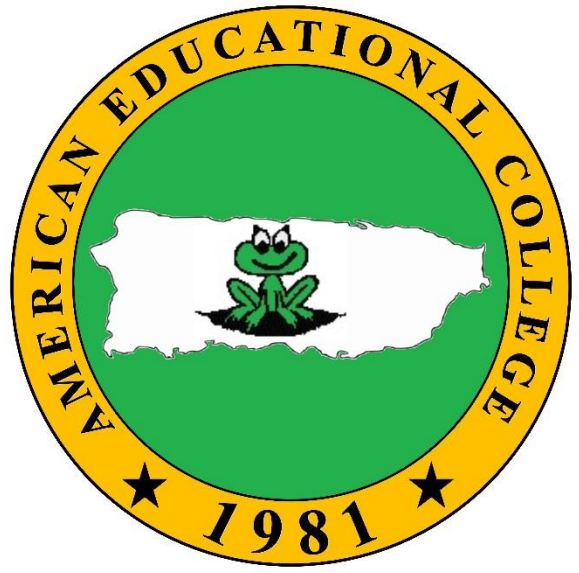





GENERAL CATALOG

2021 -2024





Published by **American Educational College** of Puerto Rico, PO BOX 62, Bayamón, Puerto Rico. This catalog is published in Spanish and English. If there is any conflict in the interpretation, the Spanish version will prevail.

The administration of **American Educational College** reserves the right to revise or change regulations, financial charges for fees, tuition fees, general fees, fees for services rendered, and other costs, etc. The institution and its representatives reserve the right to change programs of study, courses, requirements for granting a Diploma and all other regulations affecting students when deemed necessary or convenient, without prior notice.

The admission of students to the institution implies the right of students to enroll only in those course programs listed in the Catalog at the time of admission or in any subsequent Catalog during the academic period. The administration of the institution reserves the right to delete any course or class for insufficient enrollment or to eliminate in stages any program of study.

The registration of students for enrollment entails complying with all the regulations of the institution. It is the student's responsibility to inform himself/herself of these regulations and the academic requirements of his/her program. Any substitution, validation or exception to any academic requirement or regulation will require official written approval by the relevant official.

It is the policy of this institution not to discriminate against any person, in any of its institutional operations, for any of the following reasons: race, color, age, gender, religion, nationality, marital status, physical appearance, political affiliation and physical disability, socioeconomic status or others.

American Educational College is an equal opportunity institution. It does not discriminate with students, employees, applicants and/or participants in activities sponsored by it on the basis of age, race, gender, color, nationality, social origin or condition, physical or mental disability or religious conviction, political affiliation, socioeconomic status or others.

PRESIDENT'S MESSAGE

The purpose of this catalog is to guide you through the complex college dynamics. In it, you will find information about the historical trajectory of **American Educational College**, our educational mission, philosophy, academic organization, administrative structure, student services and the different study programs offered by our institution.

Our educational mission, philosophy, objectives and student services are geared towards the student's self-realization as a person and as a professional, providing a solid academic and educational preparation.

To achieve the desired success, you only need your sustained effort and your unwavering will to progress on the path of self-improvement.

In this formative context, you will be trained for a life full of self-worth and satisfaction, as well as to be a praiseworthy servant to our Borinquen from your position as an employee in the government sector or in private enterprise.

The success you will achieve will be a consequence of your efforts during the time you study in our institution.

To you who have selected **American Educational College** as your educational center and who I know will achieve the desired success, my congratulations in advance and my warmest congratulations.



Joaquín E. González Pinto
President

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HISTORY

AMERICAN EDUCATIONAL COLLEGE

American Educational College was founded by Professor and Economist, Joaquín E. González Pinto, on September 29, 1981, the date on which it obtained the Certificate of Incorporation granted by the Department of State of Puerto Rico. This institution arose as a concern of our President, in his efforts to improve the quality of education at the post-secondary technical level.

From the date of its founding, its incorporator has been given the difficult task of organizing what we know today as **American Educational College**, "AMEDCO".

In 1982, the first office of **American Educational College** was established in the Gallardo Tower Building in Bayamón, Puerto Rico.

During the months of September and October 1982, the physical plant of our first educational center was acquired at 65th Infantry Avenue in the El Comandante Plaza Shopping Center, in the city of Carolina, Puerto Rico.

In November 1982, the Puerto Rico Department of Public Instruction, today known as the Department of Education of Puerto Rico, granted a license to operate as a private institution at the post-secondary non-university level. This authority was later assigned by law to the Puerto Rico Board of Education and currently to the Department of State, Office of Registration and Licensing of Educational Institutions.

By 1985, the institution was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) based in Washington D.C., recognizing our academic excellence and administrative capacity, granting us accreditation as a commercial institution at the post-secondary non-university level.

In 1985, the U.S. Department of Education recognized our academic programs and administrative capabilities, authorizing us to participate in Title IV Financial Aid programs, programs that we have maintained to date. **American Educational College** was recognized in the continental United States as an accredited post-secondary non-college educational institution.

During the year 1985, our institution inaugurated its new facilities in the Condominium Las Torres Sur in the city of Bayamón, Puerto Rico; facilities that were used until the year 1988, when as a consequence of an increase in enrollment and with the purpose of offering greater physical and academic facilities to our students, we moved in the year 1989 to the old facilities of the Federal Building on Highway Number 2 in Bayamón, Puerto Rico, physical plant in which we remained until the year 2004.

In 1999, the General Education Council of Puerto Rico approved the authorization license to operate an **American Educational College** campus in the city of Toa Alta, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said campus. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Toa Alta Campus.

In 2003, the General Education Council of Puerto Rico approved the authorization license to operate an **American Educational College** campus in the city of Vega Alta, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said campus. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Vega Alta Campus.

In 2005, **American Educational College**, Bayamón Campus, inaugurated its new and modern facilities located at 45 Santa Cruz Street, in the city of Bayamón, Puerto Rico.

In 2005, the General Council of Education of Puerto Rico approved the authorization license to operate a learning site of **American Educational College** in the city of Ciales, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said center. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Vega Alta Campus, Ciales Satellite Center.

In 2014, **American Educational College**, acquires new and modern facilities in the town of Ciales, to operate a campus in the future.

By the year 2018, the institution made a transition process of national accrediting agency and was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) based in Arlington, Virginia, recognizing our academic excellence and administrative capacity, granted us an accreditation as an institution at the post-secondary non-college level. At the end of 2018, due to the impact of Hurricanes Irma and María on the island, the institution closed its facilities at the Ciales Educational Center.

At present our institution, **American Educational College**, operates its main campus in the city of Bayamón, Puerto Rico; and maintains the operations of its campuses in the cities of Toa Alta and Vega Alta.

LOCATIONS AND FACILITIES

American Educational College is located at the following addresses:

BAYAMON MAIN CAMPUS

#45 Santa Cruz St.
Bayamón, Puerto Rico 00961



Mailing Address:

American Educational College
PO Box 62
Bayamón, PR 00960

Tels.: (787) 798-1199 / (787) 798-2970
(787) 798-4720 / (787) 798-4780
Fax: (787) 798-1134

Campus Director

Joaquín E. González Pinto

American Educational College, Bayamon Main Campus, is located in a four-story concrete building. It has ten (10) classrooms, one (1) typing laboratory, six (6) beauty laboratories, one (1) nail technician laboratory, three (3) computer laboratory, two (2) computer repair laboratory, two (2) nail technician laboratory, one (1) pharmacy technician, four (4) practical nursing laboratories, one (1) multimedia laboratory, six (6) distance education laboratory, a learning resource center, administrative offices, faculty office, conference rooms, elevators, storage and bathrooms.

PROGRAMS OFFERED IN THIS CAMPUS

- Computerized Applications Development
- Medical Secretary with Word Processing
- Paralegal Technician
- Pharmacy Technician
- Computer Repair Technician
- Practical Nursing
- Cosmetology and Styling
- Barbering and Styling
- Nail Technician

TOA ALTA CAMPUS

226-228 Muñoz Rivera St.
Toa Alta, Puerto Rico 00953



Mailing Address:

American Educational College
PO Box 205
Bayamón, PR 00960

Tels.: (787) 870-2552 / (787) 870-5454

Fax: (787) 870-2026

Campus Director

Ángel M. Marrero Calderón

American Educational College, Toa Alta Campus, is located in a two (2) two-story concrete buildings. It has five (5) classrooms, one (1) typing laboratory, four (4) beauty laboratories, two (2) nail technician laboratory, two (2) computer laboratory, one (1) computer repair laboratory, one (1) pharmacy technician laboratory, a learning resource center, administrative offices, faculty office, storage and bathrooms.

PROGRAMS OFFERED IN THIS CAMPUS

- Computerized Applications Development
- Administrative Secretary with Word Processing
- Medical Secretary with Word Processing
- Pharmacy Technician
- Computer Repair Technician
- Cosmetology and Styling
- Barbering and Styling
- Super Master Cosmetology
- Nail Technician

LOCATIONS AND FACILITIES

VEGA ALTA CAMPUS

#64 Muñoz Rivera St.
Vega Alta, PR 00692



Mailing Address:

American Educational College
PO Box 205
Bayamón, PR 00960

Tels.: (787) 270-5267 / (787) 883-1140 / (787) 883-1142

Fax: (787) 883-1146

Campus Director

Ramiro Repollet Soliván

American Educational College, Vega Alta Campus, is located in a two-story concrete building. It has five (5) classrooms, one (1) typing laboratories, three (3) beauty laboratories, two (2) nail technician laboratory, one (1) computer laboratory, one (1) computer repair laboratory, one (1) pharmacy technician laboratory, a learning resource center, administrative offices, faculty office, conference room, storage and bathrooms.

PROGRAMS OFFERED IN THIS CAMPUS

- Computerized Applications Development
- Administrative Secretary with Word Processing
- Medical Secretary with Word Processing
- Paralegal Technician
- Pharmacy Technician
- Computer Repair Technician
- Cosmetology and Styling
- Barbering and Styling
- Super Master Cosmetology
- Nail Technician

CIALES CAMPUS*

#36 Calle Palmer
Ciales, PR 00638



Mailing Address:

American Educational College
PO Box 205
Bayamón, PR 00960

Tels.: (787) 871-0185 / (787) 871-4640

Fax: (787) 871-0185

American Educational College, Ciales Campus, is located in a three-story concrete building. It has three (3) classrooms, one (1) typing laboratory, three (3) beauty laboratories, two (2) nail technician laboratory, one (1) computer laboratory, one (1) computer repair laboratory, one (1) poise and charm laboratory, one (1) pharmacy technician, four (4) practical nursing laboratories, a learning resource center, administrative offices, conference rooms, elevators, storage and bathrooms.

PROGRAMS OFFERED IN THIS SATELLITE LOCATION

- Computerized Applications Development
- Administrative Secretary with Word Processing
- Medical Secretary with Word Processing
- Pharmacy Technician
- Computer Repair Technician
- Cosmetology and Styling
- Barbering and Styling
- Super Master Cosmetology
- Nail Technician

* These facilities are not in use. They are authorized by the Government of Puerto Rico, Department of State, Office of Registration and Licensing of Educational Institutions with license number V 04-01. This campus is not accredited by ACCSC, nor authorized by the US Department of Education.

MISSION, PHILOSOPHY AND OBJECTIVES

Mission

American Educational College translates its educational policy into a humanistic and scientific curriculum to establish naturally dynamic programs, which is constantly under revision. It is imperative that our courses reflect all advances in the scientific, social, moral, and intellectual fields of knowledge.

This Institution maintains as a fundamental principle the conviction that true education must be dynamic, and its objectives directed towards the interest and activity of the student. Essentially, this means that students must educate themselves, but always under the guidance, inspiration and cooperation of this goal. We strive to stimulate the student in the application of the scientific method in the search for universal truth, in the exercise of critical judgment and the proper use of freedom through the knowledge of his or her responsibilities to other members of society. We collaborate with the Puerto Rican community in the training of personnel required by socioeconomic development.

The mission of **American Educational College** is to provide educational services in multiple areas of knowledge in accordance with the labor requirements of private sector businesses and the government.

Philosophy and Objectives

The fundamental principle of our Institution is that an authentic education should be dynamic, and its objectives should be guided towards the interests and activities of the students.

Essentially, this means that students should educate themselves, but under the guidance, inspiration and cooperation of the faculty members. The Institution is merely an instrument to help students achieve their goals.

General Objectives:

American Educational College endeavors to:

1. Encourage the student to apply the scientific method in search of universal truth, his critical judgment, and the good use of his freedom making him conscious of his responsibilities toward other members of society.
2. Collaborate with the community, which serves by training people in the social-economic development that Puerto Rico demands.
3. Provide some educational services in various areas of knowledge and discipline for the Puerto Rican community.

Specific Objectives:

As a result of the general objectives **American Educational College** presents the students with the following specific objectives:

1. Students will receive knowledge through their own efforts using it efficiently and selecting it with a positive and critical sense.
2. Create conscience of their personal values and goals in life.
3. Possess necessary techniques for verbal communication in both English and Spanish.
4. Provide specialized instruction within the curriculum of Business Administration, Computer Science, Paralegal, and Health and Beauty Sciences sufficient to ensure adequate academic preparation in the field of study.
5. To prepare students and a professional level in a short time by using post-secondary courses which will ease job search.
6. Develop and offer programs with the characteristics of professional and technological aspects, which are required in the labor market.

ACCREDITATION AND STATE LICENSE

State License Government of Puerto Rico

American Educational College is authorized by the Education Council of Puerto Rico, to operate as a private Institution at a post-secondary level under the following licenses:

Bayamon Main Campus:
License # V14-29

Toa Alta Campus
License # V19-01

Vega Alta Campus
License # V21-03

Ciales Campus
License # V 04-01



Accreditation ACCSC

American Educational College is accredited by the *Accrediting Commission of Career Schools and Colleges (ACCSC)* to offered diplomas in different specializations.

Also, it is recognized and authorized by the US Department of Education to administer Title IV Financial Aid.



ADDRESSES OF ACCREDITING AGENCIES

Commonwealth of Puerto Rico State Department Office of Registration and Licensing of Educational Institutions

PO BOX 9023271
San Juan, PR 00902-3271
Tel: (787) 722-2121
Fax: (787) 641-2573
Webpage: www.ce.pr.gov

U.S. Department of Education
32 Old Slip, 25th Floor
New York, NY 10005
Tel.: (646) 428-3882

Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Tel.: (703) 247-4212
Fax: (703) 247-4533
www.accsc.org

ACADEMIC OFFERINGS

Programs are offered onsite or in a hybrid distance education modality with requirements of onsite and online courses.

	Total Credits Hours	Academic Hours	Program Length
Computerized Applications Development	49 credits	1440 hrs.	16 months
Administrative Secretary with Word Processing ¹	55 credits	1500 hrs.	16 months
Medical Secretary with Word Processing	54 credits	1500 hrs.	16 months
Paralegal Technician ²	54 credits	1500 hrs.	16 months
Pharmacy Technician	51 credits	1815 hrs.	16 months
Computer Repair Technician	37 credits	1110 hrs.	12 months
Practical Nursing ³	49 credits	1620 hrs.	16 months
Cosmetology and Styling	36 credits	1080 hrs.	12 months
Barbering and Styling	36 credits	1080 hrs.	12 months
Super Master Cosmetology ^{*1}	24 credits	720 hrs.	8 months
Nail Technician	25 credits	720 hrs.	8 months

*This program is only offered onsite.

¹ This program is only offered in Toa Alta and Vega Alta Campus.

² This program is only offered in Bayamón and Vega Alta Campus.

³ This program is only offered in Bayamón Campus.

LEGAL STATUS

American Educational College is a corporation with legal personality, responding to the laws of the Commonwealth of Puerto Rico and registered in September 29, 1981 in the State Department with the number 50,413.

GOVERNMENT

The institution is governed by a Board of Directors whose executive officer bears the title of President of the institution, other officers and agencies appointed by the institution.

BOARD OF DIRECTORS

Members:

Joaquín E. González Pinto	President
Evelyn Ortiz Rosado	Treasurer
Kester D. González Ortiz	Sub-Treasurer
Charlene D. González Ortiz	Secretary
* Executive Assistant to the President	Sub-Secretary
Orlando Marrero Sánchez Academic Offerings Corporate Director	Member
*Esther M. Altafulla Carvajal, Financial Aid Director	Member
*Wanda Suro Ortiz, Academic Dean Bayamon Main Campus	Member
*Ángel M. Marrero Calderón, Campus Director Toa Alta Campus	Member
*Ramiro Repollet Soliván, Campus Director Vega Alta Campus	Member

***Will be members of the Board of Directors of the American Educational College as long as they hold the position with the Institution.**

INSTITUTION'S ORGANIZATION

American Educational College consists of a technical education system at a postsecondary level composed by departments that have academic and administrative autonomy within the regulations that are established in the Institution and the Corporation.

EXECUTIVE OFFICERS

Joaquín E. González Pinto M.S., B.A.	President
Evelyn Ortiz Rosado M.S., B.A.	Vice-President of Academic Affairs
Kester D. González Ortiz M.A., B.A.	Vice-President of Human Resources and Operations
Charlene D. González Ortiz M.A., B.A.	Vice-President of Finance and Budgeting
Esther M. Altafulla Carvajal	Financial Aid Director
Olga M. Rivera Soto	Registrar
Orlando Marrero Sánchez	Academic Offerings Corporate Director
Lilibeth Rodríguez Rodríguez	Admissions Corporate Director
Wanda Suro Ortiz	Academic Dean
Ángel M. Marrero Calderón	Toa Alta Campus Director
Ramiro Repollet Soliván	Vega Alta Campus Director

Faculty

American Educational College has been very careful in selecting highly qualified professionals in the different technical and academic disciplines, based on the responsibility that this Institution has with its student community.

These are distinguished professionals with either a diploma, bachelor's degree, or master's degree and who offer properly prepared lectures in the different specialized areas. This has been done as a result of our concern that students should receive the most accurate and modern education, in order to meet the needs of the business world and our island.

INSTITUTIONAL POLICIES

STUDENT RESPONSIBILITIES

The goals and objectives of **American Educational College** place the administrative responsibility on the Institution, to formulate and put into practice the disciplinary rules that are appropriate and necessary for the progress of its educational programs and its normal and essential activities. Upon enrollment, the student accepts these rules and the institutional authority to put them into practice, including suspension and expulsion.

American Educational College has the obligation to protect its procedures against any act which may prevent, obstruct or threaten its normal operations. Although this is an inherent authority, the Institution endeavors to detail its expectations as clearly as possible, thereby publishing its rules and regulations. The student, as an individual and a member of the student body, is responsible for complying with each and every one of the rules existing in the Catalog, Student Handbook and any other existing letter or bulletin that has been published by **American Educational College**.

RECOMMENDATIONS FOR STUDENTS



American Educational College recommends that all active and prospective students read, evaluate and understand this catalog before processing their enrollment and signing the Tuition Cost Relationship Contract. That way, you as a student will be able to make an informed decision that is in your best interest.

GENERAL STATEMENT

This Catalog contains the principal terms of the formal relation between students and **American Educational College**. No matter the period in force, the Institution reserves the right to admit, readmit, or enroll students each semester separately. The Institution is compromised only for the semester which the student has enrolled and paid the fees.

GENERAL PROVISIONS

It is the responsibility of each student to know and comply with the contents of this Catalog. This Catalog is in accordance with the Statutes and Regulations and may be amended by administrative orders of the President or

by the Board of Directors of **American Educational College**, subsequent to its validity.

The institution agrees to publish on the institution's bulletin boards and institutional website any changes in this Catalog.

American Educational College complies with all Federal and Commonwealth Laws pertaining to the civil rights of the students and employees. These include, although they are not limited to the following:

1. Rehabilitation Act of 1973. Section 504, as amended, concerning discrimination practices against handicapped persons.
2. Civil Rights Laws regarding nondiscrimination on the basis of race, color, religious creed, political affiliation, national origin, gender, age, national origin, physical or mental disability, or socioeconomic status.
3. Right to Privacy Act of 1974
4. Section 493-A Law of Higher Education of 1965, concerning student information.
5. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex.
6. The Age Discrimination Act of 1975
7. Title II Americans with Disabilities Act of 1990.
8. Boys Scouts of America Equal Access Act of 2001

Every student or admissions candidate of **American Educational College** who does not understand any section or part of this Catalog can go to the corresponding office to clarify his/her doubts.

Sexual harassment is strictly prohibited and the notification of this will be taken care of according to the internal procedures of the Institution.

American Educational College, recruits its students and employees from all social conditions, gender; and provides its facilities, programs and curricula to all who meet the academic requirements in accordance with the administrative, academic and physical plant capacity of the institution.

The institution does not discriminate on the basis of physical disability, gender, religion, political affiliation, nationality, or socioeconomic status in admission, access to treatment or employment in any of its activities or programs.

ACADEMIC FREEDOM

American Educational College respects the professional integrity of each member of faculty and administrative staff. Our administrative decisions, under no circumstance, are addressed to limit the right of any member of its faculty to teach using the methodology and strategies suitable and appropriate for that faculty member, as long as the objectives of the institution and the curricular content published in the syllabuses and time distributions of each academic program are fulfilled. However, the freedom of discussion and teaching cannot be, and will not be considered as the right to introduce subjects and material unrelated to the topics of the course, including political proselytism.

BULLYING PREVENTION POLICY

American Educational College recognizes the students' right to personal safety, free of harassment and intimidation (bullying); to study in a sane atmosphere, where respect and consideration prevail among the students, faculty, and administration; to their privacy and personal dignity; to promote the creation of student organizations; to a fair evaluation of their academic performance; to a proper custody of the documents related to their academic history and student life; to select an occupation and profession freely; to receive career counseling services and other specialized services; to an education that allows them to pursue a higher education or provides labor market access in Puerto Rico and other countries; and to organize and participate in activities at their study center. In terms of this policy, the definition of the act of harassment and intimidation (bullying), is any action performed intentionally, through a gesture, verbal, written, or physical, that frightens students and interferes with their education, their educational opportunities, and their performance in the classroom. For more information, refer to the Student Handbook.

