UNDERGRADUATE CATALOG 2023-2027

EDP UNIVERSITY OF PUERTO RICO, INC
JANUARY 2023 - DECEMBER 2027

Hato Rey | San Sebastián | Manatí | Humacao | Villalba | Caguas

Undergraduate Catalog
2023 – 2027

Revised October 22, 2026

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(787) 896-2252

Humacao Branch Campus
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(787) 621-3652

Villalba Branch Campus
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Villalba, PR
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Caguas Branch Campus
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Calle Genova, Caguas, 00726
(787) 653-4343

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Message from the President

EDP University was founded in 1969 by my dear parents. Since 1997, I have presided the university and we have managed to innovate and develop various modalities and models of studies.

Many have asked what the EDP initials stand for, **E**lectronic – **D**ata – **P**rocessing. Since our beginnings, we have integrated the latest technologies in our academic offerings, always identifying and serving different niches and underserved populations. During the famous Y2K (year 2000), many people thought that existing systems could collapse as they would not be able to recognize a year above '99, but many EDP trained programmers were able to intervene.

In 2000, we initially began the accelerated adult's modality academic offerings in various technology and administration programs. Since then, we have developed a schedule of accelerated bimesters for adult professionals who are pursuing a degree and online courses, initially complementary. Since 2008, we have re-conceptualized the bimester education model for adult Hispanic residents of the United States so that they could study nursing. Through this modality, we have contributed to the economy of Puerto Rico in a proactive and creative way; their stays in Puerto Rico strengthen the communities we serve.

In 2011, we began to offer distance education through the Associate Degree in Business Administration, a program that is 100% online. To date, we have expanded our academic offerings to continue offering quality and accessible distance education.

In 2013, we became EDP University and opened two additional centers to go along with the two main campuses. In 2017, just before Hurricane María, we opened a fifth academic unit. In 2020, with the start of the pandemic, the academic transition to distance education was possible because we had two online platforms and an increasing enrollment of students who do not reside in Puerto Rico.

I welcome you to become a part of the success of our institution. Our slogan is KNOWLEDGE IS POWER, a power that is in you, in everything that you can achieve through education. I look forward to meeting you and presenting you with your diploma on graduation day.

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 located at the Municipality of San Sebastian, situated in the western side of the island. Four Branch Campuses are located at the Municipalities of Manati, Humacao, Villalba and Caguas. The Institution offers a variety of academic programs within the fields of Technology, Administration, Arts, Science, Criminal Justice, Political Sciences, Design, Nursing and Health.

EDP University of Puerto Rico, Inc. is licensed by the Board of Postsecondary Institutions,. 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 and Bachelor's in Science of Nursing in Hato Rey, San Sebastian, Manati, Humacao, Villalba and Caguas.

The Hato Rey Campus offers Associate, Bachelor's, Master Degrees and Professional Certificates. The academic offer includes degrees in the areas of Administration, Health, Criminal Justice, Science, Nursing, Political Sciences, Technology, Information Systems, Design and Naturopathy.

The San Sebastian Campus offers Associate, Bachelor's and Master Degrees. The academic offer includes degrees in Technology, Health, Nursing, Sciences, and Criminal Justice, Political Sciences and Design.

The Humacao Branch Campus offers Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Administration, Nursing, and Design.

The Manati Branch Campus offers Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Nursing and Design.

The Villalba Branch Campus offers Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Administration, Nursing, Health, Political Sciences and Criminal Justice.

The Caguas Branch Campus offers Associate and Bachelor's Degrees. The academic offer includes degrees in Technology, Design, Nursing, and Criminal Justice.

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 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.

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

EDP University, which originally offered one-year programs, has continuously developed and expanded its curriculum in response to the needs of the students and the community. The Bachelor's Degree level was offered for the first time in 1980 and in 1990, we initiated a Master's Degree level program. Over time, academic offerings have been developed to include the fields of Technology, Administration, Arts, Science, Criminal Justice, Nursing and Health. Nontraditional modalities such as adults accelerated schedules and online courses are in place, facilitating access to fulfilling student needs.

Since 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 2013, EDP College of Puerto Rico became EDP University of Puerto Rico. In the same year, two additional locations were established in Manati and Humacao.

In 2014, a Master's Degree in Naturopathic Sciences for the Hato Rey Campus was created. The Associate Degree in Nursing is initially accredited in 2016 by ACEN, reaccredited in 2021. The Baccalaureate in Science of Nursing receives the ACEN professional accreditation in the same year.

In 2017, a third Branch Campus was developed in Villalba followed by the Caguas Branch Campus which opened its doors in 2023. EDP University of Puerto Rico has a total of six academic units.

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 through diverse modalities 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 embraces knowledge and its pursuit as a cornerstone for innovation and transformation, through academic spaces and research. Its focus will be on cultivating leadership, entrepreneurship, and the search for solutions to fundamental problems within the Hispanic American community.

Institutional Goals

1. Address the needs of local and international students by offering innovative academic programs in both in-person and virtual formats, with a general education component grounded in the development of competencies.
2. Foster academic excellence through the strategic and continuous development of faculty, both in their disciplinary expertise and in the use and mastery of applications, modalities, and teaching methods suited to the profiles of the students we serve in the current context of Puerto Rico.
3. Promote the creation and development of knowledge through research, management, the use of AI, and the creative activity of the academic community members.
4. Encourage creativity and efficiency in teaching, administrative, student, and university extension processes and services in accordance with applicable state laws and regulations, as well as compliance with the standards of licensing and accrediting agencies.
5. Cultivate entrepreneurship and leadership within the university community to contribute to the community and cultural enrichment of Puerto Rico and its economic development through the fulfillment of our social responsibility.
6. Promote an environment of respect and tolerance based on divergent thinking and respect for human diversity, fostering accountability, strengthening institutional resources, and achieving academic excellence.
7. Systematically evaluate institutional effectiveness and student learning outcomes as a basis for decision-making, organizational renewal, and institutional optimization.

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
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Vice President
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Jeniffer Concepción Acevedo

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Luis A. Zayas García, CPA

Manuel J. Vázquez-Ayala

María del Pilar Medina

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Sacha Delgado, MA

Administration

Central Administration

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Provost and Executive Vice President:
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Vice President of Finance:
Luis Rivera Colón, CPA, CIA

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AVP for Nursing and Research
Nydia Rivera Vera, MA

AVP for Educational Innovation:
Sandra Arroyo, MA

AVP for Administration and Technology
Luis Fuster, Ph.D.

AVP for Financial Affairs:
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AVP for Human Resources
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AVP for Student Affairs
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Marisol Díaz, MSM

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Financial Aid Institutional Director
Vinellie Picón, BA

Institutional Director for Funds Regulatory Compliance
Yaitzaenid González Meléndez, Ed.D.

Default Prevention Institutional Director
Damaris Martínez

Editorial@EDP Institutional Director
Edgardo Machuca Torres, Ph.D.

Institutional Director for External Funds
Carmen I. Negrón Castro MA

Institutional Director for Academic Assessment
Lillian Alers Soto, Ed.D.

Institutional Assessment Director
Raimar Martinez, Ed.D.

Institutional Director for Clinical Experiences
Alfredo Del Valle, BBA

Institutional Director for Clinical Simulation
Lizzette Mestey,

Institutional Director for Academic Services Hybrid Modality
María de los Milagros Rivera Cancel, MBA

Institutional Director for Student Services Hybrid Modality
Vivian Sanes Ramos, BA

Institutional Director for Educational Innovation
Glenda Rodríguez, MBA

Institutional Director for Entrepreneurship
Glorimar Santini, Ed.D.

Institutional Director for Infrastructure
Margaret Diaz, Ed.D.

Institutional Director for Infrastructure and General Services
Víctor Reyes Solano, PTA, CKTT

Human Resources Institutional Director
Alicia M. Archilla Cintrón M.Sc., PHR

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

Marketing Institutional Director
Alba Ferrer, MA

Psychosocial Support Center Institutional Director
Arlette Valpaís, Ed.D.

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Marien De Jesús, MBA

Accounts Payable Coordinator
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Financial Aid Electronic Communication Coordinator
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Verónica Rivera Molina, MIS

Campus Vue Portal Administrator
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Campus Vue System Administrator
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CV Student Portal Administrator
Laura Berríos,

Hato Rey Campus Administration

Hato Rey Campus Chancellor
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Janet Hernández, Ed. D.

Student Affairs Dean
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Zulma Rodríguez, Psy. D.

School of Business Administration Specialist
Noemí Cruz, MA

School of Nursing Director
Karla Pérez, PhD

School of Nursing Coordinator
Conchita Santiago, PhD

School of Science and Health Director
Yari Valle Moro, PhD

School of Technology Director
Carlos E. Calvo Heisenberg, MIS

San Juan School of Design Director
Elizabeth Thon Piñero, BFA

Interior Design Program Specialist
Rosa Acevedo Pabón, B.Arch

Digital Design Specialist
Isabel Rodríguez, MA

Criminal Justice School Specialist
Fernando Mojica, MA

Graduate School Director
Pablo Rodríguez Feliciano, DBA

Centromoda Director
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Registrar's Office Director
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Placement Director
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Counselor
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Laboratory Technician
Maritza Rodríguez, MS

Coordinador Nocturno/Consejero
José A. Ortiz, MA

San Sebastian Campus Administration

San Sebastian Campus Chancellor
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Academic Affairs Dean
Vicky E. Rosario Cabán, Ed.D.

Student Affairs Dean
Angie Torres Osuba

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School of Science and Health Director
Luis Bosques Rodríguez, MS

School of Technology Director
José A. Arce Colón, MA

School of Nursing Director
Nilsa Arvelo, MSN

San Juan School of Design Specialist
Carmen Peña Rosa, BA

School of Criminal Justice Director
Dennis Morales Rodríguez, MA

School of Criminal Justice Specialist
Katiria Soto,

Registrar's Office Director
Luisa Ramos Martell, BA

Bursar's Office Director
Teresa González Fuentes, BBA

Admission's Director
Nydia Méndez Vargas, BBA

Financial Aid Director
Luz Rivera Crespo, BBA

Promotions Director
Arianna Pérez,

Placement Director
Lourdes Torres, BBA

Information Systems Director
Ramón Grullón, MBA

Academic Support Center
Ivonne Rosado Serrano, MA

Information Resources Center Director
Marisol Giraud Mejías, MLS

Retention Coordinator
Steven Cortés, BA

School of Technology Academic Institutional Director
Emanuel Moreno, DODP

Continued Education Director
Jaydee Rodríguez, MACS

Hybrid Modality Admissions Coordinator
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Counselor
Ana I. Pérez, MA, CPL

Laboratory Technician
Anadeliz SánchezBS, MS

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Branch Campus Director
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Administrative Sub-Director
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Manati Branch Campus Administration

Branch Campus Director
Elizabeth Cancel, MBA

Administrative Sub-Director
VACANT

Villalba Branch Campus Administration

Branch Campus Director
Arlette Valpaís, Ed. D.

Administrative Sub-Director
Dora Plata

Caguas Branch Campus Administration

Branch Campus Director
Margarita Flores, BA

Administrative Sub-Director
Dorca Martínez,

Student Information

Admissions Policy

Our university's admission process involves meeting a series of requirements designed to ensure that admitted students have the potential to succeed in their studies. Additionally, this process allows us to identify students who may need additional preparation, enabling us to provide the necessary support tailored to their needs. Our goal is to ensure a high-quality, fair, and equitable admission process that selects the most capable candidates and prepares them for a rewarding and successful academic experience.

Comprehensive Admissions Process

Our admission process is holistic, considering both quantitative and qualitative factors. We aim for a diverse student body from various regions, high school environments, and backgrounds. The Admissions Office evaluates all applicants, from within Puerto Rico, out-of-state or from international locations, using the same criteria.

Non-Discrimination Policy

EDP University admits qualified applicants without discrimination based on race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or any other category protected by law. This non-discrimination policy applies to all admission-related decisions, including scholarship selection.

Compliance with Privacy Laws

We fully comply with the Family Education Rights and Privacy Act of 1973 (Buckley Amendment), ensuring the protection of student and parent rights and privacy. For more details, refer to our Policy 004-2018.

Equal Educational Opportunities

Our admissions policy ensures equal educational opportunities for all qualified candidates pursuing a degree in their chosen field of study.

Application for Admission

New Freshman Admissions Requirements:

1. Candidates must have graduated from an accredited high school or have an equivalent qualification, with at least a C average. For the School of Science and Health and the School of Nursing, a minimum GPA of 2.5 is required.

2. Applicants must take either the College Entrance Exam or the placement tests provided by the institution. These scores won't affect admission decisions but will be used to determine placement levels. (This applies to students under 21 years old).
3. If the student is under 21 years of age, an Immunization Certificate is required.
4. Candidates for admission into the Adult Modality or the Associate Degree in Executive Security and Protection must provide evidence of age: the student must be 21 years or older.
5. Candidates for admission into the Nursing program are required to submit an essay.
6. Candidates for admission to the following programs are required to undergo an interview:
    a. Nursing Program
    b. Programs of the School of Science and Health
    c. Bachelor in Criminal Justice with a concentration in Forensic Science
    d. Associate Degree in Security and Executive Protection
7. The admissions committee may grant provisional admission to some students who lack one or more of the above requirements.

For students enrolled in face-to-face programs, EDP University will base admission decisions solely on an applicant's college-level academic record.

Additional Requirements for Alternate Modalities
Students admitted to the Adults Modality, Online, or international students must comply with the following requirements:

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

The Bachelor's Degree in Science of Nursing (BSN) program hybrid modality at EDP University is designed for students who have completed the Associate Degree in Nursing (ADN) at EDP University and wish to continue their academic education to obtain a Bachelor's in Science of Nursing through a format that combines face-to-face and online learning experiences.

Travel Requirements (if applicable):

- Admission to the program of study
- Assume travel and living expenses
- Permanent residency: This is a crucial requirement for admission into our University for several reasons:
    - It ensures eligibility for federal financial aid, making education more affordable for students. Verifying the legal status of students helps the college comply with federal and state regulations.

Required Documentation for Clinical Education Components

- Background check
- Hepatitis B and COVID-19 vaccines
- Health insurance

- Drug test
- Immigration status documents (for non-American citizens)
- CPR certification
- Varicella vaccine
- Antibodies
- Compliance with “Ley 300”
- Other credentials as required by the clinical practice center

Transfer Student Admission Requirements

Prospective students from other postsecondary institutions may apply for transfer admission. EDP University will only consider transfer students from accredited institutions of higher education. Definitions of “Transfer Student” can be found in the “Transfer Credit Policy (009-2025).” These students must comply with the following requirements:

1. Provide official transcripts from previously attended institutions.
2. An Immunization Certificate is required for students under 21 years old.
3. Our institution determines the number of transferable credits, accepting courses with a grade of "C" or "P" or higher.
4. Complete a minimum of 30 credits in residence for an Associate Degree or 45 credits for a Bachelor's Degree.
5. Submit a high school transcript or equivalent if no post-secondary degree is complete.
6. Candidates for admission are required to undergo an interview:
    a. Nursing Program
    b. Programs of the School of Science and Health
    c. Bachelor in Criminal Justice with a concentration in Forensic Science
    d. Associate Degree in Security and Executive Protection
7. The admissions committee may grant provisional admission to some students who lack one or more of the above requirements.

Transferable credit for coursework will be subject to the additional considerations:

- Grade received must be the equivalent of C (2.0) or higher;
- Decisions regarding credit transfer and their application toward degree requirements are made by the Office of the Academic Dean.
- Transfer applicants who have been denied admission more than twice will not be eligible to reapply.
- For admission, all transfer students must undergo a preliminary evaluation using an unofficial transcript. To qualify for a degree, they must complete at least 30 credits in residence for an Associate Degree or 45 credits in residence for a Bachelor’s Degree at the institution.

Note of clarification

- Prospective **nursing students** who have completed studies outside the United States must select credential evaluation agencies recognized by the Nursing Board of their

state of residence or the state where they plan to take the NCLEX for the translation and evaluation of their academic credentials. EDP University is not responsible for credential evaluations submitted by agencies not recommended by the Nursing Board of their state of residence or the state where they plan to take the NCLEX.

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International Students

- Complete the admission process before filling out the I-20 Form.
- Provide degree equivalence issued by a recognized credential evaluation agency.
- Proof of income (from sponsor or personal funds).
- Submit necessary documents (passport, U.S. address, if applicable)
- Comply with health and legal requirements for clinical components.

Veteran Admission

EDP University welcomes applications from military/veterans and their dependents eligible for education benefits offered by the Department of Veterans Affairs, as established on our Veterans Student Policy.

Homeschooling

If you are a Home Education student, better known as Homeschooling, you must provide evidence of having completed studies equivalent to High School, certified by the Puerto Rico Department of Education. If you do not belong to the Puerto Rico Department of Education jurisdiction, you must provide an Affidavit regarding your home studies, accompanied by the course transcript, certified by the person who offered you the instruction. The Admissions Office will provide a copy of the forms required.

Contact Information

For further assistance, contact the Admissions Office at:

Hato Rey Campus	787-765-3560 ext. 2356
San Sebastián Campus	787-896-2252 ext. 3300
Manatí Branch Campus	787-621-3652 ext. 4015
Centro Universitario de Humacao Branch Campus	787-719-2236 ext. 5002
Centro Universitario de Villalba Branch Campus	787-588-0003 ext. 6007
Centro Universitario de Caguas Branch Campus	787-653-4343 ext. 8021

Application Periods

Prospective students may apply for admission at any time during the academic year. Regular academic terms start in August and January; summer sessions are also offered.

Spanish Language Proficiency

Applicants must be proficient in both written and verbal communication in Spanish. As part of the

admissions process, non-native Spanish speakers must demonstrate their proficiency in Spanish. This ensures that all students can successfully engage with the academic curriculum, which is delivered in Spanish. The following are the requirements and acceptable methods to prove Spanish proficiency:

- Completion of an intensive Spanish program at an accredited institution with a certificate of completion and a recommendation letter.

- Alternative evidence of Spanish proficiency, such as a high school diploma or college degree from an institution where Spanish is the primary language, or completion of college-level Spanish composition courses with a grade of C or higher from an accredited institution.

All supporting documents must be submitted to the admissions office before the start of courses, either as hard copies or via email to the enrollment officer assisting you.

Appeals Process

This process provides applicants an opportunity to appeal an unfavorable admission decision if they believe there were errors or extenuating circumstances that were not adequately considered during the initial review.

Eligibility for Appeal

Applicants may file one opportunity of appeal if they meet one or more of the following criteria:

Submit the written appeal no later than 30 calendar days after receiving the admission decision via email or written letter.

- Evidence of errors in the application review process.
- New, significant information that was not available at the time of the initial application.
- Extenuating circumstances that impacted the applicant's academic performance or application materials.

Steps to File an Appeal

Review the Decision Letter:

- Carefully review the admission decision letter to understand the reasons provided for the denial.

Prepare Supporting Documentation:

- Gather any relevant documents that support your appeal, such as:
  - Corrected transcripts or test scores.
  - Letters from teachers, counselors, or other professionals who can attest to the extenuating circumstances.
  - Medical or legal documentation, if applicable.

Write an Appeal Letter:

Draft a formal appeal letter addressed to the Admissions Committee. Include the following:

- Full name and contact information.
- A detailed explanation of why you are appealing the decision.
- A summary of the supporting documentation included.
- Any additional information that might support your case.

Submit the Appeal:

- Submit the appeal letter and supporting documentation by the specified deadline. Appeals can typically be submitted via:
    - Hand deliver to the admissions officer providing the service and send via email to the officer providing the service.
    - Postal mail (ensure it is sent well before the 30 days deadline).

Await a Response:

The Admissions Committee will review your appeal. This process may take several weeks. You will be notified of the outcome via email or postal mail.

Important Considerations

Deadline for Appeals:

Appeals must be submitted within 30 days of the date on the admission decision letter. Late appeals will not be considered.

Final Decision:

The decision of the Admissions Committee on an appeal is final. No further appeals will be entertained.

Admission Offer Revocation for Conduct Violations

EDP University reserves the right to withdraw an offer of admission if a student engages in behavior that violates the standards of conduct expected of all students.

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: https://studentaid.gov/h/apply-for-aid/fafsa

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:

- Have a valid Social Security number
- Be a U.S. Citizen or eligible non-citizen
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Have completed the requirements to obtain your High School Diploma, Educational Training Certificate (GED) or Bachelor
- Have no debt to loans or overpayment of financial aid.
- Not be in default status due to non-payment of Title IV loans.
- Do not exceed the amount of money in loans.
- Maintain satisfactory academic progress.

Types of Financial Aid

Federal Pell Grant

This program was designed to provide financial aid to low-income students who are beginning or continuing university/college studies. To benefit, the student must fill out the corresponding application in our Office, where it will be processed and sent to the Federal Department of Education, or through the Web at https://studentaid.gov/h/apply-for-aid/fafsa. To receive a Federal Pell Grant, the student must not have earned a Bachelor's Degree. 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 2023-2024 the maximum annual award is $7,395.00.

Campus-Based Programs

Federal Supplemental Educational Opportunity Grant (FSEOG). It is a supplementary aid, which is granted based on the financial need of the student and the funds available in the institution. In order to receive it, the student must be taking at least six credits and show a financial need of EFC 0. The amount of the award is contingent to availability of funds.

Federal Work-Study Program

The Federal Work-Study Program provides part-time 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, to the extent possible, work related to each student's course of study or professional objectives.

