HUMACAO COMMUNITY COLLEGE

Tradición • Excelencia • Transformación

Catalogo Académico 2025 - 2027

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Table of Contents

INTRODUCTION 6

I. GENERAL INFORMATION ***7***

History: 7

Physical Facilities: ***8***

Licenses and Accreditation: ***10***

Philosophy: 10

Institutional Mission: 11

Vision: 11

Values: 11

General Objectives: 11

II. ORGANIZATION AND ADMINISTRATION ***12***

Governance Statement of Legal Control 12

Board Of Trustees 12

III. Organizational Chart ***12***

INSTITUTIONAL REGULATIONS AND PROCEDURES GENERAL POLICY STATEMENT / STUDENT RESPONSIBILITY **13**

Admission Policy ***13***

1.0 Purpose 13

2.0 Statement 13

3.0 Policy 13

3.2 Residency Requirement: 14

3.3 Required Documentation: 14

3.4 High School Credential: 15

Home-Schooled Students: 15

3.5 Admission Interview: 15

3.6 Immunization Policy: 15

3.7 Non-Discrimination in Admissions: Humacao Community College does not discriminate in admission, or any other aspect of its programs based on race, religion, ethnicity, sex, age, disability, sexual preference, or national origin. 16

3.8 Student Readmission: 16

GENERAL ACADEMIC POLICIES **16**

Academic Credit Unit ***16***

Grade Point Average (Academic Index) ***17***

Course Coding System ***18***

COURSE CODING **18**

Academic Load Policy ***18***

Pre-Enrollment and Enrollment ***18***

New Students and Transfer Students Policy ***19***

Validation of Courses by Test Policy ***19***

Validation of Courses by Work Experience Policy 19

Admission to Classes ***20***

Program Changes ***20***

Removal of Incomplete 20
Attendance Policy 21
Official Withdrawal 21
Administrative Withdrawals 22
Counseling Notifications 22
Leave of Absence 22
Grading Assessment System 22
Grading 23
Program Credentials 24
Changes in Grades 24
Honor Roll 24
Satisfactory Academic Progress Policy 25
*Work Experience Credit** 26
IV. Other Regulations Student Complaints 29
COMPLAINT PROCEDURE: 29
Discipline 31
Grades Complaints 31
Course Sequence 31
Study Program Offer and Grade Completion Warranty Policy 32
Academic Calendar Year 33
Reclassifications 33
Graduation and Completers Requisites 33
Honors at Graduation 33
Jorge Mojica Ramírez Award 34
Intellectual Property and Author's Rights Law (Copyright) Policy 34
V. TUITION AND OTHER FEES 40
Program Cost 41
Refund and Cancellation Policy 42
Return of Title IV Funds and Calculation Information 42
Student Rights and Responsibilities 43
No Discrimination Policy 43
Institutional Policy on Sexual Harassment 44
No Smoking Policy 44
Use, Possession, and Sale of Illegal Drugs 44

Alcohol Abuse 44
Use and Possession of Firearms or other Weapons 44
On Campus Security Rules 45
Policy Against Harassment and Intimidation (Bullying) in HCC. 45
VI. STUDENT SERVICES 45
Admission's Office 45
Registrar's Office 46
Certifications and Credit Transcripts 46
Delivery of Grades 46
Change of Address 46
Academic Files 46
The purposes of the Law (FERPA / BUCKLEY Amendment): 47
Financial Aid 47
Procedure to Request Financial Aid 47
Federal Pell Grant 48
Federal Supplemental Educational Opportunity Grant (FSEOG) 48
Federal Work-Study Program (FWS) 48
Grants for Veterans and their Beneficiaries "GI Bill®" is a registered trademark of the 48
U.S. Department of Veterans Affairs (VA) 48
Educational Supplementary Aid (BETA) 49
Placement Office 49
Counseling 50
Educational and Cultural Activities 50
Special Facilities for Disabled Students 50
Educational Resources Center 50
Tutoring 51
Evening Session 51
Parking Facilities 51
Contracts or agreements 52
VII. OCCUPATIONAL PROGRAMS 52
Bachelor's Degree in Business Administration with Major in Accounting 52
Bachelor's Degree in Business Administration with Major in Management 56
Bachelor's Degree in Sciences of Nursing 60
Associate Degree in Office Administration 65

Associate Degree in Secretarial Sciences with Concentration in Medical Billing and Collection *68*
Associate Degree in Business Administration in Accounting *71*
Associate Degree in Business Administration in Accounting Curricular Sequence *73*
Associate Degree in Electric Technology with Renewable Energy *73*
Associate Degree in Refrigeration and Air Conditioning *76*
Associate Degree in Pharmacy Technician *79*
Associate Degree in Dental Assistant with Expanded Duties *82*
Certificate in Electrical Technology with PLC *85*
Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers *88*
VIII. COURSES DESCRIPTION 90
IX. DISTANCE EDUCATION *138*
X. SCHOOL CALENDARS – REGISTRAR'S OFFICE 143
ALL CALENDARS WILL BE SUBJECT TO CHANGE 151
Distance Learning Assessment Tool *152*
ACADEMIC DEGREES OF TEACHERS *155*
ADMINISTRATIVE OFFICES *160*



INTRODUCTION

The fundamental objective of this Academic Catalog is to provide information related to the occupational programs and policies of Humacao Community College. The information included should serve as a guide to the student body while allowing them to plan for the attainment of their academic goals.

By enrolling at the College, the student agrees to abide by the policies and standards as defined in this Catalog.

Humacao Community College is committed to providing a comprehensive development for all students; and therefore, the College's staff and faculty are willing and able to assist students in clarifying any aspect contained in this Catalog.

This Catalog covers the period between 2025 and 2027. Any changes from the previous catalog will become effective at the beginning of January 2025 Academic Term.

Jorge E. Mojica Rodríguez, Esq.
President

I. GENERAL INFORMATION

Humacao Community College is a non-profit educational institution founded in 1978. The Institution is governed by Educational Associates, Inc., an entity incorporated under the laws of the Commonwealth of Puerto Rico.

History:

Humacao Community College was founded in 1978, by Professor Jorge Mojica Ramírez and his wife, Professor Aida Elsie Rodríguez Santiago, to offer new educational services to students from the southeast area and other municipalities, such as: Maunabo, Yabucoa, Naguabo, Ceiba, Las Piedras, and Juncos. They recognized the need in the region for an adequate educational center with affordable credit costs of occupational careers. At the beginning, the college was located at Antonio López Street in the center of Humacao City and prepared its students in: Certificate in Business Administration, Electronic, and Secretarial Sciences. Later, Humacao Community College expanded its educational offers to other certificates such as: Certificate in Electricity and Refrigeration. At the same time, the Institution received the license by the General Education Council and the accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS). In 1989, the Puerto Rico Higher Education Council granted Humacao Community College the license to offer its first associate degrees in the afore-mentioned areas. Unfortunately, Professor Mojica Ramírez passed away a few days before his dream became a reality.

During the next coming years, several presidents took over the leadership of Humacao Community College, including co-founder Aida Elsie Rodríguez. All have made great contributions which strengthened the goals and vision of Professor Jorge Mojica Ramirez. In 2003, the Board of Trustees of Humacao Community College appointed Mr. Jorge E. Mojica Rodríguez as President of the Institution. Previously, Mr. Mojica had been serving as Legal Counsel of the Institution.

Mr. Mojica Rodriguez has overseen the Institution for the last nineteen years and has led it to become a state-of-the-art Educational Institution, adapting higher education to the labor needs of Puerto Rico, technological advances, and the situations of its students. Since its foundation, the Institution has improved the College's infrastructure through the acquisition of new buildings, such as: Jorge Mojica Building, dental building, biotechnology building, administration building, science and technology building, electricity building, and refrigeration building, among others. The main reason for these expansions and acquisitions was to attune the Institution's infrastructure to its new educational offerings, and to continue improving the academic environment and administrative operations of the Institution. For forty-four years, Humacao Community College has been part of the traditions of both Humacao and of the neighboring towns of the region. It has also been characterized by the academic Degrees and services of excellence both to its students and to the community, achieving the transformation of Puerto Rico through its graduates.

Humacao Community College is an affiliate or member of the following entities:

1. Puerto Rico Association of Student Financial Aid Administration (PRASFAA) Administrators of Economic Assistance
2. Association of Registrars and Admissions Officers of Puerto Rico (PRACRAO)
3. Al Sur Este Consortium (Vice-President until 2022)

4. Simulo-educators Association of Puerto Rico (ASEPUR)
5. ENACTUS Puerto Rico
6. Research Association of Puerto Rico
7. Active member of Latin American Pact for Education with Human Quality (PALECH)
8. PVC Higher Education

These memberships and affiliations provide an opportunity for the improvement of the quality and development of Humacao Community College's educational services.

Presently, Humacao Community College offers technical-professional certificate programs, associate degrees, and bachelor's degrees in various disciplines. Also, all programs at HCC are authorized by the Department of State of Puerto Rico, Office of Registration and Licensing of Educational Institutions, and accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Physical Facilities:

The Physical Facilities of Humacao Community College are described as follows:

1. Administration Building - Located at Cruz Ortiz Stella #68 at Downtown Humacao, provides the following services: Admissions, Registrar, Financial Aid, Finance and Placement. The President and Vice-President Offices, the Human Resources Office, and the Administration & Accounting Offices are also located at the Administration Building.

2. Academic Buildings - The Academic Buildings of Humacao Community College are described as follows:
    a. Jorge Mojica Building - The Jorge Mojica Building is used for the offering of Educational Programs and Student Services. The building has eight regular classrooms with a minimum capacity for eighteen students and a maximum capacity for thirty-two students. Also, the Jorge Mojica Building has six computer laboratories with a minimum capacity of eighteen students and a maximum capacity for thirty-two students, one Assistant Pharmacy Technician Program Laboratory with a capacity for eighteen students, and STEM Mathematics Learning Center equipped with instructional technology and workstations. Classrooms and laboratories are equipped with smart boards, lecture capture technology, podiums with laptops, and projectors for each faculty member. In addition, the following Services Offices and Rooms are located at the Jorge Mojica Building:

        - One Faculty Room with capacity for ten faculty members equipped with eleven computers, podiums with a laptop and projector, including a lunch area.
        - Orientation and Counseling.
        - Learning Resources Center with a capacity for twenty-six students and equipped with ten computers and two photocopiers.
        - Student and faculty Technical Support Office.
        - Dean of Academic and Student Affairs Office.

- Evening Session Coordinator.

b. Rudy H. Oquendo Maldonado MD Simulated Hospital – The Rudy H. Oquendo Maldonado MD Simulated Hospital is used for the offering of the bachelor's degree of Science in Nursing Program and for the Title V Program Office. The building has three regular classrooms with a minimum capacity for sixteen students and a maximum capacity for twenty students, one of these is used for debriefing with a capacity of ten students. Also, the Rudy H. Oquendo Maldonado MD Simulated Hospital has eleven learning/practice rooms and areas that are detailed as follow: one triage area, one emergency room, one maternity room, one nursery room, one treatment area, one intensive care room, one adult intensive care room, one pediatric room, one pediatric intensive care room, one supply and control room, one billing area; as well as for lockers designated for the Science in Nursing Programs. Regular classrooms are equipped with smart boards, lecture capture technology, podiums with laptops and projectors for each faculty member.

c. Dental Assistant with Expanded Duties (Esmeralda 7 – First Floor) building - The Dental Assistant with Expanded Duties building (Esmeralda 7) is used for the offering of the Associate Degree Dental Assistant with Expanded Duties Occupational Program. The building has a laboratory with minimum capacity for sixteen students. It is also equipped with instructional supplies, smart board, lecture capture technology and educational furniture.

d. Science in Nursing Building (Esmeralda 5 – First Floor) - The Science in Nursing Building is used for the offering of the bachelor's degree of Science in Nursing Program. The bachelor's degree of Science in Nursing Program has a Nursing Learn Laboratory with capacity for 20 students, it is equipped with twenty computers, instructional supplies, educational furniture, smart boards and a podium with laptops and projectors for the faculty members.

e. Renewable Energy Building – This building is used for the offering of the following Associate Degree Occupational Programs: Electric Technology with Renewable Energy and Air Conditioning with Technical Drawing in Computers. The building is also used for the following certificates: Electric Technology with PLC and Refrigeration and Air Conditioning Technology with Technical Drawing in Computer. The building has a regular classroom with capacity for fifteen students and is equipped with twelve computers. Also, the building has three laboratories: two for the Electric Technology with Renewable Energy and the Certificate with Electric Technology with PLC in Computers, and one for the Associate Degree in Refrigeration and Air Conditioning with Technical Drawing in Computers and the Certificate in Air Conditioning Technology with Technical Drawing in Computer. All laboratories and classrooms are equipped with instructional supplies, lecture capture technology, educational furniture, smart boards and a podium with laptops and projectors for each faculty member.

Licenses and Accreditation:

Humacao Community College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) located in Arlington, Virginia, telephone number (703) 247-4212. HCC is licensed and authorized by the Department of State of Puerto Rico, Office of the Board of Registration and Licensing of Educational Institutions to confer:

Bachelor's Degree Programs:

1. Business Administration with Major in Accounting
2. Business Administration with Major in Management
3. Sciences in Nursing

Associate degree Programs:

4. Office Administration
5. Secretarial Sciences with Concentration in Medical Billing and Collection
6. Business Administration in Accounting
7. Electric Technology with Renewable Energy
8. Refrigeration and Air Conditioning Technology w/Technical Drawing
9. Pharmacy Technician
10. Dental Assistant with Expanded Duties

Certificate Programs:

11. Electrical Technology with PLC
12. Refrigeration and Air Conditioning Technology w/Technical Drawing

Philosophy:

Humacao Community College accepts and includes as one of its steering principles the Constitution of the Commonwealth of Puerto Rico, the Constitution of the United States, as well as the Declaration of Rights of the United Nations. These recognize the right of all people to an education that will provide them with the means for the development of their potential and improvement of the quality of their lives. Article 26 of the Universal Declaration of Human Rights defines the objectives of education and frames them within the right of every individual to achieve the maximum development of their capacities, tied to a civic conscience, and to the active service to the nation. The application of the right to education consists in offering youths and adults the opportunities of acquiring knowledge, professional competence, attitude, and values that will allow them to reach a full life.

Institutional Mission:

The institutional mission statement is: "To develop competent professionals through a quality education aligned with new educational models that provide competitive advantages to effectively promote their social performance and success at the workplace and entrepreneurial world.

Vision:

Humacao Community College will be a learning community of continued growth in search of total quality and the integral development of its students. The community has recognized us as an institution that prepares professionals integrated to the labor force that contribute to the well-being of our society. The distinctive seal of the Institution will be the quality of its graduates who will demonstrate knowledge and control of the technology and the new thinking systems.

Values:

- We can all reach our goals if we can impose into ourselves the continued growth of our personal and professional character.
- We can all achieve our goals if we can modify our mental models by deeply meditating in terms of the reality of the world that surrounds us.
- We all form a hopeful and envisioned team whose main goal is to benefit public welfare through our individual actions.
- All our actions are handled with honesty, justice, and efficiency towards our co-workers, students, and society.

General Objectives:

These are the general objectives that complement the institutional mission:

- To offer study programs with emphasis in the occupational areas that prepare the student to face the new labor markets.
- To provide higher education opportunities to a population that aspires to improve their socioeconomic levels.
- To provide different experiences that facilitate our student's whole development.

To achieve its mission and objectives, the College relies on its professors and its highly qualified administrative and management staff, unified in their commitment to offering `services from a humanizing and holistic perspective. Toward this objective, the College has a faculty who responds to the academic and personal needs of its students, an intense student orientation program in total harmony with younger and adult students' characteristics that aspire to obtain an occupational program that will allow them to form part of the occupational world.

II. ORGANIZATION AND ADMINISTRATION

Governance

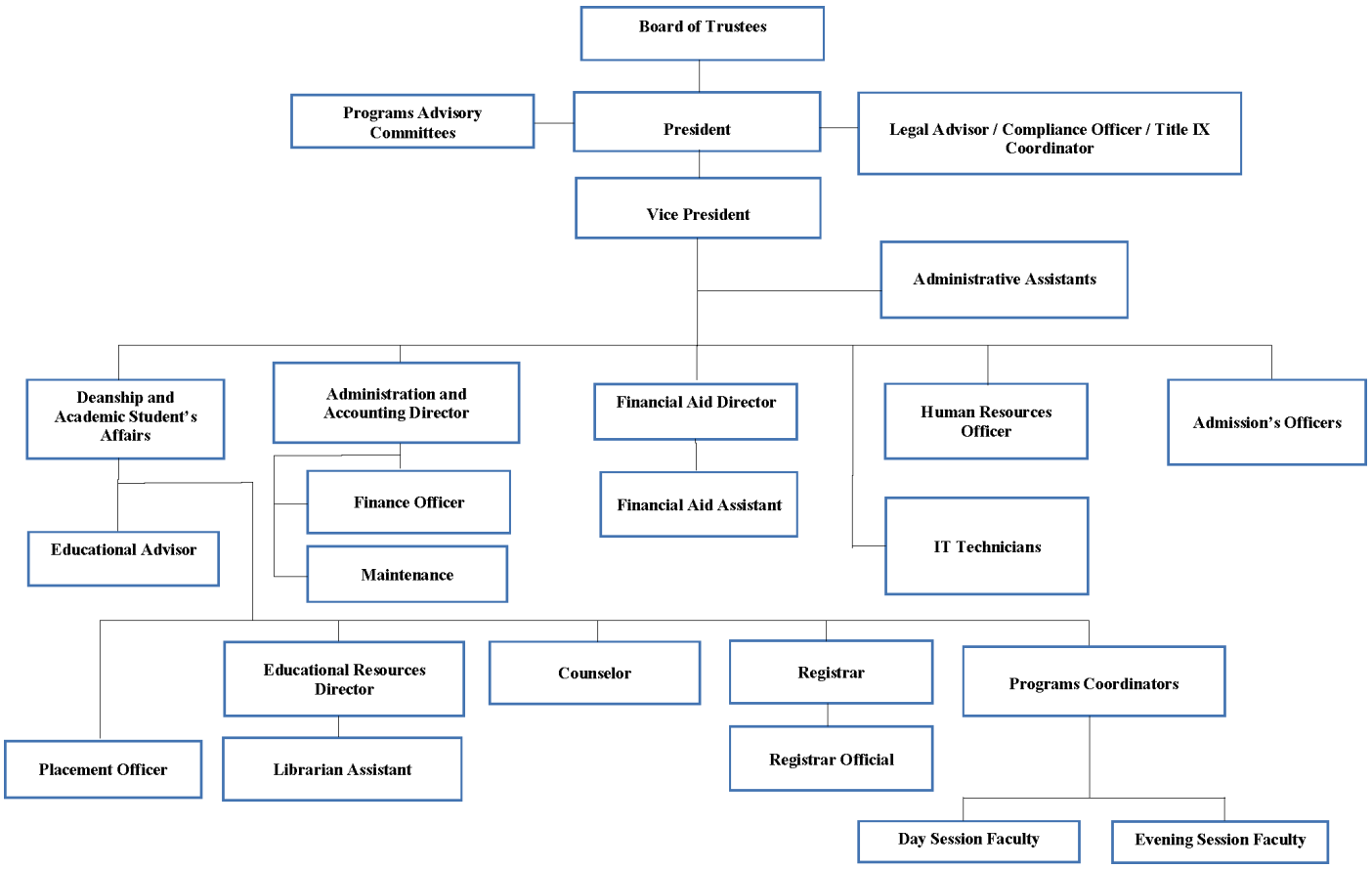
Statement of Legal Control

Humacao Community College is governed by Educational Associates, Inc., a non-profit entity incorporated under the laws of the Commonwealth of Puerto Rico. A Board of Trustees, that has the responsibility of establishing and providing follow-up in compliance with the philosophy, the mission, and the institutional objectives that govern the Institution.

Board Of Trustees

Mrs. María López	President
Mrs. Elsa J. Sustache	Secretary
Mr. Antonio Esquilín	Trustee
Mr. Christian Valera	Trustee
Mr. Jorge E. Mojica	Ad-Hoc Member

III. Organizational Chart



INSTITUTIONAL REGULATIONS AND PROCEDURES

GENERAL POLICY STATEMENT / STUDENT RESPONSIBILITY

The institutional regulations and procedures of Humacao Community College that guide student activity is included in this Academic Catalog, the Humacao Community College website, the Student Regulations Manual, and in the circular letters signed by the President. Students should be familiar with the policies contained in this Catalog, as well as of these other documents. Certifications and Academic Degrees will only be issued to students in good standing and in compliance with stated policies. Lack of awareness of stated policies does not exempt the student from compliance.

Admission Policy

Humacao Community College maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the College and on their chosen careers.

1.0 Purpose

To describe the admissions and re-admissions procedures and requirements of Humacao Community College.

2.0 Statement

The principal aim of the Admissions Policy of Humacao Community College is to offer admission to students, irrespective of social, racial, religious, and financial considerations and sex including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. The Institution maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the College and on their chosen careers.

3.0 Policy

3.1 General Requirements for Admission:

To be admitted to Humacao Community College as a regular student, an applicant must:

3.1.1 Possess a valid high school credential (diploma), or equivalent credential.

3.1.2 Participate in an Admission Interview (See details below).

3.1.3 Vaccination Certificate from the Health Department (If younger than 21 years).

3.1.4 Complete and submit an Admission Application.

3.1.5 To be admitted to the Sciences and Nursing Sciences programs, the student must possess a minimum of 2.00 academic average on Science and Mathematics Courses.

3.1.6 Students who possess a degree from an accredited institution with an average of 2.50 or more in the Nursing Program may be considered as candidates for the second or third year of the program once the official transcript is evaluated by the Registrar's office.

3.1.7 Complete and submit the **Student's Learning Style instrument**, prior to being admitted in the Institution.

3.1.8 Complete and submit **the Readiness Assessment for Distance Education form**, prior to being admitted in the Institution. M**ust have at least more than 70% of the scale value of their responses in the assessment tools. Additionally, the institution will evaluate the student's learning style to determine if this learning style is conducive to online learning.**

The student should have access to basic technological tools. If the student does not have this access, the institution, in coordination with the Admissions Office, Registrar's office, and Director of Education of the Institution, will evaluate the viability to provide this type of access to the student. This evaluation is administered in addition to the admissions office's orientation and the training plan of orientation for distance education students, which will be provided by the institution for these new students.

3.2 Residency Requirement:

Regardless of how many credits a student may obtain through transfer and others, each student must earn at least 50% of all credit hours in their selected program "in-residence" at Humacao Community College.

- The student must be officially enrolled in Humacao Community College

3.3 Required Documentation:

Before starting the courses of study at Humacao Community College, an applicant must provide the following documents (as appropriate to the individual applicant):

- Signed Enrollment Agreement
- Official high school transcript, high school diploma, home-schooling documentation, or GED Certificate (foreign H.S. diplomas must be certified by the P.R. Department of Education); Certificate of Immunization (if the applicant is under the age of 21) in compliance with the P.R.

School Immunization Law 25 of 1983 (See Immunization policy).

3.4 High School Credential:

All students admitted to a program of study at Humacao Community College must possess a high school diploma or equivalent, as defined in federal regulation 34 CFR 668.32 (including students who were legally and properly home-schooled).

Financial aid applicants must also self-certify their status as a high school graduate or GED through the Free Application for Federal Student Aid (FAFSA).

Students with a foreign high school diploma/equivalency will be required to provide a certified Spanish or English translation if necessary and must also have their documents evaluated for equivalency to coursework taken at a U.S. institution. This evaluation may be performed by a college employee or by a third party, most likely the Post Secondary Institution Board.

Home-Schooled Students:

Students who received their high school education through home-schooling must submit the documents required under the laws of the State in which the home-schooling occurred. Home-schooled students in Puerto Rico must submit:

- Evidence competition equivalent of high school curriculum, &
- An affidavit that the student completed studies through home-schooling.

3.5 Admission Interview:

Any individual interested in being admitted at Humacao Community College must participate in a personal or telephone interview with an Admission's Office Official. The purpose of this interview is to assist prospective students in identifying the appropriate area of study consistent with their background and interest and provide the adequate information regardless curriculum offerings and services available at the College.

Once a candidate is interviewed by the Admissions Office, he/she is referred to the coordinator for program counseling and for an interview to determine whether the student is eligible for program completion and eventual job placement within the program specification or related fields. After the coordinator makes the assessment, the Admission's Office will be notified and advised to send acceptance or denial letters through email. For programs that require a Negative Certificate of Penal Record (Good Conduct) for a student to be eligible to complete the Practice or Externship or be employed, the candidate will be advised about this requirement and encourage to submit the certificate during the admission process.

A tour of the campus is recommended to prospective students as part of the enrollment process.

The admissions interview and campus tour are coordinated through the Admission's Office.

3.6 Immunization Policy:

Humacao Community College has an Immunization Policy that complies with Law 25 of September 25, 1983, as amended, which is also known as the Immunizations and Pre-Scholars

Children and Students Law; and The Higher Education Act.", HEA 485 (a) 1(v).

3.7 Non-Discrimination in Admissions: Humacao Community College does not discriminate in admission, or any other aspect of its programs based on race, religion, ethnicity, sex, age, disability, sexual preference, or national origin.

Applicants with disabilities must be physically able to complete the training program with reasonable accommodation. Further, certain physical and intellectual abilities are bona fide occupational qualifications; and, therefore, certain disabilities might disqualify a student from any potential employment.

3.8 Student Readmission:

A student will be considered for re-admission upon receiving clearance from the Admission's Office, must possess a 2.00 academic minimum average in Science and Mathematics Courses in Nursing and Sciences Programs.

GENERAL ACADEMIC POLICIES

Academic Credit Unit

The academic unit used by the Institution is the "credit hour". A contact hour is fifty (50) to sixty. (60) minutes long. Credit hour is a unit by which an institution may measure its course work. The number of credit hours assigned to a traditionally delivered course is usually defined by a combination of the number of hours per week in class, the number of hours per week in a laboratory, and/or the number of hours devoted to externship times the number of weeks in the term. One unit of credit is usually equivalent to, at a minimum, one hour of classroom study and outside preparation, two hours of laboratory experience, or three hours of internship or practicum, or a combination of the three times the number of weeks in the term. The number of credit hours assigned to a nontraditionally delivered course must be determined and justified by the Institution and approved by the Council. A semester is an academic term of at least fourteen (14) weeks. An hour-credit per quarter is equal to fifteen (15) conference hours in the classroom and thirty (30) laboratory hours. Practice hours vary depending on the study program curricula and the Examination Boards requirements – when these apply. Nevertheless, a Practice credit is equivalent to at least 45 hours per term. The majority of the Institution's courses are equivalent to three credit hours. Some courses are a combination of conference and laboratory. The regular academic year consists of three (3) terms consisting of approximately four (4) months of duration. The student can enroll in a maximum of fifteen (15) credits-hours per quarter without requiring special permission.

Program Title	Program Length in Months
Science in Nursing	48
Business Administration with Major in Accounting	48

Business Administration with Major in Management	48

Dental Assistant with Expanded Duties	24
Pharmacy Technician	24
Office Administration	24
Refrigeration and Air Conditioning Technology with Technical Drawing in Computers	24
Electric Technology with Renewable Energy	24
Business Administration in Accounting	24
Secretarial Sciences with Concentration in Medical Insurance Billing and Collection	24
Certificate in Electrical Technology with PLC	12
Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers	12

Grade Point Average (Academic Index)

The Grade Point Average (also known as the Academic Index) is the average of points obtained in the students' grades per credit. It is calculated by multiplying the total number of credits by the numeric value of the grade obtained (A=4, B=3. C=2, D=1, F=0) and the product is divided by the total sum of credits. Following is a description of the calculation:

Grade	Numeric Value	Credits	Points
A	4	3	12
B	3	3	9
C	2	3	6
D	1	3	3
F	0	3	0
TOTAL		15	30

30/15 = 2.00

Course Coding System

Humacao Community College organizes its curriculum sequentially. Doing so ensures that the student's learning experiences are based on a pedagogical principle from the simplest to the most complex concepts, theories, principles, and skills.

COURSE CODING

Codes 100 – 200	Courses with 100- or 200- level course numbers are considered lower level and are typically taken in the first two years of academic study.
Codes 300 - 400	Courses with 300- or 400- level course numbers are considered upper level and typically taken in the third and fourth academic years of study.

The coding system used consists of abbreviations and numbers. The abbreviations represent the titles of the programs offered by the institution and identifies the program or area to which the course belongs. The number following the abbreviation for each course represents the curriculum complexity level. Those of the lower divisions consist mostly of basic courses. Those coded 100 and 200 belong to the Certificate/Associate Degree level. Levels 300 and 400 correspond to the higher divisions covered in the bachelor's programs. The Institution recommends that students follow the curriculum sequence that appears in the catalog.

Academic Load Policy

- Any student interested in an academic load greater than fifteen (15) credits must obtain an authorization from the Dean of Student and Academic Affairs.
- Students interested in enrolling in more than fifteen (15) credits must have a minimum accumulative grade point average of 3.00.
- New students' average or index will be the one reported by the high school upon graduation or the transcript from the High School Equivalency Test.
- The average academic load for new students will be twelve (12) credits.
- Students with 12 or more credits are considered full-time, while those with lower academic load are part-time students.

Pre-Enrollment and Enrollment

All students will be responsible for the analysis and planning of their course program and of keeping evidence of their progress in working towards the degree they aspire.

Humacao Community College organizes a period of pre-enrollment to provide the students with the necessary academic counseling and help they need to plan their program. In this process,

students must meet with their counselor or with the registrar to prepare the schedule. Participating in this process facilitates the process of official enrollment.

The official enrollment for the student is conducted on the date established by the Registrar in accordance with the academic calendar. The students who have completed pre-enrollment will be enrolled according to the corresponding date and time.

New Students and Transfer Students Policy

Humacao Community College welcomes applications for admission from students who have studied at other accredited post-secondary educational institutions. Transfer applicants are subject to the regular admission requirements of the College.

The College will accept transfer credits from post-secondary institutions accredited by an agency recognized by the U.S. Department of Education, and of legitimate foreign institutions as determined by the College. Transfer credits will be granted on a course-by-course basis based on the equivalent of the course content. No course for which a student received a grade of less than 2.0 ("C" or equivalent) will be accepted for transfer. In all cases, the College reserves the right to validate the student's knowledge through assessment instruments prior to accepting transfer credit on this basis. Students transferred to the Sciences of Nursing Program are required to have a GPA of 2.0 or over in Sciences and Mathematics courses. Regardless of how many credits a student may obtain through transfer and others, each student must earn at least 50% of all credit hours in their selected program "in-residence" at Humacao Community College.

The Admissions Officer will authorize the enrollment validation once all the admission requirements are fulfilled. The student will obtain the enrollment approval from the Registrar, Financial Aid, and Finance Offices. The student will obtain his or her identification card and parking permit at the Admissions Office. He or she must present an official class schedule stamped by the Finance Office and the vehicle's license.

Validation of Courses by Test Policy

Students who have previous relevant work experience in the study area or that have mastered the skills taught in the program to which they have been admitted may apply through the approval of a competency test to up to 50% of the courses, including the practice, under the following conditions:

- The student is officially enrolled in the course.
- The student applies for the test or interview for the course.
- The student must have the approval from the Dean of Student and Academic Affairs or Education Director.
- The student has not previously taken the course.
- The student shall approve the test with a 75%-point average or more to obtain the corresponding course credits.
- The student will not have a grade assigned for these courses.
- The competency test can be taken up to two times.

Validation of Courses by Work Experience Policy

Practice or other concentration courses may be validated by work experience under the

following conditions:

- The student requests validation at least ***one term before the curricular sequence***.
- The student will submit the necessary evidence and references showing that he/she has worked in the concerned area.
- The student shall submit any other document required by the Institution.
- Work experience will be evaluated by the Dean of Academic and Student Affairs, or any other official designate by the President Office.

See New Students and Transfer Students Policy for more details.

Regular and Readmitted Students

- Corresponding courses will be assigned according to the regulations concerning the academic load as well as the desired study program.
- The student will need to obtain approval for his or her enrollment in these offices: Registration, Financial Aid, Finance, and Orientation.
- If necessary, the student will obtain his or her identification card and parking permit at the Admissions Office.

Admission to Classes

Students must present their official class schedule when attending the class. The professor will check the student's schedule to make sure that it has the official stamp from the Finance Office. Students have the responsibility and commitment to attending the courses and sections officially described in their class schedule.

The academic calendar provides dates for changes and late enrollment that apply to the study program. No change will be made after the late enrollment period ends.

