



**UNE**

UNIVERSIDAD  
DEL ESTE

SISTEMA UNIVERSITARIO  
ANA G. MÉNDEZ

## **SCHOOL OF TECHNICAL STUDIES**

Carolina, Santa Isabel, Yauco, Cabo Rojo, Arecibo, and  
Barceloneta

### Certificate Programs Catalog Postsecondary Level

**2017-2018**

## **POLICY STATEMENT**

*This catalog contains the major points of the current agreement between the students and the Institution. Within this agreement, the institution reserves the right to make changes in course offerings, curricula, and other policies affecting its programs.*

*Due to the changing nature of professions, the institution is continuously reviewing and restructuring many of its academic programs in an effort to enhance their quality, improve efficiency, or to comply with requirements of professional boards, accrediting agencies, and governmental laws and regulations, among others. In that process, some of the programs and courses mentioned in this catalogue may be modified, consolidated with other programs or courses, or eliminated. When the curriculum of any one program is revised, the institution will automatically initiate the transfer process of every student enrolled in said program to the revised curriculum but without increasing, the number of credits required of the student to finish the program.*

*If you have questions about a program or course, you should contact the appropriate university school or department. In case that a program is eliminated, the program director will prepare a course schedule to assure the graduation of those students enrolled in the program within applicable institutional regulations.*

*Universidad del Este's School of Technical Studies Catalog 2017-2018*

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## OUR PROFILE

Universidad del Este (UNE) is a private non-profit institution of higher education and a component of Ana G. Méndez University System. Its main campus is in Carolina and five (5) additional locations in Puerto Rico; these are situated in the towns of Yauco, Cabo Rojo, Barceloneta, Arecibo, and Santa Isabel. The Carolina main campus is located in the Eastern part of the island. Its 21 acres suburban campus and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

In addition, UNE has a total of five (5) branch campuses in the continental United States and one additional location in the state of Maryland. Three branch campuses are located in the state of Florida: (a) Metro Orlando campus in Orlando; (b) South Florida campus in Miramar; and (c) the Tampa Bay campus in Tampa. In January 2012, the Capital Area branch campus located in the state of Maryland initiated its academic offerings. The Off-campus location in Washington D.C. began operations in 2013 with the Culinary Arts program. The Dallas branch campus opened in 2015 in the state of Texas.

As a professionally oriented institution, UNE offers, eleven postsecondary certificate programs, twenty-five associate degrees, over forty-nine (49) baccalaureate programs and around twenty-three master programs, in the areas of business, education, social work, criminal justice and criminology. Founded in 1949, as Puerto Rico Junior College (PRJC), it continued to mature into a four-year institution in 1992 as Colegio Universitario del Este (CUE) and finally evolving into a university in 2001 as Universidad del Este.

UNE's student population consists mostly of commuting young adults from the surrounding communities. The overall enrollment at UNE is 10,868, comprised of undergraduate and graduate students. Master's degree programs were initiated in October 2001 at UNE's Carolina campus and in 2005 at the additional locations. The academic faculty consists of 192 full time professors and over one thousand part-time professors. Forty seven per cent of the full time faculty has doctorates while the rest of the faculty possesses master's degrees in their fields of expertise.

## HISTORY OF UNIVERSITY DEL ESTE

During the 1940's, three distinguished educators, Dr. Ana G. Méndez, Dr. Florencio Pagán Cruz, and Mr. Alfredo Muñoz Souffront, recognized the need for new developments in the field of education that would keep pace with the social and economic advances that were taking place in Puerto Rico at that time. With this in mind, in 1947 they began to lay the groundwork for establishing a modern institution of higher learning. In 1949, Puerto Rico Junior College was founded, and incorporated according to Puerto Rican laws on June 30, 1950. The Puerto Rico Council of Higher Education licensed the Institution on June 27, 1957, which was followed by the Middle States Association of Colleges and Secondary Schools accreditation on May 1, 1959. It has been subsequently reaccredited since 1959 until the present. In 1992, the institution changed its name to Colegio Universitario del Este in order to incorporate baccalaureate degrees. Finally, in 2001 Universidad del Este completed its transformation and evolution, as well as its new name, from a junior college to a college to a university by initiating its first master degree programs.

Presently, Ana G. Méndez University System operates four institutions: Universidad del Turabo, Universidad Metropolitana, Universidad del Este, and Universidad Ana G. Méndez. Universidad del Este (UNE) is a non-sectarian, non-profit, independent, educational institution that serves the people of the Commonwealth of Puerto Rico, the states of Florida, Maryland, and Texas. Additionally, through its collaborative agreements the institution contributes to the international communities in general. The Chancellor and the staff direct the administrative activities of the Institution

with two governing bodies: the Administrative Council and the Academic Board. The Student Council, elected by a governing assembly made up of student delegates, also contributes to the student representation in these administrative governing bodies.

UNE fosters both the creative activity and educational, scientific, and social research to; promote continuous institutional progress, contribute to the advancement of knowledge, and better serve the community at large. In the academic area, UNE offers technical-professional certificate programs, associate, bachelors and masters in various disciplines such as criminal justice, social work, health sciences, science and technology, hospitality management, culinary arts, education, and business administration. The academic programs offered by the Institution are classified under three categories: occupational and professional programs, transfer programs, and community service programs. One of the main goals of UNE is to educate and develop in its students professional and academic skills that will allow them to perform efficiently in jobs, and that will permit them to achieve advanced academic levels. Guided by this goal, the Institution has designed a diversified and flexible program of studies to prepare each student into a capable professional in his/her specialty.

UNE is a teaching institution; therefore, it provides its faculty with professional development opportunities in their teaching specialties; it offers teaching support services within its student holistic development framework, and it provides the means and an appropriate environment through which the teaching-learning process occurs. The principal function of the faculty, according to UNE's philosophy, is to provide responsible and innovative teaching. Faculty enjoys complete academic freedom and participates actively in academic advising processes. Faculty's professional activities on and off campus should follow UNE's basic tenets. UNE expects to reach academic excellence by means of a well-trained faculty, academic programs sensitive to the needs of students and the job market in adequate and well-equipped physical facilities.

## **VISION AND MISSION STATEMENT OF UNIVERSIDAD DEL ESTE**

### **Vision**

To be recognized as a university of outstanding academic excellence in Puerto Rico and worldwide.

### **Mission Statement**

Universidad del Este is a private non-sectarian, non-profit, accredited higher education institution, part of Ana G. Méndez University System. Its academic efforts and services are to promote the constructivist learning, respect for diversity, and social justice.

Its mission is to promote the integral development of individuals, to become responsible, solidary citizens, able to contribute to the sustainable development of the environment through a socio-humanistic education of excellence; valuing research, internationalization, entrepreneurship, technology, culture and community engagement. All its resources support the academic offerings of certificate, associate, bachelor, graduate studies, and continuing education programs.

### **Guiding Principles**

The principles, which guide the Institution, are excellence, innovation, justice, respect, freedom of thought and action, solidarity, equity, integrity and social responsibility.



## Goals

To fulfill its mission, Universidad del Este proposes to:

1. Provide an education of excellence, through the development of cognitive, affective and psychomotor competencies in students that will enable them to make positive contributions to the social, economic and political setting at local and global levels.
2. Offer traditional and nontraditional academic programs, within the constructivist dimension of learning, that meet the interests and needs of a society oriented toward service, technology, internationalization and research.
3. Attain a faculty that meets the highest standards of excellence and that promotes its commitment to teaching, research, the use of technology and community service.
4. Promote a culture of service within the academic community with equal opportunities, based on human rights and the fulfillment of social responsibility.
5. Advocate in students the socio-humanistic and the integral formation, as well as entrepreneurship, innovation, technological skills and global vision.
6. Encourage research and creative work in the disciplines to contribute to the cultural, social, political, economic and technical-scientific development of our society.
7. Position the university in the international scenario by means of diverse activities, collaborative projects and exchange programs for both faculty and students.
8. Promote a culture of quality and effectiveness through institutional and specialized accreditations of academic programs, consolidation of assessment measurements, and the integration of assessment findings to planning and resources allocation processes.

## **VISION AND MISSION STATEMENT SCHOOL OF TECHNICAL STUDIES**

### **Vision**

The vision of the School of Technical Studies is to transform the SUAGM into a first option for studies and to serve as a model in technological education programs. The School will become an important component and support to strengthen undergraduate registration at SUAGM and its institutions.

### **Mission**

The mission of the School of Technical Studies is to offer high quality education with a technological curriculum to recent high school graduates and adults. The students will be able to pursue a university technical certificate or an associate degree, and will receive the proper training to satisfy the occupational demand for trained employees, in relation to banking, commerce, industry, government and self-employment.

### **Goals**

To fulfill the Mission of the School of Technical Programs the following goals must be attained:

1. Offer certified programs designed to qualify the students in the necessary skills that will allow them to compete effectively in the employment market.
2. Design and maintain certified programs that will promote the student's effective working experience.
3. To endow the student with the knowledge, skills and attitudes needed to carry out with efficiency, dignity, and ethics in his/her respective profession.
4. To educate capable professionals in their specialty and sense of social responsibility.

### **Licensure**

Puerto Rico Council on Education  
P.O. Box 19900  
San Juan, Puerto Rico 00910-1900

### **Regional Accreditation**

Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 19104-2680

### **Specialized Accreditations-university programs**

Accreditation Commission for Programs in Hospitality Administration (ACPHA)  
American Culinary Federation Education Foundation (ACFEF)  
Accreditation Council of Business Schools and Programs (ACBSP)  
Council for Accreditation of Educator Preparation (CAEP)  
Accreditation Commission for Education in Nursing (ACEN)  
Council on Social Work Education (CSWE) -graduate program  
International Association for Continuing Education and Training (IACET)

## **Memberships**

American Association for Adult and Continuing Education  
American Association for Counseling and Development.  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Higher Education  
American Council on Education  
American Library Association  
American Physical Plant Association  
Asociación Universitaria de Programas de Honor Puerto Rico  
Association for Educational Communications and Technology  
College Board of Puerto Rico  
Council on Higher Education Association  
Hispanic Association of Colleges and Universities  
International Facility Management Association  
Learning Resources Network  
Library Administration and Management Association  
National Collegiate Honors Council  
Puerto Rico Association of Higher Education  
Puerto Rico Association of Honors Programs  
Puerto Rico Association for Counseling and Development.  
Puerto Rico Chamber of Commerce  
Puerto Rico Library Association  
Puerto Rico Manufactures Association  
The Association for Institutional Research

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If you have questions about a particular program or course, you should contact the appropriate university school or department. In case that a program is eliminated, the program director will prepare a course schedule to assure the graduation of those students enrolled in the program within applicable institutional regulations.

## **NON-PROFIT STATUS**

Universidad del Este is a private, secular, non-partisan educational institution and a member of the non-profit Ana G. Méndez University System, which operates university level institutions.

## **NON-DISCRIMINATION STATEMENT**

Universidad del Este does not discriminate based on race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, social or trade union beliefs.

## **BOARD OF DIRECTORS OF ANA G. MÉNDEZ UNIVERSITY SYSTEM**

Ramiro Millán Catasús, President of the Board

Félix Rodríguez Schmidt, Vice President of the Board and Permanent member of the board

José F. Méndez Méndez Jr., President of SUAGM, Permanent member of the board

José F. Méndez González, President Emeritus and Permanent member of the board

Rafael A. Nadal Arcelay, Permanent member of the board

Herminio Martínez Escudero, Permanent member

Héctor A. Jiménez Ramírez, Board member

Víctor Hernández Méndez, Board member

Manuel Agosto García, Board member

René A. Soto Torres, Board member

Wilfredo Cosme Ortiz, Board member

Rita Di Martino, Board member

Delia Castillo De Colorado, Board member

Ricardo Rodríguez Domenech, Board member

Gloria Castillo de García, Secretary

José E. de la Cruz Skerrett, Legal Counselor to the board

## **ADMINISTRATION OF ANA G. MÉNDEZ UNIVERSITY SYSTEM**

José F. Méndez Méndez President of Ana G. Méndez University System

José F. Méndez González, President Emeritus

Jorge L. Crespo Armáiz, Vice President of Planning and Academic Affairs

Mayra Cruz Rivera, Vice President of Marketing and Student Affairs

Victoria De Jesús, Vice President of Human Resources

Ricardo Rodríguez Domenech, Executive and Operations Vice President and Acting Vice President of Financial Affairs

Luis Zayas-Seijo, Vice President of National Affairs  
David Méndez, Vice President of International Affairs  
Mildred Huertas Solá, Chancellor, Universidad del Este  
Carlos Padín Bibiloni, Chancellor, Universidad Metropolitana  
Dennis R. Alicea Rodríguez, Chancellor, Universidad del Turabo  
Luis Burgos Feliciano, Chancellor, Ana G. Méndez University System Florida Campuses  
Migdalia Torres Rivera, Chancellor, Ana G. Méndez University

## **UNIVERSIDAD DEL ESTE'S ADMINISTRATIVE COUNCIL AND ACADEMIC BOARD**

### **Administrative Council**

The Administrative Council of Universidad del Este is the legislative body of Institutional policy of the university in accordance with the statutes of Ana G. Méndez University System as established by its Board of Directors. The Chancellor, the Vice-Chancellor, the Vice-Chancellor of Student Affairs, the Vice-Chancellor of Administrative Affairs, the Vice Chancellor of Sponsored Program, the Vice-Chancellor of Operations and Physical Facilities, the Vice-Chancellor for Information Resources, the deans of the Schools and Graduate Studies, four faculty representatives, one Director of the additional locations, and two student representatives, constitute the Administrative Council.

### **Academic Board**

The Academic Board of Universidad del Este regulates all the academic aspects of the Institution. It recommends relevant regulations and norms, regarding faculty, curricula, educational projects and other educational innovations. The Academic Board consists of the Vice-Chancellor, the Associate Deans of the Schools and Graduate program, the Director of the Library, fourteen undergraduate faculty representatives, and two student representatives.