Loan Programs - Federal Direct Loan

The William D. Ford Federal Direct Loan Program

The Direct Loan Program provided by the Federal Department of Education, provides low-interest loans to undergraduate and/or graduate students with economic needs. The government pays interest on loans while borrowers are in college, in the grace period, and during deferment. Loans are subject to annual and aggregate loan limits. Loan cancellation is available for employment in certain designated fields and under certain conditions.

Puerto Rico State Aid Program (PAE)

The government of Puerto Rico provides annual funds to undergraduate and graduate students, such as: *Ayuda Educativa Suplementaria BETA*, aimed for students in academic programs of Certificate, Associate or Baccalaureate Degree level. This award is supplementary to other aid that the student receives from other sources.

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

The school is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill® programs.

Programs approved for VA Benefits (WEAMS)
https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do

Military service personnel, their dependents and other qualified individuals may use their Veterans benefits under the G.I. Bill®, Veterans Vocational Readiness and Employment (VR&E) 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.

Additional information is available at www.ebenefits.va.gov, www.federalstudentaid.ed.gov for federal programs, www.ce.pr.gov for state programs and our university's website www.edpuniversity.edu.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

Public Law 115-407, Section 103

Students using Chapter 31, Vocational Rehabilitation & Employment, or Chapter 33, Post-9/11 GI Bill® benefits while studying at EDP University of Puerto Rico will not be:

- Prohibited from attending and participating in his or her classes.
    - From the period beginning on the date on which the individual provides EDP University with a Certificate of Eligibility to the date on which payment from VA is made to the institution.
    - The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.
- Denied access to the university and library facilities or be charged any penalties such as late fees billable to the VA while VA tuition and fees payment is pending.
- Require the student to borrow additional funds, in order to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA.

To qualify and be considered a covered individual who is entitled to educational assistance under Chapter 31 or 33 of this title under Section 103 of the PL 115-407, the student must meet the following requirements
"(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the

individual's entitlement to educational assistance."
''(B) Submit a written request to use such entitlement."
''(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.''.

Bursars Office

Title IV Funds Return Policy (R2T4)

A student may be eligible for certain Title IV funds based on their level of study, financial need, among other eligibility requirements. For example; Undergraduate students may be eligible for any of the above grants. However, students at the graduate level are eligible only to be recipients of Direct Unsubsidized Loan and Direct PLUS Loan. On the other hand, the calculation of the return of Title IV Funds does not apply to the Federal Work-Study Program or other non-Federal aid.

The return of Title IV funds is based on the premise that students get financial aid for each calendar day they attend classes. For example, if a student attends 32 days of a semester that lasts 80 calendar days, the student will have earned 40 percent of their financial aid. Students who complete more than 60 percent of the semester are considered to have earned 100 percent of their financial aid.

Scope of the Policy

This policy applies to any EDP University student who withdraws from all courses at or before 60% of the academic term. It also applies to any student who is deemed to have unofficially withdrawn from all courses, and/or the student's withdrawal and processing of the return of Title IV calculations.

Procedures, formula, and guidelines for the return of Title IV funds.

Formula:

Number of Days Completed / Total Semester Days = Percent (%) Earned in Financial Aid

There are three types of withdrawals that fall under federal Title IV Return to Fund calculation regulations:

1. **Official Withdrawal** - The student has completed the withdrawal request process at the Registrar's Office in person, or by email. The withdrawal date is the date on which the student notifies the University of his/her intention to withdraw.
2. **Unofficial Withdrawal**:
    a. **Missing** - The student has stopped attending the enrolled courses, and the Registrar's Office has administratively dropped the course, identifying it as WA. The drop date is the last date of attendance at the course or recognized academic activity.
    b. **Grades not passed** – At the end of each period, the grade obtained from the enrolled credits will be evaluated, in the event that the student fails all the enrolled courses or does not complete the enrolled courses, it will be considered an unofficial withdrawal and the recognized last date of attendance in the class or academic activity will be used to calculate the "earned" financial aid.
3. **Withdrawal from Subsequent Academic Terms** – A student who enrolls in courses offered within a term or semester and becomes inactive in one of them, must perform the Title IV Return of Funds calculation to determine the percentage of financial aid earned and unearned.
    - If a student enrolled in an academic term processes an official or unofficial withdrawal and provides written confirmation of their intent to attend a future term within the

semester (Fall, Spring, or Summer), it is not necessary to perform the return of funds calculation for the remainder of the study period.
    - If the student does not attend the future term for which he/she had expressed in writing his/her intention to attend, a refund calculation will be made.
- If the student does not provide written confirmation, the student's enrollment will be canceled for the future term.

Order & Return Term

The University will return Title IV aid to the Department of Education electronically, in the following order until the full amount of unearned aid has been returned. In accordance with federal regulations, unearned Title IV aid will be returned to these programs in the following order:

1) Unsubsidized Federal Direct Stafford Loan
2) Subsidized Federal Direct Stafford Loan
3) Federal Direct Parent or Graduate PLUS Loan
4) Federal Pell Grant
5) Federal Supplemental Educational Opportunity Grant (FSEOG)
6) Other Title IV Programs

Other Provisions Related to the Manner of Return of Title IV Funds

Once the funds are returned, the student will be responsible for any balance in their account that is created by the return of the Title IV funds. If a credit is created through a combination of tuition reimbursement and Title IV return, the funds will be reimbursed to the student via check or direct deposit.

The Title IV Funds Return Policy is separate from each institution's refund policy and individual state refund policies if so, defined by the state.

Tuition and Fees Payment and Adjustment Policy

The Tuition and Fee Payment and Adjustment Policy is applicable to all students enrolled in any of the units and/or modalities of the Institution.

Provisions

As a rule, full payment of tuition and related costs must be paid by the payment due date indicated at the Bursars Office or at the close of each semester.

Cost Information and Payment Methods

Tuition costs are calculated based on the courses enrolled, institutional fees and other applicable charges. Students are advised through the Bursars Office and/or the Student Portal.

Payment Options

The student can pay off their balance due with the following options:

- Pay in full at the time of registration.
- Monthly payment plan per semester.
- Apply for Title IV financial aid through the FAFSA application, going to the Financial Aid offices of the corresponding unit. Once requested, qualified, and disbursed, it will be applied to the balance due.
- Get any other benefits you qualify for, such as:
    - Supplementary Aid (FSEOG, BETA and others)
    - Veterans Benefits
    - Vocational Rehabilitation
    - Scholarships from private entities

Payment Methods

They will be able to make their payments using the following methods:

- Cash, by visiting the Bursars Office of each Campus or University Center.
- Debit or credit cards such as: ATH, American Express, Master Card, Visa and Discover.
- Online Payment: https://studentlive.edpuniversity.edu/cmcportal/
- ATH Móvil Business: /edpuniversity
- Check made payable to EDP University of Puerto Rico, Inc.- Any check returned by the bank for insufficient funds will incur a fee of fifteen dollars ($15.00)
- Direct debit to bank account
- Bank-to-bank wire transfers.

Any student account with a balance due may be referred to the third-party collection agency. Any expenses incurred for these services will be the responsibility of the student.

Adjustments to Tuition Charges and Fees

The Institutional Tuition and Fee Payment and Adjustment Policy governs how the Institution will handle charges when a student cancels enrollment, adds and/or removes courses during the add/or remove period, or withdraws before the end of their payment period.

Types of Student Account Adjustments

- **Cancellation of Enrollment** – Any student who cancels his/her tuition prior to the start date of classes will have all tuition charges and fees waived.
- **No Show** – Any student who does not attend enrolled courses will be administratively terminated and all tuition and fees will be waived.
- **Partial Withdrawals** – Any student who withdraws from one of their courses during the period to make changes will have ninety percent (90%) of the course fee waived. After the dates for changes, you will be charged one hundred percent (100%) of the course.
- **Total Withdrawal** – Any student who files a total withdrawal or is reported as an administrative withdraw, on or before the date of attendance at 60 percent (60%) of the academic term, will have the tuition costs adjusted percentage-wise, according to the days attended to class up to the date of filing the withdrawal among the total days in the

academic term. At the end of this period, the student will be responsible for paying 100 percent (100%) of tuition and fees.

The following is an example of the calculation of adjustments on Tuition and Institutional Fees costs for a student who withdrew completely during a period beginning on August 22/xxxx and ending on December 11/xxxx. The total cost of registration is $2,660.00

Last Day of Attendance	Attendance percentage	Adjustment percentage	Amount to Pay
September 10, xxxx	17%	83%	$455.32
October 16, xxxx	50%	50%	$1,318.02
October 31, xxxx	63%	0%	$2,660.00

- Please refer to the academic calendar for the specific dates per term.
- It is the student's responsibility to withdraw from the class(s) prior to the stated deadlines posted on the Registrar's Office Calendar. Likewise, the student who withdraws is responsible for all costs of classes that he/she did not leave by the refund deadlines.

Stipends

- If the financial aid payment to the student's account exceeded the costs of study, a stipend of the amount of the excess will be issued within fourteen (14) calendar days after the financial aid disbursement.
- Once EDP University of Puerto Rico issues the stipend, the student will be responsible for any balance added to their account as a result of other adjustments in their academic load.
- It is the student's responsibility to keep his/her banking information, mailing address, e-mail address, telephone numbers, and any information required by the Institution to locate him/her up to date.

Stipend Disbursement Options:

a. Direct deposit to a bank account provided by the student.
b. Check mailed.
    i. All checks issued have an effective period of 180 days. If the check has expired or has not been cashed, the funds will be returned to the fund source.
    ii. Any lost check that requires processing a stop payment with the bank will incur a $30.00 fee.
c. Tuition and costs paid directly to the institution by an entity: sponsor or donor that offers a scholarship or fund restricted by specific criteria for its granting and if the student does not meet the criteria of the fund of origin, they will be refunded to the corresponding entity rather than directly to the student.

EDP UNIVERSITY
SABER ES PODER

General Cost

2023-2024

The General Cost Breakdowns document presents general costs, cost per credit (segmented by academic level), and costs related to services at the institutional level.

GENERAL COSTS		
PROGRAM CHANGE		$ 10.00
PROGRESS REPORT		$ 2.00
IDENTIFICATION CARD		$ 3.00
INSIGNIA		$ 6.00
ADULT GUIDE		$10 - $25
INCOMPLETE COURSE REMOVAL		$ 10.00
EQUIVALENCY EXAM APPLICATION		$ 20.00
PARKING PER SEMESTER		$ 40.00
ACADEMIC TRANSCRIPTS		$4 - $10
EQUIVALENY EXAM APPROVAL		50% Course price
CPR FOR HEALTH PROFESSIONALS / FIRST AID WITH CPR AND DEA		$ 60.00
STUDENTS AND EDP PERSONNEL		$ 50.00
STUDENT HEALTH INSURANCE (Face-to-face practice for 3 months)		$ 200.00
1ST GRADUATION CERTIFICATION		FREE
2ND GRADUATION CERTIFICATION		$ 10.00
UNDERGRADUATE GRADUATION APPLICATION		$ 75.00
GRADUATE GRADUATION APPLICATION		$ 100.00
GRADUATE APPLICATION FOR GRADUATION WITH CERTIFICATE OR 2ND MASTER'S DEGREE		$ 150.00
DIPLOMA VIA POSTAL SERVICE		$ 20.00
CHILD CARE ENROLLMENT		$50 - $100
CHILD CARE MONTHLY FEE		$ 75.00
PRIVATE CHILD CARE MONTHLY FEE		$ 325.00
COST PER CREDIT – UNDERGRADUATE LEVEL		
COST PER CREDIT LEVEL		$ 185.00
COST PER CREDIT SCIENCE AND HEALTH COURSES		$ 205.00
COSTO PER CREDIT MAGAE / MABE MODALITIES		$ 325.00
OTHER FEES RELATED TO ENROLLMENT	LABORATORIES	$160 - $170
	CLINICAL PRACTICES	$425 - $500
	SEMINARS	$ 200.00
	INTERNSHIPS	$ 300.00
INSTITUTIONAL FEES		$ 500.00
INSTITUTIONAL FEES MAGAE / MABE MODALITIES		$ 700.00
COST PER CREDIT – GRADUATE LEVEL		
COST PER CREDIT LEVEL		$ 215.00
COST PER CREDIT HEALTH AND SCIENCE COURSES		$ 230.00
OTHER FEES RELATED TO ENROLLMENT	LABORATORIES	$ 200.00
	CLINICAL PRACTICES	$ 550.00
	INTERNSHIPS	$ 700.00
INSTITUTIONAL FEES		$ 550.00

Rev. 7/15/2024

The tuition and fees may be subject to periodic revision by the Board of Directors. Any change in costs will be applied in the period of effective date.

Tuition and Fees

CREDIT COST		INSTITUTIONAL FEES
UNDERGRADUATE PROGRAMS		
GENERAL CREDITS	$185	$500
SCIENCE CREDITS	$205	
NURSING OUT OF STATE MODALITY	$325	$700

SCHOOL OF ADMINISTRATION OTHER TUITION FEES			
LABORATORY FEE	$160	PRACTICE FEE	$425
INTERNSHIP/EXTERNSHIP FEE	$300		
ACC3200 $160	ADO2220 $160	HBC2220 $160	ADO3282 $300
ADO1101 $160	ADO2222 $160	HBC2225 $160	PSIR4300 $300
ADO1114 $160	ADO2252 $160	HBC2231 $160	HBC3282 $425
ADO1130 $160	ADO3213 $160	HBC2341 $160	
ADO2214 $160	HBC2201 $160	HBC2342 $160	
ADO2216 $160	HBC2202 $160	HBC2345 $160	

SCHOOL OF CRIMINAL JUSTICE OTHER TUITION FEES			
LABORATORY FEE	$160	PRACTICE FEE	$425
CIF1001 $170	FSC3006 $160	EPS1104 $160	EPS2210 $160
FSC2001 $160	FSC3008 $160	EPS1106 $160	EPS2212 $160
FSC3003 $160	FSC3010 $160	EPS2201 $160	EPS2216 $160
FSC3004 $160	FSC4000 $160	EPS2202 $160	FSC4003 $425
FSC3005 $160	CHE3000 $160	EPS2204 $160	

SCHOOL OF DESIGN OTHER TUITION FEES			
LABORATORY FEE	$160	INTERNSHIP/EXTERNSHIP FEE	$300
BADD1100 $160	BADD3306 $160	DMD2001 $160	DMD3201 $160
BADD1102 $160	BADD4301 $160	DMD2002 $160	DMD3204 $160
BADD1103 $160	BADD4302 $160	DMD2003 $160	DMD4001 $160
BADD2101 $160	BADD4305 $160	DMD2004 $160	DMD4002 $160
BADD2102 $160	BADD4401 $160	DMD2005 $160	DMD4005 $300
BADD2104 $160	DIS2318 $160	DMD2203 $160	ITN2375 $160
BADD2201 $160	DMD1001 $160	DMD2302 $160	LB1101 $200
BADD2205 $160	DMD1202 $160	DMD3001 $160	
BADD3304 $160	DMD1203 $160	DMD3003 $160	

SCHOOL OF NURSING OTHER TUITION FEES			
LABORATORY FEE	$170	PRACTICE FEE	$500

SEMINAR	$200		

BIO2101 $170	NUR2260 $200	NUR2310 $500	NUR3360 $500
NUR1301 $500	NUR2306 $500	NUR2320 $500	NUR4300 $500
NUR1304 $500	NUR2308 $500	NUR3325 $170	NUR4460 $200

SCHOOL OF SCIENCE AND HEALTH

OTHER TUITION FEES

LABORATORY FEE	$170	INTERNSHIP/EXTERNSHIP FEE	$300
EXTENSION FEE	$200	PRACTICE FEE	$425
SEMINAR	$200		

APH1120 $170	HFP1220 $170	LB2209 $170	MET1101 $170
APH3215 $300	HFP1225 $170	LBIT2260 $170	MET2130 $170
APH3215-A $200	HFP2010 $170	LC1160 $170	MET2201 $170
APH3216 $300	HFP2020 $170	LC1167 $170	MET3102 $170
APH3216-A $200	HFP2030 $170	LC1168 $170	MET3202 $170
BIT2430 $170	HFP2040 $425	LC2171 $170	MET3207 $170
BSN4001 $200	LB1101 $170	LC2172 $170	MET3210 $170
BSN4002 $200	LB1102 $170	LC2210 $170	MET3213 $425
EPS1106 $160	LB1220 $170	LP3211 $170	SLT4007 $500
HFP1110 $170	LB1222 $170	LP3212 $170	

SCHOOL OF TECHNOLOGY

OTHER TUITION FEES

LABORATORY FEE	$160	PROJECT FEE	$425
PRACTICE FEE	$425		

ITN2375 $160	ITN4790 $425	ITP3230 $160	ITP4780 $425
ITN3240 $160	ITP1103 $160	ITP3240 $160	ITP4790 $425
ITN3320 $160	ITP2080 $160	ITP3301 $160	PRO1110 $160
ITN3340 $160	ITP2230 $160	ITP3345 $160	PRO2212 $160
ITN3350 $160	ITP2300 $160	ITP3402 $160	SIC1101 $160
ITN4260 $160	ITP2330 $160	ITP4210 $160	SIC2400 $160
ITN4270 $160	ITP2340 $160	ITP4240 $160	
ITN4780 $425	ITP2350 $160	ITP4385 $160	

GENERAL EDUCATION

OTHER TUITION FEES

LABORATORY FEE	$160

PRO1101 $160

*The tuition and fees may be subject to periodic revision by the Board of Directors. Any change in costs will be applied in the period of effective date.

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 months 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:

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

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

Approved

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

Attendance

Regular attendance at in-person courses or participation in academic activities in online courses is a mandatory requirement for all students. In the event of an absence, the student is responsible for the material discussed and the assigned work. Likewise, a student who is absent from a class consecutively without an excuse may be administratively withdrawn. Attending online classes is as important and constant as in-person classes. As stated by federal regulations, attendance in the online class is counted based on the student's activity or participation. Connecting to the class and not completing the work is not considered attendance. There must be some activity or participation. Students are expected to make up all work not completed. Students absent from class for a period in excess of twice the number of credit hours may be administratively withdrawn (WA) from the course. The following tables indicate the expected attendance:

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

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

Electives

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

The student may not be enrolled for a course that they are trying to validate by PLA, since it is understood that they have previously acquired the knowledge and skills of the course. In the event that the student is not evaluated positively to obtain credits for PLA, the student must enroll in the course. The student must ask the Admissions Office or their academic adviser or school director for their interest in being evaluated to request validation of credits by PLA. Credit may be awarded for knowledge already acquired in specific course areas as a result of on-the-job training, or achievement through community service, non-credit courses, and/or special achievements. The student will be able to demonstrate his knowledge and skills in the following ways:

- Prepare a portfolio that will demonstrate evidence of student learning at the college level.

- Take an objective test to determine knowledge.
- Take a practical test to determine specific competencies and skills.

CLEP

Purpose
The College Level Examination Program (CLEP) are computer exams created by College Board. CLEP exams allow students to obtain credits by providing evidence of subject mastery in courses that have not been previously approved by a university or college. The CLEP exams are not based on a curriculum sequence. On the contrary, they are designed to evaluate student knowledge on a variety of university level subjects, regardless of where the student acquired the knowledge. This policy defines the rules that will be applied to validate credits acquired through the CLEP exam.

Policy scope
This policy applies to active EDP University students who have prior mastery of subjects. *Modalidad de Adultos del Grado Asociado de Enfermería* (MAGAE) students can present credits through CLEP exams only for Spanish and English courses. EDP University has the prerogative to establish the scores and credits that will be awarded for passing each CLEP exam.

Rules for the validation of credits acquired through the CLEP exam
The following is a list of some of the requirements that must be met in order to effectively validate academic credits acquired through a CLEP exam:

a) Only new students enrolled at EDP University can present their CLEP exam credits for validation.
b) The student is responsible for sending their results to the university before the first day of classes of their first semester.
c) For the Associate Degree in Nursing, the School of Nursing will only accept three (3) credits for validation through the CLEP exam. For the Bachelor's Degree, six (6) credits can be validated in general education courses.

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
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 (SAP) Policy is the regulation that EDP University of Puerto Rico employs to determine the academic progress of students pursuing a degree. SAP is measured using the student's 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. Students must not exceed 150% of the credits required for their degree program.

Qualitative Component

The qualitative component evaluates the student's institutional GPA. Students must attain the minimum overall institutional GPA specified in Tables A through D. Failure to meet the required GPA will result in classification as "Non-Satisfactory Academic Progress" (NSAP), leading to the suspension of all financial aid.

Quantitative Component

The quantitative component assesses the attempted and completed credit hours in relation to the required credit hours for the academic program. Attempted credits include all enrolled credits, while completed credits are those with grades A, B, C, or D. Grades of F, I, WA, W, and NP are considered attempted but not completed. Transferred credits are included in attempted credits but not in GPA calculation. Failure to meet the required completion percentage will result in NSAP status and suspension of financial aid.

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 (july), 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 through D. 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 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 with the right to appeal until the student achieves the minimum overall retention grade point average required by their curriculum, as described in Tables A, B, C and D.

