Río Piedras  
- Associate Degree in Information Technology (Available Online)  
- Bachelor’s Degree in Information Technology Science Major in Programming (Available Online)  
- Bachelor’s Degree in Information Technology Science Major in Networks (Available Online)

EDP/San Juan School of Design Directors

♦Thon Piñero, Elizabeth  
BFA, Major in Fashion Design, Parsons School of Design, New York

EDP/San Juan School of Design Specialist  
♦Cubano, Linnette  
MA Major in Digital Design, Atlantic College  
BA Major in Graphic Arts, University of Puerto Rico, Carolina  
- Associate Degree in Digital Design  
- Associate Degree in Arts Major in Interior Design and Decoration  
- Associate Degree in Arts in Digital Fashion Design  
- Bachelor’s Degree in Digital Design  
- Bachelor’s Degree in Arts Major in Interior Design and Decoration  
- Bachelor’s Degree in Arts Major in Digital Fashion Design  
- Bachelor’s Degree in Arts Major in Digital Design in Multimedia
School of Criminal Justice Director
♦ Morales Rodríguez, Dennis, MA
   MA, Criminal Justice, Interamerican University of Puerto Rico
   BA, Criminal Justice, American University of Puerto Rico

- Associate Degree in Criminal Justice
- Associate Degree in Executive Protection and Security
- Bachelor’s Degree in Science of Criminal Justice Major in Forensic Sciences
Faculty

Alicea, Luz, Instructor

**Arts and General Education**
- Ph.D., Major in Sociology, Universidad Autónoma de México
- BA Major in Arts, University of Puerto Rico

Arias Briseño, María, Instructor

**Arts and General Education**
- MA, Major in Special Education, Metropolitan University, Puerto Rico
- MA, Major in English, Sacred Heart University, Puerto Rico
- BA, Major in International Affairs, Central University of Venezuela

Arroyo Pizarro, Yolanda

**Arts and General Education**
- MA Creación Literaria, Sacred Heart University, Puerto Rico
- BA Management, University of Phoenix

Bronstaff Bagü, Sonia, Instructor

**Arts and General Education**
- MA, Major in Counseling and Guidance, Interamerican University of Puerto Rico
- BA Major in Sociology, Pontifical Catholic University, Puerto Rico

Carballo, Marta, Instructor

**Arts and General Education**
- M.Ed., Major in Counseling & Guidance, University of Puerto Rico
- BA Major in Hispanic Studies, University of Puerto Rico

Cartagena, Enid, Instructor

**Arts and General Education**
- MSC, Major in Family Counseling, University of Phoenix
- BA, Major in Psychology, University of Puerto Rico

Castro Rosa, Lillian, Instructor

**Arts and General Education**
- BA, Major in Humanities, University of Puerto Rico

Crespo Bujosa, Héctor

**Arts and General Education**
- Ph.D., Clinical Psychology, Carlos Albizu University
- MA, Clinical Psychology, Carlos Albizu University
- BA, Social Sciences, University of Puerto Rico

De León Quiñones, Luis, Assistant Professor

**Arts and General Education**
- MBA, Major in Management with Minor in Mathematics, Turabo University, Puerto Rico
- BS, Major in Biology, University of Sacred Heart, Puerto Rico
López Mercado, Alberto, Assistant Professor

**Arts and General Education**
Ed. D, Major in Educational Administration, Interamerican University of Puerto Rico, MA, Major in TESOL, Interamerican University of Puerto Rico, San German
BA, Major in English, Pontifical Catholic University, Puerto Rico

Machuca Torres, Edgardo, Instructor

**Arts and General Education**
MA, Major in Literature of PR and the Caribbean, Center for Advanced Studies of Puerto Rico and the Caribbean, Puerto Rico
BA, Major in Communications, Metropolitan University, Puerto Rico

Manon Martínez, Yasmir

**Arts and General Education**
Ph.D., Clinical Psychology, Carlos Albizu University
MA, Clinical Psychology, Carlos Albizu University
BA, Clinical Psychology, University of Puerto Rico

Martínez Ríos, Frank, Instructor

**Arts and General Education**
BA, Major in Communications, Sacred Heart University, Puerto Rico

Mercado Ocasio, José, Assistant Professor

**Arts and General Education**
M.Ed., Major in Education Administration and Supervision, University of Phoenix
BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Muriel Roldán, Inés, Instructor

**Arts and General Education**
BA, Major in Mathematics, Turabo University, Puerto Rico

Negrón Castro, Carmen, Instructor

**Arts and General Education**
MAE, Major in Administration and Supervision Elementary Education, Interamerican University of Puerto Rico
B.A., Major in Elementary Education, Interamerican University of Puerto Rico

Pastrana Muriel, Marilyn, Full Professor

**Arts and General Education**
Ed.D., Major in Administration, Interamerican University of Puerto Rico
M.Ed., Major in Administration and Supervision, University of Puerto Rico
BA, Major in Elementary Education in Science, University of Puerto Rico

Pastrana Muriel, Maritza, Instructor

**Arts and General Education**
BA, Major in Secondary Education and Major in Mathematics, Turabo University, Puerto Rico
Pérez Figueroa, Lissette, Instructor

**Arts and General Education**

- Ph.D., Major in Psychology, Interamerican University of Puerto Rico
- MA, Major in Psychology, Interamerican University of Puerto Rico
- BA, Major in Clinical Psychology, Bayamón Central University, Puerto Rico

Reyes, Sophía

**Arts and General Education**

- Ph.D. Curriculum and Instruction for Secondary Schools, Subspecialty in Literature and Linguistics, University of Puerto Rico
- MBA, Secondary Education in Spanish, University of Puerto Rico
- BA, Secondary Education in Spanish, University of Puerto Rico

Robles, Rosita, Assistant Professor

**Arts and General Education**

- MBA, Major in Human Resources, World University, Puerto Rico
- BBA, Major in Human Resources, University of Puerto Rico

Rodríguez Caminero, Zulma, Instructor

**Arts and General Education**

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

Romero Torres Marta, Instructor

**Arts and General Education**

- MA, Technology and Design, Sacred Heart University, Puerto Rico
- BA, Visual Arts, University of Puerto Rico
- BA, University of Puerto Rico

Ruiz, Luzelix, Instructor

**Arts and General Education**

- Ph.D., Major in Clinical Psychology, Carlos Albizu University, Puerto Rico
- MBA, Major in Clinical Psychology, Carlos Albizu University, Puerto Rico
- BA, Psychology, University of Puerto Rico

Santiago, Jesus, Instructor

**Arts and General Education**

- MA, Major in Hispanic Studies, Syracuse University, New York
- MA Ed, Major in Educational Administration and Supervision, Bayamón Central University, Puerto Rico
- BS, Major in Elementary Education, Bayamón Central University, Puerto Rico

Sosa Pastrana, Carmen, Instructor

**Arts and General Education**

- MA, Major in English as a Second Language, Cambridge College
- BA, Major in English as a Second Language, University of Puerto Rico
Vargas, Larissa

**Arts and General Education**
- MA Curriculum and Instruction, Metropolitan University of Puerto Rico
- BA Modern Tongues, University of Puerto Rico

Arroyo Ramírez, Sandra, Instructor

**Business Administration**
- MA, Major in Management of Higher Education, Interamerican University of Puerto Rico

Babilonia, Héctor, Instructor

**Business Administration**
- MBA, Major in Finance, Interamerican University of Puerto Rico
- BBA, Major in Accounting, University of Puerto Rico

Badillo, Héctor, Instructor

**Business Administration**
- MBA, Major in Technology Management, University of Phoenix, Puerto Rico
- BBA Major in Secondary Education, University of Puerto Rico

Caballero, Irma, Instructor

**Business Administration**
- MA, Major in Business Education, Interamerican University of Puerto Rico
- BA, Major in Secretarial Sciences, Interamerican University of Puerto Rico

Colón Santiago, Jessica I., Instructor

**Business Administration**
- MBA, Major in Accounting, Metropolitan University, Puerto Rico
- BBA, Major in Accounting, University of Puerto Rico

Cotto Vargas, José, Instructor

**Business Administration**
- MBA, Major in Business Administration, University of Puerto Rico
- BBA, Major in Business Administration, University of Puerto Rico

Gonzalez, Juan, Instructor

**Business Administration**
- JD, Juris Doctor, Interamerican University of Puerto Rico
- BA, Major in Agricultural Science, University of Puerto Rico

Ortiz Rodríguez, Migdalia, Instructor

**Business Administration**
- MBA, Major in Human Resources, Interamerican University of Puerto Rico
- BBA, Major in Human Resources, University of Puerto Rico

Pietri, René, Instructor

**Business Administration**
- MBA, Major in Accounting, University of Puerto Rico
- BA, Business Administration, EDP College, Puerto Rico
Rivera de la Cruz, Mayra, Instructor

**Business Administration**
MBA, Major in Marketing and Human Resources, Interamerican University of Puerto Rico
BA, Major in Business Administration, Interamerican University of Puerto Rico

Robles, Marisol

**Business Administration**
MA, Major in Commercial Education, Interamerican University of Puerto Rico
BA, Major in Office Administration, Metropolitan University

Rodríguez Rodríguez, Edward, Instructor

**Business Administration**
MBA, Major in Human Resources, Metropolitan University, Puerto Rico
BA, Major in Accounting, University of Puerto Rico

Rodríguez, José, Instructor

**Business Administration**
MBA, Major in Management and Strategic Management, Universidad del Este, Puerto Rico
BA, Business Administration, Universidad del Este, Puerto Rico

Rolón, Elba, Instructor

**Business Administration**
MBA, Major in Human Resources, Interamerican University of Puerto Rico
BSC, Major in Secretarial Sciences & Management, University of Puerto Rico

Rosario, Nicolás, Instructor

**Business Administration**
Ph.D., Major in Business Development and International Business, Interamerican University of Puerto Rico
MBA, Major in Marketing, Interamerican University of Puerto Rico
BA, Major in Human Resources, Interamerican University of Puerto Rico

Soto Rivera, Gloria, Instructor

**Business Administration**
MBA, Major in Business Education, Interamerican University of Puerto Rico
BBA, Major Secondary Commercial Education, University of Puerto Rico

Urdaneta, Magda, Instructor

**Business Administration**
MBA, Major in Management, Metropolitan University, Puerto Rico
BA, Business Administration, University of Puerto Rico

Castro Monge, Evelyn, Instructor

**Physical Therapy Technology**
BS, Major in Physical Therapy, University of Puerto Rico.
Undergraduate Catalog 2018-2022

Colón, Carmen, Instructor

**Physical Therapy Technology**
BS, Major in Physical Therapy, University of Puerto Rico

Colón, Nelson, Instructor

**Physical Therapy Technology**
MBA, Major in Marketing, University of Phoenix
BS, Major in Physical Therapy, University of Puerto Rico

Morales Rodríguez, Hilda, Instructor

**Medical Emergencies Technician**
MA, Major in Education Administration and Supervision, Interamerican University of Puerto Rico
BA, Major Secondary Education and Biology, University of Puerto Rico
EMTP, University of Puerto Rico

Ocasio Rodríguez, Nancy, Instructor

**Medical Emergencies Technician**
MS, Major in Nursing Health Related Professions, University of Puerto Rico
BS, Major in Nursing, Interamerican University of Puerto Rico

Rodríguez, Raul, Instructor

**Physical Therapy Technology**
MA, Major in Public Health Education, University of Puerto Rico
BS, Major in Physical Therapy, University of Puerto Rico

Salinas, Gloria, Instructor

**Physical Therapy Technology**
MPT, Physical Therapy, Loma Linda University, California
BS, Major in Physical Therapy, University of Puerto Rico

Santiago Serrano, Raquel, Instructor

**Physical Therapy Technology**
BS, Major in Physical Therapy, University of Puerto Rico

Vega González, Melvin, Instructor

**Medical Emergencies**
MD, Universidad del Este, Dominican Republic
BA, Major in Biology, Antilles University, Puerto Rico

Amadeo, Hilda, Instructor

**Nursing**
MSN, Major in Nursing, University of Puerto Rico
BSN, Major in Nursing, Pontifical Catholic University, Puerto Rico
BA, Major in Psychology, Interamerican University of Puerto Rico

Cruz, Elizabeth, Instructor

**Nursing**
MSN, Major in Clinical Specialist, Metropolitan University, Puerto Rico
BSN, Major in Nursing, Metropolitan University, Puerto Rico
Cruz, Evelyn, Instructor

**Nursing**
- MSN, Major in Nursing, University of Puerto Rico
- BSN, Metropolitan University, Puerto Rico

Fernández, Gloria, Instructor

**Nursing**
- MSN, Major in Nursing, University of Puerto Rico
- BSN, Major in Nursing, Interamerican University of Puerto Rico

Fernández, Ileana, Instructor

**Nursing**
- MSN, Major in Sciences in Nursing, University of Puerto Rico
- BSN, Major in Sciences in Nursing, University of Puerto Rico
- BAS, Major in Nursing, University of Puerto Rico

Merced, Carmen, Instructor

**Nursing**
- MSN, Major in Science in Nursing, Metropolitan University, Puerto Rico
- BSN, Major in Science in Nursing, Interamerican University of Puerto Rico

Ramos, Luz, Instructor

**Nursing**
- MSN, Major Critical Care, University of Puerto Rico
- BSN, Major in Nursing, Metropolitan University, Puerto Rico

Rosario, Marilyn, Instructor

**Nursing**
- MSN, Major in Mental Health Specialist, University of Puerto Rico
- BSN, Major in Nursing, Metropolitan University, Puerto Rico

Torres, Diana, Instructor

**Nursing**
- MSN, Major in Education, University of Puerto Rico
- MSN, Major in Administration, University of Puerto Rico
- MBA, Major in Management, University of Phoenix
- BSN, Major in Nursing, Interamerican University of Puerto Rico

Vega, Milagros, Instructor

**Nursing**
- MSN, Major in Science in Nursing-Adult and Elder-Role Education, University of Puerto Rico
- BSN, Major in Nursing, University of Puerto Rico

Bronstaff Bagú, Sonia, Instructor

**Technology**
- MA, Major in Counseling and Guidance, Interamerican University of Puerto Rico
- BA Major in Sociology, Pontifical Catholic University, Puerto Rico
Centeno Díaz, Wilfredo, Instructor

**Technology**
- MIS, Major in Information Systems, EDP University of Puerto Rico, Inc.
- BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Correa, Carlos, Instructor

**Technology**
- MS, Major in E-Commerce, Interameric University of Puerto Rico
- BS, Major in Electronics, Interamerican University of Puerto Rico

Estrella Santana, Bábarbara, Instructor

**Science**
- MS, Major in Biology, University of Puerto Rico
- BA, Major in Accounting, University of Puerto Rico
- BS, Major in General Sciences, University of Puerto Rico

Maldonado Font, Frank, Instructor

**Technology**
- MIS, Major in Information Systems, EDP University of Puerto Rico, Inc.
- BA, Major in Mathematics, University of Puerto Rico

Mendoza, Eduardo, Instructor

**Technology**
- MEM, Major in Engineering Management, Polytechnic University, Puerto Rico
- BA, Major in Mechanical Engineering, Polytechnic University, Puerto Rico

Ortega Carrazquillo, Gerardo, Instructor

**Technology**
- MS, Major in Systems Information Auditing, Sacred Heart University, Puerto Rico
- BS, Major in Install and Repair of System, Interameric University of Puerto Rico

Ortiz Figueroa, Erick, Instructor

**Science**
- MS, Major in Environmental Management, Turabo University, Puerto Rico
- BS, Major in Microbiology, University of Puerto Rico

Rivera Juan, Edwin E., Instructor

**Technology**
- BA Ed, Major in Mathematics, University of Puerto Rico

Rivera Serrano, Ángel, Instructor

**Technology**
- MIS, Major in Information Systems, EDP University of Puerto Rico
- MPA, Major in Public Administration, University of Puerto Rico
- BBA, Major in Management, Caribbean University

Ruiz Márquez, José, Instructor

**Technology**
- MIS, Major in Information Security, EDP University, Puerto Rico
Sanchez Perez, Pedro, Instructor

**Technology**
MSE, Major in E-Commerce, Interamerican University of Puerto Rico
BA, Major in Information Systems, Interamerican University of Puerto Rico

Colón, Jessica, Instructor

**Design**
MBA, Major in Accounting, Metropolitan University, Puerto Rico
BBA, Major in Accounting, University of Puerto Rico

Cubano Garcia, Linnette, Instructor and Digital Design Specialist

**Design**
MS, Major in Graphic Arts, Atlantic College, Puerto Rico
BS, Major in Graphic Arts, University of Puerto Rico

Díaz, Margaret, Instructor

**Design**
Certificate in Interior Design, San Juan School Interior Design, Puerto Rico
BA Major in Interior Design, EDP University of Puerto Rico

Franceschi Rodriguez, Jorge, Instructor

**Design**
BA, Major in Communications, Sacred Heart University, Puerto Rico

Gracia, Joselind, Instructor

**Design**
MA, Major in Fashion, Savannah College of Art & Design, Georgia
BA, Major in Visual Arts, Sacred Heart University, Puerto Rico

Medina Loperena, Sergio, Instructor

**Design**
Certificate in Interior Design, San Juan School Interior Design, Puerto Rico
MS, Major in Organizational Industrial Psychology, Center for Advanced Studies of Puerto Rico and the Caribbean, Puerto Rico
BA, Major in Psychology, Manhattan Ville College, New York

Morales, Ramonita, Instructor

**Design**
BA, Major in Art and Humanities, Catholic University, Puerto Rico

Nazario, Karian, Instructor

**Design**
MBA, Business Administration Major Marketing, University of Puerto Rico

Príncipe Ramirez, Karen, Instructor

**Design**
MA, Major in Graphic Arts, Atlantic College, Puerto Rico
BA, Major in Art, North Eastern University, Massachusetts
Rodríguez Torres, Isabel, Instructor
  Design
  BS, Major in Graphic Arts, University of Puerto Rico, Carolina Campus

Santiago Ramirez, Sherly, Instructor
  Design
  MA, Major in Design, University of Palermo, Argentina
  BA, Major in Graphic Arts, University of Puerto Rico, Carolina Campus

Thon Piñero, Elizabeth, Instructor
  Design
  BFA, Major in Fashion Design, Parsons School of Design, New York

Torres Hernandez, Yosanalis, Instructor
  Design
  BA, Major in Public Communications-Audiovisual, University of Puerto Rico
San Sebastian Campus
School Directors and Faculty

School of Arts and General Education Director

♦ Sosa Soto, Iris, Instructor
MESL, Major in Teaching English as a Second Language, Turabo University, Puerto Rico
BA, Major in Business Administration, UMET University, Puerto Rico

School of Health Director

♦ Alers Soto, Lillian, Instructor
MA, Major in Teaching Science, Interamerican University of Puerto Rico
BS, Major in Microbiology, University of Puerto Rico

Physical Therapy Practice Coordinator:
Arlene Cballo Acevedo, BS Major in Physical Therapy

Pharmacy Practice Coordinator:
Barbara Ortíz Gaud, MBA Major in Accounting

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

School of Nursing Director

♦ Ruiz Matos, Aida, Instructor
MSN, Major in Maternal and Child Nursing, Interamerican University of Puerto Rico
MSN, Major in Medical - Surgical, Interamerican University of Puerto Rico
MSN, Major in Nursing, Interamerican University of Puerto Rico

Nursing Clinical Practice Coordinators:

Lydia Cortes
MSN Major in Emergency and Trauma Care, EDP University of Puerto Rico, San Sebastian
BSN, Major in Nursing, EDP College of Puerto Rico, San Sebastian

Yomaira Ramos
MA, Major in Business Education, Interamerican University of Puerto Rico
BA, Major in Office Systems University of Puerto Rico

- Associate Degree in Nursing
- Bachelor’s Degree in Science Major in Nursing
School of Science Director
Institutional Director for Sciences
♦ Ortiz, Verónica
MS, Major in Biochemistry, Caribbean Central University
BS, Major in Biology, University of Puerto Rico

- Bachelor’s Degree in Natural Sciences

School of Technology Director

♦ Moreno Rivera, Emanuel, Instructor
MISFI, Major in Information Security and Fraud Investigation, EDP University of Puerto Rico, Inc.
BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

- Associate Degree in Information Technology
- Bachelor’s Degree in Information Technology Science Major in Programming
- Bachelor’s Degree in Information Technology Science Major in Networks

EDP/San Juan School of Design Directors

♦ Thon Piñero, Elizabeth
B.A, Major in Fashion Design, Parsons School of Design, New York

♦ Díaz, Margaret
BA, Major in Interior Design and Decoration, EDP University of Puerto Rico, PR

♦ Cubano, Linnette, Specialist
MA, Major in Digital Design, Atlantic College
BA Major in Graphic Arts, University of Puerto Rico, Carolina

- Associate Degree in Arts Major in Interior Design and Decoration
- Associate Degree in Arts in Digital Fashion Design

School of Criminal Justice Director
Morales Rodríguez, Dennis
MA, Criminal Justice, Interamerican University of Puerto Rico
BA, Criminal Justice, American University of Puerto Rico

- Associate Degree in Criminal Justice
- Associate Degree in Executive Protection and Security
- Bachelor’s Degree in Science of Criminal Justice Major in Forensic Sciences
Faculty

Acevedo Román, Marilourdes, Professor

**Arts and General Education**
- Ph.D., Major in Puerto Rican and Caribbean Literature, Centro de Estudios Avanzados de Puerto Rico y el Caribe, Puerto Rico
- MA, Major in Hispanic Studies, University of Puerto Rico
- BA, Major in Hispanic Studies, University of Puerto Rico

Alers Soto, Lillian, Professor

**Arts and General Education**
- MA, Major in Teaching Science, Interamerican University of Puerto Rico
- BS, Major in Microbiology, University of Puerto Rico

Avilés Font, Juan, Professor

**Arts and General Education**
- MAE, Major in Guidance and Counseling/Rehabilitation Counseling, University of Puerto Rico
- BA, Major in Sociology, University of Puerto Rico

Ayala Torres, Marel, Instructor

**Arts and General Education**
- MBA, Major in Human Resources Administration, Metropolitan University, Puerto Rico
- BS, Major in Industrial Organizational Psychology, University of Puerto Rico

Cordero de Vidal, Pilar

**Arts and General Education**

Cortés Gonzáles, Steven, Instructor

**Arts and General Education**
- BA, Major in Foreign Languages, University of Puerto Rico

Delgado Altierry, María, Instructor

**Arts and General Education**
- MA, Major in Guidance and Counseling, Interamerican University of Puerto Rico
- BA, Major Elementary Education, University of Puerto Rico

Gaud Tiles, Ángela, Instructor

**Arts and General Education**
- JD, Catholic University of Puerto Rico
- BA, Major Political Sciences / Minor Humanities, University of Puerto Rico

Giraud Mejias, Marisol, Instructor

**Arts and General Education**
- MLS, Major in Library & Information Sciences, Interamerican University of Puerto Rico
BA, Major in Political Sciences, University of Puerto Rico

González Ortiz, Marcelino, Instructor
   **Arts and General Education**
   MA, Major in Theology, Pontificia Universita Della Santa Croce
   BA, Major in Philosophy, Pontifical Catholic University of Puerto Rico

Grafals Font, Awilda, Instructor
   **Arts and General Education**
   MAE, Major in Teaching English as a Second Language, Antillean Adventist University
   BA, Major in Education, Interamerican University of Puerto Rico

Guzmán Santiago, Pascual, Instructor
   **Arts and General Education**
   MA, Major in English as a Second Language, Interamerican University of PR
   BA, Major in English as a Second Language, Interamerican University of P.R.