POLICY FOR STUDENTS SUFFERING FROM ASTHMA, DIABETES OR OTHER DISEASES

In accordance with the provisions of Law Number 56 of February 1, 2006 (Law for the Treatment of Students Suffering from Asthma), as amended by Law Number 224 of 2012 (Law for the Treatment of Students Suffering from Asthma, Diabetes or other diseases) and in order to comply with the requirements of this law, all students shall have the right to self-administer medications for the treatment of their asthmatic, diabetic or other diseases, with the prior consent of their parent, guardian or caregiver.

In order for a student who is asthmatic, diabetic, or who suffers from another disease established by regulation by the Secretary of Health, to self-administer medication for

the treatment of his/her condition, the following shall be required:

1. Submit a medical certification attesting that he/she suffers from the condition, the medication used for the treatment thereof, and that he/she has been duly trained to self-administer the medication. In the case of diabetes patients, they will have to administer insulin under the supervision of a properly trained adult.
2. Submit a written Asthma Management Action Plan prepared by their primary care physician and for the use of the necessary medication during school hours.
3. If the student is a minor, a written authorization from the parent or legal guardian must be submitted stating that the student may possess and use the medication while at the institution and/or institution-sponsored activities. The authorization must be accompanied by a copy of a photo identification of the parent, guardian or caregiver.

The medical clearance will apply only to **American Educational College** and is valid for one academic year. If the student transfers to another institution, it is the responsibility of the parent, guardian or custodian to request a copy of the medical certification to be presented at the other institution. In addition, at the beginning of each school year or if there is a change or a new medical certification, it will be the responsibility of the parent, guardian or custodian to present the updated documents so that the student can make use of this right.

GRIEVANCE (COMPLAINTS) POLICY

The administrative employee, faculty members, and students of **American Educational College** will use the following procedure in order to notify the President or the Vice-President of Academic Affairs any grievance received.

1. Grievance Notification:
 - a. Every administrative employee will submit to the President's office within twenty-four (24) hours after the offense or grievance has occurred, a written and signed document requesting an investigation of this situation.
 - b. Every faculty member and student will submit to the Vice-President of Academic Affairs within twenty-four (24) hours after the offense or grievance has occurred, a written and signed document requesting an investigation of this situation.
2. Procedure to be used by the President or Vice-President of Academic Affairs once the grievance notification is received:

- a. A committee of five (5) members will be named by the President or Vice President of Academic Affairs, and will be referred to as the grievance notification for evaluation, analysis, and investigation.
 - b. The committee will notify the parts involved that an investigation will be held about the situation presented during the next sex (6) days, once the grievance notification is received.
 - c. Once the parts are notified, the committee will have twelve (12) days for an administrative hearing, once the grievance notification is received.
 - d. The parts involved may submit to the committee any written evidence related to the grievance or request a hearing to present the situation.
 - e. The committee may subpoena the parts and their witnesses for the hearing.
 - f. The committee may file any grievance notification once the affected parts request to close the case; or when the parts do not attend the administrative hearing without a justified reason (medical or court certification).
3. The recommendations of the committee are based on the following general principles:
- a. Burden of Proof
 - b. Preponderance of the proof
 - c. Results of the administrative hearing
 - d. Reasonable doubt. The proofs must be direct or circumstantial but never by reference.
 - e. During the following five (5) days after the administrative hearing, the committee will present a written document with the recommendation to be evaluated by the President or Vice President of Academic Affairs.
 - f. The President will notify the result to the parties involved.
 - g. If the parts involved do not agree with the President's decision, they could appeal or request a case revision within the next seventy-two (72) hours after receiving the notification.

The administration, faculty members, and students who do not agree with the decision made by the President, could mail the grievance to:

**Accrediting Commission of Career Schools and Colleges
(ACCSC)**

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Tel.: (703) 247-4212
Fax: (703) 247-4533
www.accsc.org

PARENT AND STUDENT PRIVACY ACT

All students should read "Student Manual and the Act of Privacy of Parents and Students", Public Law approved by the United States, Title IV, 90-247 as amended. They are distributed during the enrollment. These regulations specify the students' rights to have access to their academic record and that it must be kept confidential, as requested by law.

The Buckley Amendment provides that the Institution must maintain the confidentiality of the student school records. Information from school records will not be disclosed without the student's written consent, except to authorized personnel. The student must complete the Authorization to Disclose Information form of his/her school record and indicate the information that he/she consents to disclose and which agencies or individuals are allowed to receive that information.

VACCINATION POLICY

The Immunization Law Number 25 approved on September 25, 1983, establishes all the stipulations about the compulsory immunization for children in pre-school and students of the Commonwealth of Puerto Rico.

A student is considered properly immunized only if he/she meets the minimum requirements according to his/her age, as established by the Department of Health of Puerto Rico.

American Educational College requires that any student admitted under the age of 21 years old, must fulfill the minimum vaccination requirements of the Department of Health of Puerto Rico.

These vaccines shall be registered in the form PVAC-3 (green document). The students who for religious reasons are not immunized will have to present an affidavit or a medical certificate; however, religious reasons will be void in case of an epidemic declared by the Secretary of Health.

COPYRIGHT POLICY

The purpose of this policy is to inform the institutional community about the application of laws protecting original works of authorship. In particular, the Copyright Law of the United States that protects original works of authorship fixed in any tangible medium of expression. Works of authorship include literary works; musical works; dramatic works; pantomimes; graphic works; motion pictures; architectural works; and computer programs or other electronic mediums.

Among the authorship rights recognized and protected by the Copyright Law of the United States is the exclusive right of the owner of a copyrighted work to reproduce or to

authorize the reproduction of the copyrighted work. In Puerto Rico, this subject matter is covered by the Intellectual Property Act (31 LPRA 1401 et seq.). The Federal Act applies for protecting economic rights of copyright owners.

American Educational College reiterates its commitment to compliance with each and every one of the legal provisions applicable to this subject matter, both Federal and State Acts, and undertakes due diligence to ensure that neither employees nor students infringe copyright legislation. **American Educational College** promotes academic and intellectual honesty. Any document used in the institution will be acknowledged and cited adequately in compliance with the regulations on intellectual property and copyright. The institution will not tolerate, under any circumstance, any form of plagiarism of works, writings, and researches or portions, in printed or electronic form, in contempt to the author and his/her rights. Any attempt to steal and pass off intellectual property as one's own, full work or a portion of it, constitutes a violation of the institutional regulations and the individual will be subject to expulsion. For information about how to avoid plagiarism, please visit the Learning Resource Center.

- d. Health issues
- e. Indiscipline behavior
- f. Breaches of the rules and regulations of **American Educational College**.

STANDARDS OF CONDUCT

The primary and basic right of every student is the right to be educated and to acquire knowledge. This right transcends the classroom and encompasses all the possible relations and experiences with his/her classmates, professors and directors of **American Educational College** and its fellow citizens in the community. Similarly, his/her fundamental duty consists in exercising his/her right to education, attending class regularly and punctually and behaving in a proper manner without negatively affecting other members of the academic community in the exercise of their rights or in the fulfillment of their duties.

American Educational College reserves the right to proceed with disciplinary actions against any student who violates the standards of conduct under the Rules and Regulations for Students contained in the Student Handbook.

SUSPENSION OR TERMINATION

American Educational College reserves the right to proceed with disciplinary actions against any student who violates the standards of conduct under the Rules and Regulations for Students contained in the Student Handbook. **American Educational College** may suspend and/or terminate any student for any of the following reasons:

- a. Low academic performance index
- b. Non-fulfillment of payment plan
- c. Excessive absences

ADMISSIONS POLICIES

The decision to accept or reject an applicant is based on the total picture obtained from all documents submitted by and on behalf of the applicant. Each application is evaluated individually, taking into consideration the applicant's academic qualifications and the results of the initial interview in the Office of Academic Offerings, where information is obtained on the applicant's ability and interest in pursuing post-secondary studies. The Director of Admissions will evaluate the documents submitted by the student and the interview with the Recruitment Officer and will make the student's admission decision, based on a complete evaluation of the potential candidate to benefit from the programs, objectives and goals of **American Educational College**.

American Educational College reserves the right to reject admissions whenever it understands that it has reached its full capacity in order to function properly for its students. Although the Institution would like to offer the opportunity of a post-secondary level education to all its potentially qualified applicants, it is limited to a number of students because of its physical facilities and other considerations. It will admit those students who have demonstrated that they will take advantage of the academic program.

Academic Requirements for Admission

Students applying for entrance (admission) to American Educational College must:

1. Submit evidence of graduation from the fourth (4th) year of an accredited high school or its equivalent.
2. Appear for an interview, when necessary.

In case the student has difficulty in obtaining evidence of graduation from the fourth year, he/she will be classified as "admission in process" until he/she meets the admission requirements and will not be able to begin studies. In case the student delivers the official transcript of credits certifying that he/she completed his/her fourth (4th) year of high school and has not completed the delivery of the additional documentation, he/she may be conditionally admitted and must deliver the documents due in a period not to exceed thirty (30) calendar days from the date of conditional admission.

Students may be admitted to specific programs, following the academic requirements for admission established by the institution. All students admitted with academic

deficiency will be classified as "**Conditional Admission**", with prior authorization from the Vice President for Academic Affairs and must demonstrate satisfactory academic progress in the first semester.

All documents submitted to establish admission eligibility will become the permanent property of the institution and will not be returned. The admission will be valid for a period no longer than two (2) academic semesters. If the student does not enroll for the admission eligibility period, he/she must submit the documents, the admission fee and the application again.

American Educational College reserves the right to admit, readmit, or enroll any student in any class, session, or semester. The admission does not guarantee enrollment. Also, it reserves the right to temporarily, partially, or permanently suspend any student in accordance with the rules and regulations of **American Educational College**.

Admission Process:

Students applying for admission must complete the following admission process:

1. Submit the application for admission duly completed and signed by the student.
*(*The application must be signed by the father, mother or legal guardian if the student is younger than 21 years of age).*
 2. Present evidence of graduation from the fourth (4th) year of an accredited high school or its equivalent. A transcript of credits may be requested to ensure that he/she can meet the academic standards required for the curriculum of the requested program.
 3. Complete the Health Certificate Form of **American Educational College**.
 4. Pay the admission fee of \$ 25.00, non-refundable.
 5. Submit certificate of vaccination (P_Vac-3 vaccine) for students' younger than 21 years of age (original).
1. Visit the Institution to participate in an orientation in order to receive detailed information about the academic program in which he/she wants to be admitted.
 2. Attend a facility tour including classrooms, laboratories, Learning Resources Center and administrative offices.

- Attend orientation in the Financial Aid Office to receive information about the available Financial Aid and the requirements to apply for financial aid eligibility requirements.

Once the candidate for admission has submitted the official education evidence, the Director of Academic Offerings will refer the candidate's record to the Director of Admissions at Central Level, to be evaluated and to decide acceptance or rejection of admission application. If the student is admitted, he/she will be called to the institution to complete the enrollment process.

Admission Requirements to Health Programs

Students applying to Health Programs must submit the following documents with the application for admission:

- Application for Admissions completed and signed by the student (*In case students under the age of 21 years old, the application shall be signed by the parents or legal guardian*).
- Present evidence of graduation from the fourth (4th) year of an accredited high school or its equivalent. A transcript of credits may be requested to ensure that he/she can meet the academic standards required for the curriculum of the requested program.
- Health Certificate provided by **American Educational College**.
- Admission Fee of \$25.00 (non-refundable).
- Immunization Certificate (vaccine P-Vac-3)
- High School General Average: 1.80
- Interview with the Academic Dean, or the Campus Director, if necessary.

IMPORTANT NOTE:



In order to be enrolled in the Super Master Cosmetology Program, the prospective student must have completed the basic Cosmetology Program in an accredited and authorized educational institution.

Additional documents are required for the practical phase of some academic programs. In addition, some of the academic programs require a license or certificate issued by the corresponding Examining Board in order to exercise the profession. The Examining Board may establish additional requirements for taking the board examination.

Additional Requirements for Practicing Out of the Institution – Pharmacy Technician Program *(to be submitted in the second academic semester)*

- Criminal Antecedents Certificate (up to practice and the examination date)
- Health Certificate issued by the Puerto Rico Department of Health. (VDRL and Tuberculin)
- HIPAA Certificate (Offered by the Institution)
- CPR Card (Offered by the Institution)
- Three doses of Hepatitis B

Additional Requirements for Practicing out of the Institution – Practical Nursing *(to be submitted before practice enrollment)*

- Uniform
- Criminal Antecedents Certificate (up to practice and the examination date)
- Anti-Doping Test (Negative)
- Health Certificate issued by the Puerto Rico Department of Health.
- HIPAA Certificate (Offered by the Institution)
- CPR Card (Offered by the Institution)
- Three doses of Hepatitis B

High School Diplomas



American Educational College has the obligation to evaluate the validity of the diplomas of high schools individually. Our Institution considers valid and accepts any diploma from a public school issued by the Commonwealth of Puerto Rico and/or the United States of America. Also, it will accept any diploma from a private school authorized by the Council of Education of Puerto Rico, or by the State of precedence, in case of a diploma from a school of the United States.

American Educational College reserves the right of admission, if it's understood that the evidence presented is not valid.

Admission of Foreign Students

Foreign students who wish to be admitted in the Institution must comply with all of the general admission requisites. All documentation submitted to the Institution must be legitimized by the consulate. Foreign students must present evidence of their legal status and category in the United States.



If the candidate comes from an Educational Institution from a foreign country, he/she must present a High School Certificate of Equivalency provided by the Puerto Rico Department of Education and its validation unit.

Those students coming from regions under control of the British Government should have approved at least five classes from ordinary level (0) in order to be admitted.

Those who have taken superior studies tests from Oxford or Cambridge may be admitted on the basis of this test. We will also consider for admission, students who have approved the French Baccaalaureate, the Latin American Baccaalaureate, or any other equivalent.

Admission of Transferred Students

A transfer student is any applicant from another institution or university who wishes to continue his/her studies at **American Educational College**. The transfer applicant must comply with the admission requirements herein before provided and, in addition, must:

1. Complete the validation application.
2. Request an official transcript from a previous post-secondary institution or university. The transcript must be sent by mail to the Admissions Department. The previous institution must be authorized by the Puerto Rico State Department-Office of Registration and Licensing of Educational Institutions and accredited by a national accrediting agency. A Student Copy may be used for evaluation purposes. However, final validation shall be subject to the receipt of the official transcript.
3. Submit a copy of the current Official Catalog from the previous institution or institutions to the Admissions Department.
 - a) Courses or credits to be validated must be similar to those offered by **American Educational College**, in terms of content, approach and practice.
 - b) The transfer applicant must request validation prior to completing the process of admission.

- c) Only those courses or credits which final posted grade is "C" (or better) will be considered in the evaluation of the Vice President of Academic Affairs, except for specialization courses, in which the minimum posted grade is "B" from an accredited educational institution.
- d) Courses to be validated must have a period of validity no longer than five (5) years for both concentration and general courses.
- e) Validated courses will be reflected in the student's academic record with a "T", without grade. They will not be considered for the general point average, but for the percentage of attempted versus earned credit hours.
- f) A maximum of 25% of the credits of the chosen program shall be validated.

The amount of credits accepted by this institution (credit validation) will be determined by the Vice President of Academic Affairs.

American Educational College will not validate credits from work experience.

Students of **American Educational College** who want to change or transfer from one campus to another, will get all earned credits validated.

Students of **American Educational College** who want to continue their education in other educational institutions are subject to corresponding determinations of such institutions regarding the number of credits to be validated. Each institution has its own rules and procedures for that matter, and the student is responsible for knowing such institutional academic rules and procedures.

Admission of Special Students

Students who do not wish a certificate or diploma but who wish to attend classes must submit a proper admissions application form. Upon notification from the Admissions Office, the student may enroll as a special student in courses that, in the Vice-President of Academic Affairs opinion, will be beneficial to the student. The candidate for special admission must present evidence of graduating from high school or its equivalent.

Students admitted under special student status do not qualify for Title IV Financial Aid or any other financial aids administered by the Institution.

Special students, who wish to change their special status to a regular one that leads to a diploma, must meet all the

requirements listed in the section on **Admission Requirements and/or Transferred Students**.

Admission to Listeners

Individuals who are not students of **American Educational College** and wish to attend classes as listeners, this means, not taking exams or submitting homework, must submit a health certificate and admissions application form to the Office of Academic Offerings, in which the status of listener is requested. After evaluating the application, the Admissions Director will contact the Registrar to verify the availability of spaces in the classes desired, and to authorize the enrollment. Any enrollment of listener students will be made after the enrollment of regular students.

Students admitted under this classification will not receive grades or approved credits and will not be able to request validation of courses under a regular admission.

Students admitted under listeners status do not qualify for Title IV Financial Aid or any other financial aids administered by the Institution.

Admission Test

American Educational College recommends that all candidates take the Academic Aptitude Test offered by the "College Entrance Examination Board". However, this is not an admissions requirement.

The test is given several times during the year. The student may ask for information by writing to PO Box 1275, Hato Rey, PR 00919. The vocational and guidance counselor of the proceeding High School may also be contacted to supply information. This test may be taken in either Spanish or English.

Readmission to the Institution

Students who have suspended their education for more than one period or term should apply for readmission and fill the readmissions form in the Registrar's Office and pay the re-admission fee in the Treasurer's Office. Upon analyzing the official documentation, the Registrar will determine the student's eligibility for readmission in coordination with the Vice-President of Academic Affairs, the Academic Dean, or the Campus Director in accordance with the regulations established in the General Catalog.

Readmitted students must comply with all norms and regulations, the General Catalog, and must meet all financial obligations with the Institution.

FINANCIAL INFORMATION

FINANCIAL REGULATIONS 2021-2022

Tuition and Fees:

Itemization of Tuition, Fees and Institutional Costs

I. Admission and Readmission (Not covered by Federal Pell Grant):

A. Admission Fee (Non-refundable)	\$25.00
B. Listeners Admission Fee (Non-refundable)	\$25.00
C. Late Admission Fee (Non-refundable)	\$30.00
D. Continued Education Program Fee (Non-refundable)	\$25.00
E. Readmission Fee (Non-refundable)	\$25.00
F. Late Readmission Fee (Non-refundable)	\$30.00
G. Admission of Special Student Fee (Non-refundable)	\$25.00

II. General Fees (Not covered by Federal Pell Grant):

A. Transcript Fee	\$10.00
B. Incomplete Removal Fee	\$30.00
C. Identification Card Fee (one-time fee)	\$10.00
D. Lost Identification Card Fee	\$10.00
E. School Insurance Fee	\$134.00
F. Graduation Fee	\$100.00
G. Extracurricular Activities Fee	\$127.00
H. Learning Resource Center Fee	\$200.00
I. Deferred Payment Plan Fee	\$15.00
J. Cancellation Fee	\$100.00
K. Program Changes Fee	\$ 5.00

III. Tuition Fees by semester:

A. Administrative Fees (Not applicable for Continued Education Programs)	
1. Full Time Student per semester	\$380.00
2. Part Time Student per semester	\$380.00
B. Tuition Fee per Semester	
1. Full Time Student 12 - 18 credits	\$2,544.00
C. Cost per Credit	
1. Part Time Students 11 credits or less	\$212.00
2. Listener Student per credit hour	\$212.00

IV. Laboratory Fees:

A. Secretarial Laboratory Fee (Typewriting)	\$145.00
B. Paralegal Technician Laboratory Fee	\$145.00
C. Computer Laboratory Fee (Computerized Applications Development and Computer Repair Programs)	\$185.00
D. Nursing Laboratory Fee	\$250.00
E. Pharmacy Laboratory Fee	\$200.00
F. Beauty Laboratory Fee (Cosmetology, Barbering, Super Master and Nail Technician Programs)	\$175.00

WARNING

American Educational College reserves the right to revise and make changes in tuition and fees during the academic year, prior notice to the student before the effective date.

The enrollment and admission procedures are essential steps in establishing a relationship between students and the administration. However, it is with the payment of the corresponding fees and tuition costs that this relationship is formalized, semester by semester or term by term. All requirements must be met in order for the student to be considered a "bona fide" student of the institution.

STUDENT DEBTORS

Any student, who does not fulfill any financial obligation with the **American Educational College**, will not be able to receive a diploma, request credit transcript, grades, or graduation certification. Also, students with debt will not be able to make his/her enrollment or take final exams without previous authorization of the Vice-President of Finance and Budgeting.

Those students who have not fulfilled their payment commitments to the institution will not be recommended for graduation.

PAYMENT OF TUITION AND FEES

Tuition, fees, and other related charges will be paid in full at the time of enrollment except students who are under a deferred payment plan with the Finance Office.

Any difference between tuition costs and other fees and the financial aid assigned will be paid at the time of enrollment.

Payments will be made through money orders, certified checks, and manager's checks payable to the order of **American Educational College**, debit or credit card (MasterCard or Visa), presenting Pell Grant approval, or in cash.

LATE FEES

- A. **Changes in the Official Courses Program** – Changes made to the Course Program within the period of changes and after classes have begun require approval from the Academic Dean and/or the Campus Director, as well as the payment of \$5.00 for each change.
- B. **Removal of Incomplete Fee** – In order to remove an incomplete a fee of \$30.00 is required.

DEFERRED PAYMENT PLAN

A. RULES

1. The student is required to present evidence of **Financial Aid Application**.
2. Students not qualified for **Financial Aid** programs should pay 30% of the total tuition and fees charges.
3. Students are required to pay 15% of the balance of the tuition fee not covered by the **Financial Aid Program**.
4. Additional **\$15.00** initial fee for using the plan of the deferred payment.
5. The student must submit to the institution the Deferred Payment Plan form duly signed between the parties.