## **UNIVERSIDAD DEL ESTE'S ADMINISTRATION AND STAFF**

### **Office of the Chancellor**

Mildred Huertas Solá, Ed.D., Chancellor  
María S. Díaz Díaz, Vice Chancellor of Administrative Affairs  
Mayra M. Ferrán Torres, Vice Chancellor of Sponsored Programs  
Marisol Muñoz Zabala, Assistant Vice President of Human Resources  
Jorge A. Torres Martínez, Assistant Vice President for Budget Analysis  
Alberto J. Camacho Meléndez, Assistant Vice President of Planning  
María I. De Guzmán Vendrell, Assistant Vice Chancellor of Institutional Development  
Ana Teresa Rodríguez Lebrón, Executive Assistant of the Chancellor  
José E. Machuca Morales, Security director  
Ivonne D. Arroyo Rodríguez, Director of Public Relations

Laurie Melín, Director of International Affairs Office  
Anamar Sosa, Director of Alumni Office  
Yamil Natal Estela, Coordinator of Information Systems

#### **Office of the Vice Chancellor**

Angel A. Toledo López, PhD., Esq., Vice Chancellor  
Magalie Alvarado Hernández, Associate Vice Chancellor of Administrative Affairs  
Marcos A. Vélez Rivera, Associate Vice Chancellor of Licensing and Accreditation  
Ezequiel Bayuelo Flórez, Associate Vice Chancellor of Institutional Assessment  
Luis Iturralde Albert, Associate Vice Chancellor for Research and Dean of Graduate Studies  
Maribel Figueroa Rodríguez, Associate Dean of Graduate Studies  
Natalia Torres Berrios, Institutional Compliance Officer  
Carmen J. Rodríguez Rivera, Associate Vice Chancellor of Retention  
Jesús Oliveras Ortiz, Associate Vice Chancellor for the Evening Programs  
Sylvia Esquilín Rivera, Assistant Vice Chancellor of Evaluation and Faculty Development  
Sylvia M. Blanco Soto, Executive Assistant to the Vice Chancellor

#### **Deans of the Schools**

Mildred Y. Rivera Cordero, Assistant Vice President and Dean, School of Professional Studies  
Johanna Vivoni Suárez, Associate Dean, School of Professional Studies  
Terestella González-Denton, Dean, José A. (Tony) Santana International School of Hospitality and Culinary Arts  
María del Carmen Arribas Rivera, Dean, School of Education  
José E. Berríos Lugo, Dean, IEN Business School  
Eloísa Gordon Mora, Dean, School of Social and Human Sciences  
Marielis E. Rivera Ruiz, Dean, School of Sciences and Technology  
Vanessa M. Ortiz López, Dean, School of Health Sciences  
Patricia Mercado Rivera, Dean, School of Technical Studies

#### **Office of the Vice Chancellor of Information Resources**

Carmen Ortega Dávila, M.L.S., Vice Chancellor for Information Resources  
Elsa Mariani Hernández, Director, Library  
Rigoberto Terrero Sánchez, Director, Telecommunication and Information Systems

Manuel Almeida, Executive Director, Library and Research Center, Jesus T. Piñeiro

**Office of the Vice Chancellor of Student Affairs**

María G. Véaz Morales, Ed.D., Vice Chancellor of Student Affairs

Gisela Negrón Pérez, Associate Vice Chancellor of Student Affairs

Liz Yadira Méndez Rosario, Associate Vice Chancellor of Enrollment Management

Magda E. Ostolaza Cruz, Associate Vice Chancellor of Marketing and Recruitment

Ramonita Fuentes, Director, Admissions

Carmen G. Velázquez Torres, Associate Vice Chancellor of Quality of Life & Student Wellness

María de Lourdes Ferrer Torres, Assistant Vice Chancellor for Multidisciplinary Services

Mahirami Meléndez Burgos, Assistant Vice Chancellor of Scholarships and Internship Program

Elisa Quiles Charón, Registrar

Eigna De Jesús Molinari, Director, Financial Aid

Ángel González González, Bursar

Diana M. Colón Román, Director, Center for Innovation, Employment and Entrepreneurship

Emmanuel Colón Ayala, Director, Social and Cultural Activities

Julio Figueroa Camacho, Director, Athletics and Sports Program

**Office of the Vice-Chancellor of Operations and Physical Facilities**

Carmen Ortega Dávila, M.L.S., Acting Vice-Chancellor of Operations and Physical Facilities

Juan Boada Navarro, Assistant Manager, Physical Facilities and Operations

Andres Lloveras Méndez, Maintenance Supervisor, Off campus locations

**Additional (Off-Campus) Locations**

Sixto Bermúdez Vargas, Director, Arecibo

Griselda Correa, Director, Barceloneta

Rosa Pérez Almodóvar, Director, Cabo Rojo

Evelyn Ayala Quintero, Director, Santa Isabel

Maricelli Zaragoza Castro, Director, Yauco

## **PROGRAMS AND CURRICULUM**

Our admissions policy requires that the student have finish high school or have approved an Equivalency Exam from the Department of Education of Puerto Rico or its equivalence. As a way of helping the students to overcome any cognitive difficulty and adaptation to university life, UNE offers special academic courses; tutorial as well as mentoring programs in order to improve his success in his studies. The academic programs at Universidad del Este are conducive to obtaining a certificate, associate, bachelor, or master degrees. The Certificate program allows the student to continue toward an associate or baccalaureate degree after the student graduates from this level.

The associate, baccalaureate, and master's degree programs are geared toward a profession and to prepare the graduate to enter the employment market immediately. The curricula include courses in general education, core/professional courses, and major courses but emphasis is also given to the technical and occupational courses. The continuing education programs are offered in accordance with the needs of public and private agencies, mainly in skilled areas where employees need to be re-skilled or retrained for a specific job.

## **COMMUNITY RELATIONS**

Universidad del Este's mission as a learning community is assisted through the relations developed with the community. Among the relations developed with the community are active participation on special projects through professional organizations, the educational consortia's, clinical affiliations, and advisory boards. Universidad del Este participates in these consortia as part of the Sistema Universitario Ana G. Méndez as well as its own self standing partnerships and agreements.

## **ADMISSIONS**

The admission/registration procedures are essential steps for establishing a relationship between the student and the institution. However, the payment of the appropriate fees formalizes this relationship semester-by-semester or session by session. These requirements must be fulfilled in order for a student to be considered in good standing with the institution.

### **General Admission Requirements**

The following are the general admission requirements:

- Graduation from a license or accredited secondary school or its equivalent.
- An Official Transcript of credits of the school he/she attended or an official document of an institution or agency recognized by the U.S. Department of Education that certifies the equivalency of a high school degree.
- Health vaccination certification for applicants younger than twenty-one (21) years.
- Non-refundable application fee (\$15.00).

### **Eligibility Procedures**

A grade point average of 2.00 for most Certificate programs is required.



### **Admissions Procedures**

- Submit an application for admission.
- Submit an official high school transcript or its equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee (\$15.00).
- Submit College Entrance Examination Board results if applicant is under the age of 23 years old.
- Applicants for the Nursing or other related health programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Representatives of the School may interview candidates for admission.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.
- The Institution may invalidate the student's admission and registration if not all the required documentation is submitted within **45 days** after classes have initiated.
- **Veterans and beneficiaries** should submit all admissions requirements before the first day of classes and **not within the 45 days** after the beginning of classes.

### **Readmitted Students**

An applicant for readmission is a student who has interrupted his studies for one academic year (summer sessions will not be considered) and wishes to continue studying. The student must meet the academic requirements established in the Institution.

#### **Requirements for Readmission**

- The applicant must have a grade point average equivalent to the retention index.
- The applicant must have complied with the suspension period for academic index or for disciplinary reasons.
- The applicant may be required to attend an interview with representatives of the School or a guidance counselor.
- The applicant must comply with all requirements of the selected program.
- Compliance with all Universidad del Este's by-laws, rules and regulations.

#### **Procedure for readmissions**

- Submit an application for readmission.
- Enclose a non-refundable \$15.00 readmission fee.

## **Transfer Students**

A transfer student is an active or former student of an accredited, post-secondary institution. At the postsecondary level, the passing grade of "C" or more will be considered for validation at the institution. A maximum of twelve (12) credits in total will be accepted as transfer credits. These courses will be part of the general education component of the certificate program. The following courses are the ones accepted for credit: (ENGC101, ENGC102, SPGC101, SPGC102, MAGC 101 or MAGC 110).

### **Requirements for Transfer**

- Passing grades in at least twelve credits from an accredited post-secondary institution.
- Cumulative grade point average equivalent to the retention index.
- A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
- Comply with the admission requirements for transfer as established by his/her program of choice.
- Compliance with all Universidad del Este by-laws, rules and regulations.
- Students using Veteran's benefits should submit transcripts from previous trainings taken. No veteran will be certified until this requirement has been met.

### **Procedures for Transfer**

- Submit an application for transfer.
- Enclose payment of a transfer fee of \$15.00. This is non-refundable.
- Submit an official transcription from the institution the student is transferring from.
- The applicant may be required to: Submit a copy of the catalog of the institution where the student attended if the applicant studied outside of Puerto Rico.

## **Special Students**

Students with an academic degree who wish to take courses to fulfill a professional requirement or complete a certificate program may apply as a Special Student.

### **Requirements for Special Students**

- Fill out a Special Student application form.
- Enclose payment of an application fee of \$15.00. This fee is non-refundable.
- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.

## **International Students**

The applicant may be required to attend an interview with representatives of the School.

### **Requirements**

- The international student applying for admission, readmission or transfer must meet with the requirements of the program.
- The international student must complete Form I-20 and meet with the Designated School Official (DSO) of the Institution.
- Present a sworn statement certifying financial capability to disburse for his studies.
- The admission of international students is subject to immigration laws.

### **Procedure for International Students**

- International students applying for admission must meet the requirements set forth by the Institution in the general admissions.

## **RULES AND REGULATIONS FOR ADMISSION AND REGISTRATION**

Students should familiarize themselves with all rules, norms and regulations of the Institution through the *Student Handbook*, *Student Regulation*, and the *Academic Norms and Administrative Procedures Handbook* that are located at the institution's the website: <http://une.suagm.edu/>

The Institution reserves the right to enforce the observance of those rules, norms and regulations that safeguard the ideals and standards for which it stands, and may ask a student to withdraw if he/she does not comply with these rules or refuses to cooperate with a working member of the Institution. The decision reached by the administration in such cases is final.

All students should examine regularly the bulletin boards in the different buildings of the Institution to be informed of official announcements.

## **REGISTRATION AND OTHER RELATED PROCEDURES**

The Office of the Vice Chancellor of Student Affairs determines the registration procedure, and no program of study is valid without the approval of this administrative officer. The Office of the Registrar in coordination with the Office of the Vice Chancellor of Enrollment Management is responsible for the registration process.

The Registrar's Office is responsible for the maintenance of all official academic student records and for issuing transcripts, certifications, registration and graduation certificates, as well as submitting or mailing the grade reports to students.

Candidates for admission, readmission, or transfer and special students may not register until each has received an official and final statement of acceptance from the Office of Admissions. Accompanying this statement, the student will receive a registration schedule with the date and hour assigned to them. This registration schedule should be presented at the registration desk.

The Institution does not necessarily guarantee the class program of study chosen by the student during the early registration period if the course does not attain the minimum of students per section. The Institution does not

guarantee the program chosen if the student does not observe the scheduled date and hour for registration. After this period, the Institution may use such offerings for other students, especially in the period scheduled for changes in class programs.

Changes in class programs will only be allowed with the written recommendation of the student coordinators, deans, or other academic representatives. The academic representatives approve the changes in class programs based on the existing requirements. The Registrar's Office will determine if there is space in the requested sections.

Each student is responsible for having met prerequisites prior to registration in a particular continuation course.

### **PRE-REGISTRATION**

Pre-registration is the process by which the active student has the opportunity to select the courses for which he will officially register during the registration process.

### **LATE REGISTRATION**

Late registration will be held after official classes begin, in the period determined for late registration. Students who did not attend early registration or who failed to attend registration on the date assigned may register during the late registration period, provided there is space in the sections they select. No student will be able to register after the period determined for late registration.

After the period allowed for registration, all courses will become a permanent part of the student's record. Students may ask the Registrar to cancel their registration by filling the appropriate cancellation request forms and submitting them to the Office of the Registrar or the Office of the Vice Chancellor of Student Affairs before the end of the late registration period. A student who does not attend classes and does not follow the corresponding procedures for cancellation of their classes will be penalized by receiving **(WF)** in his permanent record at the Institution.

### **REALLOCATION OF STUDENTS**

At the end of the registration period, the Registrar may reallocate students where elimination and rescheduling of courses has taken place. Such changes should take place on the dates designated for this purpose in the Academic Calendar.

### **REGISTRATION VALIDITY**

Registration is not complete until the student has paid all fees required by the Office of the Treasurer; the official stamps of the Registrar and the Office of the Treasurer have been stamped on his registration class schedule; and he has signed a statement consenting to follow and observe the rules, norms, and regulations of the Institution.

## **OFFICIAL ADMISSION TO CLASSES**

At the beginning of the semester or part-of-term each student should present his official registration class schedule to each of his professors. This class schedule should be stamped with the official seals of the Office of the Registrar and of the Office of the Treasurer. The absence of any one of these seals or unofficial changes in the class schedule will invalidate it. The student may present a printed copy of his program with official digital seals representing these two offices mentioned above.

Students should attend classes and/or sections where they enrolled and professors should admit to their classes only those students that have officially registered in the appropriate courses and sections. The Registrar's Office is not responsible for recording grades of students who attended classes and/or sections in which they were not officially registered.

## **CORRECTIONS OR CHANGES IN NAMES AND ADDRESSES**

Students with address changes should notify the Registrar's Office. This office will provide them with the appropriate forms to fill out.

The same procedure should be followed for corrections to be made for the change of name. For changes of name, the student must submit a petition legally signed and with a certified affidavit.

## **CLASSIFICATIONS OF STUDENTS**

Students are classified by credit hours enrolled:

1. Full-time Students-those who have fulfilled the admission requirements of the Institution and are carrying twelve or more credit hours per semester in a program leading to a degree, diploma or certificate.
2. Part-time Students-those who have fulfilled the admission requirements of the Institution and are carrying less than twelve credit hours per semester in a program leading to a degree, diploma or certificate.

## **CHANGES IN THE PROGRAM OF STUDIES (RECLASSIFICATION)**

Students can apply for reclassification from one program to another at the Technical Program if they comply with the following:

1. Have an interview with the school dean or program director or coordinator of student services.
2. Apply for reclassification at the Office of the Registrar.

Students can apply for only one reclassification during a semester. The enrolled credits and the cumulative average from student's previous program will be applied for the programs into which the students have been reclassified, for the purposes of the Satisfactory Academic Progress.

Students in Technical Programs who wish to be reclassified into undergraduate programs should fulfill graduation requirements of the certificate program and apply for graduation.

The admission criteria will consist of the grade point average required for graduation and the grade point average required by the school or program to which the student is applying. In addition, the dean of the school, which will admit the student, will determine which courses will be accepted as valid.

All enrolled credits and the cumulative average of the previous program will be counted for the purposes of the Satisfactory Progress Norm of the program into which the student has been reclassified.

#### **OTHER PROVISIONS: CREDIT HOUR POLICY DEFINITION**

The U.S. Department of Education defines "credit hour" as: "...An amount of work representing intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom of direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours."

#### **ACADEMIC LOAD, CLASSROOM CENSUS, AND WITHDRAWALS**

##### **Special Conditions and Regulations for academic load**

- Students who have registered in the maximum permitted academic load (18) and need three more credits to complete the graduation requirements in the same semester will be allowed to take three additional credits with the written authorization of the appropriate Dean or Associate Dean of the School or Program Director/Coordinator.
- No student will have an academic load greater than 21 credits. The maximum academic load in the summer will be twelve to fifteen (12-15) credits. An academic load of (18) credits will be permitted to students who are candidates for graduation in the summer and have the written authorization of the appropriate Dean or Associate Dean of the School or Program Director/Coordinator.
- All students will be given a reasonable time in which to graduate or complete their program requirements.

##### **Classroom Census**

- The Institution is not required by any state or regional accrediting agency to take attendance. Nevertheless, a census is made during the first weeks of each semester to determine whether the student attended at least once during the period of enrollment. This census is made for reporting requirements only.
- Professors may take into consideration the student's attendance when grading and should explain the possible impact of absences on the student's final grade, if any. The student is also responsible for all material covered during the course, even if he misses classes during the semester. Thus, attendance is strongly recommended to better retain the student and facilitate achievement of his/her academic goals.

- If a student enrolled in a course never attends each class, the professor will identify him as a non-attending student (N/A). The Registrar's Office, then, will adjudicate a withdrawal for non-attendance (WN). Adjustments in, Financial Assistance benefits or total cancellation of Financial Aid and the payment of the total cost of enrollment, as pertinent, will also take effect. Students must visit the Financial Aid Office for information regarding the % of the payment required by the student.
- **Veterans and beneficiaries will have their educational benefits terminated when a Leave of Absence is granted. Once the veteran's returns to classes, the benefits will be reinstated.**

### **Withdrawals**

- If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
- Total or partial withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.
- Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (**W**) grade.
- Any student, who fails to complete the required procedure for dropping a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure (**WF**).
- Total withdrawal is allowed at any moment before the date stipulated in the academic calendar of the semester, part-of-term, or summer session.
- Total withdrawal may be considered in the case of a registered student who drops 75% or more of his total course load. This does not include the two summer sessions.
- The deadline for voluntary total withdrawals will be included in the semester or part-of-term academic calendar of classes in the semester or summer session, before the final examinations begin.
- The institution reserves the right to require a student to withdraw from any course or from the Institution, temporarily, for any of the following reasons:
  - a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued.
  - b. Refusal to obey regulations or serious misconduct on the part of the student.
  - c. Deficient academic work (below required scholastic standards).
  - d. Students who withdraw from the Institution or finish their studies without settling their financial obligations forfeit their right to receive grades, transcripts or diplomas.

