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General Catalogue

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Accredited by Middle States Commission on Higher Education (MSCHE)



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LEGAL STATEMENT

ICPR Junior College reserves the right to change its regulations and rules, fees, tuition costs, study programs, requirements for the granting of degrees and any other regulations that in the opinion of the Board of Directors and its advisory body understand that result in the benefit of the students, the Institution or when such changes are necessary due to external factors. Once the student has enrolled, they must comply with all the regulations and rules of the Institution. It will be the student's responsibility to observe said regulations and the academic requirements of their study program. The Institution will not discriminate against any person based on sex, gender, age, religion, physical condition, origin or social condition, nationality, political or union affiliation.

English Catalog Review Completed

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MESSAGE FROM OLGA E. RIVERA PRESIDENT / CEO

Welcome to ICPR Junior College! I congratulate you for deciding in favor of your future by studying at our Institution. Since its inception in 1946, the programs offered by ICPR Junior College have responded to the needs of the Puerto Rico employment market. We are honored by the success that our graduates have achieved.

This catalog is a useful guide that will allow you to clarify your doubts with valuable information which will help you to perform successfully in your studies. I urge you to live your experience at ICPR Junior College with intensity. Take advantage of our teachers, allow our administrative team to serve you with care and make the most of the laboratories equipped with the most modern technology available for your learning.

The future of Puerto Rico is in the hands of those individuals who strive every day to be better professionals and human beings. I urge you to continue to improve yourself more and more and not to let obstacles stop you, but to strengthen you and serve as a stimulus to advance your professional career.

I hope that at ICPR Junior College your life is transformed and that from this moment you develop to the maximum as a professional of excellence.

I wish you the best of success!

HISTORICAL REVIEW

The Instituto Comercial de Puerto Rico Inc., is a non-sectarian educational institution, founded on September 2, 1946, in Hato Rey, Puerto Rico by Pedro Negrón Echevarría (R.I.P.) and Dolores López de Coll (R.I.P.). The main reason for founding it was to provide the educational system with an additional private means for the academic and professional development of our people. In this way, opportunities were offered for adolescents and adults who wanted to study in a short and reasonable time, non-university commercial programs or obtain a high school diploma. The programs ranged from ninth grade to post-secondary level, organized in semesters. Bookkeeping, Secretarial and Office Clerk programs were offered.

After accreditation by the Puerto Rico Department of Public Instruction, the Institute continued to expand in quality and offerings. Thousands of veterans who wanted to take advantage of their right to study entered the Institute. In 1955, motivated by the reception of the Veterans Administration to its study program, its founders established another educational center in Mayagüez, which was known as City College. It operated until 1975, as a high school with a business and post-secondary level program. Later it was reorganized as a university level, changing its name to ICPR Junior College, Mayagüez Campus.

During the 1950s, the growth in quality and services of the Institution was accentuated. Among the significant events, the beginning of the organization of the faculty by departments and the incorporation of the Cooperative of Savings and Credit (ICPR Federal Credit Union) stand out.

In 1970, the Accounting and Executive Secretary concentrations were established to replace the original post-secondary courses. At the beginning of 1970, the official name ICPR Junior College, a university post-secondary educational entity, arises. The self-evaluation carried out in 1974 is followed by the accreditation of the Commission of the Association of Independent Schools and Colleges (AICS).

In 1976 educational services were extended to the Arecibo community. Subsequently, there was a need to expand the structures and a modern building was constructed. The Higher Education Council extended, in 1978, the accreditation as a Postsecondary University Institution and in 1979, the candidacy for the accreditation process was achieved with the Middle States Commission on Higher Education (MSCHE).

In 1985 the initial accreditation of MSCHE was obtained, for 1992 the original accreditation was reaffirmed, this same year the physical plant of the Mayagüez Campus was modernized with the acquisition of a spacious building, with an elevator, controlled environment, and multiple facilities. In 1994, the structure in the Arecibo Campus was remodeled. Attentive to innovations and the needs of the community we serve, in 1995 the ICPR Junior College Foundation was established whose main objective is to improve education in Puerto Rico by obtaining funds to provide financial assistance to those who qualify, and they can continue their studies.

In 2003, the IFAC (Institutional Faculty Advisory Committee) was created, an advisory committee that allows the Faculty to recommend institutional changes directly to the President. In March

2005, Dr. Olga E. Rivera was named President / CEO. In December 2005, the academic offer was increased, especially in the area of Professional Certificates. That same year, the Puerto Rico Higher Education Council (CESPR) approved the Institutional Renewal License. In March 2007, CESPR authorized the Professional Certificate programs in the health area. In July 2007, the reaffirmation of the MSCHE accreditation is received. In February 2009, the Hato Rey Campus opened its first Additional Location on the premises of the Urban Train of Bayamón. In August 2010, the Manatí Campus was open. In 2012, the Associate Degrees in science were incorporated into the academic offer and we received the reaffirmation of the accreditation by the MSCHE. In September 2016, the institution celebrated its 70th anniversary, providing an education of Excellence to the people of Puerto Rico.

In 2018, the academic offer is expanded, and the Institution receives the reaffirmation of the MSCHE accreditation. Currently, ICPR Junior College has an academic offer of 10 Associate Degrees and 12 Professional Certificates. Our main commitment is to Transform Lives.

ANTHEM OF ICPR JUNIOR COLLEGE

Author: Guillermo Rodríguez Fortier

Cuando vaya por la senda de la vida,
cuando mi cabello blanco esté,
recordaré las gratas experiencias
donde mis ilusiones forjé.

Cuando ya en la confusión del mundo,
mi alma atribulada esté,
pensaré en ésta, mi Alma Mater;
con el recuerdo venceré.

Instituto Comercial de Puerto Rico,
unido a ti estaré hasta el final,
juntos ganaremos la batalla
contra la ignorancia y contra el mal.

Instituto Comercial de Puerto Rico,
que guías mi sendero a la razón,
seguiré el camino que Dios fija,
y venceré con alma , vida y corazón.

PHILOSOPHY, MISSION, VISION, VALUES AND GOALS

PHILOSOPHY

ICPR Junior College believes that all human beings coming from different segments of society, have the potential to acquire the knowledge and skills needed to be a productive member of a democratic society, live better and be prepared to face the changing needs of an industrial and technological world.

MISSION

ICPR Junior College promotes the transformation of the human being through diverse educational modalities that contribute to their academic and social development in order to successfully become integrated into a demanding and changing society.

VISION

To be the leading Institution that provides students with an excellent educational experience and service with innovative offerings through advanced technologies and different instructional modalities either in class or online.

VALUES

To achieve a successful academic achievement and be an effective Institution through the development of institutional goals, ICPR Junior College promotes the following values:

Service of Excellence --- We believe in providing a quality educational service to every human being that we serve.

Integrity --- We are committed to develop a community whose actions reflect honesty, loyalty, respect, and solidarity with their peers.

Commitment --- We affirm our compromise to provide education focused on developing the potential of the members of the college community.

Teamwork --- We believe that diversity strengthens the process to achieve institutional goals, so we encourage solidarity among members of the college community.

Continuous Learning --- We believe in promoting and raising awareness of the value of lifelong learning for professional and personal development of all.

Community Service --- We demonstrate solidarity toward others by providing a community service program that improves their quality of life, appreciating every human being within their own social reality.

Equity --- We believe in social justice and fairness with acceptance recognition, and respect of every human difference.

The Institution aspires for the practice of these values to integrate the graduate's personal and professional development.

GOALS

The goals that ICPR Junior College has set are:

- Endorse the institutional philosophy and stimulate the integral development of the university community.
- Update and streamline administrative and academic procedures using technological resources.
- Offer students innovative programs and updated resources that facilitate their integration into the labor market.
- Increase and sustain the growth of the institution through the renewal and expansion of the academic offer, the development and maintenance of physical facilities, and technological and human resources.
- Ensure the regulatory compliance applicable to the operation of the Institution.
- Maintain an institutional assessment culture to facilitate the decision-making and promote the institutional continuous improvement.

FACILITIES DESCRIPTION

CENTRAL OFFICE

The Office of the President and Central Administration (Academic Affairs, Student Affairs, Tuition and Advertising, Compliance and Quality Assurance, Finance, Financial Aid, Human Resources, and Information Systems) are located on Tres Monjitas Industrial Park 381 Calaf Street B, Hato Rey, Puerto Rico

HATO REY CAMPUS

The Hato Rey Campus began offering services in 1946 and since then it has been located in the banking area located in San Juan, the capital city, an area of greatest tourism and progress on the Island. The Hato Rey Campus has a general area of 21,787 square feet in a four (4) story building and the entire structure is provided with air conditioners. The facilities are divided into four (4) classrooms, four (4) Computer Laboratories, two (2) Food and Beverage Laboratories, one (1) Early Education Laboratory, one (1) Pharmacy Laboratory, two (2) Sonography Laboratories, one (1) Radiological Technology Laboratory, two (2) Dental Technology Laboratories, one (1) Therapeutic Massage Laboratory and one (1) Computer Repair Laboratory. It also has an Information Access Center (CAI, by its Spanish acronym), which houses the Student Development Center (CDE, by its Spanish acronym), Director's Office, Registrar's Office, Admissions and Marketing Office, Reception Office, Counseling Office, Office of Information Systems, Office of Economic Aid, Office of Placements and Practice Centers, Office of the Academic Coordinator, Office of the Extension Coordinator, Office of the Coordinators (Mentors/Health), Office of Integrated Services Officer and a Library. In addition, it has rest areas, Faculty Room, offices and two (2) parking lot areas.

MAYAGUEZ CAMPUS

The Mayagüez Campus was established in 1955 and is located in the central urban area of the city of Mayagüez. The Campus has an area of 26,044 square feet in a building with four (4) floors and two (2) annexes. All structures are provided with air conditioners. The structures include seven (7) classrooms, five (5) Computer Laboratories, three (3) Food and Beverage Laboratories, one (1) Massage Laboratory, two (2) Nursing Laboratories, one (1) Laboratory for Dental Technology, one (1) Laboratory for Sonography, one (1) Laboratory for Early Education, one (1) Laboratory for Radiological Technology, rest areas, faculty room, offices. It also has an Information Access Center (CAI, by its Spanish acronym), Student Development Center (CDE, by its Spanish acronym), Director's Office, Registrar's Office, Admissions Office, Reception Office, Counseling Office, Financial Aid Office, Placement Office and Practice, Office of Institutional Assessment, Office of Information System, Office of Innovation and Office of the Academic Coordinator. In addition, it has two parking lot areas.

ARECIBO CAMPUS

The Arecibo Campus was established in 1976. It has an area of 35,216 square feet in four buildings and annexes provided with air conditioners. These buildings house twenty-seven (27) rooms distributed as follows: one (1) Game Room, one (1) Medical Billing Laboratory, one (1) Graphic Design Laboratory, one (1) Computer Repair Laboratory, one (1) Early Education Laboratory, one (1) Forensic Science Laboratory, one (1) Baking and Pastry Laboratory, one (1) Culinary Arts

Laboratory, one (1) Gastronomy Laboratory, one (1) Laboratory Massage Therapy, two (2) Sonography Laboratories, two (2) Nursing Laboratories, two (2) Radiology Laboratories, three (3) Computer Laboratories and nine (9) lecture rooms, of which three (3) of these form an Assembly Hall. Also, it has an Information Access Center (CAI, by its Spanish acronym), Student Development Center (CDE, by its Spanish acronyms), rest areas, Faculty Room, a basketball court, five (5) parking lot areas, Administrative Offices of: Director, Registrar, Admissions and Marketing, Reception, Counseling, Economic Aid, Academic Coordinator, Secretary, Information Systems, an office that brings together the areas of Special Projects, Continuing Education, Placement and Internships. In addition, it has an area assigned to #HashtagCafé with a beautiful view of the Atlantic Ocean.

BAYAMÓN ADDITIONAL LOCATION

The additional location in Bayamón began offering services in February 2009 and is located on Highway #5, corner of Bobby Capó street in the Urban Train facilities in Bayamón. The Center has a general area of 5,500 square feet in a two (2) story building and the entire structure is provided with air conditioners. The facilities are divided into two buildings identified as Annex 1 and Annex 2. In Annex 1 we have two (2) classrooms, one (1) Laboratory for Therapeutic Massage, one (1) Computer Laboratory, one (1) Food Laboratory. It also has other areas such as: Information Systems Office, Director's Office and Students Services Offices and Meeting Room. The additional location also has 4,246 square feet in a one-story building (Annex 2), provided with air conditioning. The facilities are divided into one (1) Placement and Internships Office, one (1) Early Education Laboratory, one (1) Nursing Laboratory, one (1) Food Laboratory, one (1) Computer Laboratory, a Student Development Center (CDE, by its Spanish acronym), one (1) Pharmacy Laboratory and one (1) lecture classroom. It has a parking lot area.

MANATÍ CAMPUS

The Manatí Campus was established in 2010 and has an area of 21,316 square feet, located on the fourth level of the Puerta del Norte building. This floor houses four (4) classrooms for lecture classes, one (1) Assembly Hall, which in turn becomes two (2) classrooms for lecture classes, four (4) Computer Laboratories/ Classrooms, one (1) Food Laboratory, two (2) Pastry and Bakery Laboratories, two (2) Nursing Laboratories/ Classrooms, one (1) Pharmacy Laboratory-Classroom, one (1) Sonography Laboratory, one (1) Laboratory-Classroom for Early Education, one (1) Laboratory for Radiology, one (1) Classroom-Laboratory for the Graphic Design Program, one (1) Laboratory for Therapeutic Massage, one (1) Laboratory for the Computer Maintenance and Repair Program, rest areas and faculty room. In addition, it has an Information Access Center (CAI, by its Spanish acronym), Student Development Center (CDE, by its Spanish acronym), Director's Office, Registrar's Office, Admissions Office, Reception Office, Counseling Office, Financial Aid Office, Office of Information System, Office for Health Coordinators, Placement and Internship Office and the Office of the Academic Coordinator. In addition, it has three (3) additional lecture classrooms on the second floor of the same building, covering an area of 1,187 square feet.