CANCELLATION POLICY

All newly enrolled students who have not visited the facilities of the institution, will have the opportunity to cancel the same, without monetary penalties within a period of three (3) working days; after having inspected the facilities and the equipment to be used in their program of studies; this inspection must be made on or before their first day of classes. The institution will reimburse one hundred percent (100%) of the money paid by cash, money order, manager's check or credit card. All payments made by credit card will receive a credit to the credit card.

After the three (3) business days have passed and you have inspected the facilities and equipment to be used in your program of study, but before the first day of classes, you will be entitled to cancel your enrollment and will be charged a cancellation fee of \$100.00. The student will be entitled to a refund if he/she has made payments in excess of \$100.00.

RETURN OF TITLE IV FUNDS

American Educational College administers a refund policy in accordance with the provisions of the refund policy and regulations of the Federal Department of Education. The refund policy for Title IV programs requires that, as of the date of withdrawal, last day of class attendance, expulsion or termination, the institution will determine the amount of funds earned to which the institution is entitled. This is based on the amount of time the student attend to class and has no relationship to the student's incurred institutional charges. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the US Department of Education. Both the Institution and the student are responsible

for returning unearned Title IV funds. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The institution must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

less than 60%, unearned amount will be returned to the United States Department of Education.

total disbursed – total earned = unearned funds to be reimbursed

The Title IV funds included in the calculation are: Pell Grants, FSEOG, and the State Educational Grant.

Once the Registrar's Office determines the last date of attendance, the institution will use that information to begin the withdrawal process.

This policy is valid for all students and all sessions day and night. For specific dates, see the academic calendar. Any refund or adjustment will be issued to the person or entity that made the payment.

RETURNS TO TITLE IV FORMULA

The refund percentage will be determined based on the last date of attendance. This date will be certified by the Registrar's Office.

1. The Institution will determine the date of total withdrawal, official withdrawal and unofficial withdrawal based on the last date of attendance of the student.
2. To determine the number of days of the term, the institution will use the first and the last day of class of the term.
3. The Institution will exclude from the Return calculation described in step two all scheduled breaks of five or more consecutive days in the term.
4. Calendar days completed by the student during the period of enrollment are determined and the resulting figure is divided by the number of calendar days of the semester; this way, the percentage of the period or semester completed by the student is determined.

$$\frac{\text{Total of days completed by the student}}{\text{Total of days of the semester}} = \% \text{ percentage completed by the student}$$

5. This percentage is used to determine the amount of Pell Grant funds earned by the student based on the period or semester completed.

% completed X total of aid disbursed = total earned

6. If the percentage is greater than 60%, the percentage earned is 100%. If the percentage is

7. The order of the return of funds is as follows: Pell Grant, FSEOG, other Title IV aid, and state grants.
8. The institution must return unearned funds no later than 45 days from the determination of a student's withdrawal.
9. Worksheets for calculating the Return of Title IV funds will be available upon request to students at the Financial Aid Office.
10. Any post-withdrawal amount will be applied to the student's account first and, in case of credit, it will be managed as described in the next sentence.
11. If the student's account reflects a credit after the R2T4 calculation, a refund will be made to the student within 14 days from the date of the R2T4 calculation.
12. The student is liable for any balance on his/her account after corresponding adjustments.

NOTE: This policy is applicable to both new and continuing students.

INSTITUTIONAL REFUND POLICY

Students who totally withdraw (voluntarily or involuntarily) will receive a prorated refund for tuition, administrative and laboratory fees only. The refund rate will be determined by the last date of attendance.

Financial aid funds to be returned to the United States Department of Education by the Institution and the student are calculated separately based on attendance rate and elapsed time.

If the student is entitled to a refund, the institution will return the credit balance to the students within fourteen (14) calendar days of the date that the credit balance appears on the student's account.

ACADEMIC POLICIES AND PROCEDURES

REGISTRAR'S OFFICE

The Office of the Registrar is responsible for registration and enrollment in classes, maintaining all official academic records, issuing official transcripts, and certifying that the student has met all of the graduation requirements. The office will issue Certificates of Enrollment upon request.

ENROLLMENT AND PROGRAM CHANGES

Students must enroll at the time designated for this purpose. After enrollment, changes will be made only during the period designated for that purpose in the Academic Calendar. Any program change made during this period will not appear on the academic transcript. After this period, it will be considered a withdrawal and a "W" will appear on the academic transcript. For changes from one section to another, additions, or elimination of courses, the student must comply with the following procedures:

1. **Adding a Course:** To add courses to their programs, students must complete the Drop-Add-Slip indicating the change(s) they wish to make. They must pay the program change fee at the Bursar's Office, present the payment receipt and the completed change form with the approval of the Institution's officials at the Registrar's Office.
2. **Dropping a Course:** To drop out of a course, the student must follow the same steps as described above except for the fee for adding courses.

CHANGE OF ADDRESS

At the time of enrollment, the student is required to submit his or her mailing address to the Registrar's Office. Any change of address must be reported to the Registrar's Office. If the address is not kept up to date, the administration of the institution will not be responsible for the notifications sent to the students. Any official or other notice mailed to a student's address, as it appears on the student's record, will be considered sufficient notice.

INSTITUTIONAL E-MAIL

At the time of enrollment, the student will be assigned an institutional e-mail address and password. It is the student's responsibility to check his/her institutional e-mail on a daily basis, since all official communication from the service offices and with the professor will be through this e-mail.

Any official or other type of notification sent to this e-mail will be considered sufficient notice.

DIPLOMAS

All graduated will receive a Diploma and will claim their diploma in the Registrar's Office no later than a year after graduation or termination date. The Institution will not be responsible for the diplomas left in the Registrar's Office after this period of time. All students should have cleared their financial obligations with the Institution before they may receive their diploma.

ELIMINATION OF COURSES OR CLASSES OF A PROGRAM

American Educational College will make every reasonable effort to offer courses as advertised, but it reserves the right to eliminate programmed courses or classes when deemed necessary.

WITHDRAWALS

A withdrawal may be **total**, when the student leaves the Institution. It may also be **partial**, when the student drops out of only some courses.

- A. **Total Withdrawal:** May be voluntary, compulsory or administrative
1. A **voluntary total withdrawal** is performed by the student out of his/her own free will, fulfilling the following requirements:
 - a. Fill out the withdrawal form "Drop-Add-Slip", which is obtained at the Registrar's Office.
 - b. Obtain a written recommendation from the Student Services Coordinator, Academic Dean, or Campus Director.
 - c. To process a withdrawal student should have cleared any documentation missing, books or financial obligation.
 - d. Students who drop out of the Institution without meeting their financial obligations will receive "WA" in all courses at the end of the semester. All financial obligations must be paid in order

for a student to receive any administrative service.

- e. The student will receive "WT" in all courses if he/she has fulfilled the requirements needed for a total withdrawal two (2) weeks prior to the final exams. In other words, (10) working days prior to final exams.

2. A **compulsory withdrawal** is either temporary or permanent, and it's required by the institution for any of the following reasons:

- a. Attending the Institution means a possible health risk to the student or to his/her classmates.
- b. Failure to comply with the Regulations of the Institution or a serious breach of discipline on behalf of the student.

3. An **administrative withdrawal** is the kind of withdrawal processed by the Institution for reasons such as financial debt, prolonged absence, and other situations where an administrative withdrawal is warranted.

B. Partial Withdrawals: Should be done through the Registrar's Office following these steps:

1. Fill out the "Drop-Add-Slip" that is obtained at the Registrar's Office. This form should be signed by the Academic Dean or Campus Director, the Treasurer, the Financial Aid Officer, Professors, Student Services Coordinator, and the Registrar.
2. Students may withdraw after the second week of class and until the Mid Term with a written consent of the professor, and will receive a "WP". After this date, only exceptional cases will be permitted to withdraw. During the last two weeks of classes or during the final exams no withdrawals are allowed, not even on exceptional cases.

CANCELLATIONS



All newly enrolled students who have not visited the facilities of the institution, will have the opportunity to cancel their enrollment without monetary penalties within three (3) working days, after having inspected the facilities and equipment to be used in their program of studies; this inspection must be made on or before their first day of classes.

After the three (3) business days have passed and you have inspected the facilities and equipment to be used in your program of study, but before the first day of classes, you will be entitled to cancel your enrollment and a cancellation fee will be charged.

NO SHOWS (NS)

This policy will apply to new and continuing students. Any student who completes the enrollment process for a semester or academic period, but he/she never attends classes during the late enrollment period, his/her enrollment will be automatically cancelled and a cancellation charge of \$100.00 will be applied.

ACADEMIC FILE TRANSCRIPTS

An official transcript is requested to determine employment or educational eligibility.

A **non-official** transcript is given to the student for personal use only, and it's marked as a "Student's Copy". **American Educational College** does not accept any responsibility for the accuracy of non-official transcripts once they have been given out.

No transcripts will be given to a student who has a financial debt with the Institution. A fee of five (\$10.00) dollars is charged for each transcript the student requests. Transcripts requests must be made with at least two (2) weeks in advance.

DIPLOMAS OFFERED

- A. **Secretarial Sciences Diploma with specialization in:**
 1. Administrative Secretary with Word Processing
 2. Medical Secretary with Word Processing
- B. **Paralegal Technician Diploma**
- C. **Computer Science Diploma with specialization in:**
 1. Computerized Applications Development
- D. **Computer Repair Technician Diploma**
- E. **Cosmetology and Styling Diploma**
- F. **Barbering and Styling Diploma**
- G. **Super Master Cosmetology Diploma**
- H. **Nail Technician Diploma**
- I. **Pharmacy Technician Diploma**
- J. **Practical Nursing Diploma**

ACADEMIC CALENDAR

The Academic Calendar year includes three (3) semesters. The semesters are from August to December, January to April, and May to August. Each semester lasts fifteen (15) to seventeen (17) weeks. Class sessions in the academic units of the Institution are offered during the day and night.

The institution adopts an open calendar according to the needs of the institution or Agency requesting the training, in which the semester can start in any month of the year, but it always has the same duration as previously mentioned.

Day Session

Classes meet Monday through Friday, from 8:00 am to 5:00 pm

Evening Session

Classes meet from Monday through Thursday, from 5:00 pm to 10:30 pm.

AVERAGE CLASS SIZE

The size of an average didactic class, as well as of the laboratory/workshop, is fifteen (15) to twenty (20) students per session, but never exceeding 25 students per session.

ACADEMIC NORMS

Credit Hours per Semester
ACCSC accepted Credit Hour Equivalent:

1 Credit Hour per Semester (SCH) = 45 Units	
1 Contact Hour of Theory = 2 units	
1 Contact Hour of Laboratory = 1.5 units	
1 Contact Hour of Practice = 1 units	
1 Contact Hour of Out-of-Class Work = 0.5 units	

The equivalency accepted by the US Department of Education for the conversion of clock hours to credit hours for Title IV financial aid eligibility.

Credit Hours	Contact Hours
1 credit	30 didactic hours
1 credit	30 laboratory hours
1 credit	45 practice hours

GRADING AND HONOR POINTS

All students will receive a letter grade. The evaluation system includes all relevant methods of analysis such as written and oral exams, class presentation, and written work. For a more exact evaluation of the material learned, points are assigned to each grade. The scale is as follows:

GRADING	DESCRIPTION	PERCENTAGE	HONOR POINTS
A	Excellent	100-90	4.00 per credit
B	Above Average	89-80	3.00 per credit
C	Average	79-70	2.00 per credit
D	Below Average	69-60	1.00 per credit
F	Failure	59- 0	0.00 per credit
WP	Partial Withdrawal	N/A	N/A
WT	Total Withdrawal	N/A	N/A
WA	Administrative Withdrawal	N/A	N/A
WF	Academic Withdrawal	N/A	N/A
INC	Incomplete	N/A	N/A
T	Transfer Credits	N/A	N/A

INCOMPLETE "INC"

It is a provisional grade, granted by the professor to a student who has maintained an average grade during the course, but has not been able to take the final exam for reasons beyond his/her control, or who has not completed the work assigned in the course. This grade must be removed within forty-five (45) academic days after the beginning of the next academic semester. Grades of "INC" that are not removed during the prescribed period will automatically become "F".

Any student earning a grade of "INC", prior to removing their incomplete and taking the final exam, midterm exam or submitting any written work, must pay a **\$30.00** fee to the **American Educational College** Treasurer's Office.

INCOMPLETE: STUDENTS OF THE PHARMACY TECHNICIAN PROGRAM

Students who have not completed their practice hours by the end of the semester, due to inconveniences with the preceptor, will receive an Incomplete Grade "Inc." and shall complete practice hours with the authorization of the Academic Dean and/or Campus Director. There are no fees for removing the Incomplete Grade.

Students who have not completed their practice hours due to health reasons or for the death of a family member (parents, spouse and children), will receive an Incomplete Grade "Inc." and will continue with his/her practice hours with the authorization of the Academic Dean and/or Campus Director. In this case, to remove the incomplete the student shall pay a \$30.00 fee at the Treasurer's Office of **American Educational College**.

GRADING POINT AVERAGE

The Grade Point Average is obtained by dividing the total number of honor points achieved by the total number of course credits completed or attempted, including the credits of any course where the student has obtained an "F". If the student repeats a course where he/she had "F" and obtains a greater grade, the previous "F" will not count for his/her grade point average.

If the student repeats courses, regardless of the previous grade, the grade of the second attempt will prevail.

The student receives his/her grades at the end of each semester.

ATTENDANCE RULES

Absenteeism



In order to maintain a good academic progress, the Institution requires regular class attendance and punctuality. The student is responsible for complying with the requirements of the course disclosed

in the syllabus.

A student who has more absences than twice the number of credit hours in any course will be referred to the Campus Director or Academic Dean by the professor and they will evaluate the situation and may instruct the student to withdraw from the class.

Leave Of Absence

The student may request a leave of absence from the Institution. The Institution may grant the leave of absence under the following circumstances:

1. Long-term illness, temporary disability, or maternity.
2. Death or illness of a relative (parents, spouse and children).
3. Accident causing temporary disability.

The student must fill out the Leave of Absence Form at the Registrar's Office, and will have to submit all the required evidence. Once the leave of absence is granted, a maximum of fifteen (15) will be conceded to the student.

The student will be responsible for the material covered in class. The student will also be responsible for requesting tutoring or academic assistance to the Academic Dean or Campus Director, if needed.

If the student never returns to the Institution, the total withdrawal will be registered on the last day of attendance. Every Leave of Absence will be authorized only by the Academic Dean and/or the Campus Director, and will be registered by the Registrar.

MAKING-UP ACADEMIC WORK

Students will be responsible for making-up all work missed. Any make-up work agreement must be authorized by the professor and the Academic Dean or Campus Director. Making-up practice hours must be authorized by the practice center (externship site) and by the practice coordinator. Make-up work must be completed before the end of the semester.

REPEATED CLASSES

Every student will have the right to repeat a course when he/she doesn't feel satisfied with the grade obtained, but the student will have to take into consideration if he/she is studying under the U.S. Department of Education Title IV Funds. A student who has failed a class will be allowed to repeat the class using the Pell Grant until he/she passes the class. Once the student passes the class, he/she will be allowed to repeat it only once (using the Pell Grant) to obtain a better grade. All attempts will count for the Satisfactory Academic Progress. In case of a course being eliminated, it will be replaced by the new course created through the curriculum revision or by another course approved by the Vice President of Academic Affairs. Any repeated course approved after having completed the course, will not be considered for computing the grade point average (GPA), or the general average. The last grade obtained in a repeated course, will be the one considered for calculating the general point average.

GRADUATION

All candidates for graduation must comply with the minimum requirements established by **American Educational College** in order to receive their Diplomas. During the semester prior to graduation, students will have to make arrangements with the Academic Dean and/or Campus Director for evaluating their academic records and filling out the request for graduation form.

In order to receive their diplomas or certificates, all candidates for graduation must have a minimum GPA of 2.00 and a minimum of 2.00 of general average in their specialization courses, and a minimum of "C" in their specialization courses.

Punctuality and attendance is expected at the graduation ceremony.

HONORS

Diplomas will be granted with honorable mentions to students who have completed satisfactorily their studies in this Institution.

The requirements of general average with honors on a 4.00-point scale are:

Summa Cum Laude 3.75
Magna Cum Laude 3.50
Cum Laude 3.25

These honors will only be granted to those students who have completed 75% of the enrolled credits in this Institution.

SATISFACTORY ACADEMIC PROGRESS POLICY

American Educational College of Puerto Rico, in conformity with its academic rules; the Corporation Fiscal Policy; the Regulations of the Federal Department of Education; the Regulations of our accrediting agency; and those established by the Council of Education of Puerto Rico, proclaims and adopts this Satisfactory Academic Progress Norm.

In **American Educational College** the Satisfactory Academic Progress is understood as the requirement that must be fulfilled by any student registered and enrolled in an academic program toward a diploma. The student must comply with the number of credits required for a semester with a GPA in accordance with the averages presented in this Catalog.

American Educational College requires that any student enrolled full time; three quarters (3/4); half time (1/2); and less than half time ($> \frac{1}{2}$), must demonstrate satisfactory academic progress. For more information, refer to the Charts of Satisfactory Academic Progress presented in this Catalog, according to each academic program.

Student Classification According to Academic Load:

Academic Load – Credits	Classification
12 credits or more	Full time
11 credits to 9 credits	Three quarters Time(3/4)
8 credits to 6 credits	Half Time (1/2)
5 credits or less	Less than Half Time

Applicability

Every student enrolled in **American Educational College** will have to comply with the Satisfactory Academic Progress Policy. Students will be evaluated at the end of every academic term. Also, they will have to complete the established number of credits at the end of each academic term, according to the Charts of Satisfactory Academic Progress.

The charts establish the minimum requirements for the average of accumulated credits for each academic program. The academic progress of each student will be evaluated cumulatively based on the standards presented on the charts. The Satisfactory Academic Progress Evaluation Form will be maintained in each student's academic record.

Maximum Time Frame

Every student will have to complete the academic program in a maximum period of 1.5 times the duration of it in order to obtain the Diploma. In case of failure to comply with this stipulation, the student will be suspended and will not be eligible for Title IV funds for the rest of the academic program.

Total Credits by Program Length	Maximum Time Frame required in Credit Hours	Maximum Time Frame required in Semesters (Full Time Students)
24	36	3
25	38	3
36	54	5
37	56	5
49	74	6
51	77	6
54	81	6
55	83	6

The maximum period of time allowed for a student to complete the academic program will be determined based on the total amount of credits enrolled by semester.

ACADEMIC STANDARDS, WARNINGS, AND PROBATION

Academic Standards

Every student must comply with the Satisfactory Academic Progress Rules applicable to his/her academic program. The student must maintain a minimum average established in the charts, in addition to completing satisfactorily the 67% of the enrolled credits of each academic term.

Academic Warning

Any student who does not meet the minimum standards of Satisfactory Academic Progress will automatically be placed on **academic warning**. During the warning period, the student will be eligible to receive federal financial aid in accordance with the provisions established by the Office of Financial Aid, U.S. Department of Education, and those of the Accrediting Agency. To be re-classified as a regular student, the student must meet the minimum GPA requirements at the end of the semester on academic warning. The student who is placed on academic warning is recommended to visit the Academic Dean and/or Campus Director to evaluate the need for an academic plan to help him/her meet the established Satisfactory Academic Progress standards.

Academic Probation

Every student, who after being placed on academic warning, fails to fulfill the minimum standards of the Satisfactory Academic Progress will be placed on **Academic Suspension**. During this period, the student will be **ineligible** for receiving Federal financial aid with the established dispositions of the Financial Aid Office, United States Department of Education, and the Accrediting Agency. The student can choose between the following options if he/she decides to continue studies:

1. The student that understands his/her academic condition obeys to an academic and/or administrative error, or a critical situation that prevented him/her from complying with the Academic Progress Policy, might request an appeal in front of the Appeals Committee within the next five (5) days from the day the probation notification is received.

The case will be evaluated and if the appeal is accepted, the student will be placed on **academic probation**, will be able to continue studies during the

next academic semester and will be eligible to receive federal financial aid in accordance with the provisions established by the Office of Financial Aid, U.S. Department of Education and those of the Accrediting Agency.

The student who has been placed on academic probation, the Academic Dean and/or Campus Director will discuss an academic plan and will identify the necessary resources to help the student comply with the Satisfactory Academic Progress established standards.

The student classified under Academic Probation, who complies with the minimum standards of the Satisfactory Academic Progress, will be reclassified as a regular student during the next semester.

1. **Extended Enrollment** - The student will be able to choose to continue his/her studies through an extended program.

During this period of time, the student will not be eligible to receive federal financial aid, and will be responsible for any financial agreement with the Institution.

Every student enrolled in the extended program should correct his/her academic deficiencies, such as repeating failed courses in order to comply with the Satisfactory Academic Progress.

The student who has been placed on an extended program, the Academic Dean and/or Campus Director will discuss an academic plan and the necessary resources to help the student comply with the Satisfactory Academic Progress established standards.

The students classified under the Extended Enrollment who complies with the minimum standards of the Satisfactory Academic program, will be reclassified as a regular student for the next semester.

Every student who is enrolled in a regular or extended program, and has not exceeded the Maximum Time Frame, will obtain his/her diploma. Every student who has exceeded the Maximum Time Framework will obtain a grading certification or an academic transcript, but never a diploma or a graduation certification.

Appeal Procedures and Evaluation of Critical Situations

Every student has the right to appeal an institutional determination regarding his/her failure to comply with the Satisfactory Academic Progress, if that student understands that determination is incorrect due to an administrative and/or academic error. Also, the student

will be able to inform of any critical situation that allegedly prevented him/her from complying with the Satisfactory Academic Progress rules.

The critical situations to be considered for not applying the Satisfactory Academic Progress rules and be eligible for receiving Federal Financial Aid are the followings:

1. Student's prolonged illness.
 - a. The student will have to submit medical evidence.
2. Prolonged illness of a student who is a head of household and has created a real difficult economic situation at home.
3. Problems altering the family unit such as: divorce of parents, death of a parent, spouse, siblings, or children.
4. To have been ordered to serve at the ARMY.
5. Changes at work.