Tables A. Associate Degree Programs

62 - 64 credits

MAJOR	PROGRAM CREDITS	150%
Biotechnology	**63**	**95**
Information Technology	**64**	**96**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
16-35	50%	1.25
36-59	60%	1.60
60-96	67%	2.00

66 - 68 credits

MAJOR	PROGRAM CREDITS	150%
Digital Design	**66**	**99**
Criminal Justice	**67**	**101**
Health and Physical Aptitude for Special Populations	**67**	**101**
Business Administration	**68**	**102**
Office Administration	**68**	**102**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
15-35	50%	1.25
36-59	55%	1.50
60-65	60%	1.75
66-102	67%	2.00

71 - 77 credits

MAJOR	PROGRAM CREDITS	150%
Executive Protection and Security	**71**	**107**
Health Billing and Codification Services	**71**	**107**
Digital Fashion Design	**77**	**116**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25

36-64	55%	1.50
65-70	60%	1.75
71-116	67%	2.00

72 - 74 credits

MAJOR	PROGRAM CREDITS	150%
Nursing **Pharmacy Technician** **Physical Therapy** **Medical Emergencies**	**72** **72** **73** **74**	**108** **108** **110** **111**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35 36-61 62-70 71-111	50% 55% 60% 67%	1.50 1.75 2.00 2.50

86 credits

MAJOR	PROGRAM CREDITS	150%
Interior Design and Decorating	**86**	**129**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35 31-64 65-70 71-129	50% 55% 60% 67%	1.25 1.50 1.75 2.00

Table B. Bachelor Degree Programs

110 - 120 credits

MAJOR	PROGRAM CREDITS	150%
Business Administrator in Management	**110**	**165**
Business Administrator in Accounting	**115**	**173**
Health Sciences in Speech-Language Therapy	**116**	**174**
Digital Design Multimedia	**118**	**177**
Political Sciences and International Relations	**119**	**179**
Information Technology Science Major in Programming	**120**	**180**
Information Technology Science Major in Networks	**120**	**180**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-68	55%	1.50
69-89	60%	1.70
90-109	65%	1.90
110-180	67%	2.00

121 - 127 credits

MAJOR	PROGRAM CREDITS	150%
Natural Sciences	**121**	**182**
Science of Criminal Justice Major in Forensic Sciences	**122**	**183**
Science of nursing	**124**	**186**
Digital Fashion Design	**124**	**186**
Interior Design and Decoration	**126**	**189**
Attempted Credits	% Credits Completed	Grade Point Average (GPA)
18-35	50%	1.25
36-65	55%	1.50
66-94	60%	1.70
95-120	65%	1.90
121-191	67%	2.00

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.

Students who do not fulfill all SAP requirements are ineligible for Title IV funds and have the right to appeal. Appeal forms must be requested and submitted, along with all supporting documents, through the Counselor's Office. Appeals must be submitted before or during the semester for which the student seeks financial aid.

After an appeal is filed, the Satisfactory Academic Progress Committee reviews the submitted documentation. Based on the merits of each individual case, the Committee reaches a decision. Students are notified by mail of the Committee's decision as promptly as possible. All appeal decisions are final. Students whose initial appeal is denied cannot submit a subsequent appeal until they successfully complete at least one additional term, with a minimum of six attempted credit hours.

The Satisfactory Academic Progress Committee is composed of a Program Specialist, Student Counselor, Academic Dean or a Representative, Admission's Office Director, Registrar Office Director, Bursar's Office Director and Financial Aid Office Director.

Extenuating Circumstances
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 of the student.

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

Financial Aid Warning (FAW)
Status assigned to a student who does not meet the SAP standard and is evaluated at the end of each term. This status can be applied without an appeals process. Students classified as FAW are eligible to receive financial aid under Title IV for an additional academic period. If the student fails to meet SAP standards by the end of this period, they become ineligible for Title IV aid.

Financial Aid Probation (FAP)
Assigned to a student who has not met SAP but whose appeal has been approved by the SAP Committee. Students under FAP are eligible for Title IV funds, but must submit an appeal and be approved to receive 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 on Financial Aid Probation must follow an established Academic Plan (AP) or complete recommended courses, as agreed upon with a Professional Counselor. Students who continue to progress satisfactorily through their AP will remain eligible for financial aid for the next academic semesters.

Course Repetition
Federal regulations limit the number of times a course can be attempted with financial aid. Students can repeat a failed course (grade of F or NP) and use Title IV funds, regardless of the number of attempts. Students can repeat a course with a D grade to improve their GPA but can only use Title IV funds for one additional attempt. All repeated courses will be included in the student's attempted/earned credit totals

Remedial Courses
A student required to enroll in remedial courses as part of an academic program may use Title IV funds, even if all courses taken are remedial.

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
Students who request readmission after suspension or absence will be evaluated for SAP. Students who do not meet SAP standards will lose financial aid for the next semester. If an appeal is requested and approved, the student will be classified as FAP and become eligible for aid.

Satisfactory Academic Progress Policy for VA Benefit Recipients
Students receiving VA benefits are evaluated under the same SAP Policy. Failure to maintain SAP will result in probation status, and the institution will notify the VA using the "Ask a Question" system.

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.

Maximum Program Length

The maximum program length is a measure to evaluate the student's eligibility for Title IV funds. It limits the number of attempted credits to 1.5 times the required credit hours for program completion. Courses with grades F, WA, NP, W, and I count as attempted but not completed credits. Transferred credits count as attempted and completed but are not included in GPA calculation.

Students who exceed 150% of the maximum program time may request an extension from the SAP Committee. If approved, the student can appeal and, if successful, use Title IV funds.

Graduation Requirements

Students may graduate from a program appearing in the Catalog following the requirements of the program at the time of 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 their overall cumulative GPA, except for all nursing and health related programs which require a 2.50 GPA minimum on both major and core 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:

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

Student Services

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

Counseling and Guidance

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

The program offers the following services:

- **Personal Area:**
  - Individual Counseling
  - Psychological Services
  - Self-Knowledge
  - Self-Esteem Development
  - Managing Interpersonal Relationships
  - Life Decision-Making
  - Stress Management (personal, family, financial, educational)
  - Assertive Communication
  - Conflict Resolution
  - Referrals to External Services
- **Career Guidance**
  - Occupational Exploration – Interest Testing
  - Career Decision-Making
  - Change of Major
  - Postgraduate Study Options
- **Academic Guidance**
  - Reasonable Accommodation
  - Adjustment to the University Environment
  - Attitude toward Studies
  - Study Habits and Techniques
  - Time Management
  - Satisfactory Academic Progress (SAP) Policy

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
- Develop Internship Programs
- Leadership and Internship workshops with the Hispanic Educational Technology Services (HETS)

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 between students and the relationship of the Institution with 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.

Distance Education

EDP University of Puerto Rico, Inc. recognizes the importance of technology and its unquestionable role in the field of higher education. As a higher education institution committed to vanguard education, EDP integrates technological advances into the curriculum and transcends physical structures, by offering distance education. Committed to offering quality distance education EDP University has established an Online Division with an organizational structure that integrates the Institutional Academic Dean of Distance Education to the Associate Vice Presidency of Strategic Growth, which is supervised by the Provost and Executive Vice President. The Distance Education Division is centrally administered to all institutional units in order to ensure uniformity in processes, integrity and academic rigor, as well as faithful compliance with regulations for the modality, the Distance Education Division aimed at fulfilling the mission and institutional vision and offering a quality education that meets the educational needs of our students and transcends time and space, the policies and procedures that govern distance education at EDP University are established by this division.

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, through the Internet, students can

access the virtual platform, where they have the opportunity to enter the online offerings administration platform (currently Canvas) using the credentials (username and password) given to them during the enrollment for this mode of course delivery. Students can access the page https://edpvirtual.instructure.com/login/canvas 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 4G recommended)
- Connection to the internet
- Browser programs such as Mozilla Firefox, Google Chrome or Netscape Navigator with JavaScript's Support. Mac OS user not recommended to use Safari.
- Updated Windows 10 or Windows 11
- Mac OS, in this case, the user must master the use of system OS (10.15) Catalina onwards and programmed.
- Sound card
- Speakers, microphone or headset
- Webcam
- Institutional email account

Programs required to be installed in Student's Computer

- Mozilla Firefox or Google Chrome
- Microsoft Office or any similar package software (Lotus, Word Perfect).

EDP University provides students with Microsoft Office 365. The students must download to their computers: Office 365 as well as Respondus Lockdown browser at no additional cost.

Other programs that have to be installed in the student's computer are:

- Adobe Acrobat Reader
- Media Player
- QuickTime
- Flash Player
- Anti virus
- Others specific programs that are required for academic programs (more details in description programs)

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 highly recommended virtual induction for the LMS 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.

Simulation

EDP University incorporates a Clinical Simulation Model as a fundamental component of its Nursing programs. This model complements supervised clinical experiences through the implementation of high-, medium-, and low-fidelity simulators, as well as the use of standardized patients. Its purpose is to provide a structured and safe environment that facilitates the progressive development of essential clinical competencies. The Simulation Model is integrated in a planned manner into the objectives of each course, using scenarios designed according to established educational standards. Recording and observation technologies are also employed, allowing for rigorous academic evaluation and analysis of student performance. Structured debriefing is a central element of the model, promoting critical reflection, informed decision-making, and the consolidation of technical and professional skills. As part of the curriculum, simulation strengthens student preparation prior to their immersion in real-world clinical settings and contributes to meeting contemporary standards of nursing practice.

Compliance with Federal Regulation 34 CFR §602.17 (g)

The Federal Law Higher Education Opportunity Act (HEOA), 34 CFR §602.17 (g), requires that our accrediting agency, Middle States Commission on Higher Education (MSCHE), confirms that as a higher education institution offering distance education or by correspondence, we have established processes through which it is guaranteed that the student who enrolls in a distance or correspondence program is the same as participating and completing the course or program for which he receives academic credit.

When verifying the identity of students participating in distance or correspondence education, 34CFR §602.17 (g), institutions have the option of using methods such as: a secure access code and password; supervised exams; and other technologies and practices that are effective in verifying or validating the student's identity.

EDP University of Puerto Rico, Inc., in compliance with regulations and committed to academic integrity, provides the student with access to their courses through a distributed learning system, LMS, with a unique access code and a strong password. In order to provide mechanisms that guarantee the acquisition of academic credits to the enrolled student, EDP University has established a process of

identity verification and supervised examinations through a program for this purpose. The Institution does not add additional costs for these services and guarantees not to threaten the privacy of any student as it is used solely and exclusively for the administration of supervised evaluations.

Any questions or questions can contact the Institutional Academic Dean of Distance Education 787-765-3560 ext. 1410 or through ead@edpuniveristy.edu

Applicable Regulation: United States Federal Higher Education Opportunity Act (HEOA) of 2008 (Public Law 110-315), Federal Requirement 34 CFR §602.17 (g).

Online Student Grievances Process

This information will assist virtual students in the event they need to file a complaint. The University encourages students and prospective students to address complaints relating to the institution's policies and consumer protection issues first with personnel in the office, department, school, or college that led to the complaint alleged. If needed, senior University administrators may also become involved to help resolve complaints. Complaints about the technology or distance education support should be addressed to the Director of Virtual Academic/Student Affairs. If the complaint is unresolved, the matter may be escalate to the Institutional Dean of Distance Education. Online students will have a third level to escalate their complaint AVP of Strategic Growth.

EDP University is a participating member in the State Authorization Reciprocity Agreement (SARA). Students with unresolved complaints at the University level, and who reside in a SARA state, may contact the Puerto Rico Council on Education. The Middle States Commission on Higher Education accredits EDP University. Complaints concerning broad institutional academic practices, such as those that raise issues regarding EDPU´s ability to meet accreditation standards, may be filed with MSCHE. If you are a member of the Military or a military spouse, please go to the Military OneSource Postsecondary Education Complaint System.

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;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability;
- Age Discrimination Act of 1975, which prohibits discrimination on the basis of age.

Institution's Commitment

The Institution, through the institutional staff, will attend or conduct the investigation or intervention of the following possible situations or allegations when these occur on university grounds or in activities sponsored by the institution:

- Discrimination based on gender and / or gender identity
- Discrimination based on race or national origin
- Sexual violence (as defined in the Clery Act) or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)
- Sexual harassment
- An employee of the Institution who conditions the provision of help, benefits or services to the participation of an individual in unwanted sexual conduct.
- Inappropriate conduct by an employee that a reasonable person would determine is so severe, persuasive, and objectively offensive that it effectively denies a person the same access to the educational program or activity offered by the Institution.

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 for prevention of 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 access 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 Drug-Free Workplace Act of 1988 , the Drug-Free Schools and Communities Act of 1989 , and Law No. 40 of 1993, as amended by Law No. 29 of June 7, 2022, known as the Law to Regulate Smoking in Certain Public and Private Places. A drug-free work environment is necessary for the academic community to effectively carry out their respective tasks. We have enacted a policy applicable to the entire population of EDP University, including all employees and students, which establishes the institutional position on the use of alcohol, other drugs, and controlled substances, and which also defines the resources and procedures available to individuals in the event of possession, use, or abuse of controlled substances within the academic community. Copies of the policy are available from the Office of Student Affairs or the Information Resources Center.

The manufacture, dispensing, illegal possession, use, production, or illegal distribution of controlled substances, tobacco (including vaping products, electronic cigarettes, smokeless tobacco, and any device that simulates smoking), and alcohol by employees, students, visitors, and organizations is

prohibited both on the Institution's premises and at official activities held off campus. Law No. 40 of 1993, as amended by Law No. 66 of March 2, 2006, prohibits smoking in all public and private areas, including educational institutions. In accordance with this law, EDP University will not allow the use of tobacco or tobacco-derived products in any institutional space, including classrooms, offices, hallways, outdoor areas, parking lots, and institutional vehicles. This includes vaping and e-cigarettes, due to their health risks similar to traditional tobacco, such as nicotine addiction and exposure to toxic chemicals. Clear signage will be installed throughout the campus to remind everyone of this prohibition.

This Policy, in full, can be access through the portal www.edpuniversity.edu, under the section "Student Right to Know"

Policy on Services for Students with Disabilities

The Institutional Policy on Services for Students with Disabilities has the primary purpose of ensuring that academic programs, services, support, and extracurricular activities are accessible to students with disabilities, thereby contributing to their academic success. It also includes the integration of information and communication technologies (ICTs).

We issued the Institutional Policy on Services for Students with Disabilities in compliance with federal and state regulations that prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973 expressly requires universities to establish procedures and services that guarantee equal access to individuals with disabilities. It also establishes that the number of qualified individuals with disabilities admitted to educational programs cannot be limited.

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 both 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" / Título IX / Campus Safety.

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.

Policy on the Support System for Academic Records and Transcripts

The office of the Registrar safeguards student academic records. The Registrar acts as the official custodian who is responsible for ensuring the integrity of the content of the academic record. The corresponding information of the academic records and transcripts must be safeguarded while the institution is licensed and/or accredited as an institution of higher education. EDP University has established the following procedure for the safeguarding of every student academic record.

1. Academic records are safeguarded in a security vault against theft, fires, floods, wrongful use, and other security risks.
2. Access to this security vault is permitted solely to authorized personnel of the institution.
3. EDP University maintains a back-up copy of every academic record. This process occurs in a systematic manner where digital data is safeguarded in a security vault outside of the institution.

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.

Educational and Learning Resources

Information Resources Center and Computer Center/PC Labs

The Information Resource Center and Computer Center represent a 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, desktop computers, and multifunction printers. The software resources include, Windows Professional, Office, tutoring, CAI (Computer Aide Instruction), accounting, diagnostics, utilities, publishing, communications, and more.

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 each academic unit, 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.

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

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, laptops, and television, among others. A bibliographical research facility composed of computers and printers is available to technical level, 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 does not promote the use and abuse of photocopied material in quantities not allowed.

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

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

Course	Course Name	Credits
ART 1101	Art Appreciation	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
BIO 1220	Human Anatomy and Physiology I	3
BIO 1222	Human Anatomy and Physiology II	3
BIO 2209	Fundamentals of Microbiology	3
CHE 1160	General Chemistry	3
ENG 0100	English Fundamentals	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3

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

Bachelor's Degrees

School of Business Administration

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. It provides students with the necessary experiences to work efficiently in developing effective solutions for organizations in both the private and government sectors.

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. Demonstrate an understanding of accounting principles, practices and activities
2. Use current IT systems and applications to resolve accounting needs.
3. Analyze basic accounting transactions.
4. Perform quantitative business calculations.
5. Apply business communication principles to communication situations in business practice.
6. Classify basic principles of management theory.
7. Apply marketing concepts to basic business scenarios.
8. Determine job order costs and manufacturing costs.
9. Analyze corporate financial statements.
10. 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.
9. Keep professionally updated on the new tendencies of globalization and international markets.
10. Analyze the implications of the global market to support management for administrative, economic and financial decision making.
11. Analyze how an industry and a business operates, mastering their structures and operating mechanisms.
12. Those that opt for the completion of the additional courses offered by the Institution will be prepared and qualified to take the Certified Public Accountant tests.

Program of Study

Degree requirements: Candidates for the Bachelor's Degree in Business Administration, major in Accounting, must complete the minimum course requirements of 115 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum.

Major

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

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 2301	Business Law	3
BA 3332	Business Ethics	3
BA 3335	Marketing	3
BA 3351	Managerial Economics	3
BA 4330	Strategic Planning	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
	Total	39

General Education

Code	Name	Credit Hours
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101*	Western Civilization I	3
HUM 1102*	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
PRO 1101	Computer Operations	3
SOC 1101*	Social Science I	3
SOC 1102*	Social Science II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	33
*The student selects six (6) credit hours from this list.		

Other Requirements

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

Bachelor's Degree in Business Administration
Major in Management

Program Offered in Hato Rey, Humacao 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 operations in a global context. The management major includes innovations relating to leadership in organization. This program contributes to the workforce with competent, proactive, and innovation-receptive graduates. It also provides students with the experience necessary to work efficiently in developing effective solutions for the organization.

Program Objectives

1. Analyze the historical evolution of management to facilitate its understanding and stimulate an effective vision of its future.
2. Analyze complex situations to ensure an accurate, productive, and ethical decision-making process.
3. Apply accounting knowledge to understand and manage modern accounting systems.
4. Develop the skills necessary to understand and conceptualize the systems for producing goods and services and the functions of their basic structures.
5. Recognize the importance of expanding your knowledge in the various areas of business administration.
6. Develop skills in using computers as a valuable tool for decision-making in fields related to business administration.
7. Understand the basic and fundamental elements of the importance and structure of marketing as a vital economic process.
8. Use the acquired skills to manage your own businesses or those of other owners, promoting the economic development of society.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Business Administration, major in Management, the alumni are 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.

Major

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

Core

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
ACC 2114	Introduction to Accounting II	4
ACC 3215	Cost Accounting	3
BA 3351	Managerial Economics	3
ECO 2101	Economics I	3
ECO 2102	Economics II	3
FIN 2105	Business Finance	3
FIN 4310	Money and Banking	3
MAT 1111	Business Mathematics	3
STA 3207	Statistics I	3
STA 4208	Statistics II	3
	Total	35

General Education

Code	Course Name	Credit Hours
HUM 1101*	Western Civilization I	3
HUM 1102*	Western Civilization II	3
MAT 2301	Algebra	3
MAT 3302	Pre-Calculus	3
BIO 1101	Introduction to Biology I	3
BIO 1102	Introduction to Biology II	3
PRO 1101	Computer Operations	3
SOC 1101*	Social Sciences I	3
SOC 1102*	Social Sciences II	3
ENG 1101	English I	3
ENG 1102	English II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	33
*The student selects six (6) credit hours from this list.		

Other Requirements

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

Bachelor's Degree in Political Sciences and International Relations

Program Offered in Hato Rey, San Sebastian and Villalba

Discipline: Political Science and Government CIP CODE: 45.1099

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 119

Program Description

The Bachelor's Degree in Political Science and International Relations combines the disciplines of political science and international relations. Within the courses of the program, topics and disciplines that transcend traditional issues in this field such as climate change, the Promesa Law and public debt are addressed. As part of the program, an internship is included in the Legislative Assembly, mainly in the Senate of Puerto Rico and the Office of Legislative Services; where students, as a graduation requirement, will have the experience of serving as temporary legislative advisers.

Program Objectives

1. Develop awareness of the social role from a public service perspective.
2. Master the responsibilities of government and public service in a cultural, political and social context.
3. Develop competencies on governmental decision-making processes and their repercussions on society.
4. Manage the generation of leaders of change in the public service, competent in aspects of national and international politics.
5. Analyze trends of emerging socio-political changes at a national and international level.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Political Sciences and International Relations, the alumni are prepared to:

1. Develop a comprehensive vision of governments and the different world political systems.
2. Know and apply local and international policies and laws that affect the government of Puerto Rico and its relationship with other countries.
3. Demonstrate advanced knowledge about the nature of public administration, as well as types of government and political ideologies.
4. Master the processes of public administration that affect the management of local and international politics.
5. Administer the public sector rigorously from a scientifically-based methodology and work tools.
6. Develop public policies to transform institutions through social responsibility.

7. Contribute to the progress and solution of domestic and international political situations.
8. Promote a better quality of life for citizens, from a sociocultural, legal, political, and local and international perspective.

Program of Study

Degree requirements: Candidates for Bachelor's Degree in Political Sciences and International Relations, must complete the course requirements of 119 credits as outlined in the following program of study and reach at completion a 2.50 GPA minimum.