DIRECTORY

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HATO REY CAMPUS

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BAYAMÓN ADDITIONAL LOCATION

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ACCREDITATION
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NATIONAL ASSOCIATION STUDENT FINANCIAL AID ADMINISTRATOR (NASFAA)
NATIONAL COMMUNITY COLLEGE HISPANIC COUNCIL (NCCHC)
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SOCIEDAD DE BIBLIOTECARIOS DE PUERTO RICO
SOCIETY FOR HUMAN RESOURCE MANAGEMENT
THE COLLEGE BOARD
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VETERAN STUDENTS OF POST SECONDARY (PRIVAO)
COUNCIL FOR PROFESSIONAL RECOGNITION (CDA)

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Daisy Castro Betancourt, Human Resources Director
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Palmira Arroyo Rivera, Financial Aid Director
MBA, Universidad Metropolitana

Nelson Mejías Miranda, CIO
MBA, Cambridge College

Caroline González Milián, Continued Education Institute Director
Ph.D., Tecana American University

Vimarie Asencio Torres, Marketing and Advertising Director
BBA, Keiser University, FL.
BBA, Universidad Sagrado Corazón

María Fernanda Amador Rivera, Project Manager and Social Media
MSC, GBSB Global Business School, Spain

Carmen Miranda Steidel, Financial Aid Manager
ASES, ICPR Junior College

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Christopher Farrait López, Digital Content Manager
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Lee Ramos, Systems Administrator Office of Innovation
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Josúe Ubiles Cruz, Additional Location Coordinator
MA, Universidad Sagrado Corazón

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MA, Universidad Ana G. Méndez

Laysa Fuentes Acevedo, Marketing and Admissions Director
MA, Universidad del Turabo

Nicole Maldonado, Professional Counselor
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Marie Mirabal Rivera, Receptionist
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Santiago Morales Torres
Handyman

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Zuleika Ortiz Rivera, Marketing and Admissions Officer
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Chayanne Rivera Rivera, Integrated Servicer Officer II
AS, ICPR Junior College

Tatiana Colón Tossas, Integrated Servicer Officer II
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Erudina Rosas Vazquezte, Academic Coordinator
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ASBA, ICPR Junior College

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Bryan Padilla Guerra, IT Technician
BA, Pontificia Universidad Católica

Christian Santiago Orsini, Placement and Internship Coordinator
MBA, Universidad Ana G. Méndez

Omar Rosado Cruz, *Handyman*
AS, Mech Tech College

Vacant, Librarian

ARECIBO CAMPUS ADMINISTRATION

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William Román Morales, *Handyman*
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Vanessa Trinidad Trinidad, Registrar
BA, American University of PR

Mariela Cruz Valentín, Marketing and Admissions Director
MBA, Universidad del Sagrado Corazón

Luis Geraldo Bravo Ocasio, Marketing and Admissions Officer
4to Año, Escuela Superior Trina Padilla de Sanz

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CP, Professional Electrical School

Gadiel Rivera Rivera, Driver

GENERAL RULES

Acts and omissions that infringe the essential norms of order, decorum, good customs, and coexistence will be sanctioned. The use of cell phones must be limited to emergencies and / or educational purposes. Please keep it in silent mode.

CODE OF ETHICS

The philosophy and mission of ICPR Junior College express a commitment to the integral development of the individual. This commitment is shared by the faculty, students, the administrative employees and is reaffirmed by the Board of Directors. To achieve such a high goal, it is necessary that the management is carried out within the healthiest moral and ethical coexistence between students, faculty, and administration.

To achieve the aforementioned, each member of the ICPR Junior College community will know and endorse the following expressions of the Code of Ethics:

1. I will respectfully abide by the laws promulgated by the Commonwealth, the Federal Government and ICPR Junior College regarding the use, possession and distribution or trafficking of drugs, narcotics, and alcoholic beverages.
2. I will respect and promote free expression and the exchange of ideas among professors, students, and other university personnel.
3. I will favor and encourage the discussion of political and religious issues that have a clearly educational foundation and justification and that are duly authorized by the administrative officers of the Campus.
4. I will demand and act with honesty in the academic work. All alteration, falsification, plagiarism, misuse of official documents, exams, works, Internet pages and articles will be considered a violation that entails disciplinary action.
5. I will accept that displaying, possessing, or using firearms or weapons within the Institution or in any activity sponsored by ICPR Junior College violates this Code.
6. I will affirm that any improper conduct that threatens morals, order, and institutional peace, will be considered not acceptable within this Institution.
7. I will reject any action by individuals or groups that in any way violates the physical, mental, emotional, moral, or social well-being of individuals that causes damage of any kind to institutional property that is in clear violation of the laws and statutes promulgated by the Laws of the Commonwealth of Puerto Rico or the Constitution of the United States of America and this Code or any other regulation promulgated by ICPR Junior College.

DRESS POLICY

ICPR Junior College recognizes dress as a form of individual expression. Throughout history, human beings have dressed to demonstrate their position in the social group, to announce their trade or profession, to express pain or joy to display their beauty and attractions in the best light. As an educational Institution we are, however, bound by our mission and philosophy to direct and develop students for the work world. Part of that development includes the commitment to limits of prudence in clothing, within the grounds of the Enclosures and the Additional Location and in the activities sponsored by them. Every person is expected to dress decently, keeping the image of a university student and future professional.

NO SMOKING POLICY (CUM04-0505)

ICPR Junior College committed to the health of members of the university community, promulgates the No Smoking Policy with the purpose of protecting passive smokers. Both, smokers (active smokers) and those who inhale smoke (passive smokers) have been found to be exposed to the harmful effects of smoking. Passive smoking is also a major risk factor for illness and death, being the third most preventable cause of death, after active smoking. The sale and distribution of tobacco and the promotion of its use in the Localities and premises of the Institution, including the electronic cigarette, are prohibited.

ADMISSIONS

ICPR Junior College has an open-door admissions policy for the benefit of students who wish to obtain a college or postsecondary non-college preparation. Our philosophy is based on providing the student with the opportunity to overcome their previous academic experiences, taking as a fundamental point of view as a democratic concept of educational offering for all. For this reason, our institutional purpose is rooted in the practice of considering everyone who comes to prepare in our classrooms with the possibility of self-realization as a person on a comprehensive level.

Admission Requirements

Any person interested in obtaining their admission to the Institution must complete the following requirements:

1. Complete the Application for Admission in all its parts and deliver to the Admissions Office, accompanied by:
 - a) Immunization certificate issued by the Department of Health, in the case of children under 21 years of age.
 - b) Provide evidence that you obtained your High School degree through one of the following documents:
 - Transcript of High School credits
 - Fourth year equivalent (GED)
 - Copy of High School diploma
2. Students from other accredited university institutions interested in applying for credit validation must send an official transcript from the institution of their origin. If they are not interested in credit validation, they may substitute requirement # 1b for a copy of the transcript of credits from the institution of origin to request admission. Those whose institution of origin enrolled students under ATB must submit evidence of High School diploma.
3. Transfer student transcripts will be evaluated, and credits will be validated, in accordance with the standards established by ICPR Junior College.
4. In addition, all student beneficiaries of the Veterans Administration are required to submit a transcript of credits from the previous Institution, to be evaluated and if apply, the courses will be validated.
5. The candidate must request credit validation before completing the admission process.
6. Every foreign student who wishes to study at the Institution must meet all the basic admission requirements indicated above and the requirements of the Federal Government. Show student visa evidence and complete the I-20 form, which will be provided by the authorized person at the Institution. In addition, you must make the payment of each term or semester in advance.
7. All the original documents that the student submits at ICPR Junior College will be part of their official file, for which reason they will not be returned.

Homeschooling Admission Requirements

At ICPR Junior College we provide education to all types of students, including those who receive it homeschooling. Homeschooling is understood as a student who received his homeschooling under the responsibility of the parents.

All candidates for studies in our Institution who have been educated under Homeschooling must meet the following requirements:

1. Equivalence Certification from the Department of Education (DE).
2. If there is no evidence of DE Equivalence Certification, show evidence of the College Board results, along with an Affidavit from the parent or guardian.
 - a) The Affidavit must indicate that the student completed his secondary studies in the modality of homeschooling.
3. Interview with the Director of the Campus or personnel designated by him.

Admission Requirements for the Associate Degree in Science in Diagnostic Radiological Technology Program

1. Complete the application for admission in all its parts and deliver it to the Admissions Office.
2. Immunization certificate issued by the Department of Health in the case of children under 21 years of age.
3. For the Diagnostic Radiological Technology Program, a basic average entry of 2.00 GPA and / or interview is required. The student will be required to provide a copy of the transcript of High School credits or a document that shows the average entry, even if they provide a copy of the diploma or its equivalent.
4. Negative criminal record certificate (necessary to carry out the practice).

Statement of Educational Services for Students with Veterans Study Benefit

- ✓ ICPR Junior College is approved by the Veterans Educational Services Approving Agency to provide academic training to students under the various GI Bill® programs.
- ✓ It is approved for military service members and veterans to use their educational benefits.
- ✓ It is approved for students with educational benefits in the different “GI Bill®” programs.

Veterans Student Policy

The Institution is authorized to enroll veteran students and their beneficiaries referred by federal and state agencies. They must meet all admission requirements in addition to those related to their beneficiary status of the corresponding agency in the federal or state program. The Veterans Affairs Office establishes that the beneficiaries must complete their study program in the regular

time (100%).

In addition, the veteran student must maintain a **minimum average of 1.60** to be considered in Satisfactory Academic Progress for the Veterans Agency. Veterans who wish to enroll and receive the educational benefits available to veterans must process their applications through the Registrar's Office of the Campus in which they are going to study and sign the document Responsibilities as a Beneficiary of Veterans (FICPR-207).

The Registrar's Office is responsible for evaluating, certifying, and monitoring the academic load of all students who receive benefits from the Veterans Administration. Students who are certified are all those who receive benefits from:

- i. Chapter 30 - Montgomery *GI Bill*®
- ii. Chapter 31 - *Veteran Readiness and Employment (VR&E)*
- iii. Chapter 33 - Post 9-11 *GI Bill*®
- iv. Chapter 35 - Dependent *Educational Assistance*
- v. Chapter 1606- *Selected Reserve*
- vi. Chapter 1607- *Reserve Educational Assistance*
- vii. *The Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)*

Other Policies for Students Beneficiaries of Veterans

Admission

All veterans and beneficiary students must submit the admission documents before the first day of school.

Validation of Hours / Credits for Previous Studies (Academic and Military)

Each Registrar (Veteran Certifying Officer) must ensure that the veteran student who has previous studies at another institution submits an official transcript of credits or report card of the institution's studies and / or provenance program to be evaluated. If a credit validation proceeds (FICPR-77), the student will have to submit an official transcript and request the credit validation following the processes established by the Institution. It will be guaranteed that by validating hours/credits for previous studies, the cost and duration of the program will be reduced proportionally.

Withdrawal Process for Failure in Academic Activities for Veteran Students (REG04-0602)

ICPR Junior College establishes this policy in order to comply with the thirty days regulated by the Veterans Administration, to notify the withdrawal of students who participate in said benefits. This policy applies to all students under the Veterans program who do not comply with the academic activities of their courses, in the same way it applies to those students who receive the benefits of veterans who process an official withdrawal.

The Certifying Officer follows up with the Counselor to ensure that all their veteran students are kept in compliance with academic activities. In the retention process, it is established that the teacher maintains constant communication with his students. If the student does not comply with

the requested academic activities and / or with the established agreements, the teacher makes a referral. The referral is work by the Mentor Coordinator Teacher and / or the Counselor.

If a student is referred by their teacher for non-compliance with academic activities, the Certifying Officer together with the Counselor, will offer the appropriate follow-up and guidance so they can comply with them. If these efforts are unsuccessful, the Certifying Officer, after two weeks of not receiving news from the student, proceeds to make an administrative withdrawal for lack of academic activity with the date of the referral made by the teacher (this date is when he stops participating in his academic activities). Both, the administrative withdrawal for lack of academic and an official activity is notified by the Certifying Officer to the Veterans Administration, within the 30 days established.

Course Repetition Policy

The Veteran's Administration does not pay for repetition of courses with a grade of A, B, C. or D. The Veterans Administration will only pay for the repetition of failed courses ("F") or courses in which a minimum grade is required.

Satisfactory Academic Progress (SAP) for Veteran Students

A student who is receiving educational benefits from the Veterans Administration must maintain a minimum cumulative general average (**GPA**) of **1.60** in all evaluation periods, to be considered to be in satisfactory academic progress under the standards established by Veterans Administration and to continue receiving their educational benefit.

Veterans Student Probation Period (to receive educational benefit)

Students who fail to accumulate a minimum general average (GPA) of 1.60 at the end of the first evaluation period or term, will be placed on probation of their benefit or be placed on an academic plan (see Appeals and Probation section). If the general minimum average (GPA) of 1.60 is not reached at the end of said term in which it is on probation, the benefit will be suspended. Up to two additional terms can be certified if academic progress were met.

Reinstallation of the Educational Benefit

After the educational benefit has been suspended for not complying with the Satisfactory Academic Progress Policy (under the standards established by Veterans Administration) and once the next term ends, after having accumulated a **minimum general average of 1.60**, the educational benefit will be reinstated to the veteran student once return from the suspension of your benefit, if you fail to reach the minimum of 1.60 GPA again, your benefit will be suspended for one year.

Participation in Satisfactory Academic Activity (to continue receiving your educational benefit)

The Veterans Administration will pay only for the total credits that the program consists of. The veteran student will be certified by the Certifying Officer (Registrar) according to the credits in which they enroll in the respective term. Therefore, a student who is receiving educational benefits will remain participating in academic activities.

Authorized Absence (Leave of Absence, LOA, REG04-0609)

The educational benefit will be suspended while the veteran student is absent with authorization. The benefit will be reinstated once the student returns to class.

Section 103-PL 115-407

As of August 1, 2019, no school may deny a Chapter 31 and Chapter 33 student access to classrooms, libraries, or other institutional facilities.

Also, do not make the student borrow money to cover the cost while waiting for payment from the Veterans Office or charge the student a late fee or impose a penalty.

Note: All institutional policies mentioned in this General Catalogue apply to students receiving Veterans benefits.

REGISTRATION AFFAIRS

Readmission

Any student who has spent at least one complete academic term outside the Institution and has not completed the degree will be considered readmission. The student who wishes to be readmitted must request readmission using form FICPR-155 and pay the fee. If a student withdraws from one term and resumes his studies in the next, he will complete the form, but he will not pay the readmission fee.

Enrollment Registration

The enrollment process will be directed by the Director of the Campus or the Additional Location on the academic calendar established dates. Any change to the class program that the student wishes to make must be done within the time established in the academic calendar for these purposes. Every effort will be made to organize the courses according to the program offers, but the Institution reserves the right to remove any course from the itinerary.

Conditional Enrollment / Extensions

When a student presents a limitation during the enrollment period to complete the delivery of documents on time and the end date of the enrollment process is about to be met, the student can start studies under the condition of *conditional enrollment* as long as it is authorized by the Director of the Campus or the Additional Location. In these cases, the Conditional Registration Form (FICPR-102) must be completed.

Students with conditional enrollments will have a maximum of one term or semester to satisfy their condition, delivering the documents they owe. A student who has a conditional enrollment by financial aid will not be given the package of materials by program, nor will they disburse F Pell scholarships. These students will become direct payment, until they have delivered the documents they owe. If at the end of the term any student has not delivered the documents owed, to the offices of Admissions and Financial Aid, they may not be enrolled in the next term, in this case, the student will be responsible for the payment of the registered classes.

Student Academic Records

All students will have the right to review the information contained in their academic record in accordance with the provisions of the Student Record Information Disclosure Policy by request completing form FICPR-195, Request for Copy of Academic Record, as well as the inspection and revision rules and procedures established. In the case of students who are not present at the time of the request, it will be necessary to present their written authorization to process and disclose personal information from their academic record. On the other hand, institutional officers who individually or collectively act in their educational interest or whose is authorized will also have access to the student's academic records.

Student Immunization Policy (REG04-6000)

ICPR Junior College, in compliance with the provisions of the law, establishes the rules to follow to ensure the required immunization of students under 21 years of age to be enrolled in our Institution.

ICPR Junior College understands that immunization and, therefore, the health of students contributes to the maximum development of their physical and intellectual capacities within the teaching-learning process.

The Institution establishes that it will be the responsibility of the Admissions Office to request the student the immunization form (P-VAC-3) (green paper) corresponding to the school year, as determined by the Department of Health. It will be the student's responsibility to submit the form to complete the enrollment process. The Registrar's Office is responsible for maintaining the immunization record of each student under the age of 21 that will be available for inspection by the Health Department. It is also responsible for submitting a report to the Health Department using the required electronic form within the next 60 days after the start of the school term. The report includes the number of students admitted with an immunization form, those exempt and those admitted provisionally, as provided by law.

This policy is based on Law 25 of 1983 of the Commonwealth of Puerto Rico known as "Compulsory Immunizations for Preschool Children and Students in the Commonwealth of Puerto Rico."