## **EVALUATION OF STUDENT'S ACADEMIC ACHIEVEMENT**

### **Student Evaluation Procedures**

- Professors are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given semester or part-of-term. These partial grades may consist of tests, presentations, case reports or any other kind of evaluation activity chosen by the professor.

- Professors may grant an opportunity to make up a test or quiz, which had been previously announced, to any student with a valid excuse.
- Students must complete all work required for a partial grade before the end of the semester; otherwise, he will receive a zero (0) for that particular assignment.
- It is the student's responsibility to clarify any questions about partial grades before the date scheduled for the final evaluation activity of the course.
- Students should complete the Institutional Assessment instruments administered in each course at the end of each semester.

### Grading System

For computing the student's average, the number value of the grades in the courses will be:

A	90 – 100	-	4	excellent
B	80 – 89	-	3	good
C	70 – 79	-	2	satisfactory
D	60 – 69	-	1	deficient
F	0– 59	-	0	failure (no grade credit)

The following system of letters will apply in special cases; they will not be considered for student's average, except for the WF.

W	Official withdrawal
WN	Non-attendance-enrolled but did not attend class
WF	Student deserted the classroom and has not submitted an official withdrawal
WA	Administrative withdrawal. Processed by the Vice Chancellor of Student Affairs
P	Pass
IP	In progress
NR	Not reported
NP	Non-passed, failure
T	Transfer course
AU	Audit course
IB, IC, ID	Incomplete work. Student absent from final examination or failed to complete and turn in final work assignment. Incomplete with a passing letter grade will be assigned if the student has complied with all partial requirements of the course.



\* — Repeated course

## Incompletes

A student will receive a provisional grade of Incomplete (I) in the following instances:

- If his absence from a final examination can be justified
- If the student has complied with all partial requirements of the course during the semester or part-of-term.

In order to remove an Incomplete, the student should take the corresponding final examination or work requirement within the first 30 days of the subsequent semester or summer session. Those students receiving Incomplete in prerequisite courses during the summer session must take the final examination or work requirement within the first fifteen days of the following summer session.

The professor has the responsibility of removing all Incompletes. The Dean or Associate Dean of the School or the Director or Coordinator of Academic Affairs of the Off-Campus University Center, if the professor is not available, will make the corresponding changes in the official course grade register at the Registrar's Office.

In the case of students not complying with these established rules, the professor will assign a "0" in the corresponding work missed by the student, and will report the final grade to the Registrar after calculating the corresponding grades.

## Grade Point Average

The grade point average is obtained by dividing the total number of honor points by the total number of credit hours in which the student has received a final grade, even those where an F or WF is final. The credits taken at UNE will be the only ones used to compute the student's grade point average.

## Grade Reports

Once assigned by the professor, the grades are final, unchangeable within the context of the institution's academic discretion, and certified by the Registrar's Office.

Reports of the grades will be available to each student from the Registrar's Office at the end of each academic term and at the end of the Second Summer Session through *MiUNE*, students on line services.

## Students' Records

The Office of the Registrar has custody of all students' academic records. These are confidential.

## Transcripts

Official transcripts, which bear the seal of the Institution, will not be given to students or alumni, but sent directly to institutions specified by the students in their official requests to the Registrar's Office.

Requests for transcripts of credits should be made fifteen working days in advance. In those cases where a student is in debt with the Institution, the Registrar will not certify the courses approved until the student has satisfied his debt.

Any claim concerning a transcript request should be presented at the Registrar's Office no later than 90 days after making the request.

## **STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress (SAP) measures the academic progress of the student towards the attainment of an academic credential. Federal regulations require that all students who receive Title IV funds as part of their financial aid package maintain SAP. The SAP policy applies to all students within categories, e.g., full-time, part-time, undergraduate, and graduate students.

The evaluation criteria for SAP include a qualitative and quantitative component.

The qualitative measure is based on the cumulative grade point average (GPA). The quantitative measure is based on the number of credit hours the student attempts and earns. This calculation is completed by dividing the cumulative number of credit hours a student successfully earns by the total number of credit hours the student attempts over the student's academic career in a particular program at the Institution. Students are also expected to complete their program within 150 percent (%) of the length of the program as measured in credits.

### **Maintaining Satisfactory Academic Progress**

The academic progress of students enrolled in associates, bachelors and master's degree programs will be assessed at the end of every two (2) semesters. The academic progress of students enrolled in technical and postgraduate certificate programs will be assessed at the end of each semester. The Registrar's Office will notify students in writing, through e-mail, of their academic status.

Students are prohibited from receiving federal student financial aid after attempting 150% of the number of credits required for their academic program. This calculation includes all attempted credits, including transfer credits, related to the student's academic program.

To maintain good standing, students must comply with the following:

**Qualitative component** – the Institution establishes specific minimum GPA requirements by program level (i.e., certificate, associate, bachelor and master). The minimum GPA increases as credits attempted increase. Students enrolled in a program of more than two academic years must have a GPA consistent with the Institution's graduation requirements at the end of the student's second academic year. The Institution considers that a student is at the end of her/his second academic year when he/she has earned 48 credits.

### **Quantitative component** –

- The Institution uses a graduated completion percentage by program level. The student must earn the minimum percentage of attempted credits depending on the program level and academic year in which the student is enrolled.
- All credits attempted and earned, including transfer credits that count towards the program of study of the student, are considered in the calculation.
- The student must complete the program within 150% of the length of the program of study to be eligible for Title IV funds. For example, students in a bachelor's degree program must complete 120 credits and may attempt up to 180 credits ( $150\% \times 120 = 60$ ;  $60 + 120 = 180$ ).

Refer to Satisfactory Academic Progress Table, for the qualitative and quantitative components per program level.

If a student wants to enroll in a different academic program, the student must request approval from the Dean of the School. Even though only attempted and earned credits from the student's current program of enrollment are included in the quantitative measure and only the grades for courses from the student's current program of enrollment are included in the qualitative measure, students are encouraged to carefully consider program changes because federal regulations limit total lifetime financial aid eligibility.

Students who discontinue their studies and subsequently apply for readmission will be readmitted under the current SAP policy and will have the same SAP status that resulted as of the end of the last term attended. Students applying for readmission will be referred by the Office of Admissions to the School for evaluation. If the student does not meet SAP, the University will determine if he/she may be readmitted, provided an appeal has been approved.

Students requesting admission into a new academic program after having completed his/her prior program of study will begin the new program with a new SAP history, unless the student transfers credits into the new academic program in which case those transfer credits will be considered when measuring SAP.

#### **Impact of Course Repetitions, Withdrawals, Incompletes and Transfers on Satisfactory Academic Progress**

- **Course Repetitions** - Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted.
- **Withdrawals** - If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
- **Incomplete Courses** - If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.
- **Transfer Credits** - If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned, but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

#### **Financial Aid Warning and Failure to Meet Satisfactory Academic Progress**

Students enrolled in technical and postgraduate certificate programs, for which SAP is evaluated at the end of each semester, will be placed on financial aid warning status for the next semester attended because of not making satisfactory progress. The Institution uses this status without appeal or any other action by the student. The Registrar's Office will notify the student in writing, through e-mail, of the financial aid warning status and that financial aid eligibility is retained during this period.

*The student must meet SAP as of the next evaluation point (by the end of the next semester attended) to receive financial aid in future terms. Students who did not meet SAP as of the next evaluation point become ineligible for federal financial aid funds and may continue their studies at the Institution at their own cost. If the student believes there are extenuating circumstances associated with the student's inability to meet SAP, he/she may appeal his/her termination status to the Appeals Committee. See section titled Financial Aid Ineligibility and Appeal Procedures <http://www.suagm.edu/une/srtk/pdf/SAP.pdf>*

An example representing a certificate program is presented below:

**Certificate Program  
(36 credits)**

Attempted Credits	% Credits Required	Retention Rate
1 - 15	55%	1.65
16-30	60%	1.75
31-45	64%	1.90
46+	67%	2.00

**Veterans and their beneficiaries: Required Credits and Retention Index per Program**

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (100%). Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. They need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the Standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

**GRADUATION REQUIREMENTS**

The student usually graduates from the Universidad del Este under the program requirements prevailing at the time of his admission to the Institution; however, the Institution reserves the right to make revisions in the different programs and in the requirements for the degree. Students who do not complete their studies during the time required by their respective programs (program sequence), as well as those who apply for readmission after a period of absence from the Institution, are governed by the rules that apply or are in effect when the student completes his evaluation for graduation. Nevertheless, the student should visit his academic advisor, academic guidance counselor, the School or Off-campus site Coordinator of Student Services for a progress evaluation of his academic program yearly. To receive a degree from the Universidad del Este, candidates must meet the following requirements:

- They must have taken the courses required in one of the programs offered by the Institution. Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. Students receiving certificate program degrees with a grade point average ranging from 3.75 to 3.89 will graduate with honors, and those with a grade point average ranging from 3.90 to 4.00 will graduate with high honors.
- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- They must have satisfied all financial obligations to the Institution. All candidates for graduation will be invited to attend Commencement Exercises. Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

### Honor Awards

Students are eligible for the following honor designations according to their cumulative grade point average:

#### Certificates

Honor	Average of 3.75 to 3.89
High Honor	Average of 3.90 to 4.00

### Important Note:

*Students should familiarize themselves with all rules, norms and regulations of the Institution through the Student Handbook, Student Regulations, and the Academic Norms and Administrative Procedures Handbook, which are available upon request at the Office of the Vice Chancellor of Student Affairs and at the web site: <http://une.suagm.edu/> These documents provide the information and updates as to program requirements, academic policy changes, as well as other academic and administrative changes that may take place during your years of study at the Institution.*

### OFFICE OF THE VICE CHANCELLOR OF STUDENT AFFAIRS

The Vice Chancellor of Student Affairs is the person responsible for planning, coordinating, developing, and maintaining the system of services, which the institution offers its student body. These services respond to the academic, vocational, social and human resource needs of students and are offered by well-prepared, responsible, and committed professionals. The following offices provide student services:

The Office of Marketing and Recruitment recruit's new students, transfers and readmissions. It disseminates information on UNE academic offerings, strengths and services through various promotion and recruitment activities. It coordinates and offers orientation activities to recruit students for certificate,

undergraduate, and graduate programs by means of integrated campaigns. The Office develops year-round activities of recruitment with key personnel of the schools.

The Office of Admission processes admission requests and admits students within the parameters established by each school. It also analyzes documentation and maintains communication with the student on the status of his/her request for admission. The Office coordinates the process and admission of prospective students for the different schools.

The Office of the Registrar, in addition to handling student registration each term, provides various services for students. This office provides transcripts of students' academic records, verifies and certifies enrollment status, mails final grade reports, processes grade changes, orders and issues diplomas, processes changes in name, address, and telephone number.

The Offices of Financial Aid and the Bursar respond to the Vice-President of Financial Affairs. However, since these offices provide major services to the student population, they are presented here. The Office of Financial Aid offers financial aid orientation. It also analyzes documentation and assigns state, federal and institutional funds. Among others essential functions, it also administers and coordinates Title IV programs and processes the funds of proposals, athletic, administrative and honor scholarships.

The Bursar is responsible for applying the fee policies and administering the payment plans that guarantee institutional incomes. This officer notifies and monitors the compliance of the fiscal policy established by the Vice Presidency of Financial Affairs, establishes the process of validation of registration, administers the application of federal funds refund policies and registers the private and public contracts of agencies. It also applies refund processes and the emission of checks to students, registers payments and maintains the collection system of the students' accounts

The organizational structure of the Office of the Vice Chancellor of Student Affairs allows for the provision of specialized student services for all students under the direct supervision of the Associate Vice Chancellor for Quality of Life and Student Well-Being or the Associate Vice Chancellor of Student Affairs.

- **The Quality of Life and Student Well-Being Office** designs, develops, and promotes an extensive system of programs, services and activities that facilitate the integration of multidisciplinary resources to create an atmosphere of respect, welfare and quality of life. The office promotes an ecological model of health, which encourages healthy life styles through activities related to awareness and education on topics such as violence prevention and the use of drugs, alcohol, and cigarettes. The Office encompasses, counseling and multidisciplinary services, a health services program, a community connection program, volunteer projects and student organization support.
- **Professional Guidance and Counseling Programs** are available to students with educational, personal, and decision-making concerns. A wide variety of programs, workshops, counseling opportunities and informational materials are provided to help students meet the challenges of university programs and experiences. There are individual counseling and testing services for occupational and educational assessment.

In addition, this office coordinates the "Easy Access" Program, which offers special services for disabled students. These services include: parking, educational goal planning, tutoring and other

student needs. The students should register with the program at the beginning of their admission process.

- **The Office of the Assistant Vice Chancellor of Career and Placement** offers career and Placement Services. This office is responsible for satisfying the employment needs of students, alumni and community members and for improving their employment skills, increasing productivity and competences, thus bringing about the client's effective placement. The office functions as a "one-stop" career center and through diverse alliances with the government's Employment Center (Consortiums), integrated services are offered such as counseling, vocational testing, evaluation of employment skills, preparation of resumes and letters of presentation, referrals to governmental agencies and access to Puerto Rico's Department of Labor updated employment offerings through a technological laboratory of resources. To assist students in career planning, a career reference library is provided with the center's printed, audio and videotape materials about specific occupations, skills, and requirements for jobs, educational and career matters. The computerized occupational information system provides current educational, and labor market requirements, skills specification and other information to be used in the decision-making process. Consulting services for student, faculty, administration and community members are offered through this unit.
- **The Scholarship and Internship Program** provides the opportunity for active students to request special scholarships and permits students to participate in academic-professional and research opportunities in different companies and educational institutions globally. The activities promoted by this office complement the student's academic development and allow the development of professional abilities and personal skills to be integrated successfully in the work force. It also assists talented high school students in completing their university studies in the SUAGM. This program is funded by corporate, private, public, and institutional funds.
- **Health Services**, first aid and medical services are offered at the Health Services Office of the Institution. In the event of an emergency or illness, the student should report to the Health Services Office to receive first aid. The Health Services Office offers preventive medicine and medical materials, free of charge, for all students. The nurse and or doctor provide information on a variety of health-related topics which includes medical clinic sessions as well as personal health care education  

In case of an emergency, an ambulance from the metropolitan area will be called and the student will be taken to a local hospital. This same procedure will be followed in the Off-campus sites. A doctor and/or nurse will be available to serve the student population at the Carolina Campus. The Off-campus sites do not have nurses; therefore, the services of an ambulance are provided to them in case of an emergency free of charge.
- **The Social and Cultural Activities Program** gives the students, the faculty and the community an opportunity to watch films and theatrical performances, attend concerts, shows, lectures, workshops and seminars. Participation in these activities is open to all interested persons and it aims at developing attitudes, values, sensibility towards art and good citizenship. Participation in student associations fosters leadership by developing mutual understanding and respect for social and human values. Universidad del Este offers students the opportunity for social, cultural and athletic programs to develop leadership, responsibility and initiative. All students are urged to join the clubs

and organizations that most correspond to their needs and interests. Each group or club has a faculty adviser who counsels its members and helps to promote the activities of the group.

- **The Athletic program** is geared to the promotion and active participation of students in all sports activities. It is a fundamental component of the students' life in our Institution, which aims at contributing to the physical and mental growth and well-being of its students. The athletes in the Program participate in internal and inter-university competitions. Universidad del Este is a member of the inter-university sports organization. To strengthen the Program and increase the number of participants, the Director and coaches of the Program visit the sports programs of high schools. During these visits they present the Program and identify prospective candidates. The Program has a Procedures Manual and a guide for granting athletic scholarships.
- **All student organizations** must be recognized and approved by the Office of the Vice Chancellor of Student Affairs. Any group consisting of ten or more regular students may organize and apply for official recognition of its organization. Interested students should request an application from the Office of the Vice Chancellor for Students Affairs. The purpose of the organization and the name of the advisor should be stated. Through students' participation in organizations, they can collaborate in the Institution plans and development. Also, the students develop their own leadership skills and help enhance the students' quality of life in the Institutional setting.