Major

Code	Course Name	Credit Hours
PSIR 1201	Government of Puerto Rico	3
PSIR 1210	United States Government	3
PSIR 2110	Climate Change and Environment	3
PSIR 3105	European Union and Multinational Countries	3
PSIR 3110	Political Power and Citizen Participation	3
PSIR 3215	Technological Innovation in Government	3
PSIR 3220	The Electoral Process and Political Parties	3
PSIR 4105	Foreign Relations and Globalization	3
PSIR 4110	Changes in the World Order	3
PSIR 4115	International Politics and the UN	3
PSIR 4205	Urban Planning and Sustainable Development	3
PSIR 4210	Public Opinion and Media	3
PSIR 4215	Political relations between Puerto Rico and the United States	3
PSIR 4220	Public Debt	3
PSIR 4230	PROMESA Federal Law	2
PSIR 4300	Internship	3
	Total	47

Core

Code	Course Name	Credit Hours
CJU 1100	Constitutional Law	2
PSIR 1101	Introduction to Political Sciences	3
PSIR 1105	Classical, Medieval and Contemporary Theory	3
PSIR 1110	Global Society, Historical Processes and Comparative Politics	3
PSIR 1115	Principles of International Law	3
PSIR 1120	Government Systems and Economic Systems	3
PSIR 1220	Principles of Public Administration	3
PSIR 2105	Diplomacy and the International Community	3
PSIR 2205	Political Analysis and Research Techniques	3
PSIR 2210	Sociological, Cultural and Geopolitical Development	3
PSIR 2215	Governability and Governance	3
PSIR 3205	Gender and Political Power	3
PSIR 3210	Civil Rights	3
	Total	38

General Education

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BIO 1101	Introduction to Biology I	3
LB 1101	Skills Laboratory I	1
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101	Western Civilization I	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC 1101	Social Sciences I	3
PRO 1101	Computer Operations	3
	Total	31

Other Requirements

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

School of Criminal Justice

Bachelor's Degree in Science Major in Forensic Sciences

Program Offered in Hato Rey, San Sebastian and Caguas

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. All major courses marked with an asterisk (*) must be approved with a minimum grade of C.

Major

Code	Course Name	Credit Hours
CHE 3000*	Forensic Chemistry	3
FSC 1000*	Introduction to Forensic Science	3
FSC 2001*	Forensic Investigation	3
FSC 2002*	Introduction to Criminalistics	2
FSC 3003*	Investigation and Scene Reconstruction	3
FSC 3004*	Basic Concepts of Forensic Pathology	3
FSC 3005*	Forensic Anthropology	3
FSC 3006*	Digital Evidence and Multimedia	3
FSC 3007*	Forensic Psychology	3
FSC 3008*	Forensic Toxicology	3
FSC 3009*	Forensic Ethics	2
FSC 3010*	Photography and Forensic Video	3
FSC 3011*	Fingerprinting	2
FSC 3012*	Forensic Planimetry	2
FSC 4000*	Evaluation of Documents and Allegations of Fraud	3
FSC 4001*	Drafting of Science Reports Forensic	3
FSC 4003*	Practice	4
	Total	48
*These courses must be approved with a minimum grade of C.		

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BIO 1220	Human Anatomy and Physiology I	3
LB 1220	Human Anatomy and Physiology I Laboratory	1
BIO 1222	Human Anatomy and Physiology II	3
LB 1222	Human Anatomy and Physiology II Laboratory	1
CHE 1167	Chemistry I	3
LC 1167	Chemistry Laboratory I	1
CJU 1100	Constitutional Law	2
CJU 1101	Criminal Law	3
CJU 2101	Criminal Procedure Law	3
CJU 2102	Criminology	2
CJU 2103	Law of Evidence	3
CJU 2104	Juvenile Law	2
CJU 3000	Federal Jurisdiction	2
CJU 3001	Interview, Interrogation and Testimony	3
STA 3207	Statistics I	3
	Total	38

General Education

Code	Course Name	Credit Hours
CIF 1001	Physical Sciences	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
MAT 2301	Algebra	3
PRO 1101	Computer Operations	3
PSY 1101	Introduction to Human Behavior I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC / HUM 1101	Social Sciences I/ Western Civilizations I	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
	Total	33

Electives

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

School of Nursing

Bachelor's Degree in Science of Nursing

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

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

Program Objectives

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

Alumni Profile

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

1. Apply the nursing process methodology, theories, and evidence-based practice to provide general nursing care.
2. Incorporates nursing knowledge with other disciplines to support clinical judgement when providing holistic care to the individual, family and community.
3. Maintain effective communication with the interdisciplinary health team to provide continuous and safe care to the individual, family, and community.
4. Design Develop, implement and evaluate strategies to defend and protect the life and dignity of the individual.

5. Promote and implement nursing and interdisciplinary assessment, health promotion and access to care to all individuals.
6. Provide nursing care focused on empathy and respect that reflects in the satisfaction of the patient's family and community needs.
7. Using multidisciplinary interdisciplinary resources to design develop, implement and evaluate a comprehensive practice centered on the patient, family, and community.
8. Analyze the implementation of evidence-based practice and integrate the findings in the care, of individuals, family, and community.
9. Participate actively in local, regional, national, and international activities, to promote health care and develop 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. All major and core courses must be approved with a minimum grade of C.

License requirements: According to Law number 254 established in December 31, 2015, 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. Program accredited by the Accreditation Commission for Education in Nursing (ACEN).

Major

Code	Course Name	Credit Hours
NUR 1001 *	Fundamentals of Nursing	3
NUR 1104 *	Mother and Infant Care	3
NUR 1115 *	Posology for Nursing	2
NUR 1140 *	Pharmacology for Nursing	3
NUR 1301 *	Fundamentals of Nursing Practice	2
NUR 1304 *	Mother and Infant Care Clinical Practice	2
NUR 2206 *	Child and Adolescent Care	3
NUR 2306 *	Child and Adolescent Care Clinical Practice	2
NUR 2208 *	Mental Health and Mental Dysfunction	3
NUR 2308 *	Mental Health and Mental Dysfunction Clinical Practice	2
NUR 2210 *	Adult Care in Sickness Situations I	3
NUR 2310 *	Adult Care in Sickness Situations I Clinical Practice	2
NUR 2220 *	Adult Care in Sickness Situations II	3
NUR 2320 *	Adult Care in Sickness Situations II Clinical Practice	2
NUR 3000 *	Physiopathology	3
NUR 3225 *	Health Assessment	3
NUR 3325 *	Health Assessment Clinical Practice	1
NUR 3260 *	Family and Community Care	3
NUR 3360 *	Family and Community Care Clinical Practice	2
NUR 3250 *	Nutrition Fundamentals	2
NUR 3375 *	Management in Nursing	3

NUR 4395 *	Research in Nursing	2
NUR 4460 *	Seminar	1
NUR 4500*	Critical Patient Care	3
NUR 4300*	Critical Patient Care Clinical Practice	2
	Total	60
* This course must be approved with a minimum grade of C.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1101**	Western Civilization I	3
HUM 1102**	Western Civilization II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
PSY 1101	Introduction to Human Behavior I	3
PSY 1102	Introduction to Human Behavior II	3
SOC 1101**	Social Sciences I	3
SOC 1102**	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
PRO 1101	Computer Operations	3
	Total	30
** Students select six (6) credits in this list.		

Core

Code	Course Name	Credit Hours
BIO 1220*	Human Anatomy and Physiology I	3
LB 1220*	Human Anatomy and Physiology I Laboratory	1
BIO 1222*	Human Anatomy and Physiology II	3
LB 1222*	Human Anatomy and Physiology II Laboratory	1
BIO 2209*	Fundamentals of Microbiology	3
LB 2209*	Fundamentals of Microbiology Laboratory	1
CHE 1160*	General Chemistry	3
LC 1160*	General Chemistry Laboratory	1
ENG 2203	Conversational English	3
MAT 2301	Algebra	3
STA 3207	Statistics I	3
	Total	25
* This course must be approved with a minimum grade of C.		

Other Requirements

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

San Juan School of Design

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: 123

Program Description

The Bachelor's Degree in Arts Major in Interior Design and Decoration aims to develop interior designers and decorators capable of offering their services to the public in a professional, responsible, sensitive, and ethical manner. It seeks to provide graduates with a combined education in art, history, design, and technology. The program fosters the skills to identify, research, and creatively solve problems that affect the function and quality of interior environments and spaces with the goal of increasing productivity, safety, health, safety, and well-being of users. It prepares candidates with the requirements to renew their professional careers in Interior Design and Decoration. It 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. Product Specifier 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 123 credits as outlined in the following program of study and reach at completion a 2.00 G.P.A. minimum.

Major

Code	Course Name	Credit Hours
ART 2221	Art in Puerto Rico	3
DEC 1102	Fundamentals of Design and Decoration	4
DEC 2105	Interior Design Materials	4
DEC 2113	Lighting Systems and Techniques	2
DEC 2205	Historical Styles I	3
DEC 2209	Historical Styles II	3
DEC 2225	Decorative Arts	2
DEC 3117	Classic Furniture in Contemporary Environments	3
DEC 4120	LEED for Interiors	3
DIS 1305	Presentation and Technical Concept of Design	3
DIS 2306	Perspective and Rendering	4
DIS 2309	Residential Design I	4
DIS 2313	Residential Design II	4
DIS 2318	Introduction to Computer Aid Drawing	3
DIS 2321	Commercial Design I	4
DIS 2329	Introduction to Landscape Design	2
DIS 2501	Administration and Practice of the Profession	2
DIS 3317	Residential Design III	4
DIS 3331	Furniture Design	3
DIS 4325	Commercial Design II	4
DIS 4335	Building Codes and Regulations	2
DIS 4505	Portfolio	3
	Total	69

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM/SOC*	Socio humanistic component	6
MAT 1111	Business Mathematics	3
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
PSY 2401	Space – Materials - Sensations	2
PHY 1102	General Physics	3
	Total	35
* Students select six (6) credits in this list.		

Core

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

Other Requirements

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

Bachelor's Degree in Arts
Major in Digital Fashion Design

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

Discipline: Design CIP CODE: 50.0407

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 124

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.
9. Develop basic skills of self-employment.

Alumni Profile

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

1. Express artistic inspiration when designing individual 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 124 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum.

Major

Code	Course Name	Credit Hours
DMD 1001	Sewing I	3
DMD 1202	Fashion Illustration	4
DMD 1203	Fashion Design I	3
DMD 2001	Patterns I	3
DMD 2002	Patterns II	3
DMD 2003	Draping I	3
DMD 2004	Draping II	3
DMD 2006	Textiles	3
DMD 2008	Fashion Event Production	3
DMD 2203	Fashion Design II	3
DMD 2301	Spec and Technical Flats	3
DMD 2302	Fashion Digital Image Design	3
DMD 3001	Sewing II	3
DMD 3003	Textile Digital Design	3
DMD 3201	Collection Development and Construction	4
DMD 3204	Life Model Drawing	3
DMD 4001	Stretch Fabrics (Bathing Suits)	3
DMD 4002	Patterns III (Special Occasion)	3
DMD 4005	Internship (150 hrs.)	4
	Total	60

Information Systems

Code	Course Name	Credit Hours
PRO 1101	Computer Operations	3
BADD 1100	Introduction to Digital Design I	3
BADD 1102	Digital Illustration	3
BADD 2102	Digital Design II	3
	Total	12

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3

SPA1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM/SOC 1101	Socio humanistic component	3
HUM 1110	History of Society and its Culture	3
MAT 1101	Basic Mathematics	3
MAT 1111	Business Mathematics	3
ART 1101	Art Appreciation	3
ART 2213	Art History **I**	3
ART 2221	Art in Puerto Rico	3
BIO 1101	Introduction to Biology I	3
LB 1101	Skills Laboratory I	1
	Total	40

Other Requirements

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

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

Program Offered in Hato Rey

Discipline: Design CIP CODE: 50.0401

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 118

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.
5. Integrate knowledge on the use of digital profiles.
6. Create and edit video sequences in 2D and 3D animations.

Alumni Profile

Upon completion of their studies in the Bachelor's Degree in Arts in Digital Design 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 118 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum.

Major

Code	Course Name	Credit Hours
BADD 1100	Introduction to Digital Design I	3
BADD 1102	Digital Illustration	3
BADD 1103	Social Media and Web Technologies	3
BADD 2101	Typographic Design	3
BADD 2102	Digital Design II	3
BADD 2104	2D Animation	3
BADD 2201	Editorial Design	3
BADD 2205	Web Advertising and Marketing	3
BADD 3304	Introduction to 3D Design	3
BADD 3306	Web Design I	3
BADD 4301	Introduction to 3D Animation	3
BADD 4302	Web Design II	3
BADD 4305	Digital Video Editing	3
BADD4401	Portfolio	3
ITP 2350	Web Page Design and Development	3
	Total	45

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
BA 3335	Marketing	3
BA 4330	Strategic Planning	3
PRO 1101	Computer Operations	3
PRO 1110	Computers and Information Systems	3
ITN 2375	Networks Concepts	3
ITP 1103	Principles of Applied Programming and Logic Structures	3
	Total	21

General Education

Code	Course Name	Credit Hours
ART1101	Art Appreciation	3
ART 2213	Art History I	3
BIO 1101	Introduction to Biology I	3
LB 1101	Skills Laboratory I	1
ENG1101	English I	3
ENG1102	English II	3
ENG2203	Conversational English	3
SOC/HUM	Socio Humanistic Component	3
SOC/HUM	Socio Humanistic Component	3
HUM1105	Historical Development of Puerto Rican Cultural Identity	3
MAT1101	Basic Mathematics	3
MAT1111	Business Mathematics	3
PSY1101	Introduction to Human Behavior I	3
SPA1101	Spanish I	3
SPA1102	Spanish II	3
	Total	43

Electives

Code	Course Name	Credit Hours
	Electives	6
	Total	6

Other requirements

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

School of Science and Health

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. All major and core courses marked with an asterisk (*) must be approved with a minimum grade of C.

Major

Code	Course Name	Credit Hours
BIO 2155*	Molecular Genetics	3
BIO 2208*	General Microbiology	3
LB 2208*	General Microbiology Laboratory	1
BNS 2010*	Introduction to Neuroscience	3
BNS 3001*	Research Methodology	3
BNS 3501*	Bioethics	3
BNS 4001*	Research Seminar I	2
BNS 4002*	Research Seminar II	3
CHE 2171*	Organic Chemistry I	3
LC 2171*	Organic Chemistry Laboratory I	1
CHE 2172*	Organic Chemistry II	3
LC 2172*	Organic Chemistry Laboratory II	1
MAT 2501*	Biostatistics	3
PHY 3211*	Physics I	3
LP 3211*	Physics Laboratory I	1
PHY 3212*	Physics II	3
LP 3212*	Physics Laboratory II	1
	Total	40
* This course must be approved with a minimum grade of C.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101	Western Civilization I	3
HUM 1102	Western Civilization II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
PSY 1101	Introduction to Human Behavior I	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
PRO 1101	Computer Operations	3
	Total	39

Core

Code	Course Name	Credit Hours
BIO 1101*	Introduction to Biology I	3
LB 1101*	Skills Laboratory I	1
BIO 1102*	Introduction to Biology II	3
LB 1102*	Skills Laboratory II	1
BIO 1220*	Human Anatomy and Physiology I	3
LB 1220*	Human Anatomy and Physiology I Laboratory	1
BIO 1222*	Human Anatomy and Physiology II	3
LB 1222*	Human Anatomy and Physiology II Laboratory	1
CHE 1167*	Chemistry I	3
LC 1167*	Chemistry Laboratory I	1
CHE 1168*	Chemistry II	3
LC 1168*	Chemistry Laboratory II	1
ECO 2101	Economics I	3
MAT 2402	Pre-calculus Applied to Sciences	5
MAT 2420	Calculus I	4
	Total	36
* This course must be approved with a minimum grade of C.		

Other Requirements

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

Bachelor's Degree in Health Sciences in Speech-Language Therapy

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

Discipline: Communication Disorders Sciences and Services CIP CODE: 51.0299

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 116

Program Description

The Bachelor's Degree in Health Sciences in Speech-Language Therapy program is designed to prepare students with the skills required to perform the functions stipulated in the "Ley 77 del 3 de junio de 1983", which regulates the exercise of the profession in Puerto Rico. The main purpose of the program is to prepare students with the theoretical and clinical knowledge so they can, under the supervision of a licensed speech-language pathologist, exercise the functions of prevention, screening, and treatment of communication disorders in the population aged 0-21, in accordance with the law.

Program Objectives

1. Prepare graduates with the theoretical and clinical knowledge required to intervene with population with communication disorders, aged 0-21.
2. Prepare graduates with the skills to apply technology during the clinical intervention of the population with communication disorders, aged 0-21.
3. Prepare graduates who are able to critically evaluate scientific literature related to communications disorders in children, while they integrate the principles of evidenced-based practice in their clinical practice.
4. Prepare graduates with the knowledge of the standards of the ethical conduct that govern the profession of Speech and Language Therapy.
5. Prepare graduates with the oral and written communication skills required to perform their duties.
6. Prepare graduates who are able to assume leadership in the provision of services to children with communication disorders while taking into consideration the context of family, the community and society.
7. Prepare graduates with the skills that allow them to diversify the services offered to the population with communication disorders, aged 0-21.

Alumni Profile

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

1. Demonstrate knowledge of the basic processes of human communication including biological, neurological, linguistic, cultural and developmental bases.

2. Demonstrate knowledge of the nature of communication disorders including their causes, characteristics, and the principles and methods of prevention and intervention in the population aged 0-21.
3. Demonstrate knowledge of intervention methods utilized in the treatment of speech, language and swallowing disorders in children.
4. Evidence knowledge of the principles and prevention methods of communication and swallowing disorders in children.
5. Exercise the screening process for speech, language, hearing, and swallowing disorders in the population with communication disorders, aged 0-21.
6. Apply technology in clinical intervention.
7. Implement treatment techniques in speech, language and swallowing disorders intervention in the population aged 0-21.
8. Integrate the principles of evidence-based practice during clinical practice.
9. Measure the execution and progress of patients during therapy intervention.
10. Document clinical intervention in the patient's files.
11. Refer patients to related services, as necessary.
12. Guide parents, teachers and related personnel on the prevention and management of communication disorders in children.
13. Implement the intervention plan designed by the speech and language pathologist.
14. Execute clinical functions following the ethical standards that regulate the profession.
15. Communicate in an effective manner, recognizing the needs, values, linguistic and cultural background of their patients.
16. Conduct themselves in a professional manner when intervening with patients and their families, and when working with colleagues from allied professions.

Program of Study

Degree requirements: Candidates for the Bachelor's Degree in Health Sciences in Speech-Language Therapy must complete the course requirement of 116 credits as outlined in the following curriculum and reach at completion a 2.50 GPA minimum. All major courses marked with an asterisk (*) must be approved with a minimum grade of B.

License requirements: The Law #77 from June 3, 1983, as amended, also known as "Law to regulate the practice of the professions of Speech-Language Pathology, Audiology and Speech-Language Therapy" states that "any person who aspires to practice the profession in PR, must have obtained a bachelor's degree in speech and language therapy from a university licensed by the JIP (formerly CES) if operating in PR, or from an institution recognized by a national accrediting body."

Major

Code	Course Name	Credit Hours
SLT 1101	Introduction to speech and language disorders in children	3
SLT 2100	Ethics, legal aspects and clinical process in the speech and	3
SLT 2101	Anatomy and physiology of the mechanisms of speech,	3
SLT 2102	Development of spoken and written language	3
SLT 2103	Phonetics	3
SLT 3001	Articulation and phonology; normal and pathological processes	3

SLT 3002	Language disorders in children	3
SLT 3003	Voice disorders	3
SLT 3004	Fluency disorders	3
SLT 3005	Acoustics	3
SLT 3006	Speech and language disorders intervention	3
SLT 3007	Aural habilitation and rehabilitation	3
SLT 3008	Early intervention	3
SLT 3009	Technological assistance	3
SLT 3010	Sign language	3
SLT 4001	Professional writing in Speech and Language Therapy	2
SLT 4002	Feeding and swallowing in children	3
SLT 4003	Motor speech disorders	2
SLT 4004	Cognitive and neurodevelopmental disorders	3
SLT 4005	Diversity and multicultural aspects in the Speech and Language Therapy intervention	3
SLT 4007*	Clinical practice	3
	Total	**61**
* This course must be approved with a minimum grade of B.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
MAT 2301	Algebra	3
PSY 1101	Introduction to Human Behavior I	3
SOC 1101	Social Sciences I	3
SOC 1102	Social Sciences II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
PRO 1101	Computer Operations	3
	Total	**30**

Core

Code	Course Name	Credit Hours
BIO 1101	Introduction to Biology I	3
LB 1101	Skills Laboratory I	1
BIO 1220	Human Anatomy and Physiology I	3
LB 1220	Human Anatomy and Physiology I Laboratory	1
CIF 1001	Physical Sciences	3
STA 3207	Statistics I	3
BNS 4001	Research Seminar I	2
EDU 2001	Human growth and development	3
EDU 2010	Exceptional student population	3
	Total	**22**

Other Requirements

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

School of Technology

Bachelor's Degree in Information Technology Science
Major in Programming

Program Offered in Hato Rey, San Sebastian, Caguas and Online

Discipline: Information Technology CIP CODE: 11.0299

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 120

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 120 credits as outlined in the following program of study and reach at completion a 2.00.

Major

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

Core

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

General Education

Course	Course Name	Credit Hours
BIO 1101	Introduction to Biology	3
LB 1101	Skills Laboratory I	1
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
MAT 2301	Algebra	3
MAT 3302	Pre-calculus	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
HUM/ SOC	Socio-humanistic Component	3
HUM/ SOC	Socio-humanistic Component	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
	Total	34

Other Requirements

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

Bachelor's Degree in Information Technology Science
Major in Networks

Program Offered in Hato Rey, San Sebastian, Caguas and Online

Discipline: Information Technology CIP CODE: 11.0901

Credential Level: Academic Bachelor's Degree

Program length in credit hours: 120

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 120 credits as outlined in the following program of study and reach at completion a 2.00 GPA minimum.