Transcripts and Certifications

All students who are interested in receiving a credits transcript or information related to their academic history must complete the Request for Copy of Academic Record (FICPR-195) and contact the Registrar's Office, which will respond to their request in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA Law). Transcripts and certifications are issued only by request with the written authorization of the student or for official use of the Institution officials authorized for such purposes.

Official transcripts are sent directly to the institutions or persons designated by the student. Transcripts as a copy of the student are those intended for the student's personal use. For a copy of the academic record or credit transcript to be considered official, it must bear the seal of the Institution and the signature of the Registrar or authorized officer. In order to issue official transcripts and certifications, the following conditions must be met:

1. Having satisfied all obligations to the Institution.
2. Have completed the application form.

Official transcripts or certifications are part of the service offered to the student (see Additional Costs in the Bursar area). As established by FERPA Law (*Family Educational Rights and Privacy Act*), unofficial transcripts are considered part of the student's record, therefore, a student who has a financial obligation to the Institution and needs a copy of their credit transcript, may request an UNOFFICIAL copy. These documents must be requested at least one week in advance of shipment. During the periods of enrollment, graduation, final evaluations, and grade processing,

as well as files whose information is not in the Institution's computerized system, the time required for the issuance of said documents may be two weeks. In special cases, when the urgency of this warrants it, the document may be issued in less time than indicated here.

Disclosure Policy for Student Records

ICPR Junior College establishes the following policy for the review of Registrar's records according to the rights that a student has under the FERPA (Family Educational Rights and Privacy Act) Law.

The student will have the right to:

1. Inspect and examine your academic record within 45 days, from the date the Institution receives a request for access to it.
 - a. The student must file in writing the request to inspect his / her record, and present it to the Registrar, Director of Campus or Additional Location, or another designated official. In it you must specify what you want to see in the file. The Registrar or official designated by the Institution will make the necessary arrangements and notify the student of the date and place indicated for the inspection of the file.
 - b. If it is a third party (parent or guardian) of that student who is independent, they must bring a signed authorization from the student to inspect the record.
 - c. If you are a law enforcement officer identified as such and request that student information, be provided to locate you quickly (including physical address and portrait), the Director of the Enclosure, Registrar or other designated officer may not provide the required information in the absence of a court order addressed to ICPR Junior College or a subpoena.
2. Request that information in the file may be consider it incorrect or inaccurate (personal information) it will be amended or corrected. The student may also claim to be amended or corrected any qualification that he understands is incorrect, within the period of time established by the Institution (see in the General Catalog the Registrar Section, Final Qualifications).
 - a. The student must request it in writing to the Registrar (FICPR-210), who is the official custodian of the file, and indicate what he wants to change and expose.
 - b. The reasons why he considers the information to be incorrect.
 - c. If, when evaluating the student's request, the Institution finds that it is not valid, it will notify the student of the decision and inform him of his right to a hearing related to his request.
3. Give consent for the information identified in the student's file to be provided as personal, except for the information that the FERPA Law authorizes to be offer without the consent or authorization of the student.
 - a. An exception that allows information to be offered without the consent of the student is to offer information to the officials of the Institution who have a legitimate educational interest. An officer has a legitimate educational interest if he needs to inspect an academic record to fulfill his professional responsibility.

- b. An officer of the Institution is defined as a person employed by the Institution in an administrative, supervisory, academic, or other supportive position; a person or company contracted by the Institution (auditor or collection company); or a member of the Board of Directors.
4. The Institution may offer information from the student's file, with the authorization of the latter, to another educational institution in which the student is interested in enrolling.
5. In case of emergency and in the absence of the Registrar, only the Director of the Campus or Additional Location may have access to them.
6. If you are interested in submitting a complaint to the Department of Education of the United States of America related to alleged failures by the Institution to comply with the requirements of FERPA Law. You should direct your correspondence to:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, D.C. 20202-4605

If additional information on the content of the Law is of interest, you can refer to the following Internet address: **www2.ed.gov/policy/genguid/fpc/index.html**

Address Registry

The Registrar's Office is responsible for making the address changes that the student requests. If this address is not kept up to date, ICPR Junior College will not respond for the notifications sent to the students. The official or other notification sent by mail to a student's address, as it appears in their file, will be considered enough notice. The student who is interested in changing his address must go through the Registrar's Office and request the Academic Record Information Update form (FICPR-210) for change of address.

Policy for Continuity of Course Offerings in Accordance with the Curricular Sequence of Academic Programs (REG04-0606)

Those interested in completing a program at ICPR Junior College will receive an orientation from the admissions office about the courses that include the certificate or associate degree they are interested in taking. It is indicated to him that it is important that they can follow the order of the curricular sequence and that the Institution does everything possible so that they can comply with it and achieve completion in the time stipulated in the program.

As part of our policy, we want to:

- a. Keep students focused on how to complete their class schedule in the proper time.
- b. Get students to enroll in courses in the corresponding order to follow the curricular sequence until completing their study program.
- c. Ensure that students complete their academic degree as stipulated in the chosen program.

This policy is applicable to the academic programs of our Institution in all its study modalities.

Academic Load

A full load of 12 credits or more per semester or academic term in credit programs is considered a complete academic load. A credit hour corresponds to a teaching or instructional hour between 50 to 60 minutes using various teaching strategies under the direction of a teacher.

A student may enroll in 15 credits or more in the same academic term if his cumulative general average (GPA) is 3.25 or more, except for those programs that require 15 credits in an academic term. If a student is a candidate for graduation and wishes to take 15 credits in the same academic term, but does not meet the average requirement, they will need the written authorization of the Campos or Additional Location Director.

Assignment of Credit Hours

For Associate Degrees one (1) credit is equal to 15 hours of theoretical (lecture) instruction, 30 hours of laboratory and/or 45 hours of practice. A 30 hours of non-classroom work will be assigned for each credit.

In Professional Certificates, one (1) credit is equal to 37.5 hours, as established by the Federal Department of Education as of July 1, 2011. A semester or academic term is a study period of a minimum of 15 weeks.

Satisfactory Academic Progress Policy (SAP Policy REG04-0614)

ICPR Junior College has established a policy to determine if the student is making satisfactory academic progress toward earning his or her degree. This is based on a measurement in quantitative, qualitative terms and time to complete the study. All students must comply with this policy. A student complies with the Satisfactory Academic Progress Policy when:

- Has a minimum cumulative academic average (GPA) of C (1.60) each time it is evaluated (Qualitative Measure) and;
- you have approved no less than 67% of the credits you have tried each time it is evaluated (Quantitative Measure).

Institutional policy states that if a student begins studying at full load and then changes to partial load, the Satisfactory Progress Policy will be applied under the partial student policy. If the student then returns to study full time, the policy will continue to apply in the partial student category.

The student who, when evaluated, does not meet Satisfactory Academic Progress, will be warned that, if he does not meet said progress during the current term, he will be suspended the next term and will not be eligible to receive Title IV aid. The student may appeal by following the appeals procedure indicated in page 41 (Appeals and Evidence).

Students Enrolled with Full Academic Load in Associate Degrees

Associate Degree students enrolled with full load are evaluated at the end of each term of study. All students must have a minimum cumulative academic average (GPA) of C (1.60) at the end of each term and have completed their study program in a maximum time of 1.5 times its duration to obtain their Associate Degree. In addition, they must complete the number of credits established at the end of each academic term, according to the table below:

Table for Satisfactory Academic Progress in Associate Degrees

TERM/ SEMESTER	1ro	2do	3ro	4to	5to	6to	7mo	8vo	9no
72 CREDITS	8	16	24	32	40	48	56	64	72
75 CREDITS	10	18	26	34	42	50	58	66	75
76 CREDITS	8	17	25	33	41	49	57	65	76
77 CREDITS	9	18	26	35	44	52	61	70	77
78 CREDITS	10	18	26	36	44	52	61	70	78

Note: The number of credits approved per term is based on the curricular sequence of each program.

Students Enrolled Partially in Associate Degrees

Students with partial academic load in Associate Degrees must maintain a minimum cumulative academic average (GPA) of C (1.60) at the end of each term and maintain 67% of approved credits of what they have attempted each time they are evaluated. Assessments begin at the end of each term of study. In any case, students will be required a minimum academic index of 2.00 (GPA) at the time of conferring the corresponding associate degree.

Students Registered with Full Load in Professional Certificates

Students in Certificate Programs are evaluated at the end of each academic term. In addition, they must complete the number of credits established at the end of each academic term, according to the table below:

Tables for Satisfactory Academic Progress in Professional Certificates:

TERMS	1ro	2do	3ro
24 CREDITS	8	16	24

TERMS	1r	2do	3ro	4to
36 CREDITS	8	16	24	36

TERMS	1r	2do	3ro	4to	5to
38 CREDITS	8	16	24	32	38

TERMS	1r	2do	3ro	4to	5to
42 CREDITS	8	16	24	32	42

TERMS	1r	2do	3ro	4to	5to	6to
48 CREDITS	8	16	24	32	40	48

All students must have a minimum cumulative academic average (GPA) of C (1.60) at the end of each term and maintain no less than 67% of approved credits that they have attempted each time they are evaluated. In addition, you must complete your study program in a maximum time of 1.5 times the duration of this to obtain your Professional Certificate. Assessments are done at the end of each term. In any case, students will be required a minimum academic index of 2.00 at the time of conferring the corresponding professional certificate.

Students Registered with Partial Load in Professional Certificates

Students with partial academic load in the Professional Certificates must maintain a cumulative academic average (GPA) of "C" (1.60 GPA) at the end of each term and maintain no less than 67% of approved credits that they have attempted each time is evaluated. Assessments are done at the end of each term. In any case, students will be required a minimum academic index at the time of conferring the corresponding professional certificate.

Withdrawal Policy

When a student withdraws from a course, they are considered as attempted and unapproved credits when determining if the student meets 67% of approved credits, as required in the Satisfactory Academic Progress Policy.

Registration Procedure After an Administrative Withdrawal

This registration procedure is established as a general guide that allows the student to request registration in courses from which an administrative withdrawal has been awarded and establish an effective communication process in this regard between Registrar, Teacher and Counselor:

1. The student requests registration in courses that have been administratively withdrawn.
2. The student visits the Registrar's Office to complete the Application for Registration in Courses (FICPR-194) thus authorizing the process.
3. The Registrar notifies the corresponding teachers and the Counselor of the student's Application for Registration in Courses by email, indicating that the student is returning to classes. It will include a copy of the Request in the email.
4. The Registrar signs the Application and proceeds to activate the courses in Jenzabar, according to the established procedure

Repeated Course Policy (REG04-0613)

When a student repeats a course, only the highest grade obtained is considered to calculate their academic average. However, every time the course was attempted it will be considered when evaluating the maximum time, the student has to complete his Professional Certificate or Associate Degree. The student can repeat a course to improve the grade of this one-time payment, with Title IV funds. A student obtaining a grade of "F" may repeat the course with Title IV funds as many times as necessary until reaching a satisfactory grade, if it complies with the Satisfactory Academic Progress Policy established by the Institution. Any student who wishes to repeat a course to improve their grade and earns an "F" on their grade may not repeat the same course with Title IV funds.

Maximum Time to Complete the Study Program

All students with a full academic load must complete their study program in a maximum time of 1.5 times its duration to obtain their Associate Degree or Professional Certificate. Failure to comply with this stipulation will result in the student being suspended and ineligible for Title IV funds for the remaining period of the study program. If the student understands that overwhelming force conditions prevented him from complying with the policy, he must follow the appeal process.

Transfer students whose credits are validated will be counted the same as attempted and approved, when evaluating or determining if they are meeting the maximum time.

Program Change

Any student interested in changing from one program to another will complete the Application for Program Change, make the corresponding payment at the Reception Office, and deliver it to the Registrar's Office.

There are two levels of programs in the Institution, namely: Associate Degrees and Professional Certificates. When a student changes to a program belonging to a different level from their previous program, their accumulated general average (GPA) is considered non-existent for the purposes of the new level where a new average will be accumulated. This means that the accumulated general average (GPA) of one level does not affect the accumulated general average (GPA) of the other level. Nor is the average from the previous level used when evaluating whether the student complies with the Satisfactory Academic Progress Policy at the new level. When a student changes to a program belonging to the same level of his previous program, his accumulated general average (GPA) will only consider the marks obtained in those courses of the previous program that are also part of the program to which he was changed. The other courses taken in the previous program are not considered neither to determine the accumulated general average (GPA) nor when evaluating whether the student complies with the Satisfactory Academic Progress Policy.

In neither case are the courses of the previous program, which are not part of the new program, considered when evaluating whether the student complies with the Satisfactory Academic Progress Policy.

In the event that a student is interested in requesting a third program change, the authorization of the Campus or Additional Location Director will be required.

Financial Aid and Suspension Warning on Satisfactory Academic Progress (SAP)

All students must comply with the ICPR Junior College Satisfactory Academic Progress Policy (SAP). In case of not complying with it, the student will receive a Financial Aid Warning. During

this time, the student will be considered to be making satisfactory academic progress towards obtaining his or her degree and may continue to receive the financial assistance received at the Institution.

At the end of that period, the student must comply with the aforementioned policy to continue receiving financial aid. Failure to comply, the student will be suspended and will not be eligible for financial aid. The student may appeal the decision.

Appeals and Evidence

The student subject to suspension for not complying with the Satisfactory Academic Progress Policy may appeal to the Appeals Committee if he understands that overwhelming force conditions (e.g. accident, illness, death of a family member, among others) prevented him from complying with it. In such case, you must mention these conditions in your appeal and indicate what things have changed that will allow you to comply with this Policy during the next academic term. The student must provide documentation that supports the above. The Appeals Committee may grant a new opportunity to the student placing him in probation status for an additional semester or academic term or refer him to the Academic Coordinator for the design of an academic plan.

Federal regulations state that the maximum time a student has to complete their program of study cannot exceed 150% of the length of their program. When the student has exceeded the maximum term established for their study program, become ineligible to continue receiving Title IV aid. If the student understands that overwhelming force conditions prevented him from complying with the policy, he must appeal for the reinstatement of his financial aid beyond his current eligibility.

This policy is applied in situations in which the student can clearly document that overwhelming force situations have occurred that prevented him from complying with the Satisfactory Academic Progress Policy. The Appeals Committee may consider placing the student in an academic plan, in which case it may be referred to the Academic Coordinator for its design. The student must complete the Appeal Form for the Reinstatement of Financial Aid (FICPR-137) and agree to the Academic Plan designed for him.

The student who is on probation or with an academic plan will be considered to have made satisfactory academic progress towards obtaining his degree, for which reason he may continue to receive the financial assistance he receives at the Institution. All students placed on probation must comply with the Satisfactory Academic Progress Policy (SAP) at the end of the academic term or comply with the academic plan that is prepared to direct them to comply with said policy. The student may appeal his suspension and be placed on probation more than once, but not consecutively.

Appeals Committee

The Appeals Committee will be composed of the Academic Coordinator, who will preside over it, the Registrar, the Financial Aid Officer, the Professional Counselor and the Coordinator of Placements and Practice Centers. The Appeals Committee will evaluate the appeal request, in accordance with the situations established in the Satisfactory Academic Progress Policy and the evidence provided by the student.

The Committee will take into consideration the possibility that the student has to overcome the academic suspension and obtain satisfactory academic progress. The Academic Coordinator will notify the determination to the Campus or Additional Location Director and will send it to the student in writing to the address that appears in his file, no later than two weeks after receiving the request for appeal. In addition, a copy of said determination will be sent to the Financial Aid and Registrar's Offices. The committee's decision will be final and firm.