Program Changes

A student who seeks to make changes in his or her class schedule can do so during the period established for this purpose. The procedure is as follows:

- Seek approval of the change at the Counselor's Office.
- Complete the class change form and submit it to the Registrar's Office.
- Receive orientation from the Financial Aid and Finance Offices on how the change may affect the cost of studies and future financial aid.
- Pay the corresponding fee at the Finance Office.
- The Registrar will not accept changes without previous authorization from the appropriate offices.

Removal of Incomplete

An incomplete is awarded by means of an agreement with the professor when the student has not completed the requirements of the course within the established time frame. The extension date is indicated on the academic calendar. When a student has not completed the tasks of a course, the professor will calculate the average and assign an "F" as a provisional grade in the incomplete task. The average is reported to the Registrar as I-grade. If the student completes the

tasks graded with "F" within the determined period at the beginning of the next term, the professor will make the corresponding adjustments in the student's average and report the grade to the Registrar's Office. If the student does not complete the tasks, the provisional grade will be made final and permanent. The student has two weeks after the next term to begin to remove the incomplete.

To remove an incomplete, the student must:

- Complete the Request for Incomplete Removal at the Registrar's Office.
- Pay the corresponding fee at the Finance Office.
- Complete the academic tasks required by the professor.
- The student will deliver the appropriate form to the professor. The professor must update the student's grade and submit the final grade to the Registrar's Office.
- If the student does not remove the incomplete within the established period, he or she will receive "F" in the incomplete evaluations. The professor of the course will calculate the final grade and will report it to the Registrar.

Attendance Policy

Humacao Community College acknowledges the correlation between students' attendance and students' retention. The mandatory attendance policy requires all faculty to report students who do not attend classes. It is the responsibility of each student to attend classes. All students with absences to classes are responsible for the material discussed as requested by the professor.

Extenuating circumstances for which an absence may be excused include:

1. participation in College sponsored activities,
2. hazardous weather conditions,
3. personal hardship,
4. extended illness or hospitalization,
5. family emergencies,
6. or death in the immediate family.

Instructors may request documentation to verify the extenuating circumstances. Any absence problems which cannot be resolved between the professor and the student are referred immediately to the Education Director. The Education Director is the final arbiter in all absence disputes. Absences without justification would be cause for administrative withdrawal. As a preventive action, a student with two consecutive absences will be referred by the professor to the Retention Committee. This committee, in coordination with the counselor, will monitor the student's actions, and if necessary, will recommend an administrative withdrawal of the student. The student may be suspended from the Institution for one of the following reasons: a student who does not have at least a GPA according to the SAP table; violates the school behavior policy; does not comply with his/her financial obligations with the Institution. A student's accumulations of nonconsecutive absences in excess of 25% of an academic term may also result in an academic penalty, which includes suspension from the school. For online courses, participation is capture and recorded as the last day of attendance.

Official Withdrawal

notify the Dean of Academic and Student Affairs, Registrar, or Counseling Department of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format.

Notifications of Withdrawal received via telephone, e-mail, or other communications method are accepted and deemed as an official withdrawal date. In rare cases, the College may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the College. All withdrawal notifications may be subject to verification.

Administrative Withdrawals

Administrative withdrawals respond to unjustified excessive absences or disciplinary actions. Courses taken when declaring such a withdrawal will count as attempted credits and not approved credits when measuring the student's academic progress. Any student absents for 14 consecutive days in all of her or his courses will be given an administrative withdrawal.

Counseling Notifications

Students with any kind of academic difficulty in an individual course (missing assignments, and/or failed/missed evaluations (tests, quizzes, etc.) in an individual course will be referred to the Counseling Department by the Instructor. A notice will also be sent to the Counseling Department by the Instructor when he/she understands that a student may have ceased attending a class.

Upon receipt of the notice from a professor, the Counseling Office will attempt to contact the student and provide him/her with academic counseling or other appropriate services.

Leave of Absence

A leave of absence license is one that is granted to students when they present a situation that will prevent them from attending the Institution regularly for a specific period of time. For a license to become a license, the student must follow the procedure established for Leave of Absence Application. The license must be granted for the minimum period of time that allows the student to solve his/her problem, so he/she cannot exceed 180 days outside the Institution during a period of one year.

The leave of absence license status does not imply additional charges. A leave of absence license may be granted for reasons of health or serious personal problems, among others. All students who need to apply for this license must visit the Institution's Counselor. The designated staff will advise on the procedure to be followed. For the license to be authorized, the student must sign the license and commit to continue his/her studies, at the stage he/she was at the moment the license was granted.

If the student does not return following the leave of absence, the school must terminate the student and apply the school's refund policy in accordance with applicable and published requirements.

Grading Assessment System

Students at Humacao Community College will be evaluated in the following manner:

- A minimum of four (4) evaluations is required for each term. Two of these evaluations must

be administered before the final date for partial or total withdrawals.

- The professor will evaluate the students in accordance with the rules and procedures of Humacao Community College.

- The date to administer final exams will be determined by the Registrar's Office. Any change must be authorized by both this office and by the Dean of Academic and Student Affairs or Education Director.

- Students must attend the final exams. If a student is absent without a justified cause, he or she will receive "F" as a grade on the final exam.

- Students with pending balances will not be allowed to take the final exam until the balance is paid in full.

- If the professor makes a mistake when reporting a partial or final grade, he or she must submit evidence to the Dean of Academic and Student Affairs or Education Director and to the Registrar explaining what happened and indicating the correct grade. The professor will use the form provided for this purpose with approval from directors of both offices.

- The professor will write the grades awarded to the students in the official register provided for this purpose. The official registers of the classes are property of Humacao Community College and will be kept in the Registrar's Office once professors have submitted them.

Grading

Humacao Community College uses the following grades that show the student's aptitude and achievement in the different courses. "A" represents extraordinary work, "B" good work, "C" satisfactory, "D" poor; and "F" failed.

To calculate the academic index, only the grades for courses taken will be considered. The average and numeric value for this system is as follows:

A	=	4 credit hour points	3.50	-	4.00	A	Excellent
B	=	3 credit hour points	2.50	-	3.49	B	Good
C	=	2 credit hour points	1.60	-	2.49	C	Average
D	=	1 credit hour point	0.80	-	1.59	D	Poor
F	=	0 credit hour point	0.00	-	0.79	F	Failure

Other grades issued include:

W	=	Withdrawal
I	=	Incomplete
R	=	Repeated
&P	=	Pass
NP	=	Not Pass
T	=	Transferred
U	=	Unauthorized
AU	=	Audit
IP	=	In Progress
L	=	Leave of Absence

Program Credentials

Humacao Community College will grant the following credentials to all students who satisfactorily fulfilled the requirements of his/her study program and all his/her obligations to the Institution. The Institution will be celebrating at least one graduation ceremony per year.

Certificate Programs
Electrical Technology with PLC
Refrigeration and Air Conditioning Technology with Technical Drawing

Associate Degree Programs
AD / Office Administration
AD / Secretarial Sciences with Concentration in Medical Billing and Collection
AD / Business Administration with Concentration in Accounting
AD / Electric Technology with Renewable Energy
AD / Refrigeration and Air Conditioning Technology w/Technical Drawing
AD / Pharmacy Technician
AD / Dental Assistant with Expanded Duties

Bachelors Degree Programs
BS / Bachelor Degree of Sciences in Nursing
BA / Bachelor Degree in Business Administration with Major in Accounting
BA / Bachelor Degree in Business Administration with Major in Management

Changes in Grades

The grade obtained by a student in a course cannot be changed once it is registered, except under the following circumstances:

- Changes requested by the Professor: The professor must submit to the Dean of Academic or Education Director and Student Affairs convincing evidence, in writing, that justifies the change. The Dean will then authorize the change at the Registrar's Office.

- Removal of Incomplete: This change must be performed within the time frame established on the prevailing calendar.

- Changes requested by the student: The student will request that the professor re-evaluate his or her grade in which case the student will be informed of the criteria used to grade him or her. There must be a written change request using the form provided by the Registrar's Office.

Honor Roll

Humacao Community College awards the student's recognition for excellence in their academic performance. Eligible students are those that completed their occupational program with a cumulative overall average of 3.50 or more.

Satisfactory Academic Progress Policy

Standards of Academic Progress: Each student must maintain academic performance in compliance with the following standards which are measured after every term/payment period and applied at the end of each academic year for bachelor's and associate degree programs and at the end of each academic term for Certificate programs:

Evaluation Period Total Attempted Credits	Minimum Cumulative Grade Point Average	Cumulative Credits Earned / Attempted	Applicable Status
1 to 24 % 25 to 49% 50 to 100%	1.25 1.50 1.75 (2.00 minimum graduation requirement)	50% 50% 66%	Warning Probation Suspension

Additional "Maximum Timeframe" Standard: Students are required to complete their programs within one and one-half times the normal program length. The maximum timeframe is reached when the student's "attempted" credit hours exceed one and one-half times the number of credits required to earn the degree(s) or certificate in the program(s) in which the student is currently enrolled.

Definitions: "Attempted" credit hours include all college-level credits that are contained in the student's academic history (transcript) at Humacao Community College (including transfer credits, advanced placement credits, proficiency credits, and all other credits accepted in the student's program). "Earned" credit hours include all "attempted" credit hours (see above) except those for which a failing, withdrawal, incomplete or another non-passing grade has been issued.

Consistency with Academic Policy: All issues of grading policy, GPA calculation, etc. are calculated in accordance with Humacao Community College's academic policies.

Official Withdrawal: A student who intends to withdraw from an individual course or from the program is expected to notify the Dean of Academic and Student Affairs, Registrar, or Counseling Department of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format.

Notifications of Withdrawal received via telephone, e-mail, or other communications method are accepted and deemed as an official withdrawal date. In rare cases, the College may accept third-party notifications, particularly when the student may be incapacitated or otherwise unable to communicate with the College. All withdrawal notifications may be subject to verification. The course is recorded on the transcript with a grade of "W". The course or courses will be considered attempted but not earned.

Administrative Withdrawals: Administrative withdrawals respond to unjustified excessive absences or disciplinary actions. Courses taken when declaring such a withdrawal will count as attempted credits and not approved credits when measuring the student's academic progress. Any student absents for 14 consecutive days in all of her or his courses will be given an administrative withdrawal. The course is recorded on the transcript with a grade of "W". The course or courses

will be considered attempted but not earned.

Transfer Students: Accepted transfer credit shall be considered as completed/earned coursework for purposes of this policy. However, since no grades are assigned to transfer courses, they will not impact on the student's GPA. The student entering level will be adjusted as needed **(See New Students and Transfer Students Policy for more details).**

Repeated Course: All repeated courses will be considered attempted for SAP evaluation.

Change of Program/Reclassification: Humacao Community College allows students to request changes in their study concentration/program also known as "Reclassification". The student must complete the "Reclassification Application Form", pay the corresponding fee at the Finance Office, and submit it to the Registrar Office for evaluation. All applications will be considered for the following academic year/term received on or before the official enrollment period. The Registrar will perform an SAP evaluation and will consider the current GPA, percentage of credits approved and pending credits for completion of the selected degree/certificate. The Registrar will then set up an appointment with the student at the Registration Office to discuss the results. Most Reclassifications/Change of Program will affect the originally projected program completion date.

All students seeking a Change of Program/Reclassification must meet all components of SAP to receive financial aid.

All undergraduate coursework is considered when calculating the completion ratio and GPA for Change of Program/Reclassification seeking students.

Additional Credential/Continue Studies: Humacao Community College encourages students to seek additional degrees (credentials) also known as "Continue Studies". The student must complete the "Continue Studies Application Form", pay the corresponding fee at the Finance Office, and submit it to the Registrar's Office for evaluation. All applications will be considered for the following academic year/term received on or before the official enrollment period. The Registrar will perform an SAP evaluation and will consider the current GPA, percentage of credits approved and pending credits for completion of the selected degree/certificate. The Registrar will then set up an appointment with the student at the Registration Office to discuss the results. Most students seeking to complete additional credentials will finish the program sooner than those with no previous college credits earned.
All students seeking an additional degree/certificate must meet all components of SAP to receive financial aid.

All undergraduate coursework is considered when calculating the completion ratio and GPA for additional credential seeking students.

Work Experience Credit*

Humacao Community College recognizes that college level learning may be acquired outside the traditional classroom setting. Students may be awarded college credit for prior work experiences in which college level learning occurred.

1. Interested students are required to schedule a meeting with the Program Coordinator and should be ready to discuss any significant prior learning experiences.
2. The Program Coordinator can then advise the student whether to pursue Work Experience Credit, and the procedure to be use:

Documentation

_____ Should complete the correspondent application and proceed with a non- refundable payment. (Which is the 65% of the total cost of the course)

_____ Present evidence of two or more years of work experience related to the Class (course) to be validated; the experience needs to be based on paid services and certified by the Human Resources Director of the Company where the job was performed.

_____ State Business Certification (Employer)

_____ Employment Certification written in a stamped paper should include dates of the beginning and ending work period (if apply)

_____ Duties and responsibilities

_____ Evidence of Professional Growth (portfolio, certifications, licenses, etc.)

_____ Employer Recommendation Letter written on paper with the company letter head.

Method

_____ The coordinator or assigned Professor as well as the Academic Dean or Education Director, will evaluate the submitted documentation.

_____ The coordinator or assigned professor as well as the Dean or Education Director will align the Competencies of the Program with the student's job experience.

_____ The coordinator or assigned professor should request performance demonstration of skills as needed.

_____ The course and credit value need to be equivalent with the knowledge and experience acquired.

3. All students may apply for Work Experience Credit; however, adult students with long job histories and/or previous job training are typically the best candidates for Work Experience Credit.

4. If the Work Experience is approved, the course is recorded on the transcript with a grade of "&P" (Pass) and will not impact the student's GPA. The course or courses will be considered attempted and earned.

All students seeking Work Experience Credit must meet all components of SAP to receive financial aid.

All undergraduate coursework is considered when calculating the completion ratio and GPA for Work Experience Credit seeking students.

Timing of Evaluations and Evaluation Process: Academic progress is measured at the end of each term. Grades listed as "**Incomplete"** at the time of evaluation will be considered attempted and not earned and will affect the GPA until these are removed.

Warning Status: Students who fail to meet the minimum GPA and/or the minimum percentage of hours completed standards at the end of any term will be placed in Academic and Financial Aid Warning Status for the next term they attend. Students placed in this status have one term to correct the deficiency. Students in Warning Status are expected to seek academic advisement and assistance through the Counseling Office. Federal Student Aid applicants/recipients remain academically eligible to receive financial aid while in Warning Status.

Students who correct the deficiency by raising their GPA and completion rate above minimum standards will be removed from Warning Status and returned to Good Academic Standing at the end of the Warning Status term.

Suspension Status: Students who are in Warning Status and do not correct the deficiency by raising their GPA and completion rate to meet the academic standards will be placed on Academic Suspension Status and lose eligibility for financial aid. However, a suspension is appealable under certain mitigating circumstances.

Appeal Process: A student who is placed on Academic Suspension Status can appeal the suspension based upon mitigating circumstances. Mitigating circumstances are defined as circumstances beyond the student's direct control that led to, or substantially contributed to, the student's academic difficulty. Examples include the death of a relative, injury or illness of the student, or other special circumstances. Appeal letters should include a complete description of the circumstances that led to the academic difficulty, how those circumstances have changed, and a plan for future academic success. Copies of any available supporting documentation should also be included.

Appeals are reviewed by a committee of three or more staff. The Appeals Committee will render a decision on each appeal and notify the student in writing. Appeal decisions made by the Appeals Committee are final and are not subject to further appeal.

Probation Status and Academic Plan: Upon approval of an Appeal, a student will be placed on Probation Status and required to meet with the Counseling Office to create an "Academic Plan". The plan will be designed to return the student to good academic standing within the Maximum Timeframe standard (see above). Students remain eligible for federal student aid as long as they continue to meet the terms of their Academic Plan.

Restriction Status: Suspended students may not enroll in the term following the assignment of the suspension status but are eligible to petition for readmission after suspension after an absence of one term. If readmission status is approved, the student will return to the College in Academic Restriction Status. The student will remain in Academic Restriction Status (and remain ineligible for federal student aid) until he/she has returned to good academic standing according to the academic standards.

Regaining Eligibility for Financial Aid Other than Through Appeal: Suspended students who do not submit an appeal or for whom an appeal is denied, may regain eligibility for federal student aid by making up the deficiencies (regaining good academic standing) through completing coursework at HCC as a student in Academic Restriction Status without benefit of student financial aid.

Upon Return to Good Standing: Once a student has returned to good academic standing, any previous academic difficulty, warning, or probation shall have no bearing on the student's future status. Hence such students will have benefit of all provisions of this policy, including a warning term as appropriate.

The academic progress policies for Humacao Community College are in compliance with Title IV program regulations and are applicable to all students, regardless of the student's eligibility for federal student aid.

*Work Experience - These requirements apply for students requesting validation of work experience beginning January 2023.

IV. Other Regulations

Student Complaints

The Dean of Student and Academic Affairs or Education Director will consider the students' complaints concerning arbitrary actions regarding academic and administrative issues. The complaints must be made in writing; and must include names, dates, and other pertinent details. These must be submitted to the Dean of Academic and Student Affairs or Education Director within two weeks after the alleged situation occurred. The appeals process will be used as stated on the Students General Regulations Manual.

Any student can submit a complaint to the Department of State of Puerto Rico, Office of Registration and Licensing of Educational Institutions at PO Box 19900, San Juan, Puerto Rico 00919 and/or to Accrediting Commission of Career Schools and Colleges (ACCSC) at the following address: 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 2220; Phone. (703)-247-4212. A copy of the ACCSC complaint from is available at the Institution or at www.accsc.org.

COMPLAINT PROCEDURE:

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling complaints. If a person does not feel that the school has adequately addressed a complaint or concern, the person may consider contacting the Accrediting Commission.

All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting: complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to Section VI, Rules of Process and Procedure, Standards of Accreditation.)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint. Permission is not necessary for advertising complaints since advertising is considered public information.

2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.

    i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.

    ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.

    iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.

3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.

4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.

5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.

6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.

7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, The Commission will consider the complaint closed.

8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

Discipline

Student activities at Humacao Community College are guided by the Student Bylaws, the regulations, academic and administrative procedures established by the institutional authorities.

https://hccpr.edu/wp-content/uploads/2024/07/Reglamento.pdf

Grades Complaints

The student may file a complaint if he/she disagrees with the course grade received within 10 days after the grade report is received. The complaint shall be submitted to the Registrar's Office, using the form provided for this purpose. The complaint will be discussed with the professor. The Registrar will investigate and will issue a report which will be discussed with the Dean of Student and Academic Affairs. All complaints will be addressed and decided within a term of no more than four months after the complaint was filed. The student will be informed of the results.

Course Sequence

The Admissions Office provides the students with the curriculum of their study program. The document is also available at the Counselor's Office. This curriculum describes the sequence of the courses and the allowed timeframe to complete the study program within reasonable parameters.

The student is responsible for following the established sequence in order to complete the program in the suggested time frame. The student must always consult with the personnel at the Financial Aid Office and must verify availability of the resources to finance his or her studies.

Advanced Courses before Completing the Prerequisite

The Institution, as a standard procedure, requires the completion of a pre-requisite before the enrollment of the students in advanced course. However, the Institution recognizes some exceptional circumstances for the benefit of the students, in which is adequate the approval for students' enrollment in an advance course without completing its pre-requisite.

For address these circumstances the Institution states the following procedure:

When a student understands that they have the capacity to enroll in a course without completing its pre-requisite, the student should request this exception to the Register or Director of Education of the Institution. The students should be able to provide (with this request) evidence or supporting documentation to support the convenience to grant the exception to her/his.

The Institution states as acceptable reasons to evaluate this request the following circumstances:

1. The student completed another course in the Institution that provided it the knowledge in similar matters.

   A) In these circumstances, the Director of Education or the professor should certify the previous course and the matter covered.

   B) The student had adequate academic performance in this previous course.

2. The student has prior work experience in the course subject matter. The academic performance of the student is adequate.

3. The student completed certification in the matter of the course and these certifications included the hours of the course.

The Institution could consider also if the student is a candidate for graduation.
When the Director of Education or the Registrar identify (of their own initiative) the possibility to provide this advanced course mechanism for the benefit of the student, they also can complete the form with the corresponding evaluation and supporting documents, but in any case, the Institution should obtain the consent of the student.

Study Program Offer and Grade Completion Warranty Policy

In conformance with its mission and philosophy, Humacao Community College is committed to retain its academic offer and guarantee the Degree completion should the specific study program closes. In this case, the Institution will offer the student the completion of the study program in a live-attendance mode until the program is completed. Students who left the Institution for one or more terms shall comply with any modification made to the program in which they were previously enrolled.

Academic Calendar Year

The Academic Year has three terms, with a minimum of 14 weeks each. The start and ending dates are established in the Academic Calendar of each term. Humacao Community College offers day and night courses. The class hours are available from 8:00 AM to 10:00 PM.

Reclassifications

To request changes in their study concentration, students need to:

1. Apply at the Registrar's Office which will be addressed in the following academic term before the official enrollment time period.
2. Include the correspondent fee along with the application.

Graduation and Completers Requisites

A graduate must comply with all of the following requisites:

1. Achieved a GPA of 2.0 or greater at graduation.
2. Successfully passed all courses in the program or substitute courses permitted by the campus.
3. Attained required competencies or speed levels in all courses.
4. Met all clinical, internship, and externship requirements.
5. Satisfied all other academic requirements for graduation.
6. Satisfied all non-academic requirements for graduation, such as payment of tuition and fees, return of books, etc.
7. Received a Diploma.
8. Ceased enrollment in the program at the campus, unless currently enrolled or re-enrolled as a new start in a different program.

A completer is a student who is no longer enrolled in the campus and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieved a GPA of at least 2.0.
2. Attained required competencies or speed skills.
3. Satisfied non-academic requirements (e.g., outstanding financial obligations).

Students who are classified as completers must be tracked for placement purposes even if the campus' policy is to withhold placement services. The Council considers both graduates and completers to be eligible for placement. Those completers who are not documented as placed must be counted as "not working".

Honors at Graduation

The student's academic performance will be recognized at the graduations in the following manner:

Cum Laude	3.50 – 3.69
Magna Cum Laude	3.70 – 3.89
Summa Cum Laude	3.90 – 4.00

Jorge Mojica Ramírez Award

The Jorge Mojica Ramírez Award, founder of Humacao Community College, recognizes at the Commencement Activities a student who demonstrates:

1. Dedication and love for his or her studies.
2. The student comes from a low-income resource environment.
3. A high spirit of persistence and dedication in achieving his or her academic goals.
4. Academic excellence.
5. Love for the Institution and leadership shown through the student's participation in different activities.
6. Excellent behavior and respect toward the College community.
7. Effective human relations.

This award is presented by the family of the HCC founder, Jorge Mojica Ramirez.

Intellectual Property and Author's Rights Law (Copyright) Policy

I. Purpose

Humacao Community College abides to its commitment to the enforcement of intellectual property and therefore the copyright and, the responsibilities, prepared the Policy Property Law and Copyright Law, to ensure compliance with "The Digital Millennium Copyright Act "as amended" The United States Copyright Act, Title 17 of the United States Code "in relation to the use of electronic resources provided by the institution to our students, faculty, non-teaching staff and the community in general information using our electronic resources.

The Institution reaffirms itself in the faithful fulfillment of each one of the applicable dispositions of the act and has the commitment to carry out the necessary steps to assure that the university community complies with it.

Section 106 of Copyright Law of 1976 gives the owner the exclusive right to make and authorize others to do the following:

- ✓ Copies for reproduction of Materials
- ✓ Derived Materials Preparations Based on Original Material
- ✓ Public Materials Distribution of Copies and Phonograms
- ✓ Public Presentation of Literary Works, Musical Works, Dramatics Works, Choreographies Works, Pantomimes Works, Graphics Works, Sculptural Works, Movies or other Audiovisual Production Individual Images Works
- ✓ In case of Sound Records, the Public Interpretation

Copyright Law of 1976 Section 107 to Section 120 state exemptions to the rights. In accordance with the Section 107 Fair Use Doctrine Libraries and Archives are authorized to be able to reproduce and photocopy informative resources only for private study, academic or research study. Reproduction for other purposes not included in the Fair Use Doctrine represents a violation of Copyright Law of 1976.

Allowable reproductions for Professional Development or Teaching Learning Process:

- ✓ Chapters of a Book - One
- ✓ Magazines or Newspapers Article – One
- ✓ Tales, Essays, or Poems – One
- ✓ Diagrams, Graphics, Drawing or Painting of a Book – One General:
- ✓ Copies do not replace the purchase of Books, Magazines, or Newspapers.
- ✓ Each copy must have a Copyright Notice.
- ✓ Photocopies of "Workbooks", Exercises, Standards Tests, Answer
- ✓ Sheets are prohibited. (All these are considered "Consumable Material")
- ✓ The following texts must be present on all Photocopying Machines:

Notification
Copyright Law – Title 17, United State Code – Section 101
"Anyone who incorrectly uses this equipment
will be responsible for their actions"

- ✓ All Materials photocopied in the Library Reserve Section must have the following notification:

"This material is protected by the Copyright Law"

II. Materials protected by this law:

A. Books, pamphlets, and other writings
B. Dramatic or musical-dramatic
C. Choreographic works and pantomimes
D. Musical compositions with or without words
E. Musical and other sound recordings
F. Cinematographic and other audiovisual works
G. Works of drawing, painting, sculpture, engraving and lithography
H. Cartoons, comics, as well as essays or sketches
I. Photographic works
J. Charts, maps, and drawings relating to geography, topography, or science
K. Architectural and engineering projects, plans, models, and designs
L. Software
M. Interviews
N. Web Sites

III. Types of Copyright:

A. Economic Rights: those that exclusively allow the exploitation of the work to a period from the death of the last of the authors to subsequently become part of public domain and any person may exploit the work.

B. Moral Rights: those linked permanently to the author and are inalienable and indefeasible.

C. Related Rights: those that protect people other than the author, such as artists, interpreters, translators, editors, producers, etc.

D. Copyright: a legal foundation that allows the author of the work to prevent others from making copies or reproductions of his works.

E. Communications Law: law under which the author or other owner rights may authorize a live performance of his work, such as the representation of a play or performance of a symphony by an orchestra in a concert hall. Phonograms broadcasted through a computer amplifier in a public place such as a nightclub, a plane, or a shopping mall, are also subject to this right.

F. Translation rights: permission from the owner of any work in the original language must be obtained to reproduce and publish a translation of the work.

IV. Violation of Law

A. Any of the following activities, carried out without the prior permission of the copyright owner is a violation of the law:

1. Play and share pictures, music, movies, television programs or other copyrighted materials using technology "peer to peer".

2. Purchase a CD or DVD and then make copies for others.

3. Posting material with "copyright" or plagiarism on their personal space.

4. Download unauthorized material, such as: software, mp3, movies, TV shows, videos, etc.

B. Files

1. Some files may be legally obtained through online subscription services or other site officially permitted by the copyright holders to offer certain downloads. It is illegal to make or distribute copies thereof without the prior permission of the copyright owner.

C. Institutional Policy:

With the implementation of this policy, Humacao Community College expects all its administrative staff, teachers, non-teaching staff, students, and community members in general, that use our technological resources to consider the following:

1. The search for information should be responsible, ethical and in accordance with policy.

2. The use of multimedia applications and files to download (peer to peer) materials is not allowed at the Institution. The discharge of these actions is protected and restricted by our security devices "firewall".

3. The faculty should inform students that in preparing their tasks and work, all information obtained through the Internet must come from reliable sources and, in turn, references must be valid.

4. The use of social networks is not allowed in computer labs or in the library. These networks are protected and restricted by our securities devices that include Fortinet Firewall.

5. The Humacao Community College provides its students with print and electronic materials for potential use as sources of information and reference.

D. Deterrent Technology:

1. Security Devices with Fortinet Firewall

   a) The institution has technology which restricts unauthorized access to material using our electronic systems.

   b) The operation of this technology is managed by our specialists in information systems.

   c) This technology is equipped with "white & blacklists" that allows to manually include any other access determined by the information systems specialists.

   d) Individual Custom Restrictions are also enforced by our specialists of Information Systems.

   e) This technology produces reports that show activity on the network and are used to monitor possible violations and to restrict them using the "Blacklist".

Implementing Active Directory (AD):

The AD establishes the hierarchy of access privileges in Institution's electronic systems. This application assures integrity in the use of unauthorized material. Only the administrator of our electronic systems has complete access to them.

Legal Alternatives:

a. The Institution offers provides and promotes the use of Gale Cengage Database which contains the following sources for:

   1. Accounting Journals Database
   2. Vocations, Careers and Technical Education
   3. General Science Collection
   4. Insurance & Liability Collection
   5. Military and Intelligence Database

6. Pop Culture Collection
7. Religion & Philosophy Collection
8. Small Business Collection
9. War & Terrorism Collection
10. World History Collection
11. Diversity Studies Collection
12. Gay, Lesbian, Bisexual, Transgender Life & Issues Collection
13. Advanced Placement Government & Social Studies
14. Academic OneFile
15. Academic Report
16. Agriculture Collection
17. Business Economics and Theory
18. Culinary Arts Collection
19. Criminal Justice Collection
20. Communications and Mass Media Collection
21. Environmental Studies and Policy Collection
22. Fine Arts and Music Collection
23. Gardening, Landscape and Horticulture Collection
24. Home Improvement Collection
25. Nursing and Allied Health Collection
26. Psychology Collection
27. Popular Magazines
28. Hospitality, Tourism and Leisure Collection
29. Complete Educator's Reference
30. Computer Database
31. General Reference Center Gold
32. Academic Health Reference Center
33. European Business ASAP
34. Nursing Resource Center
35. Business and Company Resource Center

b. The use of the database is available through the following:

1. Educational Resource Center (ERC).
2. The Humacao Community College Website.
3. Delivery of the relevant literature to students.
4. Conferences at the beginning of each term.

c. The use of Humacao Community College Digital Library is available through the following:
   1. The students access to this Library through the web page of the Institution.

E. The Institution has a plan to report to the administration, students, teachers and non-teaching staff and the community about the use of materials and access to information through our electronic systems:

Phase	Date	Personnel in Charge
1. Inclusion of policy on Intellectual Property Law, General Regulations for Students, Teachers, and Staff Manual Guide, and non-teaching staff.	At the beginning of each Academic Term.	Educational Resources Center personnel

Phase	Date	Personnel in Charge
		(Intellectual Property Law)
2. Location of materials in Class Labs, Classrooms and Education Resource Center with the intention to educate and remind users of these facilities, the importance of complying with the law, the consequences of violating it and how to prevent and avoid engaging in such conduct	Each year	Information Systems Specialists and Educational Resources Center personnel
3. Send to all students, a copy of "The Digital Millennium Copyright Act" and all information related to this subject in our Institution	At the beginning of each Academic Term	Admissions Officer
4. Conferences related to "The Digital Millennium Copyright Act" to all new and regular students.	June 28, 2010, and the beginning of each term.	Information Systems Specialists
5. Student's signature oblations confirming receipt of the material given to students who have been targeted.	Whenever they submit information.	Admissions Officer
6. This policy is published on the website of the Institution	Since September 30, 2010, and is revised each year.	Information Systems Specialists
7. Inclusion of the Intellectual Property and Author's Rights Law (Copyright) Policy as part of Humacao Community College Catalog Addendums.	Since September 30, 2010 and is revised each year,	Academic Dean or Education Director
8. Location of a dispenser with a brochure that include an Intellectual Property and Author's Rights Law (Copyright) Policy.	Each year	Educational Resources Center personnel
9. Guidance sessions related to "Gale Cengage" Database use.	At the beginning of each term	Educational Resources Center personnel

F. Disciplinary sanctions

Information technology is a privilege. If a member of the Institution or student does not comply with this policy, the relevant laws and / or contractual obligations, permission to use this privilege may be cancelled.

a. Institutional disciplinary action due to breach of the Policy on Intellectual Property Law:

i. First Violation or Failure – Verbal notice from the information systems specialists to discontinue the illegal activity.

ii. Second Violation or Failure - Referral to the Office of the Dean of Academic Affairs or Education Director and loss of access to the network. (Internal and Externals Equipment).

iii. Third Violation or Infraction - Referral to the Discipline Committee, which will assess the situation and determine the appropriate penalty for such violation.

b. Summary of civil and criminal penalties for violations of federal copyright and alteration, damage, or destruction of computer.