Major

Code	Course Name	Credit Hours
ITN 2375	Networks Concepts	3
ITN 3240	Network Operating Systems	3
ITN 3320	Network Security	3
ITN 3340	Diagnosis and Maintenance of Networks	3
ITN 3350	Firewalls and Intrusion Detection	3
ITN 4260	Computer Forensics and Network Routing	3
ITN 4270	Administration and Configuration of Cloud Resources	3
ITN 4780/ ITN 4790	Computer Networks Project / Networks - Practice	4
ITP 2080	Computer Devices & Fault Identification and Monitoring	3
ITP 2230	Programming for Mobile Devices I	3
ITP 2300	Programming - Object Oriented I	3
ITP 2330	Design and Application Development for Videogames	3
ITP 2340	Programming for Mobile Devices II	3
ITP 2350	Web Page Design and Development	3
ITP 3301	Cyber Security and Ethical Hacking	3
ITP 3345	Marketing and Trade in the Web	3
ITP 3402	Advance Structure Programming Language	3
ITP 4385	Programming - Object Oriented II	3
	Total	55

Core

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

General Education

Course	Course Name	Credit Hours
BIO 1101	Introduction to Biology	3
LB 1101	Skills Laboratory I	1
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
MAT 2301	Algebra	3
MAT 3302	Pre-calculus	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
HUM/ SOC	Socio-humanistic Component	3
HUM/ SOC	Socio-humanistic Component	3
HUM 1105	Historical Development of Puerto Rican Cultural Identity	3
	Total	34

Other Requirements

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

Associate Degrees

School of Business Administration

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.

Major

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

General Education

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

Other Requirements

Code	Course Name	Credit Hours
VUE 1101	Successful University Life	3
NAT SC 1	Elective (Natural Sciences)	3
Electives	Electives	3
	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. Administrate office documents with accuracy and correctly.
3. Knowledge of their duties and responsibilities as administrative assistant.
    a. Operate with responsibility the office equipment.
    b. Use appropriate reference manuals in the redaction of different commercial documents.
    c. Demonstrate ability to use rules of the language correctly: punctuation, accentuation, orthographic and word division.
    d. Demonstrate good work habits to obtain greater efficiency and productivity in the office, among others.
4. Exhibit desirable personal attitudes and characteristics that will permit them to effectively cope in commercial, social and educative environments.
5. Demonstrate indispensable habits of work such as: initiative, responsibility, confidentiality, promptness and neatness that allow the student development with effectiveness and security in the work atmosphere.
6. Understand that, as social entities, they must responsibly assume its rolls in other scopes such as: politicians, social, civic, cultural, among others.
7. Develop those abilities and skills that enable it to continue advanced studies of the Office Administration and Business Administration fields.

Program of Study

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

Major

Code	Course Name	Credit Hours
ADO 1101	Keyboarding and its Applications	3
ADO 1114	Document Production	3
ADO 1130	Spanish Speed Writing	3
ADO 1141	Records Management	3
ADO 2216	Processing and Digitalization of Legal Documents	3
ADO 2220	Billing and Document Management in the Medical Office	3
ADO 2222	Creation and Management of Electronic Documents	3
ADO 2252	Office Equipment Management	3
ADO 2261	Office Administration and Human Relations	3
ADO 2271	Accounting Procedures	3
ADO 3213	Business Document Procedures	3
ADO 3282	Practicum	2
BA 1313	Administrative Theory	3
ENG 3201	Business English I	3
MAT 1111	Business Mathematics	3
SPA 3201	Business Spanish I	3
	Total	47

General Education

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

Other Requirements

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

Associate Degree in Health Billing and Codification Services

Program Offered in Hato Rey and San Sebastian

Discipline: Medical Insurance Specialist/Medical Biller 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. Pass all major courses with a minimum grade of C

Major

Code	Course Name	Credit Hours
HBC 1101*	Administrative Procedures for Health Services Providers	3
HBC 2201*	Medical Terminology	3
HBC 2202*	Coding	3
HBC 2220*	Health Billing Services	3
HBC 2225*	Management of Applications	3
HBC 2231*	Electronic Medical Record	3
HBC 2341*	Electronic Billing	3
HBC 2342*	Drafting and Document Transcription	3
HBC 2345*	Medical Audit and Reconciliation	3
HBC 3282*	Practice	4
	Total	31
*These courses must be approved with a minimum grade of C.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
ENG 2203	Conversational English	3
HUM 1101*	Western Civilization I	3
SOC 1101*	Social Sciences I	
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
MAT 1111	Business Mathematics	3
	Total	21
*The student will choose one (1) course from this list		

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3

ADO 1101	Keyboarding and its Applications	3
ADO 1114	Document Production	3
ADO 1141	Records Management	3
ACC 2113	Introduction To Accounting I	4
	Total	16

Other Requirements

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

School of Criminal Justice

Associate Degree in Criminal Justice

Program Offered in Hato Rey, San Sebastian, Villalba and Caguas

Discipline: Law CIP CODE: 43.0199

Credential Level: Academic Associate Degree

Program length in credit hours: 67

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 Criminal Justice, 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 Justice, must complete the course requirements of 67 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum.

Major

Code	Course Name	Credit Hours
CJU 1100	Constitutional Law	2
CJU 1101	Criminal Law	3
CJU 2101	Criminal Procedure Law	3
CJU 2102	Criminology	2
CJU 2103	Law of Evidence	3
CJU 2104	Juvenile Law	2
CJU 2105	Special Penal Laws	2
CJU 2201	Criminal Investigation	3
CJU 3000	Federal Jurisdiction	2
CJU 3001	Interview, Interrogation and Testimony	3
	Total	25

Core

Code	Course Name	Credit Hours
FSC 1000	Introduction to Forensic Science	3
FSC 2002	Introduction to Criminalistics	2
PRO 1101	Computer Operations	3
STA 3207	Statistics I	3
	Total	11

General Education

Code	Course Name	Credit Hours
BIO 1101	Introduction to Biology I	3
LB 1101	Skills Laboratory I	1
ENG 1101	English I	3
ENG 1102	English II	3
MAT 2301	Algebra	3
PSY 1101	Introduction to Human Behavior I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC 1101	Social Sciences I	3
CIF 1001	Physical Sciences	3
	Total	28

Other Requirements

Code	Course Name	Credit Hours
VUE1101	Successful University Life	3
	Total	3

Associate Degree in Executive Protection and Security

Program Offered in Hato Rey, San Sebastian and Caguas

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

Code	Course Name	Credit Hours
EPS 1101	Intelligence Protection	3
EPS 1104	Primary Medical Assistance for Protection of Public and Dignitaries	3
EPS 1106	Nutrition and Physical Aptitude	3
EPS 1110	Ethics and Moral Issues in Personal Protection	2
EPS 1120	Protocol for Executive Bodyguard Etiquette	2
EPS 2201	Transportation and Driver Protection	3
EPS 2202	Hand-to-hand Combat	3
EPS 2204	Special Protection	3
EPS 2210	Escort and Protection I	3
EPS 2212	Escort and Protection II	3
EPS 2216	Fundamentals of Firearms Use and Handling	3
	Total	31

Core

Code	Course Name	Credit Hours
BA 1313	Administrative Theory	3
CJU 1100	Constitutional Law	2
CJU 1101	Criminal Law	3
CJU 3000	Federal Jurisdiction	2
ENG 2203	Conversational English	3
	Total	13

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
PSY 1101	Introduction to Human Behavior I	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC 1101	Social Sciences I	3
	Total	24

Other Requirements

Code	Course Name	Credit Hours
VUE1101	Successful University Life	3
	Total	3

School of Nursing

Associate Degree in Nursing

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

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, theories of the discipline and evidence-based practice to develop and implement nursing care plans for individuals, families and communities.
2. Employ knowledge in holistic care of individual, family, and community to support clinical judgment considering several of life cycle processes stages in the continuum health-disease process.
3. Report and communicate to client, family and community information to provide continuous and safe care in collaboration with the interdisciplinary team.
4. Intervenes to defend and protect the lives and dignity of all individuals.
5. Take decisions that are consistent with professional and ethical standards of practice, policy, procedures, and current laws.
6. Develops, implements, and evaluates nursing teachings plans based on client's needs and considering social determinants of health.
7. Use knowledge and skills based on evidence-based practice to support clinical judgement in the nursing care provided to the client, family or community.

8. Recognize the importance of health policies that promote health care to all individuals, families and communities.

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; 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/

Major

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

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
ENG 1101	English I	3
ENG 1102	English II	3
PSY 1101	Introduction to Human Behavior	3
HUM/ SOC 1101**	Socio-humanistic Component	3
PRO 1101	Computer Operations	3
	Total	21
**Student must complete one (1) of these two (2) courses.		

Core

Code	Course Name	Credit Hours
BIO 1220*	Human Anatomy and Physiology I	3
LB 1220*	Human Anatomy and Physiology I Laboratory	1
BIO 1222*	Human Anatomy and Physiology II	3
LB 1222*	Human Anatomy and Physiology II Laboratory	1
BIO 2209*	Fundamentals of Microbiology	3
LB 2209*	Fundamentals of Microbiology Laboratory	1
	Total	12
* This course must be approved with a minimum grade of C.		

Other Requirements

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

School of San Juan School of Design

Associate Degree in Digital Fashion Design

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

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 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.

Major

Code	Course Name	Credit Hours
DMD 1001	Sewing I	3
DMD 1202	Fashion Illustration	4
DMD 1203	Fashion Design I	3
DMD 2001	Patterns I	3
DMD 2002	Patterns II	3
DMD 2003	Draping I	3
DMD 2004	Draping II	3
DMD 2005	Beading	3
DMD 2006	Textiles	3
DMD 2203	Fashion Design II	3
DMD 2301	Spec and Technical Flats	3
DMD 2302	Fashion Digital Image Design	3
DMD 3201	Collection Development and Construction	4
	Total	41

Core

Code	Course Name	Credit Hours
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
BADD 1100	Introduction to Digital Design	3
BADD 1102	Digital Illustrations	3
BADD 2102	Digital Design II	3
BA 1313	Administrative Theory	3
	Total	18

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3
HUM/SOC 1101	Socio-humanistic component	3
ART 1101	Art Appreciation	3
HUM 1110	History of Society and its Culture	3
	Total	15

Other Requirements

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

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

The Associate Degree in Arts in Interior Design and Decoration aims to develop interior designers and decorators capable of offering their services to the public in a professional, responsible, sensitive, and ethical manner. It seeks to provide graduates with a combined education in art, history, design, and technology. The program fosters the skills to identify, research, and creatively solve problems that affect the function and quality of interior environments and spaces with the goal of increasing productivity, safety, health, safety, and well-being of users. It prepares candidates with the requirements to renew their professional careers in Interior Design and Decoration.

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.

Major

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

Core

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

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3
* HUM 1101	Western Civilizations I	3
* SOC 1101	Social Sciences I	3
MAT 1101	Basic Mathematics	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PSY 2401	Space – Materials – Sensations	2
	Total	20
* Students select three (3) credits in this list.		

Other Requirements

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

Associate Degree in Arts in Digital Design

Program Offered in Hato Rey

Discipline: Design CIP CODE: 11.0803

Credential Level: Academic Associate Degree

Program length in credit hours: 66

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 66 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum.

Major

Code	Course Name	Credit Hours
BADD 1100	Introduction to Digital Design I	3
BADD 1102	Digital Illustration	3
BADD 2101	Typographic Design	3
BADD 2102	Digital Design II	3
BADD 2104	2D Animation	3
BADD 2201	Editorial Design	3
BADD 3306	Web Design I	3
ITP 2350	Web Page Design and Development	3
	Total	24

Core

Code	Course Name	Credit Hours
BA1313	Administrative Theory	3
PRO1101	Computer Operations	3
PRO1110	Computers and Information Systems	3
ITN 2375	Networks Concepts	3
ITP 1103	Principles of Applied Programming and Logic Structures	3
	Total	15

General Education

Code	Course Name	Credit Hours
ART1101	Art Appreciation	3
ENG1101	English I	3
ENG1102	English II	3
SOC/HUM	Socio Humanistic Component	3
MAT1101	Basic Mathematics	3
PSY1101	Introduction to Human Behavior I	3
SPA1101	Spanish I	3
SPA1102	Spanish II	3
	Total	24

Other Requirements

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

Associate Degree in Fashion Styling

Program Offered in Hato Rey and San Sebastian

Discipline: Fashion and Fabric Consultant CIP CODE: 19.0906

Credential Level: Academic Associate Degree

Program length in credit hours: 60

Program Description

The Associate Degree in Fashion Styling approaches the fashion industry from the perspective of creative visual imagery, enabling the realization of aesthetic visions—whether for clients or for oneself. Students in this program will learn the differences between styling categories through real-world experiences, while gaining the necessary tools to successfully execute projects that will become part of their portfolio. Image consultants fulfill the objective of enhancing attributes through non-verbal communication that projects the overall concept of an individual or brand. An understanding of visual art elements, the message to be conveyed, the significance of the styling business, editorial photography, and trend forecasting, will enable students to view the field of fashion styling as a relevant business.

Program Objectives

1. Apply analytical tools from the field of styling to select the appropriate monetization model.
2. Apply strategic planning processes that enable the establishment and management of a business in the field of fashion styling.
3. Recognize the principles of planning and coordination of resources required for a photo shoot, making decisions regarding inspiration, setting, and styling.
4. Design visual proposals that align with the objectives of specific publication types.
5. Execute photoshoots that convey a specific atmosphere, encompassing conceptualization, planning, and production.

Alumni Profile

A student graduated from the Associate Degree in Fashion Styling be able to:

1. Design and communicate creative, coherent, and strategic styling proposals—tailored for individuals, brands, editorial projects, advertising events, and entertainment ventures—integrating them professionally into portfolios and visual productions.
2. Research, analyze, predict, and interpret current fashion trends, applying them critically and within their proper context to style development, visual narratives, and professional proposals aligned with the market.
3. Work professionally across various branches within fashion styling—editorial, celebrity, personal styling, e-commerce, and commercial brands—adapting aesthetic, functional, and commercial criteria to suit the specific context and client.

4. Optimize and maximize the client's wardrobe through image consulting and personal shopping, considering their lifestyle, personal goals, and the proper care of garments based on their fiber composition.
5. Apply the principles of fashion as a contemporary visual communication system, making proper use of photographic equipment (cameras and mobile devices) and digital tools to create visual content for digital platforms and environments.
6. Apply ethics and responsibility in representing fashion imagery, developing a comprehensive and collaborative vision of the industry, and promoting responsible professional practices as well as working relationships rooted in respect, diversity, and sustainability.
7. Strategically build professional growth autonomously through continuous education, exchanges, coaching processes, investment in equipment, the development of a personal digital presence, and by creating and strengthening professional networks that consolidate and formalize one's professional project.

Program of Study

Degree Requirements: Candidates for the Associate Degree in Fashion Styling must complete the course requirements of 60 credits as outlined in the following program study and reach at completion a 2.00 GPA minimum.

Major

Code	Course Name	Credit Hours
DMD 1001*	Sewing I	3
DMD 2006*	Textiles	3
AFS 1010*	Fundamentals and Concepts of Fashion Stylin	3
AFS 1020*	The Business of Styling	3
AFS 1030*	Fundamentals of photography	3
AFS 1040*	Introduction to Technology and Digital Communication for Fashion Styling	3
AFS 1110*	Editorial Communication for Fashion Styling	3
AFS 1120*	Visual Merchandising for Fashion Styling	3
AFS 2010*	Trend Prediction	3
AFS 2020*	Editorial Photography	3
	Total	30
* This course must be approved with a minimum grade of C.		

Core

Code	Course Name	Credit Hours
MAT 1101	Basic Mathematics	3
PRO 1101	Computer Operations	3
BADD 1100	Introduction to Digital Design	3
BA 1313	Administrative Theory	3
	Total	12

General Education

Code	Course Name	Credit Hours
SPA 1101	Spanish I	3
ENG 1101	English I	3

HUM/SOC 1101	Socio-humanistic component	3
ART 1101	Art Appreciation	3
HUM 1110	History of Society and its Culture	3
	Total	15

Other Requirements

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

School of Science and Health

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

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; and pass all major and core courses with a minimum grade of C.

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

Major

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

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
**HUM 1101	Western Civilization I	3
**HUM 1102	Western Civilization II	3
LSPR 1101	Sign Language	3
PRO 1101	Computer Operations	3
PSY 1101	Introduction to Human Behavior	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
**SOC 1101	Social Sciences I	3
**SOC 1102	Social Sciences II	3
	Total	27
**The student will select six (6) credits from this list of courses.		

Core

Code	Course Name	Credit Hours
BIO 1220*	Human Anatomy and Physiology I	3
LB 1220*	Human Anatomy and Physiology I Laboratory	1
BIO 1222*	Human Anatomy and Physiology II	3
LB 1222*	Human Anatomy and Physiology II Laboratory	1
MAT 1113	Mathematics for the Health Professional I	3
	Total	11
* This course must be approved with a minimum grade of C.		

Other Requirements

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

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; 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

Code	Course Name	Credit Hours
APH 1101 *	Pharmacy Fundamentals	3
APH 1120 *	Medical and Pharmaceutical Technology	3
APH 1130 *	Pharmacognosy	3
APH 1240 *	Ethics, Laws and Regulations In Pharmacy Administration	3
APH 2115 *	Prescription and Non-Prescription Medications	3
APH 2240 *	Community and Hospital Pharmacy	3
APH 2250 *	Pharmaceutical Posology	3
APH 3111 *	Seminar	1
APH 3215 *	Clinical Practice I	3
APH 3216 *	Clinical Practice II	3
CHE 2210 *	Pharmaceutical Chemistry	4
MAT 1220 *	Pharmaceutical Mathematics	3
	Total	35
* This course must be approved with a minimum grade of C.		

Core

Code	Course Name	Credit Hours
BIO 1211 *	Fundamentals of Physiology and Pharmacology I	3
BIO 1212 *	Fundamentals of Physiology and Pharmacology II	3
MAT 1113	Mathematics for the Health Professional	3
PRO 1101	Computer Operations	3
CHE 1160	General Chemistry	3
LC 1160	General Chemistry Laboratory	1
	Total	16
* This course must be approved with a minimum grade of C.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
HUM 1101**	Western Civilizations I	3
HUM 1102**	Western Civilizations II	3
SOC 1101**	Social Sciences I	3
SOC 1102**	Social Sciences II	3
	Total	18
**The student has the option of choosing six (6) credits from this list of courses.		

Other Requirements

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

Associate Degree in Physical Therapy

Program Offered in Hato Rey

Discipline: Physical Therapy CIP CODE: 51.0806

Credential Level: Associate Degree

Program length in credit hours: 73

Program Description

The Associate Degree in Physical Therapy develops in students the knowledge and clinical skills to assist licensed Physical Therapists in the treatment and rehabilitation of patients. The program curriculum integrates theoretical knowledge, the development of technical skills, and clinical experience necessary to train competent professionals with ethical values who are committed to the profession and society. As part of the program requirements, students must complete two clinical rotations, totaling 460 hours of supervised clinical experience and 75 hours of Introduction to Clinical Practice where the instructor integrates practice and theory.

Program Objectives

1. Apply the necessary knowledge and skills in the effective intervention of the Physical Therapy Assistant with the patient, taking into consideration the condition identified under the supervision of a Physical Therapist.
2. Will correctly draft clinical record documentation, using the formats required in physical therapy and following the legal regulations and formats established in the clinical facilities.
3. Practice their profession ethically, legally and safely, complying with the laws and regulations established in Puerto Rico and by the American Physical Therapy Association (APTA).
4. Develop effective communication in all interventions as a Physical Therapy Assistant.
5. Identify patient individual and cultural characteristics and needs, demonstrating values such as empathy, tolerance and respect when performing a therapeutic intervention.
6. Recognize the importance of continuously updating knowledge and skills for the benefit of the profession.
7. Participate in community activities with the aim of promoting healthy lifestyles.

Alumni Profile

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

1. Implement the treatment plan designed by the Licensed Physical Therapist and following the standards of the Physical Therapy Assistant Code of Ethics.
2. Apply the necessary safety measures for the well-being of the patient, care of the equipment and personal safety.
3. Recognize the effects of different modalities and procedures according to the patient's current condition.

4. Develop critical and reflective thinking skills during interventions and emergency situations and informs the physical therapist.
5. Document the physical therapy services provided in the clinical record according to the guidelines and formats required by the facility or clinical service institution.
6. Maintain effective communication with your work team, patients, family members, and healthcare providers.
7. Educate the patient and/or family member about the treatment plan to be administered and the one they should follow at home in a clear and effective manner.
8. Identify architectural barriers and educate the patient and/or family member on how to modify or eliminate them.

Program of Study

Program Requirements: The candidate for the Associate Degree in Physical Therapy must complete a requirement of 73 credits as outlined in the following curriculum and reach at completion a 2.50 G.P.A. minimum. Pass all major courses with a minimum grade of C including all core courses labeled with one asterisk (*). Practice courses labeled with two asterisk (**) that must be approved with a minimum of B.