Grading Scale		
Average	Note	Points System
4.00– 3.50	A	4
3.49- 2.50	B	3
2.49- 1.60	C	2
1.59- 0.80	D	1
0.79- 0.00	F	0

Definition of Other Alternate Ratings

P = Approved

NP = Did not Approved

I = Incomplete; It is necessary to cover the course requirements (it is accompanied by the note that would have in the course of NOT meeting the requirements: I-B, I-C, I-D, I-F).

W = Official Withdrawal

AW = Administrative Withdrawal

TC = Validated Course

R = Repeated Course

CE = Course approved through Flexible Access alternatives

WLA = Administrative withdrawal due to lack of academic activity

LA = Leave of Absence

DS = Disciplinary Suspension

Incomplete Policy (REG04-0608)

The incomplete corresponds to an evaluation that was not completed for various reasons. When calculating the cumulative general average (GPA) of a student who has an incomplete, the grade that accompanies the “I” is used as the grade obtained in that course, until the incomplete is removed.

This average will be used to determine if the student is making academic progress. To remove the incomplete, the student will contact the teacher of the course or, in his absence, the Registrar and will reach an agreement. The student must remove the incomplete within the semester or academic term following the verbal or written notification. The rule will apply, even if the student in question is or is not enrolled in the Institution in the following semester or academic term. The Campus or Additional Location Director may authorize the extension of the incomplete removal period.

The average obtained with the grade of incomplete "I" will be used to determine if the student meets Satisfactory Academic Progress (SAP). After removing the incomplete, the academic progress will be recalculated to determine if the student is in fact complying with it.

If the incomplete is removed after the recommended date and the student decides to appeal his academic status, even if the decision is favorably considered, the student may have to wait an academic term to resume his studies.

Supervised Practice courses that the student does not complete will receive an Incomplete with "F" ("I-F"), regardless of the grades the student has taken up to that moment or how many hours of practice they have completed. Once the student meets all the requirements of the Supervised Practice course, his average is calculated in the traditional way on a scale of four (4) points.

Incompletes who are not finally removed will receive the final grade, which accompanies the incomplete. If any student candidate for graduation obtains an incomplete in the semester or academic term prior to the graduation ceremony and wishes to be recognized for their academic distinction, they must remove the incomplete within 30 days before graduation.

If the incomplete corresponds to a suspension or a conditioned evaluation for valid reasons, the student will complete form FICPR154, Request for Incomplete Removal and will contact the course teacher to reach an agreement on how the incomplete can be removed. The student must remove the incomplete within the semester or academic term following the notification of incomplete. This rule will apply to all incomplete students who are or are not registered in the next semester or academic term.

Grades Review Procedure (REG04-1218)

This procedure is a general guide that allows the student to request a Grade Review or appeal the decision made in this regard if they disagree with the grade (s) received (s) in their courses.

1. The student has an academic term to request a grade revision of courses taken in the previous term.
2. To request a grade review, the student must visit the Registrar's Office to complete the Request for Grade Review form (FICPR-156). In the Reasons section, it will explain the reasons for requesting it.
3. The Registrar delivers the Request to the Academic Coordinator so that he contacts the professor of the course for which the student claims the grade revision.

4. The Professor will be obliged to carry out a verification of the works and exams that the student presented in order to demonstrate the grade that the student obtained in the course. If the Professor is not working in the Institution, it must be contacted by the Academic Coordinator to request verification of the grade obtained. If he is not available to carry out the process because he is not hired at that time, he must submit the evidence to the Academic Coordinator and the Enclosure Director or the person designated by him will authorize the change, if applicable. It is vital for the faculty to know that they must maintain evidence of student work and exams for at least six months after the end of each academic term.
5. The response to the Request for Grade Review must be notified to the Registrar's Office no later than 30 working days, after the student has requested it.
6. After the evaluation has been carried out, if a revision of the note is appropriate, the teacher, the Enclosure Director, or the person designated by him, if the teacher is not available, fill out form FICPR-156 in the spaces provided to certify the change, if applicable, and delivery to the Registrar, no later than 30 working days, after receiving the request.
7. If required, the Registrar makes the corresponding changes in the student's academic record and communicates the result of the request to the student.

Appeal Process

1. If after re-evaluating the grade obtained, the teacher indicates that the change to the awarded grade is not applicable and the student still disagrees with it, he / she has the right to carry out an appeal process, which is detailed below:
 - 1.2.1 Presents an appeal letter to the Registrar's Office, explaining their disagreement with the decision made and requesting that the Campus or Additional Location Director, or the person designated by him be able to evaluate the case.
 - 1.2.2 Once the letter of appeal is received, the Registrar delivers it to the Enclosure Director, or to the person designated by him, who evaluates the student's request. The teacher provides the necessary documentation to the Director or the designated person for the pertinent evaluation.
 - 1.2.3 If necessary, the Enclosure Director, or the person designated by him may interview or quote the professor and the student to obtain more information.
 - 1.2.4 The Campus or Additional Location Director, or his designee shall issue his decision to the Registrar's Office in writing no later than 10 business days from the date he receives the appeal letter. The decision will be final and firm.
2. If the decision causes a modification of the note, the Registrar will proceed to carry out the review. The revised final grade must not be less than the one originally obtained by the student.

3. The Registrar will summon the student to communicate in writing the result of the appeal. The information and the outcome of appeals must be kept strictly confidential.

Institutional Standard for the Authorization and Certification of Directed Courses (REG04-0600N)

Directed study is a non-traditional educational practice to be used with the prior authorization of the Enclosure Director. It constitutes a privilege and an opportunity that the Institution grants to its students to complete courses that are not currently offered in the traditional way. This is based on an approach of personalized instruction of shared responsibility between student and teacher, both are required to meet in person, at least one (1) time per week. When implemented, it is rigorously conducted to achieve standards and competences that result in educational quality.

The Director of the Locality may authorize the modality of courses for directed studies if the student:

- You are a graduation candidate and need the course to graduate and / or to fulfill the order of your curriculum sequence.
- You need the course as a prerequisite for your next courses.
- Complies with the Institutional Academic Progress Policy.
- You have an attitude of commitment to your studies.
- There is a course in this modality.

The Director of the Locality reserves the right to provide this privilege in the following circumstances:

- The requested course is available as a regular day or night course.
- The student requested a withdrawal from the course on one or more occasions.
- The student did not pass the course previously.
- The student refused to have a regular academic load in any semester of his academic program.

Leave of Absence Policy (LOA, REG04-0609)

The student can request a license to be temporarily absent from the Institution if he has Satisfactory Academic Progress (SAP). Therefore, the Institution may grant a Leave of Absence (LOA), for the following circumstances:

1. Prolonged illness, temporary disability, or maternity.
2. Death in family or family illness.
3. Drastic change in the economic situation of the family.
4. Accident-causing temporary disability.
5. Military service.
6. Appearance in court or schools during election periods.

The student must complete the Student Form for Leave of Absence (FICPR-97) found in the Registrar's Office and submit documentation that supports the reason for the request such as: medical certificates, written statement of the student, among others that apply. Once the leave of absence is approved, a permit of up to 180 days will be granted to rejoin the Institution. The student may apply for this license only once per academic year.

This license does not entail economic charges for the student. This will be oriented around the effects or consequences of Title IV financial aid.

The student will not be academically penalized for this interruption, so the Institution agrees to offer tutoring services and academic assistance in the subjects for which they are enrolled once they are reinstated on the agreed date. However, the student will be responsible for the material covered in the courses. If you do not return to the Institution, the official withdrawal date for that term will be the date the requested license began. Returning later than the end of the term, the student will earn a LOA (Leave of Absence) grade in all courses. All Leave of Absence will be authorized only by the Campus or Additional Location Director.

Veterans' benefits will be stopped when a leave of absence is granted. Once the student returns to class, they can continue enjoying these benefits.

Policy on protection of higher education students activated by the Armed Forces or National Guard.

ICPR Junior College, in its commitment to facilitate the protection of students activated by the Armed Forces or National Guard, allows the student to request or be assigned a Leave of Absence, as established in the Regulations Approved by Certification No. CESPR 2008- 065.

Attendance to Classes

ICPR Junior College does not have a policy of taking attendance, therefore the responsibility for attending classes rests with each student. All students who are absent from classes will be responsible for catching up on their work complying with academic activities, as established by their teacher. Any student who does not comply with the required academic activities could be affected by their academic progress, which may be cause for an administrative withdrawal.

Academic Activity Participation

The faculty communicates with the student to promote their participation in the academic activities of their course. Cases that warrant special attention will be referred to the Counseling Office, or to the official designated by the Institution for the corresponding follow-up.

Repetition of Courses (REG04-0613)

All students must repeat those subjects that fail. In addition, you can repeat on any occasion any subject that you have previously approved as long as it does not affect the maximum time you have to complete your study program. Only the best grade from the repeated class will be counted for purposes of calculating the student's average.

Final Qualifications

At the end of each academic term, the student will have access to their final grades through the

MYICPR portal or request them at the Registrar's Office. Any student who considers a claim on their grade report should contact the Registrar's Office. The time available to make said claim will be during the course of the next academic term.

Validation in Case of Transfer (REG04-0607)

The credit validation policy at ICPR Junior College is governed by the following statutes:

1. The applicant must have completed post-secondary studies at an accredited institution.
2. The applicant must meet all admission requirements.
3. Request an official transcript of credits from the post-secondary institution of origin, which will be sent by mail directly to the Registrar's Office.
4. The content of the subjects that are validated must correspond to the content of the courses that you wish to validate with the Institution, the credits must be of a number equal to or greater than that of ICPR Junior College. The credits of the general, related and core courses to be validated must have been approved with a grade of "C" or more. Practice courses (internships) must have been approved with a grade of "B" or higher. The Registrar may request a copy of the catalogue of the institution or institutions of origin with the description of the courses to be transferred.
5. Approved credits with the same academic content and rigor will be validated within a period not exceeding ten (10) years. The credits to be validated in the Information Systems specialization area must have been obtained in a period not exceeding five (5) years, before the date of the transfer.
6. If you are a former student of ICPR Junior College or graduated from an undergraduate program or graduated from another institution, the period will be limited at the discretion of the Campus Director.
7. Grades earned at other postsecondary institutions will not count toward the overall average. Validated courses will be considered as credits attempted and completed, for which they will be considered to determine Satisfactory Academic Progress.
8. In the case of a course from a post-secondary institution of origin that has a higher credit value than ours, the course will be validated with the number of credits from our Institution. If the number of credits is less, it will not be validated.
9. A transfer student will normally be validated up to 33% of the total credits of the program to follow. An ICPR Junior College graduate may validate up to 50% of the credits of the program to be followed.

10. All students who have completed a certificate may choose to request the validation of the courses individually or in their entirety to an academic program of a Higher Level (Associate) as long as their content is of the same rigor and corresponds to the less to a Higher-Level program than those existing in the Institution. Similarly, Associate to Associate, Associate to Certificate, Certificate to Certificate and Certificate to Associate courses may be validated.

Flexible Academic Access

The Flexible Academic Access program at ICPR Junior College aims to allow the student to accelerate their study program by validating learning experiences, challenging courses, tests to evaluate performance, among others. To request Flexible Academic Access, the student will complete form FICPR-138, Request for Flexible Academic Access Mode and will validate their learning through one of the following experiences:

1. *Validation of Courses*: Courses approved by a student may be considered individually to be validated in a program of another or the same level. They will be considered as long as the courses that are validated are part of at least one of the programs offered at the Institution and have the same content and the same rigor.
2. *Validation by Challenge Exams*: Consists of challenging the course content through an exam. This will be done as long as the appropriate medium and scale exists to check the expected run level of 70%. The student must request the challenge exam option at the Registrar's Office. The student may take the exam only once. The exam will be prepared by members of the faculty of the Institution. As an institutional rule, a course in which the student has previously enrolled and attended cannot be challenged. In addition, to request the exam, the student cannot be enrolled in the course to which intends to challenge. The challenged courses will be considered within the maximum of 33% or 50% (as applicable) of validation allowed. The approval of these courses does not affect academic average, but approved credits do. Once approved, the credits will be identified by CE in the transcription of credits.
3. *Validation by Tests for the Evaluation of Execution*: It consists of validating a course by tests for the evaluation of execution in the courses of keyboarding, computer repair, conversational English, procedures in laboratories in areas of medical billing, among others. Once approved, the credits will be identified by CE in the transcription of credits.
4. *Accreditation for Previous Learning for the Internship Course*: It consists of allowing the student with experience in the labor field the opportunity to demonstrate that they have the skills and experiences in the labor field, in this way they can request that their years of experience be validated for their internship course. Once approved, they will be identified by CE on the credit transcript.

The evaluation and experience for validation purposes will be carried out by a professor from the Institution, a specialist in the discipline. To validate the practice, it is required that the student have at least three (3) years of related experience.

Requirements:

- a. The student indicates in the Registrar's Office his interest in requesting Accreditation for Previous Learning for the Practice Course.
- b. The Campus Director or assigned resource, interviews the candidate, and requests the documentation.

The documents to evaluate the request are:

- a. Employment certification that evidences time and functions in the position.
- b. Copy of the Duties and Responsibilities Sheet.
- c. Copy of evaluations by supervisors.
- d. Evidence of professional development (Portfolio, Certificates of Participation, Licenses, and others), at the discretion of the Campus Director.

Honor Roll

Once a year, the ICPR Junior College Honor Roll is published, made up of students who have a cumulative average of at least 3.50 (GPA) and no less than 12 credits approved. These students receive recognition at a special ceremony held for this purpose each year.

Graduation Requirements

Students in the different programs must request graduation using the Graduation Request Form (FICPR-75) no later than the date indicated in the academic calendar. To obtain an Associate Degree or Professional Certificate at the Institution, the student must:

1. Complete the academic requirements indicated in the curriculum of the study program of which the student is a candidate for graduation.
2. Achieve an overall average of 2.00 (GPA) points.
3. Have passed each concentration course and related courses with a minimum grade of "C" and a grade of "B" in the practice courses, general education courses may be approved with a minimum grade of "D" in the Associate Degrees. In the Professional Certificate programs have passed all their courses with a minimum grade of "C".
4. When the student does not accumulate the minimum graduation average, he may repeat with Title IV funds, only once, those courses in which he obtained low grades to reach the required average, taking into consideration that he must meet academic progress. If it is necessary to repeat courses more than once, it will be considered as private payment. The courses in which you obtained a grade of "F", you can repeat them with Title IV funds as many times as necessary, as long as you comply with the Satisfactory Academic Progress Policy and do not exceed 600% of the utilization of your Pell Grant.
5. By prior agreement between the Campus Director and the Director or Dean of another university institution, an ICPR Junior College student may take another course in another institution to complete the graduation requirements, with prior written

authorization and approved by both institutions. At the end of the semester, the student will file with the other institution an official transcript of the course with the grade obtained and the value in credits. This will be included in the student's file and will be credited to complete their graduation requirements; it will not count towards the accumulated general average.

6. The graduation acts are carried out in person or virtually if a situation of force majeure so warrant.

Awarding of Honors for Associate Degrees

Summa Cum Laude - Awarded to a student who reaches an academic average between 3.90 and 4.00 upon graduation.

Magna Cum Laude - Awarded to the student who at graduation reaches an average between 3.60 and 3.89.

Cum Laude - Awarded to the student who at the time of graduation reaches an average between 3.50 and 3.59.

Awarding of Honors for Professional Certificates

High Honor - Awarded to the student who at the time of graduation reaches an average between 3.80 and 4.00.

Honor - It is awarded to the student who at the time of graduation reaches an average between 3.50 and 3.79.