#### **ACADEMIC ADVISING AND RETENTION PROGRAM**

The Academic Advisement and Retention services promote continuous interaction between the students, faculty members, the academic counselor and other administrators of the Office of the Vice Chancellor and the Office of the Vice Chancellor of Student Affairs.

Helping the students with their academic problems is a major aspect of advising. Because it requires curricular knowledge and expertise, academic advising is an academic concern.

Freshmen student are assigned to a mentor, a faculty member who belongs to the student study program, who is responsible for discussing with student's information concerning course selection, nature of educational programs, courses which are relevant to their interests, course content, academic requirements, regulations and procedures, and more.

The mentor (faculty member) works in cooperation with the Student Support Services Staff to coordinate services required by the student who has special needs.

#### **VETERANS AND THEIR BENEFICIARIES SERVICES**

The Veterans Services, located at the Office of the Registrar, is directed toward orientating of veterans and their dependents so that they may effectively exercise their rights to an education.

They are helped in the completion and processing of required documents for the purpose of establishing eligibility, certification of service, and academic progress.



Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum (100%). Students who extend their studies beyond the time (150%) established by the program cannot continue to receive Veteran's benefits. Therefore, Academic Progress Norms do not apply to veterans and their beneficiaries, who need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence, which is distributed by academic year. The following examples show time/length of various programs: Certificate program of 36 credits is 1 and half years; Associate degree program of 73 credits is 2 and half years; Bachelor degree program of 121 credits is 4 years. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The common intention of the three major parts of this 1990 Act is to enhance the choice of the potential consumer, the post-secondary student, by reporting statistics about the "performance" of higher education institutions.

- Section 103 covers disclosures about the graduation or completion rate and other postsecondary outcomes of all students.
- Section 104 covers disclosures about the comparative academic "success" of students who receive financial assistance contingent upon participation in intercollegiate sports and Section 105 concerns institutional revenues and expenditures for intercollegiate athletic activities.
- Sections 203 and 204 concern disclosures, reports, and publications about campus security policies and crime statistics.

Compliance with all the Act's disclosure provisions becomes an additional criterion for institutional eligibility to participate in federal student aid programs.

### **FAMILY RIGHTS AND PRIVACY ACT INFORMATION STATEMENT**

**Law 186 prohibits the use of SSN as identification routine in public and private educational institutions**  
(September 1, 2006)

The law prohibits the use of social security as a routine identification number in public and private from the elementary level up to the postgraduate educational institutions and it establishes the rules on the use of this data in educational institutions.

Therefore, the social security number will not be required of the student to take exams, presentation of projects, and any other action that is not related to procedures in which there is a legitimate need, such as; registration process, request for loans or financial assistance, transcriptions among others.

Any claim or complaint about improper use of social security number must be done in written form to the Registrar's Office. The Registrar or his representative will attend to the claim.

## **Family Educational Rights and Privacy Act, 1974, FERPA.**

According to the *Family Educational Rights and Privacy Act, 1974*, FERPA; the student has certain rights regarding his/her record. The institution ensures control and security of the records and the disclosure of the information in accordance with the FERPA Act. The law limits the disclosure of the information, to who can have access to the information:

- 1- Institutional officials with a legitimate educational interest will have access to it.
- 2- The parents of a dependent student as defined in the Income Tax Returns.
- 3- A court order requiring the institution to show academic record.
- 4- The student may have access to his/her information.
- 5- The accrediting agencies, organizations conducting studies for educational institutions, in financial aids process, in audits or evaluations related to compliance with educational programs, authorization through the information directory, because of a disciplinary view of an alleged victim of a crime of violence.

**Amendment 32 CFR 216 Solomon to the Family Educational Rights Privacy Act** establishes that federal funds not be provided to institutions having as a policy to prevent the Secretary of the Defense of the United States to obtain information, for recruitment purposes, from the directory of students enrolled. This information according to the Solomon Amendment can be provided to recruiters when the student has authorized to provide information in accordance with the category that the student has marked in the information directory. The institution is limited only to provide the information in accordance with the categories of the information directory.

### **Information Directory**

The student may authorize the institution to provide information through the information directory, which establishes the information to offer. The directory includes; name, address, phone, date and place of birth, program of studies, participation in sports, weight and height of the athletes, degrees and honors received and related information.

The institution may provide information contained in the record of the student without their consent under the conditions provided by FERPA.

The student selects the information through the directory and selects a category of the information authorization that empowers the institution to disclose, it is divided into three categories:

- a. Name, student number, address, telephone number, date and place of birth, major, enrolled credits, period of studies, participation in official and sports activities, weight and height of athletes, degree and awards received, and schools or universities attended.
- b. Name, student number, concentration, credits enrolled, period of studies, participation in official activities and sports, weight and height of athletes, degree and all awards received, and schools or universities attended.
- c. I do not authorize the institution to provide information on the categories of the information directory.

## **STUDENT'S RIGHTS UNDER THE FERPA LAW**

The law gives certain rights to the students who are 18 years or older or who attend an institution of higher education. These rights include:

- The right to inspect and review the information that is kept in his/her academic record. The right to examine the record within 45 days from the day Universidad del Este receives the request in writing. The application must be requested at the Office of the Registrar, it must specify what the student wishes to examine his/her record.
- The right to amend or correct information. Such amendment or correction will be requested in writing and shall specify the aspects the student understands should be changed including the reasons. If such amendments or corrections cannot be done, the student will be notified in writing with a right to a hearing.
- The right to consent in writing before the institution reports personally identifiable information from your record. This right is limited to the information that FERPA authorizes to offer without the consent or authorization of the student. In addition, it allows that information without the consent of the student can be offered to the University Officials who have a legitimate educational interest in order to comply with their professional responsibility. The institution may offer student record information, without his/her consent to another educational institution in which the student wishes to enroll.
- The right to claim or file a complaint with the U.S. Department of Education non-compliance of Universidad del Este of this law. The claim should be directed to: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202.

### **Administration of the FERPA Law**

The Office of the Registrar is responsible for the administration and application of the FERPA Law. The Registrar is responsible for ensuring that compliance as stipulated in the law. The Registrar, the Academic Vice Chancellor and the Vice Chancellor for Student Affairs will attend any claim in this regard.

## **STUDENT FINANCIAL AID**

The mission of the financial aid program is to provide the student financial aid assistance to finance their studies according to the criteria of financial need, federal, state and institutional regulations.

Our Student Financial Aid Program operates under the basic principle that the primary responsibility of financing higher education is of the family. Therefore, most of the funds are offered under the economic criterion of need. The objectives of providing a fair distribution of the financial resources agree with the state, federal and institutional dispositions.

The Program is made up of three components, such as: scholarships that are given and thus do not have to be repaid. Student money loans made available at a low interest with reasonable conditions of repayment. The work and study program permit the student to acquire experience of a job related to his program of studies and at the same time receives compensation for the work being done, thus helping with his costs of education.

The student can be eligible to receive aid of all three components, if these available funds will permit.

## **Grant-Scholarship Programs**

### **Federal Pell Grant**

This grant helps undergraduate students to pay for their postsecondary education and students must be enrolled at least on three credits to receive the benefit. For the academic year 2017-2018 the maximum annual award is \$5,815 and the student must meet the eligibility requirements of the program.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

This grant helps undergraduate students with exceptional financial need. The amount of the awards is contingent to availability of funds.

### **State Funds**

The Council of Education of Puerto Rico (CEPR) manages this program. The institution participating in this program must submit the candidates to the CEPR and after the qualifying is made, the institution receives the fund for those students.

## **Loan Programs**

### **Federal Direct Loan**

Federal Direct-Ford Loans are offered at a variable interest rate, with a cap of 8.25%. For "Subsidized-Direct" the government pays the interest while you are in school; for "Unsubsidized Direct" you are responsible for paying the interest while you are in school. If you choose not to pay the interest, it will accrue and be capitalized (added on the principle).

### **Federal Direct Parent Loan for Undergraduate Students (FDPLUS)**

"PLUS" loans are borrowed by parents for dependent students or by students in a graduate program. The interest rate is fixed, with a cap of 9%. Repayment begins 60 days after the First Disbursement.

## **Work and Study Program**

### **Federal Work-Study Program (FWSP)**

A program, that requires the student work a maximum of 80 hours per semester. The student is paid a competitive wage and is able to gain experience in his area of study.

## **Institutional Scholarships Programs**

### **Athletic Scholarship**

This program is available to students who have athletic performance. The Athletic Scholarship Committee studies the candidates recommended by the coaches and determine the student benefit.

### **PR Honor**

This institutional scholarship program is designed to provide to talented high school students the opportunity of pursuing their college education at UNE. Candidates will be evaluated based on High School GPA and CEEB scores.

Its objectives are:

- Identify those academically talented students motivated into pursuing an Associate or Bachelor's degree, and who show economic need.
- Facilitate academically talented youngsters who show economic need, access to a high- quality university education.

- Propitiate the necessary conditions to help these students develop their talents and capabilities to their full potential.
- Provide students with a high quality academic program that meets their expectations and attend to their goals.

### How to Apply for Financial Aid

Financial Aid is awarded annually. The student must apply each year. The Financial Aid Application will be available after January.

The student must submit the Free Application for Federal Student Financial Aid (FAFSA) or Renewal FAFSA to the U.S. Department of Education. The application must be completed online at the following web site: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The amount of financial aid may vary each year according to your need, the type of aid you are eligible, your academic performance and available funding.

#### Eligibility Requirements

In order to meet the eligibility requirements, students must:

- have financial need
- have a high school diploma or a General Education Development (GED) certificate.
- be working toward a degree or certificate.
- be a U.S. citizen or eligible no citizen.
- have a valid Social Security Number.
- not owe a refund on a Federal Grant or be in default on a Federal Educational loan.
- be making Satisfactory Academic Progress.
- be registered with Selective Service (if required).
- be enrolled at least half-time except for the Federal Pell Grant, which allows less-than-half-time enrollment.
- not receive a Bachelor's Degree for Pell and FSEOG.
- provide documentation of any information requested by the Office of Admission and Financial Aid.

#### *Important Note:*

*The Institution complies fully with the privacy Rights of Parents and Students Act of 1974 (Title IV of the U.S. Public law 90-247), as amended, which specifically governs access to records maintained by institutions to which funds are made available under any Federal program for which the U.S. Commission of Education has administrative responsibility. The release of such records, if such institutions must furnish parents of students' access to official records directly related to the students and an opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate. The institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this la*

## TUITION, FEES AND RELATED INFORMATION

### Tuition and Fees

Once a year the Vice-presidency for Financial Affairs publishes a circular letter with information about tuition for all academic programs and other fees for all institutional services. This circular letter is available at the Bursar's Office.

Average Annual Tuition and Fees \$5,314 Costs are estimated and are subject to change.

Tuition fees are made by credit or contact hour as follow: Certificate Programs \$ 181.00

In addition, the institution has a general fee of \$450.00 per semester. Costs are subject to change from one academic year to the next.

Construction	\$300.00
Technology	\$ 75.00
Services	\$ 45.00
Parking	\$ 20.00
Library	\$ 7.00
Insurance	\$ 3.00

Please note that in attending any university, students will have to allow for other expenses, such as books and supplies, transportation, meals and other personal needs. A variety of financial aid packages is available.

Tuition, fees and service charges must be paid in full during registration or at the time that the services are requested by the student. Payments can be made in cash, or by certified or manager's checks, money orders, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be retained, and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts.

### Tuition Option Payment Plan (TOPP)

The University has a convenient method for paying educational expenses through scheduled payments over the period of enrollment. The TOPP will only allow a due balance of \$600.00 that may be paid through a SUAGM's payment plan.

### Clear Statement

Students with a balance of an outstanding debt will not be allowed to enroll the following semester and will not be able to get access their grades.

## Invoices

The Bursar's Office will mail two invoices during the regular semester. The approximate dates for the mailing of such invoices are: September 30, November 15, February 28, and April 15. If the invoice is not received in the email, it is the student's responsibility to request it personally from the Bursar's Office.

## ADJUSTMENTS AND REFUNDS FOR ACTIVE AND NEW STUDENTS

### Refund Policy

- **Total Withdrawals**

The costs of any student who complete an official withdraw process will be adjusted according to the days attended classes until the date of the official withdraw and the total of semester or part of term days, as applicable.

- **Mid-Point**

All students that at the end of the semester have WF, in all courses will be charged 50% of the total cost of your tuition.

- **Partial Withdrawals**

Students who partially withdraw, starting the first day of classes of each semester, the System will charge 100% tuition costs.

- **Non- Attendance**

Students who do not attend their registered courses will be marked N/A by the professors, given an administrative withdrawal, and refunded 75% the cost of the course. The student will be held responsible for 25% of the cost, as financial aid programs do not cover it.

### *Important Note:*

*The Sistema Universitario Ana G. Méndez reserved the right to review the tuitions and fees. It is the student's responsibility to know and stay informed about charges, fees, schedules, courses, requirements for degrees, tuition and policies of the Bursar's Office by visiting the webpage: <http://une.suagm.edu/>*

## OFFICE OF THE VICE CHANCELLOR OF INFORMATION RESOURCES AND TELECOMMUNICATIONS

### Vision

In harmony with the mission of the Institution, the vision of the Office of the Vice Chancellor of Information Resources and Telecommunications endeavors to become a recognized leader in the process of learning, teaching, research, and service.

### Mission

The Office of the Vice Chancellor of Information Resources and Telecommunications will contribute to the integral development of its students. As an administrative and academic center, we pretend to promote in our students, the social and cultural values of our people, offering effective quality service through information resources that are inherent to the academic development of our Institution environment. We pledge to complement the Institution's commitment to research, creativity and innovation using new technologies.

## **Description of the unit**

The Office of the Vice Chancellor of Information Resources and Telecommunications is the administrative unit that integrates the Library, Distance Education, Information and Telecommunication, Exhibit area, Piñero Collection, Educational Technology, and the Community Technological Center. Through a structured and systemic approach, the units provide the necessary services to support the Institution's academic programs. It provides educational services and materials to serve the diverse learning and instructional needs of students and faculty members, thus becoming an integral part of the teaching-learning process of the Institution. The units of the Vice Chancellor of Information Resources and Telecommunications houses a wide variety of printed, audiovisual, and electronic materials selected in accordance with the academic programs and adequately organized to foster their usage.

### **Library**

The Library has a complete automated system that provides access to the materials available in all of the three libraries of the Sistema Universitario Ana G. Méndez. UNE's five Off-campus sites are also part of this automated system and have the use of inter-library loans of materials available to all the students of SUAGM. A Virtual Library is also available for students through an electronic web page: <http://une.suagm.edu/>

### ***Portal de Biblioteca***

Materials include a variety of formats: books, dictionaries, journals, magazines and newspapers, microfilms, Multimedia CDROMS, DVD's, E-books, as well as on line resources. These resources include the following sections: Ask the librarian, Information skills, Tutorials, Links, Special collections, Data bases, Audio Visual Equipment loans, and Norms, Regulations and Procedures for topics in: copyright, plagiarism, etc.

The library provides seating areas for individual study, facilities for small study groups and computers for students' independent use with wireless access as well as for students that are physically challenge.

The Bibliographic Instruction Program in the library provides the necessary skills for the effective use, services, and academic resources, Internet.

### **Sala Florencio Pagán Cruz**

The Reference and Reserve unit are located in this area. The Reference collection has the basic resources needed to do research and investigation projects such as: general and specialized dictionaries, annuals, atlas, directories, reference books, indices in electronic and printed formats, access to Internet and the data base specialized in legal resources. We have invested in the research-based search engine Voyager System, which greatly facilitates the identification and access to a vast quantity of research literature, journals, textbooks, and other relevant documentation. The total collection of magazines, books, e-books, journals, and audiovisual resources exceed the requirements in titles and volumes for all the levels of the academic programs offered in the Institution.