Mártir Torres, Saúl, Instructor
   **Arts and General Education**
   MA, Major in Curriculum &Teaching, Metropolitan University, Puerto Rico
   University of Puerto Rico
   BA, Major in Secondary Education, Interamerican University of Puerto Rico

Méndez Peña, Carmen, Instructor
   **Arts and General Education**
   BS, Major in Biology, University of Puerto Rico

Nuñez Velez, Angel, Instructor
   **Arts and General Education**
   JD, Juris Doctor, University of Puerto Rico
   BA, Major in Secondary Education, University of Puerto Rico

Ortiz Flores, Carmen, Instructor
   **Arts and General Education**
   MA, Major in Science Education, Interamerican University of Puerto Rico
   BS, Major in Microbiology, Interamerican University of Puerto Rico

Pérez Montalvo, Sergio, Assistant Professor
   **Arts and General Education**
   MS, Major in Chemical Engineering, University of Puerto Rico
   MBA, Major in Business Administration, University of Phoenix, Puerto Rico
   BS, Major in Chemical Engineering, University of Puerto Rico

Quintana Rivera, Rosalia, Instructor
   **Arts and General Education**
   MA, Major in Counseling and Guidance Interamerican University of Puerto Rico
   BS, Major in Secondary Education - English, Pontifical Catholic University,
Rodríguez Román, Yolanda, Instructor
Arts and General Education
MBA, Major in Human Resources, Interamerican University of Puerto Rico
BBA, Major in Administration, EDP University of Puerto Rico, Inc.

Román González, Miguel, Instructor
Arts and General Education
MAE, Major in Curriculum and Mathematics, University of Phoenix
BS, Major in Mathematics, University of Puerto Rico

Ruiz Cruz, Nancy, Instructor
Arts and General Education
BA, Major in Secondary Education in Spanish, Interamerican University of Puerto Rico

Sánchez Román, Anadeliz, Instructor
Arts and General Education
MS, Major in Biology, University of Puerto Rico
BS, Major in Biology, University of Puerto Rico

Serrano Morales, Mineira, Instructor
Arts and General Education
Ph.D., Major in Psychological Counseling, Interamerican University of Puerto Rico
MA, Major in Psychology Counseling, Interamerican University of Puerto Rico

Sosa Soto, Iris, Instructor
Arts and General Education
MESL, Major in Teaching English as a Second Language, Turabo University, Puerto Rico
BA, Major in Business Administration, University of Puerto Rico

Soto Méndez, Aracelia, Instructor
Arts and General Education
MA, Major in English as Second Language, Interamerican University of Puerto Rico
BA, Major in Secondary Education in English, Interamerican University of Puerto Rico

Torres Rios, Juan, Instructor
Arts and General Education
MA, Major in Psychological Counseling - Family Specialist, Interamerican University of Puerto Rico
BA, Major in Tele Radio Communication, University of Puerto Rico
Vázquez Méndez, Thay Ann Marie

**Arts and General Education**
- Ph.D., Major in Clinical Psychology, Carlos Albizu University, Puerto Rico
- MS, Major in Clinical Psychology, Carlos Albizu University, Puerto Rico
- BS, Major in Psychology, University of Puerto Rico

Velázquez Zayas, Israel, Instructor

**Arts and General Education**
- M.D., Iberoamerican University, Dominican Republic
- BS, Major in Biology, University of Puerto Rico

Ceballo Acevedo, Arlene, Instructor

**Physical Therapy**
- BS, Major in Physical Therapy, University of Puerto Rico

Cruz Rosa, Wanda, Instructor

**Physical Therapy**
- DPT, Major in Physical Therapy,
- MSPT, Major in Physical Therapy, University of Puerto Rico
- BS, Major in Biology, University of Puerto Rico

González Quiles, Wanda, Instructor

**Pharmacy Technician**
- BS, Major in Pharmacy, University of Puerto Rico

Ramos Hernandez, Mayra, Instructor

**Health**
- BS, Major in Pharmacy, University of Puerto Rico

Rivera Quiles, Idalia

**Physical Therapy**
- MAE, Major in Guidance and Counseling, University of Puerto Rico
- BA, Major in Physical Therapy, University of Puerto Rico

Toro Arocho, Luisa, Instructor

**Pharmacy Technician**
- BS, Major in Pharmacy, University of Puerto Rico

Aguiar Velez, Neysa M., Instructor

**Nursing**
- MSN, Major in Critical Care Nursing, EDP University of Puerto Rico
- BSN, Major in Nursing, University of Puerto Rico

Arce Rodríguez, Estervina, Instructor

**Nursing**
- MSN, Major in Patient Care and Older Adults, University of Puerto Rico
- BSN, Major in Nursing University of Puerto Rico
Bonilla Gonzalez, Keylie N.

**Nursing**  
MSN, Major in Critical Care Nursing, EDP University of Puerto Rico  
BSN, Major in Nursing, University of Puerto Rico

Caraballo Irizarry, Waldemar, Instructor

**Nursing**  
MSN, Major in Emergency and Trauma Care, EDP University of Puerto Rico  
BSN, Major in Nursing, EDP University of Puerto Rico

Carde Serrano, Jose, Instructor

**Nursing**  
Ed.D., Major in Philosophy; Biology, University of Puerto Rico  
MSN, Major in Adult and Geriatric Care, University of Puerto Rico  
BSN, Major in Nursing, University of Puerto Rico

Cardona Luciano, Nellie, Instructor

**Nursing**  
Ed.D., Major in Education, Curriculum and Teaching, Interamerican University of P.R.  
MS, Major in Biology, University of Puerto Rico  
BS, Major in Biology, University of Puerto Rico

Caro Santiago, Doreen, Instructor

**Nursing**  
MSN, Major in Critical Care Nursing, EDP University of Puerto Rico  
BSN, Major in Nursing, Antillean Adventist University

Corchado Cruz, Jorge, Instructor

**Nursing**  
Ph.D., Major in Nursing, Widener University, Pennsylvania  
MSN, Major in Critical Care, Pontifical Catholic University of Puerto Rico  
BSN, Major in Nursing, University of Puerto Rico

Crespo Morales, Ivette, Instructor

**Nursing**  
MSN, Major in Critical Care Nursing, EDP University of Puerto Rico, Inc.  
BSN, Major in Nursing, University of Puerto Rico

González Ramos, Aidaliz, Instructor

**Nursing**  
MSN, Major in Maternal and Child Nursing, Interamerican University of P.R.  
MSN, Major in Critical Care, Interamerican University of Puerto Rico  
BSN, EDP University of Puerto Rico, Inc.

Jiménez Carrión, Raul, Instructor

**Nursing**  
Psy.D., Clinical Psychology, Pontifical Catholic University of Puerto Rico
Justiniano Torres, Sydney C., Instructor

**Nursing**
- MSN, Major in Mental Health & Psychiatry, Pontifical Catholic University of Puerto Rico
- BSN, University of Puerto Rico

Medina Cortés, Martina, Instructor

**Nursing**
- MSN, Major in Administration and Supervision, Interamerican University of Puerto Rico
- BSN, Major in Nursing, Antillean Adventist University

Rios Morales, Migdalia, Instructor

**Nursing**
- MSN, Major in Critical Care, University of Puerto Rico
- BSN, Major in Nursing, University of Puerto Rico

Rivera Morales, Luis, Instructor

**Nursing**
- MSN, Major in Medical Surgical Nursing, University of Puerto Rico
- BSN, Major in Nursing, University of Puerto Rico

Rosario Vélez, Migdalia, Instructor

**Nursing**
- MSN, Major in Mental Health and Psychiatry, University of Puerto Rico
- BSN, Major in Nursing, University of Puerto Rico

Ruiz Matos, Aida, Instructor

**Nursing**
- MSN, Major in Maternal and Child Nursing, Interamerican University of PR
- MSN, Major in Medical Surgical Nursing, Interamerican University of PR
- BSN, Major in Nursing, Interamerican University of Puerto Rico

Ruiz Vázquez, Cesar, Instructor

**Nursing**
- BSN, Major in Nursing, Interamerican University of Puerto Rico
- MSN, Major in Critical Care Nursing, Interamerican University of Puerto Rico

Salas Pérez, Roberto, Instructor

**Nursing**
- MSN, Major in Medical Surgical Nursing, Catholic University of Puerto Rico
- BSN, Major in Nursing, Interamerican University of Puerto Rico
Santiago Bayón, Yadira, Instructor

Nursing
Ps.D., Major in Psychology, Pontifical Catholic University of Puerto Rico
MSN, Major in Mental Health and Psychiatry, University of Puerto Rico
BS, Interamerican University of Puerto Rico

Santiago Rosa, Ivette, Instructor

Nursing
MSN, Major in Nursing, EDP University of Puerto Rico, Inc.
BSN, Major in Nursing, EDP University of Puerto Rico, Inc.

Santiago Sepúlveda, Marisol, Instructor

Nursing
Ph.D., Major in Philosophy and Clinical Psychology, Pontifical Catholic University, Puerto Rico
MSN, Major in Family Nurse Practitioner, Turabo University of Puerto Rico
MSN, Major in Mental Health, Interamerican University of Puerto Rico
BSN, Major in Nursing, Interamerican University of Puerto Rico

Sisamone Rodríguez, Gilda, Instructor

Nursing
MSN, Major in Geriatric Nursing, Antillean Adventist University
BSN, Major in Nursing, Interamerican University of Puerto Rico

Soto Pérez, Daisy, Instructor

Nursing
BSN, Major in Nursing, Antillian College, Puerto Rico

Torres Corchado, Wanda, Instructor

Nursing
MSN, Major in Emergency and Trauma Care, EDP University of Puerto Rico, Inc.
BSN, Major in Nursing, University of Puerto Rico

Torres Rodríguez, Wanda, Instructor

Nursing
MSN, Major in Emergency and Trauma Care, EDP University of Puerto Rico, Inc.
BSN, Major in Nursing, University of Puerto Rico

Vera González, Elizabeth, Instructor

Nursing
MSN, Major in Adult and Elderly Care, Columbia University, Caguas, P.R.
BSN, Major in Nursing, University of Puerto Rico.

Acevedo Juarbe, Nydia

Technology
MIS, Major in Information Systems, EDP University of Puerto Rico, Inc.
BDCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.
Arce Colón, José A., Instructor

**Technology**
- MA, Major in Educational Computing, Interamerican University of Puerto Rico
- BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Méndez Ferreira, Julio, Instructor

**Technology**
- MIS, Major in Information Systems, EDP University of Puerto Rico, Inc.
- BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Moreno Rivera, Emanuel, Instructor

**Technology**
- MISFI, Major in Information Security and Fraud Investigation, EDP University of Puerto Rico, Inc.
- BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Ortiz Flores, Ileana, Instructor

**Technology**
- ME, Major in Curriculum & Teaching, Metropolitan University, Puerto Rico
- BCP, Major in Computer Programming, EDP University of Puerto Rico, Inc.

Rivera Báez, Ángel, Instructor

**Technology**
- Certification in Auditing, EDP University of Puerto Rico
- BDCP, Major in Computer Programming, EDP University of Puerto Rico
- ADCP, EDP University of Puerto Rico,
- ADBA, EDP University of Puerto Rico

Rivera Molina, Veronica, Instructor

**Technology**
- MIS, Major in Information Systems, EDP University of Puerto Rico, Inc.
- BS, Major in Information Systems, University of Puerto Rico, Inc.

Brea Esteva, Ilka, Instructor

**Design**
- BA, Major in Tele-Radial Communications, University of Puerto Rico
- Certificate in Digital Design and Communications, CICE, Madrid

Nieves Soto, María E.

**Criminal Justice**
- MS Major in Social Work, University of Puerto Rico, Río Piedras, PR
- BB Major in Social Welfare, University of Puerto Rico, Río Piedras, PR
Student Information
Admissions Policy

It is the policy of 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 Puerto Rico, 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 is 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, School of Science and School of Nursing 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. If the student is under 21 years of age, a Vaccination Certificate is required.
5. Candidates for admission into the Adult Modality must provide evidence of age: the student must be 21 years or older.
6. Candidates for admission into the Nursing, Physical Therapy Technology, Pharmacy Technician, Biotechnology, Criminal Justice and Medical Emergency Technology programs are required to go through an interview.
7. The admissions committee may, grant provisional admission to some students who lack one (1) or more of the above mentioned requirements.
8. Students admitted to the Adults Modality or international students must comply with the following requirements:
   • Own an electronic address
   • Have access to a 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 may be required according to the clinical practice center

*Documents must be issued from the state of residency.

**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” or “P” grade or better will be considered for transfer credit. Students will receive an official evaluation of transfer credits when EDP receives the official transcript.
5. A preliminary evaluation, to determine student’s courses program, is done with an unofficial transcript. 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. Submit an official high school transcript or its equivalent if the student has not completed a post-secondary degree.
7. Candidates for admission into the Nursing, Physical Therapy Technology, Pharmacy Technician, Biotechnology, Criminal Justice and Medical Emergency Technology programs are required to go through an interview process.
8. 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 may be required according to the clinical practice center

9. To evaluate credits from a foreign country, the student must submit an official foreign credentials evaluation issued by an authorized agency. These agencies are recognized by the US Department of Education and are identified in NACES (National Association of Credential Evaluation Services). For example: Josef and Silny & Associates, Academic Evaluation Services. Inc, Span Tran: The Evaluation Company, among others.

*Documents must be issued from the state of residency.

**International Students**

All applicants must complete the admission process prior to filling the I-20 Form. Additionally, eligibility for admission of international students is based on the fulfillment of the following requirements:

- Degree equivalence issued by a recognized credential evaluation agency.
- Proof of income (bank statements of at least six (6) months, statement from the sponsor).
- Copy of Passport.
- U.S. address (Puerto Rico) (where the applicant will reside for the duration of his/her studies).

After all documents are submitted the Institution will complete the Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) and give it to the student so he/she can apply for the VISA on his/her country of residence.
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 towards a degree or certificate.
- 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 2019-2020 the maximum annual award is $6,195.00.

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.

Service Members that wish to study at our Institution should contact their corresponding Educational Center and/or the Education Services Officer (ESO) assigned by VA’s administration.

Bursars Office

Refund Policy

This refund policy is established in agreement with the Return of Title IV (R2T4) regulations for Financial aid programs, as prescribed in the Higher Education Reauthorization Act.

- 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 returned to the corresponding Title IV program or to the student, as applicable. The amount reimbursed will depend on the number of completed days by the student at the date of withdrawal, according to the following formula.

**Formula:**

\[
\text{NUMBER OF COMPLETED DAYS} = \left(\frac{\%}{100}\right) \times \text{TOTAL TUITION COST} = \text{OWED}\]

\[
\text{TOTAL DAYS OF ACADEMIC TERM} \quad \text{BALANCE}
\]

- Professors will identify those students who never attended class. These students will be administratively withdrawn from the course(s) and will be entitled to 100% reimbursement.

- Partial withdrawal during the first two (2) weeks of class of a regular semester will be reimbursed the 90% of the course(s) cost.
## Tuition and Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>$15</td>
</tr>
<tr>
<td>Readmissions</td>
<td>$15</td>
</tr>
<tr>
<td>Registration [General Courses]</td>
<td>$176 per credit</td>
</tr>
<tr>
<td>Registration [Health Courses Only]</td>
<td>$184 per credit</td>
</tr>
<tr>
<td>Registration Certificate Degree</td>
<td>$190 per credit</td>
</tr>
<tr>
<td>Equipment Use or Laboratory - per course</td>
<td></td>
</tr>
<tr>
<td>• Computer Programming</td>
<td>$70</td>
</tr>
<tr>
<td>• Medical Emergencies</td>
<td>$75</td>
</tr>
<tr>
<td>Additional 15 hours/course</td>
<td>$88</td>
</tr>
<tr>
<td>Additional 15 hours/course - Health</td>
<td>$92</td>
</tr>
<tr>
<td>Institutional Fees</td>
<td></td>
</tr>
<tr>
<td>• Cultural and Social Activities</td>
<td>$20</td>
</tr>
<tr>
<td>• Technological Development</td>
<td>$320</td>
</tr>
<tr>
<td>• Construction Fee</td>
<td>$120</td>
</tr>
<tr>
<td>• Out of State Fee</td>
<td>$700</td>
</tr>
<tr>
<td>• Online</td>
<td>$325</td>
</tr>
<tr>
<td>Internship &amp; Clinical Practices</td>
<td>$120</td>
</tr>
<tr>
<td>Equivalency Exam Application</td>
<td>$20</td>
</tr>
<tr>
<td>Equivalency Exam Cost</td>
<td>50% course cost</td>
</tr>
<tr>
<td>Copy of Class Schedule</td>
<td>$2</td>
</tr>
<tr>
<td>Course Change</td>
<td>$2</td>
</tr>
<tr>
<td>Program Changes</td>
<td>$10</td>
</tr>
<tr>
<td>Grade Removal</td>
<td>$10</td>
</tr>
<tr>
<td>Identification Card</td>
<td>$3</td>
</tr>
<tr>
<td>Academic Transcripts</td>
<td>$4</td>
</tr>
<tr>
<td>Adult Guide</td>
<td>$10</td>
</tr>
<tr>
<td>Parking - per semester</td>
<td>$40</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Graduation Certification (1st)</td>
<td>Free</td>
</tr>
<tr>
<td>Graduation Certification (2nd)</td>
<td>$10</td>
</tr>
</tbody>
</table>

*The tuition and fees may be subject to periodic revision by the Board of Directors.*
Academic Regulations
Academic Year

The Institution operates on semester and summer sessions. The regular semester start dates are programmed for August 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 however all course offerings are scheduled to start at fall semesters.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Deficient</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failed</td>
</tr>
<tr>
<td>NP</td>
<td>0</td>
<td>Not Approved</td>
</tr>
<tr>
<td>NS</td>
<td>-</td>
<td>No Show</td>
</tr>
<tr>
<td>P</td>
<td>-</td>
<td>Approved</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>IB</td>
<td></td>
<td>Incomplete “B”</td>
</tr>
<tr>
<td>IC</td>
<td></td>
<td>Incomplete “C”</td>
</tr>
<tr>
<td>ID</td>
<td></td>
<td>Incomplete “D”</td>
</tr>
<tr>
<td>IF</td>
<td></td>
<td>Incomplete “F”</td>
</tr>
<tr>
<td>NR</td>
<td></td>
<td>Grade Not Reported</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Official Withdraw</td>
</tr>
<tr>
<td>WA</td>
<td></td>
<td>Administrative Withdraw</td>
</tr>
<tr>
<td>R</td>
<td></td>
<td>Repeat Course</td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Transfer Work</td>
</tr>
</tbody>
</table>
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. As stated by federal regulations, students enrolled on online courses must participate and engage in academic related activities in order to count as present on the course. The following tables indicate the expected attendance:

<table>
<thead>
<tr>
<th>Regular Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) credit hour courses</td>
</tr>
<tr>
<td>Four (4) credit hour courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adults Modality Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three (3) credit hour courses</td>
</tr>
<tr>
<td>Four (4) credit hour courses</td>
</tr>
</tbody>
</table>

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 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, as well as any other admission’s and/or record requirement.

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.

Independent Studies

EDP University offers students the opportunity to take one (1) course in the independent code modality, as long as the modality is appropriate and consonant with the course that will be dictated, the course is not being offered as part of the academic offer, and the student must need it in order to complete his/her academic program.

Prior Learning Assessment (PLA)

The practice of Prior Learning Assessment (PLA) is not new to academics as a mean to awarding credit for prior learning and knowledge acquired before university enrollment. Organizations such as Council for Adults and Experiential Learning (CAEL), have developed quality standards of practice for assessing with rigor ad depth adult learning for higher educational level. We offer credit for learning not for experience or time spent this is one of CAEL Quality Standards for Assessing Learning that serves as a guide for PLA at EDP University of Puerto Rico, Inc. Only if the learning proves to be at a higher educational level, credit will be awarded. Students that wish to go through the assessment of their prior education should comply with the Institutional Policies. Prior Learning Assessment includes CLEP, Challenge Exams, Simulations, and/or Portfolio for each course.

Challenge Exams

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

Those students who feel they have acquired the knowledge equivalent to the course contents should contact the appropriate academic school 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 pay the administrative fee (50% of the course’s total cost of the course) and will be awarded credit. An equivalency examination will not be offered for a course previously taken at our Institution.

**CLEP Spanish Language: At a Glance**

The CLEP Spanish Language examination is designed to measure knowledge and ability equivalent to that of students who have completed two to four semesters of college Spanish language study.

**Credit Recommendations:**

The American Council on Education has recommended that colleges grant 6 credits for a score of 50, which is equivalent to a course grade of C, on the CLEP Spanish Language exam, and 12 credits for a score of 63. Each college, however, is responsible for setting its own policy.

**Withdrawals**

**Official Withdrawal**

Students wanting to pursue an official withdraw from the Institution must report to the Registrar’s Office to fill out the appropriate forms. Absentee from classes or verbal notification to professors does not constitute withdrawal official. Withdrawal will be made official upon submission of all required forms.

**Administrative Withdrawal**

As stated in the Attendance policy, 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 administrative withdrawal will be made official based on the last day of attendance informed by the professor.

**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 towards credits attempted but not for GPA.
- Administrative Withdrawal (WA): will count toward attempted credits but not for GPA.
- Incomplete (I): including Incomplete “F” (IF), Incomplete “D” (ID), Incomplete “C” (IC) or Incomplete “B” (IB).

**Satisfactory Academic Progress**

The U.S. Department of Education 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 pursuing a degree.

Satisfactory Academic Progress (SAP) is measured using the student's curriculum, total attempted credits, total completed credits, percentage of required credits, and required grade
point average (GPA). Refer to Tables A through D for the requirements. The student must not exceed 150% of the credits out of the total curriculum credits required for the degree in which he/she is registered.

Eligibility

Students that do not meet the requirement of Satisfactory Academic Progress (34 SFR 668.34) by exceeding 150% of the total hours needed for completion of his/her program of study become 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/August/December), after the completion of two semesters. Professional Graduate Certificate is evaluated at the end of each semester. Eligibility for financial aid funds is based on the following qualitative and quantitative measurements.

a. Qualitative Component
The student's institutional GPA is reviewed. For the qualitative component, the student must attain the minimum overall institutional grade point average of their curriculum, as described in Tables A and B. Students who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress" (NSAP). Under this classification, all financial aid will be suspended.

b. Quantitative Component
The attempted and completed credit hours, in relation to the credit hours required to complete the academic program, are reviewed.

For the quantitative component, the student must attain the established percentage of completed credit hours for all attempted credit hours. Attempted credits are those in which the student enrolls in a regular program. Completed credits are all attempted credits in which the grades of A, B, C and D are awarded. Courses with a grade of F, I, WA, W and NP are considered attempted but not completed. Courses with: I, WA and W are not considered for GPA. The quantitative analysis considers all attempted credit hours from EDP University and all other transferred credit hours from other institutions of higher education the student has attended. Transferred credit hours are considered as attempted credits but are not considered for calculation of the GPA. Students, who do not attain the required academic index, as established, will be classified as "Non Satisfactory Academic Progress" (NSAP). 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 student's 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 in 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 the 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.