The "copyright" infraction is the act of using, without authorization or legal basis, of one or more of intellectual property that have exclusive rights granted to an author, under the section 106 of the Author's Rights law (Title 17 of the USA Register). These rights include the rights to reproduce and / or distribute the property. In the context of file sharing, download or upload of substantial parts of a protected property without authorization, constitutes a violation.

The consequence for infraction of the "copyrights" may include both civil and criminal penalties. In general, any person responsible for a violation of "copyright" can be fined to pay damages, recognize or unrecognized under the law, adjusted to no less than $750.00 USD and no more than $30,000 USD for each infringed property. For a premeditated violation, the court can grant up to $150,00USD per infringed property. Also, a court can add the fees and legal costs. For more details, consult the Title 17, USA Register Code, Section 504 and 505.

A deliberate author's rights violation can also lead to criminal penalties, including prison term of up to 5 years and fines of up to $250,000 for each violation. To obtain more information about this policy, request the complete document at the Dean of Student and Academic Affairs or Education Director office or visit the website of the "Copyright Office" of the USA at www.copyright.gov, specially the FAQ (Frequently Asked Questions) section f at : www.copyright.gov/faq .

V. TUITION AND OTHER FEES

All students will pay the following costs, fees, and other charges.

Charge per Credit Certificates Program	$147.00
Charge per Credit Associate Degrees	$150.00
Charge per Credit-Bachelor's Degree Programs	$160.00
Laboratory Fee for Electric and Refrigeration	$40.00
Laboratory Fee for Dental Assistant with Expanded Functions Laboratory	$75.00
Laboratory Fee for Bachelor's Degree of Science in Nursing	$186.00
Technology Fee	$200.00
Removal of Incomplete Fee	$10.00
Identification Card	$5.00
Duplicate of Identification Card	$10.00
Credit Transcript	$10.00
Certifications	$10.00
Graduation Fee	$125.00

Construction and Improvements Fee	$75.00
Validation by Work Experience	65% of the total cost of the course
Class Schedule Duplicate	$1.00
Study Program Change Due to Reclassification	$20.00
Sit-In Student	$150.00
Changes in Class Schedule During Enrollment Period	$6.00 each
Validation by Test	65% of the total cost of the course

Program Cost

Program Name	Tuition and Fees	Graduation Fee	Uniforms	Total
Bachelor's Degree in Business Administration with Major in Accounting	24,205.00	125.00		$24,330.00
Bachelor's Degree in Business Administration with Major in Management	23,725.00	125.00		$23,850.00
Bachelor's Degree in Sciences of Nursing	25,175.00	125.00	55.00	$25,355.00
Associate Degree in Office Administration	12,155.00	125.00		$12,280.00
Associate Degree in Secretarial Sciences with Concentration in Medical Billing and Collection	12,605.00	125.00		$12,730.00
Associate Degree in Business Administration in Accounting	12,005.00	125.00		$12,130.00
Associate Degree in Electric Technology with Renewable Energy	14,205.00	125.00		$14,330.00
Associate Degree in Refrigeration and Air Conditioning	13,445.00	125.00		$13,570.00
Associate Degree in Pharmacy Technician	12,725.00	125	55.00	$12,905.00
Associate Degree in Dental Assistant with Expanded Duties	13,455.00	125.00	50.00	$13,630.00
Certificate in Electrical Technology with PLC	8,019.00	125.00		$8,144.00

Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers	8,311.00	125.00		$8,436.00

Refund and Cancellation Policy

Refunds resulting from cancellations will be processed within thirty (30) workdays of the cancellation. The student that does not wish to continue studying must complete and sign the Official Withdrawal form before handing it in to the Registrar, within the academic period. This form is available at the Registrar's Office. Once the form is received, the Registrar's personnel will finalize the process in the system.

The Institution reserves the right to cancel courses which have no quorum. Students affected will receive a refund for the total (100%) of the monies paid.

Return of Title IV Funds and Calculation Information

Any student that does not wish to continue studying must complete and sign the Official Withdrawal form, before handing it in to the Registrar's Office, during the academic period. This form is available at the Registrar's Office. Once the form is received, Registrar's personnel will finalize the process in the system.

Any student who chooses to withdraw from all the classes is encouraged to notify the Registrar of his or her decision for the school to process the date of withdrawal. However, if a written notice is not provided, the Institution has a process for determining if a student ceased to attend, completed the academic period and for establishing the withdrawal date to be used to calculate and return unearned funds. The Institution is required to keep a record of attendance.

Therefore, in the absence of a written notification, the student's withdrawal date is determined based on the last date of attendance that is registered in the Institution's official attendance records. The withdrawal date will never be later than 14 days after the last date of attendance as shown in the official attendance records.

When a student withdraws or ceases attending classes during a payment period or period of enrollment, federal law regulates the amount and the procedures for the return of Title IV funds. Based on the determined date, the College calculates how much of the Title IV grants the student has earned for the payment period or period of enrollment and confronts this information with the date of withdrawal. The amount of Title IV that a school is responsible to return is calculated by subtracting the amount of Title IV funds earned by the student from the total amount of Title.

IV funds disbursed.

Calculation Information: A pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student will have earned 100 percent of the Title IV funds that he/she was eligible to receive.

The percentage of the payment period or period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the financial assistance is awarded divided by the number of calendar days completed by the student in that period as of the date of the last day of attendance.

If, based on the calculation, the student has earned less than the amount of Title IV funds disbursed, the unearned funds must be returned. The College must return the lesser of the amount of Title IV funds that the student has not earned or the amount of institutional charges that the student incurred for the payment period or the period of enrollment multiplied by the percentage of Title IV funds that was not earned.

Refunds of Title IV funds are calculated according to applicable federal laws. All returned funds will be issued by the accounting department after the College has determined that the student has withdrawn, and the return calculations that apply have been verified. Once the calculation is performed, the Institution will return the Title IV funds it has the responsibility to return to the US Department of Education (USDE), or make a post-withdrawal disbursement of grant funds to a student's account, within 45 days of the withdrawal determination date.

VI. CONDUCT POLICIES

Student Rights and Responsibilities

Humacao Community College recognizes the students' rights as well as the moral and intellectual responsibilities that are inherent to those rights. The Institution recognizes the serious responsibilities the students have in preserving and maintaining order, security, and normalcy within the academic activities. These rights and responsibilities along with disciplinary procedures established to address any violation or other issues of interest are described in the Humacao Community College Students' Regulations which is available at the offices that offer different services and at the Reserve Room at the Educational Resources Center.

No Discrimination Policy

Humacao Community College guarantees equal opportunities to its students for admission and job search. It does not discriminate for reasons of race, color, gender, age, religion, political ideas, ethnic origin, handicap, and pregnancy, military, or civil status. The compliance with this policy is in accordance with the implementation of dispositions of Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act OF 1973, the Americans with Disabilities Act of 1990, known as the ADA Law, Title VI of the Civil Rights Act of 1964, and Age Discrimination Act of 1975.

Humacao Community College has published in its Web Page, Humacao Community College (hccpr.edu), under Title IX, information, and policies of the Institution regarding No Discrimination, and the federal regulations that protect our students and personnel from discrimination on the basis of sex.

Institutional Policy on Sexual Harassment

The Institution prohibits any type of sexual harassment behavior or conduct and adheres to the principles and statutes of the Sexual Harassment Law, and of Law No. 3 of 1998, as amended, known as the "Law to Prohibit the Sexual Harassment at Education Institutions" that also prohibits any unwanted sexual advances.

Also, the Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Institution has adopted policies and procedures to address this type of modality of sex discrimination, see Title IX, under "Políticas Institucionales" (Institutional Policies), HCC Web Page (https://hccpr.edu/wp-content/uploads/2023/02/Politica-Titulo-IX-2023.pdf).

No Smoking Policy

It is prohibited to smoke in the Institution's facilities.

Use, Possession, and Sale of Illegal Drugs

The policy at Humacao Community College is to provide a safe work and study environment that is free of drugs and alcohol. For this reason, the use, possession, distribution, manufacture, and sale of these substances in institutional premises is prohibited.

Those who violate this policy will be subject to HCC disciplinary actions as well all the sanctions imposed by local, state, and federal laws. This policy is in line with the principles stated in the 'Drug-Free Schools and Communities Act Amendments of 1989".

Alcohol Abuse

Consumption, possession, and distribution of alcoholic beverages is prohibited on campus. No person can enter the campus under the influence of alcohol or illegal substances.

Those who violate this policy will be subject to HCC disciplinary actions as well as all the sanctions imposed by local, state, and federal laws.

Use and Possession of Firearms or other Weapons

Entering institutional premises carrying firearms or other weapons is prohibited. These can neither be used or shown inside the campus, except for public order enforcement officials who will avoid making these visible, whenever possible.

Those who violate this policy will be subject to HCC disciplinary actions as well as all the sanctions imposed by local, state, and federal laws.

On Campus Security Rules

The security norms and procedures of HCC are based on a prevention approach. Rigorous sanctions will be applied if the physical and emotional integrity of students and/or personnel is threatened within the Institution's premises. The Student's Regulations Manual and the Administrative and Teaching Personnel Manuals contain disciplinary measures geared toward any student or any other personnel of the Institution incur in behavior that endangers the security and physical integrity of the institution's community.

In compliance with the state and federal regulations, HCC annually publishes the crime statistics within and outside the Institution. The Institution's facilities are monitored by means of an electronic surveillance system. Additional information related to crime statistics are available at https://hccpr.edu/wp-content/uploads/2019/11/Campus-crime.pdf

Policy Against Harassment and Intimidation (Bullying) in HCC.

HCC is an Institution committed to guarantying a healthy and adequate work and learning environment. For this reason, HCC prohibits all types of bullying behavior. Bullying is an unacceptable behavior who affects the student's capacity of learning. All our students should have the freedom to learn and do their work in an environment free of intimidation and harassment.

For the purposes of this policy, harassment, intimidation and/or bullying are defined as any pattern of behavior 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 their academic opportunities and their performance, both in the classroom and in their immediate social environment.

HCC's protocol to address bullying incidents is available at the HCC Web Page, under "Políticas Institucionales" (Institutional Policies).

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HCC's protocol to address bullying incidents is available at the HCC Web Page, under "Políticas Institucionales" (Institutional Policies).

Act No. 104 of August 1, 2016, known as "Law Against Harassment and Intimidation or "Bullying" of the Commonwealth of Puerto Rico" also prohibits bullying behavior.

***More information on these policies and institutional procedures are available under section of the HCC Web Page, known as "Políticas Institucionales" (Institutional Policies).**

VI. STUDENT SERVICES

Admission's Office

Each individual who seeks admission to Humacao Community College will be interviewed either in person or by telephone by an Admissions Official. The pre-admission interview is designed to assist in assessing whether the student has a reasonable chance of successfully completing the appropriate program of study. The purpose of the interview is to:

- ✓ Assist prospective students in identifying the appropriate area of study consistent with their background and interest and provide information concerning curriculum offerings and services available at the College.
- ✓ A tour of the campus is recommended to prospective students as part of the enrollment process. Arrangements for an interview and tour of Humacao Community College may be made by contacting the Admission's Office.

Registrar's Office

The Registrar's Office is responsible for the pre-enrollment and enrollment process, for the custody and maintenance of every student's official academic file, for mailing of credit transcripts, and for certifying that students have complied with graduation requirements and for implementing the schools' Satisfactory Academic Progress Policy (SAP), among others. It also issues certifications and other documents requested by the students.

Certifications and Credit Transcripts

Certifications and credit transcripts are processed only by the request of the student. The official credit transcripts are mailed to the institution or agency that the student names on the request form. Certifications and credit transcripts have a fee to be paid at the Finance Office. Official credit transcripts will not be processed if the student has a debt with the Institution.

Delivery of Grades

The grade report or official grades are handed or mailed in compliance with the established dates on the academic calendar. If the student does not agree with a grade, he or she must submit and complete a claim form at the Registrar's Office within ten (10) business days from the date of the mailing.

Change of Address

All changes of address must be reported to the Registrar's Office through the designated form. All official notifications or any other communication mailed to the address included in the student's file is considered correct for it will be based on the information that the student provided.

Academic Files

The Registrar's Office is the custodian of the student files. Students that need information concerning their academic files and/or mailing of official credit transcripts must contact the

Registrar's Office which will respond to the students' petition in accordance with the requirements of the Educational Rights and Family Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99). Credits Transcripts will be permanently retained, and accordance with the institution's "Policy on the Safeguarding, Retention, and Preservation of Academic Records."

Humacao Community College is committed to complying with the dispositions of the Law and the Buckley Amendment. This Law protects privacy of the students' academic files, establishes the students' rights to revise their files, and provides mechanisms to make corrections of information to guarantee the accuracy of the files.

The purposes of the Law (FERPA / BUCKLEY Amendment):

- Guarantee students over 18 years old who attend a university have access to their educational documents.
- Protect their right to privacy by limiting transfer of documents without their consent.
- Provide guides for the correction of the veracity of the information through formal and informal hearings.

Those students, who believe that the Institution has not complied with the requirements of the Law, have the right to submit a complaint to the administration of Humacao Community College or to the Department of Federal Education in Washington, DC at the following address.

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

Financial Aid

Humacao Community College is guided by the principle that the purpose of financial aid is to provide resources to students who cannot continue college studies due to lack of funds. The aid is assigned according to the individual's financial needs regarding the tuition costs and to the availability of funds in agreement with the parameters established by the prevailing federal and state regulations.

The Financial Aid office is committed to offering the necessary guidance and assistance to any person requesting information on the available financial aid programs, the requirements to qualify, and how to request and apply for financial aid.

Procedure to Request Financial Aid

The students who need financial aid must submit their request before beginning their enrollment process, at the time of initiating the process or anytime during the academic year. Financial aid is awarded within the limits of the funds available according to the students' needs. Humacao Community College makes all possible efforts to offer aid to students who meet the requirements of satisfactory academic progress and who need financial aid. The Institution administers and applies the Satisfactory Progress Policy to all students enrolled at Humacao Community College.

All students will be timely informed of the amount of financial aid granted, and of the conditions under which it is awarded. Students who receive Title IV funds must comply with the Satisfactory Academic Progress Policy, the occupational programs requirements, and justify his or her financial need.

The Institution participates in the following Financial Aid Programs:

Federal Pell Grant

This is a federal fund for grants available to eligible students who pursue undergraduate studies in post- secondary accredited institutions. The purpose of these grants is to pay for part of the costs of studies. Students who already have a bachelor's degree from a university do not qualify for this grant. The student must be a United States citizen or have permanent residency in the United States to be eligible. To apply for a Federal Pell Grant, the student must complete the Free Application for Federal Student Aid (FAFSA) on https://studentaid.gov/h/apply-for-aid/fafsa, or visit our Financial Aid office if needs assistance with the application.

Federal Supplemental Educational Opportunity Grant (FSEOG)

To receive FSEOG, the student must complete the Free Application for Federal Student Aid (FAFSA), obtain a valid Student Aid Report (SAR) and complete any required verification process. The Financial Aid Office will determine the student's financial needs. Students with the most financial need will first receive the FSEOG. The FSEOG does not need to be repaid.

Federal Work-Study Program (FWS)

The program offers the students the opportunity to qualify for part-time work at the Institution or an external non-profit institution that offers community services. The student must be eligible to receive Title IV aid and maintain a 2.00 grade point average (GPA) or higher. To be eligible for the FWS program a student may request participation in the program by requesting it at the Financial Aid Office

Grants for Veterans and their Beneficiaries "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)

The school is approved by the Puerto Rico State Approving Agency to provide academic training to the students under the various GI Bill® programs. Those beneficiaries must comply with all admission requirements in addition to those related to the beneficiary or federal agency status. The Office of Veteran's Affairs establishes that beneficiaries shall complete 100% of their study program in the allowed time for completion. If the program's regular time is exceeded, the student will not continue to receive the veterans' benefits. However, they can be eligible for other financial aids if they qualify.

The institution offers their courses in compliance with the following policy: (Section 103 of Public Law (PL) 115-407, **'Veterans Benefits and Transition Act of 2018'**) Section 103: The United States Code, Title 38, Section 3679, has implications for educational institutions participating in the Department of Veterans Affairs educational assistance programs. These amendments establish that state approving agencies, or the Secretary acting in that role, must disapprove educational

courses at institutions that have policies inconsistent with certain requirements, such as allowing individuals to attend courses while awaiting payment. Additionally, it emphasizes the importance of the Secretary making payments to educational institutions within 60 days after the institution certifies the applicable fees and tuition. It also mentions that in case of payment delays, the student could be responsible for paying the difference between the financial obligation and the disbursement amount. This is highlighted to ensure that students are not penalized for delays in payments from the Department of Veterans Affairs.

Educational Supplementary Aid (BETA)

a. What is BETA? BETA is a state grant provided by the government of the Commonwealth of Puerto Rico and administered by the "Junta de Instituciones Postsecundarias" of the Department of State of Puerto Rico.

b. How can a student be eligible for BETA?

The student must comply with all the Federal Pell Grant requirements, has at least a 3.00 average, be enrolled as a full-time student and his/her income must not exceed the income amount previously established by the "Junta de Instituciones Postsecundarias".

c. How can a student apply for BETA?

A student can request this benefit at the Financial Aid Office.

Placement Office

The Placement Office of Humacao Community College has the following objectives:

- To provide guidance to active and graduate students on the job opportunities available to them once they have completed their degrees.
- To advise graduate candidates on how to have successful interviews and how to prepare resumés. The office assists the students by counseling on the need to prepare for job placement and identifies the current demands of the work force that awaits them. The Placement Office along with external resources offer educational orientations to students in the classrooms.
- The students are advised on the documents, skills, attitudes, and professional profile required when searching for jobs.
- To help graduates in their job search to ensure they select jobs related to their degrees.
- To offer counseling on continuing their education.
- To provide guidance on the processes and requirements for tests that lead to the students' respective certifications that are issued by Accrediting Boards.

The Institution does not guarantee job placement, nor the acquisition of required licenses.

Counseling

The Counseling Profession is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals". (ACA, 2010)

The Humacao Community College's Advising Office's mission is to offer advising services that support the development of successful professionals to integrate them into the labor market where, with the tools and skills they acquire in our institution, they can cause a positive impact in their field of work. These services are offered individually or collectively on an academic, occupational, or personal level. These include, among others: Academic interventions for students that do not comply with the Academic Progress Policy, student evaluations for those that request and need Reasonable Accommodations; promotions of resiliency and protection factors for those students at risk of dropping out; identification and prevention of the risk factors that contribute to academic failure; and support the development of skills and positive attitudes toward their studies. The advisor also promotes the creation of student associations, coordinates extracurricular and cultural activities that enrich the academic environment for the student, facilitates communication between students and faculty members, and collaborates with the Registrar's Office during the enrollment process.

Educational and Cultural Activities

This service offers extra-curricular and cultural activities geared to enrich academic life.

Special Facilities for Disabled Students

Humacao Community College is committed to provide services to students who are physically disabled. The facilities are physical barriers' free, which includes ramps, elevators, and lavatories with disabled facilities. Regarding the academic services, Humacao Community College provides support to those students that provide the required disabled information and identify themselves as disabled students. Any student that requires reasonable accommodation in terms of access to the courses or help in the learning process needs to personally contact the academic Counseling Office.

Educational Resources Center

Santiago S. Maunéz Educational Resources Center

The Santiago S. Maunéz Educational Resources Center offers services of excellence to all the university community through the information resources available in several formats. The main goal of the Educational Resources Center is to strengthen and enrich the learning processes within an adequate study environment.

The service hours are from Monday to Thursday from 8:00 AM to 10:00 PM.

All the resources available in the ERC are organized by areas to maximize the use of space and to facilitate user access. The student will find a variety of resources that will help them in their studies:

- **Reserve Area** – This area contains readings and/or other materials assigned by the professor

for the students. They will also find all the texts and reference material used in all the courses offered by our Institution.

- **Puerto Rican Collection** – In this area they can find books about Puerto Rico and books written by Puerto Rican authors.

- **Multimedia resources** – Our Library has a wide variety of videos, Music CD's, and other multimedia resources that they can use inside the Educational Resource Center.

- **Magazines, Newspapers and Journals** – A great variety of magazines are received monthly; these complement the courses of general interest. We also receive daily newspapers such as Primera Hora, and the regional newspapers:
  - *El Oriental and La Semana*.

- **Reference** – Collection of encyclopedias, dictionaries, catalogues, Atlas, and other consultation resources to be used at the ERC. These resources provide a wide gamut of general and specialized information on several subjects.

- **Circulation Area** – general and specialized resources are loaned for a period of five (5) days, with renovation rights if they have not been requested by another student. We lend a maximum of three books at a time.

The ERC also performs a very important role in the emphasis that the Humacao Community College places in the use of technological resources. There are twelve computers with access to the Internet and with software that allow our users to do their individual tasks, facilitating the teaching learning process. These computers allow the users to access the Catalog of our print resources within the Destiny Library Manager System and to access INFOTRAC Data Bases, and others for their different research purposes

Tutoring

All students with a low average receive tutoring carried out by the Student Services Mathematics Specialist. This service can be requested directly by the students or referred to by the professors. It is offered Monday to Thursday 8:00 am to 5:00 pm.

Evening Session

With the purpose of matching Educational Programs offered at Humacao Community College with the demands of the community of the eastern area of Puerto Rico, the Institution designed a program that offers evening educational services. This allows another type of clientele to enroll and study during the night. The student can enroll in any of the regular occupational programs that are offered in the evening session. This division normally operates from Monday through Thursday from 5:00 p.m. to 10:00 p.m. The student can complete any of the study programs offered by the Institution while complying with the same requirements and with the same academic rigor expected from the students in the daytime session. The evening session follows the same institutional policies, regulations, and rules applicable to the regular daytime courses.

Parking Facilities

Humacao Community College has parking facilities for its students, free of charge, as available,

and on a first come first serve basis. Neither the Humacao Community College personnel, nor the Security Officers are responsible for damages, theft, or loss of any of the vehicles parked at the Institution's parking facilities.

Contracts or agreements

List of contracts or agreements with other institutions or entities (consortium agreements, articulation agreements, etc.):

1. Universidad Interamericana de Puerto Rico (Interamerican University of Puerto Rico)
2. Universidad Central de Bayamón (Bayamón Central University)
3. Ana G. Méndez University, previoulsy known as "Universidad del Turabo de Puerto Rico" (Turabo University)
4. Universidad Politécnica de Puerto Rico (Polytechnic University of Puerto Rico)

VII. OCCUPATIONAL PROGRAMS

Humacao Community College offers the following occupational programs:

Bachelor's Degree in Business Administration with Major in Accounting

(48 months) (Entry- level - Baccalaureate Degree)

The Degree in Business Administration with Major in Accounting program offers students the opportunity to acquire skills in areas related to the accounting field such as the accounting cycle functions, state and federal taxes, audit, and budget.

This program consists of 130 credits-hours(2,220 contact hours) which can be completed in approximately 11 academic terms. It has 37 general education credits, 23 related courses credits, 67 concentration courses and 3 elective credits. The main objective of the program is to develop capable professionals, able to ponder our economic and social realities, and provide and contribute with effective solutions in both public and private organizations.

The bachelor's in business administration Program with Major in Accounting includes in its curriculum the courses considered as necessary and essential for any Accounting Student.

Students in the bachelor's degree in business administration with Major in Accounting program can perform the following tasks:

- Office Manager
- Accounting Officer
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Check Asset Accounting
- Accountant
- Accounting Manager
- Finance Director
- Financial Analyst

- Services (Cash Register)
- Administrative Assistant
- Store Manager
- Tax Specialist

The specific objectives of the program are:

✓ To conceptualize the organizational phenomenon so as to empower the relevant knowledge in the administration and accounting areas.

✓ To practice the profession applying the available technologies according to the organization's objectives and requirements.

✓ To practice accounting at all administrative positions with professional criteria in all organization types that are socially accepted.

✓ To integrate general education with the accounting concepts and principles and to expose students to the theory applications in terms of problems and situations related to the different specialized areas.

✓ To develop a managerial vision and commit to Puerto Rico's economic and social development; to serve as facilitators of the new managerial philosophies pertaining to the decision-making process.

✓ To offer our students the necessary courses, to make investigations using the leadership and communication interpersonal skills that promote the necessary society changes.

✓ To develop in our students a managerial leadership-oriented perspective to contribute with the identification of competitive advantages for organizations.

Courses Distribution

General Education **37 Credits**

Basic Spanish I
Basic Spanish II
Basic English I
Basic English II
Social Sciences I
General Biology I
Occidental Culture I
Occidental Culture II
Basic Mathematics I
Basic Mathematics II
Writing and Composition
Writing Reports

Related Courses **23 Credits**

Quantitative Methods I
Business Spanish
Business English
Conversational English
Introduction to the Keyboarding
Use and Management of Applications
Human Relations
Entrepreneurship

Concentration Courses **67 credits**

Accounting I
Accounting II
Accounting III
Accounting IV
Accounting V
Computerized Accounting
Puerto Rico Income Tax
Introduction to Federal Income Tax
Cost Accounting
Auditing
Principles of Management
Principles of Economy
Business Ethics
Puerto Rico Economy
Management Statistics
Business Finance
Principles of Marketing
Business Law
Accounting Practice

Elective Courses **3 Credits**

Managerial Accounting
Financial Statement Analysis
Creation and Design of Advertising Documents
Use and Management of the Internet

Bachelor's Degree in Business Administration with Major in Accounting

Curricular Sequence

First Term			
ESPA	103 `	Basic Spanish I	3
INGL	101	Basic English I	3
MATE	101	Basic Mathematics I	3
CISO	101	Social Sciences I	3
			12

Second Term

ESPA	104	Basic Spanish II	3
INGL	102	Basic English II	3
MATE	103	Basic Mathematics II	3
BIOL	101	General Biology I	4
			13

Third Term

COMP	101	Introduction to Keyboarding	3
HUMA	105	Occidental Culture I	3
ADMI	205	Principles of Management	3
MATE	104	Quantitative Methods I	3
			12

Fourth Term

HUMA	106	Occidental Culture II	3
ECON	236	Principles of Economy	3
ESPA	201	Business Spanish	3
CONT	111	Accounting I	4
			13

Fifth Term

ADMI	401	Business Ethics	3
INGL	201	Business English	3
ECON	337	Puerto Rico Economy	3
CONT	112	Accounting II	4
			13

Sixth Term

ESPA	302	Writing and Composition	3
INGL	302	Writing Reports	3
ADMI	352	Entrepreneurship	3
CONT	203	Accounting III	4
			13

Seventh Term

SICO	201	Human Relations	3
ESTA	311	Management Statistics	3
FINA	305	Business Finance	3
CONT	204	Accounting IV	4
			13

Eight Term

ADMI	235	Principles of Marketing	3
CONT	305	Cost Accounting	4
CONT	216	Puerto Rico Income Tax	4
CONT	308	Auditing	3
			14

Ninth Term

CONT	221	Introduction to Federal Income Tax	4
CONT	401	Accounting V	4
INGL	305	Conversational English	2
ADMI	410	Business Law	4

			14
Tenth Term			
CONT	206	Computerized Accounting	4
COMP	231	Use and Management of Applications	3
Elective			3
			10
Eleventh Term			
CONT	435	Accounting Practice	3
			3

General Education Courses	37
Related Courses	23
Concentration Courses	67
Elective Courses	3
	130

Bachelor's Degree in Business Administration with Major in Management

(48 months) (Entry-level - Baccalaureate Degree)

The Bachelor of Business Administration with Major in Management program offers students the opportunity to acquire skills in areas related to the management field such as leadership, innovation, and creativity. It also offers the student the technical skills that all managerial leaders should have and the ability to coordinate and integrate all the interests of the organization and its activities; to direct through objectives; to calculate risks; to choose long-term alternatives (strategic thinking); to be able to organize integrated teams; to measure their performance and results against the objectives of the organization; and to be able to transmit information and motivate all the members of the organization into responsible participation. Upon completion of the course the student will be able to perform as a successful manager.

This program includes 121 credit/hours (1,875 contact hours) which can be completed in approximately eleven academic terms. It has 37 general education credits, 27 related courses credits, 60 concentration courses and 3 elective credits. Business Management with concentration in management program has an overarching goal of form and develops professional administrators able to manage and make decisions in public and private organizations.

Students the bachelor's degree in business administration with Major in Management program can perform the following tasks:

- Human Resources
- Administrative Director
- Manager
- Area Supervisor
- Plant Manager
- Banking Manager
- Registrar of Schools
- Representative Banking Manager
- Client Services
- Banking Assistant
- Administrative Assistant
- Administrator

- Store Manager

The specific objectives of the program are:

1. To develop a professional and ethical administrator specialized in business management, able to assume leadership functions.

2. To develop professionals with the knowledge and skills in planning, direction, organization, and control of organizations.

3. To prepare managers that are proactive, creative, and able to plan and establish goals in accordance with the organization's objectives.

4. To provide the future manager the methodologies and strategies needed to implant the organizational philosophy of an enterprise.

5. To develop professionals with the drive, skills, and competencies needed to develop and manage their own enterprise.

6. To enable managers that are distinguished for accurate decision making based on facts and objective information.

7. To prepare managers with the leadership, the commitment, and the motivation that contribute to their capacities in achieving the organization's goals.

8. To develop leaders with the capacity to engage in effective labor relations toward the achievement of new business opportunities.

Courses Distribution

General Education **37 credits**

Basic Spanish I
Basic Spanish II
Basic English I
Basic English II
Social Sciences I
General Biology I
Occidental Culture I
Occidental Culture II
Basic Mathematics I
Basic Mathematics II
Writing Reports
Writing and Composition

Related Courses **27 credits**

Quantitative Methods I

Introduction to Keyboarding
Use and Management of Applications
Puerto Rico Income Tax
Business English
Conversational English
Business Spanish
Human Relations
Use and Management of Computers

Concentration courses **60 credits**

Principles of Marketing
Organizational Behavior
Business Ethics
Business Law
Accounting I
Accounting II
Principles of Management
Principles of Economy
Puerto Rico Economy
Human Resources Management
Leadership and Supervision
Management Statistics
Entrepreneurship
Business Finance
Labor Relations
Operations Management
Managerial Economics
Collective Bargain
Business and Management Research

Elective Courses **3 credits**

Use and Management of Internet
Products Management
Quality Management
Creation and Design of Advertising Documents

Bachelor's Degree in Business Administration with Major in Management

Curricular Sequence

First Term

ESPA	103 `	Basic Spanish I	3
INGL	101	Basic English I	3
MATE	101	Basic Mathematics I	3
CISO	101	Social Sciences I	3
			12

Second Term

ESPA	104	Basic Spanish II	3
INGL	102	Basic English II	3
MATE	103	Basic Mathematics II	3
COMP	101	Introduction to Keyboarding	3
			12

Third Term

BIOL	101	General Biology I	4
HUMA	105	Occidental Culture I	3
ADMI	205	Principles of Management	3
MATE	104	Quantitative Methods I	3
			13

Fourth Term

ESPA	201	Business Spanish I	3
HUMA	106	Occidental Culture II	3
COMP	103	Use and Management of Computers	3
ECON	236	Principles of Economy	3
			12

Fifth Term

INGL	201	Business English I	3
ECON	337	Puerto Rico Economy	3
CONT	111	Accounting I	4
			10

Sixth Term

ESPA	302	Writing and Composition	3
INGL	305	Conversational English	2
ADMI	340	Organizational Behavior	3
CONT	112	Accounting II	4
			12

Seventh Term

INGL	302	Writing Reports	3
ADMI	235	Principles of Marketing	3
FINA	305	Business Finance	3
ADMI	350	Human Resources Management	3
			12

Eight Term

SICO	201	Human Relations	3
ESTA	311	Management Statistics	3
ADMI	351	Leadership and Supervision	3
ADMI	352	Entrepreneurship	3
			12

Ninth Term

ADMI	401	Business Ethics	3
COMP	231	Use and Management of Applications	3
ADMI	410	Business Law	4
ADMI	415	Labor Relations	3

			13
Tenth Term			
ADMI	431	Managerial Economics	3
CONT	216	Puerto Rico Income Tax	4
ADMI	425	Operations Management	3
ADMI	432	Collective Bargain	3
			13
Eleventh Term			
		Elective	3
ADMI	460	Business and Management Research	3
			6

General Education	37
Related Courses	27
Concentration Courses	60
Elective Courses	3
Total Credits	127

Bachelor's Degree in Sciences of Nursing

(48 months) (Entry-level - Baccalaureate Degree)

Program Description

The Bachelor of Science in Nursing is designed within the framework of Dorothea Orem's approach to nursing education. It offers students a quality education where they will have the opportunity to acquire knowledge, skills, and competencies which enable them to serve as generalist nurse in various fields of health inside and outside Puerto Rico. The integrated program is one in which classroom, online, and hybrid courses are combined. It consists of 122 credits (2,400 contact hours) which may be completed in about 10 academic terms, which are distributed in: 38 general education credits, 20 related courses, 61 concentration courses and 3 credits in elective courses. It provides several integrated resources such as the Center for simulation, learning labs, community interaction, diagnostic centers, and hospital clinical experiences. The students will learn the necessary theoretical knowledge, apply them by practicing skills in the lab, and run real life situations until mastering the skills for licensure as generalist nurse.