### **Circulation and Reserve Area**

This area facilitates the loan of books out of the library to authorized users. The Magazine Collection provides more than 5,000 titles combined in printed materials and online resources, local as well as international newspapers.



## **Inter-Library Loans**

The inter-library loan is the opportunity given to the academic community of obtaining, as a loan, the use of resources of other libraries in, as well as outside of Puerto Rico. At the same time, the Library at the Carolina campus participates actively in lending its resources to the other libraries of the Sistema Universitario Ana G. Méndez and to the five Libraries in the Off-Campus locations.

## **Exhibit Area**

The art works exhibition area is located strategically in the entrance to the Information Resources Center. The atrium was designed with all the necessary specifications to offer to the public the opportunity of enjoying exhibitions while visiting us. The interior garden, situated to the end of this atrium is a sculpture of our founder, Dr. Ana G. Méndez.

## **Collection Developments and New Acquisitions**

The Center at the Carolina Campus provides all the printed and non-printed resources necessary to facilitate the teaching learning process and to enrich the Institution educational programs. To facilitate collection access, the material is catalogued using Spanish and English subject heading and classified according to the Subject Headings from the Library of Congress. Some of the resources identified are Bibliographical file, Internet, etc.

## **Educational Technology**

This unit advises on the appropriate use of technological resources in the classroom. This unit also administers and distributes electronic materials and equipment requested by the faculty and students. The faculty and students can coordinate the loan services of educational materials and audiovisual equipment to be used in the [e@classroom](#).

## **Distance Education**

The mission of this unit is to expand the cultural and educational offerings utilizing the modality of distance education. Distance education as an educational strategy is part of the academic task of the Institution. The Institution participates in various academic projects such as: offering of courses through ITS, the broadcasting of conferences from various parts of the world, as well as providing training to faculty regarding distance education strategies and methodologies thus certifying faculty in the use of this media. The Blackboard platform is used.

## **Computerized Information Technology and Telecommunications**

Its mission is to integrate the computerized information technology and the telecommunications to the administrative and academic processes. The design is following a plan that has considered the necessary details to bring up to date and to expand the equipment and the software of the student's computer laboratories, the faculty and administrative personal training laboratory, and the access to Internet in all the computers located in the libraries.

## **Hours of Operation**

The Library offers its services in the following schedule for the Carolina campus and the five Off-Campus locations at Yauco, Cabo Rojo, Arecibo, Santa Isabel, and Barceloneta.

Monday - Thursday                      7:00 a.m. – 10:00 p.m.

Friday	7:00 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday / Holidays	12:00 p.m. – 5:00 p.m. (Carolina Campus)

### **Staff**

The Center has a staff of professional librarians, educational technologists, assistant librarians, technicians, and clerks whose main goal is to provide the collegiate community with efficient services. They offer students and faculty direct assistance in locating information that will best satisfy their interests and needs. Orientation in the proper use of the Center facilities is one of the main features of the daily work.

## **OFFICE OF THE ASSOCIATE VICE CHANCELLOR OF THE EVENING AND WEEKEND PROGRAMS**

### **Mission**

Its mission is to provide academic and administrative services needed to students enrolled in the evening and weekend classes at UNE. Design and provide support services to this segment of the student population geared towards improving retention and graduation. Coordinate in consortia with the Schools the enrollment process, evaluation process of faculty, dissemination of information related to the academic offerings, and assist in designing and promoting student activities to improve evening and weekend university life.

Its mission is to serve the learning needs of adults and organizations as well as to provide leadership in developing adult education programs through the attainment of external funds.

### **Description of the unit**

The Associate Vice Chancellor, a secretary and a Coordinator in charge of providing direct services to students and faculty, heads the office. These services entail coordinating services needed by evening and weekend students with the Registrar's Office, Financial Aid, Treasure's Office, Professional Counseling, Academic Advising, and the Schools.

The Programs features the regular academic degree programs. These are offered during evenings from 5:00 to 10:30 p.m. and Saturdays from 7:00 a.m. to 4:00 p.m. Some programs offer courses on Sundays from 8:00a.m. to 12:00 noon.

## **OFF CAMPUS LOCATIONS (UNIVERSITY CENTERS)**

The Off-Campus location programs respond to the needs of the communities in the various geographical areas throughout Puerto Rico. The University Centers are in the towns of Arecibo, Barceloneta, Yauco, Cabo Rojo and Santa Isabel.

The academic programs offered are certificate, associate and bachelor degrees in Business Administration, Criminal Justice, Social Work, Education, Health Sciences, and Office Systems in all of the Centers. Some Centers have more program offerings than others do to their physical facilities.

The same educational support services that are available on campus are also available at the Centers. These services are; The Offices of the Guidance Counselor, Registrar, Financial Aid, Bursar's, Admissions, and Library. The faculty is from the surrounding community with master's degree and some with doctorates, all recommended for their excellent educational background and experience.

### **Off Campus Locations**

#### **Academic Offerings**

The five Off-Campus locations offer the following academic programs:

#### **YAUCO OFF-CAMPUS**

**Calle Santo Domingo #29**

**Yauco, Puerto Rico 00698**

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Medical Insurance Billing and Coding
- Computer Repair and Network Installation
- Architectural Draftsman
- Promotion and Marketing with Technology Integration
- Teacher's Assistant in Early Childhood Education

#### **CABO ROJO OFF-CAMPUS**

**Carr. 100 km 4.8**

**Bo. Miradero, Sector Conde Ávila**

**Cabo Rojo, Puerto Rico 00623**

Certificate Programs in:

- Graphic Design and Digital Production
- Computer Repair and Network Installation
- Architectural Draftsman
- Promotion and Marketing with Technology Integration
- Teacher's Assistant in Early Childhood Education
- Hotel Operations
- Medical Insurance Billing and Coding

#### **SANTA ISABEL OFF-CAMPUS**

**Carr. 153 Km 12.5**

**Bo. Felicia 2 Sector Jauca**

**Santa Isabel, Puerto Rico 00757**

Certificate Programs in:

- Graphic Design and Digital Production
- Entrepreneurship
- Medical Insurance Billing and Coding
- Computer Repair and Network Installation

- Architectural Draftsman
- Promotion and Marketing with Technology Integration
- Teacher's Assistant in Early Childhood Education

**BARCELONETA OFF-CAMPUS**

**Carr. P.R. # 2 Km. 59 Hm 5**

**Barrio Florida Afuera**

**Parque Científico INTERIOR**

**Barceloneta, Puerto Rico 00617**

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Medical Insurance Billing and Coding
- Computer Repair and Network Installation
- Architectural Draftsman
- Promotion and Marketing with Technology Integration
- Teacher's Assistant in Early Childhood Education
- Hotel Operations

**ARECIBO OFF-CAMPUS**

**Urb. Industrial Zeno Gandía**

**Carr. 129 Calle A Lote A-1 Víctor Rojas**

**Arecibo, Puerto Rico 00612**

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Architectural Draftsman
- Promotion and Marketing with Technology Integration
- Teacher's Assistant in Early Childhood Education
- Hotel Operations
- Medical Insurance Billing and Coding

**Academic Programs offered at the Carolina Campus**

Certificate Programs in:

- Practical Nurse
- Graphic Design and Digital Production
- Entrepreneurship
- Medical Insurance Billing and Coding
- Computer Repair and Network Installation
- Architectural Draftsman
- Promotion and Marketing with Technology Integration
- Teacher's Assistant in Early Childhood Education
- Hotel Operation

## ASSESSMENT MODEL AT UNE

The assessment model at UNE adopts the assessment features outlined by the Sistema Universitario Ana G. Méndez (SUAGM, 1992). The model is based on the concept of "Talent Development" as defined by Alexander Astin. From this perspective, resources, reputation, do not define our excellence nor by whom we admit to our Institution, but on what we do for the students once they reach us. Thus, excellence is observed starting with institutional effectiveness in the development of talent in the students, and how much value is added in the development process once they are admitted.

The model gathers information about the educational process of the students in three stages: before, during, and after:

**Before:** Information is gathered regarding the set of knowledge, skills and attitudes of the student before beginning the educational process. Diversity of instruments are used (educational and socio-demographic information, tests, interviews, and others) to know the environmental circumstances and the strengths and limitations of the learner regarding determined competencies considered as necessary and important.

**During:** It refers to the educational experiences that the university provides for the student through academia, teaching support services, and administrative services. During the educational process the institution creates the necessary conditions in the areas so that students can progressively achieve their educational goal. Information from different areas is gathered to follow the formative process of the students: curriculum, teaching, learning, educational materials, technology, support services, orientation, and others.

**After:** The main attention of this stage is to know the products achieved by the students after having passed through a planned assessment process. Once the students finish their formative process, we can reach the conclusion of whether they have attained their educational objective. With this information, we identify the changes that occurred in student achievement.

Calibrating the student's talent development allows us to understand the links between before, during and after aimed at promoting experiences that develop their capacities to the maximum. According to Astin (1991), learning involves a change of learning; therefore, it is necessary to measure the change in that process. In addition, we start with the supposition that learning increases when students are aware of what they must learn, know the means and criteria to attain their educational objectives, and receive corrective follow-up or maintenance to improve learning. In this sense, the purpose of assessment is to gather diverse information to improve the students' learning product. Therefore, the term "outcomes assessment" is closely related to the curriculum (understood as teaching learning).

**Universidad del Este's Anthem (Institutional Song)**

*Nuestro es el porvenir,  
la promesa de un nuevo amanecer  
horizontes de luz,  
nuestra es la juventud.*

*Nuestra es la libertad,  
la verdad, la justicia y el honor  
esperanza en flor  
para la humanidad...*

*Nuestro es el sol y el mar  
nuestros sueños podemos alcanzar  
nuestro es el saber,  
y el saber es la libertad....*

Lyrics and Music by Alberto Carrión

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## ACADEMIC INFORMATION

### Admission Requirements

- High school diploma or its equivalent
- Submit the following documents:
  - A complete application for admission
  - An official high school transcript or its equivalent
  - College Board or take the Institution placement test
  - A non-refundable application fee of \$15.00

### Graduation Requirements

Students at Universidad del Este are eligible to receive their certificate degree after complying with the following requirements:

- Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of Credits with a grade point average of 2.00 (C) or higher or as required in their program of studies.
- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- Candidates for a certificate must submit themselves to the rules and graduation requirements of the year they expect to graduate.
- They must have satisfied all financial obligations to the Institution.
- A non-refundable application fee of \$185.00.
- Commencement Exercises will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

## CERTIFICATE PROGRAM DESCRIPTION AND GAINFUL EMPLOYMENT INFORMATION

### ARCHITECTURAL DRAFTSMAN CERTIFICATE

This Architectural Draftsman Certificate is a program that prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. Includes instruction in basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural blueprint interpretation, building materials, and basic structural wiring diagramming.

**CIP Code: 15.1303**

Duration: 2 years

Occupational code		Occupational code link
17-3000	Offices of architects, engineers, developers, designers. Self-employment in delineation and design, engineering technicians	<a href="http://www.onetonline.org/link/summary/17-3011.00">http://www.onetonline.org/link/summary/17-3011.00</a>
17-3011	Draftsmen of architectural plans	<a href="http://www.onetonline.org/link/summary/17-3011.01">http://www.onetonline.org/link/summary/17-3011.01</a>
17-3010	Draftsmen	

#### Related costs

Study costs	Books and Materials	Median debt / Title IV
\$11,205.00 (subject to change)	\$293.25	\$2,888.00

#### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
Not available	%	Not available

## COMPUTER REPAIR AND NETWORK INSTALLATION CERTIFICATE

This program prepares individuals to apply technical knowledge and skills to assemble, install, operate, maintain, and repair computers and related instruments. Includes instruction in power supplies, number systems, memory structure, buffers and registers, microprocessor design, peripheral equipment, programming, and networking.

CIP Code: 47.0104

Duration: 1 year and a half

Occupational code		Occupational code link
43-9011	Computer operators	<a href="http://www.onetonline.org/find/quick?s=43-9011">http://www.onetonline.org/find/quick?s=43-9011</a>
15-1150	Technical Support Specialists Computer	<a href="http://www.onetonline.org/link/summary/55-3017.00">http://www.onetonline.org/link/summary/55-3017.00</a>
15-1151	Technical Support Specialists Computer Users	
15-1152	Computer Support Specialists and Computer Network	
49-2011, 49-2010, 49-2000, 49-0000	Technical Support Specialist Computer Users, Technical Support Specialists Computer and Computer Networks, Computer Programmer Assistant. Auto jobs in computer repair	<a href="http://www.onetonline.org/link/summary/49-2011.00">http://www.onetonline.org/link/summary/49-2011.00</a>

### Related Costs

Study costs	Books and Materials	Median Debt / Title IV
\$8,141.00 (subject to change)	\$519.21	\$2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
15	%	Not available

## GRAPHIC DESIGN AND DIGITAL PRODUCTION CERTIFICATE

The program Graphic Design and Digital Production is a program that prepares individuals to apply artistic and computer techniques to the interpretation of technical and commercial concepts. Includes instruction in computer-assisted art and design, printmaking, concepts sketching, technical drawing, color theory, imaging, studio technique, still and life modeling, multimedia applications, communication skills and commercial art business operations.

CIP-Code: 50.0409

Duration: 1 year and a half

Occupational code		Occupational code link
27-1024, 27-1020, 27-1000, 27-0000, 27-4011, 27-4010, 27-4000, 27-0000, 27-4032, 27-4030	Printers, advertising agencies, independent designers, self-employed, private and public companies. Also in TV productions across the network, the digital technology industry, digital media, virtual and multimedia publishers of stories, books and digital comics and more. Television, video and audio editing.	<a href="http://www.onetonline.org/link/summary/27-1011.00">http://www.onetonline.org/link/summary/27-1011.00</a>  <a href="http://www.onetonline.org/link/summary/27-1014.00">http://www.onetonline.org/link/summary/27-1014.00</a>  <a href="http://www.onetonline.org/link/summary/27-1024.00">http://www.onetonline.org/link/summary/27-1024.00</a>  <a href="http://www.onetonline.org/link/summary/27-4032.00">http://www.onetonline.org/link/summary/27-4032.00</a>

### Related costs

Study costs	Books and Materials	Median Debt / Title IV
\$8,091 (subject to change)	\$235.00	\$2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
51	%	Not available

## ASSISTANT IN CRIMINAL JUSTICE CERTIFICATE

This program prepares individuals to apply theories and practices of organization management and criminal justice to the administration of public law enforcement agencies and operations. Includes instruction in law enforcement history and theory, operational command leadership, administration of public police organizations, labor relations, incident response strategies, legal and regulatory responsibilities, budgeting, public relations, and organizational leadership.

**CIP Code: 43.0103**

Duration: 1 year and a half

Occupational code		Occupational code link
33-3000	Law enforcement workers	<a href="http://www.onetonline.org/link/summary/33-3012.00">http://www.onetonline.org/link/summary/33-3012.00</a>
33-3051	Patrol agents and police	<a href="http://www.onetonline.org/link/summary/33-3051.00">http://www.onetonline.org/link/summary/33-3051.00</a>
33-3050	Police officers	
33-9032	Public administration programs, public and private security, corrections systems, state police, security guards, private security companies	<a href="http://www.onetonline.org/link/summary/33-9032.00">http://www.onetonline.org/link/summary/33-9032.00</a>
33-9030		
33-9000		<a href="http://www.onetonline.org/link/summary/33-9021.00">http://www.onetonline.org/link/summary/33-9021.00</a>

### Related costs

Study costs	Books and Materials	Median Debt / Title IV
\$7,966.00 (subject to change)	\$319.89	\$2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
50	%	Not available

## ENTREPRENEURSHIP CERTIFICATE

This program is generally prepares individuals to perform development, marketing and management functions associated with owning and operating a business.