### Tables A. Associate Degree Programs

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>PROGRAM CREDITS</th>
<th>150%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biotechnology</td>
<td>63</td>
<td>95</td>
</tr>
<tr>
<td>Information Technology</td>
<td>64</td>
<td>96</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>% Credits Completed</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-59</td>
<td>60%</td>
<td>1.60</td>
</tr>
<tr>
<td>60-96</td>
<td>67%</td>
<td>2.00</td>
</tr>
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### 66 - 68 credits

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>PROGRAM CREDITS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>66</td>
<td>99</td>
</tr>
<tr>
<td>Business Administration</td>
<td>68</td>
<td>102</td>
</tr>
<tr>
<td>Office Administration</td>
<td>68</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>% Credits Completed</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-59</td>
<td>55%</td>
<td>1.50</td>
</tr>
<tr>
<td>60-65</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>66-102</td>
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<td>2.00</td>
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### 71 - 77 credits

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>PROGRAM CREDITS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Executive Protection and Security Health Billing and Codification Services</td>
<td>71</td>
<td>107</td>
</tr>
<tr>
<td>Health Billing and Codification Services</td>
<td>71</td>
<td>107</td>
</tr>
<tr>
<td>Digital Design</td>
<td>74</td>
<td>111</td>
</tr>
<tr>
<td>Digital Fashion Design</td>
<td>77</td>
<td>116</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>% Credits Completed</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-64</td>
<td>55%</td>
<td>1.50</td>
</tr>
<tr>
<td>65-70</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>71-116</td>
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### 72 - 74 credits

<table>
<thead>
<tr>
<th>MAJOR</th>
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<tbody>
<tr>
<td>Nursing</td>
<td>72</td>
<td>108</td>
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<tr>
<td>Pharmacy Technician</td>
<td>72</td>
<td>108</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>74</td>
<td>111</td>
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<tr>
<td>Medical Emergencies</td>
<td>74</td>
<td>111</td>
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<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>% Credits Completed</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.50</td>
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<tr>
<td>36-61</td>
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<td>62-70</td>
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</tr>
<tr>
<td>71-111</td>
<td>67%</td>
<td>2.50</td>
</tr>
<tr>
<td>MAJOR</td>
<td>PROGRAM CREDITS</td>
<td>150%</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------</td>
<td>------</td>
</tr>
<tr>
<td>Interior Design and Decoration</td>
<td>86</td>
<td>129</td>
</tr>
<tr>
<td>Attempted Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.25</td>
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<tr>
<td>31-64</td>
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</tr>
<tr>
<td>71-129</td>
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Table B. Bachelor’s Degree Programs

110 - 120 credits

<table>
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<tr>
<th>MAJOR</th>
<th>PROGRAM CREDITS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Business Administration in Management</td>
<td>110</td>
<td>165</td>
</tr>
<tr>
<td>Business Administration in Accounting</td>
<td>115</td>
<td>173</td>
</tr>
<tr>
<td>Information Technology Science in Computer Programming</td>
<td>119</td>
<td>179</td>
</tr>
<tr>
<td>Information Technology Science in Networking</td>
<td>119</td>
<td>179</td>
</tr>
<tr>
<td>Technological Office Administration</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>Attempted Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-68</td>
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<tr>
<td>69-89</td>
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<td>90-109</td>
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<td>110-180</td>
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</tbody>
</table>

121 - 127 credits

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>PROGRAM CREDITS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences</td>
<td>121</td>
<td>182</td>
</tr>
<tr>
<td>Science of Criminal Justice in Forensic Sciences</td>
<td>122</td>
<td>183</td>
</tr>
<tr>
<td>Interior Design and Decoration</td>
<td>126</td>
<td>189</td>
</tr>
<tr>
<td>Digital Design Multimedia</td>
<td>127</td>
<td>191</td>
</tr>
<tr>
<td>Attempted Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-65</td>
<td>55%</td>
<td>1.50</td>
</tr>
<tr>
<td>66-94</td>
<td>60%</td>
<td>1.70</td>
</tr>
<tr>
<td>95-120</td>
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<tr>
<td>121-191</td>
<td>67%</td>
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### 124 credits

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<tr>
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</thead>
<tbody>
<tr>
<td>Science in Nursing</td>
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<td>186</td>
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<tr>
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<td>% Credits Completed</td>
<td>Grade Point Average (GPA)</td>
</tr>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-65</td>
<td>55%</td>
<td>1.50</td>
</tr>
<tr>
<td>66-94</td>
<td>60%</td>
<td>1.75</td>
</tr>
<tr>
<td>95-123</td>
<td>65%</td>
<td>2.00</td>
</tr>
<tr>
<td>124-186</td>
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<td>2.50</td>
</tr>
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</table>

### 129-135 credits

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>PROGRAM CREDITS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Digital Fashion Design</td>
<td>129</td>
<td>194</td>
</tr>
<tr>
<td>Attempted Credits</td>
<td>% Credits Completed</td>
<td>Grade Point Average (GPA)</td>
</tr>
<tr>
<td>18-35</td>
<td>50%</td>
<td>1.25</td>
</tr>
<tr>
<td>36-65</td>
<td>55%</td>
<td>1.50</td>
</tr>
<tr>
<td>66-94</td>
<td>60%</td>
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</tr>
<tr>
<td>95-128</td>
<td>65%</td>
<td>1.90</td>
</tr>
<tr>
<td>129-203</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>
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.

Appeal Process

Students who do not fulfill all of the SAP 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 can't 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 Program Specialist, Student Counselor, Academic Dean, Admission's Office Director, Registrar, Adult 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
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 Professional Counselor 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.

Suspension

When the student fails to conform to their AP, he/she will automatically fall under an NSAP, 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 SAP standards.

Course Repetition

Federal regulations limits the attempt on courses which are paid with financial aid Title IV funds.

a. The student can repeat a course that was previously failed (received a grade of “F” or “NP”) and use Title IV funds regardless of the number of times the course is attempted and failed.

b. The student can repeat a course with a D grade in order to improve his/her GPA, but will be able to use the Title IV funds for only one attempt. In this case, the student may request an evaluation that the highest grade be used in the calculation of the GPA.

c. Student can repeat all other courses C or above but will not be able to use Title IV funds.

Credit hours every course repeated will be added to the student’s attempted/earned credit totals.

Remedial Courses

A student admitted to one of the University’s academic programs and required to enroll in remedial courses will be able to use Title IV funds, even if he/she is taking all remedial courses before taking
Change of Academic Program

The student has the right to ask for change of academic program. If the petition is accepted, only the courses that apply for the new program will be used in the calculation of the student’s GPA. However, all credit hours will be considered as attempted credit hours for the purpose of SAP.

Eligibility Re-installment or Readmission

A student who requests to be readmitted, reinstalled, has been suspended, or has been absent for an academic term will be evaluated for SAP. Students who do not meet the SAP standards will lose financial aid for the next academic semester. However, if an appeal is requested and approved, the student will be classified as FAP and becomes eligible for financial aid for the next semester. Once the probationary period ends and the student is able to achieve Satisfactory Academic Progress, eligibility will be reinstated.

Satisfactory Academic Progress Policy for VA Benefit Recipients

Students who receive benefit from the Veterans Administration (VA), are going to be evaluated with the same SAP Policy. If he/she fail in maintain the SAP, the institution are going to notify VA the probation status. Notification will be sent using VA’s “Ask a Question” via the Internet Inquiry System.

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/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 due to U.S. Department of Education rules but will be able to continue in his/her program of study.

Graduation Requirements

Students may graduate from a program appearing in the Catalog following the requirements of the program at the time of the admission’s process. 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, 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.

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:

<table>
<thead>
<tr>
<th>Graduation With Honors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.85 – 4.00</td>
<td>Summa Cum Laude</td>
</tr>
<tr>
<td>3.50 – 3.84</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.25 – 3.49</td>
<td>Cum Laude</td>
</tr>
</tbody>
</table>
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, emotional 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
- Psychological services

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. Organizations cover a broad range of interests that includes professional, religious, academic, and special interests clubs and organizations.

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.

Academic Support Center (CAA)

The Academic Support Center (CAA) has the mission of helping students to succeed in their academic performance. Each student that passes through our hands, acquires the necessary skills, for an education with human quality. Our excellent team of student tutors together with the support of the EDPU faculty possess the preparation, commitment and determination to provide the best academic support service.

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. Every four (4) credit course (theory) is scheduled to meet two hours and a half each night, twice a week to complete the appropriate number of contact hours under direct faculty supervision to support awarded.
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.edpuniversity.edu. 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 Moodleroom) using the credentials (username and password) given to them during the enrollment for this mode of course delivery. Students can access the page https://myportal.edpuniversity.edu/ 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
  - Sound card
  - Speakers, microphone or headset
  - Webcam
  - 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).

EDP University provides students with Microsoft Office and Office. The students must download to their computers: Office 365 as well as Respondus Lockdown browser.

Other programs that have to be installed in the student’s computer are:
  o Adobe Acrobat Reader
  o Media Player
  o QuickTime
  o 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 the counseling process the students are informed about the characteristics of online education, and the process is then completed with a compulsory attendance to a seminar for Moodlerooms readiness training (Student Orientation Resource – SOR), where students are guided on the use of the platform, and standard policies and practices necessary to successfully complete the academic requirements for online courses. Currently, there are no additional fees regarding online instruction.
Institutional Policies

Institutional Policy on Discrimination

EDP University of Puerto Rico, Inc. is a Higher Education Institution inclusive and empathetic with diversity, therefore, it does not discriminate on grounds of sex, affectional orientation, gender identity, disability, race or national origin, against students or employees or any other person in association is linked to the institution in a full or part time status and participate in its educational programs or activities. All students and people in institutions receiving federal aid are protected by Title IX of the Education Amendments of 1972 (CFR, Part 106).

EDP University of Puerto Rico, Inc. complies with the following anti-discrimination laws:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability;
- Age Discrimination Act of 1975, which prohibits discrimination on the basis of age;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability;

EDP University publishes its Title IX No Discrimination Policy in the portal www.edpuniversity.edu, under “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.

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 Deanship of Student Affairs or Human Resource Office.

EDP University publishes its Policy to Manage Sexual Harassment in the Institution and the Procedure to Address Sexual Assault Complaints in the portal www.edpuniversity.edu, under “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.

Policy and Procedure for Incident Management of Sexual Violence

EDP University of Puerto Rico, Inc. ensures all their students and employees through its Title IX coordinator that regardless of their sex or gender, will receive protection against any complaint of sex discrimination, including sexual violence, by disputes arising within the university community. For this purpose an institutional policy was created entitled: Policy and Procedure for Incident Management of Sexual Violence. This policy aims to sensitize students to the various reports and options available to inform the University an event of sexual violence, ensuring confidentiality in the
disclosure of information in the process. Thus, EDP University students can make informed decisions about where to go in case of being a victim of sexual violence.

This Policy, in full, could be accessed through the portal www.edpuniversity.edu, under the section “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.

EDP University encourages victims of sexual violence to speak with someone in the event of an incident of sexual violence so that the institution can respond appropriately and in compliance with Sec. 304 (a) (8) (C) of the Campus Sexual Violence Elimination Act (Save Act). Students have the right to denounce what happened to our Institution; requesting through a complaint to investigate the incident; and we will resolve the complaint quickly and fairly. The complainant or the student will have the option to report an incident of sexual violence to EDP University or the police. But the police investigation does not absolve the University to respond promptly and effectively to the student complaint.

**Institutional Policy on Abuse of Controlled Substances**

Our institution complies with the Act Drug Free Workplace Regulations (1988)1, Free Schools and Campuses and Alcohol and Drug Act. No. 40 of 19932 and Act No. 66 of March 2, 2006. 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 at the Deanship of Student Affairs or Human Resources Office.

EDP University of Puerto Rico in the Policy and Program for Alcohol-Free Community College, Tobacco and Controlled Substances prohibits the possession, use, manufacture or illegal distribution of controlled substances, tobacco and alcohol by employees, students, visitors and organizations in the premises of the institution and official activities carried out outside the campus.

**Alcohol**

Possession, distribution and alcohol use in the premises of our Institution is prohibited. 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.

This Policy, in full, can be accessed through the portal www.edpuniversity.edu, under the section “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.

**Policy on Physical Impairment**

EDP University is committed to providing students who have disabilities fair and equal access. Once

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1 Drug Free Workplace Act” (34 CFR 85)
2 Drug-Free Schools and Campuses Regulations (34 CFR 86)
the University admits a student with a disability, he or she will have equal opportunity to participate in and benefit from all the University programs and activities. Whenever a student with a documented disability needs modification of academic requirements, facilities, services, or procedures, EDP University will make every reasonable effort to meet the student’s needs with respect to the essential elements of a course or program. A student requesting accommodations for a documented disability should discuss his or her needs with our Professional Counselors.

Security Policies and Procedures and Prevention at the University Campus

EDP University of Puerto Rico, Inc. is responsible for maintaining a healthy and safe university environment that allows optimal teaching-learning process. This Policy about security and prevention in the campus was developed according to the Drug-Free Schools and Communities Act (DFSCA), Federal Regulation 1001-226, as well as Public Act 101-542 (Nov. 8, 1990) also known as Student Right to Know and Campus Security Act.

We are aware of the need to take proactive measures to promote an environment free of violence, discrimination, alcohol, drugs, tobacco, harassment and sexual abuse. For this purpose, we have the policy named: Security Policies and Procedures and Prevention at the University Campus. It constitutes the minimum procedures to be observed and fulfilled by students and faculty and administrative staff of the institution. The observation of this policy to maintain a safe and healthy environment is responsibility, commitment and effort of all.

EDP University of Puerto Rico, Inc. discloses its Procedures’ Policy related to safety through various activities. The disclosure is made during the admissions process, tuition and guidance to new students, among others. It is strongly recommended to read this document. Reading it will help us maintain a healthy environment for everyone. In compliance with the Jeanne Clery Act, the Security Protocol present criminal incidents statistics of the three most recent years.

This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.

Policy on the Student’s Completion of their Degrees, in the Case of the Elimination of their Program of Study 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.

Emergency Response Policy and Multi-Risk Operational Plan

EDP University of Puerto Rico, Inc. in compliance with Clery Act requirements as described in The Handbook for Campus Safety and Security Reporting has established this policy to define the procedures of how will inform the university community and other individuals, as parents / guardians or custodians, in case of an emergency, as well to establish the facilities’ evictions protocols and reaction to dangerous situations on campus.

Clery Act defines two types of alerts: Emergency Notification and Timely Warnings. Emergency Notification - its purpose is to notify the campus community immediately upon received confirmation of a significant emergency or dangerous situation occurring near the campus that endanger the health and / or safety of students and employees.

EDP University of Puerto Rico as well as having defined its protocol to broadcast emergency notifications has a Multi-risk Operational Plan that contemplates how it will assess the effectiveness of emergency systems.

Timely Warnings - In compliance with Clery Act regulations, EDP University has a system that provides timely warnings to the university community. The intention is to provide a warning or timely security warning of a potential situations of dangerous crimes that may be occurring in the workplace, classroom or campus (campus or additional locations) with the purpose of offering the person the time and the information necessary to take precautions.

This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.
Policy and Protocol against Harassment and Intimidation (Bullying) in the University Environment

EDP University encourages the promotion of a learning, social and work environment where all students and staff coexist peacefully. EDP University believes that the university environment should offer all students the freedom to do their work, research and study without having to suffer intimidation or harassment from a student or staff member. Bullying will not be tolerated by the University.

With this policy, EDP University states that no student or group of students may be subjected to harassment or intimidation by any other student, professor, or staff member. In addition, no person should engage in any act of retaliation against victims, witnesses or anyone with information on our campus about an act of intimidation or harassment.

For the purposes of this policy, harassment and intimidation (bullying) is defined as any pattern of actions done intentionally, whether through psychological, physical, cybernetic or social abuse, which has the effect of frightening a student or a group of students and interfering with academic opportunities and performance, both in the classroom and in their immediate social environment. Harassment and intimidation and / or bullying should be a pattern of harassment, consisting of more than one act, and usually extending for weeks, months and even years.

This conduct should not take place on any property, either controlled or sponsored by EDP University. This Policy, in full, could be access through the portal www.edpuniversity.edu, under the section “Student Right to Know” / Políticas / Asuntos Institucionales Administrativos.
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 an 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 Sciences Classroom/Laboratories provide students with the opportunity to acquire and develop the skills and basic techniques in the use of scientific equipment.

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, projectors, 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 supports the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.
San Sebastian Campus
Educational and Learning Resources

Physical Facilities

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

Information Systems Resources Center

The Information Systems Resources 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 2013 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: Information Technology, 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

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 projectors, 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 supports the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.
Humacao Branch Campus
Educational and Learning Resources

Physical Facilities

The Humacao Branch Campus is located on the eastern side of the island of Puerto Rico.

Information Resources Center

The Humacao Branch Campus 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 supports the Copyright Law and do not promote the use and abuse of photocopied material in quantities not allowed.

Laboratories

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

The laboratory facilities include one (1) laboratory for nursing, one (1) classroom for theory and practice for the Physical Therapy program, one (1) classroom for theory and practice for Digital Fashion Design program, one (1) laboratory for courses related to the Technology area, 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 computers setup with up to date software, as required by the Information Technology 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.
Manati Branch Campus
Educational and Learning Resources

Physical Facilities

The Manati Branch Campus is located on the northern side of the island of Puerto Rico.

Information Resources Center

The Manati Branch Campus 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 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 the Nursing program, one (1) classroom for theory and practice for Physical Therapy program, one (1) classroom for theory and practice for the Digital Fashion Design program, one (1) laboratory for courses related to the Technology area, 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 Technology 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.
Villalba Branch Campus
Educational and Learning Resources

Physical Facilities

The Villalba Branch Campus is located on the central region of the island of Puerto Rico.

Information Resources Center

The Villalba Branch Campus 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 laboratory facilities include one (1) laboratory for the Nursing program, one (1) laboratory for courses related to the Technology area and one (1) science laboratory.

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 Computer Laboratory is equipped with 20 computers setup with up to date software, as required by the Information Technology 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.
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
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<tr>
<td>BIO 1101</td>
<td>Introduction to Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1102</td>
<td>Introduction to Biology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1201</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>BIO 1202</td>
<td>Human Anatomy and Physiology II</td>
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</tr>
<tr>
<td>BIO 2203</td>
<td>Fundamentals of Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 1163</td>
<td>General Chemistry</td>
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<td>English Fundamentals</td>
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<td>English I</td>
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<td>English II</td>
<td>3</td>
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<tr>
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<td>Conversational English</td>
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<td>ENG 3202</td>
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<td>Western Civilization I</td>
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<tr>
<td>HUM 1102</td>
<td>Western Civilization II</td>
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</tr>
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<td>HUM 1105</td>
<td>Historical Development of the Puerto Rican Cultural Identity</td>
<td>3</td>
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<tr>
<td>HUM 1110</td>
<td>History of Society and Culture</td>
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<td>LSPR 1101</td>
<td>Sign Language</td>
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<td>Fundamentals of Mathematics</td>
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<td>Basic Mathematics</td>
<td>3</td>
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<tr>
<td>MAT 1111</td>
<td>Business Mathematics</td>
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<tr>
<td>MAT 1113</td>
<td>Mathematics for the Health Professional</td>
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<tr>
<td>MAT 2301</td>
<td>Algebra</td>
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<tr>
<td>MAT 3302</td>
<td>Pre-calculus</td>
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<td>PSY 1101</td>
<td>Introduction to Human Behavior I</td>
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<tr>
<td>PSY 1102</td>
<td>Introduction to Human Behavior II</td>
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<td>Introduction to Sexual Health</td>
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<td>SOC 1102</td>
<td>Social Sciences II</td>
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<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
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</tbody>
</table>
Bachelor’s Degrees
Bachelor’s Degree in Information Technology Science
Major in Programming

Program Offered in Hato Rey, San Sebastian and Online

Discipline: Information Technology CIP CODE: 11.0299

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, web page creation, 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. Apply the theoretical conceptualizations related to programming languages in problem solving.
2. Dominate the different programming languages in problem resolution.
3. Develop an innovative and creative perspective in the development of algorithms and programming languages that respond to nonexistent situations.
4. Generate research in the area of information technology related to algorithms and programming languages.
5. Create applications in different environments applying the concepts of programming languages offered in the degree.

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 solve 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 requirements needed to create an information system, as well as, document and evidence the processes established in information systems.
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 in the computing area and the software development environment of the organization.
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 using the tools and languages offered in the degree.

Program of Study

Degree Requirements: Candidates for the Bachelor’s Degree in Information Technology Science, major in Programming must complete the 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tr>
<td>ITN 4270</td>
<td>Administration and Configuration of Cloud Resources</td>
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<tr>
<td>ITP 2080</td>
<td>Computer Devices &amp; Fault Identification and Monitoring Faults</td>
<td>3</td>
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<tr>
<td>ITP 2230</td>
<td>Programming for Mobile Devices I</td>
<td>3</td>
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<tr>
<td>ITP 2300</td>
<td>Programming - Object Oriented I</td>
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<td>ITP 2330</td>
<td>Design and Application Development for Videogames</td>
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<td>Web Page Design and Development</td>
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<td>Interactive and Innovative Tools on the Web</td>
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<td>Cyber Security and Ethical Hacking</td>
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<td>Marketing and Trade in the Web</td>
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<td>Advanced Database Administration with SQL</td>
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**Total** 33

### Other Requirements

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**Total** 6
Bachelor’s Degree in Information Technology Science
Major in Networks

Program Offered in Hato Rey, San Sebastian and Online

Discipline: Information Technology CIP CODE: 11.0901

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. Present documented solutions within the network environment given a specific problem by using the concepts and skills developed in the program.
2. Analyze and design data communications networks according to the needs of the organization.
3. Manage the information systems and contribute in the development of effective solutions viewed from the perspective of variable job positions within the organization.
4. Manage data communication systems using the different transmission media: wiring, wireless and optical.
5. Implement different models of security strategies for data in communications networks within an organization.
6. Use different tools and types of programs for networks diagnosis.
7. Apply the different terminologies used in solving problems within the network environment, as learned throughout the program of study.
8. Implement different protocols used for the data communication networks security.

**Program of Study**

Degree Requirements: Candidates for the Bachelor’s Degree in Information Technology Science, major in Networks must complete the 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**

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<td>ITN 3320</td>
<td>Network Security</td>
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<td>ITN 3340</td>
<td>Diagnosis and Maintenance of Networks</td>
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<td>Firewalls and Intrusion Detection</td>
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<td>Computer Forensics and Network Routing</td>
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<td>Administration and Configuration of Cloud Resources</td>
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<td>ITN 4780/</td>
<td>Computer Networks Project / Networks - Practice</td>
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<td>ITN 4790</td>
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<td>ITP 2080</td>
<td>Computer Devices &amp; Fault Identification and Monitoring</td>
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**Core**

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### General Education

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| HUM 1105 | Historical Development of Puerto Rican Cultural Identity | 3 | Total 33

### Other Requirements

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Total 3
Bachelor’s Degree in Business Administration
Major in Accounting

Program offered in Hato Rey and Villalba

Discipline: Business Administration CIP CODE: 52.0305

Credential Level: Academic Bachelor’s Degree

Program Length in Credit Hours: 115

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 Degree 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.
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 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.

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<td>ACC 3217</td>
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<td>ACC 3310</td>
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<td>ACC 4218</td>
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*The student selects six (6) credit hours from this list.

### Other Requirements

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</table>
Bachelor’s Degree in Business Administration
Major in Management

Program Offered in Hato Rey and Online

Discipline: Business Administration CIP CODE: 52.0305

Credential Level: Academic Bachelor’s Degree

Program Length in Credit Hours: 110

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 course requirements of 110 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum on both the general and specializations courses.