Students in the Bachelor of Science in Nursing program can perform the following tasks:

- Nursing instructors and Teachers, Postsecondary
- Registered Nurses
- Visitor Nurse
- Clinical Laboratory Nurse
- Online Consultation Nurse for Medical Plans
- Industrial Nurse
- Clinic Nurse

Program Objectives

The main objective of our program is to graduate students that can successfully perform in various areas of existing employment in the current local labor market, using technological developments, and who can contribute proactively and effectively to the welfare of our society and our country. The specific objectives are:

1. To develop written and verbal communication skills in English.

2. To apply the nursing process in solving real or potential patients' problems at any stage of growth and development.

3. To apply critical thinking and analytical skills to decision-making and problem solving.

4. To assess the nursing care needs of the population, recognize and predict changes and care needs of patients.

5. To develop and implement necessary interventions within the appropriate and effective practice of nursing.

6. To provide humane, quality, holistic, specialized, and personalized treatment, considering the situation of each patient and respecting the right of every patient.

7. To actively participate in their treatment, integrating their family and the community, and safeguarding their right to self- determination.

8. To provide competent and high-quality primary, secondary, and tertiary levels of health care using the nursing process.

9. To develop leadership and communication skills through collaboration and effective communication with patients, family, and other members of interdisciplinary teams, and with the health system.

10. To provide nursing therapeutic interventions, assess and predict the results thereof by implementing a practice of evidence-based nursing, critical thinking, and research, integrating the use of technology, and information management to positively influence health care.

11. To assume a leadership role in promoting and supporting a nursing practice of high quality, in a safe and responsible way, with a great sense of ethics and applying the Standards for Nursing Practice and the pertinent laws and regulations.

12. To develop nursing professionals with social awareness, a sense of belonging, and community cohesion, combined with active participation in the problem-solving identification and its improvement for the well-being of the community and the country.

13. To demonstrate a high sense of commitment, professionalism, safety, reliability, and skills inherent to the practice of nursing.

14. To develop the willingness to continue their professional development and improvement through continuing education courses and other professional certifications.

Bachelor's degree of Sciences in Nursing
Credits Distribution

General Education **38 credits**

Basic English I
Basic English II
Basic Spanish I
General Biology I
Conversational English
General Chemistry I
Basic Mathematics I
Human Anatomy and Physiology I
Occidental Culture I
Microbiology
Social Sciences I
Writing and Composition

Related Courses **20 credits**

Computerized Billing
Theory of Nursing Documentation Using Electronic Health Records
Laboratory of Nursing Documentation Using Electronic Health Records
Hospital Medical Statistics
Human Anatomy and Physiology II
Introduction to Keyboarding
Pharmaceutical Mathematics I

Concentration Courses **61 Credits**

Introduction to Nursing Sciences
Theoretical Fundamentals and Skills in the Nursing Practice
Laboratory and Clinical Practice of Fundamentals and Skills in the Nursing
Practice Theoretical Principles of Pharmacology for the Nursing Practice
Laboratory of Principles of Pharmacology for the Nursing
Practice Theory of Nursing Care for Adults I
Laboratory and Clinical Practice of Nursing Care for
Adults I Theory of Nursing Care for Adults II
Laboratory and Clinical Practice of Nursing Care for Adults II
Theory of Maternal-Newborn, Neonatal, and High-Risk Pregnancy Nursing
Care Laboratory and Clinical Practice of Maternal-Newborn, Neonatal, And
High-Risk
Pregnancy Nursing Care
Theories of Nursing Care of Patients with Impaired Mental Processes
Clinical Practice of Nursing Care of Patients with Impaired Mental
Processes Theory of Nursing Care of Children and Adolescents

Laboratory and Clinical Practice of Nursing Care of Children and
Adolescents Nursing Care of Clients with Chronic or Acute
Pathophysiology's Research Foundations for Nursing Practice
Theory of Health and Physical Examination Assessment
Laboratory of Health and Physical Examination
Assessment
Theory Principles and Theories of Leadership and Administration in Nursing
Laboratory of Principles and Theories of Leadership and Administration in
Nursing Theory of Nursing Care for the Family and Community
Clinical Practice of Nursing Care for the Family and
Community Theory of Critical Care in the Adult Patient
Laboratory and Clinical Practice of Critical Care in the Adult
Patient Transition to the Role of Professional Nursing Seminar

Elective Courses **3 Credits**

Entrepreneurship
General
Psychology
Geriatric Nursing
Care
Public Health and Biosecurity Principles
Use and Management of Applications I

Total Credits 122

Bachelor's Degree of Sciences in Nursing
Credits Distribution
Curricular Sequence

First Term			
NURS	101	Introduction to Nursing Sciences	3
BIOL	101	General Biology I	4
ANFI	101	Human Anatomy and Physiology I	3
MATE	101	Basic Mathematics I	3
			13
Second Term			
MATE	111	Pharmaceutical Mathematics I	3
NURS	102 (T)	Theoretical Fundamentals and Skills in the Nursing Practice	3
NURS	102 (LP)	Laboratory and Clinical Practice of Fundamentals and Skills in the Nursing Practice	3
BIOL	103	Microbiology	4
			13
Third Term			
NURS	103(T)	Theoretical Principles of Pharmacology for the Nursing Practice	2
NURS	103(L)	Laboratory of Principles of Pharmacology for the Nursing Practice	1
NURS	104(T)	Theory of Nursing Care for Adults I	3
NURS	104(LP)	Laboratory and Clinical Practice of Nursing Care	

		for Adults I	2
COMP	101	Introduction to Keyboarding	3
			11
Fourth Term			
NURS	201(T)	Theory of Nursing Care for Adults II	3
NURS	201(LP)	Laboratory and Clinical Practice of Nursing Care for Adults II	2
QUIM	101	General Chemistry I	4
ANFI	102	Human Anatomy and Physiology II	5
			14
Fifth Term			
NURS	202(T)	Theory of Maternal-Newborn, Neonatal, and High-Risk Pregnancy Nursing Care	3
NURS	202(LP)	Laboratory and Clinical Practice of Maternal-Newborn, Neonatal, And High-Risk Pregnancy Nursing Care	2
CISO	101	Social Sciences I	3
NURS	203(T)	Theories of Nursing Care of Patients with Impaired Mental Processes	3
NURS	203(P)	Clinical Practice of Nursing Care of Patients with Impaired Mental Processes	1
			12
Sixth Term			
NURS	204(T)	Theory of Nursing Care of Children and Adolescents	3
NURS	204(LP)	Laboratory and Clinical Practice of Nursing Care of Children and Adolescents	2
ESPA	103	Basic Spanish I	3
INGL	101	Basic English I	3
FACT	102	Computerized Billing	3
			14
Seventh Term			
INSA	205	Hospital Medical Statistics	3
INGL	102	Basic English II	3
ESPA	302	Writing and Composition	3
NURS	301	Nursing Care of Clients with Chronic or Acute Pathophysiology's	3
Eight Term			
INGL	305	Conversational English	2
NURS	302	Research Foundations for Nursing Practice	3
NURS	303(T)	Theory of Health and Physical Examination Assessment	2
NURS	303(L)	Laboratory of Health and Physical Examination Assessment	2
HUMA	105	Occidental Culture I	3
			12
Ninth Term			
EMED	101(T)	Theory of Nursing Documentation Using Electronic Health Records	2
EMED	101(L)	Laboratory of Nursing Documentation Using Electronic Health Records	1
NURS	401(T)	Theory Principles and Theories of Leadership and	

		Administration in Nursing	3
NURS	401(L)	Laboratory of Principles and Theories of Leadership and Administration in Nursing	1
NURS	402(T)	Theory of Nursing Care for the Family and Community	2
NURS	402(P)	Clinical Practice of Nursing Care for the Family and Community	2
			11
Tenth Term			
NURS	404(T)	Theory of Critical Care in the Adult Patient	2
NURS	404(LP)	Laboratory and Clinical Practice of Critical Care in the Adult Patient	2
NURS	405	Transition to the Role of Professional Nursing Seminar	3
		Elective	3
			10

General Education Courses	38
Related Courses	20
Concentration Courses	61
Elective Courses	3
Total Credits	122

Associate Degree in Office Administration

(24 months) (Entry- level – Associate Degree)

This is a college level occupational program consisting of 70 credit-hours (1,320 credit hours) that can be completed in approximately six academic terms. It has 21 general education credits, 9 related courses credits, 37 concentration courses and 3 elective credits. The objective of the program is to provide conditions that help the student develop the necessary skills, techniques, and abilities to perform the role of a secretary in businesses and modern offices. The Associate Degree in Secretarial Sciences offers the student the opportunity to develop skills in the use and management of current technologies in computerized office practices such as office suite programs and Internet web based electronic applications and equipment, essential nowadays in the modern office.

Students in the program of Associate Degree in Office Administration can perform the following tasks:

- Administrative Secretary
- Administrative Assistant
- Administrative Official
- Office Assistant System
- Secretary
- Office Clerk
- Receptionist

The specific objectives of the study program are:

1. To provide educational experiences so that the students can develop the techniques and skills of secretarial procedures using modern technology to perform the tasks in an office.

2. To foster the acquisition of the basic language skills in Spanish and English to achieve more effective oral and written communication.

3. To provide the conditions that allow the students to develop the personal qualities and attitudes that contribute to their success as employees and overall self- realization.

Courses Distribution

General Education **21 credits**

Basic Spanish I
Basic Spanish II
Basic English I
Basic English II
Basic Mathematics I
Social Sciences I
Social Sciences II

Related Courses

9 credits

Business English
Business Spanish
Human Relations

Concentration Courses **37 credits**

Introduction to Keyboarding
Introduction to Data Processing
Speed Writing in Spanish
Production in Data Processing I
Production in Data Processing II
Database Management
Speed Writing in English
Accounting I
Administrative Procedures in Office Information
Systems Use and Management of Applications I
Management and Control of Documents
Supervised Practice

Elective Courses **3 credits**

Principles of Management
Use and Management of Applications II
Principles of Marketing
Use and Management of Internet

Associate Degree in Office Administration
Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
INGL	101	Basic English I	3
COMP	101	Introduction to Keyboarding	3
SICO	201	Human Relations	3
			12
Second Term			
ESPA	104	Basic Spanish II	3
INGL	102	Basic English II	3
CISE	101	Speed Writing in Spanish	3
CISE	132	Introduction to Data Processing	3
MATE	101	Basic Mathematics I	3
			15
Third Term			
INGL	201	Business English	3
CISE	231	Production in Data Processing I	3
ESPA	201	Business Spanish	3
CISE	115	Speed Writing in English	3
			12

Fourth Term

COMP	231	Use and Management of Applications I	3
CISE	232	Production in Data Processing II	3
CISE	255	Administrative Procedures in Office Information Systems	3
COMP	255	Database Management	3
			12

Fifth Term

CISO	101	Social Sciences I	3
CONT	111	Accounting I	4
CISE	251	Management and Control of Documents	3
CISO	102	Social Sciences II	3
			72
			13

Sixth Term

CISE	265	Supervised Practice	3
		Elective	3
			6

General Education	21
Related Courses	9
Concentration Courses	37
Elective Course	3
	70

Associate Degree in Secretarial Sciences with Concentration in Medical Billing and Collection

(24 months) (Entry- level – Associate Degree)

This is a college level occupational program consisting of 73 semester credit hours (1,350 contact hours) that can be completed in approximately six academic terms. It has 21 general education credits, 10 related courses credits, 39 concentration courses and 3 elective credits. The objective of the program is to provide conditions that help the student develop the necessary skills, techniques and abilities to perform in a hospital facility or in a medical office in the administrative, secretarial aspects of medical insurance billing and collection and secretary in businesses and modern offices. It also offers the students the opportunity to learn to use and work with word processors, computerized applications, and electronic equipment in the modern office.

Students in the program of Associate Degree in Secretarial Sciences with Concentration in Medical Billing and Collection can perform the following tasks:

- Clerk with Medical Billing
- Medical Billing
- Administrative Secretary
- Administrative Assistant
- Administrative Official
- Office System Assistant
- Secretary
- Data Entry
- Office Clerk
- Receptionist

- Customer

Services The specific objectives of the

program are:

1. To provide educational and laboratory experiences inclined to helping the students develop technical skills related to secretarial procedures using modern technology to perform the tasks in the office.

2. To create essential educational experiences that generate the student's ability to master the basic language skills in Spanish and English that will allow them to achieve effective oral and written communication.

3. To foster adequate educational activities that facilitate maximum development of personal qualities that contribute to their professional and personal success.

4. To provide laboratory experiences that allow the students to develop the ability to perform administrative tasks involved in the management of a medical office, such as reception, costumer services, patient or client, filing, management of medical records, and use of the computer.

5. To foster conditions that facilitate the development of the ability to transcribe medical information accurately.

6. To perform the medical insurance billing and collection process.

Courses Distribution

General Education **21 credits**

Basic Spanish I
Basic English I
Basic Spanish II
Basic English II
Basic
Mathematics I
Social Sciences
I Social
Sciences II

Related Courses **10 credits**

Business
Spanish
Human
Relations
Accounting I

Concentration Courses **39 credits**

Introduction to
Keyboarding Introduction
to Data Processing Speed
Writing in Spanish Speed
Writing in English
Data Base Management
Billing and Collection to Medical
Plans I Computerized Billing
Production in Data
Processing I Medical
Terminology
Medical Terminology II (Coding)
Management and Control of
Documents
Administrative Procedures in Office Information
Systems Supervised Practice

Elective Courses **3 credits**

Principles of
Management Business
English Principles of
Marketing
Use and Management of
Applications I Use and Management
of Applications II Use and
Management of Internet

Associate Degree in Secretarial Sciences with Concentration in Medical Billing and Collection

Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
INGL	101	Basic English I	3
COMP	101	Introduction to Keyboarding	3
SICO	201	Human Relations	3
			12
Second Term			
ESPA	104	Basic Spanish II	3
INGL	102	Basic English II	3
CISE	132	Introduction to Data Processing	3
CISE	101	Speed Writing in Spanish	3
FACT	101	Billing and Collection to Medical Plans I	3
			15
Third Term			
MATE	101	Basic Mathematics I	3
CISE	115	Speed Writing in English	3
TEME	101	Medical Terminology	3

CISE	231	Production in Data Processing I	3
			12
Fourth Term			
CISO	101	Social Sciences I	3
TEME	102	Medical Terminology II	3
COMP	255	Data Base Management	3
ESPA	201	Business Spanish	3
			12
Fifth Term			
CISE	255	Administrative Procedures in Office Information Systems	3
CISE	251	Management and Control of Documents	3
CONT	111	Accounting I	4
FACT	102	Computerized Billing	3
			13
Sixth Term			
CISO	102	Social Sciences II	3
FACT	265	Supervised Practice	3
		Elective Course	3
			9

General Education Courses	21
Related Courses	10
Concentration Courses	39
Elective Courses	3
	73

Associate Degree in Business Administration in Accounting

(24 months) (Entry- level – Associate Degree)

This is a college level occupational program consisting of 69 credit hours (1,080 contact hours), which can be completed in approximately six academic terms. It has 18 general education credits, 18 related courses credits and 33 concentration courses credits. The objective of the program is to develop the skills, techniques, and abilities that the students will need to manage businesses effectively. Students in the program of Associate Degree in Business Administration in Accounting can perform the following tasks:

- Office Manager
- Accounting Officer
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Check Asset Accounting
- Accounting Clerk
- Accounting Manager
- Finance Director
- Financial Analyst
- Services (Cash Register)
- Customer Services (Cashier)
- Administrative Assistant
- Store Manager
- Sales Agent
- Tax Returns Preparer

The specific objectives of the study program are the following:

1. To develop in the students the management and planning skills and techniques needed to perform in public and private businesses.

2. To prepare the students in those skills and tools needed to analyze financial data of a business and facilitate making management decisions.

3. To develop in the students the humanistic aspects and social foundations used in management and in personal aspects of life.

Courses Distribution

General Education **18 credits**

Basic Spanish I
Basic English I
Basic Spanish II
Basic English II
Basic
Mathematics I
Social Sciences
I

Related Courses **18 credits**

Business
English
Business
Spanish
Introduction to Keyboarding
Use and Management of
Applications I Human Relations
Entrepreneurship

Concentration Courses **33 credits**

Principles of
Management Accounting
I
Accounting II
Accounting III
Accounting IV
Principles of
Economy Puerto
Rico Income Tax
Computerized Accounting
Introduction to Federal Income Tax

Associate Degree in Business Administration in Accounting Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
INGL	101	Basic English I	3
MATE	101	Basic Mathematics I	3
COMP	101	Introduction to Keyboarding	3
			12
Second Term			
ESPA	104	Basic Spanish II	3
INGL	102	Basic English II	3
ADMI	205	Principles of Management	3
CONT	111	Accounting I	4
			13
Third Term			
INGL	201	Business English	3
SICO	201	Human Relations	3
ESPA	201	Business Spanish	3
CONT	112	Accounting II	4
			13
Fourth Term			
ADMI	352	Entrepreneurship	3
CONT	203	Accounting III	4
ECON	236	Principles of Economy	3
CISO	101	Social Sciences I	3
			13
Fifth Term			
CONT	216	Puerto Rico Income Tax	4
CONT	204	Accounting IV	4
CONT	221	Introduction to Federal Income Tax	4
			12
Sixth Term			
COMP	231	Use and Management of Applications I	3
CONT	206	Computerized Accounting	3
			6

General Education Courses	18
Related Courses	18
Concentration Courses	33
	69

Associate Degree in Electric Technology with Renewable Energy

(24 months) (Entry-level – Associate Degree)

This is a college level occupational program consisting of 68 credit hours (1,360) that can be completed in approximately six terms or 24 months. It has 12 general education credits, 6 related courses credits, 50 concentration courses and 3 elective credits. The main objective of the program is to provide the knowledge that students need to become part of the work environment quickly and effectively in the field of electricity with the renewable energy component.

Students in the program of Associate Degree in Electric Technology with Technical Drawing in Computers can perform the following tasks:

- Maintenance Mechanic
- Maintenance Technician
- Electric Technician
- Electric Technician Assistant
- Electrician
- Electrician Assistant
- Renewable Energy Systems Installer
- Renewable Energy Systems Repairman
- Renewable Energy Systems Salesman
- Renewable Energy Systems Manufacturer
- Renewable Energy Systems Customer Service

Agent The specific objectives of the study program are:

1. To prepare students to become skillful in the field of machinery, electric connections, renewable energy, power systems, electric control systems, electronics, and computers.

2. To prepare students to carry out different tasks related to the electricity industry, taking in consideration the security rules, codes, and established regulations.

3. To prepared students to take the validation exam test required to become a Certified Electrician of Puerto Rico.

4. To integrate the students' technical knowledge to the intellectual and humanistic elements needed to attain professional success.

Courses Distribution

General Education **12 credits**

Basic Spanish I
Basic English I
Basic
Mathematics II
Human
Relations

Related Courses **6 credits**

Principles of Physics
Entrepreneurs
hip

Concentration Courses **50 credits**

Basics in Electric
Circuits
Electric Power

Systems
Modern Lighting Systems
Smart Grids Fundamental
Electric Machine
Electric Installations I
Electric Control with
PLC
Transmision and Distribution
Systems
Review of the Validation Examinations for Electricians
Supervised Practice
Introduction to
Engineering
Fundamentals of Renewable
Energy
Photovoltaics and Eolic Energy Systems with
Laboratory
Documentation and Technical Reports

The students who graduate from the program of Associate Degree in Electric Technology with Renewable Energy should comply with the requirements of the Board of Electricians of Puerto Rico to take a licensure examination in the program field.

The licensure requirements for electrician's graduates from the AD in Electric Technology with Technical Drawing in Computers are:

Approve the Assistant Expert Electrician Examination. The examination has a cost of $100.00. In addition, the student must comply with the following:

a. The graduate must be 18 years or older.
b. Provide a negative debt certificate from the Child Support Administration (ASUME).
c. Payment of a $30.00 fee.
d. A negative Criminal Record Certification.
e. A medical certification attesting good physical and mental health to work in construction projects.
f. A Public Health Certification.

New Requirement for License Applications Pursuant to Act 161-2016:

Applicants must have graduated from a general electricity program that includes renewable energy and a practice at the college or technological institute attached to the public education system; or otherwise, have graduated from a private college accredited by the Department of State of Puerto Rico, Office of Registration and Licensing of Educational Institutions, or by other institutions created by law to those purposes. Another option would be to have graduated from an engineering program from the accredited university, provided that, in both cases, the program consists of a minimum of 1,000 study hours and practice. Moreover, the Technological- Occupational Learning Council has the authority to validate study hours for experience.

People who are excused from complying with this Act's provisions:

Candidates who have completed the certified electrician license application process (filled out the application, issued the payment, uploaded all required current documents in the right format) prior to

July 30, 2017, are exempt from complying with the studies in renewable energy requirement. They are excused from being assessed in that subject matter during the exam. Professional Credential Services, Inc. administers the certification examinations given two times a year.

Associate Degree in Electric Technology with Renewable Energy
Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
MATE	103	Basic Mathematics II	3
ENGI	101	Introduction to Engineering	3
ELEC	101	Basic in Electric Circuits	5
			14
Second Term			
INGL	101	Basic English I	3
ELEC	212	Modern Lighting Systems	3
ELEC	102	Electric Power Circuits	4
ENRE	110	Fundamentals of Renewable Energy	3
			13
Third Term			
FISI	101	Principles of Physics	3
SICO	201	Human Relations	3
ELEC	210	Electric Installations I	4
ELEC	201	Electric Machines	4
			14
Fourth Term			
ELEC	230	Transmission and Distribution Systems	4
ELEC	220	Electric Controls and PLC	4
ELEC	250	Smart Grids Fundamentals	3
ENRE	115	Photovoltaics and Eolic Energy Systems with Laboratory	4
			15
Fifth Term			
ADMI	352	Entrepreneurship	3
ELEC	260	Documentation and Technical Reports	3
ELEC	265	Supervised Practice	3
ELEC	240	Review of the Validation Examinations for Electricians	3
		Elective	12

General Education Courses	12
Related Courses	6
Concentration Courses	50
	68

Associate Degree in Refrigeration and Air Conditioning
Technology with Technical Drawing in Computers
(24 months) (Entry- level – Associate Degree)

This is a college level occupational program consisting of 77 credit hours (1,500 credit hours) than can be completed in approximately six (6) academic terms. It has 18 general education credits, 10 related courses credits, 46 concentrations courses and 3 elective credits. The main objective of the program is to provide the necessary knowledge so that its graduates can enter and adapt to the work environment in a fast and effective way.

Students in the program of Associate Degree in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers can perform the following tasks:

- Refrigeration Technician (Residential – Commercial – Industrial)
- Refrigeration Technician Assistant (Residential – Commercial – Industrial)
- Refrigeration and Automotive Air Conditioning Technician Assistant
- Refrigeration and Automotive Air Conditioning Technician

Courses Distribution

General Education **18 credits**

Basic Spanish I
Basic Spanish II
Basic English I
Basic English II
Basic
Mathematics I
Basic
Mathematics II

Related Courses **10 credits**

Introduction to Technical Drawing in
Computers Technical Drawing in Computers
Principles of
Physics Human
Relations

Concentration Courses **46 credits**

Fundamentals of the Physics Concepts Applied to
the Refrigeration and Air Conditioning
Technology
Fundamentals of the Refrigeration and Air Conditioning Technology
Principles of Refrigeration and Air Conditioning
Motors & Controls for Refrigeration and Air
Conditioning
Psychometric and Heat Loads
Domestic Refrigeration and Air Conditioning Systems
Refrigeration and Air Conditioning Commercial and
Industrial Systems
Automotive Air Conditioning Systems
Design of Air Condition Conductors Using the Computer
Supervised Practice for Refrigeration and Air Conditioning
Review of Validation Test for Refrigeration and Air Conditioning
Technician Basics in Electric Circuit
Industrial Seminar

Elective Courses **3 credits**

Principles of Marketing
Use and Management of
Applications I Use and Management

of Applications II Introduction to Keyboarding

Associate Degree in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers

Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
MATE	101	Basic Mathematics I	3
REFR	100	Fundamentals of the Physics Concepts Applied to the Refrigeration and Air Conditioning Technology	3
REFR	101	Fundamentals of the Refrigeration and Air Conditioning Technology	1
ELEC	101	Basic in Electric Circuit	5
			15
Second Term			
ESPA	104	Basic Spanish II	3
MATE	103	Basic Mathematics II	3
DIBU	101	Introduction to Technical Drawing in Computers	2
REFR	201	Principles of Refrigeration and Air Conditioning	5
			13
Third Term			
DIBU	102	Technical Drawing in Computers	2
REFR	210	Motors & Controls for Refrigeration and Air Conditioning	7
REFR	102	Psychometric and Heat Loads	3
			12
Fourth Term			
INGL	101	Basic English I	3
FISI	101	Principles of Physics	3
SICO	201	Human Relations	3
REFR	220	Domestic Refrigeration and Air Conditioning Systems	4
			13
Fifth Term			
INGL	102	Basic English II	3
REFR	230	Refrigeration and Air Conditioning Commercial and Industrial Systems	7
REFR	240	Automotive Air Conditioning Systems	3
			13
Sixth Term			
REFR	250	Design of Air Condition Conductors Using the computer	1
SEMI	201	Industrial Seminar	1
REFR	265	Supervised Practice for Refrigeration and Air Conditioning	3
REFR	270	Review of Validation Test for Refrigeration	

and Air Conditioning Technician	3
Elective Course	3
	11

General Education Courses	18
Related Courses	10
Concentration Courses	46
Elective Courses	3
	77

Students who graduate from the Refrigeration and Air Conditioning Technology with Technical Drawing in Computers Program should comply with the requirements of the Board of Refrigeration of Puerto Rico to take a licensure examination in the program field.

To qualify for the certification of refrigeration and air conditioning technicians, a graduate must have passed the EPA 608 and EPA 609 licensure, submit a copy of the diploma or transcript of credits certifying they completed 800 credit hours of a refrigeration and air condition technician program from an accredited institution. The graduate shall pay a fee of $100.00 and complete the online application. Professional Credential Services, Inc. administers the certification examinations given two times a year.

Associate Degree in Pharmacy Technician

(24 months)1Entry- Level – Associate Degree

This is a college level occupational program consisting of 60 credit hours (1,375 contact hours) that can be completed in approximately six (6) terms. It consists of 9 general education credits, 48 concentration courses and 3 elective credits. The main objective of the program is to provide the student the knowledge needed to successfully perform in the field of pharmacy, healthcare providers, and areas related to the pharmaceutical industry.

Students in the program of Associate Degree in Pharmacy Technician can perform the following tasks:

- Pharmacy Assistant
- Pharmacy Technician Assistant
- Customer Services – Pharmacy
- Medical Billing in Pharmacy
- Quality Control in the Pharmaceutical Industry
- Management of Medical Devices
- Inventory Manager (Pharmacy)
- Customer Service – Drugstore
- Medication

Buyer Specific Objectives of the Study

Program

After students have taken the courses of the Associate Degree in Pharmacy Technician Assistant, they will:

1. Be prepared to take the validation test required by law to obtain the

certificate of Pharmacy Assistant Technician.

2. Have developed the necessary skills to work as a Pharmacy Technician Assistant under the supervision of a Registered Pharmacists.

3. Be able to provide high levels of pharmaceutical care in hospitals pharmacies, pharmaceutical industries, and related areas.

4. Be able to mix and weight components according to specific formula instructions.

5. Be able to perform manufacturing tasks following the operational procedures (SOP's) and good manufacturing practices (GMP's).

6. Obtain knowledge on medical plan billing and reimbursement systems.

7. Be trained to work with health care providers and pharmacy benefit management (PBM)

Courses Distribution

General Education **9 credits**

Basic Spanish I
Basic English I
Basic
Mathematics I

Concentration Courses **48 credits**

Introduction to
Pharmacy
Pharmacognosy
Legal Field and Pharmaceutical
Legislation Basic Pharmacology
Pharmacy Techniques I with
Lab Pharmacy Techniques II
with Lab
Pharmacy Administration Computerized
Systems Dosage
Pharmaceutical
Mathematics I
Pharmaceutical
Mathematics II Clinical
Pharmacology
Integrated Principles in Pharmacy

Seminar on Practice and Intern I
Seminar on Practice and Intern II
Seminar on Practice and Intern III

Elective Courses **3 credits**

Human Anatomy & Physiology
Use and Management of
Internet Use and Management
of Computers

Associate Degree in Pharmacy Technician

Curricular Sequence

First Term			
INGL	101	Basic Spanish I	3
MATE	101	Basic Mathematics I	3
FARM	101	Introduction to Pharmacy	3
ESPA	103	Basic Spanish I	3
			12
Second Term			
FARM	230	Pharmacognosy	3
FARM	220	Pharmacy Techniques I with Lab	3
MATE	111	Pharmaceutical Mathematics I	3
FARM	201	Basic Pharmacology	3
			12
Third Term			
MATE	112	Pharmaceutical Mathematics II	3
FARM	210	Pharmacy Administration Computerized Systems	3
FARM	205	Clinical Pharmacology	3
FARM	221	Pharmacy Techniques II with Lab	3
			12
Fourth Term			
FARM	111	Legal Field and Pharmaceutical Legislation	3
FARM	264	Seminar on Practice and Intern I	4
POSO	101	Dosage	3
			10
Fifth Term			
FARM	265	Seminar on Practice and Intern II	4
FARM	250	Integrated Principles in Pharmacy	3
		Elective Course	3
			10
Sixth Term			
FARM	266	Seminar on Practice and Intern III	4
			4

General Education Courses	9
Concentration Courses	48
Elective Courses	3
	60

Students who graduate from the Pharmacy Technician Assistant Program should comply with the requirements of the Board of Pharmacy of Puerto Rico in order to be able to take a licensure examination in the program field.

To qualify for the license of pharmacy technician assistant a graduate student must complete and approve a validation test provided by the Board of Pharmacy of Puerto Rico. Candidates are also required to register at the Office of Regulation and Certification of Health Professionals/Licensing and Medical Discipline Board. The graduate must provide a Validated Negative Criminal Record, evidence of the completion of 1,000 hours of externship, the authorization of the Board for the Externship, two money orders of a total of $210, and an affidavit signed by a public notary. The licensure examination is administered by DIDAXIS three times a year.

Students who graduate from the Pharmacy Technician Assistant Program should comply with the requirements of the Board of Pharmacy of Puerto Rico in order to be able to take a licensure examination in the program field.

To qualify for the license of pharmacy technician assistant a graduate student must complete and approve a validation test provided by the Board of Pharmacy of Puerto Rico. Candidates are also required to register at the Office of Regulation and Certification of Health Professionals/Licensing and Medical Discipline Board. The graduate must provide a Validated Negative Criminal Record, evidence of the completion of 1,000 hours of externship, the authorization of the Board for the Externship, two money orders of a total of $210, and an affidavit signed by a public notary. The licensure examination is administered by DIDAXIS three times a year.

Associate Degree in Dental Assistant with Expanded Duties (24 months) (Entry-level – Associate Degree)

(This program is offered in the following modalities: in-person and online (distance education), it does not include laboratories or practical sessions, which are offered in person).

This college level occupational program consists of 75 credits (1,515 contact hours) and may be completed in approximately six (6) terms or two (2) years. It has 12 general education credits, 13 related courses credits and 50 concentrations courses credits. The main objective of the study program is to provide the basic knowledge required to perform as a Dental Assistant with Expanded Duties and a component of Billing in the area.

Students in the program of Associate Degree in Dental Assistant with Expanded Duties can perform the following tasks:

- Dentist Assistant
- Dental Assistant
- Hygienist
- Office Assistant in Dental

Office The specific objectives of the study

program are:

1. To prepare each student with the abilities required by the dental assistant field such as clinical, radiography, administrative, and laboratory procedures.

2. To provide students with the knowledge required to excel in the accreditation and certification test administered in Puerto Rico.

3. To provide students with academic experience in all the areas of a dental assistant within General Dentistry and its specialties.

4. To bestow each student with professional and ethical references that will allow them to appropriately perform their functions as a dental assistant and as a team worker in the health sciences.