Awarding of Diplomas

ICPR Junior College will keep the diplomas for one year. After that time, they will be placed in the file of each student. The student will complete the Diploma Application Form (FICPR-90), which must be signed by the Registrar, the Bursar Office, and the Information Resource Center (CAI). Photo identification is required when picking up the diploma. Written authorization and photo identification are required if someone else picks up the diploma.

Policy on Programmatic Offer and Degree Completion Guarantee (REG04-0610)

The primary purpose of ICPR Junior College, in accordance with its philosophy, mission and vision, is the commitment that every student is assured of maintaining the academic offer and is guaranteed the opportunity to finish the degree in the event of closure of a program of study. If the Institution decides to terminate a programmatic offer, each student enrolled at that time is guaranteed that they will be able to complete the offer in the traditional way or by the variant of directed courses until the student completes the study program.

If a student abandons his studies for a semester or more, he must comply with any modification that the Study Program in which he was previously enrolled has undergone, including its potential closure (closure, elimination).

Official Withdrawals

Official withdrawal means the request by the student for the courses enrolled in an academic session. The calendar of an academic session indicates the business period for making partial or total withdrawals. To request withdrawal from the program, the student must receive due authorization from the official designated for such purposes, or from the Campus Director.

The Withdrawal Request Form (FICPR-53) without academic penalty, must be filed with the Registrar's Office within the term established by the academic calendar. When the student decides to withdraw from the Institution, they must notify the Office of the Professional Counselor or Registrar, completing the corresponding form. Regarding the courses in which you have officially enrolled, you must complete the process of total withdrawal and satisfy in Reception the financial obligations that you had pending at the time of withdrawal. The withdrawal is official when it receives the approval of the Registrar.

Administrative Withdrawals

The administrative withdrawal is one that the Institution awards without prior request from the student. It is used in those cases in which the student does not sign the Census II, an academic activity carried out after sixty percent (60%) of the academic term. It is also awarded in those extraordinary and special cases such as: expulsion, disciplinary suspension, imprisonment, or death. Any administrative withdrawal will be authorized only by the Campus Director.

Administrative Withdrawal for Lack of Academic Activity (WLA-Withdrawal Lack of Academic Activity)

Withdrawal due to lack of academic activity occurs when a student, at some point after the II Census, ceases to have academic participation in all of their courses. In that case you are awarded a WLA.

Withdrawal Determination Date

The institutional policy establishes the withdrawal determination date as the date on which the Institution became aware of the existence of the withdrawal. For administrative withdrawals, in those cases in which the student stopped participating in academic activities after sixty percent (60%), the withdrawal date is in the last week of Census II.

Registration Cancellation Policy (REG04-0603)

The student's registration may be canceled under the following circumstances:

1. The student does not participate in any academic activity in his classes and informs the Registrar's Office of his desire to voluntarily cancel his registration.
2. The student stopped participating in academic activities during the signature collection process for the first Census and the teachers notified the Registrar's Office. The Registrar's Office will initiate the **Total Cancellation** process.
3. The student did not participate in the academic activities of a particular class during the signature collection process for the first Census and the teacher notified the Registrar's Office. The Registrar's Office will proceed to carry out the process of Partial

Cancellation of the course before the first Census and the Finance and Accounting Office will proceed to make its respective registration cost adjustment. The Financial Aid Office will make the adjustment in the allocation of financial aid.

All students who have a Total Cancellation of their tuition during the first two weeks of class will be reimbursed 100% of the payment of the cost of the term, less 5% of administrative expenses of the cost of instruction or \$100, whichever be less. If said student wishes to return to study at the Institution, he will be classified as a new student or readmission accordingly. The Institution will carry out the process of return of funds (Return of Title IV), where applicable.

BURSAR

Costs of Certificate Programs and Associate Degrees:

As of September 2021, the new program costs are:

Associate Degree and Professional Certificates - 12 credits or more per academic term.	\$ 3,400.00*
Other Associate Degree Programs and Professional Certificates (Associate Degrees in Nursing Science, Diagnostic Radiological Technology and Business Administration in Gastronomy. Professional Certificates in Adult Patient Care, Practical Nursing, Pharmacy Technician, Culinary Arts, Dental Technology, Baking and Bakery Commercial)	\$ 3,580.00*

* Upgrade, labs, practice, and graduation fees are already included in these costs.

Fees

Readmission fee	\$25.00
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Additional fees:

Official Transcript of Credits or Certifications	\$ 2.00 per document
ID Card Duplicate	\$ 5.00 per card
Challenge Exams	\$ 50.00 per exam
Practice Validation	\$ 100.00
Program Change	\$ 10.00
Cancellation of Registration	\$ 100.00
Online Degree Verification	\$ 5.00
Online Attendance Dates	\$ 5.00
Online Credit Transcript	\$ 2.00
Copy of Tuition	\$ 2.00
Returned Check	\$ 25.00
Collection Agency Fee	\$ 30.00

Collection of Enrollment Drops Policy in Cases of Total Withdrawal as of the Third Week of the Beginning of Classes (REC04-0700)

The withdrawal process will begin when the student requests it by completing Form ICPR-53 (Request for Partial or Total Withdrawal) or when the Institution is aware that the student will not return. If the student withdraws completely in the third week after the beginning of classes onwards, the collection policy will be applied according to the program the student is enrolled in.

Associate and Certificate Degree Programs:

Credits	3rd & 4th	5th through 8th
	50%	100%
12 or more	\$1,700.00	\$3,400.00
9 – 11	\$1,275.00	\$2,550.00
6 – 8	\$850.00	\$1,700.00
5	\$515.00	\$1,030.00
4	\$412.00	\$824.00
3	\$309.00	\$618.00
2	\$206.00	\$412.00
1	\$103.00	\$20.00

Other Associate Degrees and Professional Certificates:

Professional Certificates: Practical Nursing, Culinary Arts, Dental Technology, Pharmacy Technician, Pastry and Commercial Bakery.

Associate Degrees: Nursing Sciences, Medical Sonography, Diagnostic Radiological Technology and Business Administration in Gastronomy.

Credits	3rd & 4th	5th through 8th
	50%	100%
12 or more	\$1,790.00	\$3,580.00
9 – 11	\$1,342.50	\$2,685.00
6 – 8	\$895.00	\$1,790.00
5	\$522.50	\$1,045.00
4	\$418.00	\$836.00
3	\$313.50	\$627.00
2	\$209.00	\$418.00
1	\$104.50	\$209.00

FINANCIAL AID

Federal Funds Return Policy (AEC04-0300)

Federal Financial Aid funds are reimbursed to the Federal Department of Education in accordance with the following policy:

The percent of federal aid returned is equal to the number of calendar days remaining in the term (semester) divided by the number of days in the term. Federal aid is not reimbursed if the student completes more than 60% + 1 of the term. If the student had to return federal aid; the student is considered to be overpaid, therefore, is not eligible for additional federal aid until the corresponding amount is paid. If the student receives more federal aid than the amount recorded in his account, after being withdrawn (post-withdrawal), the student is entitled to a refund. Pending tuition fees will be deducted from this refund and if there is a remainder, the student will be disbursed.

Verification Policy (AEC04-0303) and Verification Process

Financial Aid officers at ICPR Junior College will collate the required information from those students chosen for verification by the Federal Department of Education. The student who was chosen for verification will be notified by verbal and written communication.

The information to verify will be family composition, number of students enrolled in a post-secondary institution, adjusted gross income, determined tax, number of people claimed, alimony received and paid, some income not subject to contributions and benefits received. In addition, the student must provide evidence of completing high school and present valid photo identification (Driver's License, Election Card, or passport). This applies to those students who receive federal funds, such as: FPELL, FSEOG, FWSP and state funds from the Postsecondary Institutions Board (JIP, by Spanish acronym).

The Financial Aid officer may request additional documents to understand if necessary, or if there is any conflict with the information provided by the student. The required documentation must be delivered by the student before the expiration of the second census. Failure to deliver the documentation on the date indicated, the student will not be able to receive federal financial aid, and it will be considered direct payment.

If at the time of performing the verification process it is found that there is a conflict with the information provided by the student, the student or the Financial Aid Officer will correct it in the system. (Will be corrected by the student at www.fafsa.ed.gov or by the Financial Aid officer in the CPS system). If, as a result of said correction, a change in the student's eligibility results, the Financial Aid Officer will notify the student of said change by written communication. If an overpayment arises as a result of the student's change in eligibility, the Institution will return the funds to the Federal Department of Education.

Disbursement Policy for Books and Materials (FIN04-0401)

ICPR Junior College discloses its disbursement policy for books and materials as established in Federal Regulation 668.164 (i) effective July 1, 2011.

1. To receive the disbursement of books and materials, the student must meet the following requirements, within ten (10) days of the first day of school:
 - a. Have completed the eligibility requirements.
 - b. If you were chosen for verification by the federal government, have completed said process.
 - c. Have resolved some conflicting information reported by the Federal Government in ISIR ("C code").
 - d. Have a credit balance after the award, in the enrollment process, of Title IV aid.
2. If the student meets all the aforementioned requirements, may receive during the first seven (7) days of the payment period, an amount for books and materials established in the cost of attendance (informed in the award letter) or what the balance has credit in your account, whichever is less; according to the award of Title IV aid. This disbursement to the student will be made by institutional check.
3. Any other credit balance in the student's account that does not come from Title IV grants will be refunded on or before fourteen (14) days after the credit is created, as long as the student has not authorized the balance to be applied to future registrations.

FINANCIAL AID PROGRAMS

What types of Financial Assistance are available?

Scholarships

Free Financial Aid Programs to cover study expenses, which do not require reimbursement or work.

Federal Scholarships

The Federal Pell Grant, unlike a loan, does not have to be repaid by the student. The Federal Pell Grant, established by the Education Amendment of 1972 (Public Law 92-318), is awarded only to undergraduate students who have not completed the academic requirements of a baccalaureate or other professional degree and who have not exceeded the maximum time allowed to complete a first baccalaureate (150%). At ICPR Junior College, the maximum time allowed is measured according to the duration in credits of the study program.

To determine student eligibility, the Federal Department of Education uses a standard formula, established by Congress, to evaluate the information the student submits when applying. The formula produces an Expected Family Contribution (EFC) number. The Student Aid Report (SAR) contains this number located at the top right of the first page. This number is used to determine how much scholarship the student is eligible according to their cost of education and academic load.

The student applies for the renewal of the Federal Pell Grant annually and is available to students with an academic load of less than part-time (1 credit). Credits in which the student is enrolled and do not correspond to their program of study are not eligible for the Federal Pell Grant payment. The student cannot receive Federal Pell Grant funds in more than one educational institution at the same time.

Federal Supplemental Grant (FSEOG)

It is available to students who demonstrate extreme financial need and are recipients of the FPELL Grant with an Exceptional Expected Family Contribution (EFC). The amount to be received varies depending on the financial need of the student and the amount of available funds to be granted by the Institution. This aid is a complementary federal scholarship that is offered to low-income students, based on available funds. Because it is a scholarship offered by the Federal Government, the student does not have to return it. To qualify, the student must be enrolled at least half-time (6 credits) and have an expected family contribution (EFC) of 0 on the answer to the Federal Pell Grant.

Federal Work and Study Program (FWSP)

Under this program of the Federal Department of Education, ICPR Junior College can offer students part-time employment, which allows them to pay part of their educational expenses. In allocating this aid, your class schedule, satisfactory academic progress, and financial need will be considered.

The payment will be equivalent to the federal minimum wage. You will be paid at least once a month, according to the hours worked. To the extent possible, the student will be assigned a job that is related to their field of study. The student may not exceed the assigned hours, work on class hours, or affect their academic progress. If the student agrees, will sign an agreement to pay the tuition debt, if any.

State Scholarships

The funds come from the General Fund of the State Treasury of the Government of Puerto Rico to be administered and distributed through the Council of Education of Puerto Rico (formerly the Council of Higher Education of Puerto Rico), if available.

Scholarship Program for Students with Academic Talent

The purpose of this program is to benefit students with financial need and academic talent. This scholarship aids students with an annual family income not to exceed \$ 15,480.00, who are enrolled in a full-time vocational technical program, associate degree, or baccalaureate with an overall average of 3.00 (GPA) or more. The Institution will assign students an amount for the entire fiscal year equivalent to representing three (3) undergraduate credits, the graduation requirement of the program in which the student is enrolled for a maximum total of \$ 600.00. Between the two parameters: cost of three undergraduate credits and \$ 600.00, whichever is less.

Institutional Scholarships

Security Scholarship

This is an institutional security scholarship offered to students who qualify. Scholarships are awarded by term and the total of each scholarship is \$ 200.00. The scholarship is applied to the total payment of tuition and / or fees at the end of each term. The student performs around fifty (50) hours per term of functions according to the Responsibilities Guide for Security Personnel. Each Director selects and authorizes the students to be awarded said scholarships. The number of scholarships to be awarded shall not be greater than one for every one hundred (100) or fraction of one hundred students enrolled in each Campus or Extension Center.

Imagine America Scholarship

ICPR Junior College has joined the Imagine America Scholarship Program. This scholarship is offered through affiliation with Career Education College and Universities (CECU), two scholarships of one thousand dollars (\$ 1,000.00) each will be awarded to two high school graduate students, from among the participating institutions.

The student is required to have an academic average of no less than 2.50 GPA, once the student is recommended by the principal or school counselor, the scholarship application is sent to ICPR Junior College, who will award the scholarship, subject to the availability of funds and the processing date. The \$1,000.00 scholarship will be awarded to a two-year Associate Degree program. It will be distributed in equal parts during the second and fifth trimester of studies if the student is enrolled full time (12 credits or more per semester or academic term) and meets all institutional regulations.

Federal Loans

Our Institution does NOT offer federal loans.

How can I request Financial Assistance?

Access the Internet page www.fafsa.ed.gov. If you do not have a PIN (Personal Identification Number) you have to request it on that page. This number is received immediately. The federal institutional code of ICPR Junior College is 011940. If you have any doubts or questions to complete this Application, the Financial Aid Officer of your Campus is in the best disposition to help you.

What documents do I need to have to complete the FPell Application (FAFSA)?

1. Evidence of income received for the year preceding your application (whichever applies) Copy of the parent or student's Income Tax Return, as applicable.
2. Certification of income received from Government Agencies (PAN, Public Assistance, Social Security, Veteran, etc.) and Alimony through the Court. Submit an official copy of the documents that are required to corroborate the veracity of the information in my application in case it is selected for the Federal Government Verification Process.

Eligibility Requirements to Receive FPell Scholarship

1. Be a graduate of High School or its equivalent.
2. File online the application for Institutional Financial Assistance and the Free Application for Federal Student Aid (FAFSA).
3. Meet the eligibility requirements as set forth by the Federal Department of Education, the Postsecondary Institutions Board, and ICPR Junior College.
4. Enroll in a study program leading to an associate or certificate degree.
5. Maintain a Satisfactory Academic Progress (as established in the General Catalogue).
6. Not be in default (Delinquency) of a Student Loan.
7. Be enrolled in the Selective Service (all males between the ages of 18 to 26 years).
8. Comply with the verification process (if apply).
9. Be an American citizen or resident.
10. Not be a debtor of a Federal Pell Grant or FSEOG refund, in any institution.
11. Not being a member of a religious society or order whose main objective is to promote religious ideas associated with the existence of a supreme being; that it requires its members to renounce any economic income beyond the support it receives from said society and that it requires its members to follow a course of study, or that said society or order provides it with support for the subsistence of its members.
12. Not have graduated from high school or be simultaneously enrolled in any other post-secondary institution.
13. Not having exceeded 600% of the use of the FPell scholarship.