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<tbody>
<tr>
<td>ACC 3315</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 1110</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BA 1313</td>
<td>Administrative Theory</td>
<td>3</td>
</tr>
<tr>
<td>BA 2210</td>
<td>Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BA 2301</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BA 2321</td>
<td>Human Resources Administration</td>
<td>3</td>
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<tr>
<td>BA 3332</td>
<td>Business Ethics</td>
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<tr>
<td>BA 3335</td>
<td>Marketing</td>
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<tr>
<td>BA 4330</td>
<td>Strategic Planning</td>
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<tr>
<td>BA 4350</td>
<td>Operation and Production Management</td>
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<tr>
<td>BA 4400</td>
<td>Business Development</td>
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Total 33
## Business Administration

<table>
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<tbody>
<tr>
<td>ACC 2113</td>
<td>Introduction to Accounting I</td>
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<tr>
<td>ACC 2114</td>
<td>Introduction to Accounting II</td>
<td>4</td>
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<tr>
<td>ACC 3215</td>
<td>Cost Accounting</td>
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<tr>
<td>BA 3351</td>
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<td>ECO 2101</td>
<td>Economics I</td>
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<td>ECO 2102</td>
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<td>FIN 2105</td>
<td>Business Finance</td>
<td>3</td>
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<tr>
<td>FIN 4310</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>STA 3207</td>
<td>Statistics I</td>
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<tr>
<td>STA 4208</td>
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**Total 35**

## General Education

<table>
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<td>HUM 1101*</td>
<td>Western Civilization I</td>
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<tr>
<td>HUM 1102*</td>
<td>Western Civilization II</td>
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<tr>
<td>MAT 2301</td>
<td>Algebra</td>
<td>3</td>
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<tr>
<td>MAT 3302</td>
<td>Pre-Calculus</td>
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<td>BIO 1101</td>
<td>Introduction to Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1102</td>
<td>Introduction to Biology II</td>
<td>3</td>
</tr>
<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101*</td>
<td>Social Science I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1102*</td>
<td>Social Science II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English I</td>
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<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
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<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
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<tr>
<td>SPA 1102</td>
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</table>

**Total 33**

*The student selects six (6) credit hours from this list.

## Other Requirements

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
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<tr>
<td>Electives</td>
<td>Electives</td>
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</table>

**Total 9**
Bachelor’s Degree in Science of Nursing

Program Offered in Hato Rey, San Sebastian, Manati, Humacao, and Villalba

Discipline: Nursing CIP CODE: 51.3808

Credential Level: Academic Bachelor’s Degree

Program length in credit hours: 124

Program Description

The Bachelor’s Degree in Nursing Science 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 multidisciplinary 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 a 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. Use multidisciplinary 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 to customer care, family and community care.
9. 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 course requirement of 124 credits as outlined in the following curriculum and reach at completion a 2.50 GPA minimum on both, general and specialization courses. All major and core courses must be approved with a minimum grade of C.

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1001 *</td>
<td>Fundamentals of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1104 *</td>
<td>Mother and Infant Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1115 *</td>
<td>Posology for Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1140 *</td>
<td>Pharmacology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1301 *</td>
<td>Fundamentals of Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1304 *</td>
<td>Mother and Infant Care Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2206 *</td>
<td>Child and Adolescent Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2306 *</td>
<td>Child and Adolescent Care Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2208 *</td>
<td>Mental Health and Mental Dysfunction</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2308 *</td>
<td>Mental Health and Mental Dysfunction Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2210 *</td>
<td>Adult Care in Sickness Situations I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2310 *</td>
<td>Adult Care in Sickness Situations I Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2220 *</td>
<td>Adult Care in Sickness Situations II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2320 *</td>
<td>Adult Care in Sickness Situations II Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 3000</td>
<td>Physiopathology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 3225 *</td>
<td>Health Assessment</td>
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<td>NUR 3325 *</td>
<td>Health Assessment Clinical Practice</td>
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<tr>
<td>NUR 3260 *</td>
<td>Family and Community Care</td>
<td>3</td>
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<tr>
<td>NUR 3360 *</td>
<td>Family and Community Care Clinical Practice</td>
<td>2</td>
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<tr>
<td>NUR 3250 *</td>
<td>Nutrition Fundamentals</td>
<td>2</td>
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<tr>
<td>NUR 3375 *</td>
<td>Management in Nursing</td>
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<tr>
<td>NUR 4395 *</td>
<td>Research in Nursing</td>
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<tr>
<td>NUR 4460 *</td>
<td>Seminar</td>
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</table>
NUR 4500*  Critical Patient Care  3
NUR 4300*  Critical Patient Care Clinical Practice  2

<table>
<thead>
<tr>
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* This course must be approved with a minimum grade of C.

General Education

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<tr>
<td>ENG 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1101**</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1102**</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1105</td>
<td>Historical Development of the Puerto Rican Cultural Identity</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Human Behavior I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1102</td>
<td>Introduction to Human Behavior II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101**</td>
<td>Social Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1102**</td>
<td>Social Sciences II</td>
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<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
<td>3</td>
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<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
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</table>

Total 30

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

Core

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<tr>
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<th>Course Name</th>
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<tbody>
<tr>
<td>BIO 1201*</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1202*</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2203*</td>
<td>Fundamentals of Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHE 1163*</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>ENG 2203</td>
<td>Conversational English</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2301</td>
<td>Algebra</td>
<td>3</td>
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<tr>
<td>STA 3207</td>
<td>Statistics I</td>
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Total 25

* This course must be approved with a minimum grade of C.

Other Requirements

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<tbody>
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<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective Courses</td>
<td>6</td>
</tr>
</tbody>
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Total 9
Bachelor’s Degree in Natural Sciences

Program Offered in Hato Rey and San Sebastian

Discipline: Natural Sciences CIP CODE: 30.1801

Credential Level: Academic Bachelor’s Degree

Program length in credit hours: 121

Program Description

The Natural Sciences cover all science related disciplines dedicated to the study of nature following the scientific method modality. This combines the areas of Biology, Chemistry, Genetics, Microbiology and Physics, among other disciplines related to the study of life. The Bachelor’s Degree in Natural Sciences is a great opportunity for students who wish to pursue studies towards a specialization in any of the areas previously mentioned, as well as students who wish to continue studies in medicine or other health-related professions.

Program Objectives

1. Apply scientific and historical knowledge of the natural sciences in research.
2. Correctly use the terminology related to Natural Sciences.
3. Develop the appropriate techniques for the management of science instrumentation.
4. Evaluate the biological aspects in relation to the events that occur in their environment.
5. Develop the methodology and analysis of scientific research.
6. Identify and apply chemical and physical aspects to solve and comprehend daily life circumstances.

Alumni Profile

Upon completion of their studies in the Bachelor’s Degree in Natural Sciences, the alumni is prepared to:

1. Implement statistical studies when developing research projects.
2. Identify and comprehend symbols, formulas, chemical elements and equations.
3. Apply the bioethical concepts to the scientific research.
4. Identify molecular structures and organic compositions.
5. Implement laws and procedures of physics in the natural sciences.
6. Evaluate the relevance of the behavioral and neuro sciences in the natural sciences field of study.
7. Explain the relationship between the genetic, epigenetic and environmental factors and its impact in the organisms.
8. Determine the role of microorganisms in human health, the industry, and the environment.
9. Apply the different skills and techniques in the use of science equipment and instruments.
Program of Study

Degree requirements: Candidates for the Bachelor’s Degree in Natural Sciences must complete the course requirement of 121 credits as outlined in the following curriculum and reach at completion a 2.50 GPA minimum on both, general and specialization courses. All major and core courses marked with an asterisk (*) must be approved with a minimum grade of C.

Major

<table>
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<tr>
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<tbody>
<tr>
<td>BIO 2155*</td>
<td>Molecular Genetics</td>
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<tr>
<td>BIO 2208*</td>
<td>General Microbiology</td>
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<td>LB 2208*</td>
<td>General Microbiology Laboratory</td>
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<tr>
<td>BNS 2010*</td>
<td>Introduction to Neuroscience</td>
<td>3</td>
</tr>
<tr>
<td>BNS 3001*</td>
<td>Research Methodology</td>
<td>3</td>
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<tr>
<td>BNS 3501*</td>
<td>Bioethics</td>
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<td>BNS 4001*</td>
<td>Research Seminar I</td>
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<td>BNS 4002*</td>
<td>Research Seminar II</td>
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<td>CHE 2171*</td>
<td>Organic Chemistry I</td>
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<td>LC 2171*</td>
<td>Organic Chemistry Laboratory I</td>
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<td>CHE 2172*</td>
<td>Organic Chemistry II</td>
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<td>LC 2172*</td>
<td>Organic Chemistry Laboratory II</td>
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<td>MAT 2501*</td>
<td>Biostatistics</td>
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<tr>
<td>PHY 3211*</td>
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* This course must be approved with a minimum grade of C.

General Education

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<td>ENG 1102</td>
<td>English II</td>
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<td>ENG 2203</td>
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<tr>
<td>HUM 1101</td>
<td>Western Civilization I</td>
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<tr>
<td>HUM 1102</td>
<td>Western Civilization II</td>
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<td>Historical Development of the Puerto Rican Cultural</td>
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</tr>
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<td>SPA 1102</td>
<td>Spanish II</td>
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### Core

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<tbody>
<tr>
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</tr>
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<td>LB 1101*</td>
<td>Skills Laboratory I</td>
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</tr>
<tr>
<td>BIO 1102*</td>
<td>Introduction to Biology II</td>
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</tr>
<tr>
<td>LB 1102*</td>
<td>Skills Laboratory II</td>
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</tr>
<tr>
<td>BIO 1201*</td>
<td>Human Anatomy and Physiology I</td>
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</tr>
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<td>BIO 1202*</td>
<td>Human Anatomy and Physiology II</td>
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</tr>
<tr>
<td>CHE 1167*</td>
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<td>LC 1167*</td>
<td>Chemistry Laboratory I</td>
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<td>CHE 1168*</td>
<td>Chemistry II</td>
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<td>LC 1168*</td>
<td>Chemistry Laboratory II</td>
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<tr>
<td>ECO 2101</td>
<td>Economics I</td>
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</tr>
<tr>
<td>MAT 2402</td>
<td>Pre-calculus Applied to Sciences</td>
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<tr>
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*This course must be approved with a minimum grade of C.*

### Other Requirements

<table>
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<th>Course Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>VUE 1101</td>
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<td>3</td>
</tr>
<tr>
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<td><strong>Total</strong></td>
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</table>
Bachelor’s Degree in Arts
Major in Interior Design and Decoration

Program Offered in Hato Rey

Discipline: Design CIP CODE: 50.0408

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 and Decoration are considered 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:
   a. Residential Interior Designer – Decorator
   b. Commercial Interior Designer – Decorator
   c. Institutional Interior Designer – Decorator
   d. Project Manager
   e. Display Designer
   f. Space Planner
   g. Interior Design Trends
   h. Material and Product Specialist
   i. ProductSpecifier and Buyer
   j. Furniture Designer
   k. Set Designer
   l. 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 course requirements of 126 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

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<td>DEC 1102</td>
<td>Fundamentals of Design and Decoration</td>
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</tr>
<tr>
<td>DEC 2105</td>
<td>Interior Design Materials</td>
<td>4</td>
</tr>
<tr>
<td>DEC 2113</td>
<td>Lighting Systems and Techniques</td>
<td>2</td>
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<tr>
<td>DEC 2205</td>
<td>Historical Styles I</td>
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<tr>
<td>DEC 2209</td>
<td>Historical Styles II</td>
<td>3</td>
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<tr>
<td>DEC 2225</td>
<td>Decorative Arts</td>
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<tr>
<td>DEC 3117</td>
<td>Classic Furniture in Contemporary Environments</td>
<td>3</td>
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<td>DEC 4120</td>
<td>LEED for Interiors</td>
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<td>DIS 1305</td>
<td>Presentation and Technical Concept of Design</td>
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<td>DIS 2306</td>
<td>Perspective and Rendering</td>
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<td>DIS 2309</td>
<td>Residential Design I</td>
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<tr>
<td>DIS 2313</td>
<td>Residential Design II</td>
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<tr>
<td>DIS 2318</td>
<td>Introduction to Computer Aid Drawing</td>
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<td>DIS 2321</td>
<td>Commercial Design I</td>
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<td>DIS 2329</td>
<td>Introduction to Landscape Design</td>
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<td>DIS 4330</td>
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**Total** 69

## General Education

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<td>HUM 1101*</td>
<td>Western Civilizations I</td>
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<td>HUM 1102*</td>
<td>Western Civilizations II</td>
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<tr>
<td>SOC 1101*</td>
<td>Social Sciences I</td>
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<tr>
<td>SOC 1102*</td>
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<td>MAT 1101</td>
<td>Basic Mathematics</td>
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<td>Computer Operations</td>
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<td>PSY 2401</td>
<td>Space – Materials - Sensations</td>
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**Total** 38

* Students select nine (9) credits in this list.
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<tr>
<td>ART 2217</td>
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### Other Requirements

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</table>
Bachelor’s Degree in Arts  
Major in Digital Fashion Design

Program Offered in Hato Rey

Discipline: Design CIP CODE: 50.0407

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 “separates” 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 original designs.
7. Design your own textile prints using digital programs.
8. Create original designs for exclusive clientele and fashion collections.

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 garments 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 course requirements of 129 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

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<tr>
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<tbody>
<tr>
<td>DMD 1001</td>
<td>Sewing I</td>
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<td>DMD 1202</td>
<td>Fashion Illustration</td>
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<td>DMD 1203</td>
<td>Fashion Design I</td>
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</tr>
<tr>
<td>DMD 2001</td>
<td>Patterns I</td>
<td>3</td>
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<tr>
<td>DMD 2002</td>
<td>Patterns II</td>
<td>3</td>
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<td>DMD 2003</td>
<td>Draping I</td>
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<td>DMD 2004</td>
<td>Draping II</td>
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<td>DMD 2006</td>
<td>Textiles</td>
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<td>DMD 2007</td>
<td>Fashion Show Production</td>
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<td>DMD 2203</td>
<td>Fashion Design II</td>
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</tr>
<tr>
<td>DMD 2301</td>
<td>Spec and Technical Flats</td>
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<td>DMD 2302</td>
<td>Fashion Digital Image Design</td>
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<td>DMD 3001</td>
<td>Sewing II</td>
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<tr>
<td>DMD 3003</td>
<td>Textile Digital Design</td>
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<td>DMD 3201</td>
<td>Collection Development and Construction</td>
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<td>DMD 3204</td>
<td>Life Model Drawing</td>
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<td>DMD 4002</td>
<td>Patterns III (Special Occasion )</td>
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<td>DMD 4003</td>
<td>Stretch Fabrics (Bathing Suits)</td>
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<td>DMD 4005</td>
<td>Internship (150 hrs.)</td>
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**Total** 60
### Information Systems

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<td>BADD 1101</td>
<td>Introduction to Digital Design I</td>
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<tr>
<td>BADD 1102</td>
<td>Digital Illustration</td>
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<td>BADD 2102</td>
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### General Education

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<td>ENG 1102</td>
<td>English II</td>
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<tr>
<td>ENG 2203</td>
<td>Conversational English</td>
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</tr>
<tr>
<td>*HUM 1101</td>
<td>Western Civilizations I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1110</td>
<td>History of Society and its Culture</td>
<td>3</td>
</tr>
<tr>
<td>*SOC 1101</td>
<td>Social Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>MAT 1101</td>
<td>Basic Mathematics</td>
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<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>ART 2213</td>
<td>Art History I</td>
<td>3</td>
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<tr>
<td>ART 2217</td>
<td>Art History II</td>
<td>3</td>
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<tr>
<td>ART 2221</td>
<td>Art in Puerto Rico</td>
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* Students select three (3) credits in this list.

### Other Requirements

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<td>BA 3101</td>
<td>Fashion Marketing</td>
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<tr>
<td>PSY 1101</td>
<td>Psychology</td>
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<td>VUE 1101</td>
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</table>
Bachelor’s Degree in Arts in Digital Design
Major in Multimedia

Program Offered in Hato Rey

Discipline:  Design CIP CODE: 50.0401

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 and 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 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

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<tbody>
<tr>
<td>BADD 1101</td>
<td>Introduction to Digital Design I</td>
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<tr>
<td>BADD 1102</td>
<td>Digital Illustration</td>
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<tr>
<td>BADD 1103</td>
<td>Social Media and Web Technologies</td>
<td>3</td>
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<td>BADD 2101</td>
<td>Typographic Design</td>
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<td>BADD 2102</td>
<td>Digital Design II</td>
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<td>BADD 2103</td>
<td>2D Animation</td>
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<td>BADD 2201</td>
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<td>BADD 2205</td>
<td>Web Advertising and Marketing</td>
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<td>Introduction to 3D Design</td>
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<td>BADD 3302</td>
<td>Web Design I</td>
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<td>Introduction to 3D Animation</td>
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Core

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<td>Marketing</td>
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**Total** 25
### General Education

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### Electives

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<td>Elective in Science</td>
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<td><strong>Total</strong></td>
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</table>
Bachelor’s Degree in Science of Criminal Justice
Major in Forensic Sciences

Program Offered in Hato Rey and San Sebastian

Discipline: Law CIP CODE: 43.0106

Credential Level: Academic Bachelor’s Degree

Program length in credit hours: 122

Program Description

The Bachelor’s Degree in Science of Criminal Justice with a Major in Forensic Sciences is designed to help the student understand what types of evidence are collected from crime scenes, and know how to interpret information that is gathered in order to support Law and Order procedures. Forensic Science is a vital part of the Justice System. The goal of the Forensic Science Expert is to effectively use the information available to determine the facts using the most advanced methodology and technology available. This area of study covers a variety of disciplines such as: constitutional law, criminal procedure, criminology, forensic investigation, evidence analysis and management, and natural sciences, among others.

Program Objectives

1. Implement forensic ethical standards in the investigations.
2. Investigate and analyze the nature, motives and implications of the offender’s criminal behavior.
3. Apply the necessary skills for the discernment, removal, analysis, interpretation, classification and comparison of impressions left at the scene of the crime.
4. Prepare expert reports, along with presenting the results of the forensic analysis for their admissibility in the courts of Puerto Rico and the United States.
5. Establish evidence based conclusions using forensic investigation techniques and technological advances under the required legal criteria for its admissibility in court.
6. Acquire the necessary skills to attain and work within a forensic career in any law enforcement agency.

Alumni Profile
Upon completion of their studies in the Bachelor’s Degree in Science of Criminal Justice Major in Forensic Sciences, the alumni are prepared to:

1. Analyze collected evidence and develop investigative strategies at the crime scene applying scientific, legal, ethical and practical methods.
2. Follow protocols in the collection of evidence in a forensic investigation by applying the theoretical, scientific and legal standards.
3. Evidence the crime’s origins, causes, and prevention, as well as the rehabilitation of the transgressor.
4. Evaluate and analyze suspicious documents and allegations of fraud to determine their veracity and admissibility.
5. Use the appropriate techniques to work and rebuild the crime scene both in the field work phase and in the legal aspects of admissibility.
6. Analyze and apply methods of collecting technological based evidence in an investigation.
7. Recognize the various forms of death and the signs of violence in the bodies and remains found in criminal scenes.
8. Identify toxic substances that can cause the death of an individual.
9. Use photographic and forensic planimetry techniques to preserve evidence found at the scene of the crime in its original state.

Program of Study

Degree Requirements: Candidates for the Bachelor's Degree in Science of Criminal Justice, Major in Forensic Sciences, must complete the 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.

<table>
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<tr>
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<td>CHE 3000</td>
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<tr>
<td>FSC 1000</td>
<td>Introduction to Forensic Science</td>
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<tr>
<td>FSC 2001</td>
<td>Forensic Investigation</td>
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</tr>
<tr>
<td>FSC 2002</td>
<td>Introduction to Criminalistics</td>
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</tr>
<tr>
<td>FSC 3003</td>
<td>Investigation and Scene Reconstruction</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3004</td>
<td>Basic Concepts of Forensic Pathology</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3005</td>
<td>Forensic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3006</td>
<td>Digital Evidence and Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3007</td>
<td>Forensic Psychology</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3008</td>
<td>Forensic Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3009</td>
<td>Forensic Ethics</td>
<td>2</td>
</tr>
<tr>
<td>FSC 3010</td>
<td>Photography and Forensic Video</td>
<td>3</td>
</tr>
<tr>
<td>FSC 3011</td>
<td>Fingerprinting</td>
<td>2</td>
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<tr>
<td>FSC 3012</td>
<td>Forensic Planimetry</td>
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<tr>
<td>FSC 4000</td>
<td>Evaluation of Documents and Allegations of Fraud</td>
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<tr>
<td>FSC 4001</td>
<td>Drafting of Science Reports Forensic</td>
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<tr>
<td>FSC 4003</td>
<td>Practice</td>
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Total 48
## Core

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<tbody>
<tr>
<td>BA 1313</td>
<td>Administrative Theory</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1201</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>BIO 1202</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>CHE 1167</td>
<td>Chemistry I</td>
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<tr>
<td>LC 1167</td>
<td>Chemistry Laboratory I</td>
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<tr>
<td>CJU 1100</td>
<td>Constitutional Law</td>
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<td>CJU 1101</td>
<td>Criminal Law</td>
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<tr>
<td>CJU 2101</td>
<td>Criminal Procedure Law</td>
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<td>CJU 2102</td>
<td>Criminology</td>
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<td>CJU 2103</td>
<td>Law of Evidence</td>
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<tr>
<td>CJU 2104</td>
<td>Juvenile Law</td>
<td>2</td>
</tr>
<tr>
<td>CJU 3000</td>
<td>Federal Jurisdiction</td>
<td>2</td>
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<tr>
<td>CJU 3001</td>
<td>Interview, Interrogation and Testimony</td>
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<tr>
<td>STA 3207</td>
<td>Statistics I</td>
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**Total** 38

## General Education

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<td>Physical Sciences</td>
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<tr>
<td>ENG 1101</td>
<td>English I</td>
<td>3</td>
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<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2203</td>
<td>Conversational English</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2301</td>
<td>Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Human Behavior I</td>
<td>3</td>
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<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
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<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
<td>3</td>
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<tr>
<td>SOC / HUM 1101</td>
<td>Social Sciences I/ Western Civilizations I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1105</td>
<td>Historical Development of Puerto Rican Cultural Identity</td>
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**Total** 33

## Electives

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total** 3
Associate Degrees
Associate Degree in Business Administration

Program Offered in Hato Rey, Villalba and Online

Discipline: Business Administration CIP CODE: 52.0201

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 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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ACC 2113</td>
<td>Introduction to Accounting I</td>
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</tr>
<tr>
<td>ACC 2114</td>
<td>Introduction to Accounting II</td>
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</tr>
<tr>
<td>BA 1110</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BA 1313</td>
<td>Administrative Theory</td>
<td>3</td>
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<tr>
<td>BA 2301</td>
<td>Business Law</td>
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<tr>
<td>BA 2321</td>
<td>Human Resources Administration</td>
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<td>ECO 2101</td>
<td>Economics I</td>
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<td>FIN 2105</td>
<td>Business Finance</td>
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Total 32

General Education

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<tr>
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<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
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<td>HUM 1101</td>
<td>Western Civilization I</td>
<td>3</td>
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<tr>
<td>MAT 2301</td>
<td>Algebra</td>
<td>3</td>
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<tr>
<td>MAT 3302</td>
<td>Pre-Calculus</td>
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<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
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<tr>
<td>SOC 1101</td>
<td>Social Sciences I</td>
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<td>Spanish I</td>
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Total 27

Other Requirements

<table>
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<tr>
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<th>Course Name</th>
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<td>Elective (Natural Science )</td>
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</table>

Total 9
Associate Degree in Office Administration

Program Offered in Hato Rey

Discipline: Office Administration CIP CODE: 52.0401

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.
6. Encourage the use of the dictionary.
7. Develop knowledge in different filing systems and underline the importance of good organization for easy access to needed information.
8. 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.
9. 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. Administate 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 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

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ADO 1101</td>
<td>Keyboarding and its Applications</td>
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<td>ADO 1114</td>
<td>Document Production</td>
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<td>ADO 1130</td>
<td>Spanish Speed Writing</td>
<td>3</td>
</tr>
<tr>
<td>ADO 1141</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ADO 2216</td>
<td>Processing and Digitalization of Legal Documents</td>
<td>3</td>
</tr>
<tr>
<td>ADO 2220</td>
<td>Billing and Document Management in the Medical Office</td>
<td>3</td>
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<tr>
<td>ADO 2222</td>
<td>Creation and Management of Electronic Documents</td>
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<tr>
<td>ADO 2252</td>
<td>Office Equipment Management</td>
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<tr>
<td>ADO 2261</td>
<td>Office Administration and Human Relations</td>
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</tr>
<tr>
<td>ADO 2271</td>
<td>Accounting Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADO 3213</td>
<td>Business Document Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ADO 3282</td>
<td>Practicum</td>
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<tr>
<td>BA 1313</td>
<td>Administrative Theory</td>
<td>3</td>
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<tr>
<td>ENG 3201</td>
<td>Business English I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>Business Mathematics</td>
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<tr>
<td>SPA 3201</td>
<td>Business Spanish I</td>
<td>3</td>
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### General Education

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<tbody>
<tr>
<td>ENG 1101</td>
<td>English I</td>
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<td>ENG 1102</td>
<td>English II</td>
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<td>ENG 2203</td>
<td>Conversational English</td>
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<td>HUM 1101</td>
<td>Western Civilization I</td>
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<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
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<td>SPA 1102</td>
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### Other Requirements

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<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
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<td></td>
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</table>
Associate Degree in Health Billing and Codification Services

Program Offered in Hato Rey and San Sebastian

Discipline: Protective Services CIP CODE: 51.0714

Credential Level: Associate Degree

Program length in credit hours: 71

Program Description

This area of study covers the learning of a variety of knowledge, processes, and methods such as: medical terminology, handling of handbooks for coding procedures, and classification of diseases, paper and electronic billing, the process of creating and administrating an electronic medical record, writing medical reports, and medical auditing, among others. The medical biller will be an expert in the effective use of information to determine the appropriate use and correct payment for insurance agencies.