5. To provide the apprentice with life experiences in an intra and extramural practice place.

Courses Distribution

General Education **12 credits**

Basic English I
Basic English II
Basic Spanish I
Basic
Mathematics I

Related Courses **13 credits**

Human Anatomy and Physiology
General Biology I
Business
Spanish
Human
Relations

Concentration Courses **50 credits**

Dental, Head and Neck Anatomy
Dental Materials Theory and Lab
Dental Instruments Theory and
Lab Oral Histology and
Embryology Dental Radiology
with Laboratory

Clinical Sciences I
Infections Control
Microbiology and Oral Pathology

Dental Office Management/Ethics and Jurisprudence
Clinical Sciences II
Preventive Dentistry/Nutrition and
Laboratory Dental Pharmacology
Dental Insurance Billing/HIPPA
Law Expanded Duties Lab
Practice in Dental Assistant with Expanded Duties
Externship Occupational Orientation and Validation Test
Review Seminar

Associate Degree in Dental Assistant with Expanded Duties

Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
INGL	101	Basic English I	3
DENT	101	Dental, Head and Neck Anatomy	3
BIOL	101	General Biology I	4
			13
Second Term			
ANFI	101	Human Anatomy and Physiology	3
DENT	111	Dental Materials Theory and Lab	5
DENT	112	Dental Instruments Theory and Lab	4
DENT	122	Clinical Sciences I	2
			14
Third Term			
DENT	121	Oral Histology and Embryology	2
DENT	123	Dental Radiology with Laboratory	5
DENT	125	Infections Control	3
DENT	126	Microbiology and Oral Pathology	2
			12
Fourth Term			
DENT	202	Clinical Sciences II	2
INGL	102	Basic English II	3
DENT	203	Preventive Dentistry/Nutrition and Laboratory	4
DENT	205	Dental Pharmacology	2
DENT	211	Expanded Duties Lab	3
			14
Fifth Term			
ESPA	201	Business Spanish	3
DENT	213	Dental Insurance Billing/HIPPA Law	3
MATE	101	Basic Mathematics I	3
DENT	201	Dental Office Management/Ethics and Jurisprudence	3
			12
Sixth Term			
SICO	201	Human Relations	3
DENT	221	Practice in Dental Assistants with Expanded Duties Externship	3
DENT	222	Seminar	1

DENT	223	Occupational Orientation and Validation Test Review	3
			10
General Education Courses			12
Related Courses			13
Concentration Courses			50
			75

Students who graduate from the program of Dental Assistance with Expanded Duties should comply with the requirements of the Board of Dental Assistants of Puerto Rico to take a licensure examination.

The graduate students of the Dental Assistance with Expanded Duties Program must complete and apply for the examination to obtain a licensure to work in the profession to the Board of Dental Assistants of Puerto Rico. It must be signed by a Public Notary. Graduates shall register with the Office of Regulation and Certification of the Health Professionals/Licensing and Medical Discipline Board. The Board also requires that the candidate presents the following documents: a Birth Certificate, a Negative Criminal Record Certificate, copy of the diploma, official transcript of credits, a certificate of graduation from the Dental Assistance with Expanded Duties Program. The examination is administered by DIDAXIS two times a year.

Certificate in Electrical Technology with PLC

(12 months) (Entry- level – non-Degree)

Program Description

(This program is offered in the following modalities: in-person and online (distance education), it does not include laboratories or practical sessions, which are offered in person).

The Certificate in Electrical Technology with PLC occupational program consists of 47 credit hours totaling 1000 contacts hours and can be completed in one year, or three (3) academic terms. It has 9 general education credits and 38 concentration courses credits. The main objective of the program is to provide participants with the knowledge they need to become part of the work environment in the field of Electrical Technology with PLC.

Students in the program of Certificate in Electrical Technology with PLC can perform the following tasks:

- Mechanic
- Maintenance Mechanic
- Electrician
- Assistant Electrician
- Maintenance Technician
- Assistant Electrician

Technician The specific objectives of the program

are:

1. To provide students with the skills on Electrical Technology with PLC for areas of domestic, commercial, and industrial systems.

2. To promote and provide knowledge on technical design through the computer to repair schemes and schematics.

3. To prepare students to work in the industry following the security codes and regulations established for this purpose.

4. To prepare students for the validation test needed to become a Certified Electricians of Puerto Rico.

5. To integrate the technical, human, and intellectual elements needed to achieve professional success.

Courses Distribution

General Education **9 credits**

Basic Spanish I
Basic English I
Basic
Mathematics II

Concentration Courses **38 credits**

Basic in Electric
Circuits Electric
Controls and PLC
Electric Installations I
Electric Machines
Electric Power
Circuits
Electronic Circuits with Lab
Fundamentals of Renewable
Energy
Photovoltaics and Eolic Energy Systems with
Laboratory Supervised Practice
Review of the Validation Examination for Electricians

Certificate in Electrical Technology with PLC Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
INGL	101	Basic English I	3
ELEC	101	Basic in Electric Circuits	5
MATE	103	Basic Mathematics II	3
ENRE	110	Fundamentals of Renewable Energy	3
			17
Second Term			
ELEC	102	Electric Power Circuits	4
ELEC	201	Electric Machines	4

ELEC	210	Electric Installations I	4
ENRE	115	Photovoltaics and Eolic Energy Systems with Laboratory	4
			16
Third Term			
ELEC	220	Electric Controls and PLC	4
ELEC	103	Electronic Circuits with Lab	4
ELEC	240	Review of the Validation Examination for Electricians	3
ELEC	265	Supervised Practice	3
			14
Total Credits			47
General Education Courses			9
Concentration Courses			38
			47

The licensure requirements for electrician graduates from the Electrical Technology with PLC Program are:

Approved the Assistant Expert Electrician Examination. The examination has a cost of $100.00.

a. The graduate must be 18 years or older.
b. Must provide a negative debt certificate from the Child Support Administration (ASUME)
c. Make a payment of a $30.00 fee.
d. Present a negative Criminal Record Certification
e. Present a medical certification attesting good physical and mental health to work in construction projects.
f. Present a Public Health Certification.

New Requirement for License Applications Pursuant to Act 161-2016:

Applicants must have graduated from a general electricity program that includes renewable energy and a practice at the college or technological institute attached to the public education system; or otherwise, have graduated from a private college accredited by the Department of State of Puerto Rico, Office of Registration and Licensing of Educational Institutions, or by other institutions created by law to those purposes. Another option would be to have graduated from an engineering program from the accredited university, provided that, in both cases, the program consists of a minimum of 1,000 study hours and practice. Moreover, the Technological- Occupational Learning Council has the authority to validate study hours for experience.

People who are excused from complying with this Act's provisions:

Candidates who have **completed the certified electrician license application process (filled out the application form, issued payment, uploaded all required current documents in the right format) prior to July 30, 2017**, are exempt from complying with the studies in renewable energy requirement. They are excused from being assessed in that subject matter during the exam. Professional Credential Services, Inc. administers the certification examinations given

two times a year.

Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers

(12 months) (Entry- level – non-Degree)

The Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers is a post-secondary level program. The program consists of 48 credit hours totaling 1,005 contact hours, and can be completed in approximately one year, or three (3) academic terms. It has 9
general education credits, 5 related courses credits and 34 concentration courses credits. The main objective of the Certification in Refrigeration and Air Conditioning Technology with Technical Drawing in Computer study program is to provide students with the necessary knowledge required so that graduates may become part of the work force as rapidly as possible. The Institution confers a certificate.

Graduated students from the Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computer Program can perform the following tasks:

- Refrigeration Technician
- Refrigeration Technician Assistant
- Refrigeration and Automotive Air Conditioning Technician

Assistant The specific objectives of the program are:

1. To qualify the students with Refrigeration and Air Conditioning skills for domestic, commercial, industrial, and schematic systems.

2. To accomplish different tasks in the refrigeration and air conditioning industry using the established safety rules and codes.

3. To prepare students for the validation test to become Certified Refrigeration Technicians

4. To complement their technical knowledge with the intellectual elements needed to achieve professional success.

Courses Distribution

General Education **9 credits**

Basic Spanish I
Basic English I
Basic
Mathematics II

Related Courses **5 credits**

Introduction to Technical Drawing in
Computer Human Relations

Concentration Courses **34 credits**

Basics in Electric Circuits
Fundamentals of the Physics Concepts Applied to the Refrigeration and Air Conditioning Technology
Fundamentals of the Refrigeration and Air Conditioning Principles of Refrigeration and Air Conditioning Domestic Refrigeration and Air Conditioning Systems
Automotive Air Conditioning System
Refrigeration and Air Conditioning in Commercial and Industrial Systems
Supervised Practice in Refrigeration and Air Conditioning
Review of Validation Test for Refrigeration and Air Conditioning Technician

Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers

Curricular Sequence

First Term			
ESPA	103	Basic Spanish I	3
REFR	100	Fundamentals of the Physics Concepts Applied to the Refrigeration and Air Conditioning Technology	3
REFR	101	Fundamentals of the Refrigeration and Air Conditioning Technology	1
MATE	103	Basic Mathematics II	3
ELEC	101	Basics in Electric Circuits	5
			15
Second Term			
REFR	201	Principles of Refrigeration and Air Conditioning	5
REFR	220	Domestic Refrigeration and Air Conditioning Systems	4
REFR	240	Automotive Air Conditioning System	3
DIBU	101	Introduction to Technical Drawing in Computer	2
INGL	101	Basic English I	3
			17
Third Term			
REFR	230	Refrigeration and Air Conditioning in Commercial and Industrial Systems	7
REFR	265	Supervised Practice in Refrigeration and Air Conditioning	3
REFR	270	Review of Validation Test for Refrigeration and Air Conditioning Technician	3
SICO	201	Human Relations	3
			16
General Education Courses			9

Related Courses	5
Concentration Courses	34
	48

Students who graduate from the Certificate in Refrigeration and Air Conditioning Technology with Technical Drawing in Computers Program should comply with the requirements of the Board of Refrigeration of Puerto Rico to take a licensure examination in the program field.

To qualify for the certification of refrigeration and air conditioning technicians a graduate must have passed the EPA 608 and EPA 609 licensure, submit a copy of the diploma or transcript of credits certifying they completed 800 credit hours of a refrigeration and air condition technician program from an accredited institution. The graduate shall pay a fee of $100.00 and complete the online application. Professional Credential Services, Inc. administers the certification examinations given two times a year.

VIII. COURSES DESCRIPTION

ADMI 205 PRINCIPLES OF MANAGEMENT 3 CREDITS

This course has been prepared so that the students learn the principles of basic management in business organizations, that are related to the planning, organization, management, control, and the decisional process phases. The course has been designed to provide the student with useful and relevant information conducting to success achievement in the management field.

RE-REQUISITE: NONE
LECTURE HOURS: 45 HRS.
OUT OF CLASS WORK: 90 HRS

ADMI 235 PRINCIPLES OF MARKETING 3 CREDITS

This course studies the functions needed for the distribution of goods and services, from the producer to the final consumer. It analyses the varieties controlled by the enterprise: Product, Price, Promotion and Distribution. The student is acquainted with the laws that rule the market.

PRE-REQUISITE: NONE
LECTURE HOURS: 45 HRS.
OUT OF CLASS WORK: 90 HRS.

ADMI 340 ORGANIZATIONAL BEHAVIOR 3 CREDITS

The Organizational Behavior Course exposes the students to the impact exerted by persons, groups, and the organizational structure of the human behavior over organizations. The student develops the capacity to apply the knowledge, theory and principles learned, contributing in this manner to improve the organization's effectiveness. Provides a conceptual framework that allows the student to explain and predict human behavior in organizations.

PRE-REQUISITE: ADMI 205 / SICO 201
LECTURE HOURS: 45

HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 350 HUMAN RESOURCES MANAGEMENT 3 CREDITS

The course of Human Resource Management explains the functions of strategic administration and planning of human resources. It discusses the recruitment and the selection process of personnel; shows job analysis, performance evaluation, remuneration, qualification, and development. It discusses the subjects of labor relations, collective bargain, security, and employees' rights.

PRE-REQUISITE: ADMI 205 / ADMI 340
LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 351 LEADERSHIP AND SUPERVISION 3 CREDITS

The Leadership and Supervision course describes the administrative functions encompassed in the supervision of personnel and teams. It addresses conflict management, leader contribution and effective communication in the process of achieving goals. It analyses personnel recruitment, motivation, and management of change of fundamental areas in a supervisor's relationships at work.

PRE-REQUISITE: ADMI
350 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 352 ENTREPRENEURSHIP 3 CREDITS

The course covers the details involved in research, planning, developing, and managing a business with the aim to generate a profit. It analyzes how to recognize a business opportunity, evaluates whether to engage on a startup, or buy an established one. It describes how to conduct a market analysis and oversee a business process that includes procurement, inventory, operation, and finance administration.

PRE-REQUISITE: FOR STUDENTS OF DEGREE IN BUSINESS ADMINISTRATION WITH MAJOR IN MANAGEMENT: ADMI
350 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 401 BUSINESS ETHICS 3 CREDITS

The Business Ethics Course includes the study of fundamental concepts of Ethics, and Professional and Business Ethics. The understanding and absorption of theoretical contents is harmonized with the practical analysis of case studies.

PRE-REQUISITE: ADMI 205
LECTURE HOURS: 45 HRS.
OUT OF CLASS WORK: 90 HRS

ADMI 410 **BUSINESS LAW** **4 CREDITS**

The Business Law course includes the study of different branches, division and law classification, and the laws and norms that apply to different types of organizations. The principles and requirements of civil law and its jurisprudence are analyzed. In addition, the course includes the study of negotiable instruments most used and the laws that apply.

PRE-REQUISITE:
NONE LECTURE
HOURS: 60 HRS.
OUT OF CLASS WORK: 120 HRS.

ADMI 415 **LABOR RELATIONS** **3 CREDITS**

This course presents Labor Relations in a system that maintains an impressive balance between the efficiency goals in work relations, labor fairness, rights, and administration. It discusses the labor law, the union's organization, the negotiation, the resolution of conflicts, and contract administration.

PRE-REQUISITE: ADMI
350 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 425 **OPERATIONS MANAGEMENT** **3 CREDITS**

The course presents how organizations are restructured to compete in the complex global economy and the development of technological, administrative and innovation capabilities. It includes the strategies for decision making in the organization's operations, facilities location, inventory control, quality, cost, and storage.

PRE-REQUISITE: ESTA
311 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 431 **MANAGERIAL ECONOMICS** **3 CREDITS**

This course exposes the Managerial Economics fundamentals, and how these apply to the decision-making process within different market situations. The student develops, through the practice of exercises and analysis of cases, the analytical competition and critical thinking to discern strategies for the company or business to achieve the objectives and the established goals.

PRE-REQUISITES: ESTA 311 / ECON 236
LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 432 **COLLECTIVE BARGAINING** **3 CREDITS**

This course provides the student with the knowledge on history of the collective bargaining objectives and industrial relations. It studies the negotiation process between employers and union, and the processes stand out from the beginning of the conflicts to the signing of the collective bargain at the end.

PRE-REQUISITES: ADMI 415 / ADMI 410
LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 440 PRODUCT MANAGEMENT (Elective Course) 3 CREDITS

The course concentrates on the administration of the product or a line of products. It analyzes the market, clients, competitors, and external environment to develop strategies and objectives. It presents ways on how to coordinate the research and development areas to extend products, manufacture, marketing, inventories, operation and financial administration.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ADMI 441 QUALITY MANAGEMENT (Elective Course) 3 CREDITS

This course presents quality management in organizations with the objective to reach client satisfaction and loyalty, geared to achieving the business goals. It describes the organization's efforts to increase its financial results and that of the stockholders through the implementation of quality management tools and techniques.

PRE-REQUISITE: ESTA
311 LECTURE HOURS:
45 HRS.
OUT OF CLASS WORK: 90 HRS.

ADMI 460 BUSINESS AND MANAGEMENT RESEARCH 3 CREDITS

This course presents a step-by-step learning process of the development of research in the administration field. It prepares the student to analyze and discuss situations, the practical and theoretical problems that arise in organizations through the search of information, discussion of readings and presentations of research projects in management.

PRE-REQUISITES: ADMI
432 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ANFI 101 HUMAN ANATOMY AND PHYSIOLOGY I 3 CREDITS

During this course, the students will get acquainted with the functioning of the human body when it is healthy and/or sick. It will offer general discussions of renowned techniques during surgeries and the functioning of a health facility, as well as knowledge of contagious diseases.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ANFI 102 HUMAN ANATOMY AND PHYSIOLOGY II 5 CREDITS

This course examines the principles and basic concepts of human anatomy and physiology through the study of the cellular structures, organs, and systems that make up the human body. The functioning and pathophysiology of the human body are studied with emphasis on response during illness conditions. The most common clinical conditions that affect the normal functioning of the human body at all stages of growth and development are also studied. The course delves further into the study of systems which makes up the human body and the relationship between the various stages of the disease and its treatment. The course examines changes or alterations suffered by the systems and how their performance deteriorates due to normal and pathological changes that occur in the body. This course will be offered in hybrid form, providing the student with individual experiences through technology to develop and enrich different learning styles. Technology is considered an important tool that contributes to the evolution of the teaching- learning processes, supplementing, or presenting alternatives to the process of traditional education.

PRE-REQUISITE: ANFI
101 LECTURE HOURS:
45 HRS. LAB. HOURS:
60 HRS.

BIOL 101 GENERAL BIOLOGY I 4 CREDITS

This course is introductory to all issues related to living beings. It aims to present the students to the basics of life. Living organisms will be studied: the cell, the molecules of life, systems that regulate functions of plants and animals. Emphasis will be given to the scientific method for the study of life. It will study how living beings are integrated and how they interact with the environment and how this affects its functions and behavior. It will familiarize students with the cell, its components, and operation through laboratory practice. This course will be offered in hybrid form, providing the student with individual experiences through technology to develop and enrich different learning styles. Technology is considered an important tool that contributes to the evolution of the teaching-learning process, supplementing or presenting alternatives to the process of traditional education.

PRE-REQUISITE: NONE
LECTURE HOURS: 45
HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

BIOL 103 MICROBIOLOGY 4 CREDITS

This is an introduction to the basic concepts of microbiology. The students will analyze microorganisms, particularly bacteria. The course includes the study of topics such as nutrition, forms of bacteria, physiology, genetics and microbial metabolism among others. They will also work with microorganisms' control and prevention of infectious diseases.

PRE-REQUISITE: BIOL101 / BIOL102
LECTURE HRS.: 45

HRS. LAB.
HRS.: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

CISE 101 SPEED WRITING IN SPANISH 3 CREDITS

This course develops the students' skills in speed writing without shorthand symbols. Students discuss the grammatical rules of accentuation, punctuation, capitalization and writing of numbers in Spanish. Emphasis is placed on transcription and not on the application of the rules of abbreviation.

PRE-REQUISITES: COMP
101 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

CISE 115 SPEED WRITING ENGLISH 3 CREDITS

This course develops the skills in the speed writing techniques through the abbreviated system. Students discuss the application of spelling and punctuation rules, use of the dictionary, and other aspects of the English language to achieve an acceptable transcription.

PRE-REQUISITES: INGL 101 / COMP 101
LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

CISE 132 INTRODUCTION TO DATA PROCESSING 3 CREDITS

This course offers the student the opportunity to continue developing, in a progressive manner, the mastery of the basic skills acquired in the elementary course: touch typing with speed and accuracy, application of the skills to work, business letter styles with different punctuations and special notations. Students also receive training in working with tabulation, memorandum, and manuscripts with footnotes, outlines and two- page letters, among others.

PRE-REQUISITE: COMP
101 LECTURE HOURS:
30 HRS. LAB. HOURS:
30 HRS.
OUT OF CLASS WORK: 60 HRS.

CISE 231 PRODUCTION IN DATA PROCESSING I 3 CREDITS

This course continues the development of the basic skills of speed and accuracy. It emphasizes the basic techniques and the indispensable qualities of a good secretary. Documents, such as reports, business letters, memorandum, tables and business forms are typed using a word processor.

PRE-REQUISITE: CISE
132 LECTURE HOURS:
30 HRS. LAB. HOURS:

30 HRS.
OUT OF CLASS WORK: 60 HRS.

CISE 232 DATA PROCESSING II 3 CREDITS

This course refines the basic skills of speed and accuracy to the individual's maximum capacity. The students perform typing tasks, such as letter drafts, legal documents, medical records, and business reports by applying their own initiative using the word processor.

PRE-REQUISITE: CISE
231 LECTURE HOURS:
30 HRS. LAB. HOURS:
30 HRS.
OUT OF CLASS WORK: 60 HRS.

CISE 251 MANAGEMENT AND CONTROL OF DOCUMENTS 3 CREDITS

This course introduces the students to the organization and procedures used in filing using alphabetic, numeric, geographic, and topic systems. It also includes methods used to transfer documents and procedures for control of documents, equipment used for filing correspondence, control of specialized registers, and data processing.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

CISE 255 ADMINISTRATIVE PROCEDURES IN OFFICE INFORMATION SYSTEMS 3 CREDITS

This course emphasizes the duties, responsibilities, and qualities of the secretary in his/her function as an administrative assistant. It focuses on the application of secretarial procedures in decision making processes, professional ethics and refining effective communication skills.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

CISE 265 SUPERVISED PRACTICE 3 CREDITS

Provides work experience in a simulated environment, through an assignment of 225 hours during the quarter study term. The student is expected to practice the acquired skills and abilities within this environment.

PRE-REQUISITE: CISE 232

CISO 101 SOCIAL SCIENCES I 3 CREDITS

In this course, we ask why social sciences originated and how they have evolved to impact society in the contemporary world. Throughout the course, the student will define those important concepts that, together with scientific knowledge, contribute to the search for alternatives in solving the problems of modern society. The relationship between culture, society, the environment, and the existing social

structures will be analyzed. Personality and social realities will be discussed and studied, as applied to Puerto Rican society. The course also discusses the ethical dilemmas of social research. This course is offered online, looking forward to introducing the student to individual experiences through technology to develop and enrich his/her learning styles. Technology is considered an important tool that contributes to the evolution of the teaching - learning process, supplementing or presenting alternatives to the process of traditional education.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

CISO 102 SOCIAL SCIENCES II 3 CREDITS

This course is divided into two parts. The first part refers to political science and its importance, concepts, ideology, and historical development. It considers the following issues regarding Puerto Rico: structure of government, human rights, historical overview, political parties, and the situation of Puerto Rico. It ends with the discussion of International Relations. The second part of the course studies Economics. Relevant concepts are highlighted, as well as the importance of this discipline, and the historical development of economic activity and economic problems particularly in Latin America and Puerto Rico. This course will be offered in hybrid form, providing the student with individual experiences through the technology that enriches and extends their learning and enable them to meet with today and tomorrow's labor challenges. Technology is a fundamental tool that contributes to and accelerates teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

COMP 101 INTRODUCTION TO KEYBOARDING 3 CREDITS

This course has the objective of guiding the student in the development of basic skills, and mastery of the different elements of the keyboard: alphabet, numbers and symbols, the operating parts of the computer, basic correct techniques, and the development of good work habits. Emphasis is placed on touch typing with speed and accuracy. Students type different kinds of documents, such as personal and business letters. Students work on exercises of vertical and horizontal centering among others.

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COMP 101 INTRODUCTION TO KEYBOARDING 3 CREDITS

This course has the objective of guiding the student in the development of basic skills, and mastery of the different elements of the keyboard: alphabet, numbers and symbols, the operating parts of the computer, basic correct techniques, and the development of good work habits. Emphasis is placed on touch typing with speed and accuracy. Students type different kinds of documents, such as personal and business letters. Students work on exercises of vertical and horizontal centering among others.

PRE-REQUISITE: NONE
LECTURE HOURS: 30 HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 60 HRS.

COMP 103 USE AND MANAGEMENT OF COMPUTERS 3 CREDITS

This course introduces the student to the world of computers. Students study the different peripherals used and the form in which these communicate and interrelate with the computer. It includes practice in word-processing and spread sheets. It offers practical training in using and managing this equipment and contains laboratory hours.

PRE-REQUISITE:
NONE LECTURE HOURS: 30
HRS. LABORATORY
HOURS: 30 HRS. OUT OF
CLASS WORK: 60 HRS.

COMP 231 USE AND MANAGEMENT OF APPLICATIONS I 3 CREDITS

In this course, the student is introduced to the management and use of the most common applications of word processor (MS WORD). The correct usage of this application will lead the student to create efficient documents related to business and industry to establish better communications.

PRE-REQUISITE: COMP 101
LECTURE HOURS: 30 HRS.
LABORATORY HOURS: 30
HRS. OUT OF CLASS WORK:
30 HRS

COMP 232 USE AND MANAGEMENT OF APPLICATIONS II 3 CREDITS

In this course, the student is introduced to the management and use of two of the most common applications such as MS WORD, MS EXCEL and POWERPOINT. The correct use of these applications will lead the student to create efficient documents and presentations related to business and industry and to establish better communications.

PRE-REQUISITES: COMP 101 / COMP 103
LECTURE HOURS: 30
HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 60 HRS.

COMP 233 C R E A T I O N AND DESING OF ADVERTISING DOCUMENTS 3 CREDITS

This is an introductory course to the theory and application of basic techniques of self-publishing. The students will familiarize with the text, images, and the incorporation of the creation of Webpages, including basic printing concepts. Also, the course is oriented to the creation of all types of publications, personal or commercial. Among these publications are presentation cards, logo sheets, bulletins, envelopes, stamps, labels, cards, etc.

PRE-REQUISITE: COMP
231 LECTURE HOURS:
30 HRS. LAB. HOURS:
30 HRS.

OUT OF CLASS WORK: 60 HRS.

COMP 235 USE AND MANAGEMENT OF THE INTERNET 3 CREDITS

In this course, students are introduced to the use and management of the Internet. The course prepares the student to perform quick search of information, use of the most common search engines in the market, perform downloads and organize the files received over the Internet. In addition, the student will learn the vocabulary used to establish fast communication with other users on the Internet. He/she will also learn how to use the e- mail and HTML language used to create web pages.

PRE-REQUISITE: COMP 101 LECTURE HOURS: 30 HRS. LAB. HOURS: 30 HRS.
OUT OF CLASS WORK: 60 HRS.

COMP 255 DATA BASE MANAGEMENT 3 CREDITS

This course introduces the student to system design through the development of programming in database. This type of programming is geared toward the efficient use of the databases that apply to business and personal applications.

PRE-REQUISITES: COMP 103 / COMP 104 (Except for Associate Degree in Office Administration and Associate Degree in Secretarial Sciences with concentration in Medical Insurance Billing and Collection)

LECTURE HOURS: 30 HRS. LAB. HOURS: 30 HRS.
OUT OF CLASS WORK: 60 HRS.

CONT 111 ACCOUNTING I 4 CREDITS

This course presents the basic structure of accounting as an information system through the description of its basic elements, such as assets, liabilities, capital, income, and expenses. It includes the development and the application of manual and computerized accounting cycles. The student learns about organizations and corporations.

PRE-REQUISITE: MATE 101 LECTURE HOURS: 60 HRS.
OUT OF CLASS WORK: 120 HRS.
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CONT 112 ACCOUNTING II 4 CREDITS

This course includes the development and application of the accounting systems: cash, accounts receivable, accounts payable, depreciation, inventory, payrolls and internal controls.

PRE-REQUISITE: CONT 111 LECTURE HOURS: 60 HRS.
OUT OF CLASS WORK: 120 HRS.

CONT 203 ACCOUNTING III 4 CREDITS

This course introduces basic concepts concerning partnerships and corporations. It emphasizes purchase and sale of different types of stocks and the accounting problems that arise with the distribution of equity in these organizations.

PRE-REQUISITE: CONT 112 LECTURE HOURS: 60 HRS.
OUT OF CLASS WORK: 120 HRS.

CONT 204 ACCOUNTING IV 4 CREDITS

This course focuses on the decision-making process through the analysis of the financial statements and the preparation of budgets based on the managerial accounting principles. An introduction to non-profit organizations principles is part of this course.

PRE-REQUISITE: CONT 112 LECTURE HOURS: 60 HRS.
OUT OF CLASS WORK: 120 HRS.

CONT 206 COMPUTERIZED ACCOUNTING 4 CREDITS

This course develops the student's skills in one of the most used computerized applications in the industry, Sage50. It provides students with the opportunity to apply all concepts learned in accounting courses such as: accounts payables, accounts receivable and payrolls; preparing them for the work demands of the world.

PRE-REQUISITE: CONT 112
LECTURE HOURS: 60 HRS
OUT OF CLASS WORK: 120 HRS

CONT 216 PUERTO RICO INCOME TAX

In this course, students study the history, objectives, and procedures of the present taxing system used in Puerto Rico, and how it applies to businesses and institutions. It emphasizes gross income concepts and their deductions, net income, personal exemptions, credits for dependents, and income subject to

contribution. The course provides practice in the application of these concepts to organizations and corporations.

PRE-REQUISITE:
NONE LECTURE
HOURS: 60 HRS.
OUT OF CLASS WORK: 120 HRS.

CONT 221 INTRODUCTION TO FEDERAL INCOME TAXES 4 CREDITS

The Introduction to Federal Income Taxes course acquaints the student with the Federal Internal Revenue code. In addition, it exposes the student to the use of the different forms used for figuring the income tax to be paid by salaried individuals and by self-employed individuals. It also includes, in a general way, the income tax that applies to partnerships and corporations.

PRE-REQUISITE: CONT 112
LECTURE HOURS: 60

HRS

OUT OF CLASS WORK: 120 HRS

CONT 305 COST ACCOUNTING 4 CREDITS

The Cost Accounting Course extends the cost concept, the cost comportment and the cost accounting techniques used by manufacturing and service companies. The student gets acquainted in a precise manner on how the cost of the products and services are determined. The student utilizes the knowledge of the product and services for setting the selling price and analyzing the profitability of the products and services.

PRE-REQUISITE: CONT 112
LECTURE HOURS: 60

HRS

OUT OF CLASS WORK: 120

HRS

CONT 308 AUDITING 3 CREDITS

The Auditing course includes the study of the evidence, the auditing processes, and the consideration of internal controls in the auditing of financial statements. In addition, it introduces the study of the control proofs and substantive proofs that apply to payroll, inventory, fixed assets, investments, liabilities, and equity.

PRE- REQUISITE CONT
204 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

CONT 401 **ACCOUNTING V** **4 CREDITS**

The Accounting V course comprises the advanced study of the financial information consolidation, the concept of "Business Combinations", and the preparation of combined financial statements. In addition, it studies the recording (countable) process of the variable interest organizations and the preparation of Consolidated Cash Flow Statements.

PRE-REQUISITE CONT 204 LECTURE HOURS: 60 HRS. OUT OF CLASS WORK: 120 HRS.

CONT 405 **MANAGERIAL ACCOUNTING (Elective Course)** **3 CREDITS**

CONT 405 introduces the basics of the managerial accounting such as planning, decision making and cost control of organizations. In addition, it includes the preparation of budgets for decision making.

PRE-REQUISITE CONT 112 / CONT 305 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

CONT 421 **FINANCIAL STATEMENTS ANALYSIS (Elective Course)** **3 CREDITS**

The Financial Statements Analysis course includes organization and presentation of the personal and business financial statements. It applies computerized programs, techniques, and different methods to analyze and compare financial statements. It includes the Interpretation and Analysis of Ratios.

PRE-REQUISITES: CONT 308 / CONT 401 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

CONT 435 **ACCOUNTING PRACTICE** **3 CREDITS**

The Accounting Practice course provides the student with the opportunity of working at an accounting office as practice. The students apply all the principles and knowledge learned in the classroom. The practice consists of 225 hours in a practice center. The student is exposed to different situations that
allow for the development of confidence maturity. Those elements are necessary in their professional life.

PRE-REQUISITE: ALL CONCENTRATION COURSES

DENT 101 **DENTAL, HEAD AND NECK ANATOMY** **3 CREDITS**

This course provides a detailed introduction to dental, neck and head anatomy, the organs found in the oral cavity and related structures, its innervations and blood irrigation. The course teaches the student how to identify and understand the composition, structure and function of the bones and tissues

found in the head, neck and oral cavity, the bones used during the mastication process, its morphology and their inter-relation. Thirty hours of laboratory are included to provide students the opportunity to practice the design of dental pieces.

PRE-REQUISITE: NONE
LECTURE: 30 HRS.
LAB: 30 HRS. OUT OF CLASS: 60 HRS.

DENT 111 DENTAL MATERIAL THEORY & LAB 5 CREDITS

This course provides knowledge of dental material, their chemical and physical composition, and their manipulation, among other things. The students will study the materials most frequently used in dentistry, their function, properties, manipulation, location, care, adverse reaction and storage. During lab hours, the students will be able to practice their knowledge of manipulation, function and properties of each material acquired during class hours.