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

Major

Code	Course Name	Credit Hours
PTA 1101*	Introduction to Physical Therapy	3
PTA 1120*	Hospital Techniques	1
PTA 1121*	Hospital Techniques Laboratory	1
PTA 1130*	Thermotherapy and Electrotherapy	3
PTA 1131*	Thermotherapy and Electrotherapy Laboratory	1
PTA 1140*	Kinesiology	3
PTA 1141*	Kinesiology Laboratory	1
PTA 1150*	Therapeutic Massage	2
PTA 1151*	Therapeutic Massage Laboratory	1
PTA 2220*	Therapeutic Exercises I	2
PTA 2221*	Therapeutic Exercises Laboratory I	1
PTA 2230*	Pathology and its Therapeutic Applications	3
PTA 2231*	Pathology and its Therapeutic Applications Laboratory	1
PTA 2240*	Therapeutic Exercises II	2
PTA 2241*	Therapeutic Exercises Laboratory II	1
PTA 2250*	Activities of the Daily Living	2
PTA 2251*	Activities of the Daily Living Laboratory	1
PTA 2260*	Applied Health Psychology to Physical Therapy	3
PTA 2309**	Introduction to Clinical Practice	2
PTA 2311**	Clinical Practice I	2
PTA 2312**	Clinical Practice II	2
	Total	**38**

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

Core

Code	Course Name	Credit Hours
BIO 1220*	Human Anatomy and Physiology I	3
LB 1220*	Human Anatomy and Physiology Laboratory I	1
BIO 1222*	Human Anatomy and Physiology II	3
LB 1222*	Human Anatomy and Physiology Laboratory II	1
	Total	**8**
* This course must be approved with a minimum grade of C.		

General Education

Code	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
HUM/SOC***	Socio-Humanistic Component	3
MAT 1101	Basic Mathematics	3
PSY 1101	Introduction to Human Behavior	3
PRO 1101	Computer Operation	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
	Total	**24**
*** Students select three (3) credits in this list.		

Other Requirements

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

Associate Degree in Health and Physical Aptitude for Special Populations

Program Offered in Hato Rey, San Sebastian, and Villalba

Discipline: Health and Wellness CIP CODE: 51.0001

Academic Level: Associate Degree Program Length in credit hours: 67

Program Description

This Associate Degree develops in students the knowledge and skills to evaluate and develop physical aptitude programs for special populations, in order to achieve an optimal degree of health and comprehensive well-being. It prepares its students to meet the Physical Aptitude Instructor licensing requirements of the Puerto Rico Sports and Recreation Department. The graduate will be able to work in private areas, industry, community organizations and health settings with special populations, meaning all people who are characterized by being at high health risk, suffering from chronic diseases or conditions such as: cardiovascular and pulmonary diseases; metabolic, immune, neuromuscular, sensory, or cognitive disorders, as well as orthopedic conditions.

Program Objectives

1. Promote the integral development of people with special needs, applying the knowledge acquired in a way that it results in health and well-being for them, based on the principles of healthy lifestyles.
2. Effectively use the methods and techniques associated with physical measurement and evaluation, applying the results appropriately for the development of individual programs for clients.
3. Apply the knowledge and skills related to the proper functioning of the various systems of the human body, through effective interventions with clients.
4. Recognize the characteristics and needs of special populations and effectively assist them within a framework of empathy, respect and dignity.
5. Apply the principles and practices that govern management in the field of physical aptitude from an entrepreneurial perspective.
6. Practice the profession ethically and responsibly, complying with all applicable legal and regulatory statutes, and staying up-to-date on evidence-based best practices from a local and global perspective.

Alumni Profile

Upon completion of their studies in the Associate Degree in Health and Physical Aptitude for Special Populations, the alumni are prepared to:

1. Identify the fundamental characteristics of special populations.
2. Develop physical fitness plans tailored to the particular needs of the client.

3. Design exercise programs aimed at improving the health and physical fitness of the client, including aquatic exercises with the proper medical authorization.
4. Assess the physical fitness of clients through field tests or laboratory tests.
5. Evaluate, interpret and document the information necessary for exercise interventions planning aimed at holistic well-being and measuring the client's progress.
6. Use the necessary security measures for the well-being of the client, applying the basic knowledge about behaviors and legal aspects that govern and can compromise the physical aptitude specialist.
7. Apply the knowledge acquired through community activities and settings for special populations, demonstrating leadership and entrepreneurship.
8. Maintain effective communication with available support systems and other health professionals.

Program of Study

Program Requirements: The candidate for the the Associate Degree in Health and Physical Aptitude for Special Populations must complete a requirement of 67 credits as outlined in the following curriculum and reach at completion a 2.00 G.P.A. minimum. All major and core courses marked with an asterisk (*) must be approved with a minimum grade of C.

Major

Code	Course Name	Credit Hours
HFP 1101*	Fundamentals of Physical Fitness for Special Populations	3
HFP 1110*	Training Techniques for Special Populations and Clients	3
HFP 1115*	Legal and Ethical Aspects	2
HFP 1220*	Biomechanics and Kinesiology	3
HFP 1225*	Aquatic Exercises	3
HFP 2010*	Physical Measurement and Evaluation	3
HFP 2020*	Prescription of Exercise I	3
HFP 2030*	Prescription of Exercise II	3
HFP 2040*	Practice	3
	Total	26
*These courses must be approved with a minimum grade of C.		

Core

Code	Course Name	Credit Hours
BIO 1220*	Human Anatomy and Physiology I	3
LB 1220*	Human Anatomy and Physiology I Laboratory	1
BIO 1222*	Human Anatomy and Physiology II	3
LB 1222*	Human Anatomy and Physiology II Laboratory	1
EPS 1106*	Nutrition and Physical Aptitude	3
BA 1313	Administrative Theory	3
	Total	15
*These courses must be approved with a minimum grade of C.		

General Education

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

Other Requirements

Code	Course Name	Credit Hours
VUE1101	Successful University Life	3
	Total	3

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 curriculum and reach at completion a 2.50 GPA minimum. All major and core courses marked with an asterisk (*) must be approved with a minimum grade of C.

Major

Code	Course Name	Credit Hours
BIO 2208*	General Microbiology	3
LB 2208*	General Microbiology Laboratory	1
BIO 2155*	Molecular Genetics	3
BIT 2260*	Molecular Biotechnology	3
LBIT 2260*	Molecular Biotechnology Laboratory	1
MAT 2501*	Biostatics	3
BIT 2430*	Biomanufacturing	4
CHE 1167*	Chemistry I	3
LC 1167*	Chemistry I Laboratory	1
CHE 1168*	Chemistry II	3
LC 1168*	Chemistry II Laboratory	1
	Total	26
*These courses must be approved with a minimum grade of C.		

Core

Code	Course Name	Credit Hours
BIO 1101*	Introduction to Biology I	3
LB 1101*	Skills Laboratory I	1
BIO 1102*	Introduction to Biology II	3
LB 1102*	Skills Laboratory II	1
PRO 1101*	Computer Operations	3
MAT 2402*	Pre-calculus Applied to Sciences	5
	Total	16
*These courses must be approved with a minimum grade of C.		

General Education

Code	Course Name	Credit Hours
MAT 2301	Algebra	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
HUM 1105	Historical Development of the Puerto Rican Cultural Identity	3
ENG 1101	English I	3
ENG 1102	English II	3

Code	Course Name	Credit Hours
VUE1101	Successful University Life	3
	Total	21

School of Technology

Associate Degree in Information Technology

Program Offered in Hato Rey, San Sebastian, Humacao, Manati, Villalba, Caguas 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: visual programming, database, HTTML, 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.
16. Demonstrate initiative, accomplishment, motivation and adaptability.

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.

Major

Code	Course Name	Credit Hours
ITN 2375	Networks Concepts	3
ITP 2080	Computer Devices & Fault Identification and Monitoring	3
ITP 2230	Programming for Mobile Devices I	3
ITP 2300	Programming - Object Oriented I	3
ITP 2330	Design and Application Development for Videogames	3
ITP 2340	Programming for Mobile Devices II	3
ITP 2350	Web Page Design and Development	3
	Total	21

Core

Code	Course Name	Credit Hours
ACC 2113	Introduction to Accounting I	4
BA 1313	Administrative Theory	3
MAT 1111	Business Mathematics	3
PRO 1101	Computer Operations	3
PRO 1110	Computers and Information Systems	3
ITP 1103	Principles of Applied Programming and Logic Structures	3
SIC 2400	Databases	3
	Total	22

General Education

Course	Course Name	Credit Hours
ENG 1101	English I	3
ENG 1102	English II	3
MAT 2301	Algebra	3
SPA 1101	Spanish I	3
SPA 1102	Spanish II	3
SOC/HUM 1101	Social Sciences I / Western Civilization I	3
	Total	18

Other Requirements

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

Course Descriptions

Course Numbering System

The course number system underlies the use of an alphabetical code with a maximum of four (4) letters and a four digit numerical code, strung together into a course number ID. The general format for the course number ID is as follows:

AAA ####

Code	Comments
AAAA	Alphabetical code with a maximum of four letters
####	Four (4) digit numerical code (e.g. ACC 2113)

The alphabetical code identifies the subject matter of the course. The combination of the alphabetical code and the four digit numerical code is unique to each course. Its left-most digit, which runs from 0 to 4, serves as an indicator of the course content level. The courses with the left - most digits numbered 3 and 4 are upper level. The following information establishes the criteria for this numerical code identification:

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

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The subject matter codes are as follows:

Code	Subject
ACC	Accounting
ADO	Office Administration
APH	Pharmacy
ART	Arts
BA	Business Administration
BADD	Digital Design
BIO	Biology
BNS	Natural Sciences
CHE	Chemistry
CJU	Criminal Justice
DEC	Decoration
DIS	Interior Design
DMD	Digital Fashion Design
ECO	Economics
ENG	English
EPS	Executive Protection and Security
FIN	Finance
FSC	Forensic Sciences
HBC	Health Billing and Codification
HFP	Health Fitness Populations
HUM	Humanities
ITN	Information Technology Networks
ITP	Information Technology Programing
LB	Biology Laboratory
LC	Chemistry Laboratory
LP	Physics Laboratory
MAT	Mathematics
MET	Medical Emergencies
NUR	Nursing
PHY	Physics
PRO	Computer Programming
PSY	Psychology
PSIR	Political Sciences
SIC	Information Systems
SLT	Speech-Language Therapy
SOC	Social Sciences
SPA	Spanish
STA	Statistics
TAS	Physical Therapy
VUE	Successful University Life

Courses available online

Course	Name	Credits
ACC2113	Introduction to Accounting I	**4**
ACC2114	Introduction to Accounting II	**4**
ACC3215	Cost Accounting	**3**
ACC3315	Managerial Accounting	**3**
BA1110	Organizational Behavior	**3**
BA1313	Administrative Theory	**3**
BA2210	Leadership	**3**
BA2301	Business Law	**3**
BA2321	Human Resources Administration	**3**
BA3332	Business Ethics	**3**
BA3335	Marketing	**3**
BA3351	Managerial Economics	**3**
BA4330	Strategic Planning	**3**
BA4350	Operation and Production Management	**3**
BA4400	Business Development	**3**
BIO1101	Introduction to Biology I	**3**
BIO1102	Introduction to Biology II	**3**
BIO1220	Human Anatomy and Physiology I	**3**
BIO1222	Human Anatomy and Physiology II	**3**
BIO2209	Fundamentals of Microbiology	**3**
CHE1160	General Chemistry	**3**
CHE3000	Forensic Chemistry	**3**
CIF1001	Physical Sciences	**3**
CJU1100	Constitutional Law	**2**
CJU1101	Criminal Law	**3**
CJU2101	Criminal Procedure Law	**3**
CJU 2102	Criminology	**2**
CJU 2103	Law of Evidence	**3**
CJU 2104	Juvenile Law	**2**
CJU 2105	Special Penal Laws	**2**
CJU 2201	Criminal Investigation	**3**
CJU3000	Federal Jurisdiction	**2**
CJU3001	Interview, Interrogation and Testimony	**3**
ECO2101	Economics I	**3**
ECO2102	Economics II	**3**
ENG0100	English Fundamentals	**3**
ENG1101	English I	**3**
ENG1102	English II	**3**
ENG2203	Conversational English	**3**

Course	Name	Credits
FIN2105	Business Finance	**3**
FIN4310	Money and Banking	**3**
FSC1000	Introduction to Forensic Science	**3**
FSC2001	Forensic Investigation	**3**
FSC2002	Introduction to Criminalistics	**2**
HUM1101	Western Civilization I	**3**
HUM1102	Western Civilization II	**3**
HUM1105	Historical Development of the Puerto Rican Cultural Identity	**3**
HUM1110	History of Society and Culture	**3**
ITN2375	Network Concepts	**3**
ITN3240	Network Operating Systems	**3**
ITN3320	Network Security	**3**
ITN3340	Diagnosis and Maintenance of Networks	**3**
ITN3350	Firewalls and Intrusion Detection	**3**
ITN4260	Computer Forensics and Network Routing	**3**
ITN4270	Administration and Configuration of Cloud Resources	**3**
ITN4780	Computer Networks Project	**4**
ITP1103	Principles of Applied Programming and Logic Structures	**3**
ITP2080	Computer Devices & Fault Identification and Monitoring	**3**
ITP2230	Programming for Mobile Devices I	**3**
ITP2300	Object Oriented Programming I	**3**
ITP2330	Design and Development for Videogames Applications	**3**
ITP2340	Programming for Mobile Devices II	**3**
ITP2350	Web Page Design and Development	**3**
ITP3230	Information Systems Administration	**3**
ITP3301	Cyber Security and Ethical Hacking	**3**
ITP3345	Marketing and Trade in the Web	**3**
ITP3402	Advance Structure Programming Language	**3**
ITP4210	Advanced Database Administration with SQL	**3**
ITP4385	Programming - Object Oriented II	**3**
ITP4780	Application Development Project	**4**

Course	Name	Credits
LB1101	Skills Laboratory I	**1**
LB1220	Human Anatomy and Physiology Laboratory I	**1**
LB1222	Human Anatomy and Physiology Laboratory II	**1**
LB2209	LB 2209 Fundamentals of Microbiology Laboratory	**1**
LC1160	General Chemistry Laboratory	**1**
MAT0100	Fundamentals of Mathematics	**3**
MAT1101	Mathematic Basics	**3**
MAT1111	Business Mathematics	**3**
MAT1113	Mathematics for the Health Professional	**3**
MAT2301	Algebra	**3**
MAT3302	Pre-calculus	**3**
NUR1115	Posology for Nursing	**2**
NUR1140	Pharmacology for Nursing	**3**
NUR2260	Nursing Integration Seminar	**3**
NUR3000	Physiopathology	**3**
NUR3250	Nutrition Fundamentals	**2**
NUR3375	Management in Nursing	**3**
NUR4395	Research in Nursing	**2**
NUR4460	Seminar	**1**
PHY3211	Physics I	**3**
PRO1101	Computer Operations	**3**
PRO1110	Computers and Information Systems	**3**
PRO2212	System Analysis and Design	**3**
PSY1101	Introduction to Human Behavior I	**3**
PSY1102	Introduction to Human Behavior II	**3**
SIC2400	Databases	**3**
SOC1101	Social Sciences I	**3**
SOC1102	Social Sciences II	**3**
SPA0100	Fundamentals of Spanish	**3**
SPA1101	Spanish I	**3**
SPA1102	Spanish II	**3**
STA3207	Statistics I	**3**

Course	Name	Credits
STA4208	Statistics II	**3**
VUE1101	Successful University Life	**3**

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 90 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.

AFS 1010 Fundamentals and Concepts of Fashion Styling
Three (3) credits 60 hours
Pre-requisites: None
Co-requisites: None
In this course, students will be introduced to the professional field of styling through various resources such as photography, film, music, art, and culture; to transform them into their inspiration and design concepts that tell their stories. Aspects of the image consulting profession will include client studies, photo shoots, filming, fashion shows, and editorials that convey the concept and style to be projected. The student is introduced to the role of the fashion stylist by creating artistic visual representations that showcase products communicating a vision. The student will create their basic "Stylist" kit and a portfolio, as their introduction for future projects. The course consists of 30 hours of theory and 30 hours of laboratory.

AFS 1020 The Business of Styling
Three (3) credits 45 hours
Pre-requisites: BA 1313
Co-requisites: None
In this course, the student will learn the professional aspects of a career in styling, its employability, and job opportunities as part of the creative industries. He will understand the inventive process and the relevance of styling production within the fashion industry. Communication strategies for digital and print media that express fashion culture with its visions and stories in the editorial, digital marketing, and branding fields. Additionally, it will recognize the important relationship between artistic movements and fashion. Students will study communication strategies for digital and print media that express fashion culture—along with its visions and stories—within the realms of publishing, digital marketing, and branding. Additionally, they will recognize the significant relationship between artistic movements and fashion.

AFS 1030 Fundamentals of photography
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
This course introduces students to photography, its history, key figures, and essential artistic elements such as balance, proportion, and depth to create artistic compositions. It covers the proper use of photographic tools and equipment in various settings, including the management of natural and studio lighting. Through projects, students will learn camera techniques and the use of digital technology, as well as their significance within the fashion industry.

AFS 1040 Introduction to Technology and Digital Communication for Fashion Styling
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
This course introduces students to the fundamentals of technology and digital visual communication as applied to fashion styling. Students will develop skills in the production, organization, and presentation of visual content, as well as in aesthetic storytelling, trend interpretation, and their representation within contemporary digital environments. The course explores how fashion communicates identity, style, and meaning through images, visual sequences, and digital platforms. The content integrates the study of social media as contemporary spaces for the visual communication of fashion and as platforms for the professional representation of the stylist. It emphasizes the functional use of digital tools to create mood boards, visual content, reels, and styling portfolios, as well as the aesthetic organization of visual messaging across various digital media. Additionally, the course introduces emerging technologies, including artificial intelligence tools, to support the creative process and visual conceptual exploration.

AFS 1110 Editorial Communication for Fashion Styling
Three (3) credits 60 hours
Pre-requisites: SPA1101, AFS 1040
Co-requisites: None

This course introduces students to the fundamentals of editorial communication within the fashion industry, emphasizing the role of the stylist as a creator of visual narratives. It covers the basic principles of fashion-focused writing as a tool for communicating visual concepts, describing editorial ideas, and supporting the aesthetic intent of the styling. The student will explore how magazines, digital platforms, and social media influence aesthetic perception and the dissemination of fashion trends. Through practical exercises, they will develop editorial proposals that integrate imagery, text, and visual direction, while considering aspects of ethics, diversity, and cultural responsibility. The course consists of 30 hours of theory and 30 hours of laboratory.

AFS 1120 Visual Merchandising for Fashion Styling
Three (3) credits 60 hours
Pre-requisites: BA 1313
Co-requisites: None
This course introduces the fundamentals of visual merchandising applied to fashion styling, exploring the relationship between the consumer, brand image, and the visual presentation of fashion products in physical and digital contexts. It emphasizes the strategic use of visual elements, such as color, composition, lighting, textures, and visual storytelling, to effectively communicate fashion concepts. The course fosters the development of visual proposals aligned with a brand's identity, integrating fundamental sustainability principles through the conscious use of materials and upcycling strategies. Students will develop applied projects that strengthen their ability to communicate fashion concepts using contemporary visual media. The course consists of 30 hours of theory and 30 hours of laboratory.

AFS 2010 Trend Prediction
Three (3) credits 60 hours
Pre-requisites: BA 1313, AFS 1020
Co-requisites: None
This course introduces students to the role of the trend forecaster within the fashion and luxury industries. Through theory, concepts, and methodologies, students will learn to understand, interpret, and anticipate the constant developments and shifts in the fashion world. Trend research, covering seasons, colors, and silhouettes, will be combined with sales data and analyses of social and economic trends to identify consumer preferences and enable the creation of more accurate reports. The importance of forecasting in ensuring a successful production and development of a brand is acknowledged. The impact of fashion consumption on the environment, economic development, and socio-cultural change will also be examined. Through case studies, the student will identify social responsibility and the digital consumer within current fashion trends, while gaining an understanding of the process and influence of trend analysis and forecasting in the fashion business. The course consists of 45 hours of theory and 15 hours of laboratory.

AFS 2020 Editorial Photography
Three (3) credits 60 hours
Pre-requisites: AFS 1030
Co-requisites: None
Through this course, students will plan, coordinate, and execute fashion photo shoots, developing their

stories with an artistic vision and establishing collaborations with models, agencies, photographers, makeup artists, and/or stylists for each of their projects. As part of the learning process, students will master makeup and hairstyling techniques designed for a variety of editorial concepts. They will learn to handle last-minute challenges, such as cancellations, location changes, and time management, and the resulting editorial work will become part of their photography portfolios. The course consists of 30 hours of theory and 30 hours of laboratory.

APH 1101 Pharmacy Fundamentals
Three (3) credits 45 hours
Pre-requisitess: 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 3111 Seminar
One (1) credits 15 hours
Pre-requisites: APH 1120, APH 1240, MAT 1220, APH 2115
This course discuses 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 3215 Clinical Practice I
Three (3) credits 30 hours of theory, 500 hours of practice
Pre-requisites: APH 3111, 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 3216 Clinical Practice II
Three (3) credits 30 hours of theory, 500 hours of practice
Pre-requisites: APH 2250, APH 3215
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 need for the development of the profession. This will integrate and relate the knowledge acquired to a work experience in cooperation with the pharmacy preceptor. They will practice the processes of preparation and dispatch of prescriptions, both manually and technologically, labeling and billing of medical plans. The professor will complement the practice with a weekly two (2) hour seminar in order to integrate the practice with the theory.