Program Objectives

1. Apply the concepts and terminology used in the classification of medical procedures and diseases for the production of required documents, and the proper management of the automated health services office.
2. Management of programs and applications used in document digitalization required for electronic billing, as well as for the creation and maintenance of the electronic record.
3. Administer paper and electronic billing related procedures for diverse insurance companies, for both the private and public sector, following state and federal regulations.
4. Demonstrate ethical and professional values that distinguish his/her conduct within the work scenario, especially in the service of patients and their families.
5. Develop the business skills in order to consider self-employment and entrepreneurship as an employment alternative.
6. Exhibit adequate job attitudes and habits that allows him/her to perform relevant tasks in the modern health services office with a high level of efficiency and effectiveness.

Alumni Profile

Upon completion of their studies in the Associate Degree in Health Billing and Codification, the alumni are prepared to:

1. Apply the basic rules that regulate the use of medical codification and its terminology using the corresponding resources and sources.
2. Implement the most effective and adequate administrative procedures and practices for the health services office.
3. Apply the cycle for billing and collection of the different medical-hospital services. Both manually and electronically, as well as effective and efficiently.
4. Manage productivity applications for the creation and administration of electronic medical records and the integration of its composing data.
5. Use the required equipment for document digitalization.
6. Identify the main medical, federal, governmental and commercial plans agencies, the services they provide to patients, costs, and what deductibles apply to them.
7. Analyze the required documents in the process of auditing, reconciliation, claims related to payments made to the medical plan, and the writing of corresponding reports.
8. Demonstrate ethical and legal principles in the administration of a health services office and its required documentation by maintaining privacy, reliability, and integrity practices in patient related information.

Program of Study

Degree requirements: Candidates for the Associate Degree in Health Billing and Codification must complete the course requirement of 71 credits as outlined in the following curriculum and reach at completion a 2.00 GPA minimum.

Major

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>HBC 1101</td>
<td>Administrative Procedures for Health Services Providers</td>
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</tr>
<tr>
<td>HBC 2201</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HBC 2202</td>
<td>Coding</td>
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<tr>
<td>HBC 2220</td>
<td>Health Billing Services</td>
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<tr>
<td>HBC 2225</td>
<td>Management of Applications</td>
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</tr>
<tr>
<td>HBC 2231</td>
<td>Electronic Medical Record</td>
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<tr>
<td>HBC 2341</td>
<td>Electronic Billing</td>
<td>3</td>
</tr>
<tr>
<td>HBC 2342</td>
<td>Drafting and Document Transcription</td>
<td>3</td>
</tr>
<tr>
<td>HBC 2345</td>
<td>Medical Audit and Reconciliation</td>
<td>3</td>
</tr>
<tr>
<td>HBC 3282</td>
<td>Practice</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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General Education

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2203</td>
<td>Conversational English</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1101*</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101*</td>
<td>Social Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
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<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
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<tr>
<td>MAT 1111</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
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</table>

*The student will choose one (1) course from this list

Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 1313</td>
<td>Administrative Theory</td>
<td>3</td>
</tr>
<tr>
<td>ADO 1101</td>
<td>Keyboarding and its Applications</td>
<td>3</td>
</tr>
<tr>
<td>ADO 1114</td>
<td>Document Production</td>
<td>3</td>
</tr>
<tr>
<td>ADO 1141</td>
<td>Records Management</td>
<td>3</td>
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</table>
ACC 2113  Introduction To Accounting I  4

Total  16

Other Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
</tbody>
</table>

Total  3
Associate Degree in Information Technology

Program Offered in Hato Rey, San Sebastian, Humacao, Manati, Villalba and Online

Discipline: Information Technology CIP CODE: 11.0103

Credential Level: Academic Associate Degree

Program length in credit hours: 64

Program Description

This program prepares professionals for assisting in the areas of planning, implementation, management, and configuration of the computer infrastructure of organizations. It also allows the student to obtain a degree in information technology in a short time.

Program Objectives

1. Dominate programming languages such as: Python, visual programming, database, HTML, mobile device and videogame programming, among others.
2. Operate productivity and utilities programs, such as word processing, spreadsheets, presentation software, and email.
3. Apply different internet-related tools in the creation of websites.
4. Use new technologies to create and manage mobile device and videogame programming.
5. Develop applications for new technologies in accordance with the needs of the current market.
6. Evidence the procedures in the management of information systems.
7. Identify and solve technical situations, in both the hardware and the communication networks of an organization.

Alumni Profile

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

1. Develop algorithms and syntaxes to address the specific processes of an organization and create mathematical and programming solutions.
2. Update information systems using current technologies.
3. Manage the input and update data in the information systems by using database applications and / or file management.
4. Create and update documents with productivity programs.
5. Manage the utilities to resolve situations in the organization.
6. Identify and solve technical problems in hardware and software as well as computer networks to provide possible solutions.
7. Design and develop animations or interactive games on various OS platforms.
8. Document and demonstrate the processes established in the management information systems.
9. Basic skills in the use of information and communication technologies.
10. Search skills, process and analyze information from various sources.
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.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Information Technology must complete the minimum course requirements of 64 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ITN 2375</td>
<td>Networks Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ITP 2080</td>
<td>Computer Devices &amp; Fault Identification and Monitoring</td>
<td>3</td>
</tr>
<tr>
<td>ITP 2230</td>
<td>Programming for Mobile Devices I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 2300</td>
<td>Programming - Object Oriented I</td>
<td>3</td>
</tr>
<tr>
<td>ITP 2330</td>
<td>Design and Application Development for Videogames</td>
<td>3</td>
</tr>
<tr>
<td>ITP 2340</td>
<td>Programming for Mobile Devices II</td>
<td>3</td>
</tr>
<tr>
<td>ITP 2350</td>
<td>Web Page Design and Development</td>
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</table>

Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2113</td>
<td>Introduction to Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BA 1313</td>
<td>Administrative Theory</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1111</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>PRO 1110</td>
<td>Computers and Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>ITP 1103</td>
<td>Principles of Applied Programming and Logic Structures</td>
<td>3</td>
</tr>
<tr>
<td>SIC 2400</td>
<td>Databases</td>
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General Education

<table>
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<tr>
<th>Course</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 2301</td>
<td>Algebra</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SOC/HUM 1101</td>
<td>Social Sciences I / Western Civilization I</td>
<td>3</td>
</tr>
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<td></td>
<td>Total</td>
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</tr>
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Other Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate Degree in Medical Emergencies Technology

Program Offered in Hato Rey and San Sebastian

 Discipline: Medical Emergencies Technology CIP CODE: 51.0904

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 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

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.

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 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MET 1101 *</td>
<td>Fundamentals of Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 2110 *</td>
<td>Communication, Extrication and Rescue</td>
<td>3</td>
</tr>
<tr>
<td>MET 2130 *</td>
<td>Pathophysiology of shock, fluids and Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>MET 2201 *</td>
<td>Respiratory System Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 2230 *</td>
<td>Traumatic Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 3102 *</td>
<td>Internal Medical Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 3202 *</td>
<td>Pediatric Patient Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 3207 *</td>
<td>Cardiovascular Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 3210 *</td>
<td>Gynecological and Prenatal Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>MET 3213 *</td>
<td>Medical Emergencies Practice</td>
<td>6</td>
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<td><strong>Total</strong></td>
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* This course must be approved with a minimum grade of C.
## General Education

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>*HUM 1101</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>*HUM 1102</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>LSPR 1101</td>
<td>Sign Language</td>
<td>3</td>
</tr>
<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1012</td>
<td>Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>*SOC 1101</td>
<td>Social Sciences I</td>
<td>3</td>
</tr>
<tr>
<td>*SOC 1102</td>
<td>Social Sciences II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

*The student will select six (6) credits from this list of courses.

## Core

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1201 *</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1202 *</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 1113</td>
<td>Mathematics for the Health Professional I</td>
<td>3</td>
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* This course must be approved with a minimum grade of C.

## Other Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
Associate Degree in Nursing

Program Offered in Hato Rey, San Sebastian, Humacao, Manati and Villalba

Discipline: Nursing CIP CODE: 51.3808

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 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. Program accredited by the Accreditation Commission for Education in Nursing (ACEN).
http://edpuniversity.edu/acreditaciones/

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1001</td>
<td>Fundamentals of Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1104</td>
<td>Mother and Infant Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1115</td>
<td>Posology for Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1140</td>
<td>Pharmacology for Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1301</td>
<td>Fundamentals of Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1304</td>
<td>Mother and Infant Care Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2206</td>
<td>Child and Adolescent Care</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2306</td>
<td>Child and Adolescent Care Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2208</td>
<td>Mental Health and Mental Dysfunction</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2308</td>
<td>Mental Health and Mental Dysfunction Clinical Practice</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2210</td>
<td>Adult Care in Sickness Situations I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2310</td>
<td>Adult Care in Sickness Situations I Clinical Practice</td>
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</tr>
<tr>
<td>NUR 2220</td>
<td>Adult Care in Sickness Situations II</td>
<td>3</td>
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<tr>
<td>NUR 2320</td>
<td>Adult Care in Sickness Situations II Clinical Practice</td>
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<td>NUR 2260</td>
<td>Nursing Integration Seminar</td>
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* This course must be approved with a minimum grade of C.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>English I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>English II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Socio-humanistic Component. Student must complete one (1) of these two (2) courses.</td>
<td>3</td>
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<tr>
<td>HUM 1101</td>
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<tr>
<td>PRO 1101</td>
<td>Computer Operations</td>
<td>3</td>
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### Core

<table>
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<tr>
<th>Code</th>
<th>Course Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIO 1201 *</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1202 *</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 2203 *</td>
<td>Fundamentals of Microbiology</td>
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<tr>
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* This course must be approved with a minimum grade of C.

### Other Requirements

<table>
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<tr>
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<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
Associate Degree in Pharmacy Technician

Program Offered in Hato Rey and San Sebastian

Discipline: Pharmacy Technician CIP CODE: 51.2099

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. Process and dispatch medical prescriptions both manually and electronically with the Licensed Pharmacist supervision.
2. Prepare simple solutions and syrups.
3. Manage specialized programs for the pharmacy area.
4. Process prescriptions with or without healthcare under the Licensed Pharmacist supervision.
5. Preform calculations needed for dosages.
6. Process and dispatch controlled substances under the supervision of the Licensed Pharmacist.
7. Identify and recommend bioequivalent or generic medications.
8. Catalog and file prescriptions following the law established processes.
9. Educate the patient about the side effects, interactions of medicines and medicines that need to be taken with food.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Pharmacy Technician must complete the 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 1,000 hours of Pharmacy Technician practice in a cooperative community, chain, or hospital pharmacy with an authorized preceptor.

License Requirements: According to Law 247 established in 2004, 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>APH 1101 *</td>
<td>Pharmacy Fundamentals</td>
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<tr>
<td>APH 1120 *</td>
<td>Medical and Pharmaceutical Technology</td>
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<td>APH 1130 *</td>
<td>Pharmacognosia</td>
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<td>APH 1240 *</td>
<td>Ethics, Laws and Regulations In Pharmacy</td>
<td>3</td>
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<tr>
<td>APH 1215 *</td>
<td>Administration</td>
<td>3</td>
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<tr>
<td>APH 2115 *</td>
<td>Prescription and Non-Prescription Medications</td>
<td>3</td>
</tr>
<tr>
<td>APH 2240 *</td>
<td>Community and Hospital Pharmacy</td>
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<td>APH 2250 *</td>
<td>Pharmaceutical Posology</td>
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</tr>
<tr>
<td>APH 3110 *</td>
<td>Pre-Internship</td>
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<tr>
<td>APH 3211 *</td>
<td>Internship I</td>
<td>3</td>
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<tr>
<td>APH 3212 *</td>
<td>Internship II</td>
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<tr>
<td>CHE 2210 *</td>
<td>Pharmaceutical Chemistry</td>
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<td>MAT 1220 *</td>
<td>Pharmaceutical Mathematics</td>
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* This course must be approved with a minimum grade of C.

Core

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<tbody>
<tr>
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<td>Fundamentals of Physiology and Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1212 *</td>
<td>Fundamentals of Physiology and Pharmacology II</td>
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</tr>
<tr>
<td>MAT 1113</td>
<td>Mathematics for the Health Professional</td>
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<td>PRO 1101</td>
<td>Computer Operations</td>
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<tr>
<td>CHE 1163</td>
<td>General Chemistry</td>
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* This course must be approved with a minimum grade of C.

General Education

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<tbody>
<tr>
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<td>ENG 1102</td>
<td>English II</td>
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<td>Course Name</td>
<td>Credit Hours</td>
</tr>
<tr>
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<td>------------------------------</td>
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</tr>
<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1101*</td>
<td>Western Civilizations I</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1102*</td>
<td>Western Civilizations II</td>
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</tr>
<tr>
<td>SOC 1101*</td>
<td>Social Sciences I</td>
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</tr>
<tr>
<td>SOC 1102*</td>
<td>Social Sciences II</td>
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*The student has the option of choosing six (6) credits from this list of courses.

**Other Requirements**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
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</tr>
<tr>
<td></td>
<td>Total</td>
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</tr>
</tbody>
</table>
Associate Degree in Physical Therapy Technology

Program Offered in Hato Rey, San Sebastian, Humacao and Manati

Discipline: Physical Therapy CIP CODE: 51.0806

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 greater 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 requirement 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>TAS 1101</td>
<td>Introduction to Physical Therapy</td>
<td>3</td>
</tr>
<tr>
<td>TAS 1103</td>
<td>Kinesiology</td>
<td>4</td>
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<tr>
<td>TAS 1105</td>
<td>Physical Dysfunction</td>
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<td>TAS 1110</td>
<td>Hospital Techniques in Physical Therapy</td>
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</tr>
<tr>
<td>TAS 1113</td>
<td>Thermal Therapy and Electrical Therapy</td>
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<tr>
<td>TAS 2202</td>
<td>Therapeutic Massage</td>
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</tr>
<tr>
<td>TAS 2205</td>
<td>Therapeutic Exercises</td>
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</tr>
<tr>
<td>TAS 2208</td>
<td>Health Psychology</td>
<td>3</td>
</tr>
<tr>
<td>***TAS 2209</td>
<td>Introduction to Clinical Practice in Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>***TAS 2211</td>
<td>Clinical Practice I</td>
<td>2</td>
</tr>
<tr>
<td>TAS 2213</td>
<td>Application of Physical Therapy to Physical Dysfunction</td>
<td>4</td>
</tr>
<tr>
<td>TAS 2216</td>
<td>Patient Management for Daily Living</td>
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<tr>
<td>***TAS 2312</td>
<td>Clinical Practice II</td>
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**Total** 39

***These courses require B as minimum grade. All other major courses require C as a minimum grade.

Core

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BIO 1201</td>
<td>Human Anatomy and Physiology I</td>
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<td>Human Anatomy and Physiology II</td>
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<tr>
<td>MAT 1113</td>
<td>Mathematics for the Health Professional</td>
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**Total** 11

General Education

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<td>Spanish II</td>
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<td>ENG 1102</td>
<td>English II</td>
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<td>*HUM 1101</td>
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<td>*SOC 1101</td>
<td>Social Sciences I</td>
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<tr>
<td>PSY 1101</td>
<td>Introduction to Human Behavior</td>
<td>3</td>
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<tr>
<td>PRO 1101</td>
<td>Computer Operation</td>
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<tr>
<td>VUE 1101</td>
<td>Successful University Life</td>
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</tr>
</tbody>
</table>

**Total** 24

* Students select three (3) credits in this list.
Associate Degree in Digital Fashion Design

Program Offered in Hato Rey, San Sebastian, Humacao and Manati

**Discipline: Design CIP CODE: 50.0407**

**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 course requirements of 77 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>DMD 1001</td>
<td>Sewing I</td>
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</tr>
<tr>
<td>DMD 1202</td>
<td>Fashion Illustration</td>
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<tr>
<td>DMD 1203</td>
<td>Fashion Design I</td>
<td>3</td>
</tr>
<tr>
<td>DMD 2001</td>
<td>Patterns I</td>
<td>3</td>
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<tr>
<td>DMD 2002</td>
<td>Patterns II</td>
<td>3</td>
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<td>DMD 2003</td>
<td>Draping I</td>
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<td>DMD 2004</td>
<td>Draping II</td>
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<td>DMD 2203</td>
<td>Fashion Design II</td>
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<td>DMD 2301</td>
<td>Spec and Technical Flats</td>
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<tr>
<td>DMD 2302</td>
<td>Fashion Digital Image Design</td>
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<td>DMD 3201</td>
<td>Collection Development and Construction</td>
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Information Systems

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<tr>
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<td>Computer Operations</td>
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<td>BADD 1101</td>
<td>Introduction to Digital Design</td>
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<tr>
<td>BADD1102</td>
<td>Digital Illustrations</td>
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<td>BADD2102</td>
<td>Digital Design II</td>
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<td>BA 1313</td>
<td>Administrative Theory</td>
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General Education

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<tr>
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<td>3</td>
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<tr>
<td>ENG 1101</td>
<td>English I</td>
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<tr>
<td>*HUM 1101</td>
<td>Western Civilizations I</td>
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<tr>
<td>*SOC 1101</td>
<td>Social Sciences I</td>
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<tr>
<td>ART 1101</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>HUM 1110</td>
<td>History of Society and its Culture</td>
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* Students select three (3) credits in this list.
### Electives

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<tbody>
<tr>
<td>*DMD 2005</td>
<td>Beading</td>
<td>3</td>
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<tr>
<td>*DMD 2006</td>
<td>Textiles</td>
<td>3</td>
</tr>
<tr>
<td>*DMD 2007</td>
<td>Fashion and Show Production</td>
<td>3</td>
</tr>
<tr>
<td>*BADD 2101</td>
<td>Typographic Design</td>
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<tr>
<td>*BADD 2201</td>
<td>Editorial Design</td>
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* Students select six (6) credits in electives.

### Other Requirements

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<tbody>
<tr>
<td>VUE 1101</td>
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</tr>
<tr>
<td>Total</td>
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</tbody>
</table>
Associate Degree in Arts in Interior Design and Decoration

Program Offered in Hato Rey and San Sebastian

Discipline: Design CIP CODE: 50.0408

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 and Decoration.

Alumni Profile

Graduates of the Associate Degree in Interior Design and 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:
   a. Residential Interior Designer – Decorator
   b. Commercial Interior Designer – Decorator
   c. Space Planner
   d. 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 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**

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>ART 2221</td>
<td>Art in Puerto Rico</td>
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<tr>
<td>DEC 1102</td>
<td>Fundamentals of Design</td>
<td>4</td>
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<td>DEC 2105</td>
<td>Interior Materials</td>
<td>4</td>
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<tr>
<td>DEC 2113</td>
<td>Lighting Systems and Techniques</td>
<td>2</td>
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<tr>
<td>DEC 2205</td>
<td>Historical Styles I</td>
<td>3</td>
</tr>
<tr>
<td>DEC 2209</td>
<td>Historical Styles II</td>
<td>3</td>
</tr>
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<td>DEC 2225</td>
<td>Decorative Arts</td>
<td>2</td>
</tr>
<tr>
<td>DIS 1305</td>
<td>Presentation Techniques and the Concept of Design</td>
<td>3</td>
</tr>
<tr>
<td>DIS 2306</td>
<td>Perspective and Rendering</td>
<td>4</td>
</tr>
<tr>
<td>DIS 2309</td>
<td>Residential Design I</td>
<td>4</td>
</tr>
<tr>
<td>DIS 2313</td>
<td>Residential Design II</td>
<td>4</td>
</tr>
<tr>
<td>DIS 2318</td>
<td>Introduction to Computer Aid Drawing</td>
<td>3</td>
</tr>
<tr>
<td>DIS 2321</td>
<td>Commercial Design I</td>
<td>4</td>
</tr>
<tr>
<td>DIS 2329</td>
<td>Introduction to Landscape Design</td>
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<tr>
<td>DIS 2501</td>
<td>Administration and Practice of the Profession</td>
<td>2</td>
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**Core**

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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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### General Education

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<tr>
<td>* HUM 1101</td>
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* Students select three (3) credits in this list.

### Other Requirements

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</table>
Associate Degree in Arts in Digital Design

Program Offered in Hato Rey

Discipline: Design CIP CODE: 11.0803

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 software, 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 and 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 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.

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<tr>
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<tr>
<td>BADD 1102</td>
<td>Digital Illustration</td>
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<td>Typographic Design</td>
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<td>Digital Design II</td>
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<td>BADD 2103</td>
<td>2D Animation</td>
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<tr>
<td>BADD 2201</td>
<td>Editorial Design</td>
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<td>BADD 3302</td>
<td>Web Design I</td>
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<td>SIC 1101</td>
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## Core

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<td>PRO1101</td>
<td>Computer Operations</td>
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<tr>
<td>PRO1110</td>
<td>Computers and Information Systems</td>
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<tr>
<td>SIC 2010</td>
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## General Education

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<td>ENG1101</td>
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<td>ENG1102</td>
<td>English II</td>
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<td>HUM1101</td>
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<td>MAT1101</td>
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<td>PSY1101</td>
<td>Introduction to Human Behavior I</td>
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<td>SOC1101</td>
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Associate Degree in Biotechnology

Program Offered in Hato Rey

Discipline: Health CIP CODE: 26.1201

Credential Level: Academic Associate Degree

Program length in credit hours: 63

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 course requirements of 63 credits as outlined in the following program study and reach at completion a 2.50 GPA minimum on both the general and specializations courses.