All the credits in which the student has been enrolled will be considered as attempted credits, even the following classifications:

WP	Partial Withdrawal
WT	Withdrawal
WA	Administrative Withdrawal
WF	Academic Withdrawal
Inc.	Incomplete
F	Failure

The registrar will evaluate the students' academic records, and will submit a list of the students who are not complying with the Satisfactory Academic Record.

General Procedures for Submitting an Appeal

Every student who understands his/her academic condition is due to an academic and/or administrative error or a critical situation that impaired his/her ability to comply with the Policy of Satisfactory Academic Progress, will be able to request an appeal procedure at the Appeals Committee within the next five (5) days of the date in which the notification of probation or suspension is received.

- A. The procedure for requesting an appeal will be:
 1. The student will submit the application for appeal accompanied by document evidence at the Vice President of Academic Affairs' office.

2. The Vice President of Academic Affairs will convoke a meeting with Committee members within a period of ten (10) workdays to evaluate the submitted application.
3. The Committee will evaluate the application for appeal.
4. The Vice President of Academic Affairs will notify the student of the determination of the Appeals Committee in writing and will send a copy to the Registrar's Office and the Financial Aid Office.

Reinstatement Policy

If the student, after taking courses in the extended enrollment program, demonstrates that he/she is academically motivated and prepared to continue with the program, the student may be reinstated as a regular student. The reinstatement will be based on the student's grade point average GPA and the satisfactory percent of completed courses, which were in effect at the evaluation point where the student lost his/her **regular student status**. Once reinstated as a regular student, the student will be placed under academic evaluation for that semester and will be eligible for Federal Financial Aid.

If the student notifies the Institution of his/her wish to be reinstated in **American Educational College**, he/she will wait for an evaluation period in order to be considered for reinstatement. The student must be interviewed by the Vice President of Academic Affairs, the Academic Dean, or the Campus Director.

Remedial and Incomplete Courses

American Educational College does not offer remedial courses. Incompletes must be removed within the first forty-five (45) days of the next semester. If the incomplete is not removed, it will automatically become an "F", and will affect the student's GPA and the Satisfactory Academic Progress.

Students of the Pharmacy Technician Program that have not completed their practice hours may exceed this period of time, and circumstances of each student will be evaluated individually.

Student Withdrawal

Every student who withdraws from **American Educational College** due to unsatisfactory academic progress, the Institution shall proceed with the Federal Refund Policy. If at the time of withdrawal, the student was not eligible for not complying with the Satisfactory Academic Progress, and the student decides to continue studies; he/she will be

classified as a student with no Satisfactory Academic Progress and will not be eligible for federal financial aid. These students will be responsible for paying tuition and fees for their courses.

Repeated Courses and Withdrawals

Every student who wishes to repeat or withdraw from one or various courses, these will be considered as attempted courses in order to determine the satisfactory percent of completed courses.

Transfer of Credits

Credits transferred from other institutions will be determined before the student processes an enrollment at American Educational College. All students requesting transfer credits from another institution and whose request is granted, will be credited once they have approved thirty (30) or more credits at the institution. All credits transferred will NOT be considered as courses attempted and approved to determine Satisfactory Academic Progress.

Change of Academic Program

Any student who is enrolled in an academic program and wishes to change programs will only be considered for Satisfactory Academic Progress if the courses attempted are repeated in both programs and are validated for the new academic program.

Second Academic Program

Any student who, after having completed the academic program in which he/she is enrolled, and wishes to begin a second academic program, a new Satisfactory Academic Progress evaluation will be started. The courses attempted and the CGPA of the first program do not count for the evaluation of the second academic program.

Leave of Absence

Time granted for a Leave of Absence will not be included for calculating the maximum length of the program.

SATISFACTORY ACADEMIC PROGRESS CHARTS FOR PROFESSIONAL CERTIFICATES

*The following charts include the maximum time frame required to complete a program for Full-Time student.

24 CREDITS PROGRAMS			Maximum Time Frame (MTF)
SEMESTER	1	2	3
CREDITS ENROLLED	12 CREDITS	24 CREDITS	36 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 16 CREDITS	67% 24 CREDITS
REQUIRED GPA	1.50	2.00	2.00

25 CREDITS PROGRAMS			Maximum Time Frame (MTF)
SEMESTER	1	2	3
CREDITS ENROLLED	12 CREDITS	25 CREDITS	38 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 17 CREDITS	67% 25 CREDITS
REQUIRED GPA	1.50	2.00	2.00

36 CREDITS PROGRAMS				Maximum Time Frame (MTF)	
SEMESTER	1	2	3	4	5
CREDITS ENROLLED	12 CREDITS	24 CREDITS	36 CREDITS	48 CREDITS	54 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 16 CREDITS	67% 24 CREDITS	67% 32 CREDITS	67% 36 CREDITS
REQUIRED GPA	1.25	1.50	2.00	2.00	2.00

37 CREDITS PROGRAMS				Maximum Time Frame (MTF)	
SEMESTER	1	2	3	4	5
CREDITS ENROLLED	12 CREDITS	24 CREDITS	37 CREDITS	49 CREDITS	56 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 16 CREDITS	67% 25 CREDITS	67% 33 CREDITS	67% 37 CREDITS
REQUIRED GPA	1.25	1.50	2.00	2.00	2.00

49 CREDITS PROGRAMS

					Maximum Time Frame (MTF)	
SEMESTER	1	2	3	4	5	6
CREDITS ENROLLED	12 CREDITS	25 CREDITS	37 CREDITS	49 CREDITS	62 CREDITS	74 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 17 CREDITS	67% 25 CREDITS	67% 33 CREDITS	67% 42 CREDITS	67% 49 CREDITS
REQUIRED GPA	1.25	1.25	1.50	2.00	2.00	2.00

51 CREDITS PROGRAMS

					Maximum Time Frame (MTF)	
SEMESTER	1	2	3	4	5	6
CREDITS ENROLLED	13 CREDITS	26 CREDITS	38 CREDITS	51 CREDITS	64 CREDITS	77 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 9 CREDITS	67% 17 CREDITS	67% 25 CREDITS	67% 34 CREDITS	67% 43 CREDITS	67% 51 CREDITS
REQUIRED GPA	1.25	1.25	1.50	2.00	2.00	2.00

54 CREDITS PROGRAMS

					Maximum Time Frame (MTF)	
SEMESTER	1	2	3	4	5	6
CREDITS ENROLLED	15 CREDITS	29 CREDITS	42 CREDITS	54 CREDITS	68 CREDITS	81 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 10 CREDITS	67% 19 CREDITS	67% 28 CREDITS	67% 36 CREDITS	67% 46 CREDITS	67% 54 CREDITS
REQUIRED GPA	1.25	1.25	1.50	2.00	2.00	2.00

55 CREDITS PROGRAMS

					Maximum Time Frame (MTF)	
SEMESTER	1	2	3	4	5	6
CREDITS ENROLLED	15 CREDITS	30 CREDITS	43 CREDITS	55 CREDITS	69 CREDITS	83 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 10 CREDITS	67% 20 CREDITS	67% 29 CREDITS	67% 37 CREDITS	67% 46 CREDITS	67% 55 CREDITS

DISTANCE EDUCATION

DISTANCE EDUCATION REQUIREMENTS

I. Mission and Policy Compliance

All Distance Education programs are consistent with the school mission and is subject to the school policies.

II. Academic Quality

All Distance Education programs or classes must provide academic rigor, quality, and assessment of student learning objectives consistent with face-to-face programs or classes offered by the School. Accordingly, instructors must hold Distance Education students to academic standards consistent with those to which students participating in face-to-face instruction are held, and provide syllabi containing rubrics for evaluating student learning expectations.

To maintain consistent academic quality across the institution, course syllabi, scheduled learning outcomes and evaluations of course effectiveness for Distance Education classes will be evaluated by the School according to standards consistent with face-to-face classes.

III. Method of Delivery

Distance Education programs or classes are offered only in Puerto Rico and **may not** be offered in states where the School has not obtained State Authorization to provide such programs or classes.

All Distance Education programs or classes must use the school online Learning Management System (Moodle) to deliver content. Other external websites and tools may be employed for a given class at the instructor's discretion, but the foundation of the class must be accessible (or linked) through the School online Learning Management system (Moodle). Regardless of the modality used, a reasonable effort must be made to assure that all class content be accessible to persons with disabilities.

All Distance Education instructors must comply with federal law and the School Copyright Policy in the preparation and delivery of Distance Education course material.

IV. Student Identity Verification

The school must authenticate the identity of all online students. At a minimum, all Distance Education students must be required to use a unique username and password, obtained through the school, in order to access Distance Education class materials. Usernames and passwords are obtained through the

normal course of the enrollment process. Sharing usernames and passwords is a violation of this policy, and also may constitute a violation of the Student Academic Dishonesty Policy.

Instructors must verify the identity of all students prior to beginning any on-campus examination(s) or participating in any face-to-face class activities, and may require that students present formal institutional student ID.

V. Institutional Support

To promote consistency in academic and learning objectives and support, Distance Education students are eligible for available school resources, including but not limited to services provided by the following offices:

- **Student Services Coordinator:** Students may visit campus to receive face-to-face student services. Students who cannot come to campus can receive advising and referrals over the telephone, via e-mail, or via other electronic means. In such instances students should contact their specific campus to obtain their student service coordinator contact information.
- **Learning Resource Center:** Students may receive support from the Learning Resource Center in person, by email, or by phone.
- **Disability Accommodations:** Students who need accommodations for disabilities must be registered with the Academic Dean and/or Campus Director.
- **Technology Assistance:** For technological assistance other than a disability accommodation, contact the IT Coordinator in person, by email, or by phone.

VI. Student Requirements

Distance Education students will be held to the same academic standards as students participating in face-to-face instruction, and are subject to the Student Academic Dishonesty Policy and other Student Conduct Policies.

Distance Education students also must be aware of other relevant policies and academic regulations, including those pertaining to admission, registration, enrollment, refund of student charges and transfer of credit.

VII. Attendance Policy for Online Division Programs and Courses

American Educational College recognizes students have varied personal and professional responsibilities in addition to their obligations as students and as a consequence many elect to complete a program through distance learning. **American Educational College** provides academic flexibility and diversity to meet the needs of students varied learning styles. Learning is a combination of individual study and engagement with other students in a structured learning environment. Therefore, **American Educational College** expects that students meet their academic obligations with a high level of responsibility and timeliness, while on the other hand, expects faculty to maintain flexibility to meet student needs.

To stay in compliance with state and federal regulations, **American Educational College** is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard, however, attendance is monitored in a different manner. Student "attendance" in online courses will be defined as active participation in the course and academic activities.

Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete course required activities each week by the required deadline. Students are encouraged to review the course syllabus and timeline for details of required activities that constitute active participation. Failure to meet attendance expectations may result in an administrative withdrawal.

Participation is captured and recorded as the Last Date of Attendance (LDA) in the student attendance record and updated with each consecutive academically-related activity. In the event of a student-initiated or administrative withdrawal, the LDA is used as the official date of withdrawal.

Students are expected to communicate with the respective faculty, in advance, when an absence will occur. It is at the discretion of the faculty member to accept late assignments or to allow make up work due to absences.

Students that want to drop one or all courses after the end of the add/drop period (see academic calendar), should refer to the school withdrawal policies.

Instructors and staff must take the same care with Distance Education students' education records as they do with students in face-to-face settings.

VIII. Distance Education Technical Requirements Information

American Educational College uses Moodle Learning Management System Platform as the technological tool to support its online courses. Moodle and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

a. Minimum technical requirements to use Moodle

Institutional E-mail Account

This institutional email account is being used to login using the Moodle Platform, student portal, email account, contact professors, classmates and to receive official notifications from the Institution. (Do not mix it up with your personal e-mail.)

Operating Systems

- Windows 7 and newer
- Mac OSX 10.10 and newer
- Linux – ChromeOS

Mobile Operating System Native App Support

- iOS 12 and newer (versions vary by device)
- Android 5.0 and newer

Computer Speed, Processor and Peripherals

- Use a computer 5 years old or newer when possible
- 1GB of RAM minimum
- 2GHz processor minimum
- Audio Card (integrated)
- Webcam
- Headset for virtual class sessions and develop audio presentations

Internet Speed

- Minimum of 512kbps
- Wired connection preferable. Wireless connections are sensitive to weather changes; thus, they are unstable and may cause trouble when you are working or taking a test in the platform.

Browser Compatibility

- Chrome 80 and 81
- Firefox 74 and 75 (Extended Releases are not supported)
- Internet Explorer 11 (Windows only—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality)
- Edge 80 and 81 (Windows only)
- Safari 12 and 13 (Macintosh only)

Mobile Browsers Compatibility

- iOS

- Safari
- Chrome
- Photon Flash Player (supports Flash)

- Android

- Chrome
- Internet
- Firefox

FINANCIAL AID POLICIES

FINANCIAL AID OFFICE

American Educational College grants financial aid within the limits established for the management of funds available from federal and state sources, for students who fulfill the established requirements for receiving such aid.

Purpose of the Financial Aid Program

The purpose of the Financial Aid Program is to provide such aid to those students who are able to prove financial need, which is determined by an approved needs analysis. The assignment of financial aid may be a combination of federal and state funds. The students who are interested in applying for the financial aid programs must complete the Free Application for Federal Student Aid (FAFSA).

Instructions to Applying for Financial Aid

Students must apply for financial aid each academic year.

Students can apply for financial aid through the Financial Aid Office at the Institution. The application forms may be obtained through the Financial Aid officers.

The Financial Aid Application Form must be submitted by the student with the Application for Admission, in cases of new students.

Any person interested in obtaining detailed information of the eligibility requirements and the application assessment process shall refer to the Students' Financial Aid Manual and/or visit the Financial Aid Office.

Financial Aid Funds come from the Federal Government of the United States with a percent (%) of funds from **American Educational College**, to match those federal programs stipulating such procedure.

Federal Funds

The federal funds for financial aid will be available as grants, student loans, or work compensation, in those years in which the Congress of the United States assigns them.

Financial Aid Programs

Federal Pell Grant - This program was instituted by the U.S. Government as a foundation for student financial aid programs. The original name was Basic Education Opportunity Grant - BEOG. The applicant may apply directly on the Federal Student Aid application form distributed by the Office of Financial Aid or through the FAFSA website <https://studentaid.gov/h/apply-for-aid/afsa>. Program eligibility is communicated directly to the applicant. The applicant receives a Student Aid Report (SAR) that must be submitted immediately to the Financial Aid Office at **American Educational College**.

American Educational College receives electronically the information included in the SAR, if the student specifies in the application that will study at **American Educational College**, and authorizes the Institution to receive such information. The advantages for the applicant are:

1. If the application is not approved, or if information was omitted during the approval process, the Director of the Financial Aid Office will be ready to assist the student, and communicate with the student before he/she receives the response to the application by mail. The Financial Aid Office will correct the error electronically.
2. If the application is approved, the letter offering financial aid will be ready at the beginning of the enrollment process, probably before.
3. The disbursement process is faster.

The Director of Financial Aid will determine the amount of money for which the participant is eligible using a formula that considers the cost of education, the academic load and the eligibility index. Pell Grant eligibility expires when the student completes the requirements to earn a bachelor's degree for the first time. Beginning July 1, 2012, every student will be eligible to receive federal financial aid for a maximum of six (6) years or six hundred percent (600%), for full-time students.

The Federal Department of Education calls the Lifetime Eligibility Used (LEU) scholarship utilization rate. The student must apply by July 1 of each year.

Federal Supplementary Educational Opportunity Grant (FSEOG) - American Educational College distributes this grant to students who have not completed a bachelor degree. The students with exceptional economic need are eligible for this program. The students who benefit from the Pell Grant have priority. The Federal Government funds for this program increase with the contribution of **American Educational College**.

Federal Work-Study Program (FWSP) - The Federal Government funds for this program increase with the contribution of **American Educational College**. A job is assigned to the participant students, where they will receive a salary that will help to pay their education expenses. If possible, the job assigned will be related to their field of specialization. The institution will place students in a community service program, and a work-study program.

Commonwealth of Puerto Rico – Office of Registration and Licensing of Educational Institutions (BETA) - The purpose of this Program is to grant supplementary financial aid to eligible students enrolled full-time in technical-vocational programs, associate degrees or baccalaureate degrees with an academic average of 3.00 or higher, whose annual family income does not exceed the ceiling established in the regulations of the BETA program. It will supplement the financial aid received by students through federal programs and other programs of the Government of Puerto Rico or private financial aid programs.

The funds for this aid come from the Commonwealth of Puerto Rico, and the institution is responsible for allocating them to eligible students. To determine the eligibility of students participating in this program, the institution will use the financial need analysis provided in the federal regulations under the Federal Pell Grant Program of Title IV of the Higher Education Act of 1965, as amended.

The aid granted will never exceed the student's financial need after deducting other financial aid he/she may be receiving.

CLOCK-CREDIT HOUR CONVERSIONS FOR FEDERAL STUDENT AID

When some states and accrediting agencies approve programs, they also approve the number of credits in the programs. The credits approved by states and accrediting agencies are not necessarily the credits for FSA purposes. For FSA purposes, the number of credits in the program will be those determined by the following conversion formula:

A semester or trimester hour must include at least 30 in-class clock hours of instruction

PELL GRANT ELIGIBILITY POLICY



A new federal law has limited the amount of Federal Pell Grant funds you can receive over the course of your lifetime to the equivalent of six (6) years of Pell Grant funding.

Since the maximum amount of Pell Grant funds you can receive each year is equal to one hundred percent (100%), the six (6) year equivalent is six hundred (600%).

STUDENT SERVICES

LEARNING RESOURCES CENTER

Our institution provides support services to the learning process through the Learning Resource Center (LRC). In line with pedagogical approaches, the CRA includes a reference area, circulation, printed and non-printed educational materials, audiovisual equipment, computers, and clippers, which are essential to reinforce classroom teaching and contribute to the achievement of institutional purposes. The student's cognitive development is complemented through reference books and texts, magazines, newspapers, virtual library, and other means of written, audiovisual and Internet communication and in this way, students will acquire educational information worldwide, communicating with the different libraries in Puerto Rico and the United States.

Students are expected to develop learning abilities and skills in order to increase their knowledge acquisition through the learning resources available at the LRC.

Please refer to the Policies, Procedures and Services Manual of the Learning Resources Center.

STUDENT SERVICES COORDINATOR

American Educational College has a Student Services Program to serve all our students. Our primary objective is to support the student in his/her academic development, by helping him or her manage personal situations and providing him or her with tools necessary to complete his/her education.

Services provided are offered individually or in groups, based on the needs of students. The student services coordinator offers group consultation to all incoming students. In this consultation, all students receive all the information concerning the institution, in addition to general information and of general interest. Also, other consultation sessions are scheduled during the course of their studies, based on their needs.

All students who voluntarily request will benefit from consultation services. The student services coordinator and Faculty continuously monitor the attendance and academic progress of the student. This office also provides consultation and refers students to different resources in the community, which they can benefit from, as long as the referral has been accepted by the student.

ORIENTATION AND PLACEMENT SERVICES

American Educational College has a job placement office which provides orientation to the student about the world of work and available job offers. This office offers guidance on job search techniques, interview techniques, student resume, among others.

American Educational College refers to job interviews for those students who express such desire and comply with the minimum requirements for the employer's position.

American Educational College does not guarantee employment for its graduates.

STUDENT'S ORGANIZATION

- **AEDSI:** Information Systems Student Association
- **AFUPSO:** Office Systems Future Professionals Association
- **AEAC:** Business Administration Student Association

ACADEMIC PROGRAMS

DIPLOMA IN SECRETARIAL SCIENCES WITH SPECIALIZATION IN: MEDICAL SECRETARY WITH WORD PROCESSING

The Secretarial Sciences Program with Specialization in Medical Secretary responds to the needs of our professional medical class to having highly qualified and trained personnel.

This program is oriented to provide the student with the necessary professional skills and general education to acquire secretarial positions in hospitals, clinics, doctors' offices, pharmaceuticals, health departments, and other medical agencies, private or public.

Students will study patient's records and different health plans in Puerto Rico and billing process.

The Program will analysis the different emergencies in a medical office, use of the emergency equipment and preventive measures, as well as typing skills.