CIP Code: 52.0701

Duration: 1 year and a half

Occupational Code		Occupational Code link
41-9099	Home sales workers, news agents and Street vendors and related workers	<a href="http://www.onetonline.org/link/summary/41-9099.00">http://www.onetonline.org/link/summary/41-9099.00</a>
11-1021.00	General and Operations Managers	<a href="http://www.onetonline.org/link/summary/11-1021.00">http://www.onetonline.org/link/summary/11-1021.00</a>

### Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$7,991.00 (subject to change)	\$340.00	2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
2	%	Not available

## HOTEL OPERATIONS CERTIFICATE

This hotel operation is a program that prepares individuals to manage operations and facilities that provide lodging services to the traveling public. Includes instruction in hospitality industry principles; supplies purchasing, storage and control; hotel facilities design and planning; hospitality industry law; personnel management and labor relations; financial management; marketing and sales promotion; convention and event management; front desk operations; and applications to specific types of hotels and motel operations.

**CIP Code: 52.0904**

Duration: 1 year and a half

Occupational Code		Occupational Code link
39-6012, 39-6010, 39-6000, 39-0000	Tourist offices, hotels, Customer Service, airlines, travel agencies, cruise, etc.	<a href="http://www.onetonline.org/find/quick?s=39-6012">http://www.onetonline.org/find/quick?s=39-6012</a>
43-4081, 43-4080, 43-4000, 43-0000		<a href="http://www.onetonline.org/find/quick?s=434081">http://www.onetonline.org/find/quick?s=434081</a>
43-4181, 41-3041, 43-4081, 41-2011		<a href="http://www.onetonline.org/find/quick?s=434180">http://www.onetonline.org/find/quick?s=434180</a>
43-4180		<a href="http://www.onetonline.org/find/quick?s=412011">http://www.onetonline.org/find/quick?s=412011</a>

### Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 7,991.00 (subject to change)	\$715.25	\$2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
25	%	Not available

## PRATICAL NURSE CERTIFICATE

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment.

CIP Code: 51.3901

Duration: 1 year and a half

Occupational Code		Occupational Code link
51.1613	Licensed Practical/Vocational Nurse Training (LPN, LVN, Cert., Dipl, AAS	<a href="http://www.onetonline.org/link/summary/29-2061.00">http://www.onetonline.org/link/summary/29-2061.00</a>

### Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$ 10, 837.00 (subject to change)	\$258.28	\$2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
73	%	Not available



**TEACHER'S ASSISTANT IN EARLY CHILDHOOD EDUCATION CERTIFICATE**

It provides students with the skills and knowledge required to serve as assistant teacher at the preschool level. Ideal for people who perform work as assistant teachers are trained in a structured to promote knowledge and skills necessary to share the work of property master program.

**CIP CODE: 13.1501**

**DURATION:** 1 year and a half

Occupational code		Occupational code link
25-9041	Técnico de la Educación, Asistente de Instrucción, Asistente de maestro, asistente de maestro de Educación Especial, Asistente del Profesor	<a href="http://www.onetonline.org/link/summary/25-9041.00">http://www.onetonline.org/link/summary/25-9041.00</a>

**Related costs**

Study costs	Books and Materials	Median debt / Title IV
\$7,966.00	\$293.25	\$2,888.00

**Graduation Rate and Employability**

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
17	%	Not available

**PROMOTION AND MARKETING WITH TECHNOLOGY INTEGRATION CERTIFICATE**

Program designed to prepare students for best practices in the areas of promotion and marketing through specialized courses in creative sales, promotion, advertising, digital marketing and customer service, among others. It will learn strategic marketing planning and effective communication techniques and technology as promotional tools.

**CIP Code: Code 52.1499**

Duration: 1 year and a half

Occupational Code		Occupational Code link
52.1499	Marketing, Other.	<a href="http://www.onetonline.org/link/summary/">http://www.onetonline.org/link/summary/</a>

**Related costs**

Study Costs	Books and Materials	Median Debt / Title IV
\$7,966.00 (subject to change)	\$340.00	\$2,888.00

**Graduation Rate and Employability**

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
Not available	%	Not available

## MEDICAL INSURANCE BILLING AND CODING CERTIFICATE

This program prepares students to perform and manage the medical and health insurance operations in a medical office, health care facility, health maintenance organization, or insurance provider.

CIP Code: 51.0716

Duration: 1 year and a half

Occupational Code		Occupational Code link
51.0716	Medical administrative/executive assistant and medical secretary.	<a href="http://www.onetonline.org/find/quick?s=51-0716">http://www.onetonline.org/find/quick?s=51-0716</a>

### Related costs

Study Costs	Books and Materials	Median Debt / Title IV
\$6,920.00 (subject to change)	\$258.28	\$2,888.00

### Graduation Rate and Employability

Number of Graduate Students (2014-2015)	Graduation Rate	Employability Rate
72	%	Not available

## ARCHITECTONIC DRAFTSMAN CERTIFICATE

<b>50 Credits</b>		<b>Credits</b>
General Education Component		9
Professional Educational Component		3
<b>Major Courses</b>		<b>38</b>
General Education Component		9
MAGC 101+	Basic Mathematic I	3
ENGC 101 +	Basic English I: Speaking, Reading and Writing	3
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3

<b>Professional Educational Component</b>		<b>3</b>
ARTC 101	Art Appreciation	3

<b>Major Courses</b>		<b>38</b>
DRAF 011	Table Drawing I	3
DRAF 011L	Table Drawing I Laboratory	2
DRAF 022	Table Drawing II	3
DRAF 022L	Table Drawing II Laboratory	2
DRAF 021	AutoCAD I	4
DRAF 032	Table Drawing III	3
DRAF 032L	Table Drawing III Laboratory	2
DRAF 031	AutoCAD II	4
DRAF 023	Methods, Material, Cost Estimating & Regulations	3
DRAF 042	Table Drawing IV	3
DRAF 042L	Table Drawing IV Laboratory	2
DRAF 041	AutoCAD III	4
DRAF 035	Reading and Interpretation of Construction Drawings	3

## COMPUTER REPAIR AND NETWORK INSTALLATION CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	9
Major Courses	15

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101 +	Basic English I: Speaking, Reading and Writing	3
ENGC 102 +	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		9
MANC 101	Introduction to Business	3
COIC 111	Software Applications	3
COMC 110	Introduction to Computer and Software	3

Major Courses		15
CSSC 102	Operative Systems	3
CSSC 103	PC Troubleshooting and Maintenance I	3
CSSC 104	Introduction to Networks	3
CSSC 200	Network Hardware Installation and Maintenance	3
CSSC 205	Disaster Recovery	3

## ETREPRENEURSHIP CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	12
Major Courses	12

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		12
MANC 101	Introduction to Business	3
EMPC 101	Introduction to Entrepreneurship	3
COMC 110	Introduction to Computer and Software	3
ACOC 111+	Elementary Accounting	3

Major Courses		12
MARC 210	Administrative Theory	3
MARC 213	Personnel Administration	3
MARC 204	Legal Aspects in Business	3
MARC 133	Fundamentals of Marketing	3

## GRAPHIC DESIGN & DIGITAL PRODUCTION CERTIFICATE

36 Credits	Credits
General Education Component	9
Professional Educational Component	3
Major Courses	24

General Education Component		9
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
Professional Educational Component		3
HUMC 230	Art and Music Appreciation	3

Major Courses		24
COMC 285	Web Page Design	3
COMC 210	Digital Photography	3
COMC 330	Digital Graphic Design	3
COMC 102	Introduction to Multimedia	3
COMC 340	Digital Sound Production	3
COMC 350	Management and Administration of a Media Company	3
COMC 420	Video Digital Production	3
COMC 430	Multimedia Production and Practical Seminar	3

## ASSISTANT IN CRIMINAL JUSTICE CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	3
Major Courses	21

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		3
PLEC 105	Constitutional Right of Puerto Rico	3

Major Courses		21
CRIT 103	Introduction to the Criminal Justice System	3
CRIT 203	General Principles of Penal Law and Crimes Against the Individual	3
CRIT 206	Introduction to Judicial Procedures	3
CRIT 320	Criminal Investigation	3
CRIT 333	Prevention and Sociological Aspects of Criminal Behavior	3
CRIT 340	The Justice System and Juvenile Delinquency	3
CRIT 415	Evidence, Case Preparation and Testimony	3



## TEACHER'S ASSISTANT IN EARLY CHILDHOOD EDUCATION CERTIFICATE

42 Credits	Credits
General Education Component	18
Professional Educational Component	12
Major Courses	12

General Education Component		18
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
MAGC 101+	Basic Mathematic I	3
HUGC 201	Development of Western Thought: Myth, Reason, and Knowledge	3
BIGC 101	Environmental Science	3
SOGC 201	The Human Being and Social Consciousness	3

Professional Educational Component		12
ECEC 171	Human Growth and Development I	3
ECEC 202	Integration of Technology in Education	3
ECEC 204	Nature and Needs of Exceptional Children and Inclusion	3
ECEC 305	Sociological Foundation of Education	3

Major Courses		12
ETEC 173	Introduction to the Early Childhood Education (0-8 years)	3
ETEC 200	Play and Arts as Educational Strategies (0-8 years)	3
ETEC 201	The Family as Principal Axis of a Community of Learning (0-8 years)	3
ETEC 308	Management of the Early Childhood Education Environment (0-8 years) Includes 100 hours of practice	3

## HOTEL OPERATION CERTIFICATE

36 Credits		Credits
General Education Component		12
Major Courses		18
Professional Educational Component		6
General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101 +	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		18
HOPC 101	Introduction to Hospitality	3
HOPC 107	Food and Beverage Management	3
HOPC 210	Purchasing and Menu Development	3
HOPC 180	Guest Services	3
HOPC 370	Hospitality Sales and Marketing	3
ENGC 246	Conversational English	3

Major Courses		6
HOPC 205	Professional Etiquette for the Hospitality Industry	3
HMHC 300	Rooms Divisions I	3

**PRACTICAL NURSE CERTIFICATE**

47 Credits		Credits
General Education Component		12
Professional Educational Component		8
Major Courses		27
General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3
Professional Educational Component		8
HEST 104	Anatomy & Physiology	4
HEST 104L	Anatomy & Physiology (Lab)	0
HEST 107	Microbiology for Health Professionals	4
HEST 107L	Microbiology for Health Professionals (Lab)	0
Major Courses		27
NURC 101	Introduction to Nursing	2
NURC 102	Fundamentals of Nursing	5
NURC 102L	Fundamentals of Nursing (Lab)	0
NURC 104	Maternal-Child Nursing	5
NURC 104L	Maternal-Child Nursing (Lab)	0
NURC 105	Pediatric Nursing	5
NURC 105L	Pediatric Nursing (Lab)	0
NURC 106	Adult and Elder Nursing	5
NURC 106L	Adult and Elder Nursing (Lab)	0
NURC 107	Psychiatric Nursing	5
NURC 107L	Psychiatric Nursing (LAB)	0

## MEDICAL INSURANCE BILLING AND CODING CERTIFICATE

30 Credits	Credits
General Education Component	9
Major Courses	21

General Education Component		9
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
MAGC 101+	Basic Mathematic I	3

Major Courses		21
MIBC 101	Medical terminology and abbreviations	3
MIBC 102	Medical Services' Billings	3
MIBC 103	Clinical and professional coding	3
MIBC 105	Billing and Electronic Record	3
MIBC 106	Reconciliation & Auditing	3
MIBC 107	Health, Safety and Medical/Legal Aspects	3
MIBC 110 (P)	Medical Billing Practice (100 hrs)	3

## PROMOTION AND MARKETING WITH TECHNOLOGY INTEGRATION CERTIFICATE

36 Credits	Credits
General Education Component	12
Professional Educational Component	6
Major Courses	27

General Education Component		12
SPGC 101+	Basic Spanish I: Reading, Writing and Oral Communication	3
ENGC 101+	Basic English I: Speaking, Reading and Writing	3
ENGC 102+	Basic English II: Speaking, Reading, and Writing in English	3
MAGC 101+	Basic Mathematic I	3

Professional Educational Component		9
MANC 101	Introduction to Business	3
EMPC 101	Introduction to Entrepreneurship	3
MARC 133	Fundamentals of Marketing	3

Major Courses		15
MARC 205	Creative Strategies Integrating	3
MARC 251	Advertising and Promotion Integrating Technology	3
MARC 206	Consumer Behavior	3
MARC 302	Service Marketing	3
MARC 350	Marketing in Digital Media	3

## COURSE DESCRIPTIONS

### **ACOC 111      Elementary Accounting I**

#### **3 Credits**

The course emphasizes an understanding of the complete accounting cycle. It also includes the basic accounting principles and procedures that are applied to inventory, accounts receivable, voucher systems, and bank reconciliation. Include Laboratory.

### **ARTC 101      Art Appreciation**

#### **3 Credits**

This course is designed to develop in the student a broad understanding of the basic principles of art. The student will also gain aesthetic appreciation of great masterpieces.

### **BIGC 101      Environmental Science**

#### **3 Credits**

Study of the main issues related to Environmental Sciences: ecosystems, biodiversity, population balance, management of natural resources, energy and pollution among others, from the perspective of sustainable development. Contextualization of the issues to the case of Puerto Rico, while considering the overall look of them worldwide. Emphasis on the development of knowledge, skills and critical thinking proficiency, through analysis of current environmental problems, which allow the student to evaluate and propose solutions to them from scientific literacy. In addition, it facilitates the development of skills related to research, new technologies and communication.

### **COMC 102      Introduction to Multimedia**

#### **3 Credits**

Panoramic study of the mass media. Includes historical development, organization, structure, characteristics, and analysis of social responsibility, as well as, the impact that media has over the public. The course is developed through discussions, critical analysis, readings, case analysis, presentations and the responsible use of technology. It is offered one semester.

### **COMC 110      Introduction to Computer and Software**

#### **3 Credits**

Study, application and handling of basic computer concepts, and productivity tools. Analysis and evaluation of different application programs. Emphasis on creating and editing documents and effective presentation of ideas. Includes the use and responsible handling programs such as search engines, email, word processing, presentations and spreadsheets. Includes laboratory and practical experiences on the Internet.

### **COMC 210      Digital Photography**

#### **3 Credits**

Laboratory-intensive course that emphasizes communication technology, digital photography and its tools, techniques and modalities. Through class discussions and work in the laboratory the student will recognize technologies such as black-and-white photography, color photography, computers, satellite, telephone and Internet transmissions, and will work on photography projects from the development of a concept to final product. The course will entail two 2-hour weekly meetings at the digital media laboratory. It will be offered in a semester.

**COMC 285      Web Page Design**

**3 Credits**

This course introduces students to tools used today to develop Web pages. The course is taught in a laboratory and includes technologies such as HTML and Content Management Systems (CMS), and other complementary technologies. Prerequisite: COMC 102

**COMC 330      Digital Graphic Design**

**3 Credits**

This course focuses on the great movements of graphic design, its rationale and application in the preparation of sketches, brochures, business cards and posters. In addition, it focuses on the need to find the creativity to achieve a greater responsiveness of the public they will spread the message to. Prerequisite: COMC 210

**COMC 340      Digital Sound Production**

**3 Credits**

The study of the principles and techniques of digital audio production. Theoretical aspects of this course present a general vision of Radio as an industry. Sound production's legal, esthetical and managerial aspects are also studied in combination with the audience, programming, script writing, equipment and production facilities. This course emphasizes on content production. Students will create programming by handling industry standard software. The nature of sound and its theoretical principles will be used in the recording, editing and broadcasting processes for the radio, video and web. Prerequisite: COMC 102

**COMC 350      Management and Administration of a Media Company**

**3 Credits**

This course provides students with the necessary tools for the management, planning and organization of a communications company. It will emphasize on the challenges and the new trends of the communications industry modern development. The course will direct students to integrate management and communications concepts into a social-entrepreneurial strategy.