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<tr>
<td>BIO 2155</td>
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<td>LB 1101</td>
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<tr>
<td>BIO 1102</td>
<td>Introduction to Biology II</td>
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<tr>
<td>LB 1102</td>
<td>Laboratory Skills II</td>
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<td>SPA 1102</td>
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<td>HUM 1105</td>
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Associate Degree in Criminal Justice

Program Offered in Hato Rey, San Sebastian Campuses and Villalba

Discipline: Law CIP CODE: 43.0199

Credential Level: Academic Associate Degree

Program length in credit hours: 66

Program Description

The Associate Degree in Criminal Justice is designed to help students cultivate basic skills to promote the administration of justice and crime prevention. Students develop the skills and basic knowledge in the area of Criminal Justice, preparing to collaborate as resources in the processes of analysis and research involving issues related to constitutional rights, special laws, court testimony, criminology, forensic science and prosecution strategies within the criminal justice systems in Puerto Rico and the United States. The curriculum is designed to provide students with an understanding of the criminal justice system, its agencies, personnel, and historical foundation.

Program Objectives

1. Implement the scientific and historical knowledge of criminology and criminal law in investigations conducted.
2. Recognize the various justice systems and forums of Puerto Rico and the United States.
3. Apply criminal procedure policies and evidence law in the investigative and adjudicative stages of an investigation.
4. Develop strategies and techniques necessary to conduct interviews and interrogation procedures while complying with the applicable laws.

Alumni Profile

Upon completion of their studies in the Associate Degree in Biotechnology, the alumni are prepared to:

1. Recognize and evaluate behaviors attributable to crime and their legal implications.
2. Identify and know the justice systems of Puerto Rico and the United States.
3. Know and distinguish the criminal justice system laws and regulations concerning juveniles.
4. Knowledge of constitutional rights.
5. Understanding in criminal procedure and evidence law.
6. Effective analysis of an investigation through written reports and other tools.
7. Knowledge of the basic procedures and techniques of criminal and forensic investigation.
8. Knowledge on how to apply the appropriate testimony presentation techniques in a court of law.
Program of Study

Degree Requirements: Candidates for the Associate Degree in Criminal Law, must complete the course requirements of 66 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

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<td>Criminal Law</td>
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<td>CJU 2101</td>
<td>Criminal Procedure Law</td>
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<tr>
<td>CJU 2102</td>
<td>Criminology</td>
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<tr>
<td>CJU 2103</td>
<td>Law of Evidence</td>
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<tr>
<td>CJU 2104</td>
<td>Juvenile Law</td>
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<tr>
<td>CJU 2105</td>
<td>Special Penal Laws</td>
<td>2</td>
</tr>
<tr>
<td>CJU 2201</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJU 3000</td>
<td>Federal Jurisdiction</td>
<td>2</td>
</tr>
<tr>
<td>CJU 3001</td>
<td>Interview, Interrogation and Testimony</td>
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Total 25

Core

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<td>FSC 2002</td>
<td>Introduction to Criminalistics</td>
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<td>PRO 1101</td>
<td>Computer Operations</td>
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<td>STA 3207</td>
<td>Statistics I</td>
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General Education

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<td>Introduction to Human Behavior I</td>
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Total 30
Associate Degree in Executive Protection and Security

Program Offered in Hato Rey and San Sebastian

Discipline: Protective Services CIP CODE: 43.0120

Credential Level: Associate Degree

Program length in credit hours: 71

Program Description

The Associate Degree in Executive Protection and Security is directed at meeting the needs of students who prefer to do short-term professional studies. Students will develop the skills and basic knowledge of the Executive Security and Protection area of study, preparing them to collaborate as resources in the secret service system, intelligence service, protection of celebrities, artists and personalities of politics, and government in Puerto Rico and the United States.

Program Objectives

1. Analyze and apply survival techniques in danger situations.
2. Design techniques and strategies for personal protection to executives and dignitaries.
3. Know the different types of escorts and their application for each particular case.
4. Evaluate and utilize specialized protection techniques in danger situations for personal escorts.
5. Apply the legal principles in situations of security and executive protection.
6. Apply the first aid, nutrition, and physical aptitude practical principles.
7. Apply the ethical and moral principles in the performance of personal security and protection.
8. Apply the etiquette and protocol norms and rules in formal events.

Alumni Profile

Upon completion of their studies in the Associate Degree in Executive Protection and Security, the alumni is prepared to:

1. Design security and evacuation plans in special situations that require emergency intervention.
2. Create and update methods of providing escort and protection.
3. Identify, analyze, and solve situations and/or events where risk or danger might be present, using the adequate methods, techniques, and strategies to provide adequate personal protection.
4. Use martial arts, fire guns, and white/cold weapons defense in justified situations.
5. Know the legal norms related to the behavior and rights that assist an individual.
6. Identify, report, and apply emergency situations that requires primary care management.
7. Employ principles of nutrition and physical aptitude.
8. Manage personal protection situations to dignitaries with respect and dignity, applying ethics.
9. Acquire the capacity to plan reunions with dignitaries and executives applying courtesy and good manners during the dignitary’s protection.
**Program of Study**

Degree requirements: Candidates for the Associate Degree in Executive Protection and Security must complete the course requirement of 71 credits as outlined in the following curriculum and reach at completion a 2.00 GPA minimum.

### Major

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<tr>
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<tr>
<td>EPS 1104</td>
<td>Primary Medical Assistance for Protection of Public and Dignitaries</td>
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<tr>
<td>EPS 1106</td>
<td>Nutrition and Physical Aptitude</td>
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<td>EPS 1110</td>
<td>Ethics and Moral Issues in Personal Protection</td>
<td>2</td>
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<td>EPS 1120</td>
<td>Protocol for Executive Bodyguard Etiquette</td>
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<td>EPS 2201</td>
<td>Transportation and Driver Protection</td>
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<tr>
<td>EPS 2202</td>
<td>Hand-to-hand Combat</td>
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<td>EPS 2212</td>
<td>Escort and Protection II</td>
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<td>EPS 2216</td>
<td>Fundamentals of Firearms Use and Handling</td>
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<td>CJU 3000</td>
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<td>ENG 2203</td>
<td>Conversational English</td>
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<td>PRO 1101</td>
<td>Computer Operations</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1101</td>
<td>Introduction to Human Behavior I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1101</td>
<td>Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA 1102</td>
<td>Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1101</td>
<td>Social Sciences I</td>
<td>3</td>
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### Other Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>VUE1101</td>
<td>Successful University Life</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
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 ####

<table>
<thead>
<tr>
<th>Code</th>
<th>Comments</th>
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<tbody>
<tr>
<td>AAA</td>
<td>Alphabetical code with a maximum of four letters</td>
</tr>
<tr>
<td>####</td>
<td>Four (4) digit numerical code (e.g. ACC 2113)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th># ID</th>
<th>Comments</th>
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<tbody>
<tr>
<td>0</td>
<td>Refers to a preparatory course.</td>
</tr>
<tr>
<td>1</td>
<td>Refers to a course usually taken during the 1st year of the program. This type of course may not have Pre-requisites.</td>
</tr>
<tr>
<td>2</td>
<td>Refers to a course usually taken during the 2nd year. This type of course may have Pre-requisites.</td>
</tr>
<tr>
<td>3</td>
<td>Refers to a course usually taken during the 3rd year of study. This type of course may have at least one Pre-requisites.</td>
</tr>
<tr>
<td>4</td>
<td>Refers to a course usually taken during the 4th year. This type of course may have more than one Pre-requisites.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>ADO</td>
<td>Office Administration</td>
</tr>
<tr>
<td>APH</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>ART</td>
<td>Arts</td>
</tr>
<tr>
<td>BA</td>
<td>Business Administration</td>
</tr>
<tr>
<td>BADD</td>
<td>Digital Design</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
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<tr>
<td>BNS</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>CHE</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CJU</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>DEC</td>
<td>Decoration</td>
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<tr>
<td>DIS</td>
<td>Interior Design</td>
</tr>
<tr>
<td>DMD</td>
<td>Digital Fashion Design</td>
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<tr>
<td>ECO</td>
<td>Economics</td>
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<tr>
<td>ENG</td>
<td>English</td>
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<tr>
<td>EPS</td>
<td>Executive Protection and Security</td>
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<tr>
<td>FIN</td>
<td>Finance</td>
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<tr>
<td>FSC</td>
<td>Forensic Sciences</td>
</tr>
<tr>
<td>HBC</td>
<td>Health Billing and Codification</td>
</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
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<tr>
<td>ITN</td>
<td>Information Technology Networks</td>
</tr>
<tr>
<td>ITP</td>
<td>Information Technology Programing</td>
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<tr>
<td>LB</td>
<td>Biology Laboratory</td>
</tr>
<tr>
<td>LC</td>
<td>Chemistry Laboratory</td>
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<tr>
<td>LP</td>
<td>Physics Laboratory</td>
</tr>
<tr>
<td>LSPR</td>
<td>Sign Language</td>
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<tr>
<td>MAT</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MET</td>
<td>Medical Emergencies</td>
</tr>
<tr>
<td>NUR</td>
<td>Nursing</td>
</tr>
<tr>
<td>PHY</td>
<td>Physics</td>
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<tr>
<td>PRO</td>
<td>Computer Programming</td>
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<td>PSY</td>
<td>Psychology</td>
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<td>SIC</td>
<td>Information Systems</td>
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<td>SOC</td>
<td>Social Sciences</td>
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<tr>
<td>SPA</td>
<td>Spanish</td>
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<tr>
<td>STA</td>
<td>Statistics</td>
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<tr>
<td>TAS</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>VUE</td>
<td>Successful University Life</td>
</tr>
</tbody>
</table>
ACC 2113 Introduction to Accounting I
Four (4) credits 60 Hours
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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.

ACC 3213 Intermediate Accounting I
Four (4) credits 60 hours
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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 2216  Processing and Digitalization of Legal Documents**  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 3213 Business Document Procedures
Three (3) credits 60 hours
Pre-requisites: 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 3282 Practicum
Two (2) credits 60 hours
Pre-requisites: ADO 1130, ADO 1141, ADO 2261, ADO 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.

APH 1101 Pharmacy Fundamentals
Three (3) credits 45 hours
Pre-requisites: None
In this 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 well as 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 # 247, 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 30 hours of theory, 500 hours of practice
Pre-requisites: APH 3110, APH 2240
In this course the student will practice in a cooperative community, chain or hospital agency, under the supervision of a pharmacy preceptor and in accordance with the practice coordinator. The executions performed by the students will be framed by the rules established by the HIPPA (Health Insurance Portability and Accountability Act) Law.

The supervised pharmacy practice will provide the student with the relevant learning experiences needed 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 30 hours of theory, 500 hours of practice
Pre-requisites: APH 2250, APH 3211
In this course the student will practice in a cooperative community, chain or hospital agency, under the supervision of a pharmacy preceptor and in accordance with the practice coordinator. The executions performed by the students will be framed by the rules established by the HIPPA (Health Insurance Portability and Accountability Act) Law.

The supervised pharmacy practice will provide the student with the relevant learning experiences needed 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
Pre-requisites: 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  
Pre-requisite: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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 preference credits.

**BA 2321 Human Resources Administration**
Three (3) credits 45 hours  
Pre-requisites: 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 3101 Fashion Marketing**
Three (3) credits 45 hours  
Pre-requisites: BA 1313  
This course is a study of how fashion businesses launch and sell products. It describes the traditional marketing aspects, such as price policies, distribution, product development, life cycles, and communication strategies. It also pays special attention to contemporary aspects, like e-marketing, companies’ social responsibilities, celebrity influence, brand alliances, emotional branding, and new forms of luxury. Product design is studied, from the moment it’s conceived by the designer until it arrives to the stores, and ultimately to the consumer.

**BA 3332 Business Ethics**
Three (3) credits 45 hours  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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
Pre-requisites: BA 1313, ACC 3215, ACC 3315
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
Pre-requisites: 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.

BADD 1101 Introduction to Digital Design
Three (3) credits 60 hours
Pre-requisites: 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
Pre-requisites: 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.

BADD 1103 Social Media and Web Technologies
Three (3) credits 60 hours
Pre-requisites: 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 Typographic Design
Three (3) credits 60 hours
Pre-requisites: BADD1102
This course provides students with the skills necessary to develop layouts and typographic compositions. It emphasizes the importance of typography as a design element.

BADD 2102 Digital Design II
Three (3) credits 60 hours
Pre-requisites: 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
Pre-requisites: 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  
Pre-requisites: BADD2101, BADD2102  
This course presents the necessary knowledge for 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 publications.

BADD 2205 Web Advertising and Marketing  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: SIC1101, BADD2102, BADD2103  
This course covers the skills necessary skills needed for the design, programming, and publishing a web page. It also provides students with the knowledge to build a digital presence and appropriate content on the web.

BADD 4301 Introduction to 3D Animation  
Three (3) credits 60 hours  
Pre-requisites: 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 key frames.

BADD 4302 Web Design II  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: BADD4301  
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
Pre-requisites: 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
Pre-requisites: None
Co-requisites: LB 1101
This course is designed to introduce students to the study of modern biology. It is divided into four (4) fundamental areas. The first one is related to the scientific methodology and logic, emphasizing the scientific method with data analysis and interpretation, and living organism’s characteristics. A second area describes the organizational structure of the cell and its functions. The third area deals with the fundamentals of physiology and human anatomy. The fourth area presents students with the topic of ecology, in particular that present in Puerto Rico.

BIO 1102 Introduction to Biology II
Three (3) credits 45 hours
Pre-requisites: BIO 1101, LB 1101
Co-requisites: LB 1102
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 Ecology especially that of Puerto Rico, is studied in the third area. The last area introduces students to contemporary health and environmental problems.

BIO 1201 Human Anatomy and Physiology I
Four (4) credits 45 hours of theory; (LB 1201) 30 hours of laboratory
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; (LB 1202) 30 hours of laboratory
Pre-requisites: BIO 1201
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
Pre-requisites: 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
Pre-requisites: 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 2101 General Botany
Three (3) credits 60 hours
Pre-requisites: BIO 1101, BIO 1102
The course of General Botany introduces the biology of plants, its structure and function, as well as, a brief revision of the evolution and ecology of the plant kingdom. It emphasizes floriferous plants mainly present in Puerto Rico, and others of importance to humanity. Contemporary topics related to the biology of the plants, such as, their biotechnology and conservations are also discussed. This course is aimed for students in natural sciences and similar majors that have already taken a general biology course. This course includes laboratories, participation and assistance to multiple field trips is also required.

BIO 2155 Molecular Genetics
Three (3) credits 45 hours
Pre-requisites: BIO 1102, LB 1102, MAT 2402
Discussions on the structure and function of nucleic acids based on their role in the flow of genetic information. Analysis of the molecular events associated with the duplicity, transcription, translation, and control of the genetic expression. Hereditary patterns and some human genetic principles are also discussed.

BIO 2208 General Microbiology
Three (3) credits, 45 hours
Pre-requisites: BIO 1102, LB 1102, CHE 1167, LC 1167
Co-requisites: LB 2208
This course studies the relationship between microorganisms, the environment, and health in general. In addition, the principles of microbiology, immunology, physiology, genetic material and biotechnology will also be studied.

BIO 2203 Fundamentals of Microbiology
Four (4) credits 45 hours of theory and (LB 2203) 30 laboratory hours
Pre-requisites: BIO 1202
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 2260 Molecular Biotechnology**
Three (3) credits 45 hours
Pre-requisites: BIO 2155, BIO 2208, LB 2208
Co-requisites: LBIT 2260
This course was designed for students in the Biotechnology program. The principles and application of molecular biotechnology techniques employed in genetic manipulation of plants, animals, and microorganisms in order to synthesize human benefit products are analyzed. It also includes legal and ethical aspects of biotechnology.

**BIT 2430 Biomanufacturing**
Four (4) credits 90 hours
Pre-requisites: CHE 1168, BIO 2207
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.

**BNS 2010 Introduction to Neuroscience**
Three (3) credits 45 hours
Pre-requisites: BIO 1102, LB 1102, BIO 1202, LB 1202, PSY 1101
This course is designed to introduce the student to the field of neuroscience. It will provide the fundamental knowledge about cognition and the affective aspects of the human behavior. The description of different human processes such as: nervous system, sensory and motor, cognitive functions and some pathologies of both psychologic and psychiatric levels are also included within this course.

**BNS 3001 Research Methodology**
Three (3) credits 45 hours
Pre-requisites: CHE 1168, LC 1168, MAT 2501
This course is designed to integrate theory and practice to develop students’ analytical skills in research methods. Methods and techniques are applied for the compilation, analysis, interpretation, and presentation of primary and secondary data towards the solution of real problems. It includes qualitative, quantitative, and mixed research methods.

**BNS 3501 Bioethics**
Three (3) credits 45 hours
Pre-requisites: BIO 2155
Study of the scientific ethical concept on the natural sciences field. It emphasizes the controversies and ethical debates present on the current historical moment, focused on emergent technologies and new discoveries and practices on the health, environment and research fields. Using scientific data, historical facts and new information in corresponding fields that promote analysis and critical thinking will be discussed.
**BNS 4001 Research Seminar I**  
Two (2) credits 30 hours  
**Pre-requisites:** BNS 3001, BNS 3501, MAT 2501  
Research Seminar I is designed with the purpose of refining the knowledge and skills previously acquired through research development. This is the first part of two (2) seminars designed with the objective that the student develops his/her research capacity to a maximum on an undergraduate level. The student will develop a research project under supervision, and refine his/her capabilities of scientific literature analysis and application of research methods.

**BNS 4002 Research Seminar II**  
Two (2) credits 30 hours  
**Pre-requisites:** BNS 4001  
Research Seminar II has the objective of serving as a continuation for the first part of this course. Data recollection, statistical analysis, result interpretation, and the presentation of results through scientific articles are part of the seminar. It has the purpose of refining the skills acquired, and develop an integral vision of the importance and applicability of scientific knowledge generated through research in diverse fields like education, science and health.

**CHE 1163 General Chemistry**  
Four (4) credits 45 hours of theory, (LC 1163) 30 hours of laboratory  
**Pre-requisites:** None  
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 1167 Chemistry I**  
Three (3) credits, 45 hours  
**Pre-requisites:** MAT 2301  
**Co-requisites:** LC 1167  
This course is designed with the purpose of studying the basic principles of Chemistry. It covers the study of matter, its relations with energy, properties, and behavior from a qualitative macroscopic and microscopic perspective.

**CHE 1168 Chemistry II**  
Three (3) credits, 45 hours  
**Pre-requisites:** CHE1167, LC 1167, MAT 2402  
**Co-requisites:** LC 1168  
This course is designed to study the principles of Chemistry. It covers the fundamental principles of Chemistry and its application with a focus on the quantitative structural and energetic properties associated with matter and its transformations. It includes topics related to solid and liquid states, solutions, thermodynamics, kinetic chemistry, equilibrium, and electrochemistry, among others.
**CHE 2171 Organic Chemistry I**  
Three (3) credits, 45 hours  
**Pre-requisites:** CHE 1168, LC 1168, MAT 2420  
**Co-requisites:** LC 2171  
This course is centered on the theoretical and experimental study of carbon compounds and other organic molecules. It emphasizes the physical, chemical, and structural properties of organic compounds, nomenclature, synthesis, and the most common reactions. It includes the importance of functional groups, isometry, and chemistry in the reactivity of organic molecules and its effect on the kinetic and reaction mechanisms.

**CHE 2172 Organic Chemistry II**  
Three (3) credits, 45 hours  
**Pre-requisites:** CHE 2171, LC 2171  
**Co-requisites:** LC 2172  
This course is the continuation of the theoretical and experimental study of organic compounds, emphasizing the properties and reactions of functional groups. It focuses on the synthesis and the reactions, including mechanisms corresponding to the aromatic compounds, oxygenates such as ethers, ketones, aldehydes and carboxylic, nitrogenous compounds such as amines, amides and nitriles, and other compounds of biological interest. It includes the study and identification of spectroscopic properties of organic compounds.

**CHE 2210 Pharmaceutical Chemistry**  
Four (4) credits 45 hours of theory, (LC 2210) 30 hours of laboratory  
**Pre-requisites:** CHE 1163  
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.

**CHE 3000 Forensic Chemistry**  
Three (3) credits 60 hours  
**Pre-requisites:** CHE 1167  
The Forensic Chemistry course presents the chemistry application in the analysis of collected evidence from a crime scene. Specifically, the analysis of what is known as traces of evidence. The results obtained help determine if there was a transfer of material or presence of specific chemical substances. This combined with data related to the criminal act contribute to the establishment of a scientific explanation.

**CIF 1001 Physical Sciences**  
Three (3) credits 60 hours  
**Pre-requisites:** MAT 2301  
This course provides students with the basic concepts of the physical sciences. Students will be introduced to the concepts of scientific method, properties of matter, force and motion, force and energy, waves and
sound, electricity and magnetism, among other.

**CJU 1100 Constitutional Law**  
Two (2) credits 30 hours  
**Pre-requisites:** None  
This course examines Puerto Rico’s and USA constitutional law in a historical and modern context. Students explore the principles of Civil and Human Rights; the organizational structure of the Puerto Rico and United States Governments; the development of constitutional rights leading to the existing political system; and the allocation of decision-making authority among government institutions, including the distribution of power across the legislative, judicial and executive branches. The course focuses closely on the constitutional text and Supreme Court of Puerto Rico’s case law.

**CJU 1101 Criminal Law**  
Three (3) credits 45 hours  
**Pre-requisites:** None  
This course studies the progression and application of substantive criminal law and the socio-historical development of criminal codification in Puerto Rico. It includes the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against persons, habitation, property, public order, and other crimes contained in the Puerto Rico Penal Code of 2012. The course focuses closely on the Supreme Court of Puerto Rico’s and US Supreme Court case law.

**CJU 2101 Criminal Procedure Law**  
Three (3) credits 45 hours  
**Pre-requisites:** CJU 1100, CJU 1101  
This course analyzes the development of procedural rules governing the adjudication of criminal cases, with emphasis on fundamental constitutional doctrines. The course discusses topics such as the investigative stages preceding the initiation of criminal proceedings and prosecutorial discretion, pre-trial motions, plea negotiations, the rights of the defendant at trial, among others, as related to the Constitution of Puerto Rico and the organizational structure of the Supreme Court of Puerto Rico’s Court of First Instance and the US Supreme Court.

**CJU 2102 Criminology**  
Two (2) credits 30 hours  
**Pre-requisites:** CJU 1101  
This course examines the origins, influencing factors and causes of criminal behavior. Students learn the research methodology used for the investigation and analysis of relevant theories pertaining to social and ethical issues, crime, delinquency, policy implications, and government relations.

**CJU 2103 Law of Evidence**  
Three (3) credits 45 hours  
**Pre-requisites:** CJU 1100  
This course examines Puerto Rico’s and the United States rules governing the admission, exclusion, and presentation of evidence in judicial proceedings. Topics to be covered in this course include relevancy; authentication; the 'Best Evidence' doctrine; categorical rules of exclusion; character and habit evidence; competency of witnesses; examination and impeachment of witnesses; presentation of direct, circumstantial, documentary and/or reference test evidence; among others.
CJU 2104 Juvenile Law
Two (2) credits 30 hours
Pre-requisites: CJU 1100
This course explores the origins and continuing evolution of the juvenile justice system. It provides an overview of the historical development and philosophy of juvenile justice as the foundation of juvenile law, specifically pertaining to Law 88 of 9 July 1986 as amended on 2012 known as the Juvenile Act of Puerto Rico. Students study the nature, manifestation and range of antisocial behavior of minors, as well as prevention and treatment programs. The focus of the class also includes an examination of the Supreme Court of Puerto Rico’s and US Supreme Court case law.