Requirements for Medical Secretary with Word Processing Program:

General Education Courses	12 credits
Apply General Education Courses	8 credits
Professional Courses	34 credits
TOTAL CREDITS	54 credits

General Education Courses	12 credits
ESP 101	Basic Spanish 4 credits
ING 201	Conversational English 4 credits
MET 101	Methodology 4 credits

Apply General Education Courses	8 credits
ESP COM 201	Business Spanish 4 credits
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries 2 credits
RP 101	Poise and Charm 2 credits

Professional Courses	34 credits
CIE SEC 101	Filing 4 credits
CIE SEC 201	Basic Typewriting I 1 credit
CIE SEC 202	Basic Typewriting Laboratory I 2 credits
CIE SEC 203	Basic Typewriting II 1 credit
CIE SEC 204	Basic Typewriting Laboratory II 2 credits
CIE SEC 205	Intermediate Typewriting 1 credit
CIE SEC 206	Intermediate Typewriting Laboratory 2 credits
CIE SEC 207	Advanced Typewriting 1 credit
CIE SEC 208	Advanced Typewriting Laboratory 2 credits
CIE SEC 217	Office Techniques 4 credits
CIE SEC 219	Introduction to Word Processing 3 credits
CIE SEC 221	Secretarial Practice 4 credits

Professional Courses		
TM 209	Medical Secretarial and First Aid Techniques	2 credits
TM 210	Health Plans and Billing Process	2 credits
TM 211	Health Plans and Medical Service Codification	1 credit
TM 212	Computerized Billing	1 credit
TM 213	Rules and Regulations of the HIPAA Law	1 credit

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
CIE SEC 201	Basic Typewriting I	1
CIE SEC 202	Basic Typewriting Laboratory I	2
ESP 101	Basic Spanish	4
ING 201	Conversational English	4
MET 101	Methodology	4
Semester Total Credits		15

SECOND SEMESTER

Code	Course	Credits
CIE SEC 203	Basic Typewriting II	1
CIE SEC 204	Basic Typewriting Laboratory II	2
CIE SEC 101	Filing	4
ESP COM 201	Business Spanish	4
TM 209	Medical Secretarial and First Aid Techniques	2
TM 211	Health Plans and Medical Service Codification	1
Semester Total Credits		14

THIRD SEMESTER

Code	Course	Credits
CIE SEC 205	Intermediate Typewriting	1
CIE SEC 206	Intermediate Typewriting Laboratory	2
CIE SEC 217	Office Techniques	4
CIE SEC 219	Introduction to Word Processing	3
TM 210	Health Plans and Billing Process	2
TM 213	Rules and Regulations of the HIPAA Law	1
Semester Total Credits		13

FOURTH SEMESTER

Code	Course	Credits
CIE SEC 207	Advanced Typewriting	1
CIE SEC 208	Advanced Typewriting Laboratory	2
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries	2
TM 212	Computerized Billing	1
RP 101	Poise and Charm	2
CIE SEC 221	Secretarial Practice	4
Semester Total Credits		12

DIPLOMA IN SECRETARIAL SCIENCES WITH SPECIALIZATION IN: ADMINISTRATIVE SECRETARY WITH WORD PROCESSING

The Secretarial Sciences Program with Specialization in Administrative Secretary responds to the needs of the labor market in Puerto Rico and outside the island.

The purpose of this course is to develop personnel capable of performing duties in the administrative areas in an office. Some of the duties included are related to human resources, accounting, credit, public relations, and promotions departments, among others.

After successfully completing the programs, the student will know all basic secretarial techniques and skills and will also be capable to participate with the administrative personnel and decision making.

With this course new aspects have been added to the traditional secretarial sciences like management, personnel administration, and accounting; this will give graduates an advantage in the labor market.

Requirements for Administrative Secretary with Word Processing Program:

General Education Courses	8 credits
Apply General Education Courses	13 credits
Professional Courses	34 credits
TOTAL CREDITS	55 credits

General Education Courses	8 credits
ESP 101	Basic Spanish 4 credits
ING 201	Conversational English 4 credits

Apply General Education Courses	13 credits
GER 201	Personnel Management 4 credits
ESP COM 201	Business Spanish 4 credits
RP 101	Poise and Charm 2 credits
GER 105	Management Principles 2 credits
CONT 101	Business Accounting 1 credit

Professional Courses	34 credits
CIE SEC 101	Filing 4 credits
CIE SEC 201	Basic Typewriting I 1 credit
CIE SEC 202	Basic Typewriting Laboratory I 2 credits
CIE SEC 203	Basic Typewriting II 1 credit
CIE SEC 204	Basic Typewriting Laboratory II 2 credits
CIE SEC 205	Intermediate Typewriting 1 credit
CIE SEC 206	Intermediate Typewriting Laboratory 2 credits
CIE SEC 207	Advanced Typewriting 1 credit
CIE SEC 208	Advanced Typewriting Laboratory 2 credits
CIE SEC 212	Speed Writing 4 credits
CIE SEC 217	Office Techniques 4 credits
CIE SEC 219	Introduction to Word Processing 3 credits
CIE SEC 221	Secretarial Practice 4 credits
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries 2 credits
COMP 105	PowerPoint 1 credit

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
CIE SEC 201	Basic Typewriting I	1
CIE SEC 202	Basic Typewriting Laboratory I	2
CIE SEC 212	Speed Writing	4
ESP 101	Basic Spanish	4
ING 201	Conversational English	4
Semester Total Credits		15

SECOND SEMESTER

Code	Course	Credits
CIE SEC 203	Basic Typewriting II	1
CIE SEC 204	Basic Typewriting Laboratory II	2
CIE SEC 101	Filing	4
ESP COM 201	Business Spanish	4
GER 201	Personnel Management	4
Semester Total Credits		15

THIRD SEMESTER

Code	Course	Credits
CIE SEC 205	Intermediate Typewriting	1
CIE SEC 206	Intermediate Typewriting Laboratory	2
CIE SEC 217	Office Techniques	4
CIE SEC 219	Introduction to Word Processing	3
RP 101	Poise and Charm	2
CONT 101	Business Accounting	1
Semester Total Credits		13

FOURTH SEMESTER

Code	Course	Credits
CIE SEC 207	Advanced Typewriting	1
CIE SEC 208	Advanced Typewriting Laboratory	2
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries	2
COMP 105	PowerPoint	1
GER 105	Management Principles	2
CIE SEC 221	Secretarial Practice	4
Semester Total Credits		12

DIPLOMA IN: PARALEGAL TECHNICIAN

The Paralegal Technician Program will develop in the student the theoretical and practical skills to respond to tasks within the legal office. This will allow the lawyer to share his/her responsibility.

During the course the student will develop skills in drafting legal documents, drafting documents in the Property Registry, the Secretaries of the Honorable Courts of Puerto Rico, perform legal research and other aspects of the profession.

Requirements for Paralegal Technician Program:

General Education Courses	14 credits
Apply General Education Courses	4 credits
Professional Courses	36 credits
TOTAL CREDITS	54 credits

General Education Courses		14 credits
ESP 101	Basic Spanish	4 credits
ING 201	Conversational English	4 credits
MET 101	Methodology	4 credits
PSIC 201	Humans Relations	2 credits

Apply General Education Courses		4 credits
CONT 105	Secretarial Accounting	2 credits
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries	2 credits

Professional Courses		36 credits
CIE SEC 102	Legal Filing	4 credits
CIE SEC 201	Basic Typewriting I	1 credit
CIE SEC 202	Basic Typewriting Laboratory I	2 credits
CIE SEC 203	Basic Typewriting II	1 credit
CIE SEC 204	Basic Typewriting Laboratory II	2 credits
CIE SEC 219	Introduction to Word Processing	3 credits
TL 216	Legal Material Techniques I	2 credits
TL 217	Legal Material Techniques II	2 credits
TP 215	Legal Research	1 credit
TP 216	Law of Evidence	2 credits
TP 217	Legal Drafting	2 credits
TP 218	Filing Process	4 credits
TP 219	Special Law Seminar	4 credits
TP 220	Paralegal Practice	4 credits
TP 221	Legal Aspects of Law Practice	2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
CIE SEC 201	Basic Typewriting I	1
CIE SEC 202	Basic Typewriting I Laboratory	2
MET 101	Methodology	4
TL 216	Legal Mater Techniques I	2
CONT 105	Secretarial Accounting	2
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries	2
Semester Total Credits		13

SECOND SEMESTER

Code	Course	Credits
CIE SEC 203	Basic Typewriting II	1
CIE SEC 204	Basic Typewriting II Laboratory	2
CIE SEC 102	Legal Filing	4
TL 217	Legal Mater Techniques II	2
TP 217	Legal Drafting	2
TP 221	Legal Aspects of Law Practice	2
Semester Total Credits		13

THIRD SEMESTER

Code	Course	Credits
TP 215	Legal Research	1
TP 216	Law of Evidence	2
TP 218	Filing Process	4
TP 219	Special Law Seminar	4
ESP 101	Basic Spanish	4
Semester Total Credits		15

FOURTH SEMESTER

Code	Course	Credits
CIE SEC 219	Introduction to Word Processing	3
ING 201	Conversational English	4
PSIC 201	Humans Relations	2
TP 220	Paralegal Practice	4
Semester Total Credits		13

DIPLOMA IN COMPUTER SCIENCE WITH SPECIALIZATION IN: COMPUTERIZED APPLICATIONS DEVELOPMENT

The Computerized Applications Development Program offers a theoretical and practical preparation that will enable the student to work in diversified and technical areas of data processing.

The program will provide the development of skills such as: programming in various languages. It will also include detailed knowledge of the organization, architecture, operation, and limitations of the computerized systems and the background that will allow the student to continue studying and developing skills in the Computer Sciences.

Requirements for Computerized Applications Development Program:

General Education Courses	6 credits
Apply General Education Courses	2 credits
Professional Courses	41 credits
TOTAL CREDITS	49 credits

General Education Courses	6 credits
ING 101	Basic English 4 credits
MATE 100	Basic Math Fundamentals 2 credits

Apply General Education Courses	2 credits
CONT 105	Secretarial Accounting 2 credits

Professional Courses	41 credits
COMP 101	Introduction to Computer Sciences 2 credits
COMP 102	Concepts of Operation, Hardware and Operating System 2 credits
COMP 201	Database Programming 2 credits
COMP 202	Database Programming Laboratory 3 credits
COMP 203	BASIC Programming Language 2 credits
COMP 204	BASIC Programming Language Laboratory 3 credits
COMP 205	Information Systems Design and Analysis 2 credits
COMP 208	Data Entry Laboratory 3 credits
COMP 210	Computer Networks 3 credits
COMP 211	Web Page Design 2 credits
COMP 213	Web Page Design Laboratory 3 credits
COMP 214	Spreadsheet System 2 credits
COMP 215	Spreadsheet System Laboratory 3 credits
COMP 216	Java Programming Language 2 credits
COMP 218	Introduction to C Programming Language 2 credits
COMP 219	Introduction to C Programming Language Laboratory 3 credits
COMP 220	Development of Computer Applications Seminar 2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
COMP 101	Introduction to Computer Sciences	2
COMP 208	Data Entry Laboratory	3
COMP 214	Spreadsheet System	2
COMP 215	Spreadsheet System Laboratory	3
MATE 100	Basic Math Fundamentals	2
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
COMP 102	Concepts of Operation, Hardware and Operating System	2
COMP 201	Database Programming	2
COMP 202	Database Programming Laboratory	3
COMP 203	BASIC Programming Language	2
COMP 204	BASIC Programming Language Laboratory	3
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
COMP 205	Information Systems Design and Analysis	2
COMP 210	Computer Networks	3
COMP 211	Web Page Design	2
COMP 213	Web Page Design Laboratory	3
COMP 216	Java Programming Language	2
Semester Total Credits		12

FOURTH SEMESTER

Code	Course	Credits
COMP 218	Introduction to C Programming Language	2
COMP 219	Introduction to C Programming Language Laboratory	3
COMP 220	Development of Computer Applications Seminar	2
ING 101	Basic English	4
CONT 105	Secretarial Accounting	2
Semester Total Credits		13

DIPLOMA IN: COMPUTER REPAIR TECHNICIAN

In the Computer Repair Technician Program, the student is trained in the technology required to identify and assemble the different components of a computer; adequately describe the operation of its elements and define them; use the tools, equipment, and diagnostic and troubleshooting programs in the components and parts of the computers and other system units; and use them to make the appropriate repairs, when necessary, correctly and functionally. The student is provided with the basic knowledge of electronics necessary for the assembly, repair and assembly of computers.

As part of the program, the student is trained in test diagnostics, proper handling of the operating system, installation, configuration of computers and programs, and effectively managing a computer repair and assembly business.

Requirements for Computer Repair Technician Program:

General Education Courses	6 credits
Apply General Education Courses	5 credits
Professional Courses	26 credits
TOTAL CREDITS	37 credits

General Education Courses	6 credits
ELEC 101	Basic Electronics 2 credits
ELEC 106	Applied Electronics Laboratory 2 credits
MATE 100	Basic Math Fundamentals 2 credits

Apply General Education Courses	5 credits
GER 207	Computer Repair Business Management 2 credits
RECO 203	Computer Architecture, Assembly, and Components Laboratory 3 credits

Professional Courses	26 credits
ELEC 103	Digital Circuits 2 credits
COMP 104	Operating Systems and Applications Laboratory 3 credits
COMP 212	Computer Network Technology 2 credits
RECO 205	Hardware and Software Diagnostics Laboratory 2 credits
RECO 207	Computer Repair Laboratory 3 credits
RECO 208	Mobile Device Repair Laboratory 3 credits
RECO 211	Disk Drive Operation Laboratory 2 credits
RECO 215	Input Devices Laboratory 2 credits
RECO 213	Printer and Monitor Problems and Maintenance Laboratory 2 credits
RECO 221	Computer Testing Techniques Laboratory 2 credits
RECO 224	Computer Repair Seminar 3 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
MATE 100	Basic Math Fundamentals	2
COMP 104	Operating Systems and Applications Laboratory	3
ELEC 103	Digital Circuits	2
RECO 203	Computer Architecture, Assembly, and Components Laboratory	3
GER 207	Computer Repair Business Management	2
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
RECO 205	Hardware and Software Diagnostics Laboratory	2
RECO 215	Input Devices Laboratory	2
RECO 211	Disk Drive Operation Laboratory	2
RECO 213	Printer and Monitor Problems and Maintenance Laboratory	2
RECO 221	Computer Testing Techniques Laboratory	2
ELEC 101	Basic Electronics	2
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
RECO 207	Computer Repair Laboratory	3
RECO 208	Mobile Device Repair Laboratory	3
ELEC 106	Applied Electronics Laboratory	2
COMP 212	Computer Network Technology	2
RECO 224	Computer Repair Seminar	3
Semester Total Credits		13

DIPLOMA IN: BARBERING AND STYLING

In the Barbering and Styling Program, the student learns the necessary skills to perform haircuts according to the most advanced techniques and practices of modern barbering. The student is provided with the theoretical and practical knowledge, in order to be able to successfully pass the barbering profession's revalidation exam; and to qualify him/her to practice as a barber once he/she has passed the profession's Board of Examiners' revalidation exam. In addition, the student will be able to work in this job, set up his own business, as a salesman or demonstrator representing personal grooming products for men.

The specific objectives of this program are to achieve that, at the end of the study program, the students develop the skills, abilities, techniques, and practical and theoretical knowledge necessary to:

- A. Perform various haircuts with precision and perfection.
- B. Perform beard and mustache trims and trims according to clientele requirements.
- C. Provide appropriate facial treatments for gentlemen.
- D. Give careful attention and treatment to the pericranium.
- E. Provide guidance and appropriate information on grooming and cosmetic care products for men.
- F. Employ appropriate management techniques to run a barber shop business.

Requisites for the Board of Examiners for the Barbering License:

- Be 18 years old.
- Have taken a barbering course of one thousand (1,000) hours or more in a school recognized by the Department of Education of Puerto Rico; or to have satisfactorily completed a two-year training practice under the supervision of a barber who is authorized by the Board of Barbers and Stylists.
- Submit the exam application together with all required documents and fees.

Requirements for Barbering and Styling Program:

General Education Courses	4 credits
Apply General Education Courses	5 credits
Professional Courses	27 credits
TOTAL CREDITS	36 credits

General Education Courses		4 credits
BARB ES 101	History, Ethics and Law of the Barbering Profession	1 credit
PSIC 202	Interpersonal Relations	1 credit
IMAG 101	Professional Image	2 credits

Apply General Education Courses		5 credits
BIOL 100	Anatomy and Physiology	2 credits
QUIM 100	Applied Chemistry	2 credits
GER 210	Barbershop Management	1 credit

Professional Courses		27 credits
HIG 105	Hygiene, Sterilization and Sanitation	2 credits
BIOL 101	Dermatology	1 credit
HIG 110	Deep Shampooing and Rinsing	3 credits
MAPE 209	Manicure	2 credits
ADC 102	Hair Straightening and Relaxing	2 credits
DECO TI 104	Hair Color Effects for Gentlemen	2 credits
OND 110	Permanent Waves	2 credits
BARB ES 103	Facial Massage and Treatment for Men	1 credit
BARB ES 201	Hairstyles for Men I	3 credits
BARB ES 205	Hairstyles and Artistic Design for Men	2 credits
BARB ES 203	Haircuts and Hairstyles for Men	3 credits
BARB ES 204	Beard and Mustache Shaving and Maintenance	2 credits
BARB ES 215	Clinic and Examination Review	2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
BARB ES 101	History, Ethics and Law of the Barbering Profession	1
MAPE 209	Manicure	2
IMAG 101	Professional Image	2
BARB ES 204	Beard and Mustache Shaving and Maintenance	2
BIOL 100	Anatomy and Physiology	2
HIG 110	Deep Shampooing and Rinsing	3
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
BARB ES 201	Hairstyles for Men I	3
BARB ES 203	Haircuts and Hairstyles for Men	3
BARB ES 103	Facial Massage and Treatment for Men	1
HIG 105	Hygiene, Sterilization and Sanitation	2
QUIM 100	Applied Chemistry	2
BIOL 101	Dermatology	1
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
ADC 102	Hair Straightening and Relaxing	2
BARB ES 205	Hairstyles and Artistic Design for Men	2
BARB ES 215	Clinic and Examination Review	2
DECO TI 104	Hair Color Effects for Gentlemen	2
GER 210	Barber Salon Administration	1
PSIC 202	Interpersonal Relations	1
OND 110	Permanent Waves	2

DIPLOMA IN: COSMETOLOGY AND STYLING

In the Cosmetology and Styling Program, the student learns the necessary techniques to perform haircuts, hair washing, artistic hairstyles, makeup, bleaching, color application, facials, manicures, pedicures, perms, as well as the indispensable techniques to develop in the field of beauty and personal grooming. Students are trained to manage beauty salons, work as salespersons or demonstrators representing beauty product lines or working as estheticians, cosmetologists, or barbers, or establishing their own business, once they have passed the examination of revalidation of the Examining Board of the profession.

The specific objectives of this program are to ensure that upon completion of the program of studies, students develop the skills and knowledge necessary to:

- A. Make various haircuts.
- B. Perform bleaching and color application procedures.
- C. Perform basic facials and make-up.
- D. Perform various types of artistic hairstyles.
- E. Provide appropriate information on beauty products.
- F. Manage beauty salons.

Requisites of the Board of Examiners for the Beauty Specialist License:

- Must be at least 18 years old.
- Have a high school diploma.
- Present original and copy of cosmetology course diploma (for 1,000 or more).
- Submit application with required documents and fees.
- The Board of Examiners gives the student an opportunity to obtain a provisional license under the following requirements:
 - Be at least 18 years of age and a resident of the Commonwealth of Puerto Rico for at least one year upon applying.
 - Present original and copy of beauty specialist diploma.
 - Certification from the Department of Education confirming that the student has passed the eighth grade or its equivalent.

Requirements for Cosmetology and Styling Program:

General Education Courses	2 credits
Apply General Education Courses	5 credits
Professional Courses	29 credits
TOTAL CREDITS	36 credits

General Education Courses	2 credits
COSM ES 101	History, Ethics, and Laws of the Profession of Cosmetology 1 credit
PSIC 202	Interpersonal Relations 1 credit

Apply General Education Courses	5 credits
BIOL 100	Anatomy and Physiology 2 credits
QUIM 100	Applied Chemistry 2 credits
GER 206	Beauty Salon Management 1 credit

Professional Courses	29 credits
HIG 105	Hygiene, Sterilization and Sanitation 2 credits
BIOL 101	Dermatology 1 credits

Professional Courses		
HIG 108	Wash, Rinse and Treatment of the Scalp	3 credits
MAPE 208	Manicure and Pedicure	2 credits
ADC 102	Hair Straightening and Relaxing	2 credits
DECO TI 107	Hair Bleaching and Coloring	2 credits
OND 110	Permanent Waves	2 credits
COSM ES 104	Facial Massage and Treatments for Woman	1 credit
COSM ES 201	Hairstyling I	3 credits
COSM ES 202	Hairstyling II	2 credits
COSM ES 204	Hair Cutting and Styling I	3 credits
COSM ES 205	Hair Cutting and Styling II	2 credits
COSM ES 218	Clinic and Board Examination Review	2 credits
MAQ 101	Basic Makeup	2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
COSM ES 101	History, Ethics, and Laws of the Profession of Cosmetology	1
BIOL 100	Anatomy and Physiology	2
QUIM 100	Applied Chemistry	2
MAPE 208	Manicure and Pedicure	2
ADC 102	Hair Straightening and Relaxing	2
HIG 108	Wash, Rinse and Treatment of the Scalp	3
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
COSM ES 201	Hairstyling I	3
COSM ES 204	Hair Cutting and Styling I	3
COSM ES 104	Facial Massage and Treatments for Woman	1
BIOL 101	Dermatology	1
HIG 105	Hygiene, Sterilization and Sanitation	2
MAQ 101	Basic Makeup	2
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
COSM ES 202	Hairstyling II	2
COSM ES 205	Hair Cutting and Styling II	2
COSM ES 218	Clinic and Board Examination Review	2
DECO TI 107	Hair Bleaching and Coloring	2
GER 206	Beauty Salon Management	1
PSIC 202	Interpersonal Relations	1
OND 110	Permanent Waves	2
Semester Total Credits		12

DIPLOMA IN: SUPER MASTER COSMETOLOGY

The Super Master Cosmetology course is aimed at people who have basic knowledge in cosmetology and barbering, to specialize in advanced styling and modern technology applied to the study of beauty.

The basic knowledge will be applied and perfected in the techniques of: modern precision haircuts, lifts and makeup (formal, fantasy, permanent, and theatrical). Emphasis will be given to the total look of the bride and the change of image. They will master advanced techniques in haircutting, hairstyling, coloring and hair extensions. They will participate in seminars related to their studies for better course achievement.

The student will learn how to manage beauty salons, establish their own business, work as salespersons or beauty demonstrators representing a line of beauty products, and do basic facial treatments. They will also be prepared to be able to work in cosmetic companies as chemical products technicians, permanent artistic and drama makeup technicians, makeup artists, and corpse makeup artists. Also, offer at home services as beauty specialists, once they pass the Board Test of the Beauty Specialist Examination Board.