PRE-REQUISITE: DENT 101 LECTURE HOURS: 45 HRS. LAB. HOURS: 60 HRS.
OUT OF CLASS WORK: 90 HRS.

DENT 112 DENTAL INSTRUMENTS THEORY & LAB 4 CREDITS

This course introduces the students to the identification and use of dental instruments. The students will master the identification of instruments, the use of hand instruments, rotary instruments, and theb placement sequence of instruments on a dental tray per dentistry methods, following the principles for infections control.

PRE-REQUISITE: DENT 101 LECTURE HOURS: 45 HRS. LAB. HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

DENT 121 ORAL HISTOLOGY AND EMBROYLOGY 2 CREDITS

During this course, the student will study the histology and embryology of the head and neck tissues. Emphasis will be given to orofacial development and oral cavity structure: teeth, gingival and periodontium.

PRE-REQUISITE: DENT 101 LECTURE HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

DENT 122 **CLINICAL SCIENCES I** **2 CREDITS**

This course has been designed to introduce the students to the dental assistance field and its functions within dentistry. Emphasis has been given to treatments and their clinical implications, armamentarium, function and care of instruments, suction system, office design, among other important topics.

PRE-REQUISITES: DENT 111, DENT 112
LECTURE HOURS: 30
HRS. OUT OF CLASS
WORK: 60 HRS.

DENT 123 **DENTAL RADIOLOGY WITH LABORATORY** **5 CREDITS**

This course emphasizes on the knowledge of radiation, X- Rays, its uses and dangers. The student will study the exposition, processing, mounting and interpretation procedures of radiographies. They will be introduced to safety management and security rules to be complied with when handling dental radiography technology. The students will perform activities such as exposition, processing, mounting and interpretation of dental radiographies using the techniques taught in the theory courses. It introduces the students to the secure operation of X-ray machines and the general measures.

PRE-REQUISITE: DENT
101 LECTURE HOURS:
30 HRS. LAB. HOURS:
90 HRS.
OUT OF CLASS WORK: 60 HRS.

DENT 125 **INFECTIONS CONTROL** **3 CREDITS**

This course introduces the students to infection control, emphasizing different methods such as: sterilizing and disinfection. These concepts are applied to the dental office, materials, instruments, and equipment. Techniques, as established by the Occupational Security and Health Administration (OSHA) will be discussed.

PRE-REQUISITES: DENT 111 / DENT 112
LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 60 HRS.

DENT 126 **MICROBIOLOGY AND ORAL PATHOLOGY** **2 CREDITS**

In this course pathogen and non-pathogen microorganisms, bacteria, viruses, and fungus are studied. Special attention is given to those which are found and affect the oral cavity. Emphasis will also be given to oral pathology and its identification depending on the oral surface it affects.

PRE-REQUISITE: DENT
101 LECTURE HOURS: 30
HRS. OUT OF CLASS
WORK: 60 HRS.

DENT 201 DENTAL OFFICE MANAGEMENT/ETHICS AND JURISPRUDENCE

3 CREDITS

During this course, the student will learn the basic procedures of dental office management. The topics to be discussed are communication techniques, interpersonal relations, stress management, office management, written communication, record management, reception, inventory, patient billing, among others. Ethics and jurisprudence in dentistry will also be discussed.

PRE-REQUISITE: DENT 122 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

DENT 202 CLINICAL SCIENCES II 2 CREDITS

This is the second part of the Clinical Sciences I course, where apprenticeship of the following clinical procedures used in the dental office and in dentistry are emphasized: Dental Restoration, Periodontal, Endodontics, Orthodontics, Maxillofacial Surgery, Prosthodontics, and Implant procedures.

PRE-REQUISITES: DENT 121 / DENT 122 LECTURE HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

DENT 203 PREVENTIVE DENTISTRY/NUTRITION WITH LAB 4 CREDITS

This course introduces the students to preventive dentistry terminology and procedures. It capacitates the student to understand the process of dental cavities and periodontal diseases. They will acknowledge the different methods and procedures to assure prevention of oral diseases and the individual applications to patients. In the laboratory, the students will learn the procedures for preventive dentistry, such as: plaque control, education and prevention strategies, fluoride application, sealants, care of removable apparatus and dentures, among other topics.

PRE-REQUISITES: DENT 123 / DENT 125 LECTURE HOURS: 30 HRS. LAB. HOURS: 60 HRS. OUT OF CLASS WORK: 60 HRS.

DENT 205 DENTAL PHARMACOLOGY 2 CREDITS

This course teaches basic aspects of pharmacology such as name, type of drug, and medication most used in dentistry. Furthermore, it emphasizes on areas such as dental emergencies, the properties of drugs and their effect in the human body.

PRE-REQUISITE: DENT 122 LECTURE HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

DENT 211 EXPANDED DUTIES LABORATORY 3 CREDITS

This laboratory allows the students to practice expanded functions such as amalgam and resin restorations, among others. The students will practice using dummies as a prior experience before

working with patients during institutional or extramural practice.

PRE-REQUISITES: DENT 202 / DENT 203
LAB. HOURS: 90 HRS.

DENT 213 DENTAL INSURANCE BILLING/ HIPPA LAW 3 CREDITS

During this course, the student will learn on the dental billing system. They will study computer use, keyboard, and the dental procedure codes per CDT – 4 created by the American Dental Association. This will be accomplished using DELTAMAX. Emphasis will be given to the HIPPA law which regulates all health professionals.

PRE-REQUISITE: DENT 202 LECTURE HOURS: 30 HRS. LAB. HOURS: 30 HRS.
OUT OF CLASS WORK: 60 HRS.

DENT 221 PRACTICE IN DENTAL ASSISTANT WITH EXPANDED DUTIES EXTERNSHIP 3 CREDITS

This practice gives the student the opportunity to apply all the knowledge and skills acquired by working at specific places, such as: Dental offices, public and private dental clinics. The sites chosen for this practice must comply with the requirements of the Institution. Students will be required to complete 225 hours, and receive an evaluation and the practice experience documents from the immediate supervisor.

PRE-REQUISITES: DENT 211 / DENT 213

DENT 222 SEMINAR 1 CREDIT

During this course, the students will have the opportunity to express how they feel during the extramural practice, exchange ideas, clarify doubts, and make inquiries based on their experiences.

PRE-REQUISITE: DENT 202 / DENT 211
LECTURE HOURS: 15 HRS. OUT OF CLASS WORK: 30 HRS.

DENT 223 OCCUPATIONAL ORIENTATION AND VALIDATION TEST REVIEW 3 CREDITS

This course has been designed to develop characteristics in the student's personality to prepare them to perform dental professional tasks in the future. Job prospects, moral values and requirements for the recertification test will also be discussed. Emphasis is given to the Dental Examination Board of Puerto Rico's Certification Test.

PRE-REQUISITES: DENT 211
LECTURE HOURS: 45 HRS. OUT OF CLASS

WORK: 90 HRS.

DIBU 101 INTRODUCTION TO TECHNICAL DRAWING IN COMPUTER 2 CREDITS

This course has been designed to introduce the student of Refrigeration and Air Conditioning to the use of technical drawing through the computer. The student will have the opportunity to know the introductory concepts of the computer's software and hardware. He/ She will learn to use the "Visio Program'' from the Microsoft Company; and he/she will use this program to develop the introductory techniques to drawings using the computer.

PRE-REQUISITE:
NONE LECTURE
HOURS: 15 HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 30 HRS.

DIBU 102 TECHNICAL DRAWING IN COMPUTER 2 CREDITS

This course is a continuation of DIBU 101, and it is designed to develop specialized skills in technical drawing using the computer for students of Refrigeration and Air Conditioning and Electrical Technology. Students will have the opportunity to work with pictorial and architectural drawings, electrical and electronically designed diagrams. Students will continue using the Microsoft VISIO Program to make all the required drawings. This is a course of great importance because students will be prepared to present all diagrams and schematics in future courses.

PRE-REQUISITE: DIBU
101 LECTURE HOURS:
15 HRS. LAB. HOURS:
30 HRS.
OUT OF CLASS WORK: 30 HRS.

ECON 236 PRINCIPLES OF ECONOMY 3 CREDITS

In this course, the student applies the principles of economy and identifies its basic problems regarding production, distribution, and consumerism. It focuses on the interaction of the consumers and the producers in the exchange of specific goods and services.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ECON 337 ECONOMY OF PUERTO RICO 3 CREDITS

The Course Economy of Puerto Rico presents the evolution and characteristics of the Puerto Rican Economy. It includes the study of the gross national product and its components, contemporary problems of the Puerto Rican Economy, and establishes a comparison of the Puerto Rican Economy with other similar economies, neighboring and unmatched in size.

PRE-REQUISITE ECON
236 LECTURE HOURS: 45

HRS. OUT OF CLASS WORK: 90 HRS.

ELEC 101 BASIC IN ELECTRIC CIRCUITS 5 CREDITS

This course has been designed to acquaint students of Electrical and Refrigeration and Air Conditioning Technology with the techniques of using the computer with the knowledge related to electricity that is needed in this program. It will include fundamental concepts such as the Ohm Law, Resistive Circuits in series and in parallel, magnetism, electromagnetism, capacitance, inductance, and transformers. Through the laboratory experience the student will use diagrams and schematics to form different basic electric circuits, take readings and find and repair break downs in them. The electrical safety rules will be applied during the course.

PRE-REQUISITE: NONE LECTURE HOURS: 60 HRS. LAB. HOURS: 30 HRS. OUT OF CLASS WORK: 120 HRS.

ELEC 102 ELECTRIC POWER CIRCUITS 4 CREDITS

This course will introduce the electric power systems. It will analyze monophasic and multiphasic systems, electric systems in Wye and Delta, transformers, autotransformers, power factor and analysis of electric loads. Besides that, the student will have the opportunity to learn the basic knowledge of the electric generation. Through the laboratory experience, the student will develop the manual skills in monophasic and polyphase electric circuits. He / She will work with auto, parallel, power, and current transformers, power in a three-phase circuit, improvement or increasing of the power factor and others.

PRE-REQUISITE: ELEC 101 LECTURE HOURS: 45 HRS. LAB. HOURS: 30 HRS. OUT OF CLASS WORK: 90 HRS.

ELEC 103 ELECTRONIC CIRCUITS WITH LABORATORY 4 CREDITS

This course is designed to introduce the student of the Electric Technology Programs the basic concepts of electronics. The student will analyze the characteristics, use and functioning of transistors and diodes. The course will include the behavior of these semiconductors in electronic equipment and instruments. Through the laboratory experiences, the student will detect and correct failures in electronic circuits that use diodes transistors, such as signal cutlers, power suppliers, amplifiers and others.

PRE-REQUISITE: ELEC 101 LECTURE HOURS: 45 HRS. LABORATORY HOURS: 30 HRS. OUT OF CLASS WORK: 90 HRS.

ELEC 201 **ELECTRIC MACHINES (AC/DC)** **4 CREDITS**

This course is designed to help the student acquire the skills in the continuous electric current machines. The differences, functioning, characteristics, installation, and maintenance among them will be studied. Some concepts from physics will be used with the equipment. Through the laboratory experience, the student will physically identify the different components of the continuous current machines. He will also develop the manual skills he needs in the installation, functioning, repair and maintenance of motors and continuous current generators.

PRE-REQUISITE: ELEC 102 (for students of Certificate in Electrical Technology with PLC) and ELEC 101 (for students of Associate Degree of Electrical Technology with Renewable Energy)
LECTURE HOURS: 45 HRS.
LABORATORY HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

ELEC 210 **ELECTRIC INSTALLATIONS I** **4 CREDITS**

This course will develop the knowledge and skills he/she needs for residential and commercial installations. Both the national electric code will be, and the regulations and security rules needed to carry out the installations will be used. The course will include interior and exterior wire installations, the electric counter, conductor power outlet plugs, and others. The student will use his knowledge on electric drawing by computers for presenting his work. Through the laboratory experience, the student will develop the necessary manual skills for electric installations in residences and commercial areas using security rules, regulations, and appropriate methods. The electric drawings developed through the computer will be used to carry out laboratories on interior and exterior wiring.

PRE-REQUISITE: ELEC 102 (for students of Certificate in Electrical Technology with PLC) and ELEC 101 (for students of Associate Degree of Electrical Technology with Renewable Energy)
LECTURE HOURS: 45 HRS.
LAB. HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

ELEC 211 **ELECTRIC INSTALLATIONS II** **4 CREDITS**

This course is designed students the opportunity to acquire the knowledge they need to make electric installations at the industrial level. Students will use the electric national code, and the regulations and security rules needed to carry out the installations. Electric drawings will be used to present the student's work. Through the laboratory experiences, the student will develop the necessary manual skills to make industrial electric installations using the regulations and appropriate methods to do that. He will also use the electric drawings by computers developed during the course to carry out his laboratories.

PRE-REQUISITE: ELEC 210 LECTURE HOURS: 45 HRS. LAB. HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

ELEC 212 MODERN LIGHTING SYSTEMS 3 CREDITS

This course is designed students the opportunity to acquire the knowledge they need to make electric installations at the industrial level. Students will use the electric national code, and the regulations and security rules needed to carry out the installations. Electric drawings will be used to present the student's work. Through the laboratory experiences, the student will develop the necessary manual skills to make industrial electric installations using the regulations and appropriate methods to do that. He will also use the electric drawings by computers developed during the course to carry out his laboratories.

PRE-REQUISITE: ELEC 101 LECTURE HOURS: 45 HRS. LAB. HOURS: 30 HRS. OUT OF CLASS WORK: 90 HRS

ELEC 220 ELECTRIC CONTROLS AND PLC 4 CREDITS

This course is designed to guide the student to acquire the necessary knowledge in the use, installation, functioning and maintenance of electric machine controls. It will also include the components of control, such as relays, magnetic, contactors, solenoids, and others. The course presents the basic concepts of the Programmed Logical Controls (PLC). Through laboratory experiences, the student will develop skills in the installation, use, functioning and maintenance of electric machines controls. Besides that, he will control an industrial process through the Programmed Logical Control (PLC).

PREREQUISITE: ELEC 201 LECTURE HOURS: 45 HRS. LABORATORY HOURS: 30 HRS. OUT OF CLASS WORK: 90 HRS.

ELEC 230 TRANSMISSION AND DISTRIBUTION SYSTEMS 4 CREDITS

This course will give the student the opportunity to acquire the knowledge he needs on the components, functioning, and maintenance of an electric transmission and distribution system. It includes wiring, characteristics, regulation, interrupters, relays, and isolation of these systems. The student will carry out tasks in facilities of generation, transmission, and distribution centers. Through the laboratory experiences, the student will develop a series of manual skills to install and maintain the components of a transmission and distribution system.

PRE-REQUISITE: ELEC 102 LECTURE HOURS: 30 HRS. LAB. HOURS: 60 HRS. OUT OF CLASS WORK: 60 HRS.

ELEC 240 REVIEW OF THE VALIDATION EXAMINATION FOR ELECTRICIANS 3 CREDITS

This course has been designed to make the student use the theory and practice acquired in previous

courses.
It will review the concepts of analysis, installation, functioning, and maintenance of electric systems. Simulation of theoretical and practice tests will be administered to help the student approve the validation examination and become a certified electrician of Puerto Rico.

PRE-REQUISITE: ELEC 220 / ELEC 230.
(only for students of Associate Degree of Electrical Technology with Renewable Energy the following: PRE-REQUISITE: ELEC 230/ELEC 210/ELEC 250/ENRE 115)
LECTURE HOURS: 55 HRS.
OUT OF CLASS WORK: 90 HRS.

ELEC 250 SMART GRIDS FUNDAMENTALS 3 CREDITS

This course has been designed to make the student use the theory and practice acquired in previous courses. It will review the concepts of analysis, installation, functioning, and maintenance of electric systems. Simulation of theoretical and practice tests will be administered to help the student approve the validation examination and become a certified electrician of Puerto Rico.

PRE-REQUISITE: ENRE 110
LECTURE HOURS: 45 HRS.
OUT OF CLASS WORK: 90 HRS.

ELEC 260 DOCUMENTATION AND TECHNICAL REPORTS 3 CREDITS

The course aims to offer students the opportunity for their professional development in the work environment. It will prepare him/her after the completion of the Degree to work in the electric industry. The student will complete the acquisition of the skills he/she needs to achieve success. The student is required to complete a total of 235 practice hours and will be evaluated by his workshop mentor and by the professor to help him/her become a professional in that field.

PRE- REQUISITE: ENGI 101
LECTURES HOURS: 45 HRS. THEORY
OUT OF CLASS: 90 HRS.

ELEC 265 SUPERVISED PRACTICE 3 CREDITS

The course aims to offer students the opportunity for their professional development in the work environment. It will prepare him/her after the completion of the Degree to work in the electric industry. The student will complete the acquisition of the skills he/she needs to achieve success. The student is required to complete a total of 235 practice hours and will be evaluated by his workshop mentor and by the professor to help him/her become a professional in that field.

PRE- REQUISITE: ELEC 102 / ELEC 201 / ELEC 210 / ELEC 230
Only for students of Associate Degree of Electrical Technology with Renewable Energy the following PRE-

REQUISITE: ELEC 230, ELEC 210, ELEC 250, ENRE 115)

EMED 101 T: THEORY OF NURSING DOCUMENTATION USING ELECTRONIC HEALTH RECORDS 2 CREDITS

This course initiates the student in the study of the fundamental principles of documentation within the electronic medical record necessary for the practice of nursing in the current health care labor market. Theoretical and historical concepts on the evolution of the use of the electronic medical record, as well as ethical-legal principles regarding the electronic documentation file, the laws that protect the privacy and confidentiality of protected health information of the patient and its proper handling, are among the topics discussed in this course.

This course will be offered in a hybrid form, pursuing that the student has individual experiences through technology to develop and enrich the learning styles. Technology constitutes an important tool that contributes to the evolution of the teaching - learning processes which complements or presents alternatives to traditional education processes. This course consists of 30 theory contact hours.

PRE-REQUISITES: NURS 201 T, NURS 201 LP AND CO-REQUISITE EMED 101 L
LECTURES HOURS: 30 HRS. THEORY
OUT OF CLASS: 60 HRS.

EMED 101 L: LABORATORY OF NURSING DOCUMENTATION USING ELECTRONIC HEALTH RECORDS 1 CREDIT

This course contains different formats of electronic nursing documentation, documentation of nursing interventions and procedures, patient and family education, and the execution of nursing care plans. Federal and state laws that protect and regulate the use and handling of information and documentation in the electronic medical record are also discussed. Pertinent legal cases are studied for a better understanding of the concepts studied in class and to promote the scientific rationale behind documented nursing interventions, clinical judgment, and analytical reasoning. This course consists of 30 hours of laboratory contact.

PRE-REQUISITES: NURS 201 LP AND CO-REQUISITE EMED 101 T
LABORATORY HOURS: 30 HRS.

ENGI 101 INTRODUCTION TO ENGINEERING 3 CREDITS

This course was developed so that the student of the Associated Degree in Electric Technology with Renewable Energy acquires an introductory knowledge of engineering and the different fields of application in our society. Through the course the student will learn about the essential elements of this profession and the subjects required in each one of the engineering disciplines. Fundamental concepts such as design, communication forms, ethics and critical variables of each specialty will be studied. The students will also study the different elements available for the study of engineering such as equipment, computer software, databases, and virtual servers. At this level, our students will learn about needs and expectations of professional engineering. The course will also aim to ensure that those students interested in pursuing an engineering degree have the necessary elements to make the right decision in an intelligent manner.

PREREQUISITE:

NONE LECTURE HOURS:
45 HRS. OUT OF CLASS
WORK: 90 HRS.

ENRE 110 FUNDAMENTALS OF RENEWABLE ENERGY 3 CREDITS

This course was developed so that the student acquires the necessary knowledge to identify different types of renewable energy systems. The students will also learn the most appropriate methods to install those systems according to the available facilities of each country. Also, the student will learn about different methods of estimating renewable energy materials and supplies, and the different sites for the acquisition and purchase. The student will develop the ability to distinguish between a conventional and a renewable energy facility.

PREREQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ENRE 115 PHOTOVOLTAICS AND EOLIC ENERGY SYSTEMS WITH LABORATORY 4 CREDITS

In this course the student will be able to acquire the necessary knowledge for the electrical installations of the photovoltaic and Eolic systems through the design and preparation of site and determining calculations for the installations according to the client's needs. The national electric code, laws governing facilities according to the Energy Authority and the State Office of Public Energy Policy of Puerto Rico and federal regulations will be learned and used. Through the laboratory experiences the student will be able to develop the necessary skills in the installation of different devices for renewable energy according to the current regulations.

PREREQUISITE: ENRE
110 LECTURE HOURS: 45
HRS. LABORATORY
HOURS: 30 HRS. OUT OF
CLASS WORK: 90 HRS.

ESPA 103 BASIC SPANISH I 3 CREDITS

This course is intended for all students who have chosen technical careers in the business and health areas. Basic Spanish 103 seeks to guide the student in studying their own language and develop love and respect for it. It includes the study of different grammatical structures: syntax, morphology, spelling, and communication skills. This course will be offered in hybrid form, providing students with individual experiences through the technology that enriches and extends their learning and enable them to meet today and tomorrow’s labor challenges. Technology is a fundamental tool that contributes and accelerates the teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ESPA 104 BASIC SPANISH II 3 CREDITS

The course includes a study of the writing process to enable students with skills that will help in writing analysis of short literary genres, such as: stories, plays, essays and short stories. This course will be offered in hybrid form, providing students with individual experiences through the technology that enriches and extends their learning and enable them to meet today and tomorrow's labor challenges. Technology is a fundamental tool that contributes and accelerates the teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE: ESPA
103 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ESPA 201 BUSINESS SPANISH 3 CREDITS

This course has been designed to develop written communication skills. It emphasizes on the elements of clarity, precision, concision, strength, and harmony for business writing correspondence. Special attention is given to the effective communication principles, styles, formats, and models used in modern business offices.

PRE-REQUISITE: ESPA
103 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ESPA 302 WRITING AND COMPOSITION 3 CREDITS

In this course, students will strengthen their writing skills using writing as means of communication and reinforcing the linguistic and formal aspects of writing. This course is offered online, providing the student with individual experiences through the technology that develops and enriches their learning styles. Technology is considered a valuable tool that contributes to the evolution of the learning and teaching processes and complements and presents alternatives to the traditional education processes.

*PRE-REQUISITE: FOR STUDENTS OF BACHELOR'S DEGREE OF SCIENCE IN NURSING: ESPA 103
PRE-REQUISITE: ESPA
201 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

ESTA 311 MANAGEMENT STATISTICS 3 CREDITS

The Management Statistics course integrates the statistics descriptive analysis with the accumulation, organization, and presentation of statistics information. In addition, the course includes the study of frequency distribution, central tendency measures, dispersion, kurtosis, and skewness, joint to normal curve and normal tables.

PRE-REQUISITE: MATE 101 / MATE 103
LECTURE HOURS: 45

HRS. OUT OF CLASS
WORK: 90 HRS.

FACT 101 BILLING AND COLLECTION TO MEDICAL PLANS I 3 CREDITS

This is an introductory course concerning aspects of the health service industry. It includes various areas concerning the operation and financing of health services through the mechanisms established by the medical insurance policies. It gives the student the knowledge required to become involved in the billing and collection processes for medical services.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

FACT 102 COMPUTERIZED BILLING 3 CREDITS

The Billing and Collection II course introduces the students to the basic principles of billing procedures for Health Care Insurance in hospitals and medical offices. Gives special attention to encoding using the I CD - 10 – CM and CPT Manuals.

PRE-REQUISITE: FOR STUDENTS OF
BACHELOR DEGREE OF SCIENCE IN
NURSING: NONE
PRE-REQUISITE: FACT
101 LECTURES HOURS:
30 HRS. LAB. HOURS: 30
HRS.
OUT OF CLASS WORK: 60 HRS.

FACT 265 SUPERVISED PRACTICE 3 CREDITS

The purpose of this course is to provide a work experience on a simulated environment through an assignment on a business work center until the completion of 225 hours for the quarter. It is expected students practice the skills and abilities obtained in the classroom.

PRE-REQUISITES: ALL CONCENTRATION COURSES

FARM 101 INTRODUCTION TO PHARMACY 3 CREDITS

The students will relate to the historical background of pharmacy, its terminology, and its general operations. Emphasis is given to the different fields related to pharmacy. It also serves as an introduction to the functions, duties, and responsibilities of the pharmacy technician.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

FARM 111 LEGAL FIELD AND PHARMACEUTICAL LEGISLATION 3 CREDITS

This course is designed to give students solid information on the legal field so that they can learn the laws, the books and related norms that guide the pharmacy practice. Thus, allowing the student to act with ethics and with responsibility. The student will be able to analyze the basic aspects of the federal and state labor laws.

PRE-REQUISITE: FARM 101 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

FARM 201 BASIC PHARMACOLOGY 3 CREDIT

The course will provide an overview of the properties of drugs and their effects on the human body or organisms. It provides the student with the opportunity to interact with new medications for the treatment of diseases on the human body.

PRE-REQUISITE: FARM 101 OUT OF CLASS WORK: 90 HRS.

FARM 205 CLINICAL PHARMACOLOGY 3 CREDITS

The course will provide general information on the most common diseases, emphasizing on the broad-spectrum of the medications used, pharmaceutical products, and therapy used in handling these diseases. It will include basis information on the medications, instructions for the therapy, toxicity, side effects, and safe therapeutic dosage.

PRE-REQUISITE: FARM 201 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

FARM 210 PHARMACY ADMINISTRATION COMPUTERIZED SYSTEM 3 CREDITS

This course provides students with the opportunity to reinforce acquired skills, expand their knowledge on drugs, prescription interpretation, and dispensing, integrating the new technological advances in communication, organization and information management to appropriately comply with the new requirements of Public Law 104 -91. The student will know the pharmacy's billing process and the concept of adherence.

PRE-REQUISITE: COMP 101 LECTURE HOURS: 15 HRS. LAB. HOURS: 60 HRS. OUT OF CLASS WORK: 30 HRS.

FARM 220 PHARMACY TECHNIQUES I WITH LAB 3 CREDITS

This course provides guidance to students on the dynamics of working in a pharmacy, skills necessary for preparation and dispensing prescriptions. This course familiarizes students with the basic

knowledge and skills related to the proper handling of various equipment and materials such as torsion balance, weights, graded measures, and mortars used in a pharmacy; as well as on how to properly prepare and dispend prescribed formulas of different dosage and forms. The student becomes familiar with the new technology for the prescription and dispensing of medicines in the pharmacy.

PRE-REQUISITE: FARM 101 LECTURE HOURS: 30 HRS. LAB. HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

FARM 221 PHARMACY TECHNIQUES II WITH LAB 3 CREDITS

This course aims to improve the student's acquired knowledge in prescription delivery, medical orders and functions in relation to duties and responsibilities of the pharmacist assistant in a pharmacy. The laboratory will give the students the opportunity to learn the different dosage forms, presentation, characteristics, management, administration, and how to dispatch these adequately using a computerized system.

PRE-REQUISITE: FARM 220 LAB. HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

FARM 230 PHARMACOGNOSY 3 CREDITS

In this course, the students acquire knowledge related to the origin and use of drugs, especially those of natural origin. It also studies the most important medicine plants and their synonyms. Students are also related to natural medicine and its importance on modern life.

PRE-REQUISITE: FARM 101 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

FARM 250 INTEGRATED PRINCIPLES IN PHARMACY 3 CREDITS

This course offers student a review on those subjects regulated by the Pharmacy Board which will be included in the validation test for pharmacist assistants. The course will include practical pharmacy, theoretical pharmacy, pharmacology, elementary chemistry, physiology, hygiene, dosage, and pharmaceutical mathematics.

PRE-REQUISITES: MATE 112 / FARM 221 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

FARM 264 SEMINAR ON PRACTICE AND INTERN I 4 CREDITS

This course offers the opportunity to learn by doing. The student will participate in an internship as a pharmacy technician trainee under the direct supervision of an authorized by law pharmacist to practice as such. It is required that the students complete 333 internship hours. An evaluation by the

immediate supervisor and supporting documents of the practice experience will also be required. This internship will begin when the Pharmacy Board authorizes it.

PRE-REQUISITES: FARM 210/ MATE 111/ FARM 220

FARM 265 SEMINAR ON PRACTICE AND INTERN II 4 CREDITS

This course is an advanced job opportunity. The students will increase their knowledge on prescription dispatching, medical orders and other functions related to duties and responsibilities of a pharmacist assistant. This internship requires 333 hours of practice, the completion of an evaluation form and other documents must be obtained by the student.

PRE- REQUISITES: FARM 264

FARM 266 SEMINAR ON PRACTICE AND INTERN III 4 CREDITS

In this course, students will continue to develop their knowledge in prescription dispatching, medical orders and other duties related to the Pharmacy Technician's responsibilities. The student will complete 334 hours. To approve this course, the supervisor of the Pharmacy must evaluate the satisfactory performance of the student's practice.

PRE-REQUISITE: FARM 265

FINA 305 BUSINESS FINANCE 3 CREDITS

The Business Finance course introduces the student to the study of markets and financial institutions. It presents the concept of the time value of money and how to value the durable cash flows, and how to value perpetuities and annuities. The course includes evaluation of factors such as risk, financing, and financial analysis and planning.

PRE-REQUISITES: CONT 112 / ECON 236
LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

FISI 101 PRINCIPLES OF PHYSICS 3 CREDITS

This course has been designed to help the students of technology programs acquire the basic principles of physics. Arithmetic, Algebra, and Trigonometry are included. It emphasizes on the concepts of force, movement, work, energy, pressure, heat, temperature, and magnetism.

PRE-REQUISITE: MATE
103 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

HUMA 105 OCCIDENTAL CULTURE I 3 CREDITS

The Occidental Culture I course studies Early Civilizations, its peoples, and empires. Greek and Roman civilizations are studied including the emergence of kingdoms and the growth of the Church, as well as the Middle Ages and the Renaissance Era. This course will be offered in hybrid form, providing the student with individual experiences through the technology that enriches and extends

their learning, and enables them to meet today and tomorrow's labor challenges. Technology is a fundamental tool that contributes and accelerates the teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

HUMA 106 OCCIDENTAL CULTURE II 3 CREDITS

The Occidental Culture II course includes the study of Europe, state-building, and the search for order. It studies the Scientific Revolution, the Industrial Revolution as well as Imperialism. The course concludes the study of the onset and deepening of the crisis of the twentieth century and the behavior of the Western World since 1970. This course will be offered in hybrid form, providing the students with individual experiences through the technology that enriches and extends their learning and, enables them to meet today and tomorrow's labor challenges. Technology is a fundamental tool that contributes and accelerates the teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

INGL 101 BASIC ENGLISH I 3 CREDITS

The aim of this course is to improve students' oral and written communication skills in English through the development of basic English language components such as grammar, punctuation, vocabulary, and structure. This course will provide the student with individual experiences using technology to enrich and extend their learning in the target language.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

INGL 102 BASIC ENGLISH II 3 CREDITS

The course emphasizes on the development of writing skills through daily class practice and assigned work based on business-oriented situations. Special emphasis is given to the logical development of ideas, the effective organization of thought, and the expression of these ideas and thought in grammatically correct sentences and paragraphs. This course provides the necessary language skills for students to accomplish the required performance in regular courses. This course will be offered in hybrid form, providing students with individual experiences through the technology that enriches and extends their learning, and enables them to meet today and tomorrow's labor challenges. Technology is a fundamental tool that contributes and accelerates the teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE: INGL 101 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

INGL 201 **BUSINESS ENGLISH** **3 CREDITS**

This course will provide the students with the basic tools to communicate effectively and correctly in the business world. Special attention will be given to the application of the principles of communication in written messages. Correct English usage of business correspondence will be emphasized.

PRE-REQUISITE: INGL 101

LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

INGL 302 **WRITING REPORTS** **3 CREDITS**

This course emphasizes on the skills and competencies necessary for students to make the transition from school to the workplace, by helping them to organize their thinking when they write business reports, make decisions as they write, and check their own work.

PRE-REQUISITE INGL 201 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

INGL 305 **CONVERSATIONAL ENGLISH** **2 CREDITS**

This course emphasizes on the components of the oral communication process in the business world. Special attention is given to developing a strong vocabulary and those features present in oral language as clichés and idiomatic expressions.