CJU 2105 Special Penal Laws
Two (2) credits 30 hours
Pre-requisites: CJU 110
This course focuses on special laws that operate within the Puerto Rico’s Legal System, including the legal and sociological aspects that prompted their creation. Other topics include Puerto Rico’s laws regarding firearms, controlled substances, domestic violence, minors, organized crime, stalking, explosives, and governmental ethics, among others.

CJU 2201 Criminal Investigation
Three (3) credits 45 hours
Pre-requisites: CJU 1101
This course discusses the origin and development of criminal investigation. It examines the theories and practices of the investigation process within the criminal justice system, as well as the analysis of information and application of operational techniques relating to the investigation of specific crimes, the identification of sources of information and the procedures necessary for the proper handling of evidence. Students learn about the concepts of surveillance and monitoring along with interview and interrogation techniques.

CJU 3000 Federal Jurisdiction
Two (2) credits 30 hours
Pre-requisites: CJU 1100
This course analyzes the role of the federal courts in relation to the other branches of the federal government and in relation to the states and their courts. Included among the topics covered are court procedural rules, constitutional requirements, limited jurisdiction over the matter, and diversity of citizenship, transfer of cases between court, sovereign immunity, abstention doctrine, habeas corpus recourse, and res judicata principle, among others.

CJU 3001 Interview, Interrogation and Testimony
Three (3) credits 45 hours
Pre-requisites: CJU 2103
This course discusses the scientific methodology in the art of interviewing and interrogation techniques. It discusses the psychological profile of victims and witnesses, as well as the legal standards and constitutional rights of those who are subject to interrogation by the state. The student will learn how to legally conduct interviews and interrogations that are well documented and admissible in a court of law and be prepared to testify in court, specifically in the Supreme Court of Puerto Rico.
DEC 1102 Fundamentals of Design
Four (4) credits 60 hours
Pre-requisites: 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
Pre-requisites: DEC1101
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
Pre-requisites: DIS 1301, DEC 1102
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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: DEC 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
Pre-requisites: 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
Pre-requisites: DEC 1102, DEC 2105
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 Basic 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-and 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
Pre-requisites: 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
Pre-requisites: 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 curse 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  
**Pre-requisites: DIS 1305, DEC 1102**
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  
**Pre-requisites: 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  
**Pre-requisites: 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  
**Pre-requisites: 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  
**Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  Lighting Design II  
Two (2) credits 30 hours  
Pre-requisites: DEC 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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 slopes 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  
Pre-requisites: DMD 2001  
One this advance course, the students apply the acquired knowledge in the pattern making to develop more complicated slopes. 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  
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: BADD 1102
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
Pre-requisites: DMD 2301
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 3001 Sewing II (Menswear)
Three (3) credits 60 hours
Pre-requisites: DMD 3201
This course will introduce students to menswear tailoring by creating their own designs for a men’s shirt and trousers. The student will develop their own patterns and sew the pieces following menswear techniques.

DMD 3003 Textile Digital Design
Three (3) credits 60 hours
Pre-requisites: DMD 2301, DMD 2302
Through this course, students will learn how to create their own prints on textiles using computerized tools. Using “Adobe Photoshop” and “Illustrator” programs the student will make their own printed samples.

DMD 3201 Collection Development and Construction
Four (4) credits 75 hours
Pre-requisites: 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.

DMD 3204 Life Model Drawing
Three (3) credits 60 hours
Pre-requisites: DMD 1203
Students will study the body movement, its relation to fabrics and silhouettes. Learning about the skeleton and muscles will help students visualize anatomy through both female and male models. Also, developing still life drawings will help in the light and shadowing procedures.

DMD 4002 Patterns III (Special Occasion)
Three (3) credits 60 hours
Pre-requisites: DMD 3201
Through this course student’s will develop “one of kind” special occasion designs for a Bridal party including the bride, maid of honor and flower girl. This will be presented as their final show. Advanced sewing techniques will be applied to all the garments.

DMD 4003 Stretch Fabrics (Bathing Suits)
Three (3) credits 60 hours
Pre-requisites: DMD 3201
The student will learn to manage stretch fabrics by creating their own designs for various styles of bathing suits, cover ups, and short dresses.

DMD 4005 Internship
Three (4) credits 150 hours
Pre-requisites: DMD 3001, DMD 3003, DMD 3204, DMD 4003
Students will do their practice in a local fashion business helping them to experience a professional job setting that will help them get introduced into the industry.
ECO 2101 Economics I  
Three (3) credits 45 hours  
Pre-requisites: None  
The course examines the theories and basic principles of economic systems, including concepts, historical perspectives and core problems. Furthermore, it studies micro and macroeconomics 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  
Pre-requisites: 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.

EPS 1101 Protection Intelligence  
Three (3) credits, 45 hours  
Pre-requisites: None  
This course is aimed at preparing the student to develop the analytical skills at an operational and tactical level of the strategies to follow in the protection of dignitaries and executives in public places. The development of strategic plans to provide information at the highest levels in decision making are analyzed in this course. The study of security policies against criminal threats, the exchange of information with law enforcement agencies, and the processing of computerized secret information about organized crime, criminal background investigation, electronic monitoring, and the development of surveillance plans are included. The course emphasizes on the discussion of risk analysis as a consequence of threats, and the vulnerability of the internal and external environment of dignitaries and executives.

EPS 1104 Primary Medical Assistance for Protection of General Public and Dignitaries  
Three (3) credits 60 hours  
Pre-requisites: None  
This course studies the different techniques and skills (of acknowledgement, initial management, and rapid mobilization), and its application in diverse medical emergency scenarios. The student will be trained with the theoretical and practical knowledge of primary care in the management of medical emergencies in all types of scenarios. The student will obtain knowledge of necessary techniques to identify vital signs, recognition and management of the respiratory and circulatory systems, trauma, internal medicine medical emergencies, and management and exposure to dangerous materials. This course consists of 30 hours of lecture and 30 hours of laboratory.

EPS 1106 Nutrition and Physical Aptitude  
Three (3) credits, 60 hours  
Pre-requisites: None  
In this course, the basic concepts of nutrition, nutritional food composition, and the function of nutrients in the human body are studied. It combines the concepts of physical aptitude and nutrition for the healthy development of physical health. The student will apply the basic principles for training, maintaining, and improving his/her level of physical aptitude. This course consists of 30 hours of lecture and 30 hours of laboratory.
EPS 1110 Ethics and Moral Issues in Personal Protection  
Two (2) credits. 30 hours  
Pre-requisites: None  
This course discusses the ethical and moral codes related to the job carried out by a protection and security agent (Bodyguard). The theoretical concepts, the origin, and development of ethical and moral concepts in personal protection and security are also covered. The study is focused on the legal and professional responsibility, and the ethical aspects in businesses. It analyzes the ethical behavior of a security and protection agent (Bodyguard) with his/her clients that contract personal protection services, and the moral principles to be followed in conflicts of interest situations in the business.

EPS 1120 Protocol for Executive Bodyguard Etiquette  
Two (2) credits. 30 hours  
Pre-requisites: None  
This course studies social behavior, courtesy rules, proper use of clothing, and norms and manners related to the job carried out by a security and protection agent. It analyses the projection of appearance and image that should be presented by the security and protection agent (Bodyguard).

EPS 2201 Transportation and Driver Protection  
Three (3) credits. 60 hours  
Pre-requisites: EPS 1101, EPS 1104  
Introduction course to knowledge and skills for the management of vehicles in scenarios that require the protection of professionals, artists, dignitaries, politicians, executives, and their families. This course emphasizes security transportation, basic evasion skills, special evasive maneuvers, identification and analysis of situations and dangerous environments, ambush escape maneuvers, and the use of vehicles as a possible weapon. The student is exposed to simulation experiences in computerized off road scenarios, emergency situations, and knowledge of multiple and varied characteristics in different vehicles. This course consists of 30 hours of lecture and 30 hours of laboratory.

EPS 2202 Hand-to-hand Combat  
Three (3) credits. 60 hours  
Pre-requisites: EPS 1101, EPS 1104, EPS 1106  
Discussion of the origin and development of the Survival System (Hisardut). It studies the components of the Hisardut System among which include martial arts branches such as: Jiu Jitsu, Judo, and Karate. Analysis of defense methods against firearms, white/cold weapons, physical aggression, and survival techniques in danger situations are included in this course. This course consists of 30 hours of lecture and 30 hours of laboratory.

EPS 2204 Special Protection  
Three (3) credits. 60 hours  
Pre-requisites: CJU 1100, CJU 1101, EPS 1101  
Study of the different ways to protect dignitaries and people in difficult situations and how to manage them. It emphasizes the different techniques employed in the custody and defense of people in custody. The functions and responsibilities in special tactical units responsible for the security and protection of dignitaries, and people in custody are explained in this course. This course consists of 30 hours of lecture and 30 hours of laboratory.
EPS 2210 Escort and Protection I
Three (3) credits, 60 hours
Pre-requisites: EPS 1101, EPS 2201
Discussion on the methods and basic techniques for escort functions, and the protection of people. It studies the difference between the concept of public escort and private escort. Analysis of basic requirements for occupying a protection agent position, and personal security (Bodyguard). The different types of security formation, and protection and vigilance detention measures as well as terrorist operation investigations are discussed and analyzed. This course consists of 30 hours of lecture and 30 hours of laboratory.

EPS 2212 Escort and Protection II
Three (3) credits, 60 hours
Pre-requisites: EPS 2202, EPS 2210
Discussion of methods and strategies developed for the protection and escort of dignitaries such as: politicians, religious leaders, corporate executives, known artists, and presidents of countries. The different techniques of personal protection are analyzed and discussed according to the events and activities where the protection of the dignitary is carried out. The methodology for the development of security and evacuation plans in case of physical attacks is studied. This course consists of 30 hours of lecture and 30 hours of laboratory.

EPS 2216 Fundamentals of Firearms Use and Handling
Three (3) credits, 60 hours
Pre-requisites: CJU 1100, CJU 1101, EPS 2210
Discussion of the origin and development of firearms, the different types, and the composition of its the parts. Study of the rules and security measures for the use and management of firearms, as stated by the law in Puerto Rico and the United States. The legal aspects are also studied, as well as special laws and regulations for processing the permit to have, possess and transport firearms. Analysis of the jurisprudence resolved by the Supreme Court of Puerto Rico and the United States. Practical exercises will be carried out in a shooting range, using firearms, and ammunition provided for this type of exercise. Practical exercises will be done with previous authorization from the Puerto Rico Police and supervising agencies that overlook compliance of shooting ranges in Puerto Rico. This course consists of 30 hours of lecture and 30 hours of laboratory.

ENG 0100 English Fundamentals
Three (3) credits 45 hours of theory; 10 hours of laboratory
Pre-requisites: None
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*  
**Pre-requisites:** Approved placement examination or CEEB test  
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*  
**Pre-requisites:** 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*  
**Pre-requisites:** 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*  
**Pre-requisites:** 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*  
**Pre-requisites:** 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
Pre-requisites: 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
Pre-requisites: 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.

FSC 1000 Introduction to Forensic Science
Three (3) credits 45 hours
Pre-requisites: None
This course gives students an overview of the history, origin and development of forensic science in Europe, United States and Puerto Rico. It examines the biographies of the first forensic scientists who contributed to the development of the field of criminalistics. Students learn about forensic science terminology, the role of the Institute of Forensic Science of Puerto Rico and other applicable jurisdictions. The course also discusses physical evidence handling and its legal aspects.

FSC 2001 Forensic Investigation
Three (3) credits 60 hours
Pre-requisites: CJU 1101, FSC 1000
The Study of the set of scientific disciplines that analyze the scientific methods and techniques in the legal medical field directed to the compilation of evidence. Discussion of areas such as: Forensic Serology, Ballistics, Fiber and Fabric Analysis, Firearms Identification, Forensic Trichology, Forensic Dentistry, DNA, Forensic Chemistry, Tire Impression Analysis, Controlled Substances, Polygraph, Marks of Bites, Pathology Forensics and Tool Marks. The course consists of 30 lecture hours and 30 laboratory hours.

FSC 2002 Introduction to Criminalistics
Two (2) credits 30 hours
Pre-requisites: FSC 1000, CIF 1001
This course introduces the student to the concepts of criminalistics. It provides an overview of the investigative units that make up the Institute of Forensic Science of Puerto Rico and the criminalist laboratory of the Federal Bureau of Investigation (FBI), including its components and organizational functions in the investigation of crimes. Students will be presented with the theories and principles regarding to the roles of a forensic investigator, forensic chemist, polygrapher, forensic ballistics reviewer, forensic pathologist, fraud investigator and fingerprint analyst.

FSC 3003 Investigation and Scene Reconstruction
Three (3) credits 60 hours
Pre-requisites: CHE 3000, FSC 1000, CJU 2103
This course includes discussion and analysis of the different methods of searching, collecting and reconstructing evidence at the crime scene. In addition, the discussion of the guidelines of the procedure
of collection of the evidence implanted by the laboratory of Forensic Sciences and Rules of Evidence that regulate the legal processes related to the investigation and collection. The course consists of thirty (30) lecture hours and 30 laboratory hours.

**FSC 3004 Basic Concepts of Forensic Pathology**  
**Three (3) credits 60 hours**  
**Pre-requisites: BIO 1201, CHE 3000, FSC 2001**  
In this course we study and analyze the basic procedures used to identify possible suspected causes of the death of crime victims. Emphasis is placed on the medical-legal aspect, the pathologist's report and expert witness testimony in the Court. The course consists of 30 lecture hours and 30 laboratory hours.

**FSC 3005 Forensic Anthropology**  
**Three (3) credits 60 hours**  
**Pre-requisites: BIO 1201, CHE 3000, FSC 2001**  
The Forensic Anthropology course will train the participants of the program to understand the composition of human bone remains and their relationship to the possible causes of death. This course includes the study and analysis of skeletal human remains. Analysis of the facial appearance reconstruction to determine the age, race and sex of the deceased. Odontology; Analysis and realization of the indentoestomatogram. In addition, we study the writing of the expert report prepared by the forensic anthropologist and the testimony offered as an expert in the investigative process. Finally, we study the optometry or bone measurements of human remains. The course consists of 30 lecture hours and 30 laboratory hours.

**FSC 3006 Digital Evidence and Multimedia**  
**Three (3) credits 60 hours**  
**Pre-requisites: CJU 2103, FSC 2001, PRO 1101**  
This course examines and studies methods of collecting evidence of technological means such as: high-tech computer systems that are related to or suspected of containing information that may channel or exonerate an offender among those who are found but not limited to: alterations of computer programs to use them fraudulently, use of telephone lines to access computer systems illegally, change data or files in systems to commit deception, use of computer systems, continuous criminal enterprises, fraud credit cards using computers, distribution of sexually explicit material through the Internet, extortion and demands for rescue through the computer system, destruction of data and introduction of viruses into computers, among others. The course consists of 30 lecture hours and 30 laboratory hours.

**FSC 3007 Forensic Psychology**  
**Three (3) credits 45 hours**  
**Pre-requisites: FSC 1000, PSY 1101**  
The study of the behavior and profile of the transgressor of the law. Analysis of the social and criminological theories that support the possible causes of criminal behavior. The means of prevention of criminal behavior are analyzed. Analysis of the causal relationship of deviant behavior of people within society.

**FSC 3008 Forensic Toxicology**  
**Three (3) credits 60 hours**  
**Pre-requisites: FSC 3004**  
This course will discuss definitions and basic concepts of Forensic Toxicology. In addition to the history, source, pharmacokinetics, pharmacology and analytical techniques most commonly used in Forensic
Toxicology. It includes the analysis of samples of biological fluids and tissues for the purpose of isolating, identifying and / or quantifying toxic substances such as drugs and poisons. The functions and duties of the Forensic Toxicology Division in Puerto Rico and the United States are also discussed. The course consists of 30 lecture hours and 30 laboratory hours.

**FSC 3009 Forensic Ethics**  
Two (2) Credits 30 hours  
**Pre-requisites:** FSC 3003  
This course covers the knowledge of the concepts and ethical principles of the theory and practice of forensic investigation. Particularly the honesty and integrity that involves the investigation of scene and the conduct of responsibility towards the environment and the components of all the groups that make up the research team. The study of ethical standards, and the behavior of the professional in forensic sciences, in the labor and social field is carried out.

**FSC 3010 Photography and Forensic Video**  
Three (3) credits 60 hours  
**Pre-requisites:** FSC 3003  
The course is designed to prepare and train students, giving them the necessary knowledge about techniques of capturing images, so that their product is a faithful portrait of the scene. It includes the study of the methodology of taking photographs and video at the scene of the crime and how to be presented to the Court. The course consists of 30 lecture hours and 30 laboratory hours.

**FSC 3011 Fingerprinting**  
Two (2) credits 30 hours  
**Pre-requisites:** FSC 3003  
Study of the procedures and methods of the survey, classification, filing and analysis of fingerprints in crime scenes. The different equipment such as: powders, iodine vapors, sodium-acrylate or by means of a laser beam that are used for the lifting of fingerprints are studied.

**FSC 3012 Forensic Planimetry**  
Two (2) credits 30 hours  
**Pre-requisites:** MAT 2301, FSC 3003  
This course consists on the design and elaboration of crime scenes. The different types of plans that are elaborated in the scene are studied and explained. Details of the forensic plan and the preparation for submission to the Court are discussed.

**FSC 4000 Evaluation of Documents and Allegations of Fraud**  
Three (3) credits 60 hours  
**Pre-requisites:** FSC 3006, SPA 1102  
This course deals with the study of printed or handwritten materials. Discussion of scientific and specialized instrumentation to detect alterations in documents. The elements related to the preparation or production of doubtful documents are analyzed in order to identify the perpetrator of the fraud and the preparation as a forensic investigator before the Court. The course consists of 30 lecture hours and 30 laboratory hours.
FSC 4001 Drafting of Science Reports Forensic
Three (3) credits 45 hours
Pre-requisites: FSC 3006, SPA 1102
This course examines the writing aspects of the written report written by the forensic investigator. The student is exposed to the necessary knowledge to develop the writing skills of dynamic and effective writing in the communication process. Emphasizes the drafting of documents to be used as part of the expert opinion before the Court. Includes oral and written communication techniques for the presentation and writing of expert reports.

FSC 4003 Practice
Four (4) credits 120 Hours
Pre-requisites: CJU 3001, FSC 3003, FSC 3006, FSC 3010, FSC 3011
In this course, the student is exposed to a supervised practice in a real environment in which he has the opportunity to interact with private companies and government agencies, specifically in Forensic Research projects or work areas. The student will be able to compare and use the knowledge acquired. The period of practice should not be less than 90 hours. The teacher will complete the practice with a 30-hour seminar, for a total of 120 hours.

HBC 1101 Administrative Procedures for Health Services Providers
Three (3) credits, 45 hours
Pre-requisites: None
This course aims to develop in students the necessary skills to establish the administrative procedures required in the office. The student will get to know the tasks, concepts, and essential aspects related to the health provider administrative skills; in accordance to the ethical and legal aspects that have an impact in the processing of information generated in this working environment.

HBC 2201 Medical Terminology
Three (3) credits 60 hours
Pre-requisites: HBC 1101
The purpose of this course is to study the meaning of the medical terms used in the medicine field as accepted by the scientific community. It will facilitate the exchange of information between health professionals. It specifically covers the roots, basic prefixes and suffixes of essential terms used in the sciences allies/associated to health. It also includes the relation to the human body’s main support systems, the study of the different evaluation methods used by health specialists, abbreviations, and symbols and signs used in medical records and in prescriptions.

HBC 2202 Coding
Three (3) credits, 60 hours
Pre-requisites: HBC 1101
The purpose of this course is to study the classifying and coding system for diagnostics, wounds, lesions, illnesses, and procedures. All of this according to the place offering the health services such as: hospitalization, ambulatory, dental, laboratory, as well as other procedures and related services.

HBC 2220 Health Services Billing
Three (3) credits, 60 hours
Pre-requisites: HBC 1101, HBC 2201, HBC 2202, MAT 1111
This course is designed with the purpose of studying fundamental principles and concepts of the billing process of providers to health care plans including learning health care coverages. The student will learn
and analyze concepts applied in the patient health plan contract and the use of templates for health insurance claim forms, especially the HCFA 1500 computerized and out of network procedures.

**HBC 2225 Management of Applications**  
Three (3) credits, 60 hours  
**Pre-requisites: ADO 1114, HBC 1101**  
The student will learn: high complexity commercial document production required in health care services offices through the use of diverse technology applications such as: text processor, electronic presentations, electronic sheets, emails, publications, and databases. Productivity tools for the storage of files in a cloud will also be used.

**HBC 2231 Electronic Medical Record**  
Three (3) credits. 60 hours  
**Pre-requisites: ADO 1141, HBC 2201, HBC 2202**  
The purpose of this course is to teach the student the basic principles for: registration, administration and management of the patients record in an organized way. Also, maintaining confidentiality and security of health care information such as: treatments, diagnosis, health care provider, that the personnel from the medical records or hospital maintain in the computer for both the input or output of information or the migration of documents.

**HBC 2341 Electronic Billing**  
Three (3) credits. 60 hours  
**Pre-requisites: HBC 2220, HBC 2225, HBC 2231**  
The purpose of this course is to develop the skills, competencies, and attitudes required in advance health services billing, using different technological applications. It includes medical services accreditation and contracting, Medicare and Advantage Plans payment policies, evaluation and management guides, procedures and modifiers for outpatient services, dental and laboratory services, and corresponding ICD and CPT codes.

**HBC 2342 Drafting and Document Transcription**  
Three (3) credits. 60 hours  
**Pre-requisites: HBC 2220, HBC 2225, SPA 1101**  
The student will comprehend the importance in writing, developing, and revising the documents and forms required in handling patient records according to federal law. It emphasizes the most advance techniques in written communication where the basic principal elements and phases for writing letters, reports, presentations, emails, and other related documents are presented.

**HBC 2345 Medical Audit and Reconciliation**  
Three (3) credits. 60 hours  
**Pre-requisites: HBC 2201, HBC 2202, HBC 2220**  
This course is designed for the student to comprehend the final process in a billing cycle. The student will produce documents related with the following processes: collection, reconciliation, re-billing, and invoice audit for the services and procedures provided and billed to medical plans, in accordance with current federal regulations. The student will relate to the legal aspects that impact health professionals, staff and their implications.
HBC 3282 Practice
Four (4) credits. 120 hours
Pre-requisites: HBC 2220, HBC 2231, HBC 2341
This course is designed for the student to develop the necessary competencies to have success in the work environment where all learned principles will be applied in a real job experience. The student will attend a seminar in which matters related to the field of work will be discussed. The student will also participate in works of academic, social, and cultural nature.

HUM 1101 Western Civilization I
Three (3) credits 45 hours
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 economic, 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
Pre-requisites: 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 Concepts
Three (3) credits 60 hours
Pre-requisites: PRO1101, 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 Administration and Configuration of Cloud Resources
Three (3) credits 60 hours
Pre-requisites: 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  
Pre-requisites: 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 Networking Practice  
Four (4) credits 120 hours  
Pre-requisites: 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 1103 Principles of Applied Programming and Logic Structures  
Three (3) credits 60 hours  
Pre-requisites: 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.

ITP 2080 Computer Devices & Fault Identification and Monitoring  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: ITP 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 Object Oriented Programming I  
Three (3) credits 60 hours  
Pre-requisites: ITP 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 Development for Videogames Applications  
Three (3) credits 60 hours  
Pre-requisites: PRO1101, PRO 1110  
This course covers programming fundamentals in order for students to develop skills in the area of game programming by using Game Engines. Students will also develop basic skills and structured program design, including objects and components. Network multi-user videogame programming is examined.