The students will obtain advanced techniques in the beauty field that will enable them to perform in a professional way with very high standards. Super Master program objective is to master the following advanced techniques:

1. Advanced Precision Haircutting.
2. Formal, Casual, Fantasy and Futuristic Hairstyles.
3. Graphics, Lifts and Elaborated Hairstyles and Hair Ornaments.
4. Permanent Makeup.
5. Casual, Formal, Fantasy, Bridals and Theater Makeup.
6. Beauty Salon Management, business owners and home services.
7. New techniques on: chemistry, color application, hair removal, relaxing, and twenty permanent techniques.
8. Hair Extensions.

Requirements for Super Master Cosmetology:

Apply General Education Courses	7 credits
Professional Courses	17 credits
TOTAL CREDITS	24 credits

Apply General Education Courses		7 credits
QUIM 300	Advanced Techniques for Chemical Hair Products I	3 credits
QUIM 301	Advanced Techniques for Chemical Hair Products II	2 credits
GER 307	Beauty Salon Advanced Management	2 credits

Professional Courses		17 credits
COSM SUMA 305	Haircuts with Hair Cut Razors, Hair Clippers and Special Instruments	2 credits
COSM SUMA 306	Advanced Precision Haircutting	3 credits
COSM SUMA 308	Graphic, Updos, Elaborate Hairstyles and Hair Ornamentation	2 credits
COSM SUMA 309	Hairstyles: Casual, Formal, Fantasy and Futuristic	3 credits
COSM SUMA 310	Hair Extensions	2 credits
MAQ 303	Makeup: Casual, Formal, Fantasy, Bridals and Theater	2 credits
MAQ 304	Permanent Makeup	3 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
QUIM 300	Advanced Techniques for Chemical Hair Products I	3
MAQ 303	Makeup: Casual, Formal, Fantasy, Bridals and Theater	2
GER 307	Beauty Salon Advanced Management	2
COSM SUMA 305	Haircuts with Hair Cut Razors, Hair Clippers and Special Instruments	2
COSM SUMA 309	Hairstyles: Casual, Formal, Fantasy and Futuristic	3
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
QUIM 301	Advanced Techniques for Chemical Hair Products II	2
MAQ 304	Permanent Makeup	3
COSM SUMA 306	Advanced Precision Haircutting	3
COSM SUMA 308	Graphic, Updos, Elaborate Hairstyles and Hair Ornamentation	2
COSM SUMA 310	Hair Extensions	2
Semester Total Credits		12

DIPLOMA IN: NAIL TECHNICIAN

The Nail Technician Program in today's world promises to bring an active and strong labor market as it is considered an area of quick development in the beauty field.

The objective is to prepare the student with knowledge, skills and necessary practice in personal care and esthetics of hands and feet. The student is prepared to work as a nail technician, sculptural nails designer in beauty salons, in beauty supply stores, or as the owner of a business as well as home service.

This program complements the theory and practice giving the student the opportunity to learn about anatomy, physiology of hands and feet, nail diseases, professional ethics, manicure, pedicure, acrylic nails (one or two tones), sculptural nails (silk, gelatin and organic resin), commercial nail design, floral, touch ups, handling polishing machine, and others.

Requirements for Nail Technician Program:

Apply General Education Courses	3 credits
Professional Courses	22 credits
TOTAL CREDITS	25 credits

Apply General Education Courses		3 credits
PSIC 202	Interpersonal Relations	1 credit
TEC UN 101	History of the Profession, Professional Ethics and Image	2 credits

Professional Courses		22 credits
GER 208	Nail Salon Management	1 credit
TEC UN 102	Anatomy, Physiology and Terminology	1 credit
TEC UN 103	Salon Hygiene and Safety	2 credits
TEC UN 104	Nail-Skin Disorders and Diseases	2 credits
TEC UN 105	Manicure and Pedicure Laboratory	3 credits
TEC UN 106	Types of Artificial Nails	4 credits
TEC UN 107	Types of Artificial Nails for Hands and Feet Laboratory	3 credits
TEC UN 108	Nail Touch-Up Laboratory	3 credits
TEC UN 109	Laboratory of Nail Polish, Nail Art Design, and Fantasy Nails	3 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
TEC UN 101	History of the Profession, Professional Ethics and Image	2
TEC UN 102	Anatomy, Physiology and Terminology	1
TEC UN 103	Salon Hygiene and Safety	2
TEC UN 104	Nail-Skin Disorders and Diseases	2
TEC UN 105	Manicure and Pedicure Laboratory	3
GER 208	Nail Salon Management	1
PSIC 202	Interpersonal Relations	1
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
TEC UN 106	Types of Artificial Nails	4
TEC UN 107	Types of Artificial Nails for Hands and Feet Laboratory	3
TEC UN 108	Nail Touch-Up Laboratory	3
TEC UN 109	Laboratory of Nail Polish, Nail Art Design, and Fantasy Nails	3
Semester Total Credits		13

DIPLOMA IN: PRACTICAL NURSING

The Program of Practical Nursing is designed under the model of Dorothea Orem, theory of the self-care, where the student acquires knowledge and skills to assist in the self-care of the patient-client and its environment. Discuss the ethical-legal aspects of the Law # 9 of 1987, as amended, Law of Nursing of Puerto Rico and the Regulation # 7533 of 2008, Regulation of the Board of Nursing of Puerto Rico. Includes the functions and responsibilities of Practical Nurse, provides skills in patient caring for the basic needs such as: comfort, rest and sleep, nutrition, asepsis, activity, exercise, hygiene and personal hygiene. The nursing process in the self-care of the adult and elderly adult, children and adolescents, the mother and the newborn, family environment, community and deviations from health-illness under the direct supervision of general nurse. The graduates of the program are eligible to take the Board Exam of Practical Nursing.

Requirements for Practical Nursing Program:

General Education Courses	3 credits
Apply General Education Courses	8 credits
Professional Courses	38 credits
TOTAL CREDITS	49 credits

General Education Courses	3 credits
COMP 208 Data Entry Laboratory	3 credits

Apply General Education Courses	8 credits
MICRO 100 Introduction to Microbiology and Hygiene	2 credits
ANAT 100 Anatomy and Physiology	4 credits
ENFE 103 Electrocardiogram Techniques	2 credits

Professional Courses	38 credits
ENFE 100 Ethical-Legal Aspects and Evolution of Nursing	2 credits
ENFE 101 Fundamentals of Nursing I	3 credits
ENFE 102 Fundamentals of Nursing II	2 credits
ENFE 104 Medical-Surgical Nursing	2 credits
ENFE 106 Nursing Care of Older Adults	2 credits
ENFE 108 Maternal-Neonatal Nursing	2 credits
ENFE 109 Child and Adolescent Nursing	2 credits
ENFE 110 Biological Sample Management	3 credits
ENFE 111 Mental Health Nursing	2 credits
ENFE 112 Community Health Nursing	2 credits
ENFE 113 Clinical Practicum I	4 credits
ENFE 114 Clinical Practicum II	4 credits
ENFE 115 Seminar	2 credits
ENFE 116 Clinical Practicum III	4 credits
ENFE 117 Geriatric Nursing Care	2 4redits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
ENFE 100	Ethical-Legal Aspects and Evolution of Nursing	2
ENFE 101	Fundamentals of Nursing I	3
ENFE 103	Electrocardiogram Techniques	2
ANAT 100	Anatomy and Physiology	4
MICRO 100	Introduction to Microbiology and Hygiene	2
Semester Total Credits		13

SECOND SEMESTER

Code	Course	Credits
ENFE 102	Fundamentals of Nursing II	2
ENFE 117	Geriatric Nursing Care	2
ENFE 106	Nursing Care of Older Adults	2
ENFE 108	Maternal-Neonatal Nursing	2
ENFE 113	Clinical Practicum I	4
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
ENFE 104	Medical-Surgical Nursing	2
ENFE 109	Child and Adolescent Nursing	2
ENFE 111	Mental Health Nursing	2
ENFE 112	Community Health Nursing	2
ENFE 114	Clinical Practicum II	4
Semester Total Credits		12

FOURTH SEMESTER

Code	Course	Credits
COMP 208	"Data Entry Lab	3
ENFE 110	Biological Sample Management	3
ENFE 115	Seminar	2
ENFE 116	Clinical Practicum III	4
Semester Total Credits		12

DIPLOMA IN: PHARMACY TECHNICIAN

The Pharmacy Technician Program is designed to train the student in basic knowledge and skills necessary to assist the pharmacist in the dispensing drugs and technical and administrative functions, under the provisions of Law No. 247 of 2004, as amended, known as the Pharmacy Law of Puerto Rico.

Provides expertise in pharmaceutical mathematics, laws and regulations governing the profession of pharmacy and drug therapy. The program develops in students' skills such as dispensing prescriptions and medical orders, composition of pharmaceutical preparations according to prescriptions issued by physicians, dentists, veterinarians, and podiatrists. The merchandise management, supply of materials and equipment, cleaning and maintenance of equipment in the workplace, among others is discussed. Upon completing the program and a thousand (1.000) hours of practice necessary for Pharmacy Technician Certificate Exam and obtain the certificate, graduates will be prepared for entry-level jobs as a pharmacy technician under the supervision of a licensed pharmacist in community, institutional pharmacies and others.

Requirements for Pharmacy Technician Program:

General Education Courses	3 credits
Apply General Education Courses	8 credits
Professional Courses	40 credits
TOTAL CREDITS	51 credits

General Education Courses	3 credits
COMP 208	Data Entry Laboratory 3 credits

Apply General Education Courses	8 credits
MATE 103	Pharmaceutical Math 2 credits
BIOL 102	Human Biology 2 credits
ING 103	Pharmaceutical English 4 credits

Professional Courses	51 credits
FARM 101	Legislation and Administrative Aspects 2 credits
FARM 102	Pharmaceutical Calculations 2 credits
FARM 103	Basics Aspects of Pharmaceutical Chemistry 2 credits
FARM 104	Posology 2 credits
FARM 105	Pharmacology 4 credits
FARM 106	Dispensing Techniques 3 credits
FARM 107	Seminar I 1 credit
FARM 108	Practicum I 4 credits
FARM 109	Practicum II 4 credits
FARM 110	Practicum III 3 credits
FARM 114	Seminar II 1 credit
FARM 115	Practicum IV 6 credits
FARM 116	Practicum V 6 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
COMP 208	Data Entry Lab	3
BIOL 102	Human Biology	2
FARM 101	Legislation and Administrative Aspects	2
ING 103	Pharmaceutical English	4
MATE 103	Pharmaceutical Math	2
Semester Total Credits		13

SECOND SEMESTER

Code	Course	Credits
FARM 102	Pharmaceutical Calculations	2
FARM 103	Basics Aspects of Pharmaceutical Chemistry	2
FARM 104	Posology	2
FARM 105	Pharmacology	4
FARM 106	Dispensing Techniques	3
Semester Total Credits		13

THIRD SEMESTER

Code	Course	Credits
FARM 107	Seminar I	1
FARM 108	Practicum I	4
FARM 109	Practicum II	4
FARM 110	Practicum III	3
Semester Total Credits		12

FOURTH SEMESTER

Code	Course	Credits
FARM 114	Seminar II	1
FARM 115	Practicum IV	6
FARM 116	Practicum V	6
Semester Total Credits		13

COURSE DESCRIPTIONS

BEAUTY COURSES

ADC 102

HAIR STRAIGHTENING AND RELAXING

This course will analyze hair and scalp. Necessary and adequate products for hair straightening and reforming procedures will be selected. The student will learn to plan and develop the process to soften curly hair and straightening it to create different hairstyles. The course will cover products and application techniques, reactions and tests, and practice of learned skills.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

BARB ES 101

HISTORY, ETHICS, AND LAWS OF THE BARBERING PROFESSION

This course will study the historical development of barbering as a profession. It will explain the concept of professional ethics; ethical rules of a barber, the rules of good taste and the adequate behavior in a styling salon. Labor laws and regulations governing the profession are studied.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

BARB ES 103

FACIAL MASSAGE AND TREATMENTS FOR MEN

This course will train the student to perform facial massages for men. The student will identify techniques and procedures for performing these massages, and will explain their purpose and benefits. The course will study facial cleansing and the products for treating different skin conditions.

Total Credits: 1 credit
Total Laboratory Contact Hours: 30

BARB ES 201

HAIRSTYLES FOR MEN I

This course will describe basic hairstyling techniques for men using blow-dryers, diffusers, curling irons and straightening irons. It will explain how to adjust and style synthetic hairpieces for men. The student will practice different hairstyles for men in long, medium and short length hair, including braided, curls and Rasta.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

BARB ES 203

HAIRCUTS AND HAIRSTYLES FOR MEN

The student will be trained in the different basic haircutting techniques for boys and men. The student will analyze the facial features and anatomical shape of the clients, and will learn how to use hairstyling tools, equipment and materials; and the safety and maintenance measures for keeping these tools and equipment in optimal conditions.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

BARB ES 204

BEARD AND MUSTACHE SHAVING AND MAINTENANCE

This course will apply beard and mustache cutting, grooming and care techniques to offer a complete quality service. The correct and safe use of instruments and materials will be taught; safety rules will be indicated, second shave techniques will be described, essential skin problems will be identified and their correction will be planned. Shaving and beard and mustache care procedures will be practiced.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

BARB ES 205

HAIRSTYLES AND ARTISTIC DESIGNS FOR MEN

PRE-REQUISITE: BARB ES 201

Techniques and resources for creating hair styles will be perfected. Students will use geometric shapes, movements, combinations, and will develop the ability of performing a new creation by using advanced techniques, tools, and necessary equipment in a predetermined period of time. The student will practice shaving techniques for mustache and chin area.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

BARB ES 215

CLINIC AND EXAMINATION REVIEW

This course will familiarize the student with all the processes and regulations established by the Examination Board to take the exam. It will offer an intensive preparatory review with emphasis on clinics and practices to reinforce the student's self-assurance and self-confidence about their skills and abilities.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

BIOL 100 ANATOMY AND PHYSIOLOGY

The student will acquire basic knowledge of the various functions of the human body systems, and their specific relation to the performance of people in arts and beauty sciences. The student will identify and understand functions, organs, parts of a cell of the following systems: bone and skeletal, circulatory, muscular, nervous, respiratory, digestive, endocrine, and cellular; and their relation to arts, beauty sciences, and personal care.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

BIOL 101 DERMATOLOGY

This course will instruct the student about skin, its structure, function, disorders, treatments, and care.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

COSM ES 101 HISTORY, ETHICS, AND LAWS OF THE PROFESSION OF COSMETOLOGY

This course will trace the origin, background, and historical development of cosmetology. It will explain the ethical principles of the profession; ethical rules of a stylist; the rules of a good taste; and adequate behavior in a beauty salon. The course will also study labor laws and regulations of the cosmetology profession.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

COSM ES 104 FACIAL MASSAGE AND TREATMENTS FOR WOMEN

In this course the student will learn and apply the techniques and procedures to perform a facial massage for women and understand its purpose and benefits. The student will be able to identify and use appropriate products for performing the facial treatment according to the different types of skin and learn about the equipment.

Total Credits: 1 credit
Total Laboratory Contact Hours: 30

COSM ES 201 HAIRSTYLING I

This course will instruct the student about the process of hair analysis. It will describe and study the elements of design using thermal curling irons, blow dryers, curling techniques using rollers, waves, ringlets, and other designs to add finishing touches to hairstyles. The course will also teach in a detailed manner the philosophy of design to promote the development of skills. The student will learn, through theory and practice, how to style, clean, condition, cut, create, and put on wigs, and hair pieces.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COSM ES 202 HAIRSTYLING II PRE-REQUISITE: COSM ES 201

The student will be familiarized with the diverse techniques accurately applied to different hair styles. Different geometric shapes, movements and combinations will be identified. The time used for performing basic hair styles will be precisely measured.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COSM ES 204 HAIR CUTTING AND STYLING I

In this course, the student will perform different basic haircuts for women and men. The student will be trained to use correctly haircutting instruments. The student will be instructed in the theory necessary to understand specific haircutting details. The course will include demonstration of each haircut in order to facilitate individual learning of cutting techniques through practice. Also, the course will offer workshops to develop the student's skills and experiences.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COSM ES 205 HAIR CUTTING AND STYLING II PRE-REQUISITE: COSM ES 204

In this course, the student will be trained in different advanced haircutting techniques for women. The student will analyze the features and face anatomy of clients; will learn how to use tools, equipment, and materials; will understand the safety measures and proper maintenance to keep the equipment in optimal conditions. Techniques will be developed and perfected through practice with models.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COSM ES 218 CLINIC AND BOARD EXAMINATION REVIEW

This course will relate the student with all the processes and rules established to take the exam offered by the Puerto Rico Board of Examiners of Beauty Specialists. The course will offer an intensive preparatory review with emphasis on clinics and practices to boost student's self-assurance and confidence in their skills and abilities.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COSM SUMA 305 HAIRCUTS WITH HAIR CUT RAZORS, HAIR CLIPPERS AND SPECIAL INSTRUMENTS

During this course, the student will improve techniques, skills, and abilities acquired in class to create and advanced hair style and design using special instruments in the course. Shapes, movements, and combinations of lines will be developed and used for performing a capillary sculpture in minimum time. The student will create haircut styles according to the client's needs. Safety and hygiene measures for using and managing cutting implements will be implemented. The student will be prepared as a beauty professional.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COSM SUMA 306 ADVANCED PRECISION HAIRCUTTING

This course will study the procedures and applied techniques required to perform an advanced precision haircut. Students will develop their skills to a maximum level and will create styles using adequate instruments.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COSM SUMA 308 GRAPHIC, UPDOS, ELABORATE HAIRSTYLES AND HAIR ORNAMENTATION

This course will instruct students in techniques and procedures for creating different graphics, updos, pulled backs, and elaborate hairstyles. The student will work individually using different types of ornaments, such as: flowers in different sizes, rhinestones, stones, hair buckles, bobby pins, dressing combs, hair sticks, etc. The student will develop the movements, combinations and abilities, in minimum time, using elaborate hairstyling techniques. Geometric shapes will be used, using adequate instruments and materials. Concepts of each graphic, pulled back, and elaborate hairstyle, and hair ornament will be described. The student will be trained to perform any hairstyle for any occasion. The student will be prepared as a beauty professional to work in the field.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COSM SUMA 309 HAIRSTYLES: CASUAL, FORMAL, FANTASY AND FUTURISTIC

This course will offer the student advanced knowledge in hairstyling techniques for: casual, formal, fantasy, and futuristic styles. It will complete their professional formation to be in accordance with the demands of the beauty field.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COSM SUMA 310 HAIR EXTENSIONS

In this course, the student will analyze the origin, importance and use of hair extensions and their impact in the beauty industry. Students will use different techniques for applying hair extensions (glued, sewed and braided), and different types of hair (natural or artificial) to prepare and adapt hair extensions taking into consideration the customer's tastes and physical features. The course will teach the cleaning and maintenance methods to be performed once the hair extensions have been adhered.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

DECO TI 104 HAIR COLOR EFFECTS FOR GENTLEMEN

The student will be trained in hair color application and effects through partial or total bleaching. The color theory will be introduced using the color wheel in order to change or tone down unwanted hair color effects or results. The student will determine the stages of lightening, color deposit and highlights. They will learn about hair dyes used for gray hair coverage and facial hair. In addition. Practices by means of hair color caps, free hand, frosted, foil and design of urban and artistic haircuts will be developed.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

DECO TI 107 HAIR BLEACHING AND COLORING

he student will be trained in hair coloring and color removal techniques for natural, color treated, or gray hair. The course will discuss hair color charts, and the purpose of changing hair color; it will classify hair coloring and coloring removal products; allergy and color tests; and techniques for choosing and applying hair color. It will describe the effects of chemical hair products; the seven (7) stages of hair bleaching (color removal); and the ten (10) levels of hair color. It will also describe and identify special treatments, highlights, locks, fantasy, and methods for structuring damaged hair, as well as the safety measures to be implemented during a hair coloring procedure.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

HIG 105 HYGIENE, STERILIZATION, AND SANITATION

This course will describe hygiene methods commonly used in beauty salons. It classifies the types of pathogens, and how these pathogens spread affecting the stylist's work area. The course also details the processes and disinfecting products to create a pathogens-free workplace and to prevent the spread of diseases.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

HIG 108 WASH, RINSE, AND TREATMENT OF THE SCALP

In this course, the student will identify and describe the chemistry of the products used in the procedure of washing and rinsing hair. The student will study the procedures of hair washing and conditioning and the pericranium care needs and treatments.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

HIG 110 DEEP SHAMPOOING AND RINSING

In this course, the student will identify the hair structure, growth and formation as skin coverage. In addition, he/she will describe adequate treatments based on hair and scalp condition. The course will study the chemistry of products used for shampooing and rinsing services. Basic knowledge of electricity will be used.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

IMAG 101 PROFESSIONAL IMAGE

This course will develop the professional image of each student to achieve a positive projection, effective communication with the client and success in the workplace.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

MAPE 208 MANICURE AND PEDICURE

This course will train the student in different manicure procedures and processes using the most advanced techniques for hands and feet care; the proper use of instruments, materials and equipment; sterilization methods and corrective therapies. It will describe formation, composition and structure of nails and will train to perform manicure and pedicure procedures.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

MAPE 209 MANICURE

The student will be trained in the processes and procedures for different types of manicure and the most advanced techniques for the care of hands, the proper use of tools, materials and equipment, sterilization forms and corrective therapies. The course will describe the formation, composition, and structure of the nails, and will train to perform manicure service.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

MAQ 101 BASIC MAKEUP

In this course the student will learn and develop techniques for applying the correct makeup according to the occasion required by the female clientele. The course will cover different types of makeup, shades and corrections, and the use of foundations to create a flawless and glamorous makeup. It will introduce the student to different cosmetic manufacturing companies and will provide them with comprehensive knowledge for developing an adequate treatment based on the type of face.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