OTHER INSTITUTIONAL POLICIES

Non-Discrimination Policy (CUM04-0504)

ICPR Junior College in compliance with the provisions of the law, protects the civil rights of all components of the university community and prohibits discrimination in the Institution.

We are an inclusive educational Institution and we do not discriminate directly or circumstantially on the basis of race, color, national origin, sex, disability, age, social status, political or religious beliefs in compliance with civil rights laws. Discriminatory acts will not be tolerated.

Title IX

Title IX of the Education Amendments of 1972 is the federal Civil Rights Act that prohibits discrimination on the basis of sex in educational institutions that receive federal funds. This law establishes that no person in the United States, for reasons of sex, may be excluded from participating in, being denied benefits, or being subject to discrimination, under any educational program or activity that receives federal financial aid. (Legal basis: 34 CFR Part 106-Nondiscrimination on the basis of sex in education programs of activities receiving federal financial assistance).

In compliance with the provisions of law under Title IX, ICPR Junior College designates a Title IX Coordinator as the primary contact at the Central level and the Professional Counselors of each of the Precincts as responsible for handling complaints based on sex.

Institutional Security Policy (CUM04-0508)

ICPR Junior College recognizes that all students, members of the Faculty and Administration, as well as the general public, deserves an environment free of risks to their safety. All criminal activity, actual or potential, is investigated, documented, and reported in order to keep the entire community on alert to the entire university community and provide them with critical information for making prudent and successful decisions.

The Institution maintains statistics and annually publishes the security report on criminal acts on its website www.icprjc.edu, Intranet page and on the bulletin boards of the Localities. In addition, a daily record of criminal activities is kept for the knowledge of the entire university community. Any person who violates any state or federal statute is subject to disciplinary measures of the Institution or legal actions if applicable.

Additional information is found in the Manual of Security Procedures and Management of Criminal Activities (MANICPR-19).

Equal Opportunity Policy for People with Disabilities and Reasonable Accommodation Need (CUM04-0503)

ICPR Junior College has established an institutional policy to serve people with disabilities, which is governed and based on State and Federal Laws. This policy is intended to guarantee equal educational opportunities for our disabled population.

In 1990, the United States Congress passed Public Law 101-336: American with Disabilities Act (ADA), which aims to eliminate discrimination against people with disabilities, guarantee equal employment opportunity, access to public services, and promote the full participation, independent life, and economic self-sufficiency of people with disabilities.

To comply with the requirements of state and federal law, the ICPR Junior College Counseling Office is responsible for coordinating and providing the necessary services to people with disabilities throughout the university community. This office is located in the facilities of each Campus. Each Campus will be governed by this policy, and in coordination with the Campus or Additional Location Director, the Academic Coordinator and the Professional Counselor will ensure compliance with this. The Professional Counselor will be responsible for planning, organizing, and evaluating all services for people with disabilities who request them. (A copy of the Public Policy and the Manual is available at the offices of the Professional Counselors).

Policy for Prevention and Intervention Against Sexual Harassment, Bullying and Cyberbullying (CUM04-0502 and AES04-0200)

Sexual harassment is defined as unsolicited sexual approaches, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- The conduct is carried out as a term or condition for employment, education, living conditions or the participation of an individual in the University Community.
- Accepting or denying such conduct is used as a basis or as a factor in decisions that affect, employment, education, living conditions or the participation of an individual in the University Community.
- Unreasonable conduct impacts employment, academic performance, or creates a hostile or offensive environment for an individual or participation in their University Community.

Sexual harassment is defined by law and includes requests for sexual favors, sexual advances, and other sexual conduct when (1) submission is explicitly or implicitly a condition that affects academic or employment decisions; (2) the behavior is severe or intimidating enough to create an intimidating, hostile, or disgusting environment; or (3) the behavior is persistent regardless of the objection of the person to whom the behavior is directed.

ICPR Junior College will not allow any type of harassment, intimidation or cyber bullying in its localities as established by Law # 37 of 2008. These rules and regulations are intended to provide the student with an adequate study environment, where respect and consideration for other colleagues, teachers and administrative employees, correct use of language in tune with the image of a university student and future professional. employment, education, living conditions.

The consequences of violating this policy are found in the Student Handbook. Any type of punishment against a person who files a complaint or who is a witness in a sexual harassment case is prohibited. ICPR Junior will take the necessary preventive measures to avoid sexual harassment, intimidation and cyber bullying and will apply all necessary disciplinary measures.

Drug and Alcohol Use and Abuse Policy (CUM04-0510)

ICPR Junior College in compliance with the provisions of law and with the objective of providing a healthy and safe environment for the university community, prohibits the possession, purchase, sale, manufacture, distribution, and use of drugs declared illegal or the use of alcoholic beverages in their Campuses or Additional Location. For additional information you can refer to the Informative and Preventive Manual on the Use, Possession, Sale, Manufacture, Distribution of Drugs and Alcohol Misuse (MANICPR-8).

Firearms Possession Policy (CUM04-0507)

In order to provide a healthy and safe environment for the ICPR Junior College university community, possession and carrying of weapons within the Campuses or Additional Location is prohibited. We recognize the need to provide a safe environment in our localities, therefore, during working hours and during academic or external activities of the Institution, the possession or carrying of firearms is prohibited. This policy allows an exception when it comes to Law Enforcement Agents, as defined by Law 404 of September 11, 2000, and related amendments and holds a license to possess and carry weapons. The individual cannot carry the weapon without a cow and must be hidden from the public eye. Any other exception requires a written authorization from the President of the Institution.

Any individual who does not comply with this policy will be considered in violation of this and will carry disciplinary sanctions, as provided in the Institution's Code of Ethics.

Non-Violence Policy in the Workplace or Studies (CUM04-0506)

Based on Law 156 of August 5, 1975, "Law on Safety and Health at Work", as amended, and Law 217 of September 29, 2006, "Law on Domestic Violence in the Workplace" and with the objective to provide a healthy and safe environment to the ICPR Junior College community, violence in the workplace or study is prohibited. Any form of violence, whether verbal or physical, by written or electronic means in the workplace or studies will not be tolerated. This policy applies to all the components of the university community, in all its Localities and activities sponsored by the Institution.

Policy for Students Suffering from Asthma (AES04-0203)

ICPR Junior College recognizes the right of students suffering from asthma or some related condition that they can self-administer medications in educational institutions, as established by Law # 46 of 2006.

Policy on Confidentiality in the Use of Social Security Number (AES04-0202)

In order to protect the confidentiality of students' personal information and based on Law 186 of September 1, 2006, "Law to prohibit the use of the Social Security number as routine identification in public and private educational institutions from the elementary level through postgraduate", ICPR Junior College, restricts the use of the Social Security number. A student's social security number will not be displayed on their ID card, in a place or object visible to the general public, in a grade publication document, on a list of enrolled students, or any other list given to teachers or administrative personnel, student directory or similar lists, nor will be available to people who do

not have the authority or need of access. Exceptions will be considered when, by legal provision, the use of the social security number is specifically compulsory or for internal confidential use for identity verification.

Policy on the Use of Cell Phones in the Place of Study or Work (CUM04-0509)

In order to protect the quality of teaching to students and the productivity of employees, rules are established for the proper use of the cell phone by employees and students in the Institution's localities.

We recognize that the cell phone has become the primary communication tool for students and employees. Seeking that the use of this valuable communication tool is adequate and that interruptions in the teaching-learning and work processes are minimized, the following rules are established:

- Cell phone use includes, among others, calls, text messages, emails, access to social networks, games, and videos, so in the classroom both students and teacher must put the phone in vibration to avoid interruptions during class, however, it can be used as a tool in the teaching-learning process.
- In the workplace, all employees, even those with the Institution's telephone, must demonstrate prudence in using it during working hours. It is important to avoid distractions so that the work of the employee or his partner is not affected.
- It is forbidden, during work or study hours, to access social networks, games and videos, unless they are for the teaching-learning process. Recording confidential information or taking photos without proper authorization is also prohibited.
- It is prohibited to use the cell phone while driving an Institution vehicle.

Technology Management Security Policy (CUM04-0511)

To protect the security of the university community, the technological equipment, information systems and the confidential information of the Institution, ICPR Junior College establishes rules to be followed in the correct use of the Internet, computers, and email.

Based on Law 267 of August 31, 2000, known as the "Law for the Protection of Children and Young People in the Use and Management of the Internet," ICPR Junior College understands that access to the Internet is a vital part of academic and administrative activities, so it must be available to the entire university community. The correct use of the Internet network must be in accordance with institutional rules and applicable regulations. The Internet must be used exclusively for the teaching-learning process or to carry out authorized work related to institutional processes. Downloading, viewing, or searching for non-educational or non-work-related material, including material of a pornographic or obscene nature, is strictly prohibited. Violators of this policy will be subject to disciplinary measures that may include up to the separation or expulsion from the Institution.

All information created and stored in computer files is the exclusive property of ICPR Junior College and may only be used for institutional purposes. Authorized users have no expectation of

privacy. The Institution reserves the right to inspect computers and systems at any time to ensure their correct use.

For additional information on rules, regulations, and disciplinary measures, you can access the Technological Security Policy Manual (MANICPR-27).

Right to Information Policy (AA04-0102)

ICPR Junior College, in compliance with its mission, vision, values and institutional goals, establishes an Access to Information Policy that governs libraries (CAI, Center for Access to Information). Access to information is defined as the right of every user to receive library services. This implies that the books and other bibliographic, physical, and virtual resources of the CAI are available to all members of the university community, without distinction as to their ethnic origin, race, gender, age, sexual preference, religion, or ideology.

Copyright Policy (Copyright CUM04-0500)

ICPR Junior College with the objective of protecting, recognizing, and disclosing the rights and responsibilities of Intellectual Property of the members of the university community, establishes an Institutional Copyright Policy. This Policy offers support and the necessary guidance for the protection of the rights of teachers, non-teaching employees and students, or whoever is in title of the Institution.

The Institutional Policy on Copyright fulfills the following objectives:

1. Provide a procedure to make protected intellectual work accessible to the public, which is the product of institutional intellectual work.
2. Encourage research and the development of ideas, as well as the publication of research, through proper guidance and advice on how to protect and register Copyright.
3. Define the institutional interpretation on the applicability of the jurisprudence and current regulations, both in the jurisdictional scope of the United States and in that of the Commonwealth of Puerto Rico, on the intellectual product subject to protection under Copyright.
4. Protect the interests of the Institution and guide its employees and students on how to protect their Copyright.

Restrictions Related to Copyright

The Copyright Act (Title 17 United States Code) controls photocopying or other forms of reproduction of copyrighted resources. Under certain specific conditions in the Law, libraries and archives are authorized to provide photocopies or reproductions. One of these conditions is that the Photocopy or reproduction "will only be used for private study, academic or research purposes" or "Fair Use".

If the user uses a photocopy or reproduction for other purposes that exceed the "Fair Use", it may be processed for infringement of Copyright. Determining what constitutes "fair use" depends on

subjective factors. Here are several guides or recommendations to help us determine the "fair use" of a book or work.

Below, you will find a table in which what is considered Fair Use and Not Considered Fair Use in the field of Copyright is established.

CONSIDERED FAIR USE	NOT CONSIDERED FAIR USE
• Educational purposes (including multiple copies for classroom use)	• Commercial activity
• Research and academic purposes	• To obtain profit from the use
• Use nonprofit-non-educational institutions	• For entertainment purposes
• For criticism and comment	• If used in bad faith
• For news reports and skits	• If no credit is offered to the original author
• Educational purposes (including multiple copies for classroom use)	• Make it an unpublished work
• Research and academic purposes	• Works of fiction
• That it is a published work	• Make it a work of high creative content
• That the work is based on true facts	• A large portion or all of the work
• Necessary to achieve academic objectives	• The part used is core in the work
• A small amount in relation to the entire work	• You can replace the purchase of the original work
• The portion that is used is not central or significant, in relation to the rest of the work	• Significantly affects the real market and its derivative works
• The amount is adequate to promote an educational purpose	• Numerous copies of the work are made
• The user acquired or has purchased the rights to the original work	• It was made accessible through the Internet or other public forum.
• Does not cause effect significant in the actual or potential market for the work being produced	• Repeated or long-term use of the work
• There is a reasonable procedure to obtain a license for the use of the work.	• Lack of procedures to obtain a license

All of these guides help us determine the fair use of a work. However, it is recommended at all times to obtain authorization from the author of the work or notify of the intended use of the work.

Information taken from: Certification No. 140, 1992-1993 of the Higher Education Council (currently the Postsecondary Institutions Board) - Institutional Policy on Copyright.

Disciplinary Rules

ICPR Junior College students must observe the institutional rules and regulations (Code of Ethics) that govern their conduct both in the classroom. As in the Access to Information Center or any other structures of the Institution. These rules and regulations are intended to provide the student an adequate study climate, where respect and consideration for other colleagues, teachers and

administrative employees will prevail; correct use of language and good dress in keeping with the image of a university student and future professional.

ICPR Junior College honors federal and state provisions that clearly prohibit the use, possession, and distribution of drugs and alcoholic beverages. The Institution will provide its students with information on the aforementioned Rules and Regulations during Orientation Week for newly admitted students, in the Student Manual and in the Informative and Preventive Manual on Use, Possession, Sale, Manufacture, Distribution of Drugs and Misuse of Alcohol.

Violation of Institution Rules

Any student who alters or violates any of the institutional rules (Code of Ethics) will be subject to disciplinary action by the corresponding Enclosure Director. This official will determine the suspension of the student for a semester, for an academic year or permanently. Any decision may be appealed.

Right of Appeal

If the sanctioned considers that he has valid reasons for the sanction applied to be reconsidered, he must request a hearing of his case. This request must be submitted in writing to the Director no later than ten (10) calendar days after the decision has been made. The case will be analyzed by a four-member board made up of a representative of the faculty, a representative of the administration, a student representative and the President of the Institution or its authorized representative, who will preside over the reconsideration hearing. The final decision of the meeting will be made based on analysis and consensus and will be communicated to the interested party no later than ten (10) days after the hearing is held.

Complaints Management Policy (CUM04-0512)

ICPR Junior College has a Complaints Management Policy to provide students, administrative staff, and faculty with the mechanism so that they can present complaints about any matter and that they be dealt with quickly and fairly.

ICPR Junior College recognizes the right of the university community to have a place of study and employment where various situations that may undermine the service and the environment, both of study and work, can be addressed. Based on this, this policy has been established to file complaints on any matter related to the ICPR Junior College.

This policy establishes that the complaints of faculty, administrative employees will be attended by the Campus Director. Student complaints will be dealt with by the Professional Counselor. If you are not satisfied with the care provided, it will be addressed by the Director of Student Affairs, for students, or by the Director of Human Resources if the complaint comes from a member of the faculty or an administrative employee. If you continue to be dissatisfied with the attention given to the filed complaint, any person can send it to the President/CEO. If the President/CEO understands that after going through the corresponding channels the complaint has not been adequately addressed, she will assign an investigator from the Central Office who will collect, review and analyze the existing facts and evidence in relation to the complaint made. The

investigator will send a report with its recommendations to the President/CEO who will make a final decision based on the report presented.

This policy establishes that the final decision regarding the complaint will be sent in writing no later than 30 days after receipt of the complaint.