**COMC 420      Digital Video Production**

**3 Credits**

Introductory course to the theory and practice of video production and direction. This course offers an integrated perspective of the television business; its role and performance. The theoretical aspect includes the fundamental concepts of audiovisual production as well as the legal, ethical and managerial elements. It will also incorporate the development of an audiovisual concept; script writing; the proposal; the production stages; the production crew; equipment's; distribution and marketing of the final product. The practical component of the course includes technical and aesthetical aspects in several audiovisual content creations and the use of recording and digital editing equipment. Prerequisite: Students COMC 210, COMC 330, COMC 340

**COMC 430      Multimedia Production and Practice Seminar**

**3 Credits**

This course focuses on the study and practice of various digital media related to graphic design, websites, photography and video. Presents the development of the creative arts directed towards the converging media and its application in computer graphics arts. In addition, it addresses the complexity of multimedia production, in its aspects of design and

technical solution in hardware and software. It is offered in one semester. Students must approve COMC 340 and 420 as pre-requisites for this course.

**COIC 111      Software Applications for Business Administration**

**3 Credits**

Study of the fundamental concepts and applications of information systems relating to business. Integration of application programs for business productivity such as database management system (DBMS), statistical and graphical functions in spreadsheets. The course develops an evaluative environment and through practical exercises in a computer lab. One semester, 3 hours a week. Prerequisite: COMC 110

**CRIT 103      Introduction to Criminal Justice**

**3 Credits**

Introductory course in which the origin and development of the Criminal Justice system in Puerto Rico will be studied. The class will examine the aspect and basic functions of the police, the courts, the lawyers of the defense, the district attorney, the correction facilities and the juvenile justice system. Consideration is given to the study of the crime, definition, reach and factors associated with crime.

**CRIT 203      General Principles of Penal Law and Crimes against the Individual**

**3 Credits**

The general principles of the penal code of Puerto Rico are studied. The topics covered are criminal intention, tentative, authors. The conspiracy, classification of crimes, criminal concealment, the defenses, penalties, aggravating circumstance, the theory of the physiology of causality. Included are crimes against the person and property. Case study and jurisprudence.

**CRIT 206      Introduction to Judicial Procedures**

**3 Credits**

This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights of citizens and important decisions of the Supreme Court. Prerequisites: CRIT 103, CRIT 203

**CRIT 320      Criminal Investigation**

**3 Credits**

The course of Criminal Investigation consists of the study of the origin and evolution of the criminal investigation and its relation with the antisocial in Puerto Rico. The process of the investigation of the felony from the study of the scene where the crime was committed until the judicial process takes place. The basic techniques of scientific interviews cross examination, and the modern methods for the investigation of crime.

**CRIT 333      Prevention and Sociological Aspects of Criminal Behavior**

**3 Credits**

Sociological study of criminal behavior based in the search of its etiology. This course emphasizes in the analysis of the criminal phenomenon, based on sociological and criminological theories of crime. Students will analyze the individual and collective effects of crime. They will also develop proposals and discuss the public policies related to prevention, intervention and treatment of crime worldwide.



**CRIT 340            The Justice System and Juvenile Delinquency**

**3 Credits**

The course presents a broad vision of juvenile delinquency. The theories relating to the causes of delinquency (nature and extent) are studied in order to analyze the causes of illegal behavior of youths, within the context of the family, school, and community, are discussed. Delinquent behavior and due process of the law related to the modern social institutions in Puerto Rico will be discussed. The students will analyze the social relations to the problems of juvenile crime (prevention, treatment, and control), as well as, the analysis of the history and role of the juvenile court system. Prerequisites: CRIT 103, CRIT 206

**CRIT 415            Evidence, Case Preparation, and Testimony**

**3 Credits**

A study of the rules of evidence relating to the judicial process, with emphasis on hearsay and its exception, how to prepare an effective presentation of a case before a court, and how to present to evidence. Prerequisites: CRIT 206

**CSSC 102            Operating Systems**

**3 Credits**

This course covers the assembly of the components of a network. Students will apply their knowledge in the installation, configuration and troubleshooting in a network. They will learn how to connect buildings using microwave antennae and all the wiring to be used. They will learn about the use of tools for measuring the behavior of a network to identify problems.

**CSSC 103            PC Troubleshooting and Maintenance I**

**3 Credits**

This introductory course teaches how to set up, operate, and maintain a personal computer. Students will gain practical hands-on experience in the following areas: installing software packages, preventive maintenance, diagnostic testing, and peripheral interfacing.

**CSSC 104            Introduction to Networks**

**3 Credits**

This course is an introduction to the fundamentals, basic concepts, and terminology of networks. Topics include access and use of the Internet, intranet and networking hardware and software. Prerequisite: CSSC 103.

**CSSC 200            Network Hardware Installation and Maintenance**

**3 Credits**

This course covers the assembly of the components of a network. Students will apply their knowledge in the installation, configuration and troubleshooting in a network. They will learn how to connect buildings using microwave antennae and all the wiring to be used. They will learn about the use of tools for measuring the behavior of a network to identify problems. Prerequisite: CSSC 104

**CSSC 205            Disaster Recovery**

**3 Credits**

This course presents methods to identify vulnerabilities and how to take appropriate countermeasures to prevent and mitigate failure risks for an organization. Also presents the students the principles of disaster recovery, including the preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures,

understanding the roles and relationships of various members of an organization, testing and rehearsal of the plan, implementation of the plan, and actually recovering from a disaster. Prerequisite: CSSC 200

**DRAF 011      Table Drawing I**  
**5 Credits**

This course introduces the students to the drafting profession and the basic principles of drafting. Students work with drafting instruments, alphabet lettering, lines, geometric applications, multisided projections, view sections, isometric, oblique, perspective auxiliary views, hand croquets, dimensional pictorials. The work is done on a traditional drafting table. Ten hours per week with laboratory.

**DRAF 021      AutoCAD I**  
**4 Credits**

This is an introductory course of AUTOCAD computer aided drafting software. Students learn the advantages and disadvantages of using computer graphics as well as fundamental capabilities of the basic program, including drawing and editing entities (lines, circles), plotting drawings, working with layers, working with text and dimensional drawings. Prerequisites: DRAF 011-DRAF 011L

**DRAF 022      Table Drawing II**  
**5 Credits**

This course introduces the students to the elements of architectural drafting, such as learning how to draw and dimension floor plans, elevations (facades) and architectural sections. It includes dimensional drawings. The course concludes with a final project that consists of drawing a residence using class concepts. Ten hours per week with laboratory. Prerequisite: DRAF 011-DRAF 011L

**DRAF 023      Methods, Materials, Cost Estimating and Regulations**  
**3 Credits**

This course introduces the student to the fundamentals of cost estimating and regulations. From the drawings the students estimate the portion of cost of the necessary quantity of equipment. Students work with basic cost estimating formulas for the different areas. It also introduces the students to the basic principles of construction. The students work with different types of building material and construction techniques, floors and walls. A mayor emphasis is placed on the architectural representation of the building elements (how they are drawn). Three hours per week.

**DRAF 031      AutoCAD II**  
**4 Credits**

This course is the advanced technique of AutoCAD to create libraries of symbols and to build isometric drawings. The emphasis of the course is to prepare civil drawings (structural), mechanics (plumbing) and power necessary for the preparation of a document of construction. Students will design their own libraries of symbols (pumps, receptacles, switches, etc.) which are necessary for the understanding of the document. Once designed, the students will learn how to use these libraries of symbols already created for "AutoCAD" in the respective drawings. The course concludes with a final project where are elaborated in detail the structural, plumbing and electrical drawings of a two-bedroom residence which the student developed his architectural plans in the course of 121 brand. Prerequisite: DRAF 021-DRAF 021L

**DRAF 032      Table Drawing III**  
**5 Credits**

In this course, the students draw electrical distribution of light and energy of residences, and its plumbing system. The aim is to familiarize the students with the nomenclature and organization of drawings. The students practice at drawing tables. At the conclusion of this course, the student prepares a project that includes a drawing of the areas of structure sections of a building, sanitary and potable water isometrics of a building, and electrical diagrams of a building and other details studied in the class. Ten hours per week with laboratory. Prerequisite: DRAF 022-DRAF 022L

**DRAF 035      Reading and Interpretation of Construction Drawings**  
**3 Credits**

This course is scheduled to train students in reading and interpreting construction drawings. The emphasis of the class is for students to acquire tools of understand and interpret a set of construction plans, organize the set of drawings and learn the meaning of symbols, textures and abbreviations. This course will prepare the student to differentiate between general and specific notes, which are an integral part of the construction documents. The course concludes with a final project which where will each student will prepare a sheet set template in AutoCAD. Prerequisite: DRAF 021-DRAF 031

**DRAF 041      AutoCAD III**

**4 Credits**

This course studies the AUTOCAD graphic program. It includes 3D dimension, editing, style, and tolerance, "grip" editing and sectional lines. Seven hours per week with laboratory. Prerequisite: DRAF 021-DRAF 031

**DRAF 042      Table Drawing IV**  
**5 Credits**

This course prepares the student in the facets of foundations, situation plans and localization, reading topographic maps, and additional topics on surveying transversal and card calculation. The work is done at a drawing table. The class concludes with a final project in which the student draws the localization of a residence in a level according to the zombification zone. Nine hours per week with laboratory. Prerequisite: DRAF 032-DRAF 032L

**EMPC 101      Introduction to Entrepreneurship**

**3 Credits**

This course is designed to provide the student with a broad vision of an entrepreneurial career. It covers the principles and procedures of creative thinking and leadership. Creative Problem Solving research and application will be used to develop creative leadership. By internalizing creativity principles and procedures students will develop a mindset and skills essential to leadership and entrepreneurship.

**ENGC 101      Basic English I: Speaking, reading and writing**

**3 Credits**

An integrated language arts approach will be used in which the oral and written communication competencies and skills will stem from the reading activities. The focus of this course is to introduce the basic oral communication, reading comprehension, and writing competencies from an international and local awareness perspective. Students will engage on the refinement of oral communication competencies in verbal and nonverbal interactions to fit the purpose and context of diverse situations. Reading competencies will include comprehension and analysis of fiction and non-fiction texts leading to write from paragraphs to short essays. It is designed to develop the student's ability to communicate effectively in oral and written forms. Students will be assigned additional tasks through an online

laboratory as an integral requirement of the course. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

**ENGC 102      Basic English II: Speaking, Reading, and Writing in English**

**3 Credits**

An integrated language arts approach will be used in which the oral and written communication competencies and skills will stem from the reading activities. The focus of this course is to strengthen the basic oral communication, reading comprehension, and writing competencies from an international and local awareness perspective. Students will engage on the refinement of oral communication competencies in verbal and nonverbal interactions to fit the purpose and context of diverse situations. Reading competencies will include comprehension and analysis of fiction and non-fiction texts leading to write from paragraphs to short essays. It is designed to develop the student's ability to communicate effectively in oral and written forms. Students will be assigned additional tasks through an online laboratory as an integral requirement of the course. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Prerequisite: ENGC 101

**ENGC 246      Conversational English**

**3 Credits**

This course provides intensive speaking and listening practice in everyday situations in order to strengthen and increase fluency and accuracy. Topics of general interest relative to aspects of the process of communicating, such as verbal and nonverbal communication, are discussed. Oral presentations, role-playing, and group discussion are used. Individual, pair or group work will develop research activities through the integration of technology. This course includes laboratory experiences to aid in improving pronunciation.

**ECEC 171      Human Growth and Development I**

**3 Credits**

Interdisciplinary study of human development from conception through adolescence. The course integrates the physical, cognitive, socio-emotional and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the sociohistorical, cultural and educational context. The course is developed through case analysis and observations of the developing child.

**ECEC 202      Integration of Technology in Education**

**3 Credits**

The study of the systematic integration of technology in the design of teaching and learning strategies, the management of equipment and the use of technological resources and the assessment of learning in a technology integration. The course is based on the development of instructional activities that meet the ISTE technology standards (International Society for Technology in Education) including the identification and management of trusted sources of information and their adaptation to the curriculum. The course is offered in a computer lab environment that fosters interactivity and use of technological equipment.

**ECEC 204      Nature and Needs of Exceptional Children and Inclusion**

**3 Credits**

Introductory course to the study of historical, legal, service and inclusion dimensions of the exceptional student. Discussion of the etiology, characteristics and manifestations of the identified conditions. Emphasis on the teacher's responsibility to accommodations and modifications for inclusive classroom or in a less restrictive environment. The course is developed through case analysis and observations in the school setting.

**ECEC 305      Sociological Foundation of Education**

**3 Credits**

Analyzes sociological foundations and their relation to the educational process. Examines social problems that affect educational development. Interrelations between culture, education, social change, social groups, school and community. Allows the opportunity to explore current social problems and how those influence the educational process, as well as, the immediate community and sociocultural changes. Prerequisites: SOGC 201

**ETEC 173      Introduction to Early Childhood Education (0-8 years)**

**3 Credits**

The course offers an overview of the field of early childhood education. Aspects such as: history, legislation, public policy, philosophy, curricula and the early childhood profession are analyzed. A proper understanding of the reasons, rationale, importance, and objectives of early childhood education in contemporary society and in the next decades is addressed. Discussion of the early childhood education professionals: characteristics of early childhood educators, alternative careers within the field, learning styles, ethic code and professionalism.

**ETEC 201      The Family as Principal Axis of a Community of Learning (0-8 years)**

**3 Credits**

Interdisciplinary study of human development from conception through adolescence. The course integrates the physical, cognitive, socio-emotional and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the sociohistorical, cultural and educational context. The course is developed through case analysis and observations of the developing child.

**ETEC 200      Play and Arts as Educational Strategies (0-8 years)**

**3 Credits**

Emphasis in play and arts in early childhood education and the relation with development and appropriated practices of 0-8. Explore and planning in how the content areas support the use of play and the arts as educational strategy included the different theories. Importance of the teacher role as center for the teaching and learning process in early childhood (level 0-8). Use of manipulatives and simulations as part of the assessment process.

**ETEC 308      Management of the Early Childhood Education Environment (0-8 years)**

**3 Credits**

Provides a strong foundation and practice about design, management and interpersonal relationship in the learning environment. Interaction between environment and significant learning is addressed. 100 hours of practice in an early childhood education environment required. Prerequisite: ETEC 173, ECEC 171

**HEST 104      Human Anatomy and Physiology I**

**4 Credits**

The course offers fundamental concepts of anatomy and human physiology. The relationship between structure, function and its integration within the different systems of the human body are emphasized. Pathological conditions, diagnostic exams and diagnosis and treatment will be discussed. The course covers the basic principles of biochemistry and cellular biology, the circulatory (cardiovascular and lymphatic), respiratory, digestive, immune, reproductive and urinary systems. The course incorporates medical terminology and exams in order to recognize structures, pathologies or illnesses. The responsible use of technology is encouraged. One semester, 3 hours of lecture and 3 hours of Laboratory per week.

**HEST 107      Microbiology for Health Professionals****4 Credits**

The course provides students with microbiology fundamentals and their relationship to individual health. The course permits the student to develop skills and competencies necessary for effective and safe performance in the clinical-hospital setting. Through the theoretic component the student familiarizes himself with different groups of microorganisms, paying major attention to those which affect human health. Attention is focused on the basic principles of microbiology such as morphology, physiology, identification and bacterial afflictions, molds, viruses and their relationship to diseases. In addition, infection epidemiology, host defenses and immunological principles and the application of this knowledge in the prevention of disease are developed in this course. The laboratory component provides the student with skills related to aseptic techniques, disinfection, tincture, isolation and culture of microorganisms. Methods of bacterial growth control are also emphasized. One semester, three hours of lecture and 3 hours of laboratory per week.