MAQ 303 MAKEUP: CASUAL, FORMAL, FANTASY, BRIDALS AND THEATER

This course will apply advanced techniques for casual, formal, fantasy, bridal and theater makeup. Functions of tools and products to be used will be identified. The course will train on previous operations and product application.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

MAQ 304 PERMANENT MAKEUP

This course will apply basic and advanced permanent makeup techniques. It will discuss the chemical composition of products used in tattoos for permanent makeup as well as the description of the tools, pigment shades for proper selection, and safety and hygiene measures.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

OND 110 PERMANENT WAVES

This course will study and apply basic and advanced techniques to change the structure of the hair. It will discuss the chemical composition of the products to be used, and analyzes the pericranium. It will identify the proper methods to select, block, and process the hair together with the correct formation of hair waves, processing time, selection of curlers, permanent hair wave process and special problems; safety measures required during a chemical process will be applied, and orientation about the waiver of responsibility will be provided.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

QUIM 100 APPLIED CHEMISTRY

This course will provide the fundamental knowledge of the chemistry related to the products and processes commonly used and performed in a beauty salon. It will begin with the study of the course material and its properties and then continue with the theory of acids, bases and the pH scale.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

QUIM 300 ADVANCED TECHNIQUES FOR CHEMICAL HAIR PRODUCTS I

This course will develop hair coloring skills to the maximum. It will emphasize the mastery of advanced hair coloring and bleaching techniques, observing the fast and accurate application of the products. The student will be trained in color correction techniques.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

QUIM 301 ADVANCED TECHNIQUES FOR CHEMICAL HAIR PRODUCTS II PRE-REQUISITE: QUIM 300

Through the course, students will develop advanced skills for hair straightening and permanent waves procedures. They will demonstrate the basic techniques to strengthen their skills and will perform advanced techniques with accuracy. Students will offer consultation to the clients about adequate chemical treatments to achieve desired styles.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

TEC UN 101 HISTORY OF THE PROFESSION, PROFESSIONAL ETHICS AND IMAGE

The course will enable the student to provide a high quality service as a nail technology professional. The student will learn about the historical development of the manicurist to establish it as the foundation of the profession. The different career options in Nail Technology will be analyzed. Students will offer efficient client consultation to select products and services. They will be trained to work with all kind of clients: artists, models, etc. Ethical criteria will be promoted and a good professional image will be maintained.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TEC UN 102 ANATOMY, PHYSIOLOGY AND TERMINOLOGY

In this course, the student will identify the parts of the cell, its composition and reproduction. Students will identify the anatomical structures of the human body. Describe the functions of the human body systems. Describe the structure and composition of the skin. Become familiar with the vocabulary and concepts of the profession.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

TEC UN 103 SALON HYGIENE AND SAFETY

This course is designed to train the student in salon hygiene and safety practices. The student will identify and apply the level of decontamination required for the equipment in order to protect customers' safety. They will keep information about safety parameters, such as: composition of materials, adequate ventilation in the salon, and the risks of being overexposed to fumes.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TEC UN 104 NAIL-SKIN DISORDERS AND DISEASES

In this course, the student will have the opportunity to identify the different types of disorders and diseases of nails and toenails with their corresponding treatments.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TEC UN 105 MANICURE AND PEDICURE LABORATORY

In this course, the student will practice manicure and pedicure processes. The student will demonstrate the proper handling of instruments and equipment, safety and hygiene, and client consultation. They will use the client record history during the evaluation of hands and feet disorders. They will also offer paraffin services and other types of more complex manicure and pedicure procedures in order to increase the variety of services and revenue in the salon.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

TEC UN 106 TYPES OF ARTIFICIAL NAILS

This course will prepare the student on every aspect of sculptured nail technology. The student will list, classify, and demonstrate the appropriate application of different materials. They will analyze the skin to avoid potential allergic reactions to nail products. Students will also identify the cases that require the use electric or manual instruments to ensure customers' safety.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

TEC UN 107

TYPES OF ARTIFICIAL NAILS FOR HANDS AND FEET LABORATORY

In this course, the student will practice the processes learned in course Types of Artificial Nails (TEC UN 106). Students will demonstrate their proficiency in the use of tools and instruments to perform their service in a timely and efficient manner. Also, they will take into consideration client consultation, hygiene and safety processes, history record, and release of liability as essential complements of high-quality service.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

TEC UN 108

NAIL TOUCH-UP LABORATORY

In this course, the student will develop nail maintenance and touch-up skills. During this maintenance service, the student will perform other services, such as: material removal, repair of torn or broken nails, renovation of design and polish.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

TEC UN 109

LABORATORY OF NAIL POLISH, NAIL ART DESIGN, AND FANTASY NAILS

This course will offer the student the opportunity to express their creativity, style and personality in the creation of nail designs. They will design fantasy nail art using gems, chains, 3D acrylic nail art, air brush, acrylic nail polish, French manicure, ornamental bows, cellophane paper, gold leaf flakes; marble effect, carved and sculpted, transfer, photo insert, flowers, insects and aquarium, among others.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

SECRETARIAL SCIENCE COURSES

CIE SEC 101

FILING

This course will teach document management and the different classification systems (such as numerical, alphabetical, geographical, decimal and by subject) applied to small and large offices. Students will learn current means to produce, manage, maintain, recover, transmit, and dispose documents, manually and electronically.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

CIE SEC 102

LEGAL FILING

This course will present the different filing methods using the following systems: numerical, alphabetical, geographical, decimal, by subject and other systems used in law firms and related offices. The course will discuss the requirements for a law librarian.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

CIE SEC 201

BASIC TYPEWRITING I

The course will emphasize the development of correct typewriting skills and the learning of touch typing. It will focus on developing touch-typing skills with speed and accuracy, applying both skills to different types of office tasks.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

CIE SEC 202

BASIC TYPEWRITING LABORATORY I

In this course, the student will learn the alphabetic, numeric and symbol keyboard. It will require a minimum speed of twenty (20) words per minute with a tolerance of five (5) errors, based on three (3) minute typing tests.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

CIE SEC 203

BASIC TYPEWRITING II

PRE-REQUISITE: CIE SEC 201 AND CIE SEC 202

The course will emphasize the development of correct typewriting skills and the learning of touch typing. It will focus on developing touch-typing skills with speed and accuracy, applying both skills to different types of office tasks. In addition, the course will emphasize learning the numeric and symbol keyboard.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

CIE SEC 204

BASIC TYPEWRITING LABORATORY II

PRE-REQUISITE: CIE SEC 201 AND CIE SEC 202

In this course, the student will develop correct typewriting skills and the learning of touch typing with speed and accuracy, applying both skills to different office tasks. In addition, it will emphasize the learning of alphabetic, numeric and symbol keys.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

CIE SEC 205

INTERMEDIATE TYPEWRITING

PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203 AND CIE SEC 204

This course will develop the skills acquired in the Basic Typewriting I and II courses to the maximum. It will emphasize the mastery of basic techniques, formats of letters with envelopes, tabulation of column titles, spaced titles, letters with indentation and tabulation and manuscripts.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

CIE SEC 206

INTERMEDIATE TYPEWRITING LABORATORY

PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203 AND CIE SEC 204

This course will develop the skills acquired in Basic Typewriting I and II to the maximum, focusing on the mastery of basic skills and techniques, touch typing with speed and accuracy, application of grammar knowledge to the production work, techniques for preparing business letters, envelopes, tabulation and manuscripts.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

CIE SEC 207

ADVANCED TYPEWRITING

PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203, CIE SEC 204, CIE SEC 205 AND CIE SEC 206

This course will develop basic typing skills to the maximum and will take them to a higher level. It will emphasize the effective management of potential situations with complex documents (troubleshooting).

Total Credits: 1 credit
Total Didactic Contact Hours: 30

CIE SEC 208

ADVANCED TYPEWRITING LABORATORY

PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203, CIE SEC 204, CIE SEC 205 AND CIE SEC 206

In this course, exercises will be developed to take to higher levels practical problems in the organization of minutes and personal data sheets.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

CIE SEC 212

SPEED WRITING

This course will develop in the student the ability to take and transcribe easy timed dictation at a speed of 60 wpm, using abbreviations without the need to adopt shorthand signs. It will reinforce the skill of the correct use of the Spanish language, its grammatical rules, punctuation and writing.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

CIE SEC 217

OFFICE TECHNIQUES

This course will prepare students to develop a practical understanding of their responsibilities and obligations. It will offer efficient methods to better perform their work. It will provide knowledge of human relations to help in the integration and development in an office environment.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

CIE SEC 219

INTRODUCTION TO WORD PROCESSING

This course will train the student in the use and function of the equipment and the utility program. It will train the student to use its capacity to the maximum, especially in its main functions which are: creating, revising, filing and printing a document. It will present terms that will be applied in the production of exercises.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

CIE SEC 221

SECRETARIAL PRACTICE

In this course, the student will complete 180 hours of direct experience by performing secretarial work in selected offices within the College or in the community. The practice will require a one-hour weekly seminar to accomplish the integration of the practical and theoretical knowledge.

Total Credits: 4 credits
Total Externship Contact Hours: 180

RP 101

POISE AND CHARM

This course will develop the professional image of the individual through the study and practice of the basic concepts of personal care and appearance and proper behavior, emphasizing towards the workplace.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TM 209

MEDICAL SECRETARIAL AND FIRST AID TECHNIQUES

The course will study medical records for patients and medicine doctors. It will study definitions, writing and pronunciation of medical terms and phrases; the study and analysis of different emergencies that might happen in a medical office; the proper use of the emergency equipment and the study of preventive measures.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TM 210
HEALTH PLANS AND BILLING PROCESS

In this course the student will study the process of defining and organizing the medical record. The student will use the different billing forms and their use. Students will study the different medical plans, types of cards, deductibles and Medicare annual deductible payments.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TM 211
HEALTH PLANS AND MEDICAL SERVICE CODIFICATION

In this course, students will work with the coding of procedures and diagnosis from physician to patient, locating the information in the "ICD-10" and "CPT-4".

Total Credits: 1 credit
Total Didactic Contact Hours: 30

TM 212
COMPUTERIZED BILLING

In this course, the student will apply the knowledge of previous courses Health Plans and Billing Process, using the computer with the application program. The student will work with medical records, will code procedures and diagnoses, and will bill the different health plans. The student will follow-up and reconcile billing for services offered.

Total Credits: 1 credit
Total Laboratory Contact Hours: 30

TM 213
RULES AND REGULATIONS OF THE HIPAA LAW

In this course the student will be trained on the current laws (federal and state). They will define the HIPAA Law and will be trained in the areas of the law that concern us and its impact on the practice of medicine and the doctor-patient relationship.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

TL 216
LEGAL MATERIAL TECHNIQUES I

This course will include the definition, writing and pronunciation of legal terms and phrases according to the field of specialization.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TL 217
LEGAL MATERIAL TECHNIQUES II
PRE-REQUISITE: TL 216

In this course, the student will develop the study, analysis, and writing of legal documents and forms; emphasizing the use, objectives and characteristics of each one.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TP 215
LEGAL RESEARCH
PRE-REQUISITE: TL 216

In this course, the student will analyze the fundamentals and legal theory related to precedents and doctrine established by the Supreme Court of Puerto Rico. Students will conduct case research and develop the summary and analysis of jurisprudence.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

TP 216
LAW OF EVIDENCE
PRE-REQUISITE: TL 216

This basic course will study the rules that determine if the evidence is admissible in a judicial proceeding, the procedures for presenting evidence and establishing facts through evidence.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TP 217
LEGAL DRAFTING

This course will emphasize the proper techniques for drafting legal forms. It will develop the skills for the preparation of these. Students will correctly use the technical-legal vocabulary and the importance of using different sources of references for proper drafting.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

TP 218
FILING PROCESS

This course will consist of the preparation and transcription of different documents, as well as knowing the different seals that cancel. Students will learn how to determine which copies should be returned. They will also learn the steps to follow from the moment they receive the documents at the attorney's office, as well as the final processing of the documents, so that they are able to begin and finish such work without the need for the attorney to intervene. The student will learn how to file the different documents in the Courts of Justice, as well as in the different instrumentalities of the Bar.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

TP 219 SPECIAL LAW SEMINAR

This seminar will have as its primary objective to discuss the Criminal Code, Corporation Law, Mortgage Law - Family, Obligations and Contracts, Probate, Rules of Civil and Criminal Procedure, and Torts - Family. The subjects will be discussed pointing out the most relevant points, so that the students have a general knowledge of them and become familiar with the legal terms used.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

TP 220 PARALEGAL PRACTICE

In this course, students will put into practice everything they have learned throughout the previous courses, including the definition of legal language, writing of the different legal documents and the filing procedure. The student will have direct experience by performing paralegal work in legal offices in the community. The practice will require a one-hour weekly seminar to achieve the integration of theoretical and practical knowledge.

Total Credits: 4 credits
Total Externship Contact Hours: 180

TP 221 LEGAL ASPECTS OF LAW PRACTICE

In this course the student learn the basic principles that govern the ethical practice of law, for both the lawyer and the paralegal technician. It analyzes and discusses the unauthorized practice of law, conflict of interest, confidentiality, relation between the paralegal technician and the client, disciplinary procedures, edicts, legal fees, and inappropriate conduct within a legal office.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

SPANISH COURSES

ESP 101 BASIC SPANISH

This course aims to develop to the maximum the oral and written expression skills that the student has been acquiring throughout his school education. It also aims to offer exercises with which the student can apply the basic skills of accentuation, spelling, morphology, syntax and lexical enrichment. As a final goal of the course, the student will apply the basic skills outlined in the syllabus by completing the module.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

ESP COM 201 BUSINESS SPANISH

In this course the student will develop the skills of writing business and professional documents. Grammatical and linguistic aspects will be strengthened to meet the student's needs at the time of their performance in the workplace. Students will be made aware of the correct use of the Spanish language.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

ENGLISH COURSES

ING 101 BASIC ENGLISH

The main objective of this program is to enable the student to correctly use the basic rules of English in written and spoken communication. Grammar is aimed at providing the communication skills necessary in any profession.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

ING 103 PHARMACEUTICAL ENGLISH

This course is designed to enable the student of the Pharmacy Technician program to master language skills in the English language. It will provide the student with terminology and concepts pertinent to the pharmaceutical industry. The student will learn to communicate efficiently in the processes of dispensing, distribution, and consultation of medical prescriptions. In addition, the student will practice the skills of interpretation or decoding of prescriptions.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

ING 201 CONVERSATIONAL ENGLISH

This course will study the basic structures of language in the English language. It will emphasize concepts and terms used in management; their importance in human relations within the regular operation of the company; and the psychological aspects of communication. The student will acquire extensive information about verbal communication; will be trained to handle language in a natural and spontaneous way, in unexpected situations, and summarize literary texts; and will develop conversational skills through lectures and reports.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

MATH COURSES

MATE 100 BASIC MATH FUNDAMENTALS

This course will develop the skills that will allow the student to work correctly with the real number system. It will include recognizing the set of real numbers, basic operations with rational, fractional, cardinal (natural and zero) and negative integers, exponents, rounding, percent and average, and verbal problem solving.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

MATE 103 PHARMACEUTICAL MATH

In this course you will review the basic operations and acquire knowledge about the systems of weights and measures used in pharmacy. You will learn about the different systems as they relate to prescription dispensing. In addition, conversions between systems, preparations to percent and reduction and increase of formulas are included.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ACCOUNTING COURSES

CONT 101 BUSINESS ACCOUNTING

In this course the student will analyze the basic concepts of commercial accounting. Students will interpret and apply accounting information to help manage and control daily operations that pertain to their position within the company.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

CONT 105 SECRETARIAL ACCOUNTING

In this course, students will study the phases of double entry accounting in commercial entities with emphasis on the use of journals, general and subsidiary general ledger, cash and inventory control and negotiable documents, preparation of adjustment and closing accounts, preparation of financial statements and daily payroll reports.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

MANAGEMENT COURSES

GER 105 MANAGEMENT PRINCIPLES

This course will introduce the student to the fundamental principles used in the planning, organization, and management of the company. It will analyze the principles of authority, responsibility, and delegation of the administrative function. In addition, it will include aspects of organizational structure, communication, motivation, and productivity.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

GER 201 PERSONNEL MANAGEMENT

This course will present the study of the origin, development, and actuality of the principles and practices used in personnel administration and their effects on the employee relationship, management, techniques and procedures used in the evaluation of human resources, labor legislation and its social impact, labor conflicts and solutions.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

GER 206 BEAUTY SALON MANAGEMENT

This course will transport the student to fulfill two facets of their work life: as an employee or as an administrator. As an employee, the student will be trained in effective job search techniques, interview preparation, completing a resume, job application, and detailing common salary structures in the salon. As a manager, the student will be trained in choosing the most appropriate type of property, selecting a target market, developing an effective workspace, processing permits, and complying with legal requirements.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

GER 207 COMPUTER REPAIR BUSINESS MANAGEMENT

This course will develop the student's entrepreneurial skills to work as an administrator or owner of their own computer repair business. Students will be trained in business management, management, estimation of materials, parts and labor, administration and control of accounts, financing, credit and operation of a small business.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

GER 208 NAIL SALON MANAGEMENT

This course will develop the techniques of organization and management of a nail salon. It will identify the functions of the administrator, the types of financial organizations, the planning and organization of the business, and the agencies that regulate this establishment. The advantages and disadvantages between managing a nail salon and in-home nail services will be analyzed. In addition, basic accounting topics will be developed to help them manage their accounts, income, expenses, profits, losses, investments, etc.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

GER 210 BARBERSHOP MANAGEMENT

This course will guide the student to prepare him/her to become a barber shop owner, manager or to provide independent booth services. The student will be trained to choose the type of property appropriate to their needs. In addition, the student will learn the sales techniques of barber shop services, cabin products and selection of treatments for their use.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

GER 307 BEAUTY SALON ADVANCED MANAGEMENT

This course will train students to manage a beauty salon, barbershop or their own business in the various areas and tasks that are relevant in the proper management of a beauty salon. Emphasis will be placed on the factors of professional ethics in the area of business personnel, labor-management relations, interpersonal relations, safety measures in the preparation of clients in the various services, preparation of payroll, study of laws related to the operation of a business, job interviews, resume preparation, preparation for sales, preparation to appear before a state evaluation committee (Board of Examiners) and improvements in their business. The student will be trained to be professional in the beauty field.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

METHODOLOGY COURSES

MET 101 METHODOLOGY

This course will assist the student in adapting to their studies. Student expectations and goals will be discussed. Study habits, different ways of studying and presentation of oral and written work, and lecture series will be analyzed.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

PSYCHOLOGY COURSES

PSIC 201 HUMAN RELATIONS

This course will help students improve their human relations. Through this course, students will learn to know themselves and work with physical, intellectual, social, and emotional aspects of their personality. Students will develop their leadership and communication skills, important factors for the success of their group or individual integration.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

PSIC 202 INTERPERSONAL RELATIONS

In this course, the student will understand and internalize the different aspects of developing good interpersonal relationships. It will emphasize the efficient management of conflicts, initiative, motivation, professional capabilities, verbal communication, personal appearance, good manners and the establishment of effective guidelines for succeeding in his/her career.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

COMPUTER SCIENCE COURSES

COMP 101 INTRODUCTION TO COMPUTER SCIENCE

The course will offer the student a vision of the algorithmic concepts most used in the solution of computerized problems. Special emphasis will be given to the use of flowcharts in the development of logic for the solution of abstract problems.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 102 CONCEPTS OF OPERATION, HARDWARE AND OPERATING SYSTEM

The course will provide an overview of the functions of the equipment, programming and personnel that make up a computer center. It will help the student to establish the interrelation of these three elements so that he/she can understand how a Computer Center works and how information problems can be solved with its help.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 103

MICROSOFT EXCEL® SPREADSHEET SOFTWARE FOR SECRETARIES

This course is focused on the development and creation of spreadsheets (also known as worksheets), using Microsoft Excel® for Windows®. The creation of graphs and business applications for Excel® will be studied, applying the functions of calculating, manipulating and electronically analyzing information, generating reports that help save time and optimize the work in the office.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COMP 104

OPERATING SYSTEMS AND APPLICATIONS LABORATORY

This course will present the components of an operating system and its operation, programming analysis of control and administration of the processor memory, processes, peripherals, files and system. The course will provide the student with the basic and necessary knowledge in the use and management of the most used operating systems in computers. The acquired knowledge will provide the student with the necessary tools to effectively manage the computer, its programs and peripherals, in relation to the existing operating system. The student will have the ability to integrate the use of a computer.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 105

POWERPOINT

In this course the student will create professional presentations using the Microsoft PowerPoint® program. For the effective presentation of this information, the student will use the computer monitor, projector, printed paper or the Internet ("www"). The student will design organized presentations using this tool effectively.