If not satisfied with the process for the solution of the complaint, the complainant can contact:

Accreditation Agency
Middle States Commission on Higher Education
1007 North Orange Street
4th Floor, MB #166
Wilmington, DE 19801
Telephone: (267) 284-5000
www.msche.org

Licensure Agency
Postsecondary Institutions Board
PO Box 19900
San Juan PR 00910-1900
Telephone: (787) 722-2121
<https://agencias.pr.gov/agencias/cepr/inicio/Pages/default.aspx>

Distance Education Policy (AAC04-0102)

ICPR Junior College, as a post-secondary education institution, provides higher, technical and continuing education as part of its mission to transform the human being through various modalities. The institution recognizes the importance and strategic nature of Distance Education for the institution, establishing a modality that allows greater accessibility to higher education and even the internationalization of the academic offer. In order to establish the guidelines, requirements and procedures that apply to the Distance Education (EaD, by its Spanish acronym) modality at ICPR Junior College, the following policy is established:

- The policies, guidelines and procedures established in Distance Education (DE) are aligned with the mission, vision, goals, values of the institution and the principles of distance education, with its planning and evaluation processes and integrated to governance and oversight processes as established by the Middle States Commission on Higher Education (MSCHE, 2011) Distance Education Programs: Interregional Guidelines for the Evaluation of Distance Education (Online Learning).
- The institution's professors who offer courses under this modality have professional qualifications in the area and the institution provides the resources to prepare them as designers and instructors in EaD. The Institution and its professors are committed

to the development of EaD in everything related to new technologies and the quality of the courses through their training and professional development.

- The academic programs developed in this modality are coherent in content and sequential and are based on the face-to-face curriculum authorized and licensed by the Post-Secondary Institutions Board (JIP, by its Spanish acronym) and contemplated under the accreditation of Middle States Commission on Higher Education (MSCHE). The institution guarantees the rigor and quality of the online academic offer as well as the face-to-face one and safeguards its approval procedures according to JIP requirements and MSCHE quality standards.
- Once the course has been designed and evaluated by the Committee, the modules cannot be altered, the professors will not be authorized to make changes to them. Only at the request of the Academic Affairs Dean will the courses be updated in accordance with the curricular revisions and the approval of the changes by the Institutional Curriculum Committee (CIC). The suggested changes will be carried out through the Office of Innovation and its Division of Distance Education.
- Courses and modules must not be customized by their designers. The ICPR Junior College is the owner of the rights to the online courses and modules created on the Institutional platform as part of the work and/or functions of the faculty members. Any course developed by a professor who has been paid for the development of an online course will become the property of ICPR Junior College. The evaluation of student learning follows the evaluation criteria established by the Institution, using formative and summative evaluation methods.
- Students enrolled in this modality will have administrative and academic support, counseling and virtual advice, access to databases and other online services.
- The institution respects the principle of academic freedom, recognizing that Distance Learning is a teaching modality. However, it establishes some restrictions in terms of the platform to be used, means of communication between student - professor and modifications to the courses. The platform recognized by the institution and used is Moodle under the domain www.adistanciaicprjc.edu.
- In EaD the academic integrity of the participants of this modality will be faithfully guarded; students and teachers.

This policy will apply to all individual courses, to the courses that make up an online program and to any other course that uses the institutional platform.

This policy is based on the following guidelines and regulations:

- MSCHE (2011) Distance Education Programs: Interregional Guidelines for the Evaluation of Distance Education (Online Learning).

- US Department of Education (USDE) in 34 CFR 602.17 (g), US Department of Education, Volume 5 --Withdrawals and the Return of Title IV Funds, 2016-2017, US Department of Education, Volume 5 --Withdrawals and the Return of Title IV Funds, 2016-2017.
- USDE - FERPA Law
- Post-Secondary Institutions Board (JIP) Certification #2007-021. Guide for the Operation of Distance Higher Education Institutions and for the Development of EDUCAC Programs.

STUDENT SERVICES

Student Life

In principle, the Institution is based on fraternization free of hierarchical limitations. An atmosphere of cordiality is fostered between administration, faculty, students, and employees in general.

Every day you can appreciate the family character that guides the university community towards the goals that have been set. The belief in democratic and effective coexistence in a real context is the basis for institutional growth. The Introduction to Student Development course complements the growth function.

Orientation and Counseling Services

The main objective of ICPR Junior College's counseling program is the integral development of the student. Work together with the student on their intellectual growth and their individual development as a professional. The program seeks to work directly with the student on needs such as: integration and adjustment to university life, academic achievement and making institutional values their own.

Placements and Internship Office

ICPR Junior College has a Placement and Internship Office which supports the student in the processes for job placement in procedures such as: resume preparation and workshops to be successful in the job interview, among others. This office coordinates job fairs and has an information board in each locality where it publishes job opportunities. In the same way, it contributes to the search for Internship Centers, orients and guides the student in everything related to the practice course, and the documentation required to complete it.

Access to Information Center (CAI, by its Spanish acronym)) and Learning Resources (Library)

The function of the Center for Access to Information (CAI) of ICPR Junior College is to support the educational philosophy and mission of the Institution. It provides the materials, resources, facilities, and library services that support and enrich the curriculum of educational programs and facilitate the learning process. In addition, it serves as an information center for all members of the university community.

The CAI in each Campus is located in accessible areas. It contains collections of printed and non-printed materials organized and updated to meet the academic, social, and cultural needs of users. To promote greater and faster information services, the catalogs have been automated and there are trained librarians who guide and instruct users in the search and location of information.

Each CAI has a Periodical Publications Section, which gives users access to the latest in educational resources including the Internet. The collection of literary works of Puerto Rican authorship is made up of valuable books, magazines, and manuscripts. ICPR Junior College

libraries process interlibrary loans, circulate material for study and research, and others for recreational purposes. These have a scheduled time, according to the needs of their users.

Each CAI has a Library User Manual available (MANICPR-03), in order for it to take full advantage of the resources and services offered by these centers.

Audiovisual Services

The basic function of the Audiovisual Resources Center of the ICPR Junior College is to enrich the curricular offerings of the Institution through the use of audiovisual materials and equipment, at the same time that it responds to the educational and social objectives of the Institution in a more effective way.

Computer Labs

Computer Labs provide services to our university community for curriculum enrichment. Its function is to complement the Institutional Curriculum by providing information, material, Internet access and equipment necessary for word processing, data, and other courses. It is also a computing process center. In addition, each Campus and Extension Center have areas to access the Internet wirelessly (WIFI). The center is open during the day and part of the night and has a trained laboratory technician to satisfy users' concerns and provide the necessary help to users, during flexible hours.

Virtual Library

ICPR Junior College has an electronic library where with databases such as: EBSCO Host, Lex Juris and Digital Ocean, electronic books (e-books). accessible remotely. Access to virtual library is located in the webpage icprjc.edu under the Library link, only exceptionally they require a username and password, our users can access resources from outside the institution's network.

- o Databases: many of them, in addition to the bibliographic reference, offer or link to the full text of the document.
- o Electronic journals: these include those to which the institution is subscribed or found on the Internet with free access. Most of them offer their articles in full text.
- o Books, Dictionaries and Electronic Encyclopedias: made up of individual books or sets of books that can be consulted online in full text.

Resources available with limited face-to-face access due to COVID-19, according to the executive order of the Government of Puerto Rico for security.

Student Development Center (CDE, by its Spanish Acronym)

The CDE serves and supports students in the learning processes. The administration of diagnostic tests can be coordinated through the SDC, its correction and tabulation. Students also receive tutoring services, such as peer tutoring that supports them in their classes, such as written content orientation, document production, and the use of technology tools to complete assignments and projects.

ID Card

All students are required to have their identification card, which is usually obtained during the registration process or on the determined date established for this purpose. The presentation of this card is a requirement for the use of the facilities and services of the Access to Information Center, as well as for participating in general student activities.

Cafeteria

The Localities have coin-operated machines that serve light refreshments and snacks. In addition, adjacent to the Towns there are cafeteria facilities accessible to students.

Remote Services

Some student services are available remotely through the MYICPR Portal and the MOODLE Platform. Students can receive remote help through Technical Support with the system administrators of each Location and on the MOODLE Platform through the Intercom tool with the Innovation Coordinators.

Students have access to face-to-face, hybrid or distance learning (in some programs).

STUDENT ACTIVITIES

The Institution sponsors different activities to promote the personal, cultural, and social growth of students. These activities may vary from one locality to another.

Recognition of Achievements

This is a socio-educational activity that is held once a year in each Campus and the Additional Location. The fundamental objective is to recognize students with a cumulative academic average of 3.50 or more points and who have completed 12 or more credits at ICPR Junior College. Through this activity, the fraternization between students, faculty, administration, and distinguished members of the community is encouraged.

Education Week

During this week, each Campus and the Additional Location coordinates activities related to educational topics.

Athletic Activities

Students interested in sports activities participate in intramural and extramural tournaments. Community sports facilities are used in coordination with their administrators.

The Mayagüez Campus sponsors the ICPR Junior College Marathon, a marathon where students and other staff from different locations are invited, as well as the entire Puerto Rican community. It is a very popular event for the most outstanding athletes on the Island, as well as members of the Institution's staff.

Other Activities

Various activities are held to commemorate different dates, such as: Easter, Thanksgiving, Education Week, Administrative Assistant Week, Teacher's Day, Women's Day, Library Week, Puerto Rican Week, and others.

Students Associations

The Institution sponsors the formation of student associations whose purpose is to enrich and complement the curricular offerings while providing the opportunity to develop leadership and grow socially and culturally. The type and number of associations varies by Campus.

CONTINUING EDUCATION INSTITUTE

Continuing education is an alternative for professionals who need to update their knowledge, improve skills in a certain area of training and retrain in another career with greater occupational demand. The program is aimed at adults who have achieved formal academic preparation or have specific knowledge in a particular area and are motivated to improve their performance not only from the perspective of fulfilling a legal requirement, but also to keep up to date in their profession. Its principles are based on permanent education and continuous learning. Universities include continuing education programs to contribute to the training of employees of public and private companies or the community in general. Continuing education is an instrument to generate change, both to individuals and to the institutions for which it works. Through planned learning experiences, competencies are developed according to learning styles. ICPR Junior College is an institution committed to serving the community. The academic offerings respond to the needs of the company and the community in general, which have arisen as a consequence of the economic and technological changes resulting from globalization. Educational activities are based on the andragogical foundations of adult learning and pragmatism. New academic offerings are designed, responding not only to the needs of the community or companies and/or in accordance with the requirements established by the Continuing Education Regulations of the various Examination Boards or organizations that regulate the various professions. The trainings are designed by experts in the fields and with up-to-date information. The Continuing Education Institute receives academic proposals from specialists, a Committee of experts evaluates their content and makes the pertinent recommendations in such a way as to guarantee their effectiveness.

Mission

Offer a broad Continuing Education offer for professionals in Puerto Rico, aimed at updating specialized knowledge to make them competitive in the world of work.

Vision

Become the best educational offer for professionals and the general public, promoting a constant desire to excel and improve in different areas of knowledge.

Goal

The Continuing Education Institute's goal is to provide education and training to individuals in order to contribute to their professional development and to Puerto Rican society.

Objectives

- Provide courses with or without university credits leading to certifications or professional improvement of the individual.
- Offer an academic offer that responds to the particular needs of society and business.
- Prepare professional development plans for public or private companies and identify the training needs of their personnel.

- Design personal and professional development training tailored to the client (company, government, or industry).
- Establish alliances with professional associations and associations to expand the academic offer and strengthen our services as educational providers for their members.
- Promote the updating of ICPR Junior College staff in their administrative functions, mastery of technology and student service.
- Develop conferences, workshops, seminars, symposiums, conventions, congresses that provide professional training on current issues.
- Provide courses with or without university credits leading to certifications or professional improvement of the individual.
- Offer an academic offer that responds to the particular needs of society and business.
- Prepare professional development plans for public or private companies and identify the training needs of their personnel.
- Design personal and professional development training tailored to the client (company, government, or industry).
- Establish alliances with professional associations and associations to expand the academic offer and strengthen our services as educational providers for their members.
- Promote the updating of ICPR Junior College staff in their administrative functions, mastery of technology and student service.
- Develop conferences, workshops, seminars, symposiums, conventions, congresses that provide professional training on current issues.

The Continuing Education Institute offers its services in the Hato Rey, Arecibo, Manatí, Mayagüez, Bayamón Extension Center and adjacent geographic areas. Also, coordinates training in the facilities of government agencies, companies or the community that require it.

Admission Requirements of the Institute of Continuing Education

1. Complete the Enrollment Application (FICPR-096).
2. Make the required payment.

Continuing Education Tuition Payment Cancellation and Refund Policy (REC04-0700N)

The Institution reserves the right to cancel courses due to lack of minimum enrollment and will fully refund the payments made. In the event that the participant processes a drop in their registration (FICPR-208) before starting the course, they will be reimbursed 100% of the total amount paid. Once the course has started and the participant cancels their enrollment, they will receive 75% of the amount paid if the withdrawal is registered before the second class, otherwise they are not entitled to a refund. Registration is not transferable or delegable. If the course is one

day, the participant must cancel it twenty-four (24) hours in advance and will receive 75% of the amount paid.

ACADEMIC OFFER
Associate Degrees
BUSINESS ADMINISTRATION

COMPUTER MAINTENANCE AND REPAIR (ASCR)

GASTRONOMY (ASGA)

HEALTH SERVICES COORDINATION AND MEDICAL BILLING 

SCIENCES

CRIMINAL INVESTIGATION AND FORENSIC SCIENCES (ASCI)

DIAGNOSTIC RADIOLOGICAL TECHNOLOGY SCIENCES (ASRT)

MEDICAL SONOGRAPHY SCIENCES (ASMS) 

NURSING SCIENCES (ASNS) 

TECHNICAL PROGRAMS- PROFESSIONAL CERTIFICATES

ADULT PATIENT CARE (APC)

COMMERCIAL PASTRY CONFECTION AND BAKERY (PCC)

COMPUTER REPAIR SPECIALIST (CCR)

CULINARY ARTS (CAC)

DENTAL TECHNOLOGY (DTC)

DIGITAL GRAPHIC DESIGN AND WEB PAGE DEVELOPMENT (CDG)

EARLY EDUCATION ASSISTANT EEC)

MASSAGE THERAPIST (CTM)

MEDICAL BILLING (BMI)

MEDICAL CODING SPECIALIST (MCS)

PHARMACY TECHNICIAN (PHA)

PRACTICE NURSING (ENP)

PRIVATE DETECTIVE AND FORENSIC INVESTIGATION (PDF)

 Program available in distance mode*

For more information on the percentage of students who graduate in the established time, the average debt of the students who finish the program and other information that could be of interest to you, visit the electronic address that is found under the name of each Degree program.

*Practice (internship) courses are conducted face-to-face.

ASSOCIATE DEGREE OF BUSINESS ADMINISTRATION IN MAINTENANCE AND COMPUTERS REPAIR

www.icprjc.edu/asociados/reparacion.html

This study program has a duration of six semesters equivalent to two calendar years and requires completion of 70 academic credits and 3 credits of the Introduction to Student Development course. This program enables the student to diagnose hardware operating problems in computers; as well as in the software component associated with the network. In addition, the student prepares to install and replace parts and correct faults in computers. The student is provided with knowledge about the different types of networks existing in the market. The student has the opportunity to install the necessary hardware and software for a network; as well as to diagnose and correct faults in it. The student is familiarized with the use of commercial programs and basic concepts in programming languages.