PRE-REQUISITE INGL 102 LECTURE HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

INSA 205 **HOSPITAL MEDICAL STATISTIC** **3 CREDITS**

This course presents the basics for statistical computing as it pertains to health care and to be used as an introductory level course for associate Degrees of Health Information Management students. It

emphasizes on the effective use, collection, submission, and verification of health care data. The emphasis is on the basic concepts of descriptive statistics, validation, and reliability of the data. It covers an introduction to Health Statistics, a review in mathematics, and various statistics parameters computed in the Department of Health Information Management such as: patient census, percent

occupancy, and length of stay, mortality, autopsy index, morbidity index, and others. It includes presentation of data concepts and basic principles in research. In addition, it includes basics of measures of central tendency and variability, such as: proportion, standard deviation, average, mode, and variance among others. The concepts are presented through a definition or formula, explanatory material, examples of reports, and exercises for better understanding of the material.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

MATE 101 BASIC MATHEMATICS I 3 CREDITS

Through this course, the students will be able to convert from standard notation to expanded notation. The students will also review basic operations (addition, subtraction, multiplication, and division) of fractions and decimals. They will apply the rules of rounding and estimating in whole numbers and decimals. They solve applied problems involving the basis operations using whole numbers, fraction notation and mixed numerals. They will work with ratios, proportions, and percent. Therefore, this coursework will introduce students to geometry.

PRE-REQUISITE
NONE LECTURE HOURS:
45 HRS. OUT OF CLASS
WORK: 90 HRS.

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MATE 103 BASIC MATHEMATICS II 3 CREDITS

This course has been developed so that students acquire the necessary knowledge in the mathematics area regarding algebraic process and basic trigonometric concepts. Students will study the following topics: negative & positive numbers, the metric system, exponents, algebra, equations, trigonometry, graphics, and logarithms.

PRE-REQUISITE: MATE
101 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

MATE 104 QUANTITATIVE METHODS I 3 CREDITS

The Quantitative Methods I course includes the study of the Equations that apply to Analysis in Management, Offer, and Demand. It includes subjects such as compound interest, saving plans, amortizations, and annuities. It also studies the solution of equation systems using matrixes.

PRE-REQUISITE: MATE
103 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

MATE 111 PHARMACEUTICAL MATHEMATICS I 3 CREDITS

This course will introduce students to the pharmaceutical field through the study of mathematical operations that are carried out daily in the practice of the profession. It applies the acquired knowledge of basic mathematics in solving problems related to the delivery of prescriptions and other functions. The student will interact with the system of weights and measures used in pharmaceutical operations.

PRE-REQUISITE: FOR STUDENTS OF BACHELOR'S DEGREE OF SCIENCE IN NURSING: MATE 101 PRE-REQUISITE: MATE 103 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

MATE 112 PHARMACEUTICAL MATHEMATICS II 3 CREDITS

In this course, students will reinforce the skills learned in previous math courses. They will answer practical exercises in determining dose, increment or reduction in prescription drug mixtures, calculate pediatric a dose, percentage and concentration, intravenous infusions and other dosage change.

PRE-REQUISITE: MATE 111 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

MATE 205 PRE-CALCULUS 3 CREDITS

This course includes properties, real numbers operations, equations, graphs, linear equations and quadratics equations, inequalities, absolute value, functions and graphs, polynomial functions, rationales, exponential functions and logarithmic functions, trigonometric functions, angles, functions, graphs, sine and cosine. This course is a useful tool to solve a wide variety of problems as well as to exhibit tendencies among variables to predict and/or explain a phenomenon.

PRE-REQUISITE: MATE 103 LECTURE HOURS: 45 HOURS OUT OF CLASS WORK: 90 HOURS

NURS 101 INTRODUCTION TO NURSING SCIENCE 3 CREDITS

This course introduces students to the study of the historical background of nursing, the evolution, nursing development, theoretical foundations, the foundations of nursing as a profession, and its contribution to the present-day nursing profession. The student will begin the study of concepts and theories related to the practice of nursing as a profession on issues such as the various roles within the profession, ethical and legal aspects, laws, and regulations governing the practice of nursing, patients' rights, the provision and accessibility of health services, factors affecting health services in the general population, such as political, social, economic, ethical, and legal factors. The different categories of health services and prevention levels are also discussed. They will also initiate the study of the nursing process, the different stages of the process, and their participation and interventions within each of the stages, the formulation of nursing diagnosis with emphasis on the importance of the development of therapeutic communication skills, interpersonal relationships, critical thinking, analytical reasoning, and nursing clinical judgment. This course will be offered in hybrid form, providing the student with individual experiences through the technology that develops and enriches different learning styles.

Technology is considered an important tool that contributes to the evolution of the teaching-learning processes, supplementing or presenting alternatives to the process of traditional education.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

NURS 102 T THEORETICAL FUNDAMENTALS AND SKILLS IN THE PRACTICE OF NURSING 3 CREDITS

In this course, the student begins the study, analysis, and application of the nursing process in each

intervention, integrating the development of analytical skills, critical thinking, and clinical judgment within it. Concepts related to direct and safe patient care, prevention, promotion, maintenance, rehabilitation of health, patient's well-being, and the diversity of roles of the general nurse within the nursing practice are discussed. The course is aimed at applying and integrating the theories and concepts learned of the nursing process to the practice of professional nursing. The course consists of 45 theory contact hours.

CO-REQUISITE: NURS 101 AND NURS 102 LP
LECTURE HOURS: 45
HRS. OUT OF
CLASS: 90 HRS.

NURS 102 LP LABORATORY AND CLINICAL PRACTICE FUNDAMENTALS AND SKILLS IN THE NURSING PRACTICE 3 CREDITS

In this laboratory and clinical practice course, the students begin the practice of basic care skills and interventions in their role as a professional nurse and as an agent of change. It has a holistic approach that integrates not only the client, but also the family and the community in each of the interventions and nursing actions. The Nursing skills and competences, such as concepts, theories, and conceptual frameworks, learned on the NURS 101 are practiced. The course consists of 30 contact hours of Laboratory and 90 contact hours of clinical practice.

CO-REQUISITE: NURS 101 AND NURS 102 T
LABORATORY: 30
HRS. CLINICAL
PRACTICE: 90 HRS.

NURS 103 T THEORETICAL PRINCIPLES OF PHARMACOLOGY FOR THE NURSING PRACTICE 2 CREDITS

In this theoretical course, the student studies the classifications and categories of drugs, the adverse effects, the contraindications, and the various routes or routes of existing administration, as well as the ethical-legal principles in the administration and preparation of medicines. Topics related to OTC medications and maintenance medications for the most common chronic and acute conditions are discussed. Emphasis is placed on the functions and roles of the Generalist Nurse mainly in the role of educator during the application of the nursing process. The course consists of 30 contact theory hours.

PRE-REQUISITE: MATE 101, NURS 101 CO-REQUISITE: NURS 103 L, NURS 104 T AND NURS 104 LP
LECTURE HOURS: 30 HRS. OUT OF CLASS WORK: 60 HRS.

NURS 103 L LABORATORY OF PRINCIPLES OF PHARMACOLOGY FOR THE NURSING PRACTICE 1 CREDIT

In this laboratory course, the student acquires the basic knowledge of pharmacology for the preparation, dosage, and administration of medicines commonly used according to the stage of growth and development of the patient. Emphasis is placed on the functions and roles of the Generalist Nurse mainly the role of educator, in the application of the nursing process, critical thinking, analytical reasoning and clinical judgment in the preparation, safe and effective administration of medications, and in the documentation of interventions and significant findings. This course consists of 30 hours of laboratory contacts.

PRE-REQUISITE: MATE 101, NURS 101 CO-REQUISITE: NURS 103 T, NURS 104 T AND NURS 104 LP
LABORATORY: 30 HRS.

NURS 104 T THEORY OF NURSING CARE IN THE ADULT I 3 CREDITS

This course has a holistic approach through which the prevention, promotion, maintenance, and rehabilitation of the health status of the adult patient and his family is promoted. The integration of the family and community in the direct care of the patient is promoted. Emphasis is placed on the use of the nursing process as a tool for the solution of health problems along the continuum of health-disease. The course allows the student to deepen in the understanding of the human response to disease and its processes in the adult patient by framing them within the Nursing Process, clinical judgment, and critical thinking. The most common conditions that affect the health of the adult patient, its etiology, signs and symptoms, treatments, significant findings and the functions and interventions of the Generalist Nurse to be applied on each case are also studied. The course consists of 45 theory contact hours.

PRE-REQUISITES: NURS 102 T, NURS 102 LP CO-REQUISITE: NURS 103 T, NURS 103 LP AND NURS 104 LP
LECTURE HOURS: 45 HRS. OUT OF CLASS: 90 HRS.

NURS 104 LP LABORATORY AND CLINICAL PRACTICE OF NURSING CARE FOR ADULTS I 2 CREDITS

This course studies the use of critical thinking skills in the planning of nursing interventions and care; the development of communication skills; and the collaboration among members of the

interdisciplinary team. Nursing practice and care are based on evidence. The focus is on patient, family, and personal safety, the quality of nursing care, the promotion of health, well-being, and the role of the generalist nurse as an educator and agent of change. The nursing skills laboratory allows the student to practice the skills

that will enable him/her to obtain the necessary competencies to offer a holistic care, centered on the patient by applying the scientific and theoretical knowledge obtained in the NURS 104 T course. During the phase of Clinical Experience, the student will be certified in the practice skills to be performed in the various health scenarios prioritizing the care and needs of patients under their care. Nursing care and interventions will be directed towards the promotion and restoration of health and/or offering measures of palliative care worthy of the end of life. The course consists of 30 contact hours of laboratory and 45 contact hours of clinical practice.

PRE-REQUISITES: NURS 102 T, NURS 102
LP CO-REQUISITE: NURS 103 T, NURS 103 LP AND
NURS 104 T
LABORATORY: 30
HRS. CLINICAL
PRACTICE: 45 HRS.

NURS 201 T THEORY OF NURSING CARE FOR ADULTS II 3 CREDITS

This course is a continuation of the course NURS 104 T, in which the student deepens in the study and practice of previously learned skills. The course has a holistic approach to adult clients with complex diseases, chronic, or acute diseases in which interventions and nursing care are based on evidence. It also integrates the study of multisystem pathologies; and initiates the study of acute degenerative conditions with the respective nursing interventions and the application of the nursing process to carry out each of these. The different theories on health and illness, and how they relate to the condition of the patient according to the health alterations presented by the patient and their level of illness are also studied. The course consists of 45 contact hours.

PRE-REQUISITES: NURS 104T AND NURS 104 LP
CO-REQUISITE: NURS 201
LP LECTURE HOURS:
45 HRS. OUT OF
CLASS: 90 HRS.

NURS 201 LP LABORATORY AND CLINICAL PRACTICE OF NURSING CARE FOR ADULTS II 2 CREDITS

This course is a continuation of NURS 104LP, in which the student deepens in the study and practice of previously learned skills. Emphasis is placed on the use of the nursing process for the development of competencies, the practice of skills such as problem solving, critical thinking, analytical reasoning, the development of clinical judgment, and organizational skills. The various health and illness, and how they relate to the condition of the patient according to the health alterations presented by the patient and their level of illness are discussed to assess and the develop the care plans that meet the needs of the patient. Different treatment alternatives, places of treatment, and the different roles played by the Generalist Nurse are studied. The course consists of 30 contact hours of laboratory and 45 contact hours

of clinical practice.

PRE-REQUISITES: NURS 104 T AND NURS 104 LP
CO-REQUISITE: NURS 201 T
LABORATORY: 30 HRS.
CLINICAL PRACTICE: 45 HRS.

NURS 202 T THEORY OF MATERNAL-NEWBORN, NEONATAL, AND HIGH-RISK PREGNANCY NURSING CARE 3 CREDITS

This course studies nursing care and interventions in women throughout their reproductive stage, emphasizing on the stages of prenatal care, childbirth, before birth and postpartum. It analyzes and covers the normal and high-risk pregnancies, the different etiologies, care and interventions throughout pregnancy, and complications that may arise during pregnancy because of them. Its approach is holistic and includes the family, cultural and community aspects that affect both the well-being and the health of the mother, the newborn, and the family nucleus. Nursing interventions in the care of the newborn, the mother and the family during normal and high-risk pregnancies are discussed with emphasis on the preparation of the family nucleus for the arrival of the newborn. This course consists of 45 theory contact hours.

PRE-REQUISITES: NURS 201 T, NURS 201 LP
CO-REQUISITE: NURS 202
LP LECTURE HOURS: 45
HRS. OUT OF CLASS: 90 HRS.

NURS 202 LP LABORATORY AND CLINICAL PRACTICE OF MATERNAL-NEWBORN, NEONATAL, AND HIGH-RISK PREGNANCY NURSING CARE 2 CREDITS

This course studies nursing care and interventions in women throughout their reproductive stage, emphasizing the stages of prenatal care, childbirth, before birth, and postpartum. It is aimed at the development and practice of skills such as the completion of the health history, the estimated health of the mother and the newborn. Using the nursing process, the collection of data for the estimate and health history, the use of critical thinking skills, analytical thinking, clinical judgment, and documentation of significant findings are promoted. Concepts related to sexuality, reproduction, prenatal care, nutrition, lactation, congenital conditions, behavioral conditions such as postpartum depression, anxiety, and other conditions caused by physiological changes such as menopause, among others, are discussed. Nursing interventions are also studied in the care of the newborn, the mother, and the family during normal and high-risk pregnancy, with emphasis on preparing the family nucleus for the arrival of the newborn. This course consists of 30 contact hours of laboratory and 45 contact hours of clinical practice.

PRE-REQUISITES: NURS 201 T, NURS 201 LP
CO-REQUISITE: NURS 202 T LABORATORY: 30 HRS. CLINICAL PRACTICE: 45 HRS.

NURS 203 T THEORIES OF NURSING CARE OF PATIENTS WITH IMPAIRED MENTAL PROCESSES 3 CREDITS

The course is aimed at the study of the various alterations of mental health, the alteration of mental processes and behavior in the individual. The focus of the course is a holistic and humanistic one that is combined with the study of topics such as pharmacology, dosage, ethical-legal aspects, development of therapeutic communication skills, and nursing documentation, taking into consideration the stage of growth and development in which the client is. Emphasis is placed on nursing therapeutic communication and the benefits thereof as a tool to be used with the client, their family members and among the members of the interdisciplinary team. This course consists of 45 theory contact hours.

PRE-REQUISITE: NURS 201 T, NURS 201 LP, CO-REQUISITE: NURS 202 T, NURS 202 LP AND NURS 203 P
LECTURE HOURS: 45 HRS. OUT OF CLASS: 90 HRS.

NURS 203 P CLINICAL PRACTICE OF NURSING CARE OF PATIENTS WITH IMPAIRED MENTAL PROCESSES 1 CREDIT

The course is aimed at the study of the various alterations of mental health, the alteration of mental processes and behavior in the individual. The student uses the nursing process, the relator process, the critical thinking skills, the analytical reasoning, and the clinical judgment in the planning and implementation of care in nursing interventions to provide an efficient and safe professional service. The patient is evaluated holistically as an active participant within the family nucleus and community life. It also deepens into the understanding of the promotion, prevention of diseases, in the study and nursing interventions in the treatment of acute and chronic conditions in conjunction with early interventions, and on the importance of the orientation and integration of the family in the treatment. This course consists of 45 contact hours of clinical practice.

PRE-REQUISITE: NURS 201 T AND NURS 201 LP CO-REQUISITE NURS 202 T, NURS 202 LP AND NURS 203 T
CLINICAL PRACTICE: 45 HRS.

NURS 204 T THEORY OF NURSING CARE OF CHILDREN AND ADOLESCENTS 3 CREDITS

This course integrates the knowledge previously acquired on courses NURS 102, NURS 104, NURS 201 and NURS 202. The different stages of growth and development from the infant to the adolescence stages are studied. Their physical and psychological development, and how these changes alter their social and
family life are also discussed. Emphasis is placed on the promotion, maintenance, rehabilitation of health, and prevention of diseases. It also studies the different pathological conditions that affect them during childhood, as well as the identification of signs and symptoms of child abuse, mechanisms of existing prevention and adolescence together with the impact of these on their development, their family life and in the community. This course consists of 45 theory contact hours.

PRE-REQUISITES: NURS 202 T AND NURS 202 LP
CO-REQUISITE: NURS 204
LP LECTURE HOURS:
45 HRS. OUT OF
CLASS: 90 HRS.

NURS 204 LP LABORATORY AND CLINICAL PRACTICE OF NURSING CARE OF CHILDREN AND ADOLESCENTS 2 CREDITS

This course integrates the skills previously acquired in courses NURS 102, NURS 104, NURS 201 and

NURS 202. It also analyzes the various modalities of existing treatments, the different roles and nursing interventions within each one of them, as well as the ethical-legal aspects to be considered. The physical and psychological impact of the diseases on the pediatric client/patient and his family is studied from a holistic perspective. It also studies concepts related to health and care of the pediatric patient /client and his family such as pharmacology, dosage, nutrition, stages of growth and development, prevention, etiology, signs and symptoms of the most common childhood diseases, psychiatric disorders that affect children, as well as the identification of signs and symptoms of child abuse and the existing prevention mechanisms. This course consists of 30 contact hours of laboratory and 45 contact hours of clinical practice.

PRE-REQUISITES: NURS 202 T, NURS 202 LP
CO-REQUISITE: NURS
204 T LABORATORY: 30
HRS. CLINICAL
PRACTICE: 45 HRS.

NURS 301 NURSING CARE OF CLIENTS WITH CHRONIC OR ACUTE PATHOPHYSIOLOGIES 3 CREDITS

The course delves into the treatment, nursing interventions in clients with chronic or acute pathophysiology and possible complications thereof. Changes or alterations in the normal functioning of the body are studied and evaluated as these limits or interfere with the necessities of life. The course will also study the signs and symptoms of the conditions, physiological findings, radiological conditions, and alternative care in the home, the various treatment modalities, nursing interventions and the role of the generalist nurse in each. Using the nursing process, the application of theoretical, scientific, and humanistic principles nursing interventions appropriate for each client according to their status and stage of growth and development are selected. The approach is one of promotion, prevention, maintenance, rehabilitation and/or client support in terminal stage, family members, and members of the community to which they belong.

This course will be offered in hybrid form, providing the student with individual experiences through the technology that develops and enriches different learning styles. Technology is considered an important tool that contributes to the evolution of the teaching- learning processes, supplementing, or presenting alternatives to the process of traditional education.

PRE-REQUISITES: NURS 201 T AND NURS 201 LP
LECTURE HOURS:

45HOURS OUT OF CLASS: 90 HRS.

NURS 302 RESEARCH FOUNDATIONS FOR NURSING PRACTICE 3 CREDITS

In this course, the importance of research for nursing practice is discussed. It emphasizes research as a tool for change in the various areas in which nursing is practiced, what were the major contributions of research to the profession, promotion, prevention, maintenance, and health rehabilitation. Emphasis is placed on the study methodology, steps in defining and selecting a research problem in nursing, the type of representative sample to be selected, the formulation of hypotheses, design type, search skills, collection and data analysis, corroboration of findings, legal and ethical considerations that affect the research on the subject and regulate the field of scientific research, social and cultural aspects to be considered when conducting or participating in an investigation. The development of critical thinking is encouraged by the critical analysis of statistical data to help identify strengths and weaknesses in the methodology of nursing research. Research as a tool for disease prevention, identifying risk behaviors, improving management, quality, accessibility, and cost effectiveness in the delivery of health services are also studied. Current trends in nursing research and the role of the generalist nurse in modern research are discussed. This course will be offered in hybrid form, providing the student with individual experiences through technology to develop and enrich different learning styles. Technology is considered an important tool that contributes to the evolution of the teaching-learning processes, supplementing or presenting alternatives to the process of traditional education.

PRE-REQUISITES: NURS 301 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 150 HRS.

NURS 303 T THEORY OF HEALTH AND PHYSICAL EXAMINATION ASSESSMENT 2 CREDITS

The course initiates the student in the study of techniques of subjective and objective data collection for making a nursing assessment to identify the patient's health problems in the different growth stages, and the development in different situations throughout the continuous health-disease. Ethical-legal aspects related to the collection, management of protected health information of the patient/client and documentation of significant findings are also studied. This course consists of 30 hours of contact theory.

PRE-REQUISITE: NURS 301 T CO-REQUISITE: NURS 303 L LECTURE HOURS: 30 HRS. OUT OF CLASS: 60 HRS.

NURS 303 L LABORATORY OF HEALTH AND PHYSICAL EXAMINATION ASSESSMENT 2 CREDITS

The course studies the techniques of inspection, palpation, percussion, and auscultation are applied to perform a systematic and complete cephalocaudal physical examination that integrates the nursing

process, the diagnostic reasoning, as well as the critical thinking skills, the analytical reasoning, and the clinical judgment. Emphasis is placed on the promotion, prevention, and maintenance of health as well as
on the early detection of alterations in health patterns in the different stages of growth and development within the ongoing health-disease. The diagnostic tests, the clinical manifestations that support the diagnosis, the nursing interventions, and the different treatment modalities available are discussed according to the stage of growth and development of the client.

PRE-REQUISITE: NURS
301 CO-REQUISITE:
NURS 303 T
LABORATORY: 60 HRS.

NURS 304 PRINCIPLES OF PUBLIC HEALTH AND BIOSAFETY (Elective Course)
3 CREDITS

This course emphasizes the study of the different elements that threaten and threaten public health and safety. Events that threaten public health are studied such as natural disasters, climatological disasters, outbreaks, epidemics, pandemics, terrorist attacks, bioterrorism, chemical emergencies, radiological emergencies and disasters involving a large number of victims or Mass Casualty Incidents. The various methods of preparation are studied, the prevention measures that health professionals must take when working these situations in the different scenarios in which they could develop. In addition, the origins and etiology of diseases with high virulence such as anthrax, botulism, brucellosis, pests and tularemia, among others, are studied, in addition to the different prevention and treatment alternatives available. The intervention of the Department of Health, the different state and federal agencies during these incidents as well as the preparation available in Puerto Rico for these eventualities is discussed. A comparative study is carried out on how the geographical situation of Puerto Rico affects the available resources and

the continuity of the provision of health services in these situations compared to other jurisdictions and the existing planning.

PRE-REQUISITE: NURS 201 T AND NURS 201 P
LECTURE HOURS: 45 HRS.
OUT OF CLASS: 90 HRS

NURS 401 T THEORY PRINCIPLES AND THEORIES OF LEADERSHIP AND MANAGEMENT IN NURSING 3 CREDITS

In this course, the study of various theories of leadership and administration in nursing is introduced. Emphasis is placed on the study of leadership in clinical organizations with the fundamental objective of achieving the safe and efficient practice of nursing. Students will apply the principles of leadership, human relations, and administration to the various situations they will face in their professional practice. These situations involve ethical, legal, political, social, and economic aspects. The course consists of 45 theory contact hours.

PRE-REQUISITES: NURS 302 AND INSA 205
CO-REQUISITE: NURS

401 L LECTURE
HOURS: 45 HRS. OUT
OF CLASS: 90 HRS.

NURS 401 L LABORATORY OF PRINCIPLES AND THEORIES OF LEADERSHIP AND MANAGEMENT IN NURSING 1 CREDIT

During the laboratory, the student will carry out the practice of skills within different health scenarios, prioritizing the care and needs of the patients under their responsibility. The skills that the professional nurse must develop to facilitate the provision of health services are studied. The fundamental importance in the use of collaborative processes is discussed and analyzed. The proper handling of conflict situations, quality improvement programs, and human relationships are also studied. Discussion of aspects related to the provision of patient-centered care, hiring, management, and distribution of personnel is included. Contemporary issues that affect the practice of professional nursing and health policies both locally and globally are discussed. The course consists of 30 contact hours of laboratories.

PRE-REQUISITES: NURS 302 AND INSA 205
CO-REQUISITE: NURS
401 T
LABORATORY: 30
HRS.

NURS 402 T THEORY OF NURSING CARE FOR THE FAMILY AND COMMUNITY
2 CREDITS

The course initiates the student in the role of public health, education to the individual, to the family, and community. It is focused on the promotion, prevention, maintenance, and restoration of health of the individual, the family, and the community in general. Using the nursing process and the acquired skills, the different available strategies are evaluated to assess the needs of the family and the community with the aim of preventing transmittable diseases, prolonging life, health, and maximizing available resources.

The student will study concepts related to research, ethical-legal, epidemiology, demography, mortality, morbidity, reduction of risk factors, environmental health, special populations, contemporary health
aspects on how we can contribute as health professionals and members of the community to strengthen the health of our respective communities. The course consists of 30 contact theory hours.

PRE-REQUISITES: NURS
302 CO-REQUISITE:
NURS 402 P LECTURE
HOURS: 30 HRS. OUT
OF CLASS: 60 HRS.

NURS 402 P CLINICAL PRACTICE OF NURSING CARE FOR THE FAMILY AND COMMUNITY 2 CREDITS

During the phase of Clinical Experience, the student will be certified in the practice skills to be

performed in the various health scenarios prioritizing the care and needs of patients under their care. The care and nursing interventions will be directed towards the promotion and restoration of health, with emphasis on the role as educator. Through the use of the nursing process, the critical thinking skills, clinical judgment, and basing the practice on the evidence of findings, the patient/client, his family, and the community will be impacted in the different areas in which they operate, such as homes, community agencies, and schools, among others, in order to promote self-care, maximum development of available resources, strengthen existing health habits, and identifying and making changes in habits harmful to health. The course consists of 90 contact hours of clinical practice.

PRE-REQUISITES: NURS 302 CO-REQUISITE: NURS 402 T CLINICAL PRACTICE: 90 HRS.

NURS 403 T GERIATRIC NURSING CARE (Elective Course) 3 CREDITS

This course studies the physical and physiological changes and care needs of the elderly. It focuses on the study of the chronic and acute diseases that commonly affect the elderly population and in the study of the various treatment modalities that exist both in the hospital setting and in the home. Its approach is a holistic one, directed towards the promotion, prevention, and health maintenance, integrating the family and the community as support and a fundamental part in the health care of our elderly. The practice will be based on evidence, nursing interventions, and the identification of significant findings. Important aspects that impact this population are also studied, these include the access of the elderly to health services, legal, social, political, economic aspects, health care at the end of life, and the death process. This course consists of 45 theory contact hours.

PRE-REQUISITE: NURS 201 T AND NURS 201 LP
LECTURE HOURS: 45 HRS. OUT OF CLASS: 90 HRS.

NURS 404 T THEORY OF CRITICAL CARE IN THE ADULT PATIENT 2 CREDITS

The course includes the advanced study of chronic and / or acute pathophysiology and nursing interventions to be implemented according to the stage of growth and development of the patient. Using the nursing process, critical thinking skills, analytical reasoning, and clinical judgment as support, the student will be able to determine the necessary and appropriate nursing interventions according to the population to which they are providing nursing care in an acute and complex health scenario. In addition, ethical-legal considerations, documentation, effective communication, and human relations are discussed as members of the multidisciplinary health team. This course consists of 30 hours of contact theory.

PRE-REQUISITE: NURS 303 T AND NURS 303 L
CO-REQUISITE: NURS 404 LP LECTURE HOURS: 30 HRS. OUT OF CLASS: 60 HRS.

NURS 404 LP LABORATORY AND CLINICAL PRACTICE OF CRITICAL CARE IN THE ADULT PATIENT 2 CREDITS

Nursing interventions will be directed towards client care with multisystem health alterations, alterations in levels of consciousness, and functional patterns that require constant monitoring and treatment. The various factors that affect or exacerbate the client's health status are studied, as well as the role of the
family in the treatment as a care provider and existing support groups according to the condition in question. The planning of nursing interventions will be based on evidence, the theoretical knowledge acquired, and clinical reasoning. This course consists of 30 contact hours of laboratory and 45 contact hours of clinical practice.

PRE-REQUISITE: NURS 303 T AND NURS 303 L
CO-REQUISITE: NURS
404 T LABORATORY: 30
HRS. CLINICAL
PRACTICE: 45 HRS.

NURS 405 TRANSITION TO THE ROLL OF THE PROFESSIONAL NURSING SEMINAR
3 CREDITS

This course focuses on the transition of the student role to the role of generalist nurse with the duties and responsibilities inherent to the profession. It analyzes the various roles of the generalist nurse and current and future trends in the professional practice in Puerto Rico and the United States. It will discuss and analyze skills and competencies required for nurses under today's laws, regulations, ordinances, and standards of nursing practice that regulate the profession. Relevant aspects of student's preparation to enter the workforce, such as the analysis in the implementation of changes for the provision of health services, disputes that affect health care and
availability of services, the process of obtaining the provisional license and revalidation before the Examining Board of Health Professionals of Puerto Rico, the process of licensing of nursing CPEPR(Colegio de Profesionales de Enfermería de Puerto Rico)(Puerto Rico's Professional Nursing College), among others are also discussed. Dialogue on short and long term career goals is encouraged and the analysis of health situations scenarios useful to approve questions for the certification exam at the state level and the NCLEX (National Council Licensure Examination).

PRE-REQUISTE: NURS
401 T LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

POSO 101 DOSAGE 3 CREDITS

In this course students will develop the skills related to the method of administration, dose, concentration and potency of the drug, and the dose determination. They will relate to the interpretation of prescriptions and medical orders identifying doses and abbreviations.

PRE-REQUISITE: MATE
111 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

PSIC 101 GENERAL PSYCHOLOGY (Elective Course) 3 CREDITS

The course emphasizes on the study of various basic principles and various theories of growth and development of human beings, emphasizing on the development of the process of learning, thinking,

motivation, emotions, and management, as well as on individual perception. Factors of social, biological, and psychological type that are fundamental to the development and strengthening of the character of individuals are studied. Emphasis is given on the study of the changes that individuals suffer throughout all stages of growth and development, including the development from the prenatal to the aging stages. The course also considers the various problems and behavioral disorders that affect humans and the

various methodologies used in the research process to promote the search for possible solutions to these problems, and the adaptive patterns and lifestyle changes that promote the welfare of individuals. The most common behavioral deviations are discussed according to the stages of growth and development of the client, taking into consideration the stage when being diagnosed and the time between the onsets of symptoms until being diagnosed. This course will be offered in hybrid form, providing the student with individual experiences through the technology that develops and enriches different learning styles.

Technology is considered an important tool that contributes to the evolution of the teaching-learning processes, supplementing or presenting alternatives to the process of traditional education.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

QUIM 101 GENERAL CHEMISTRY I 4 CREDITS

This course has been designed so that students understand the principles and laws of modern chemistry- related applications. The fundamentals to be studied during the course include: the scientific method, the study of rules of nomenclature, dissolutions and concentration, gases, thermochemistry, quantum theory, Lewis structures, the periodic table, simple chemical reactions, stoichiometry, atomic structure, chemical and electronic configurations links. Laboratory experiences that develop the basic experimental techniques are essential in this course so students may be able to apply the concepts taught during the course.

PRE-REQUISITE:
NONE LECTURE
HOURS: 45 HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

REFR 100 FUNDAMENTALS OF THE PHYSICS CONCEPTS APPLIED TO THE REFRIGERATION AND AIR CONDITIONG TECHNOLOGY 3 CREDITS

This course aims to help the student acquire the basic knowledge of physics that applies to refrigeration and air conditioning. The following topics will be emphasized: heat, pressure, temperature, heat transmission, and the basic refrigeration system.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

REFR 101 FUNDAMENTALS OF THE REFRIGERATION AND AIR CONTIONING TECHNOLOGY 1 CREDIT

This course presents a general vision of history, classification, tools, materials, equipment, and security measures used in the Refrigeration and Air Conditioning Technology.

PRE-REQUISITE: NONE LECTURE HOURS: 15 HRS. OUT OF CLASS WORK: 30 HRS.

REFR 102 PSYCROMETRY AND HEAT LOADS 3 CREDITS

This course has been designed to offer students the necessary theoretical knowledge of psychometric basic elements, air mixture, heat load factors, and to perform calculations to determine heat loads.

PRE-REQUISITE: REFR 100 LECTURE HOURS: 45 HRS. OUT OF CLASS WORK: 90 HRS.

REFR 201 PRINCIPLES OF REFRIGERATION AND AIR CONDITIONING 5 CREDITS

This course has been designed for students that study Refrigeration and Air Conditioning Technology. They will acquire the basic knowledge in refrigeration, refrigerants, and their handling, tube system, and loading and unloading of the refrigeration system. Students will develop, through their work at the laboratory, a series of the manual skills needed in this study program. They will have the opportunity to use pipes, equipment for refrigerants, pressure manometers, and other instruments used in refrigeration and air conditioning. They will also work with compressors, expansion valves, and other components.

PRE-REQUISITES: REFR 100 / REFR 101 LECTURE HOURS: 60 HRS. LAB. HOURS: 30 HRS. OUT OF CLASS WORK: 120 HRS.