ITP 2340 Programming for Mobile Devices II  
Three (3) credits 60 hours  
Pre-requisites: 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 Web Page Design and Development  
Three (3) credits 60 hours  
Pre-requisites: 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 Information Systems Administration  
Three (3) credits 60 hours  
Pre-requisites: PRO 2212, BA 1313  
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 Interactive and Innovative Tools on the Web  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: ITP 2350, 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  
Pre-requisites: ITP 2350  
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 Advance Structure Programming Language**  
Three (3) credits 60 hours  
Pre-requisites: ITP 1103, ITP 2350  
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  
Pre-requisites: 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  
Pre-requisites: ITP 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  
Pre-requisites: ITP 2300  
This course teaches the fundamentals of object-oriented visual programming though 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  
Pre-requisites: ITN 4270, ITP 3402, ITP 4210  
This course aims to develop a unique implementation project. Where the student will apply all the necessary steps of the planning, design, programming, testing and production of a system’s application. The student will develop a prototype using one of the languages studied during the course program and will include all the stages of a system’s life cycle.

**ITP 4790 Programming Practice**  
Four (4) credits 120 hours  
Pre-requisites: ITN 4270, ITP 3402, ITP 4210  
This course oversees a supervised practice where the student will be exposed to a real working environment within the information systems department of private or public sectors.
LB 1101 Skills Laboratory I  
One (1) credit, 30 hours  
Pre-requisites: None  
Co-requisites: BIO 1101  
It studies the application of techniques through the use of laboratory equipment for the development of basic skills. The research is focused on the rules of security in the laboratory for accident prevention. The development of scientific reports is an indispensable method in the student practices.

LB 1102 Skills Laboratory II  
One (1) credit, 30 hours  
Pre-requisites: BIO 1101, LB 1101  
Co-requisites: BIO 1102  
Application of techniques and development of basic research skills in the area of biology. It focuses on laboratory techniques such as: tissue culture, bacteria growth, Spectroscopy, Electrophoresis, and Digital Photography.

LB 2208 Microbiology Laboratory  
One (1) credit 45 hours  
Pre-requisites: BIO 1102, LB 1102, CHE 1167, LC 1167  
Co-requisites: BIO 2208  
This course studies the relationship between microorganisms, the environment, and health in general. It contains experimental practice of the principles of microbiology with an emphasis on the quantitative and qualitative study of structural and energetic properties associated with microorganisms and its transformations. In addition, the principles of microbiology, immunology, physiology, genetic material and biotechnology will also be studied.

LBIT 2260 Molecular Biotechnology Laboratory  
One (1) credits 30 hours  
Pre-requisites: BIO 2155, BIO 2208, LB 2208  
Co-requisite: BIT 2260  
This course is designed for students in the Biotechnology program. Molecular biotechnology techniques such as DNA restriction, ligation, plasmids transformation, and DNA amplification and extraction will be applied. The course consists of 30 hours of laboratory.

LC 1167 Chemistry Laboratory I  
One (1) credit, 30 hours  
Pre-requisites: MAT 2301  
Co-requisites: CHE 1167  
This laboratory complements the course of Chemistry I (CHE 1167). It contains practical experiments related to the material discussed on the conference course such as: experimental measures, density, component separation, conservation material law, stoichiometry, solution preparation and titration. It emphasizes on experimental techniques as well as collection, analysis and discussion of results.
LC 1168 Chemistry Laboratory II  
One (1) credit, 30 hours  
Pre-requisites: CHE 1167, LC 1167, MAT 2402  
Co-requisites: CHE 1168  
This laboratory complements the course of Chemistry II (CHE 1168). Chemistry principals practical and experimental course with emphasis on the quantitative study of structural and energetic properties associated with matter and its transformations. It includes topics related to molecular geometry, equilibrium, titration and thermodynamics, among others.

LC 2171 Organic Chemistry Laboratory I  
One (1) credit, 45 hours  
Pre-requisites: CHE 1168, LC 1168, MAT 2420  
Co-requisites: CHE 2171  
Practical and experimental course on the carbon compounds, and other organic molecules learned on the Organic Chemistry I course. It emphasizes on purification techniques, separation, synthesis, and recognition of organic compounds as well as the tridimensional visualization of molecules.

LC 2172 Organic Chemistry Laboratory II  
One (1) credit, 45 hours  
Pre-requisites: CHE 2171, LC 2171  
Co-requisites: CHE 2172  
Continuation of the practical and experimental course of the organic compounds learned during the course of Organic Chemistry II. Emphasis on synthesis and reactions of aromatic compounds, aldehydes and ketones, carboxylic acids and their derivatives, amines and amides, saponification, and other compounds. Review of purification techniques, recrystallization, and identification of organic compounds. The identification of Organic Compounds is developed through spectroscopic techniques such as Infra-red Spectroscopy, Nuclear Magnetic Resonance and Mass Spectrometry.

LP 3211 Physics Laboratory I  
One (1) credit, 30 hours  
Pre-requisites: MAT 2420  
Co-requisites: PHY 3211  
This course studies the application of basic Physics techniques through the use of laboratory equipment. In the laboratory practices, the student will acquire a greater understanding of the concepts learned in the class and will become familiar with various instruments and methods focused on the principles of Physics.

LP 3212 Physics Laboratory II  
One (1) credit, 30 hours  
Pre-requisites: PHY 3211, LP 3211  
Co-requisites: PHY 3212  
This course is the continuation of the Physics Laboratory I. In the laboratory practices, the student will acquire a better comprehension of the concepts learned in class and will become familiar with various instruments and methods focused on topics such as: optics, electronics and circuits.
LSPR 1101 Sign Language
Three (3) credits 45 hours
Pre-requisites: None
The main objective of the course is teaching basic sign language skills to facilitate interaction and sociocultural 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 2301  Algebra  
Three (3) credits 45 hours  
Pre-requisites: 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 2402 Pre-calculus Applied to Sciences  
Five (5) credits 75 hours  
Pre-requisites: MAT 2301  
This course has been designed with the purpose of studying the principles of Pre-Calculus as an integral part of the student's education in the field of mathematics. It covers topics such as real number system, linear, quadratic, exponential and logarithmic functions, solution of systems of equations and inequalities. Among other topics are polynomial functions, circular functions, complex numbers, permutations and combinations, binomial theorem, successions and mathematical induction.

MAT 2420 Calculus I  
Four (4) credits 60 hours  
Pre-requisites: MAT 2402  
This course focuses on the application of calculus on Natural Sciences. It develops basic skills for the integration of basic algebra and fundamental transcendental functions. It addresses the learning of differential and integral calculus techniques, essential in professional activities. It also emphasizes in techniques and strategies needing to resolve practical problems.

MAT 2501 Biostatistics  
Three (3) credits, 45 hours  
Pre-requisites: BIO 1102, LB 1102, MAT 2402  

MAT 3302 Pre-calculus  
Three (3) credits 45 hours  
Pre-requisites: 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.

MET 1101 Fundamentals of Medical Emergencies  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: None  
Co-requisite: NUR 1301  
In this course the student is introduced to the most important aspects of the history of nursing, its evolution, and how the theoretical postulates are used as the platform of current profession. Ethical aspects and laws that regulate the practices and functions of the nurse according to 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  
Pre-requisites: None  
This course provides knowledge on dosing and procedures in the administration of medications. It includes the calculation of oral, intravenous, and injectable medications. In addition, the concepts related to the correct calculation of dosages per age and the precautions necessary to ensure the safe administration of medications are included.

NUR 1104  Mother and Infant Care  
Three (3) credits 45 hours  
Pre-requisites: NUR 1001, NUR 1301, BIO 1201, LB 1201  
Co-requisite: NUR 1304  
This course is aimed 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 discussed. It includes the development cycle process of the fetus, stages of pregnancy, birth process,
puerperium and immediate care of the newborn.

**NUR 1140 Pharmacology for Nursing**

Three (3) credits 45 hours  
**Pre-requisites:** NUR 1115  
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. The classifications of drugs, therapeutic and possible adverse reactions, mechanism of action in the human body, both at local and systemic levels are discussed. Emphasis is on the correct, safe interpretation and administration of medication orders for clients. It includes a review of measure and conversion systems. The focus of this course is the development of safe and efficient skills to take medical orders, administer and document drug therapies to clients. The Nursing Process is applied in the administration of drug therapy.

**NUR 1301 Fundamentals of Nursing Practice**

Two (2) credits 90 hours  
**Pre-requisites:** None  
**Co-Requisite:** NUR 1001  
This course prepares the student with the communication skills necessary for the intervention with health team members, patient, family, and society. The application of the nursing process is introduced in offering the patient care by using critical thinking skills for each of the given situations. Basic clinical skills are taught based on scientific reasoning so that the student can apply them when offering care in order to form a future nurse that provides quality service.

**NUR 1304 Mother and Infant Care Clinical Practice**

Two (2) credit 90 hours  
**Pre-requisites:** NUR 1001, NUR 1301, BIO 1201, LB 1201  
**Co-requisite:** NUR 1104  
This course is 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 newborn. The nursing process is applied as a tool to collect pertinent data to diagnose nursing problems of clients, plan the interventions and evaluate direct nursing care.

**NUR 2206 Child and Adolescent Care**

Three (3) credits 45 hours  
**Pre-requisites:** 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.
NUR 2208 Mental Health and Mental Dysfunction  
Three (3) credits 45 hours  
Pre-requisites: 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. 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 and according to the theory of Imogene King and other theories.

NUR 2210 Adult Care in Sickness Situations I  
Three (3) credits 45 hours  
Pre-requisites: NUR 2206, NUR 2306  
Co-requisite: NUR 2310  
Course that covers the process of growth and development of the adult patient. 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  
Pre-requisites: NUR 2210, NUR 2310  
Co-requisite: NUR 2320  
Health problems that interfere with the function of the elder 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 conditions that affect the cardiovascular, respiratory, endocrine, reproductive, and muscular-skeletal systems. It also emphasizes the care to be given in order to alleviate sickness or to keep the individual’s physical, mental and emotional health through the aging process.

NUR 2260 Nursing Integration Seminar  
One (1) credit 45 hours  
Pre-requisites: 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 Child and Adolescent Care Clinical Practice  
Two (2) credit 90 hours  
Pre-requisites: 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 Adolescents 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 the pediatric patient.
NUR 2308  Mental Health and Mental Dysfunction Clinical Practice
Two (2) credit 90 hours
Pre-requisites: 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  Adult Care in Sickness Situations I Clinical Practice
Two (2) credits 90 hours
Pre-requisites: NUR 2206, NUR 2306
Co-requisite: NUR 2210
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, immunological or gastrointestinal diseases; hydro-electrolytes alterations, acid-base imbalances and/or who have been through a surgical procedure. 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  Adult Care in Sickness Situations II Clinical Practice
Two (2) credits 90 hours
Pre-requisites: 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 elderly 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 2290  Ulcer and Wound Care
Three (3) credits 45 hours
Pre-requisites: NUR 1001, NUR 1301, BIO 1202
This course provides an introduction to the application of the nursing process in order to provide care to individuals with problems in the integumentary system. It focuses on the correct identification of skin injuries, the planning, and the different interventions used in nursing care. In addition, it includes the evaluation of the care given. National, as well as international, wound care guides are evaluated.

NUR 3000  Physiopathology
Three (3) credits 45 hours
Pre-requisites: BIO 1202, LB 1202, BIO 2203, LB 2203, CHE 1163, LC 1163, NUR 1001, NUR 1301
This course provides an understanding of the mechanisms of diseases, why they originate, and how the normal function of the body is altered. It studies the structural and functional changes in the cells, tissues, and organs of the body that cause alterations in health or that are caused by a disease. In addition, it studies the etiology of the disease, homeostatic changes, compensatory mechanisms and the development of secondary diseases or their complications. The responses to stress, infectious processes
and the pharmacological, nutritional and pathological aspects of each of the body's systems will also be studied.

**NUR 3225 Health Assessment**  
Three (3) credits 45 hours  
**Pre-requisites:** NUR 2210, NUR 2310, NUR 3000  
**Co-requisite:** NUR 3325  
This course provides the nursing student with the necessary knowledge and skills to perform a comprehensive health assessment based on the client’s needs. 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 exam, and assessing specific areas that need to be addressed.

**NUR 3260 Family and Community Care**  
Three (3) credits 45 hours  
**Pre-requisites:** NUR 2220, NUR 2320, NUR 3225, NUR 3325, PRO 1101, STA 3207  
**Co-requisite:** NUR 3360  
This course provides the student with the vision and perspective of a professional nursing role in the care of the family and the community. It focuses on the aspects that affect the individual in the personal, interpersonal level as part of the family institution and as part of a social system in the community. It provides the necessary tools for students to participate in the promotion, health restoration, and disease prevention phases applied to the family and different community groups using the nursing process as a basis. Theoretical, epidemiological, demographic and bio-statistical concepts are integrated to identify health deviations in the family and in community groups.

**NUR 3250 Nutrition Fundamentals**  
Two (2) credits 30 hours  
**Pre-requisites:** BIO 2203, LB 2203, NUR 1001, NUR 1301  
This 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 evaluate the nutritional quality care of client, family and community.

**NUR 3325 Health Assessment Practice**  
One (1) credits 45 hours  
**Pre-requisites:** NUR 2210, NUR 2310, NUR 3000  
**Co-requisite:** NUR 3225  
This course provides the nursing student with the opportunity to integrate the theoretical concepts discussed in class with clinical practice. The student will be able to apply the knowledge learned in theory to make an estimate of holistic health knowledge and necessary health skills as well as client illness. The skill in learning that arises when conducting an interview provides the ideal tool for the student to use his critical thinking; considering the cultural, social and lifestyle diversity of the client. The correct application when practicing physical examination techniques using a format in the theory of Imogene King, will provide identification of the health deviations of the client based on the nursing process; offering a high quality, excellent and avant-garde nursing care.
NUR 3360  Family and Community Care Practice
Two (2) credits 90 hours
Pre-requisites: NUR 2220, NUR 2320, NUR 3225, NUR 3325, PRO 1101, STA 3207
Co-requisite: NUR 3260
This hands-on course offers the student the vision and perspective of a professional nursing role in the care of the individual as a member of the family institution and community groups in the health-disease continuum. The student executes the nursing skills in the laboratory (effective communication, handling of the material case, taking of vital signs, principles of asepsis and all those that apply to the community scope) and then intervene with individuals and families in assigned communities. Epidemiological, demographic and bio-statistical concepts are integrated to identify health deviations in the community and in community groups. The students develop a community research study where they use their critical thinking to identify problems and situations of risk and develop care plans aimed at the management of different groups in the community.

NUR 3375  Management in Nursing
Three (3) credits 45 hours
Pre-requisites: NUR 2220, NUR 2320
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 4300: Critical Patient Care Clinical Practice
Two (2) credits 90 hours
Pre-requisites: NUR 2220, NUR 2320, NUR 3225, NUR 3325
Co-requisite: NUR 4500
This course is designed to prepare students in the Nursing Bachelor program to acquire and apply scientific principles in each of the skills and procedures needed to care for the patient in a critical state. Also, the student will apply the nursing process and its components in real and hypothetical situations, inside the classroom and in clinical settings. The course will prepare students to offer services with the highest quality and in accordance with the different scenarios of practice in critical care.

NUR 4395  Research in Nursing
Two (2) credits 30 hours
Pre-requisites: NUR 2220, NUR 2320, NUR 3225, NUR 3325, PRO 1101, STA 3207
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 4460  Seminar
One (1) credits 45 hours
Pre-requisites: NUR 2220, NUR 2320, NUR 3260, NUR 3360
This course prepares students for a successful transition from student life to life in the workplace within the theoretical framework of open systems and achievement of objectives. The students receive an orientation on the documents to be presented in the job interview, such as resume, professional portfolio and letters of recommendation. In addition, strategies are offered that enable the student to take a refresher
exam focused on four categories of client needs at different stages of growth and development: Safe and
effective care environment, health promotion and maintenance, Psychosocial and Physiological integrity.

NUR 4500 Critical Patient Care  
Three (3) credits 45 hours  
Pre-requisites: NUR 2220, NUR 2320, NUR 3225, NUR 3325  
This course is designed to emphasize critical care nursing interventions in adults who have pathological
changes. The pathophysiology of the different conditions affecting the neurological, cardiovascular,
endocrine, respiratory, gastrointestinal, genitourinary, immunological, and musculoskeletal systems and
the patient with multiples injuries will be studied. It prepares the student of nursing with the scientific,
cognitive, analytical and humanistic principles related to the integral care of individuals during their life
process. The learning approach is directed toward leadership, critical thinking, decision making, ethical
and legal responsibilities in providing nursing care to clients in critical care.

PHY 3211 Physics I  
Three (3) credits, 45 hours  
Pre-requisites: MAT 2420  
Co-requisites: LP 3211  
This course is designed to apply the basic Physics concepts through experimentation, development of
basic skills related to the Classical or Newtonian Mechanics, and Thermodynamics. It includes the
fundamental principles of Physics for use and application in different science areas and daily life.
Measurements, vectors, movement and conservation Laws, static and dynamic forces, balance, energy of
movement, and heat.

PHY 3212 Physics II  
Three (3) credits, 45 hours  
Pre-requisites: PHY 3211, LP 3211  
Co-requisites: LP 3212  
This course is the continuation of the principles of Physics. It focuses on the laws of wave mechanics,
acoustics, electromagnetic waves, optics, electricity and magnetism. This course is directed at recognizing
and applying concepts of acoustics, basic optics, Doppler Effect, basic electronics, electromagnetic
induction and relativity in common Science situations in the modern world through experimentation.

PRO 1101 Computer Operations  
Three (3) credits 60 hours  
Pre-requisites: 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  
Pre-requisites: 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 60 hours
Pre-requisites: PRO 1101, PRO 1110
This course emphasizes problem definition techniques, the basic tools of systems design, application of system and program flowcharting methods, decision tables, job scheduling, forms design and project life cycle.

**PSY 1101 Introduction to Human Behavior I**
Three (3) credits 45 hours
Pre-requisites: 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
Pre-requisites: 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 labor 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 1102, 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 and HTML Language**
Three (3) credits 60 hours
Pre-requisites: 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 2400 Databases
Three (3) credits 60 hours
Pre-requisites: ITP 1103
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.

SOC 1101 Social Sciences I
Three (3) credits 45 hours
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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 morphosyntactic Spanish.

SPA 1102 Spanish II
Three (3) credits 45 hours
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisites: 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
Pre-requisite: 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 60 hours
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: 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 (5) 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  
Pre-requisites: 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  
Pre-requisites: 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 2208 Health Psychology  
Three (3) credits 45 hours  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: TAS1103, TAS2202, 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  
Pre-requisites: 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  
Pre-requisites: 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  
Pre-requisites: TAS 2208, 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*  
**Pre-requisites: 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 aims to develop their strengths and learning styles to successfully deal with university life.
Catalog Addendum

Update: July 3, 2019

» Program elimination: Bachelor’s Degree in Technological Office Administration
» Course elimination: ADO 2132 Spanish Speed Writing Transcription
» Course elimination: ADO 3134 English Speed Writing
» Course elimination: ADO 3140 Electronic Information Management
» Course elimination: ADO 3230 Office Art Design
» Course elimination: ADO 4215 Medical Office Information Processing
» Course elimination: ADO 4216 Legal Office Information Processing
» Course elimination: ADO 4281 Internship
» Course elimination: MAT 1310 Fundamentals of Technical Mathematics
» Course elimination: MAT 1311 Technical Mathematics I
» Course elimination: MAT 1312 Technical Mathematics II

Update: June 21, 2019

» Update: Administrative personnel

Update: June 5, 2019

» Course description added: BA 3101 Fashion Marketing
» Course description added: NUR 2290 Ulcer and Wound Care
» Course description added: LBIT 2260 Molecular Biotechnology Laboratory
» Correction: ADO 2131 Correct pre-requisite: ADO 1130.
» Correction: ADO 3134 Correct name: English Speed Writing
» Correction: DEC 4120 Correct name: LEED for Interior Designers
» Correction: DMD 3003 Correct pre-requisites: DMD 2301, DMD 2302
» Correction: DMD 4002 Correct pre-requisite: DMD 3201
» Correction: DMD 4003 Correct name: Stretch Fabrics (Bathing Suits)
» Correction: DMD 4005 Correct pre-requisites: DMD 3001, DMD 3003, DMD3204, DMD 4003
» Correction: ITN 3340 Correct name: Network Diagnosis and Maintenance
» Correction: ITN 4270 Correct name: Administration and Configuration of Cloud Resources
  Correction: ITN 4790 Correct name: Networking Practice
» Correction: ITP 2300 Correct name: Object Oriented Programming I
» Correction: ITP 2330 Correct name: Design and Development for Videogames Applications
» Correction: ITP 2350 Correct name: Web Page Design and Development
» Correction: ITP 3230 Correct name: Information Systems Administration
» Correction: ITP 3240 Correct name: Interactive and Innovative Tools on the Web

Update: May 14, 2019

» Program revision: Associate Degree in Biotechnology.
New course description added: LB 2208 Molecular Biotechnology

Update: March 27, 2019
   » New Institutional Vision
   » Update: Board Members
   » Update: Administrative personnel

Update: February 15, 2019
   » New course description added: BIO 2101 General Botany

Update: January 3, 2019
   » Correction: SIC 2400 – Databases incorrect pre-requisite. Correct pre-requisite: ITP 1103
   » Administrative Personnel
   » Inactive Course elimination: PHY 1111 Physics for Electronics (with Laboratory)

Update: November 27, 2018
   » New course description added: MAT 2402 - Pre-Calculus Applied to Sciences
   » New course description added: MAT 2420 - Calculus I
   » New course description added: ADO 1101 - Keyboarding and Its Applications
   » Correction: PHY 3211 – Physics I incorrect pre-requisite: MAT 2420
   » Correction: LP 3211 – Physics Laboratory I incorrect pre-requisite. Correct pre-requisite: MAT 2420
   » Correction: HBC 2341 – Electronic Billing pre-requisite: HBC 2220

Update: October 25, 2018
   » New course description: LC 1168 – Chemistry Laboratory II

Update: August 8, 2018
   » Administrative Personnel
   » New: Catalog Addendum
   » Bachelor’s Degree in Science of Nursing approved for Manati, Humacao and Villalba Branch Campuses.

Update: August 1, 2018
   » Correction: ART 2221 Art in Puerto Rico incorrect Pre-requisite. Correct pre-requisite: ART 2213
   » Correction: ART 2213 Art History I incorrect Pre-requisite. Correct pre-requisite: ART 1101
   » Classification change: Manati Branch Campus & Humacao Branch Campus
   » Administrative Personnel
Update: June 22, 2018

» Correction: Number of Business Administration Credits to reflect 35 instead of 32 on Bachelor’s Degree in Business Administration major in Management
» Correction: Course BA 4330 Strategic Planning relocation from General Education to Business Administrations courses on Bachelor’s Degree in Business Administration major in Accounting
» New: Associate Degree in Health Billing and Codification program

Update: June 12, 2018

» Bachelor’s Degree in Information Technology Science Major in Programming Online Program Version
» Bachelor’s Degree in Information Technology Science Major in Networks Online Program Version
» Bachelor’s Degree in Business Administration Major in Management Online Program Version
» Associate Degree in Information Technology Online Program Version

Update: June 7, 2018

» Associate Degree in Executive Protection and Security program

Update: May 7, 2018

» Administrative Personnel
» New: Bachelor’s Degree in Natural Sciences program
ACCREDITATIONS

The student may notify his/her dissatisfaction, if he/she desires to the following addresses:

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