**HMHC 300      Rooms Division Management I****3 Credits**

This course presents the functions of the major components of the rooms division within a hotel. The interaction with this division and the other areas of the hotel are explored in relationship to customer service. The course will use the Internet as a research tool, Fidelio software, and e-mail as means of communication and MS Word and Excel for papers and projects.

**HOPC 101      Introduction to the Hospitality Industry****3 Credits**

This course introduces the student to the most important areas within the Hospitality Industry, the professional career options within the industry and the management functions associated with each area. Special importance will be given to Lodging, Food and Beverage, and the Meeting industries. Case studies, group dynamics, teamwork, and class discussions will introduce students to effective management styles, the use of the decision making process to resolve managerial situations and the development of strategic management thinking skills. Guest speakers from the industry will share their experiences with students. The course will use the Internet as a research tool, e-mail and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations.

**HOPC 107      Food & Beverage Operations****3 Credits**

Overview of foodservice and beverage operations in the commercial and non-commercial segments. Discussion of the fundamentals of managing these operations to maximize service, efficiency, and productivity. Emphasis is placed on menu theory, production planning and service techniques used to exceed guest expectations. The course is developed through class discussion and teamwork assignments and discussion. The course will use the Internet as a research tool and MS Words for paper and projects. Prerequisites: HOPC 101

**HOPC 180      Guest Services****3 Credits**

The exploration of the role of service in a successful hospitality operation. Topics discussed encompass: handling difficult guests, dealing with complaints, developing listening skills, and improving guest satisfaction. Introduction to the service philosophy. The course will use the Internet among others research tools, Email as means of communication and MS Word and Power Point for papers and projects.

**HOPC 205      Professional Etiquette for the Hospitality Industry**

**3 Credits**

In this course students will work on their visual and vocal image to develop their ability to address individuals and groups in a professional and dynamic way. They will also be guided to develop a professional image that fits the hospitality industry standards without losing their own identity. Special emphasis will be given to improving the students' vocal range (including projection, diction, pacing, and pitch) and body language (including facial expressions, gestures, posture, and purposeful movement) through hands-on training. This course will help students understand how others form impressions of them based on their voice and body language, learn how to develop and manage their physical appearance and tone to create the desired image, and learn how to control these factors so that they can respond to situations while maintaining a positive attitude. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. Prerequisite: HOPC 180

**HOPC 210      Purchasing and Menu Development**

**3 Credits**

Comprehensive study of the principals involved in the purchasing process and menu development in a quality food and beverage service operation. It includes the understanding of the overall concept of purchasing and receiving practices, to apply knowledge of quality standards and regulations governing food products to the purchasing function and to receive and store food and non-food items properly. Menu planning and development is also covered since one function is dependent upon the other. Topics to be covered include basic concepts of art and graphic design for menus, cost analysis, market trends, nutritional considerations and the persuasive and effective use of language for plate descriptions. Prerequisite: HOPC 107, MAGC 101

**HOPC 370      Hospitality Sales and Marketing**

**3 Credits**

This course immerses the students into the functions and principles of hospitality sales and marketing. Students will learn the essential sales and marketing functions. The course incorporates the development of a marketing plan with emphasis on sales and marketing techniques, target marketing, advertising, public relations, and market study and analysis. The course uses the Internet among other research tools, email as means of communication, and MS Word, Excel and Power Point for projects and presentations.

**HUGC 201      Development of western thought: myth, reason, and knowledge**

**3 Credits**

Analysis of representative aspects of Western culture from a transdisciplinary perspective from its origin in the classical period to modern times. Emphasis in the evolution of thought as substantiated from the critical analysis of literary, philosophical, artistic, filmed, scientific and historical works. The course emphasizes on competencies development and encourages the responsible use of technology and information.

**HUMC 230      Art and Music Appreciation**

**3 Credits**

Study of the four principle arts: architecture, sculpture, painting, and music. Emphasis on the fundamental resources of communication and resources of communication and expression of each of the arts; and analysis of works of art from the eye of the artist to the perspective of the spectator. The course will be carried out through the use of conceptual mapping, cooperative work, field trips, reflections, and research projects with the responsible use of technology.

**MANC 101      Introduction to Business**

**3 Credits**

The course presents a study of business, its nature, its environment and opportunities. It introduces students to the broad principles of business in the fields of marketing, finance, organization and administration, and teaches the application of behavioral science by management. It also applies case studies to encourage analytical thinking. This course is a prerequisite for all other business courses. One semester, 3 hours weekly.

**MANC 204      Legal Environment in Business**

**3 Credits**

Study the legal aspects of business transactions with emphasis on legislation in Puerto Rico. Special attention is paid to contracts, sales, negotiable instruments, personal property, insurance, transportation, deeds of mortgage and the relationship of the government with companies. Prerequisite: MANC 101

**MANC 210      Administrative Theory**

**3 Credits**

This course examines the principles and functions of the managerial process. It analyzes the role and behavior of human resources in an enterprise and the interrelations among business functions. It studies the application of managerial planning, organization, direction and control through case studies. Prerequisite: MANC 101

**MANC 213      Personnel Administration**

**3 Credits**

The course covers basic knowledge in the specialized area of human resources management, including the study of the primary activities of a manager or personnel officer. Areas such as: analysis and job design, recruitment and selection, orientation and training, personnel evaluation, importance of motivation and leadership in the dynamic business world, supervisor's role, knowledge of health and safety laws, equal employment opportunity, labor-management relations, among other issues. Prerequisite: MANC 101

**MARC 133      Fundamentals of Marketing**

**3 Credits**

This course studies marketing as a business function and social process, including problems and policies of manufacturers, wholesalers and retailers in the marketing of goods and services. Studies channels of distribution, unfair competition, functions of sales departments, market research and analysis applied to economic conditions in Puerto Rico. One semester, 3 hours weekly.

**MARC 205      Creative Selling**

**3 Credits**

The purpose of this course is to introduce the student to the development of sales strategies. The principles and sales techniques and their applications in business are analyzed thoroughly. The course emphasizes those elements, which the salesman should use to convince the customers to buy his products, and the presentation of the characteristics, advantages and uses of the product. Prerequisite: MARC 133



**MARC 206      Consumer Behavior**

**3 Credits**

This course presents insights into consumer behavior and how it developed from other disciplines. Areas relevant to the field, such as; social and cultural influences to consumer behavior, individual influences and choice, the consumer decision processes, consumer's environment and consumerism are discussed. Offers practical applications of these concepts to marketing situations. Prerequisite: MARC 133

**MARC 251      Advertising and Promotion**

**3 Credits**

This course introduces the student to the exciting world of advertising and promotion. In it the student will study the advertising process in detail, the advertising systems and methods of the past decades and the present one. Emphasis will be placed on the technical aspects of the media and the strategies to be developed. Prerequisite: MARC 133

**MARC 302      Service Marketing**

**3 Credits**

The purpose of this course is to analyze the basic principles of service management. It will focus on the services marketing mix and its peculiar characteristic. It includes special services such as: health, professional, bank, financial, sports, tourism, telecommunication and information systems services. Prerequisite: MARC 133

**MARC 350      Marketing in Digital Media**

**3 Credits**

This course will cover marketing, advertising and communication strategies in the new media landscape where traditional media (television, print) and the online social media co-exist. The focus of this course will be on understanding social media and social media marketing strategies, website promotion, e-mail and search marketing, search engine optimization, paid search, blogging, wikis, interactive TV, mobile marketing, QR codes, how to track their effectiveness, integrating digital marketing and mobile campaigns with traditional marketing within the global marketing mix. Legislation's, regulations and codes of practice and ethics are also examined. Students will be expected to have knowledge about the fundamentals of traditional advertising methods and strategies. Prerequisites: MARC 133

**MAGC 101      Basic Mathematics I**

**3 Credits**

Study of integer numbers, fractions, decimals, ratios, proportions and percentages numbers. It includes statistical concepts such as interpreting graphs and measures of central tendency. Emphasis on problem solving applied to situations of daily life and other areas of knowledge. Technology and information resources should be use in a responsible manner. It focuses on the development of technological and quantitative reasoning competences. The course consists of three (3) hours of lecture and includes laboratory practice.

**MIBC 101      Medical Terminology and Abbreviations**

**3 Credits**

This course introduces the student in the knowledge and use of the vocabulary, concepts and terms frequently used in medical offices and other places where health services are offered. It is divided into four basic sections: 1) etymology of the medical terms (prefix, root, and suffix) 2) common abbreviations 3) systems of the human body (function, organs, conditions or related diseases) 4) medical specialties' and sub-specialties' and their functions. The

course includes concepts that will be useful in the process of selecting a diagnostic code using the ICD-10 classification system. One semester, three hours per week.

**MIBC 102      Medical Services Billings**

**3 Credits**

This course aims that the student understands and familiarizes with the different health insurance companies in Puerto Rico. It emphasizes in cards, contracts, and coverages that insurance company's offer and the code system that service providers are required to use. The course presents the correct documentation necessary to submit claims based on the patient's insurance selection. Also discusses the future adjustments that will have the claims process and presents the CMS 1500-2012 (HIPAA 5010) invoice as the manual alternative for claims coded with the ICD-10 classification system. One semester, three hours per week.

**MIBC 103      Clinical and professional coding**

**3 Credits**

In this course, the student will learn to identify and select services' codes procedures and diagnoses that are assigned to outpatient services. Skills will be practiced manually using the ICD-9-CM, ICD - 10 CM and CPT book. The student will use the appropriate code in the CMS 1500 form-2012 and any information required to be coded. Also the student will use the "progress note", "superbill" and the evaluation and management guide to help speed up the coding process. Emphasis will be in the ICD-10-CM coding and in coding of services and CPT procedures. One semester, three hours per week.

**MIBC 105      Billing and Electronic Record**

**3 Credits**

In this course the student, perform activities related to the billing of medical bills, referrals, pre-authorizations, and other elements of transmission related to billing for medical services (PHI). The student learns to use a "clearinghouse" and a program (Office Management / Secure Claim) to complete the billing process. The transmission process recipients are insurance providers, pharmacies and other services providers. Students learn to work with an electronic medical record designed for medical offices (EHR) and feed the required campuses the corresponding data fields. In addition, students work with the digitalization of paper and electronic documents and establish the rules of migration, the electronic prescription and safety rules that establishes the Puerto Rico and federal laws. One semester, three hours per week.

**MIBC 106      Reconciliation & Auditing**

**3 Credits**

This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid medical services and know the steps to follow in order to perform an audit in a medical office or outpatient areas. The student will learn the technical or specialized vocabulary and terminology commonly used in the insurance companies and the health insurance industry. Emphasis is given to the procedures that are used in the different health insurance companies, Medicare, Government Health Plan and their policies, claims and payment skills, policies, billing procedures and audit processes. One semester, three hours per week.

**MIBC 107      Health, safety and medical/legal aspects**

**3 Credits**

This course studies one of the many uses of medical records: its use as legal protection to the patient and to the institution that provides the health care services. It covers the legal requirements of medical records in relation to its retention, security controls, maintenance and confidentiality regarding information treatments, within the institution as well as outside. Emphasizes is given in the application of professional ethics and legal medical aspects in the health information system. One semester, three hours per week.

**MIBC 110 (P)      Medical Billing Practice**

**3 Credits**

This course is designed to allow students to participate in a supervised setting to gain practice experience in a health information department or other approved practice setting in a professional health services organization. Through the application of concepts and theories, student will demonstrate skills in record management, data analysis and retention, confidentiality of health information, and the billing and coding process. One semester, three hours of theory per week and the student must complete (100) hours of professional practice experience during the semester.

**NURC 101      Introduction to Nursing**

**2 Credits**

This is an introductory course to the discipline of Nursing. The historical evolution of nursing and different theories of nursing is discussed. The contribution of distinguished personalities in Nursing from Puerto Rico and the United States are discussed as well. The conceptual framework of the nursing program, as well as, laws and legislation applicable to the nursing profession and their implications to the clinical practice are presented. Ethical and moral aspects of the profession are also discussed. The course requires a two (2) hour lecture a week.

**NURC 102      Fundamentals of Nursing**

**5 Credits**

This course is designed to develop the knowledge base and the basic nursing skills to enable the learner to perform satisfactorily during the course AND in future clinical experiences. The fundamentals of nursing care and basic skills are discussed so that the learner can lead the client towards the satisfaction of his basic needs such as hygiene, physical and psychological comfortless, safety, prevention and control of infections. The course includes three (3) lecture hours and six (6) hours clinical experience a week where the learner is able to put in practice his knowledge base and skills in a variety of settings. Prerequisites: NURC 101

**NURC 104      Maternal-Child Nursing**

**5 Credits**

This course focuses on the theoretical concepts of the nursing process in the satisfaction of the women's basic needs, before, during and after pregnancy. Emphasis on concepts of preconception care and the normalcy of pregnancy is discussed and its implication to a healthy pregnancy outcome. Factors that affect maternal-child well-being as well as immediate newborn care are also discussed. The course includes a three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary and tertiary health care settings. Pre-requisites: NURC 101

**NURC 105      Pediatric Nursing**

**5 Credits**

This course offers the learner the knowledge base regarding growth and development theories, the family issues and ethical/legal aspects of pediatric nursing care. It provides the learner with the necessary skills to provide nursing care

in the identification of situations that affect the health of the infant, child and adolescent and how these may affect growth and development and the family homeostasis. The course includes a three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary and tertiary health care settings. Pre-requisites: NURC 101

**NURC 106      Adult and Elder Nursing**

**5 Credits**

The course is based on the inherent principles of nursing care for individuals, family and community in their different stages of growth and development where emphasis is placed upon the basic needs that are interfered in the adult and elderly. The learner is presented with the physiological and pathological changes that occur holistically in the different systems. The interfered health needs that are discussed in this first part of the course includes fluid and electrolyte balance, peri-operative disorders, oxygenation, cardiovascular, hematological, immunological, nutritional and gastrointestinal elimination. Emphasis is also placed in the use of the nursing process to assess, plan, implement and evaluate the nursing care provided. The course includes three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary and tertiary health care settings. Pre-requisites: NURC 101, 102, NURC 104, NURC 105

**NURC 107      Psychiatric Nursing**

**5 Credits**

This course discusses the basic and fundamental concepts and theories regarding mental health including importance of promoting mental health and factors that may affect mental wellbeing. Medical-legal aspects of mental health care are also discussed. Emphasis is placed on the nursing process to identify alterations in the mental health of individuals, family and community. It focuses on the alterations in mental health such as stress and crisis intervention, anxiety, somatomorphic, cognitive, affective, schizophrenic, auto-destructive, and eating disorders. Suicide, sexual behavior disorders, infant and adolescent mental disorders and patient reactions to terminal diseases and death are also discussed. Emphasis is placed on the importance on the therapeutic communication skills necessary to satisfy the altered basic needs identified. The course includes two (2) lecture hours and six (6) hours of clinical practice a week in diverse mental health care settings. Pre- requisites: NURC 101, 102, NURC 104, NURC 105

**PLEC 105      Constitutional Right of Puerto Rico**

**3 Credits**

Study of the Constitution of Puerto Rico and the Constitution of the United States of America. Emphasis on the rights, privileges, and immunities comprised in both constitutions.

**SOGC 201      The Human Being and Social Consciousness**

**3 Credits**

Study of social interaction and the socialization process of human beings from a perspective of social theories, which encourage incorporation and adaptation to the social setting. Critical analysis of life in society with the human being as an agent of change in the social structure. Emphasis on the development of a social conscience which presumes that human beings understand the needs and contribute to the satisfaction of others. The course will contribute to the formation of the student by promoting better understanding of self. The course is competency-based and encourages the responsible use of technology and information.

**SPGC 101      Basic Spanish I: Reading, Writing, and Oral Communication**

**3 Credits**

Development of basic oral communication skills taking into account various forms, formats, diversity and cultural aspects. Critical analysis of texts to contribute to understanding and interpretation. Emphasis in the writing process from sentence to paragraph, to short composition. The course is competency - based and encourages the responsible use of technology and information. Includes 1.5 of laboratory weekly.