REFR 210 MOTORS AND CONTROLS FOR REFRIGERATION AND AIR CONDITIONING 7 CREDITS

This course is designed to guide the student to acquire the basic knowledge of motors and electric controls. The students will study the different electric motors and their parts, their functioning, characteristics, and installation. The different components for the control of electric motors such as relays, contractor, starters, thermostats, and others will be studied. The student will be able to identify in the laboratory the different kinds of motors and controls used in the refrigeration and air conditioning
areas. He will develop the manual skills needed for the installation, functioning, and maintenance of motors and controls. Troubleshooting is used in these systems.

PRE-REQUISITES: ELEC 101 / REFR 100
LECTURE HOURS: 75
HRS. LAB.
HOURS: 60 HRS.
OUT OF CLASS WORK: 150 HRS.

REFR 220 DOMESTIC REFRIGERATION AND AIR CONDITIONING SYSTEMS 4 CREDITS

This course has been designed to offer students the theoretical knowledge needed to work with different components and systems of domestic refrigeration and air conditioning. It will cover the study of mechanical and electric systems of refrigerators, freezers, and air conditioning units. The techniques of troubleshooting for the repairmen of this equipment will be studied. The student will use the computer technical design to develop diagrams and schematics for the course. Through the laboratory experience the student acquires the skills to select, install and repair, and diagnose in different domestic refrigerators and air conditioning scenarios. The students will use and develop computer drawings.

PRE-REQUISITES: REFR 100 / REFR 101
LECTURE HOURS: 45
HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 90 HRS.

REFR 230 REFRIGERATION AND AIR CONDITIONING IN COMMERCIAL AND INDUSTRIAL SYSTEMS 7 CREDITS

This course has been designed to provide students with the knowledge in the installation, functioning, diagnosis, and repairing of commercial and industrial units of refrigeration and conditioning systems. They will use the knowledge of drafting with computer to develop diagrams and schematics in these systems. Through laboratory experiences the student will develop the skill, he/she needs to install, diagnose, and repair malfunctions in commercial and industrial refrigeration and air conditioning systems. They will use schematics and drawings through the computer.

PRE-REQUISITES: REFR 100 / REFR 101
LECTURE HOURS: 75
HRS. LAB.
HOURS: 60 HRS.
OUT OF CLASS WORK: 150 HRS.

REFR 240 AUTOMOTIVE AIR CONDITIONING SYSTEMS 3 CREDITS

This course has been designed to give students the opportunity to acquire the necessary knowledge in automotive air conditioning. During the course, they will study the components, characteristics, and functioning of the automotive air conditioning system. Students will use techniques on the repairing of this cooling equipment. They will use computer diagrams and schematics. Through laboratory experiences, they will have the opportunity to develop a series of manual skills and knowledge in the selection, installation and repairing of automotive air conditioning systems. They will use the knowledge of computers to develop drawings and schematics of these systems.

PRE-REQUISITES: REFR 201

LECTURE HOURS: 30
HRS. LAB.
HOURS: 30 HRS.
OUT OF CLASS WORK: 60 HRS.

REFR 250 DESIGN OF AIR CONDITIONING CONDUCTORS USING THE COMPUTER 1 CREDIT

This course is designed so that students can develop the skills for the design of conduits of air conditioning using the computer. They will acquire knowledge on the basic requisites of ventilation, pipe calculation, air movement in spaces, grilles, push back, conduits system, and specification tables.

PRE-REQUISITE: REFR 230 / DIBU 102
LECTURE HOURS: 5
HRS. LAB.
HOURS: 25 HRS.
OUT OF CLASS WORK: 10 HRS.

REFR 265 SUPERVISED PRACTICE IN REFRIGERATION AND AIR CONDITIONING 3 CREDITS

This course has the purpose of professionally develop the students for the workplace. It will prepare him/her to work in the refrigeration and air conditioning field. During the practice, the student will learn how to attain success. His/her mentor and the academic evaluator of the workshop will evaluate the student. The professor will guide the student to help him/her in his/her professional development. The student is required to complete a total of 225 practice hours and will be evaluated by his workshop mentor and the professor to help him/her become a professional in that field.

PRE-REQUISITES: REFR 220 / REFR 240

REFR 270 REVIEW OF VALIDATION TEST FOR REFRIGERATION AND AIR CONDITIONING TECHNICIAN 3 CREDITS

This course has been designed to give students the opportunity to apply the theoretical and practical knowledge acquired in other courses. Analysis, installation, operation, and maintenance concepts of Refrigeration and Air Conditioning Systems are reviewed. Simulated tests are conducted to provide students with a better chance of approving the state exam for Refrigeration and Air Conditioning Technician.

PE-REQUISITES: REFR 240 LECTURE HOURS: 45
HRS. OUT OF CLASS WORK: 90 HRS.

SEMI 201 INDUSTRIAL SEMINAR 1 CREDIT

This course has been designed to prepare students of technology programs to be successful in the workplace. Students will learn which local and federal regulations apply to the industry, such as, good manufacturing practices, good documentation practices, safety (OSHA), and environment regulations

(EPA)., among others. Other aspects of the industry, such as human relations in business, job interview, industrial organizational standards, electrical, refrigeration and air conditioning areas applied to the industry.

PRE-REQUISITES: APPROVAL OF ALL MAJOR CONCENTRATION COURSES
LECTURE HOURS: 15
HRS. OUT OF CLASS
WORK: 30 HRS.

SICO 201 HUMAN RELATIONS 3 CREDITS

The course emphasizes on the importance of human relationships both at a personal level and in worker- employer relations. Included in the course are the fundamental issues related to personality, motivation, self-esteem, and leadership as applied to human behavior in the workplace. This course will be offered in hybrid form, providing students with individual experiences through the technology that enriches and extends their learning and enables them to meet today and tomorrow's labor challenges. Technology is a fundamental tool that contributes and accelerates the teaching-learning processes, enhances traditional education, and opens several opportunities for students in their efforts to achieve their goals and dreams.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

TEME 101 MEDICAL TERMINOLOGY 3 CREDITS

This course provides the student with the opportunity to analyze the basic principles of anatomy, medical terminology, coding, and practice in reading and writing medical diagnostics among other tasks.

PRE-REQUISITE:
NONE LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

TEME 102 MEDICAL TERMINOLOGY II (CODING) 3 CREDITS

In this course, the student continues the analysis of the principles of anatomy and medical terminology; in addition to coding and practice in reading and writing medical procedures.

PRE-REQUISITE: TEME
101 LECTURE HOURS: 45
HRS. OUT OF CLASS
WORK: 90 HRS.

IX. DISTANCE EDUCATION

On June 27, 2022, the Office of Registration and Licensing of Educational Institutions of the Department of State of Puerto Rico Amended Certification Number 2021-137. Through this certification, post-secondary educational institutions are authorized to use alternate non-face-to-face methods to continue offering their programs while the emergency lasts. If, once the emergency is over, the institution wishes to continue offering a distance program for which it has not approved the modality, it must request an amendment to its license. The most recent certification takes effect from January 1, 2023 until June 30, 2023.

Distance Education Policy

Humacao Community College acknowledges its responsibility to educate for life by providing and facilitating educational opportunities to a diversity of generations using broad and varied strategies. This results in Humacao Community College's commitment to provide the strategies and mechanisms through the educational processes that enable new approaches according to the changing reality which we all are experiencing.

The Student Support Services for students enrolled in Distance Education Courses states that all courses at Humacao Community College must reflect the highest standards in academic support combined with the personal and career search that will maximize the student's opportunities for persistence on to graduation

For purposes of this policy, Distance Education is a formalized instructional learning process where time/geographic situations constrain learning by not affording in-person contact between student and instructor (King, Young, Drivere-Richmond and Schrader, 2001).

Responsibilities

The "Office of the President" is responsible for the development of measures that ensure students enrolled in distance education program(s) and course(s) of study at Humacao Community College to receive quality distance education program(s) and course(s) of study, and to establish distance education as an effective method for extending educational opportunities while complying with the mission of the Institution.

The "Office of the Dean of Academic and Student Affairs", in coordination with the System Technician, Admissions Office, Registrar's Office, Professional Counseling Office and the Learning Resources Center, is responsible for ensuring that faculty members are aware of this policy and comply with the provisions thereof.

Faculty Responsibilities

- To follow university guidelines for development, scheduling, and presentation of distance learning courses.
- To design/adapt course instruction to meet the same standards and criteria set for traditional campus-based courses.
- To participate in curriculum development, coordination of syllabi, and in preparation of any comprehensive examinations, as required.

- In coordination with Learning Resources Center, select the textbooks and supplementary materials that are necessary.

- To design and grade student projects, assignments, and tests in accordance with a schedule which has been communicated to students beforehand.

- To develop processes to ensure the integrity of student work.

- To provide for and maintain regular appropriate interaction with distance learning students.

- To observe copyright laws and guidelines as they pertain to the Internet, the World Wide Web, software, and the use and reproduction of materials.

- To secure copyright clearances on any copyright-protected materials used in online course development.

- To participate in the Institution's ongoing evaluation of the Distance Learning Program.

Statement

The Identity Verification Policy states that all the Institution's programs and courses reflect the highest standards of academic integrity and quality for students interested in enrolling in the distance learning programs and courses offered by Humacao Community College.

The student's identity verification process begins as soon as the student completes the application for admission, subsequent enrollment processes, graduation, transfer and / or withdrawal.

The policy and procedures aimed to establishing the identity of students enrolled in online courses at Humacao Community College are an integral part of their position regarding academic integrity. Humacao Community College establishes the conditions under which plagiarism or counterfeiting is incurred and outlines the consequences of violating such prohibited behavior in its Copyright Policy.

All courses offered through electronic methods must verify that the student enrolled in a distance education course is the same student who participates and completes the course. The following methods are used for continuous verification of the student's identity:

- Humacao Community College creates an email account with the corresponding user code and password for all students and uses it as the primary method of communication between the student and Humacao Community College.

- Humacao Community College provides a secure connection and individual passwords so that each student can access online courses and their related resources, discussions, tasks, and assessments.

- The faculty of distance education courses offered by Humacao Community College uses appropriate pedagogical practices for verifying the students' identity and discusses the Copyright Policy with them.

All methods used to verify the identity of students enrolled in distance education courses at Humacao Community College protect the privacy of student information. This policy will be reviewed annually by the Office of the President to ensure its continuation and alignment with appropriate federal and policy regulations. If necessary, it will be modified to reflect changing conditions, such as technology and student profile.

Definitions

For purposes of this policy, a student is a person enrolled in a course at Humacao Community College (excluding continuing education courses), protected by the FERPA Act, and with a record in JK Green System, an Administrative System used by the Institution for the maintenance of student data records.

An online course is defined as one for which part of the scheduled regular time in the classroom is replaced by required activities that are administered and completed online.

Responsibilities

The Office of the Dean of Academic and Student Affairs is responsible for ensuring that teachers are aware of this policy and that they comply with the provisions of this policy.

The Office of the President is responsible for developing measures to ensure that the online learning environment is secure, ensuring compliance with the provisions of this policy, and the publication of information by the Institution on how identity verification processes protect the privacy of the student.

The Administrative Offices staff is responsible for coordinating and promoting the efficient use of the Institution's resources and services, and for ensuring that the admission and registration processes remain in compliance with this policy.

The Institution is responsible for the definition and publication of acceptable professional and ethical conduct, including definitions of plagiarism and counterfeiting, and a description of the consequences of their respective violations.

All users of the educational administration systems of the Institution are responsible for maintaining the security of user codes, passwords, and any other assigned access credentials.

The faculty in charge of teaching courses through distance education methods has the primary responsibility to ensure that their courses comply with the provisions of this policy. Because technology and personal responsibility cannot verify absolute identity or guarantee academic integrity completely, the faculty is urged, as far as possible and within the pedagogical framework, to design courses that use assignments and assessments unique to the course and that support academic integrity.

Technical Information

Moodle Distance Education Platform

Humacao Community College utilizes the Moodle Distance Education Platform to provide online courses. The courses in the platform include the following student information: **synthesis of the course, lessons,** grades, points, advisement, exercises, tests, discussions, evaluations, and an email

section. All instructors shall be assigned a user account on the Moodle Distance Education Platform to manage their
courses. Instructors are expected to keep their attendance and grades current.

The courses developed in the Moodle Distance Education Platform have a Question-and-Answer section to respond to students' questions and doubts. Faculty must respond to these requests within a period not later than 24 to 48 hours.

On the other hand, the technical support is provided in two ways:

1. Humacao Community College Technician
   - Monday to Thursday 8:00am – 8:00pm
   - Friday 8:00 am – 5:00 pm 787-852-1430
   - IT@hccpr.edu

Humacao Community College has the authorization of the Office of Registration and Licensing of Educational Institutions of the Department of State of Puerto Rico to offer in Distance Education Modality, except the laboratories and internships, the followings Programs:

- Electric Technology with PLC
- Associate Degree in Dental Assistant with Expanded Duties

The Institution uses the Moodle Distance Education Platform and Microsoft Teams to offer online courses.

X. SCHOOL CALENDARS – REGISTRAR'S OFFICE

HUMACAO COMMUNITY COLLEGE
ACADEMIC CALENDAR
JANUARY – APRIL 2025 (2025/1)

JANUARY

1 **Holiday. New Year Day**
6 **Holiday. Three Kings Day**
8 Beginning of administrative duties
8 Academic Progress Report available for students
10 Faculty Meeting
14 **Classes begin (Day and Evening sessions)**
14-28 **Changes in classschedule and Last day for late enrollment**
20 **Holiday. Martin Luther King, Jr.' Day**
28 **Last Day for removal of incomplete grades**

FEBRUARY

11 **Last day to report NON REPORTED STUDENTS (N/R)**
14 Last day to administrate first test, or grade
17 **Holiday. Presidents' Day**
21 Faculty submission of D's and F's report to Dean of Academic Affairs

MARCH

3 **Holiday. American Citizenship Day**
5-6 **Mid Term Exams**
14 Last day for total withdrawals with refund
27 Faculty submission of D's and F's report to Dean of Academic Affairs
28 Evaluation and analysis of needs for the next academic term
31 Last day to pay tuition balance

APRIL

2 Enrollment process begins
4 Last day for total and partial withdrawals at the Registrar's Office
17-18 **Academic and administrative Recess – Holy Thursday and Friday.**
21 Last day of classes (Day and Evening sessions)
22-23 Final Exams
24 Faculty submits final Grades and Official Lists to the Registrar's Office

HUMACAO COMMUNITY COLLEGE
ACADEMIC CALENDAR
MAY - AUGUST 2025 (2025/2)

MAY

2	Faculty Meeting
2	Academic Progress Report available for students
6	Classes begin (Day and Evening sessions
6-20	Changes in class schedule
20	Last Day for removal of incomplete grades
20	Last Day for late enrollment
26	**Holiday – Memorial Day**

JUNE

3	Last day to report Non-Reported Students (N/R)
4	Last day to administrate first test or grade
11	Faculty Submission of D's and F's report to Dean of Academic Affairs
19	**Holiday –Juneteenth**
24-25	Mid-term Exams

JULY

3	Last Day for total withdrawal with refund
4	**Holiday –Independence Day**
12	Evaluation and analysis of needs for next academic term
25	**Holiday –PR Constitution Day**
28	**Holiday –José Celso Barbosa**
31	Last Day for tuition balance payment
31	Faculty Submission of D's and F's report to Dean of Academic Affairs

August

1	Last Day for total or partial withdrawals at the Registrar's Office
6	Enrollment process begin
11	Las day of classes (Day and Evening sessions)
12-13	Final Exams
15	Faculty submits final Grades and Official List to the Register Office

SUBJECT TO CHANGES

(Rev. 02-15-2025)

HUMACAO COMMUNITY COLLEGE
ACADEMIC CALENDAR
SEPTEMBER – DECEMBER 2025 (2025/3)

SEPTEMBER

1	**Holiday – Labor Day**
10	Last Day for late enrollment
10	Changes in class schedule
10	Last Day for removal of incomplete grades
17	Constitution of the United States of America Celebration
24	Last day to report Non-Reported Students (N/R)
30	Last day to administrate first test or grade

OCTOBER

3	Faculty Submission of D's and F's report to Dean of Academic Affairs
13	**Holiday – Discovery of America (Columbus Day)**
15-16	Mid-term Exams
29	Last Day for total withdrawal with refund

NOVEMBER

11	**Holiday –Veterans Day**
12	Evaluation and analysis of needs for next academic term
19	**Holiday –Discovery of Puerto Rico**
26	Last Day for total or partial withdrawals at the Registrar's Office
27	**Holiday –Thanksgiving Day**
28	Administrative and Academic Recces
31	Last Day for tuition balance payment
31	Faculty Submission of D's and F's report to Dean of Academic Affairs

DECEMBER

1	Last Day for tuition balance payment
1	Faculty Submission of D's and F's report to Dean of Academic Affairs
1	Enrollment process begin
8	Las day of classes (Day and Evening sessions)
9-10	Final Exams
12	Faculty submits final Grades and Official List to the Register Office

ACADEMIC CALENDAR
JANUARY – APRIL 2026 (2026/1)

JANUARY

3	**Holiday. New Year Day**
8	**Holiday. Three Kings Day**
9	Academic Progress Report available for students
9	Beginning of administrative duties
10	Faculty Meeting
18	Classes begin (Day and Evening sessions)
18-31	Changes in class schedule
16	**Holiday. Martin Luther King, Jr.' Day**
31	Faculty submission of participation report to Dean of Academic Affairs

FEBRUARY

1	Last Day for removal of incomplete grades & late enrollment
16	Last day to administer first test, or grade
17	**Holiday. Presidents' Day**
26	Faculty submission of D's and F's report to Dean of Academic Affairs

MARCH

3	**Holiday. American Citizenship Day.**
17	Last Day for total withdrawals with refund
13-17	Mid-Term Exams
18	**Holiday. Emancipation Day.**
27	Faculty submission of D's and F's report to Dean of Academic Affairs
30	Evaluation and analysis of courses needed for the next academic term.
31	Last day to pay tuition balance.

APRIL

3	Last Day for total and partial withdrawals at the Registrar's Office
5	Enrollment process begins.
13-14	**Academic and administrative recess.**
20	Last Day of classes (Day and Evening sessions)
24-25	Final Exams
27	Preparation of final reports (Faculty)
28	Faculty submits final Grades and Official Lists to the Registrar's Office

HUMACAO COMMUNITY COLLEGE
ACADEMIC CALENDAR
MAY - AUGUST 2026 (2026/2)

MAY

3	Academic Progress Report available for students
10	Faculty Meeting
17	Classes begin (Day and Evening sessions)
17-31	Changes in class schedule & Late Enrollment
30	**Holiday.**

Memorial Day JUNE

1	Last day for removal of incomplete grades
15	Faculty submission of participation report to Dean of Academic Affairs
19	Last day to administer first test, or grade

JULY

4	**Holiday. US Independence Day**
5	Courses need analysis for next term
12-13	Mid-Term Exams
14	Last Day for total withdrawal with refund
19	Faculty submission of D's and F's report to Dean of Academic Affairs

AUGUST

1	Last Day for tuition balance payment
2	Enrollment Process begins
3	Faculty submission of D's and F's report to Dean of Academic Affairs
9	Last Day for total or partial withdrawals at the Registrar's Office.
18	Last Day of classes (Day and Evening sessions)
21-22	Final Exams
20	Preparation of final reports (Faculty)
21	Faculty submits final Grades and official lists to the Registrar's Office

COLLEGE ACADEMIC CALENDAR
SEPTEMBER – DECEMBER 2026 (2026/3)

SEPTEMBER

2	Academic Progress Report available for students
2	Faculty meeting
4	**Holiday. Labor Day.**
6	Classes begin (Day and Evening sessions)
6-19	Changes in class schedule and late enrollment
18	**Celebration of the Constitution of the United States of America**
19	Last day to remove incomplete grades
29	Faculty submission of D's and F's report to Dean of Academic Affairs

OCTOBER

6	Last day to administer first test, or grade
9	**Holiday – Discovery of America/Columbus Day/Race Day**
23-27	Mid-Term Exams
27	Courses need analysis for next term
31	Faculty submission of D's and F's report to Dean of Academic Affairs

NOVEMBER

6	Last Day for total and partial withdrawals with refund
11	**Holiday – Veterans Day**
20	**Holiday – Discovery of Puerto Rico**
22	Last Day for tuition balance payment Faculty submission of D's and F's report to Dean of Academic Affairs
23	**Holiday - Thanksgiving Day**
24	Administrative and academic recess

DECEMBER

1	Last Day for partial or total withdrawals at the Registrar's Office
5	Enrollment Process begins.
7	Last Day of classes (Day and Evening sessions)
11-12	Final Exams
13-14	Preparation and submission of Final Grades and Official Lists to the Registrar's Office by Faculty
15	Academic (faculty) recess

ACADEMIC CALENDAR
JANUARY – APRIL 2027 (2027/1)

JANUARY

1	**Holiday. New Year Day**
6	**Holiday. Three Kings Day**
8	Academic Progress Report available for students/ Beginning of administrative duties
10	Faculty Meeting
15	**Holiday. Martin Luther King, Jr.' Day**
17	Classes begin (Day and Evening sessions)
17-31	Changes in class schedule and Last Day for removal of incomplete grades & late enrollment
31	Faculty submission of participation report to Dean of Academic Affairs

FEBRUARY

15	Last day to administrate first test, or grade
19	**Holiday. Presidents' Day**
26	Faculty submission of D's and F's report to Dean of Academic Affairs

MARCH

2	**Holiday. American Citizenship Day.**
15	Evaluation and analysis of courses need for the next academic term
19	Last Day for total withdrawals with refund
19-21	Mid-Term Exams
22	**Holiday-Emancipation Day**
27	Faculty submission of D's and F's report to Dean of Academic Affairs Last day to pay tuition balance
28-29	**Academic and administrative**

recess. APRIL

4	Last Day for total and partial withdrawals at the Registrar's Office
8	Enrollment process begins
26	Last Day of classes (Day and Evening sessions) 29-30 Final Exams

MAY

1	Preparation of final reports (Faculty)
2	Faculty submits final Grades and Official Lists to the Registrar's Office

ACADEMIC CALENDAR
MAY - AUGUST 2027 (2027/2)

MAY

4	Academic Progress Report available for students
8	Faculty Meeting
15	Classes begin (Day and Evening sessions)
15-28	Changes in class schedule & Late Enrollment
30	**Holiday. Memorial Day J**

UNE

3	Last Day for removal of incomplete grades
14	Faculty submission of participation report to Dean of Academic Affairs
21	Last day to administer first test, or grade

JULY

4	**Holiday. US Independence Day**
5	Courses need analysis for next term
9-10	Mid-Term Exams
12	Last Day for total withdrawal with refund
19	Faculty submission of D's and F's report to Dean of Academic Affairs

AUGUST

1	Last Day for tuition balance payment
5	Enrollment Process begins
5	Faculty submission of D's and F's report to Dean of Academic Affairs
8	Last Day for total or partial withdrawals at the Registrar's Office.
16	Last day of classes (Day and Evening sessions)
19-20	Final Exams
21	Preparation of final reports (Faculty)
22	Faculty submits final Grades and official lists to the Registrar's Office

SEPTEMBER – DECEMBER 2027 (2027/3)

SEPTEMBER

3	Academic Progress Report available for students
3	Faculty meeting
2	**Holiday. Labor Day.**
4	Classes begin (Day and Evening sessions)
4-17	Changes in class schedule and late enrollment
16	**Celebration of the Constitution of the United States of America**
17	Last day to remove incomplete grades
30	Faculty submission of D's and F's report to Dean of Academic Affairs

OCTOBER

3	Last day to administer first test, or grade
7	**Holiday – Discovery of America/Columbus Day/Race Day**
21-24	Mid-Term Exams
25	Courses need analysis for next term
31	Faculty submission of D's and F's report to Dean of Academic Affairs

NOVEMBER

5	Last Day for total and partial withdrawals with refund
12	**Holiday – Veterans Day**
18	**Holiday – Discovery of Puerto Rico**
20	Last Day for tuition balance payment Faculty submission of D's and F's report to Dean of Academic Affairs
21	**Holiday - Thanksgiving Day**
22	Administrative and academic recess

DECEMBER

2	Last Day for partial or total withdrawals at the Registrar's Office
4	Enrollment Process begins
6	Last Day of classes (Day and Evening sessions)
9-10	Final Exams
11-12	Preparation and submission of Final Grades and Official Lists to the Registrar's Office by Faculty
13	Academic (faculty) recess

ALL CALENDARS WILL BE SUBJECT TO CHANGE

The Administration of Humacao Community College has performed all efforts to assure that the information contained in this Catalog is precise. Nevertheless, a great part of the information concerning the distribution of the courses, curricular content, Degree requirements and faculty are subject to change or elimination without prior notice.

The Institution reserves its right to revise or change regulations, fees, tuition, study programs, courses, Bachelor's, Associate Degrees or Certificate requirements, and any other regulation that affects the students when the Institution deems it necessary or convenient, in accordance with the demands of the job market.

Admission of students to the Institution implies the student's right to continue their studies only on the Degree programs stated in the Catalog at the moment of admission or in any subsequent catalog during the teaching period. The Institution reserves its right, nevertheless, to cancel any course because of insufficient enrollment or of eliminating, in stages, any program.

Humacao Community College is an equal opportunity employer and does not discriminate against any employee or candidate, for reasons of gender, color, sexual orientation, ethnic origin, age, physically or mentally impaired, social condition, military, or civil status, political or religious affiliations.

Distance Learning Assessment Tool

Applicant Name: _____

Program: _____

Introduction:

*For register in online courses of Humacao Community College the applicant needs to possess some basic knowledge about the use of computer and tools such as: e-mail management, the process to download materials, among other skills. The Institution is going to provide the applicant with a comprehensive Manual, named **"Training Plan of Orientation to Distance Education Students"**. In this manual the applicant will get information and orientation about: the computer components, how to start a computer, keyboard sections, introduction to windows, working with desktop icons, the use of email, Moodle, Microsoft Teams, the internet, among other important tools and components related to distance education.

However, the Institution also needs to assess other areas, prior to the applicant admission to this type of education modality. This assessment has the purpose of identifying different types of challenges prior to registering and accessing our online courses.

To better support you, please answer these questions.

Question	Response options	
	Yes	No
1. Do you have access to a computer that you can use for distance learning?		
2. Do you have a reliable internet access in your home?		

Question	Response Options			
	Excellent 4	Good 3	Regular 2	Poor 1
1. How confident do you feel using the technology tools (e.g., computer, tablets device, learning applications) that support online learning?				
2. How good is your knowledge in Office 365 apps?				
3. Do you know how to download or upload documents to the internet?				
4. How do you feel using a computer?				

Question	Response Options			
	Excellent 4	Good 3	Regular 2	Poor 1
5. How comfortable are you with sourcing relevant information on the internet?				
6. How do you feel overall about distance education?				
7. How do you consider are your skills in: time management for online learning process?				
8. How do you consider your self-motivation to study or complete tasks without constant and direct supervision?				
Total points: ____/32 Applicant Signature: _____				

Comments and Observations:

_____

_____

_____

_____.

_____

Official Signature

ACADEMIC DEGREES OF TEACHERS

NAME	CONFERRED DEGREE	COLLEGE NAME
Ferdinan Díaz Maldonado	-Refrigeration and Air Conditioning with PLC (Certificate) Licensed Electrician Expert Electricians Board #Number 009789) -Associate Degree in Computers	NUC University Interamerican University PR(Fajardo Campus)
Nancy Gutiérrez Vázquez	-Master's degree in business administration in Human Resources -Bachelor's degree in criminal justice -Dental Assistant and Expanded Duties in Dental Assistant Courses	National University College NUC University Antilles College of Health (San Juan)
Ginabelinda Berrios Fernández	-Master's degree in sciences in Nursing with Specialty in Medical Surgical and Role in Education -Bachelor's degree in sciences in Nursing	National University College National University College
Maibé Torres Rosario	-Bachelor's degree in office administration -Certificate Billing and Collection of Medical Plan Continuing Education	University of Puerto Rico, Humacao University of Puerto Rico, Humacao
Tamarys García Burgos	-Bachelor's degree in business administration with Major in Management	University of Puerto Rico
María E. Carrión Pomales	-Master's degree in sciences in Nursing with Specialty in Adults and Elderly	Columbia Centro Universitario (Columbia Central University)
Johnny López Simmons	-Bachelor of Science in Computer Information Systems	University of Ana G. Méndez

Lizned Rivera Bonano	-Bachelor of Forensic Sciences -Mastery Teaching English as a Second Language	Interamerican University of PR Cambridge College (Guaynabo Campus of Puerto Rico)
Francie García Molina	-Bachelor's degree in criminal justice Major in Homeland Security -Master of Business Administration Concentration in Technology Management -Bachelor of Science in Business Management and Marketing -Billing Courses	NUC University Bayamon Online Division University of Phoenix University of Phoenix Universal Carrer Counseling Centers, Inc.
José Vázquez Guillermo	-Bachelor's Sciences Biology -Master in Science, in Biotechnology	Interamericana University of Puerto Rico Pontifical Catholic, Univesity of Puerto Rico
Teófilo Ortiz Caraballo	-Master Degree in Accounting	World University Hato Rey
Dra. Obdulia Báez Félix	-Ph.D Caribbean and Puerto Rico Literature	Centro de Estudios Avanzado de Puerto Rico y el Caribe (San Juan)
Waleska García Alvarado	-Master's degree in sciences in Nursing with Specialty in Adults and Elderly	Columbia Centro Universitario (Columbia Central University)
Marta L. Rivera Pabellón	-Master Education Teach of Fine Arts -Bachelor of Arts (Political Science)	University Ana G. Méndez Interamerican University

Abiezer De Jesus Díaz	-Electricity with Renewable Energy (Certificate) Licensed Electrician Expert Electricians Board #Number) 13546	NUC University- Recinto de Fajardo
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Edwin F. Colón Cruz	-Master in engineering management -Master in environmental management -Technical Degree in Refrigeration and Air Conditioning with PLC -Refrigeration and Air Conditioner Technician (license number 12498)	Polytechnic University of Puerto Rico Polytechnic University of Puerto Rico Professional Technical Institution, Inc.
Josean Velázquez Molina	-Master of Science in Applied Mathematics for the Life and Social Sciences 2024. -Bachelor of Science in Computational Mathematics 2017	Arizona State University, Tempe, Arizona University of Puerto Rico- Humacao (UPRH), Humacao, Puerto Rico
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Omayra Rodríguez Rodríguez	-Juris-Doctor	Interamerican University of Puerto Rico
Aida E. Rodríguez Santiago	-Bachelor's degree in Secondary Education with Secretarial Science	University of Puerto Rico

ADMINISTRATIVE OFFICES

NAME	CONFERRED DEGREE	COLLEGE NAME
Jorge E. Mojica Rodriguez	Juris Doctor Bachelor of Business Administration, concentration in Accounting.	Interamerican University School of Law Hato Rey, Puerto Rico (08\1995) University of Puerto Rico, Humacao, Puerto Rico (05\1998)
Aida E. Rodriguez	Bachelor's Degree in Secondary Education with Secretarial Sciences.	University of Puerto Rico.
Omayra Rodriguez	Juris Doctor Bachelor of Arts: Humanities and Interdisciplinary Studies, Pre-Legal.	Inter-American University Law School (1997-2000) University of Puerto Rico, Río Piedras (1992/1996)
Marianne Berrios Astacio	Bachelor of Business Administration, concentration in Accounting.	Inter-American University Interamerican University (2005)
Hector M. Dávila Rivera	MBA, Education, Administration and Supervision BBA, Business Administration Business Administration minor in Computerized System AD, Computer Programming	University of Phoenix Universidad del Sagrado Corazón Technological Institute of San Juan
Janice T. Serrano Rivera	Bachelor of Arts with a concentration in Criminal Justice	Inter American University of Puerto Rico, 2001.
Maritsa Odette Delgado	Business Operations Program Diploma	National Education Center Allentown Business School Campus Allentown, PA 1991
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Milagros Cruz Caraballo	Bachelor's Degree in Business Administration with a concentration in Accounting.	University of Puerto Rico, Río Piedras Campus. 1995

Carmen M. Figueroa	Associate of Business Administration in Accounting Associate Degree in Pharmacy Technician	Humacao Community College, 2020 Humacao Community College, 2014
Yaileen I. García Ubiles	Bachelor of Arts, Concentration in Social Sciences	University of Puerto Rico- Cayey Campus (2016)
Kimberly Castro Gerena	Bachelor in Social Sciences with major in Criminal Justice	Universidad Ana G. Méndez
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