Total Credits: 1 credit
Total Laboratory Contact Hours: 30

COMP 201

DATABASE PROGRAMMING

The course will provide the student with the fundamental concepts of the use of databases in commercial applications. The student will study the syntax of language in databases and its application in information systems.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 202

DATABASE PROGRAMMING LABORATORY

In this course the student will practice inputting, compiling, correcting and executing Database programs. This course will follow a strict order of the topics covered in the theoretical class.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 203

BASIC PROGRAMMING LANGUAGE

The course will include knowledge, practice and mastery of the language. It will develop programs including compilation, correction and test runs.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 204

BASIC PROGRAMMING LANGUAGE LABORATORY

In this course the student will practice editing, compiling and running programs.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 205

INFORMATION SYSTEMS DESIGN AND ANALYSIS

This course will teach the steps to follow in a system analysis; evaluation of forms and equipment, symbols used in system flowcharts and their application in their development.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 208

DATA ENTRY LABORATORY

This course will provide the student the opportunity to operate commercial processing systems with precision and speed in the operations performed.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 210

COMPUTER NETWORKS

PRE-REQUISITE: COMP 101 AND COMP 102

This course presents the fundamental concepts of the function, structure, and operation of a computer network and its different topologies. It will initiate the student in this area by providing the necessary knowledge and skills to understand the structure and operation of a computer network.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 211
WEB PAGE DESIGN
PRE-REQUISITE: COMP 101

In this course the student will analyze the programming techniques oriented to web page design. Students will develop the necessary skills for the efficient application of this program.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 212
COMPUTER NETWORK TECHNOLOGY
PRE-REQUISITE: COMP 104

This course will introduce the student to the description and demonstration of the operation of computers connected to each other sharing resources and data. Emphasis will be placed on the understanding of the different types of networks and their operation. It will present and explain the types of LAN, its components, wired communication system, diagnosis and troubleshooting in the network. The course will provide the student with the basic and necessary knowledge in the use, management and design of computer networks. The knowledge acquired will provide the student with the necessary tools to effectively determine and configure the various types of networks presented in class and most used in today's world. The student will be trained with the necessary knowledge and procedures to configure, diagnose and solve communication problems in networks, placing him/her at the forefront of current technology.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COMP 213
WEB PAGE DESIGN LABORATORY
PRE-REQUISITE: COMP 101

In this course the student will develop the necessary skills and knowledge to generate pages to be used on the web. The student will apply the existing languages and application programs in the market.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 214
SPREADSHEET SYSTEM

The course will focus on the construction of worksheets using Microsoft Excel® for Windows®. The student will build charts and study the commercial applications of Excel®.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 215
SPREADSHEETS SYSTEM LABORATORY

In this course, the student will practice the creation of spreadsheets that can be used to evaluate and review data, calculate and compare numbers, and create reports and graphs efficiently.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 216
JAVA PROGRAMMING LANGUAGE

In this course, students will study advanced computer programming techniques with emphasis on object-oriented programming and data structure development. The student will acquire previous knowledge in the computer area through the Java language. The student will study the use of subprograms, control structures, references, arrays, classes, and concepts of data structures, important concepts of recursion, its implementation and its application to the development of algorithms. The student will also study interfaces, inheritance and method overloading, the different classical problems (for example: search and sort), common solutions, basic concepts of data structures and basic data structures.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

COMP 218
INTRODUCTION TO C PROGRAMMING LANGUAGE

The course will include knowledge of the C language and the ANSI C standard, so that it can be applied to virtually any modern C compiler. It will develop mastery of the language structure, its functions, use of files and control statements. Example programs will be coded to see the syntax and its use in different applications.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

COMP 219
INTRODUCTION TO C PROGRAMMING LANGUAGE LABORATORY

The course will include practice in the creation of programs using the examples developed and explained in class. A domain of the language and its structure will be created with the development of the programs including their compilation, error correction and running.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

COMP 220 DEVELOPMENT OF COMPUTER APPLICATIONS SEMINAR

This course will put into practice everything learned through all previous courses, including problem definition, design, coding and testing of a system.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

ELEC 101 BASIC ELECTRONICS

This course will explain and demonstrate the concepts of current classes, color coding, resistors, Ohms Law Fundamentals, series and parallel circuits. The course will provide the student with the basic and fundamental knowledge in electronics. The knowledge acquired in this course will enable the student to identify the different components of electronics and the different functions of its components. The student will have the ability to identify the different types of current and classes of resistors.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ELEC 103 DIGITAL CIRCUITS

This course will analyze and study the binary number systems, hexadecimal and octal systems, logic circuits, the inverter and "AND", "OR", "NOR", "NAND" and "XOR" logic circuits, and their applications in digital electronics; the different types of "RAM" and "ROM" memories. The course will provide the student with the basic and fundamental knowledge in digital techniques. The knowledge acquired in this course will enable the student to identify the different types of logic circuits and the different functions of their components. The students will have the ability to identify the different types of memories and analog-to-digital converters.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

ELEC 106 APPLIED ELECTRONICS LABORATORY

In this unit, students will perform experiments related to testing of semiconductor diodes, full wave rectifiers, bridge rectifier, audio doublers, diode voltage regulation, adjustable series voltage regulator, integrated circuit (IC) voltage regulator, field effect transistor, silicon controlled diode (SCR), Triac control circuit, optoelectronic devices and as many experiments and laboratories as convenient and necessary for the assembly and repair program of computers and their components.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

RECO 203 COMPUTER ARCHITECTURE, ASSEMBLY, AND COMPONENTS LABORATORY

This course will provide an in-depth knowledge of what goes on in the parts of a computer in order to help with troubleshooting and repair. It will describe the system unit of a computer consisting of the power supply, the motherboard, the disk drives, a fan and the system power switch. The design of components for assembly, installation, disassembly and repair of system parts and components will be explained and demonstrated.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

RECO 205 HARDWARE AND SOFTWARE DIAGNOSTICS LABORATORY

This course will provide students with efficient and effective knowledge of the available diagnostic tools and explain their ability to use them. Emphasis will be placed on the tests that can be used and the error codes and messages that help them to isolate problems and make it feasible to detect and locate faults for repair.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

RECO 207 COMPUTER REPAIR LABORATORY

In this unit, students will develop the skills of searching, identifying and troubleshooting the motherboard, power supply, video cards, controlled card, memory system, use and management of the keyboard, monitor and printer; the application of various diagnostic programs for computer repair, such as *PcProb*, *Checkit*, *Qaplus*, PC assembly. The student will work on system configuration, installation of programs, and updating of the equipment.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

RECO 208 MOBILE DEVICE REPAIR LABORATORY

In this course the student will be taught the basic fundamentals about cell phones and Tablets. In each of the units the concepts learned will be integrated with practical exercises and demonstrations.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

RECO 211 DISK DRIVE OPERATION LABORATORY

This course will present the description, explanation and demonstration of the operation and structure of disk drives; diagnosis and troubleshooting of the 3.5 Hard Drive and CD-ROM Drive. The course will provide the student with the basic knowledge necessary to install, configure, maintain, diagnose and repair the various disk drives currently in use in the computer field. The student will be trained with the correct techniques and procedures to perform these processes.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

RECO 213 PRINTER AND MONITOR PROBLEMS AND MAINTENANCE LABORATORY PRE-REQUISITE: COMP 104

This course will present the description, explanation and demonstration of the different types of printers and monitors that are installed in computers; installation, configuration, maintenance, diagnosis and repair of the devices. The course will provide the student with the basic and necessary knowledge to install, configure, provide maintenance, diagnose and repair the current printers and monitors in the computer field. The student will be trained with the correct techniques and procedures to perform these processes.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

RECO 215 INPUT DEVICES LABORATORY PRE-REQUISITE: COMP 104

This course will present the description, explanation and demonstration of the different data input devices in computers; installation, configuration, maintenance, diagnosis and repair of these devices. The course will provide the student with the basic and necessary knowledge to install, configure, provide maintenance, diagnose and repair the existing input devices in the computer field. The student will be trained with the correct techniques and procedures to perform these processes.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

RECO 221 COMPUTER TESTING TECHNIQUES LABORATORY

In this unit the student will acquire the knowledge, skills and abilities to perform the appropriate and necessary tests to know what to do when the computer does not work. The objective will be to know what is wrong and what to do. Tests will be identified as fault identification processes, general tools to locate them will be described, problems related to component failure and methods to identify them will be analyzed, common problems will be described and explained, and the corresponding repairs will be practiced.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

RECO 224 COMPUTER REPAIR SEMINAR

In this course the student will perfect the knowledge, skills and abilities developed throughout the program. Students will practice what they have learned during the course of the program, with special emphasis on those units and topics that they have not been able to master and fully understand.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

NURSING COURSES

ANAT 100 ANATOMY AND PHYSIOLOGY

This course studies the human body as an organized unit with the purpose that the student acquires knowledge of the different body systems, emphasizing the organs that compose it and their functions. The systems discussed are: integumentary system, digestive system, respiratory system, circulatory system, nervous system, endocrine system, urinary system, reproductive system, senses and musculoskeletal system. On the other hand, some of the diseases associated with these are examined.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

ENFE 100 ETHICAL-LEGAL ASPECTS AND EVOLUTION OF NURSING

This course covers general aspects of the historical evolution of nursing, laws and regulations applicable to the nursing profession and ethical issues. It discusses the models and theories of nursing. In addition, the student will become familiar with the health system in Puerto Rico, the nursing process, and the roles and functions of the practical nurse as part of the health team.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ENFE 101 FUNDAMENTALS OF NURSING I

This course is designed for the student to acquire knowledge and basic skills necessary for the performance of their functions as a practical nurse as an essential part of the health team. Emphasis will be placed on the intervention in the self-care of the patient-client, their family environment and community. It will discuss concepts such as: safety measures and body mechanics, infection prevention and control, organization and care of the patient's unit, hygiene and vital signs. In addition, the student will become familiar with the concept of education and the assistance of the practical nurse in the documentation of the nursing process.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

ENFE 102

FUNDAMENTALS OF NURSING II

PRE-REQUISITE: ENFE 101

This course is designed to continue offering the student basic knowledge and skills necessary to perform their functions as a practical nurse as an essential part of the health team. Study of intervention in patient self-care, family environment and community such as: nutrition and feeding, urinary and gastrointestinal elimination, admission and discharge, physical examination, comfort, rest and sleep, specimen collection, pre and postoperative care, and biopsychosocial needs.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

ENFE 103

ELECTROCARDIOGRAM TECHNIQUES

This course is designed for the student to acquire basic knowledge and skills in the techniques and procedures for performing an electrocardiogram. It includes review of cardiocirculatory anatomy and physiology, conduction system, types of arrhythmias, electrocardiogram equipment. In addition, the types and use of the defibrillator are discussed.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

ENFE 104

MEDICAL-SURGICAL NURSING

This course is designed for the student to acquire basic knowledge and skills in the self-care of the adult client in health and illness. It discusses the pathophysiology of the different systems such as: gastrointestinal, respiratory, endocrine, immunological, musculoskeletal, cardiovascular, integumentary, lymphatic, and respiratory. Emphasis on the intervention of the practical nurse to achieve self-care in adult deviations and health promotion strategies.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

ENFE 106

NURSING CARE OF OLDER ADULTS

PRE-REQUISITE: ANAT 100

This course is designed to acquire basic knowledge and skills in the self-care of the older adult patient-client, their family environment and community. It discusses the physiological and psychosocial changes and problems associated with the aging process. Therapeutic nursing interventions in health alterations and the role of the practical nurse are presented.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ENFE 108

MATERNAL-NEONATAL NURSING

PRE-REQUISITE: ANAT 100

This course is designed to continue offering the student basic knowledge and skills in the self-care of the mother and neonate, their family environment and community. It discusses the family in the reproductive stage, pregnancy, prenatal care, delivery and complications. Emphasis on the intervention of the practical nurse in the care of the mother and the newborn.

Total Credits: 2 credits
Total Laboratory Contact Hours: 60

ENFE 109

CHILD AND ADOLESCENT NURSING

PRE-REQUISITE: ANAT 100

This course is designed for the student to acquire basic knowledge and skills in the self-care of the child and adolescent, their family environment and the community, in health-illness. It discusses the periods of growth and development in the child and adolescent, the normal state of health and deviations in the patient-client. Emphasis on the role of the practical nurse to satisfy the basic needs, promote and prevent health-disease in the infant, child, adolescent and his/her family.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ENFE 110

BIOLOGICAL SAMPLE MANAGEMENT

This course is designed for the student to acquire knowledge and skills in transportation, types of anticoagulants used, tubes and the meaning of colors, and handling of safety equipment and materials.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

ENFE 111

MENTAL HEALTH NURSING

PRE-REQUISITE: ANAT 100

This course discusses the most common mental conditions, pathophysiology, treatment modalities, and legal aspects. Emphasis on promotion, prevention, maintenance, and rehabilitation in the self-care of the patient, family environment, and community with mental health disorders. It discusses the mental health deviations of adults, adolescents and children.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ENFE 112

COMMUNITY HEALTH NURSING

In this course, the student will analyze the health, religious, cultural, social, political and other problems that exist in the individual, family and community. They will discuss the diversity of community health programs and will become aware of their importance for disease prevention, health promotion and rehabilitation of individuals. They will apply the knowledge in clinical practice. The student will apply his/her knowledge to clinical practice.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ENFE 113 CLINICAL PRACTICUM I

This course is designed to apply the knowledge and skills acquired in the care of the adult, elderly adult, mother and neonate in the most common health disorders or deviations. Emphasis on meeting the basic needs of the patient-client. Students will perform tasks and skills under direct supervision of a generalist registered nurse according to the plan of care.

Total Credits: 4 credits
Total Externship Contact Hours: 180

ENFE 114 CLINICAL PRACTICUM II

This course is designed to apply the knowledge and skills acquired in the patient-client care of children and adolescents, their family environment and community in the most common health disorders. In addition, the practical experience exposes the student to patient-clients, their family environment and community with mental health disorders. Group work in the intervention to a community to promote and prevent health-illness. Emphasis on meeting the basic needs of the patient-client. Will perform tasks and skills under direct supervision of a generalist registered nurse according to the plan of care.

Total Credits: 4 credits
Total Externship Contact Hours: 180

ENFE 115 SEMINAR

The Seminar is designed for the student to acquire knowledge of the different work scenarios and the tasks and responsibilities in each of them. It discusses the preparation of resume, job interview, the procedure and documents required for the application for licensing and registration. In addition, patient care situations are analyzed as part of the practical nursing revalidation review.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

ENFE 116 CLINICAL PRACTICUM III

This course is designed for the student to apply the knowledge and skills acquired in safety, infection control, quality control, equipment management, samples and sample collection procedures. This is done under the supervision of a generalist nurse in different scenarios.

Total Credits: 4 credits
Total Externship Contact Hours: 180

ENFE 117 GERIATRIC NURSING CARE

Analyzes the origin and historical development of geriatrics as a science and branch of medicine that deals with the study of old age. It studies the different theories of aging and development through which human beings go through, as well as the theorists who built the conceptual frameworks around the subject. The most common diseases in geriatric clients are identified with emphasis on their signs, symptoms, nursing intervention, and the programs and services directed to this population.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

MICRO 100 INTRODUCTION TO MICROBIOLOGY AND HYGIENE

This course is designed for the student to acquire general and basic knowledge of microorganisms, infectious processes, epidemiology concepts, prevention of communicable diseases, most common pathogens, nosocomial infections, and sterilization and disinfection processes. Emphasis on aseptic techniques.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

PHARMACY COURSES

BIOL 102 HUMAN BIOLOGY

This course is designed for the student to acquire the basic knowledge of the organs that compose the human body systems and their functions. It discusses the most common pathophysiology of each system.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

FARM 101 LEGISLATION AND ADMINISTRATIVE ASPECTS

The course provides the student with the basic knowledge and skills in the management of administrative processes that take place in pharmacies such as: merchandise management, medical plans, and others. It discusses the laws and regulations that apply to pharmacy processes such as: Puerto Rico Pharmacy Law, Controlled Substances Law, DACO Regulations, among others. The tasks and responsibilities of the Pharmacy Technician are discussed. The computerized program Rx30 is used.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

FARM 102 PHARMACEUTICAL CALCULATIONS

In this course, the student reviews the basic math skills and acquires knowledge about the systems of weights and measures used in pharmacy such as: metric system, home or English system, and the apothecary system. In addition, it introduces the most commonly used abbreviations in prescriptions and medical orders necessary to solve mathematical problems. It includes conversions between systems, preparations to percent, increase and reduction of formulas, calculation of oral and parenteral doses, intravenous doses, calculations of days of treatment, quantity to be dispensed, are some of the mathematical calculations discussed in this course.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

FARM 103 BASIC ASPECTS OF PHARMACEUTICAL CHEMISTRY

This course is designed for the student to acquire basic knowledge of chemistry. Emphasis is placed on chemical concepts in the pharmaceutical field and the elements present in the most used drugs in pharmacy.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

FARM 104 POSOLOGY

In this course, the student will acquire knowledge and skills related to drug dosage. It includes the study of routes or routes of administration, drug dosage forms, and factors that affect the effect of a drug dose. In addition, you will become familiar with the abbreviations used in the interpretation of prescriptions and medical orders. The calculation of doses and drug interactions is included.

Total Credits: 2 credits
Total Didactic Contact Hours: 60

FARM 105 PHARMACOLOGY PRE-REQUISITE: BIOL 102

This course discusses the action of drugs in the human body. It includes the drugs that act in the different body systems. It familiarizes the student with the commercial names, generics or bioequivalent, indications, most important adverse effects, and most common drug interactions. In addition, drugs such as: vitamins, alkaloids, glycosides, vaccines, anti-infective and hormones, among others, are studied. Medicinal plants of Puerto Rico and natural products are discussed.

Total Credits: 4 credits
Total Didactic Contact Hours: 90

FARM 106 DISPENSING TECHNIQUES PRE-REQUISITE: FARM 101

This course is designed for the student to acquire the necessary knowledge and skills in the techniques of dispensing prescriptions in community pharmacies and medical orders in hospital pharmacies. In addition, students learn skills in the preparation of compounding or extemporaneous prescriptions where they will have experience with the required laboratory equipment and will use computerized systems for dispensing prescriptions.

Total Credits: 3 credits
Total Laboratory Contact Hours: 90

FARM 107 SEMINAR I

Through the Pharmacy Technician Seminar, the student will have the opportunity to improve skills in the different concentration classes through practice work performed. In addition, the student will become familiar with the important aspects in the preparation and study techniques necessary for the Pharmacy Board Examination.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

FARM 108 PRACTICUM I PRE-REQUISITE: FARM 106

Apply the knowledge and skills acquired in the classroom on dispensing prescriptions or medical orders. The student must complete 180 hours of practice in a community or institutional pharmacy where he/she will be placed and will be able to perform the duties of a Pharmacy Technician in an actual practice setting under the direct supervision of a licensed pharmacist.

Total Credits: 4 credits
Total Externship Contact Hours: 180

FARM 109 PRACTICUM II PRE-REQUISITE: FARM 108

Apply the knowledge and skills acquired in dispensing prescriptions or medical orders. The student must complete 180 hours of practice in a community or institutional pharmacy and will be able to perform the duties of a Pharmacy Technician under the direct supervision of a licensed pharmacist.

Total Credits: 4 credits
Total Externship Contact Hours: 180

**FARM 110
PRACTICUM III**

PRE-REQUISITE: FARM 109

Apply the knowledge and skills acquired in the classroom on dispensing prescriptions or medical orders. The student must complete 135 hours of practice in a community or institutional pharmacy where he/she will be placed and will be able to perform the duties of a Pharmacy Technician in an actual practice setting under the direct supervision of a licensed pharmacist.

Total Credits: 3 credits
Total Externship Contact Hours: 135

**FARM 114
SEMINAR II**

In the Pharmacy Technician Seminar course, the student will use learned strategies at a training center in order to reinforce his/her knowledge and skills. Also, the student will become familiar with important new aspects of the Puerto Rico Pharmacy Act. Lastly, the student will be reinforced with Board Certification Exam review material.

Total Credits: 1 credit
Total Didactic Contact Hours: 30

**FARM 115
PRACTICUM IV**

PRE-REQUISITE: FARM 110

The student will apply his/her knowledge and skills acquired in theoretical courses of the Pharmacy Technician Program. He/she will be placed in a pharmacy, hospital or diagnostic and treatment center in order for him/her to complete 270 hours of practice under the direct supervision of a licensed pharmacist.

Total Credits: 6 credits
Total Externship Contact Hours: 270

**FARM 116
PRACTICUM V**

PRE-REQUISITE: FARM 115

The student will apply acquired knowledge and skills in prescription dispensing. He/she will have to complete 270 hours of practice at a community or institutional pharmacy, or in a diagnostic and treatment center in order to perform the tasks of a Pharmacy Technician under the direct supervision of a licensed pharmacist.

Total Credits: 6 credits
Total Externship Contact Hours: 270

ACADEMIC CALENDARS 2021-2024

ACADEMIC CALENDARS 2021 – 2024

The Administration of **American Educational College** reserves the right to modify, alter, or eliminate any stipulation in the Academic Calendars included in this Catalog.

Academic Semester	Year 2021	
	Beginning Date	Ending Date
January - May	Monday, January 11	Friday, May 7
May - August	Monday, May 10	Friday, August 27
August-December	Tuesday, August 21	Wednesday, December 22

Academic Semester	Year 2022	
	Beginning Date	Ending Date
January - May	Monday, January 17	Friday, May 6
May - August	Monday, May 9	Friday, August 26
August-December	Monday, August 29	Wednesday, December 21

Academic Semester	Year 2023	
	Beginning Date	Ending Date
January - May	Monday, January 16	Friday, May 5
May - August	Monday, May 8	Friday, August 25
August-December	Monday, August 23	Friday, December 22

Academic Semester	Year 2024	
	Beginning Date	Ending Date
January - May	Monday, January 15	Friday, May 3
May - August	Monday, May 6	Friday, August 23
August-December	Wednesday, August 28	Friday, December 20

HOLIDAYS

The dates indicated below are those that the Institution will observe as holidays. The Administration of **American Educational College** reserves the right to modify, alter, or eliminate any stipulation on the holidays included in this Catalog.

MONTH	HOLIDAY
January 1	New Year's Day
January 6	Three King Day
3 th Monday of January	Martin Luther King Jr. Day
3 th Monday of February	President's Day
March 22	Emancipation Day
between third Friday of March and third Friday of April	Good Friday
Last Monday of May	Memorial Day
July 4	Independence Day
July 25	Constitution Day
1 st Monday of September	Labor Day
October 12	Columbus Day
November 11	Veteran's Day
November 19	Discovery of Puerto Rico Day
4 th Thursday of November	Thanksgiving Day
December 25	Christmas Day

I, Joaquín González Pinto, President of **American Educational College**, certify that this Catalog is an official document that governs the operation of the Institution, effective from January 2021 until December 2024.

This Catalog applies to all our campuses, additional locations and campuses additions. The official version is published in Spanish. If there is any conflict in the interpretation, the Spanish version will prevail.



Joaquín E. González Pinto
President

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