ART 1101 Art Appreciation
Three (3) credits 45 hours
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 preferment 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 1100 Introduction to Digital Design
Three (3) credits 60 hours
Pre-requisites: None
Co-requisite: PRO 1101
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: BADD 1100
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: BADD 1102
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: BADD 1100
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 2104 2D Animation

Three (3) credits 60 hours
Pre-requisites: BADD 1102
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, 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 3304 Introduction to 3D Design
Three (3) credits 60 hours
Pre-requisites: BADD 1102
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 3306 Web Design I
Three (3) credits 60 hours
Pre-requisites: ITP 2350, BADD2102
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: BADD3304
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: BADD3306
This course looks at the process of analysis and design of virtual spaces. Students will design and develop web environments.

BADD 4305 Digital Video Editing
Three (3) credits 60 hours
Pre-requisites: BADD 2104
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 1220 Human Anatomy and Physiology I
Three (3) credits 45 hours of theory
Pre-requisites: None
Co-requisites: LB 1220
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.

BIO 1222 Human Anatomy and Physiology II
Three (3) credits 45 hours of theory
Pre-requisites: BIO 1220, LB 1220
Co-requisites: LB 1222
The course covers the structures and functions of the human body. The endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems will be studied.

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 2209 Fundamentals of Microbiology
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: LB 2209
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.

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 2208, LB 2208
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. The course is divided in 45 hours of lecture and 45 hours of laboratory work.

BNS 2010 Introduction to Neuroscience
Three (3) credits 45 hours
Pre-requisites: BIO 1222, LB 1222, 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
Three (3) credits 45 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 1160 General Chemistry
Three (3) credits 45 hours
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.

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 1160
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 analyses 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, PSY 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 1101
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, MAT 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 4335 Building Codes and Regulations
Two (2) credits 30 hours
Pre-requisites: DIS 2321
This course introduces students to the importance of complying with local and federal building codes for construction projects. Students are exposed to fundamental aspects of the codes most commonly used by the government of Puerto Rico and the federal government. Students learn to evaluate existing projects according to these codes. They also learn to evaluate their own designs during the development process. Emphasis is placed on the use of technical vocabulary related to this field, as well as the application of minimum requirements from building codes. The course reinforces the knowledge necessary to create designs that meet the parameters required by the relevant authorities in Puerto Rico.

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: DMD2001
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 45 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 2008 Fashion Event Production
Three (3) credits 45 hours
Pre-requisites: DMD 1203
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, DMD 2203, DMD 2301
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 4001 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 4002 Patterns III (Special Occasion)
Three (3) credits 60 hours
Pre-requisites: DMD 3003, DMD 3201, DMD 4001
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 4005 Internship
Three (4) credits 150 hours
Pre-requisites: DMD 3001, DMD 3003, DMD 3204, DMD 4001
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.

EDU 2001 Human growth and development.
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
The analysis of human development theories and their physical, cognitive, emotional and socio-cultural aspects.

EDU 2010 Exceptional student population
Three (3) credits 45 hours.
Pre-requisites: EDU 2001
The study of the different exceptionalities in human development. The course emphasizes in the classification, etiology, characteristics, and needs of people with different types of disabilities. Federal and state laws that regulate the provision of services to people with disabilities will be analyzed.

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.

ENG 1101 English I
Three (3) credits 45 hours of theory
Pre-requisites: Approved placement examination or CEEB test
This course provides reading and writing practice using English structures. Its goal is to help students learn to use the language in grammatical structures reinforced through reading and writing activities, which will stimulate their own thinking and use of content. The grade of the course will have a percentage based on 85% of the final grade, and the grade of the English laboratory will have a percentage based on 15% of the final grade. A laboratory is considered to be approved if the student obtains a grade of 70% or more.

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.

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-requites: 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.

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
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 ballistic reviewer, forensic pathologist, fraud investigator and fingerprint analyst.

FSC 3003 Investigation and Scene Reconstruction
Three (3) credits 60 hours
Pre-requisites: CJU 2103, FSC 1000
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 1220, 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 1220, 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: None
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 2001
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: None
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: FSC 2001, 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: 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: 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-requites: 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.

HFP 1101 Fundamentals of Physical Fitness for Special Populations
Three (3) credits 45 hours
Pre-requisites: None
This course is intended to study the fundamental characteristics and symptomatology of different pathologies. It is intended for the student to acquires the skills and knowledge necessary to practice as a professional in the field of Physical Fitness. In addition, you will learn the terminology related to this subject. This course provides the knowledge and guidelines necessary for the knowledge of the fundamental needs for the following disorders: bone, emotional, respiratory, circulatory, digestive and eating disorders suffered by the general population throughout their life cycle.

HFP 1110 Training Techniques for Special Populations and Clients with Pathologies
Three (3) credits 60 hours
Pre-requisite: HFP 1101
This course is intended to develop the skills to work in the field of promoting physical fitness, personal training, implementation of programs, monitoring and their evaluation. In addition, the student will apply health maintenance and prevention programs, adapting them to the different types of populations.

HFP 1115 Legal and Ethical Aspects
Two (2) credits 30 Hours
Pre-requisites: None
This course is an introductory one where the student is provided with ethical and legal theoretical knowledge about the history and origin of physical fitness systems and programs. Special attention is given to special populations, this in reference to children, youth, adults, elderly, pregnant women, people with mental disabilities, physical disorders, diseases and conditions that affect health, among others. Various topics will be studied such as: legal, ethical, and professional aspects of the physical trainer, hygiene, cleanliness, safety in an exercise center, types of clients and consultation techniques.

HFP 1220 Biomechanics and Kinesiology
Three (3) credits 60 Hours
Pre-requisites: BIO 1222, LB 1222
Through this course you will discuss the mechanisms of body movement in the muscular, anatomical and physiological aspects. The study is aimed at the application of human physical performance, including musculoskeletal actions, the analysis of sports skills and training, and conditioning techniques with application of the laws and principles of exercise mechanics.

HFP 1225 Aquatic Exercises
Three (3) credits 60 Hours
Pre-requisites: HFP 1220, HFP 2010
This course will prepare students with the knowledge and skills necessary to design and implement an exercise program in an aquatic environment. The student will know the various types of aquatic exercises as per the need and physical condition of each patient. This course includes laboratory sections.

HFP 2010 Physical Measurement and Evaluation
Three (3) credits 60 Hours
Pre-requisites: HFP 1101, HFP 1110, MAT 1101
Course aimed at the study of the methods and techniques of evaluation of the client's physical fitness. Consultation processes, observation strategies, interpretation of diagnosis, and results of physical fitness tests are designed. It includes practical design exercises, and creation of physical training programs of different types, such as: cardiovascular, muscular, respiratory and metabolic. In addition, the following

factors are applied in the design of programs: population, medical diagnosis, results of flexibility and maximum strength tests, equipment disposition and costs for services.

HFP 2020 Prescription of Exercise I
Three (3) credits 60 Hours
Pre-requisites: HFP 1220, HFP 2010
This course deals with teaching exercise routines aimed at optimal development and proper functioning of the cardiovascular and respiratory systems. In addition, the student will learn about warm-up, stretching and relaxation techniques of training and physical fitness adapted for special populations. The basic principles of training to develop endurance through aerobic, anaerobic exercises, calculations of the magnitude of the training load (volume and intensity), selection of physical activities, methods of monitoring and supervision, safety procedures for the client. Proper handling of equipment are included.

HFP 2030 Prescription of Exercise II
Three (3) credits 60 Hours
Pre-requisite: HFP 2020
This course is about specific training and fitness techniques for special populations. In this course, the techniques and design of exercise routines are aimed at the development of resistance, hypertrophy, strength, power, balance, agility, toning, and stimulation of muscle fibers adapted to special populations are exposed. It includes the study of strength as a physical quality, physiology of movement, factors and tests that determine muscle strength and training programs such as: aesthetic purposes, health and integral well-being, and rehabilitation of injuries, Olympic and power lifting, bodybuilding, complement and optimization of sports training. In addition, monitoring and supervision methods, customer safety procedures and proper handling of equipment are discussed.

HFP 2040 Practice
Three (3) creditsn260 hours
Pre-requisites: HFP 1220, HFP 2010
This practice includes supervised experience where the student will attend a duly accredited institution or center that provides physical training services. Through this practice, the student will be able to integrate the acquired theoretical concepts and strengthen the competences. The techniques used by the student are applied under the direct supervision of a Licensed Physical Trainer, in accordance with Act No. 120 of August 12, 1988, Uniform Administrative Procedures Act and Act 8 of January 8, 2004, Organic Act of the Department of Sports and Recreation.
The techniques used by the student are applicable under the rules established by the HIPAA (Health Insurance Portability and Accountability Act). The course consists of 230 hours of practice and 30 seminar hours where the professor will integrate practice and theory.

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 the 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 2350, 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: ITP 1103
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 2350
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 2300
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

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 1220 Human Anatomy and Physiology Laboratory I
One (1) credit, 30 hours
Pre-requisites: None
Co-requisites: BIO 1220
Practical study of the general organization of the body, cellular level and tissues. The laboratories emphasize the study of the systems: integumentary, skeletal, muscular, nervous and the alterations of

the homeostasis of said systems.

LB 1222 Human Anatomy and Physiology Laboratory II
One (1) credit, 30 hours
Pre-requisites: BIO 1220, LB 1220
Co-requisites: BIO 1222
The laboratory includes the structures and functions of the human body. The endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems, as well as, homeostasis and alterations of these systems will be studied.

LB 2208 Microbiology Laboratory
One (1) credit 30 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.

LB 2209 Fundamentals of Microbiology Laboratory
One (1) credit, 30 hours
Pre-requisites: BIO 1222, LB 1222
Co-requisites: BIO 2209
This laboratory complements the Microbiology Fundamentals course (BIO 2209). The course is designed for students in health programs. It includes experiments focused on what is discussed in class such as: microscopy, types of microorganisms, culture and observation of microorganisms and susceptibility test. In addition, the relationship between microorganisms, health and the body will 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 1160 General Chemistry Laboratory
One (1) credits, 30 hours of laboratory
Pre-requisites: None
Co-requisites: CHE 1160
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.

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 socio-cultural contact between the deaf and the attending professional. Throughout the course, students will learn to communicate effectively with hearing impaired individuals. Learning sign language will add to the integral formation of students and encourage them to meet the expectations and needs of this sector of society.

MAT 0100 Fundamentals of Mathematics
Three (3) credits 45 hours
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: None
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
Study of the application of statistics in the processes of biological research. Emphasis on the concepts of descriptive statistics for the analysis of clustered and non-clustered data for a variable or multi-variables. Application of the concepts of lineal correlation, lineal regression and probability distribution. Use of technological tools for statistical analysis.

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 1220*
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 1220
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 1222, 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 1222
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 1104 Mother and Infant Care
Three (3) credits 45 hours
Pre-requisites: NUR 1001, NUR 1301, BIO 1220, LB 1220
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 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 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 1220, LB 1220
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 2290 Ulcer and Wound Care
Three (3) credits 45 hours
Pre-requisites: NUR 1001, NUR 1301, BIO 1222, LB 1222
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 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 therapeutical modalities.

NUR 3000 Physiopathology
Three (3) credits 45 hours
Pre-requisites: BIO 1222, LB 1222, BIO 2209, LB 2209, CHE 1160, LC 1160, 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 3250 Nutrition Fundamentals
Two (2) credits 30 hours
Pre-requisites: BIO 2209, LB 2209, NUR 1001, NUR 1301
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 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 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
Co-requisite: NUR 4300
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 1102 General Applied Physics
Three (3) credits, 60 hours
Pre-requisites: None
This course provides students with the basic concepts and principles of Physics. The course promotes knowledge development about scientific phenomena based on mathematical and vector quantities with due precision, accuracy and reliability. Includes the following topics: scientific method, measurements, unit conversion, some fundamental mathematics useful for physics and basic concepts in mechanics, description of motion in one and two dimensions, and Newton's Law.

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.

PSIR 1101 Introduction to Political Sciences
Three (3) credits, 45 hours
Pre-requisites: None
This course will allow the student to know the fundamentals of Political Science as one of the disciplines in the Social Sciences. The scope of concepts related to forms of civil organization, components of government structures, democracy, the constitutional system, the republican governments system, the social order through the consent of the governed, individual freedom, and the legal-theoretical framework of the exercise of power will be studied.
PSIR 1105 Classical, Medieval and Contemporary Theory
Three (3) credits, 45 hours
Pre-requisites: PSIR – 1101
The purpose of this course is to offer a comprehensive vision of the most important classical-medieval and contemporary political thoughts in the development of society. As part of the course, in the segment of classical-medieval thoughts, the first political theories and concepts of universal character will be addressed.

PSIR 1110 Global Society, Historical Processes and Comparative Politics
Three (3) credits, 45 hours
Pre-requisites: SOC 1101, PSIR – 1101
The course on Global Society, Historical Processes and Comparative Politics includes causes, effects and processes derived and occurred from all human activity, which results in the civil organization of their coexistence models. The structures of societies on norms of conduct are included, as well as the socio-historical character of the processes of knowledge development which are manifested in the study of Social Sciences disciplines.

PSIR 1115 Principles of International Law
Three (3) credits, 45 hours
Pre-requisites: PSIR 1110
This course is about the origin and development of International Law as a tool for unity of purpose and a climate of peace among the nations of the world, as well as identifying various public policy issues that must be addressed from a global perspective, such as initiatives on: the economy, human rights, climate change, health, education and the fight against poverty. With equal importance, the relations of people, the creation of the United Nations (UN), the International Court of Justice and the various international organizations that address specific areas of common welfare are discussed.

PSIR 1120 Government Systems and Economic Systems
Three (3) credits, 45 hours
Pre-requisites: SOC 1101
This course is related to the origin and development of government systems, their structures and classifications; it also addresses the variables and differences of each system and the way in which officials are selected. It also includes the analysis of how economic systems are intertwined with particular characteristics and their impact on the way in which political power is exercised.

PSIR 1201 Government of Puerto Rico
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1120
Co-requisite: CJU1100
The course allows the student to become familiar with the elements and the basic political and legal structure of the government of Puerto Rico. The historical process for the development of the political power foundation from the Autonomous Charter under Spain to the organic laws approved by the United States Congress are studied. It also addresses the scope and development of the legal system until the creation of the Constitution of the Commonwealth of Puerto Rico. The political-electoral process and the governmental organization of Puerto Rico are analyzed, under its constitutional structure of balance of powers based on the three government branches. Also, the scope of the federal PROMESA Law and its purpose are incorporated into the governmental scheme.

PSIR 1210 United States Government
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1120
This course introduces students to the electoral and representative government system of the United States of America. The historical processes, structures, and major public and political institutions of the United States are studied. Also, the Electoral College System, the economic framework, financial system and markets are examined. It goes into the role of interest groups, the media, the military industry, and the role of the United States on the international scenario.

PSIR 1220 Principles of Public Administration
Three (3) credits, 45 hours
Pre-requisites: PSIR 1110, PSIR 1120
This course presents all stages within processes of public administration as well as the execution which include: administrative structures, procedures and managerial mechanisms; fiscal and budgetary policy, labor relations, and inter-agency relations.

PSIR 2105 Diplomacy and the International Community
Three (3) credits, 45 hours
Pre-requisites: PSIR 1115
This course is about the concept and art of Diplomacy as an instrument of dialogue, conciliation and negotiation within the field of International Law. Diplomacy is one of the fundamental components in the exercise of interaction in multinational and international organizations that effectively conduct the processes and management of matters that interfere with the international community. In addition, through this exercise, they are used for the design and execution of public policies without being limited to geographical, territorial or border divisions that regulate the social order.

PSIR 2110 Climate Change and Environment
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1110
In this course, the fundamentals of Environmental Sciences are taught as a tool for making informed decisions regarding public policy and environmental protection. Laws, regulations, forms and documents with legal capacity on climate change and environment are analyzed. The implications of climate change, risks and effects on the environment are evaluated with a view to economic and social development in order to find sustainability.

PSIR 2205 Political Analysis and Research Techniques
Three (3) credits, 45 hours
Pre-requisites: PSIR 1120
This course will examine the variables and considerations to be used in political phenomena research using various rational instruments for the evaluation and measurement of policies, from a procedural, governmental and political-electoral perspective. It includes political-electoral analysis and the design and development of public policies from the governmental perspective and social organization.

PSIR 2210 Sociological, Cultural and Geopolitical Development
Three (3) credits, 45 hours
Pre-requisites: SOC 1101, PSIR 1110
This course addresses and analyzes the main elements of political sociology as an instrument of social change. Also, culture is compared as a concept of social manifestation and geopolitics, as a variable of mobility and social action, and how these can impact or limit the processes and dynamics in the design of government public policies.

PSIR 2215 Governability and Governance
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101
This course will offer the student the basic knowledge of integration and interaction processes between State institutions, governmental and non-governmental entities. Also, the concepts of governance, as governing body in the exercise of government institutions, are analyzed; as well as the concept of governance, as a decisional tool that integrates non-governmental actors and entities.

PSIR 3105 European Union and Multinational Countries
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1115
This course is about the origin, creation, purpose and scope of the European Union. In addition, its internal

bodies, the various signed treaties, economic agreements, immigration matters, arms control and integration of public policies of various nations will be studied. Countries facing the presence of other nations in the same jurisdiction and the constitutional and legal challenges that it entails are examined. Lastly, the models of governmental coexistence and social harmony will be studied.

PSIR 3110 Political Power and Citizen Participation
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 2210
This course addresses the fundamental principles and elements of political power, its structures and its role in governments, as well as the basic principles of representation and rights of citizens. Different models of citizen participation in the decision-making processes of the government are examined, as well as their duties and responsibilities.

PSIR 3205 Gender and Political Power
Three (3) credits, 45 hours
Pre-requisites: PSIR 1120, PSIR 2210
This course examines the social, political and structural variables that influence processes of selection and composition of public and private institutions based on gender considerations. The course addresses the democratization process within electoral processes, the power of the vote and legislative representation, which affects political power and public authority.

PSIR 3210 Civil Rights
Three (3) credits, 45 hours
Pre-requisites: CJU1100, PSIR 1201
This course is intended to provide students with a basic understanding of the historical struggles for civil rights in both Puerto Rico and the United States. The content will include the constitutional and sociological processes, the judicial precedents and the scope of the Bill of Rights of both constitutions. The various key figures in the achievement of civil rights and in the necessary legislation to vindicate basic rights claimed in different circumstances and under different historical processes will be examined.

PSIR 3215 Technological Innovation in Government
Three (3) credits, 45 hours
Pre-requisites: CJU1100, PSIR 1101, PSIR 1110
This course allows the student to know the new challenges that public policy faces before technological changes, innovation, and how emerging technologies help to solve these challenges. The student examines the role of innovation, science, and technologies involved in the economic development of the country, as well as, competitiveness and commercialization within a political approach. Basic concepts such as the Industrial Revolution, Artificial Intelligence, Technological Innovation, and the laws of the country that regulate them are studied. The student will also learn about international agreements and treaties, the International Telecommunication Union, the World Trade Organization, and how these are affected by different political systems.

PSIR 3220 The Electoral Process and Political Parties
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1201, PSIR 3110
This course will study the origin and importance of political parties in electoral processes, the constitutional recognition of political and civic organizations, as well as precedents and jurisprudence on the rights of political parties and their role in the exercise of public power. It also addresses the

fundamental principles and elements of electoral processes, the election of officials, the different voting and representation systems; the right to vote as a constitutional and basic right, as well as the models of political organization of governments such as in the State Elections Commission (Comisión Estatal de Elecciones).

PSIR 4105 Foreign Relations and Globalization
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1115, PSIR 2105, PSIR 1110
This course is about the foreign relations of countries and the importance of diplomatic relations in the political, social and economic stability of the world. Factors and variables on issues of common interest on globalization or on the planet are examined. Foreign relations and globalization from a holistic perspective are studied, as well as avenues of communication and reflective action that identify solutions to common problems.

PSIR 4110 Changes in the World Order
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1115
This course is about the new paradigm of international politics that manifests itself in an incipient world order related to avant-garde social movements. In addition, it focuses on new political sectors and recent economic and technological relations between different countries. Within these trends the generation of political arrangements and organized movements in different societies caused, mainly, by the evident distancing between the rulers and the ruled are incorporated.

PSIR 4115 International Politics and the UN
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1115, PSIR 2105, PSIR 4105
This course is related to the design, development and implementation of international politics and the issues, achievements and conflicts that derive from them, within the jurisdictional framework of the United Nations (UN). The content of the course explains the variables and mechanisms of execution of topics that encompass international politics which include, among others, the economic-commercial, social area, the differences in market models, human rights, scientific cooperation and projects, educational issues, as well as aspects of migration policies, border conflicts and order mechanisms under the supervision of the United Nations (UN).

PSIR 4205 Urban Planning and Sustainable Development
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1220, PSIR 2110
This course studies the historical development of urban planning and sustainable development processes. The different categories and hierarchies in the governmental structure and the impact of the different variables that affect orderly planning are examined. Factors and variables will be analyzed for national, regional and municipal planning, the Land Use Plan (*Plan de Uso de Terrenos*), zoning and sustainable and sustained development. In addition, the importance of urban and rural planning in public policy is discussed.

PSIR 4210 Public Opinion and Media
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101

This course addresses issues related to public communication, journalism, the media, instruments for measuring audience, readership and its scope. Issues related to ethics in journalism, freedom of the press as a constitutional right, and judicial precedents in relation to access to public information are examined.

PSIR 4215 Political relations between Puerto Rico and the United States
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1201
The course addresses the issue of political and legal relations between Puerto Rico and the United States and the debate on the alternatives of political status in relation to their economic, legal and social implications. The course also examines the resolutions of the United Nations Organization, the projects of the United States Congress on political status and the electoral events where the people of Puerto Rico have been consulted on their political future.

PSIR 4220 Public Debt
Three (3) credits, 45 hours
Pre-requisites: PSIR 1101, PSIR 1201, PSIR 1210, PSIR 1220, PSIR 4215
This course deals with the concept of public debt and the social repercussions that the economic activity of the investment market generates on countries and government systems. Theoretical and practical aspects of democracy, capitalism, social inequality, poverty and economic power over the common welfare are examined, as well as the processes of restructuring the debts contracted in various countries.

PSIR 4230 PROMESA Federal Law
Two (2) credits, 30 hours
Pre-requisites: PSIR 1101, PSIR 1201, PSIR 1210, PSIR 1220
This course deals with the origin, creation, purpose and scope of the Federal Promise Act (The Puerto Rico Oversight, Management, and Economic Stability Act) approved by the United States Congress and signed by President Barack Obama on June 30 2016, to guide a debt restructuring program and address the problem of fiscal crisis of the government of Puerto Rico until the year 2056. Recovery measures, the arrival of the Fiscal Supervision Board, fiscal plans and debt adjustment will be studied.

PSIR 4300 Internship
Three (3) credits, 15 (hours theory), 90 (hours internship)
Pre-requisites: Have approved 31 credits of General Education, 38 credits of Core and 30 credits of Major courses
This internship constitutes the final requirement for obtaining the degree. The student will be working in governmental and non-governmental settings related to public administration. Some possible scenarios include: foundations, non-profit organizations, senators' offices, the Office of Legislative Services, the Secretary of the Senate, the Office of the Sergeant at Arms, the offices of the respective spokesmen, special or permanent commissions, among others. In this experience, the skills developed throughout the program will be applied. The internship includes a guided reflection on the experience in the public administration area.

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.

PTA 1101 Introduction to Physical Therapy
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
This course will define the field of Physical Therapy as part of health professions; examine its history, contributions, and development in Puerto Rico; and review the laws that govern its practice.

PTA 1120 Hospital Techniques
One (1) credits 15 hours
Pre-requisites: None
Co-requisites: PTA 1121
This course prepares the student to develop aseptic techniques as established by the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) regulations. The student will learn various techniques, such as taking vital signs, managing patients with skin alterations and sensory deficits, body mechanics, proper posture, positioning, bed mobility, and patient transfer. It will also train the student in managing patient/client privacy in accordance with HIPAA (Health Insurance Portability and Accountability Act).

PTA 1121 Hospital Techniques Laboratory
One (1) credits 30 hours
Pre-requisites: None
Co-requisites: PTA 1120

This course provides practical experience in developing skills related to patient care, including aseptic techniques, taking vital signs, wound care, sensory deficits, body mechanics, proper posture, bed mobility, and patient transfer. Additionally, the student applies patient/client management in accordance with HIPAA (Health Insurance Portability and Accountability Act).

PTA 1130 Thermotherapy and Electrotherapy
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: PTA 1131
This course will equip students with theoretical knowledge of musculoskeletal, neurological, peripheral vascular and integumentary conditions. Additionally, it includes the clinical use of physical modalities/agents and electrotherapeutic agents, along with their indications and contraindications.

PTA 1131 Thermotherapy and Electrotherapy Laboratory
One (1) credits 30 hours
Pre-requisites: None
Co-requisites: PTA 1130
This course will equip students with practical skills in pain management and in managing musculoskeletal, neurological, peripheral vascular, and integumentary conditions. It includes the clinical use of physical modalities/agents and electrotherapeutic agents, their indications, and contraindications. The student will develop skills in applying procedures through laboratory practice.

PTA 1140 Kinesiology
Three (3) credits 45 hours
Pre-requisites: BIO 1201, LB 1201
Co-requisites: PTA 1141
In this course, the student learns about the anatomy of the human body in terms of its function and pathologies resulting from loss of movement. It will emphasize body mechanics, the planes and axes of joint movements, and the relationship of the human body in space. The course divides the anatomical areas into: upper and lower extremities, head, and trunk.

PTA 1141 Kinesiology Laboratory
One (1) credits 30 hours
Pre-requisites: BIO 1201, LB 1201
Co-requisites: PTA 1140
This laboratory course provides the student with the opportunity to apply anatomical knowledge to the function of the human body. They will recognize the movements of the limbs, including the head and torso, in their different planes. Additionally, joint movement measurement, muscle strength testing, gait analysis, and muscle identification.

PTA 1150 Therapeutic Massage

Two (2) credits 30 hours
Pre-requisites: BIO 1201, LB 1201, PTA 1101, PTA 1120, PTA 1121
Co-requisites: PTA 1151
In this course, the student will acquire theoretical knowledge related to therapeutic massage as a treatment modality in Physiotherapy. The student will learn about the historical evolution of therapeutic massage, its effects, indications, contraindications, and precautions.

PTA 1151 Therapeutic Massage Laboratory
One (1) credits 30 hours
Pre-requisites: BIO 1201, LB 1201, PTA 1101, PTA 1120, PTA 1121
Co-requisites: PTA 1150
This laboratory will equip students with practical knowledge related to therapeutic massage as a treatment modality in Physiotherapy. The student will develop the skills to apply different massage techniques to various anatomical regions.

PTA 2220 Therapeutic Exercises I
Two (2) credits 30 hours
Pre-requisites: PTA 1120, PTA 1121, PTA 1140, PTA 1141
Co-requisites: PTA 2221
This course will train students in the management of the patient/client in the therapeutic exercise program developed by the licensed physical therapist. The student will learn about the various types of exercises tailored to each patient's needs and physical condition, including range of motion, endurance, stretching, balance, PNF, and plyometrics.

PTA 2221 Therapeutic Exercises Laboratory I
One (1) credits 30 hours
Pre-requisites: PTA 1120, PTA 1121, PTA 1140, PTA 1141
Co-requisites: PTA 2220
This laboratory course introduces students to patient/client management in the therapeutic exercise program developed by the licensed physical therapist. The student will practice various types of exercises tailored to each patient's needs and physical condition in the laboratory sections.

PTA 2230 Pathology and its Therapeutic Applications
Three (3) credits 45 hours
Pre-requisites: BIO 1202, LB 1202, PTA 1140, PTA 1141
Co-requisites: PTA 2231
This course introduces students to various pathologies with an emphasis on the musculoskeletal, nervous, cardiopulmonary, and vascular disorder systems. Pathological processes, sequelae, treatment options, prognoses, and rehabilitation potential will be discussed.

PTA 2231 Pathology and its Therapeutic Applications Laboratory

One (1) credits 30 hours
Pre-requisites: BIO 1202, LB 1202, PTA 1140, PTA 1141
Co-requisites: PTA 2230
Study of the different treatments involved in the rehabilitation of musculoskeletal, neurological, cardiopulmonary, and integumentary pathologies, with a focus on their potential in Physical Therapy rehabilitation. Specifically, the different techniques used according to the various patient conditions will be practiced. The techniques used by the student are applied under the supervision of the Licensed Physical Therapist, in accordance with Law 114.

PTA 2240 Therapeutic Exercises II
Two (2) credits 30 hours
Pre-requisites: PTA 2220, PTA 2221
Co-requisites: PTA 2241
This course will train students in the management of patients/clients with specific conditions in the therapeutic exercise program developed by the licensed physical therapist. The student will learn about the various types of exercises tailored to each patient's needs and physical condition. Topics such as treatment protocols, exercises for specific musculoskeletal, respiratory, spinal, aquatic, and neurological conditions, among others, will be addressed.

PTA 2241 Therapeutic Exercises Laboratory II
One (1) credits 30 hours
Pre-requisites: PTA 2220, PTA 2221
Co-requisites: PTA 2240
This laboratory course prepares the student in specialized techniques and exercises for specific conditions presented by the patient/client. The student will practice applying exercises to the spine in aquatic environments and with special populations.

PTA 2250 Activities of the Daily Living
Two (2) credits 30 hours
Pre-requisites: PTA 2220, PTA 2221, PTA 2230, PTA 2231
Co-requisites: PTA 2251
This course is aimed at developing knowledge related to patient management during daily living activities such as bed mobility, transfers, ambulation with various orthotic, prosthetic, and assistive devices, necessary for the functioning of individuals with physical disabilities. It will allow the student to understand the need for adaptations and the removal of architectural barriers in our streets, shopping centers, and communities.

PTA 2251 Activities of the Daily Living Laboratory
One (1) credits 30 hours
Pre-requisites: PTA 2220, PTA 2221, PTA 2230, PTA 2231
Co-requisites: PTA 2250

This laboratory course is designed to provide students with the opportunity to develop and practice skills related to patient management during daily living activities such as bed mobility, transfers, ambulation with various orthotic, prosthetic, and assistive devices, necessary for the functioning of individuals with physical disabilities. Cultural, social, psychological, and physical diversity aspects will be taken into consideration. The acquired knowledge will be applied under the direct supervision of the licensed physical therapist in accordance with Law 114.

PTA 2260 Applied Health Psychology to Physical Therapy
Three (3) credits 45 hours
Pre-requisites: PSY 1101, PTA 2230, PTA 2231
Co-requisites: None
This course provides the student with the opportunity to learn about the stages and processes of patients diagnosed with a debilitating physical condition and how the healthcare professional who directly interacts with the patient/client assists them. Additionally, they will be able to understand the relationship between psychological factors, health, and physiological diseases throughout the life cycle.

PTA 2309 Introduction to Clinical Practice
Two (2) credits 75 hours
Pre-requisites: PTA 1101, PTA 1120, PTA 1121, PTA 1130, PTA 1131, PTA 1140, PTA 1141
Co-requisites: None
In this course, the student is introduced to clinical practice. The student is exposed to patient management, safety measures, and communication dynamics between the patient and the physical therapy assistant. It will help the student integrate previously studied concepts through the analysis of clinical cases and treatment plans. All techniques used by the student are applied under the direct supervision of the licensed physical therapist in accordance with Law 114. The actions carried out by the student will be guided by the HIPAA (Health Insurance Portability and Accountability Act) standards. The course consists of 60 hours of clinical laboratory and 15 hours of seminar, where the professor integrates practical experience and theory.

PTA 2311 Clinical Practice I
Two (2) credits 230 hours
Pre-requisites: PTA 1150, PTA 1151, PTA 2220, PTA 2221, PTA 2230, PTA 2231, PTA 2309
Co-requisites: None
This practice includes supervised clinical experience at a duly accredited institution that provides Physical Therapy services. The student will observe and apply various treatment modalities studied to patients/clients at the different clinical practice centers under the direct supervision of the Physical Therapist in accordance with Law 114. The actions performed by the student will be guided by the HIPAA (Health Insurance Portability and Accountability Act) standards. The course consists of 200 hours of clinical practice and 30 hours of seminar, where the professor integrates practice and theory.

PTA 2312 Clinical Practice II

Two (2) credits 230 hours
Pre-requisites: PTA 2240, PTA 2241, PTA 2250, PTA 2251, PTA 2311
Co-requisites: None
This practice includes supervised clinical experience in which the student will integrate theoretical concepts with clinical practice, improving the administration of treatment to the patient/client from a comprehensive perspective by applying both modalities and therapeutic exercises, and restoring their mobility during daily living activities. The techniques used by the student are applied under the direct supervision of the Licensed Physical Therapist, in accordance with Law 114. The actions performed by the student will be guided by the HIPAA (Health Insurance Portability and Accountability Act) standards. The course consists of 200 hours of clinical practice and 30 hours of seminar, where the professor integrates practice and theory.

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.

SLT 1101 Introduction to speech and language disorders in children
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
The study of the most common speech and language disorders in children from infancy until school age. The course requires two (2) hours of observations.

SLT 2100 Ethics, legal aspects and clinical process in the speech and language therapy profession
Three (3) credits 45 hours.
Pre-requisites: None
Co-requisites: None
The study of ethical and legal aspects related to the practice of the Speech and Language Therapy profession. Discussion of the "Códigos de Ética de la Organización Puertorriqueña de Profesionales del Habla, Lenguaje y Audiología (OPPHLA)" and the American Speech-Language and Hearing Association (ASHA). The course includes the review and practice of the clinical process that speech and language therapists adhere to as established in Law #77, which regulates the exercise of the profession in Puerto Rico.

SLT 2101 Anatomy and physiology of the mechanisms of speech, language and hearing
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
Study of the anatomical, physiological and neurological basis of speech production. The course will emphasize in the study of the structures and mechanisms of phonation, resonance, articulation, hearing and the nervous system.

SLT 2102 Development of spoken and written language

Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
Study of the processes related to the acquisition of oral and written language skills in children. Different theoretical perspectives related to the acquisition and development of language, spoken and written, will be analyzed and discussed.

SLT 2103 Phonetics
Three (3) credits 45 hours
Pre-requisites: None
Co-requisites: None
Study of the form, place, sonority and features of the production of sounds in Spanish.

SLT 3001 Articulation and phonology; normal and pathological processes.
Three (3) credits 45 hours
Pre-requisites: SLT 2101, SLT 2102, SLT 2103
Co-requisites: None
The course emphasizes on the study of typical processes in the articulatory and phonological development in children. The characteristics of a phonological disorder versus an articulatory disorder will be studied, as well as the intervention strategies used in the treatment of both disorders. The course includes the analysis of clinical cases and the review of investigations conducted with Puerto Rican children. Requires three (3) hours of observation.

SLT 3002 Language disorders in children
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2102
Co-requisites: None
The study of language disorders in infants, preschool and school aged children. The course emphasizes in therapeutic intervention in the context of both spoken and written language. Requires three (3) hours of observation.

SLT 3003 Voice disorders
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2101
Co-requisites: None
The study of the etiology, symptoms, development, intervention and prevention of speech disorders in children. The course requires one (1) hour of observation.

SLT 3004 Fluency disorders.
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2101
Co-requisites: None
The study of theories, development, nature and symptoms related to fluency disorders in children and adolescents. The course includes technique practices utilized in treatment and the discussion and analysis of clinical cases. Requires one (1) hour of observation.

SLT 3005 Acoustics

Three (3) credits 45 hours
Pre-requisites: SLT 2101
Co-requisites: None
The study of the fundamentals of acoustics and psychoacoustics with emphasis on auditory perception.

SLT 3006 Speech and language disorders intervention
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2101, SLT 2102, SLT 3001, SLT 3002, SLT 3003, SLT 3004.
Co-requisites: None
Discussion of different intervention techniques utilized with children and adolescents who have speech and language disorders, as well as the analysis of methods and procedures utilized in the prevention and screening of such disorders. Clinical cases will be discussed and analyzed. Requires three (3) hours of observations.

SLT 3007 Aural habilitation and rehabilitation
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2101
Co-requisites: None
The study of principles and strategies in the management of problems related to hearing disorders in children. Emphasis in the development and preservation of communication through lip reading, auditory training and the use of technology in auditory habilitation/rehabilitation.

SLT 3008 Early intervention
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2102
Co-requisites: None
Discussion of prevention and intervention methods for speech and language disorders in children. The course requires two (2) hours of observation.

SLT 3009 Technological assistance
Three (3) credits 45 hours
Pre-requisites: SLT 2102, SLT 2103, SLT 3001, SLT 3002
Co-requisites: None
Discussion of theoretical and practical aspects of alternative and augmentative aids for communication (CAA) and its impact in the lives of children with communication disorders. Review of available equipment, their characteristics and uses. Discussion of AAC implementation strategies to satisfy the needs of the patient's communication.

SLT 3010 Sign language
Three (3) credits 45 hours
Pre-requisites: SLT 3007
Co-requisites: None
The study of theoretical and practical aspects of sign language. Review of the basic vocabulary required for the elaboration of phrases, sentences and messages utilizing the *American Sign Language* (ASL).

SLT 4001 Professional writing in Speech and Language Therapy
Two (2) credits 30 hours
Pre-requisites: SLT 1101

Co-requisites: None
The study of writing techniques for the redaction of clinical documents related to the Speech and Language Therapy profession.

SLT 4002 Feeding and swallowing in children
Three (3) credits 45 hours
Pre-requisites: SLT 1101, SLT 2101
Co-requisites: None
Review of the anatomy and physiology of a normal swallowing process in children. The study of swallowing problems associated with medical, structural, neurological and sensory aspects. Emphasis on the intervention of the speech and language therapist with children with swallowing problems.

SLT 4003 Motor speech disorders
Two (2) credits 30 hours
Pre-requisites: SLT 2101, SLT 2103, SLT 3001
Co-requisites: None
The study of neurological disorders that affect speech production. The course emphasizes in the identification of a motor speech disorder in children and the therapeutic intervention in apraxia and dysarthria. Clinical cases will be analyzed.

SLT 4004 Cognitive and neurodevelopmental disorders
Three (3) credits 45 hours
Pre-requisites: SLT 2102, SLT 3006
Co-requisites: None
The study of cognitive and neurodevelopmental conditions that affect communication development in infants and children. The course includes the analysis of speech and language disorders associated with such conditions and the practice of recommended intervention strategies for treatment. Clinical cases are discussed and analyzed.

SLT 4005 Diversity and multicultural aspects in the Speech and Language Therapy intervention
Three (3) credits 45 hours
Pre-requisites: SLT 3006
Co-requisites: None
Discussion of issues related to the provision of treatment services to children from diverse cultural background. Related topics such as bilingualism, linguistic differences in multicultural populations and ethical considerations, among others, will be discussed. The course includes the review and analysis of professional articles related to the subject and its application in clinical intervention.

SLT 4007 Clinical practice
Three (3) credits 135 hours
Pre-requisites: SLT 1101, SLT 2100, SLT 2101, SLT 2102, SLT 2103, SLT 30001, SLT 3002, SLT 3003, SLT 3004, SLT 3005, SLT 3006, SLT 3007, SLT 3008, SLT 3009, SLT 3010, SLT 4001, SLT 4002, SLT 4003, SLT 4004
Co-requisites: None
Application of treatment techniques for communication disorder in children. The course requires that the student administer speech, language, and hearing screenings, implements the treatment plan designed by the speech-language pathologist, and offer guidance to parents, clients, and related personnel on the

prevention and management of communication and swallowing disorders in children. A minimum 100 hours of supervised practice with a licensed speech-language pathologist is required.

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 morpho-syntactic 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 heath. 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.

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.

Faculty

School of Nursing

Director Hato Rey Campus (HR)

Karla Pérez Vega
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MSN, Major in Adult and Elderly, Columbia Central University
BSN, Nursing, Centro de Estudios Multidisciplinario

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BSN, Major in Nursing, University of Puerto Rico

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Catalog Addendum

Update October 22, 2026

- » New Associate Degree in Fashion Styling

Update July 21, 2026

- » New personnel

Update June 8, 2026

- » Program revision: Bachelor's Degree in Arts major in Interior Design and Decoration
  - o Credit hour reduction – 126 credits to 123 credits
  - o Course elimination – DIS 4330
  - o New course – DIS 4335

Update April 22, 2026

- » Course pre-requisite change – ITP 3402

Update March 19, 2026

- » New Associate Degree in Physical Therapy
- » ADO 3282 – course hours correction

Update March 11, 2026

- » MABE Modality admission disclaimer

Update January 26, 2026

- » Faculty section updates
- » New online course listing

Update December 22, 2025

- » Faculty section updates
- » 008-2025 Policy and program for the university community free of alcohol, tobacco and controlled substances Update

Update November 13, 2025

- » 007-2025 Attendance and Withdrawal Policy Update
- » New section: faculty

Update September 18, 2025

- » New Institutional Vision

Update August 6, 2025

- » Statement regarding the veracity of the catalog content and its policies.

Update October 1, 2024

- » Admission Policy update
- » Satisfactory Academic Progress policy update

Update September 5, 2024

- » Tuition and Fees Payment and Adjustment Policy
- » Title IV Funds Return Policy (R2T4)

Update April 22, 2024

- » New personnel

Update February 13, 2024

- » General Costs & Tuition and Fees disclosure

Update February 7, 2024

- » Homeschooling admission

Update November 10, 2023

- » Update: General costs and Tuition and Fees

Update October 31, 2023

- » Program revision: Associate Degree in Digital Fashion Design
- » Program revision: Bachelor's Degree in Arts Major in Digital Fashion Design
- » New personnel
- » New academic unit: Caguas Branch Campus

Update July 11, 2023

- » Program revision: Associate Degree in Pharmacy Technician
- » Program revision: Bachelor's Degree in Information Technology Science Major in Networks
- » Program revision: Bachelor's Degree in Information Technology Science Major in Programming

Update July 7, 2023

- » Program revision: Associate Degree in Arts in Digital Design and Bachelor's Degree in Arts in Digital Design Major in Multimedia
- » Change in grading system

- P – Pass
- NP – Fail
- AP – Approved

Update June 26, 2023

- Associate Degree in Arts in Digital Design total credits correction
- New information included Puerto Rico State Approving Agency approval statement for Veteran services.

Update June 20, 2023

- New personnel

Update February 1, 2023

- New Catalog version publication 2023-2027

Update April 19, 2023

- New information included: Policy on the Support System for Academic Records and Transcripts.

ACCREDITATIONS

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

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Wilmington, DE 19801
Tel. (215) 662-5603.
https://www.msche.org/about-us/contact-us/

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Rd NE Suite 1400, Atlanta, GA 30326, USA
Phone:+1 404-975-5000
Accreditation for Associate Degree in Nursing program