A. GENERAL EDUCATION COURSES		
CODE	COURSE NAME	CREDITS
ENG101	Basic English I	3
ENG102	Basic English II	3
HUM101	Humanities	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101	Basic Spanish I	3
SPA102	Basic Spanish II	3
Total		24

B. RELATED COURSES		
CODE	COURSE NAME	CREDITS
ACC101	Introduction to Accounting I**	4
CIS208	Use of Business Application Programs**	3
MKT201	Principles of Marketing I**	3
MNG201	Administration and Management I**	3
MNG205	Small Business Enterprise Entrepreneurship**	3
Total		16

C. CONCENTRATION COURSES		
CODE	COURSE NAME	CREDITS
CIS101	Introduction to Data Processing**	3
CIS105	Basic Electronic**	3
CIS106	Operating Systems**	3
CIS217	Tablets and Smartphones Repair***	3
CIS200	Computer Internal Structure and Troubleshooting I**	3
CIS203	Computer Internal Structure and Troubleshooting II**	3
CIS210	Laptops Repair**	3
CIS211	Communication Network I**	3
CIS212	Communication Network II**	3
CIS202	Supervised Internship in the Industry***	3
Total		30

CODE	COURSE NAME	CREDITS
	Elective Course	<u>3</u>
	Total Credits	73

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

ASSOCIATE DEGREE OF BUSINESS ADMINISTRATION IN MAINTENANCE AND COMPUTERS REPAIR

Student Learning Outcomes

The graduate of this Program will be able to:

1. Use oral and written expression in the English language, with correction to achieve your goals, express opinions, and function as a productive citizen. (ENG101)
2. Understand readings in English, answer oral and written questions correctly. (ENG102)
3. Identify the first social relations of primitive humanity. (HUM101)
4. Demonstrate positive attitudes toward studies so that you can perform academically appropriately. (ISD100)
5. Identify the basic skills of arithmetic, algebra, and their applications. (MAT101)
6. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of human beings. (PSY101)
7. Apply grammatical rules in oral and written communication. (SPA101)
8. Distinguish the characteristics of the various literary genres. (SPA102)
9. Demonstrate and correctly apply the accounting equation. (ACC101)
10. Explain the operation of an integrated commercial application program. (CIS208)
11. Describe marketing management and its interrelation with other subsystems within the organization. (MKT201)
12. Recognize the importance of social responsibility and administrative ethics in management processes. (MNG201)
13. Determine the difference between own business, partnerships, and corporations. (MNG205)
14. Distinguish the types of computers, their operation, and applications. (CIS101)
15. Correctly use the statements with each of the related operators and logical operators for conditional transfer of control. (CIS103)
16. Explain the operation and use of different electronic components. (CIS105)
17. Install different operating systems. (CIS106)
18. Convert one logic gate to another. (CIS108)
19. Determine the most common computer failures. (CIS200)
20. Initialize and recognize problems with hard drives. (CIS203)
21. You will learn how to diagnose, repair, and update different components on Laptops, as well as recognize the methods for servicing and preventive maintenance. (CIS210)
22. You will learn how to diagnose, repair, and update different components on Tablets and Smartphones, as well as recognize the methods for servicing and preventive maintenance. (CIS217)
23. Describe the basic structure of a local area network. (CIS211)
24. Explain the security and supervision aspects of the different operating systems. (CIS212)
25. Describe the functions that the person holding the position would perform. (CIS220)

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN GASTRONOMY (ASGA)

www.icprjc.edu/asociados/gastronomia.html

This program lasts six (6) terms equivalent to two calendar years and requires completing 72 credits and 3 credits of the Introduction to Student Development course. The Gastronomy program aims to develop in the student the skills and knowledge related to gastronomy. This program studies the making and design of different types of food, drinks, and menus. In addition, it includes the preparation of autochthonous, Latin, and international recipes. Health laws and regulations related to the correct handling of food are studied. Management skills such as warehousing, inventory and cost control, customer service, administration and management are included. Emphasis is placed on ethical aspects in the exercise of the profession.

The integration of all the courses, both in their theoretical and practical phases, allows the goals and objectives set to be achieved.

A. GENERAL EDUCATION COURSES		
CODE	COURSE NAME	CREDITS
ENG101	Basic English I	3
ENG105	Conversational English	3
ISD100	Introduction to Student Development	3*
MAT101	General Mathematics	3
SPA101	Basic Spanish I	3
SPA102	Basic Spanish II	3
BIO200	Nutrition in the Culinary Arts	<u>3</u>
Total		21

B. RELATED COURSES		
CODE	COURSE NAME	CREDITS
CIS208	Use of Business Application Programs**	3
MNG201	Administration and Management I**	3
MNG205	Small Business Enterprise Entrepreneurship**	<u>3</u>
Total		9

C. CONCENTRATION COURSES		
CODE	COURSE NAME	CREDITS
GAS101	Fundamentals, Security and Salubrity**	3
GAS102	Food Preparation I**	1
GAS12L	Laboratory of Food Preparation I**	2
GAS103	Food Preparation II**	1
GAS13L	Laboratory of Food Preparation II**	2
GAS104	Legal Ethical Aspects in a Kitchen Operation**	3
GAS105	Food Preparation III**	1
GAS15L	Laboratory of Food Preparation III**	2
GAS106	Storage, Inventory and Cost Control**	3
GAS107	Puerto Rican and Latin Gastronomy**	1
GAS17L	Laboratory Puerto Rican and Latin Gastronomy**	2
GAS201	International Gastronomy**	1
GAS21L	Laboratory in International Gastronomy***	2

GAS203	Pastry Principles**	1
GAS23L	Pastry Principles Laboratory**	2
GAS204	Wine Culture**	3
GAS205	Customer Service**	3
GAS206	Special Arrangement for Food Service and Events Coordination**	1
GAS26L	Special Arrangement for Food Service and Events Coordination Laboratory**	2
GAS207	Administration, Preparation and Beverage Service**	1
GAS27L	Administration, Preparation and Beverage Service Laboratory**	2
GAS208	Bakery Principles**	1
GAS28L	Bakery Principles Laboratory**	2
GAS210	Supervised Internship in the Industry***	3
Total		<u>45</u>
CREDITS TOTAL		75

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN GASTRONOMY (ASGA)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Demonstrate positive attitudes towards studies so that they can perform academically adequately. (ISD100)
2. Analyze the adaptation process in the educational process and the importance of personal improvement. (ISD100)
3. Identify the basic skills of arithmetic, algebra, and their applications. (MAT101)
4. Apply grammatical rules in oral and written communication. (SPA101)
5. Distinguish the characteristics of the various literary genres. (SPA102)
6. Correctly use verbal communication skills in English for different situations in the company. (ENG105)
7. Explain the operation of integrated commercial application program. (CIS208)
8. Determine the difference between own business, partnerships, and corporations. (MNG205)
9. Recognize the importance of social responsibility and administrative ethics in business processes. (MNG201)
10. Know and use the terminology, utensils and equipment associated with gastronomy, as well as the functions of a professional in this area (GAS101).
11. Effectively handle and manipulate food sanitation (GAS101).
12. Apply the safety measures that must be observed in a kitchen and the laws that guide them (GAS101, BIO200).
13. Apply the principles of diet planning and the nutritional label of foods (BIO200).
14. Identify the role of nutrition in the development of chronic diseases throughout the human life cycle (BIO200).
15. Associate energy balance, weight control and physical activity associated with nutrition (BIO200).
16. Classify, cut, and identify differences before and after cooking of meat, poultry, seafood, and fish (GAS105 and GAS 15L).
17. Identify the foundations, purposes and content of the ethical codes and the approaches in the common ethical decision making found by the gastronomes (GAS104).
18. Develop the planning and control process in the food and beverage industry; including cost-volume-utility-purchase analysis, storage, and inventory control (GAS106).
19. Know and prepare Puerto Rican and autochthonous cuisine, as well as Latin, Caribbean, Central and South America (GAS107).
20. Know and make traditional and contemporary international dishes (GAS201).
21. Elaborate and prepare recipes for diabetics, vegetarians, gluten-free, among others (GAS203).
22. Know the functions of the ingredients, product identification, weight and measures applied when baking (GAS203).
23. Identify the types of grapes used in wines, the varieties of wine, the storage procedures, and the appropriate wine service techniques (GAS204).

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION WITH HEALTH SERVICES COORDINATION AND MEDICAL BILLING (ASHS)

<https://www.icprj.edu/asociados/facturacionmedica.html>

This Associate Degree program lasts for six terms that are completed in approximately two calendar years. It has a total of 77 credits.

The Associate Degree program in Business Administration with Coordination of Health Services and Medical Billing has as its main objective to train the student with the necessary skills that will allow him to function as a professional in the field of administration, coordination of health services and Medical billing. Develops in the student the skills of coding diagnoses and medical procedures; the billing of professional, dental, and institutional health services; the coordination of health services and the administration of health entities. In addition, you gain knowledge in compliance with state and federal laws, planning and time management, and task planning to establish your own business.

A. GENERAL EDUCATION COURSES		
CODIFICACIÓN	NOMBRE DEL CURSO	CRÉDITOS
ENG 106	Conversational English for Business	3
ISD 100	Student Development Introduction	3*
MAT 101	General Mathematic	3
PSY 101	Basic Psychology	3
SPA 103	Business Writing in Spanish	3
Total		15

B. RELATED COURSES		
ACC 101	Introduction to Accountability I**	4
CIS 208	Management of Commercial Applications **	3
OSY 101	Keyboarding I**	3
MNG 201	General Administration**	3
MNG 205	Small Business Development**	3
Total		

C. CONCENTRATION COURSES		
HSC 101	Introduction to Puerto Rico Health Services**	2
HSC 102	Medical-Legal Aspects **	3
HSC 103	Administration and Health Services Coordination**	4
HSC 104	Medical Terminology **	3
HSC 105	Diagnosis Codification **	3
HSC 106	Medical Procedures Codification **	3
HSC 111	Medical and Dental Services Billing**	3
HSC 201	Codification and Institutional Services Billing**	3
HSC 202	Medical Record**	3
HSC 203	Reconciliation and Audit of Medical Accounts **	3
HSC 204	Health Services Coordination I**	3
HSC 205	Health Services Coordination II**	3
HSC 11L	Electronic Billing Laboratory for the Medical and Dental Office **	3
HSC 21L	Institutional Electronic Billing Laboratory **	1
HSC 22L	Electronic Medical Record Laboratory **	1

HSC 210	Professional Seminar**	1
HSC 220	Supervised Internship in the Industry***	4
Total		46

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION WITH HEALTH SERVICES COORDINATION AND MEDICAL BILLING (ASGA)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Use correct oral and written expression in the English language to achieve their goals, express opinions, and function as a productive citizen. (ENG106)
2. Understand readings in English, answer oral and written questions correctly. (ENG106)
3. Demonstrate positive attitudes towards studies so that they can perform academically adequately. (ISD100)
4. Analyze the adaptation process in the educational process and the importance of personal improvement. (ISD100)
5. Identify the basic skills of arithmetic, algebra, and their applications. (MAT101)
6. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of human beings. (PSY101)
7. Apply grammatical rules in the drafting of commercial documents. (SPA103)
8. Demonstrate and correctly apply the accounting equation. (ACC101)
9. Explain the operation of integrated commercial application program. (CIS208)
10. Efficiently operate the keyboard on a computer. (OSY101)
11. Practice creating documents on the computer efficiently and without errors. (OSY101)
12. Determine the difference between own business, partnerships, and corporations. (MNG205)
13. Recognize the importance of social responsibility and administrative ethics in business processes. (MNG201)
14. Learn techniques for time management and task planning. (HSC101)
15. Explain the importance of quality services to patients and visitors. (HSC101)
16. Know the basic skills for customer service and conflict management. (HSC101)
17. Explain the tasks that are carried out in a medical facility for its proper functioning and the importance of its fulfillment. (HSC101)
18. Mention the qualities of an administrator of a health services entity, of a coordinator of health services and of a biller of medical services. (HSC101)
19. Identify the technical qualities required for an administrator of a health services entity, a health services coordinator, and a medical services biller. (HSC101)
20. Understand telemedicine and the new virtual proposals for the treatment and development of health entities. (HSC101)
21. Identify the legal rights of patients and the importance of making them prevail. (HSC102)
22. Identify the importance of billing laws and the HIPAA privacy law. (HSC102)
23. Understand the importance of compliance with state and federal laws in the billing processes for health services. (HSC102)
24. Recognize the functions of the agencies that affect the processes related to health. (HSC103)
25. Distinguish between the professional, institutional, and technical components. (HSC103)
26. Recognize the functions of the agencies that affect the processes related to health. (HSC103)
27. Explain the credentialing and medical contracting processes for health providers. (HSC103)
28. Know the processes and protocols related to health insurance. (HSC103)
29. Comply with state and federal reports related to their administrative functions. (HSC103)
30. Manage the earnings model and the entire billing cycle. (HSC103)
31. Know the Medicare program, its coverage, in which the Advantage Medical Plans stand out, as well as parts A, B and D, covered services, complaint processes and appeal levels. (HSC103, HSC111, HSC201)
32. Describe the systems that make up the anatomy of the human body. (HSC104)
33. Search and select the required ICD-CM codes for medical diagnoses. (HSC105)
34. Use the SMS and AMA Guides to establish the correct code for clinical diagnoses, ICD – CM Codes for the billing of professional services, emphasizing the justification of procedures. (HSC105)
35. Search and select the codes required by the CPT for medical procedures and services. (HSC106)
36. Code medical procedures following the Evaluation and Management Guidelines, as well as according to the specialty area and the service offered. (HSC106)
37. Assign F Codes (Category II) in compliance with HEDIS metrics. (HSC106)
38. Recognize the importance of clean, accurate and correct billing. (HSC111)

39. Manually complete professional bills using the CMS1500 medical billing and ADA dental billing forms. (HSC111)
40. Use the NUCC Guidelines to correctly complete each box of the CMS-1500 format and the ADA Guidelines to complete the ADA format. (HSC111)
41. Recognize the updated version of at least one electronic billing program for medical insurance. (HSC11L)
42. Apply all the steps required to process claims for professional services electronically using the CMS-1500 and ADA formats with the correct application of the ICD-CM, CPT and CDT billing tools. (HSC11L)
43. Identify the standards required by state and federal medical plans for the correct and effective use of codes in the process of charging for institutional services. (HSC201)
44. Apply medical terminology, medical record documentation, use of the most recent versions of the ICD-PCS, HCPCS and CPT to paper institutional billing processes using the CMS-1450 format. (HSC201)
45. Apply all steps required to process claims for institutional services electronically using the CMS-1450 format and the most recent billing manuals. (HSC21L)
46. Explain the importance of confidentiality, privacy and security aspects in the entry and maintenance of patient information in the medical record. (HSC202)
47. Recognize the abbreviations and parts that make up a basic medical record and distinguish documents that apply to different medical records depending on the medical specialty. (HSC202)
48. Acknowledge the updated version of a HIPAA-approved electronic medical record program. (HSC202, HSC22L)
49. Understand the processes for the proper management of the patient's medical information, both on paper and electronically. (HSC202, HSC22L)
50. Apply knowledge about the medical record by properly integrating and managing an electronic medical record program, mastering tasks such as creating and editing appointments, patient information, document integration, authorization processes, among others. (HSC22L)
51. Explain the data entry process for patient information using an electronic medical record program. (HSC22L)
52. Prepare statements of effective accounts using the necessary principles and steps both in the area of reconciliation and in the audit of medical accounts, applying the ethical and legal principles inherent to the profession. (HSC203)
53. Discuss the billing cycle process and the importance of analytics in reconciling medical bills for a healthy earning cycle. (HSC203)
54. Internally audit the quality processes, management of medical records and profit cycle of a health entity, in compliance with state and federal laws. (HSC203)
55. Know the qualities and skills needed by the team that provides health care coordination. (HSC204)
56. Apply basic skills for conflict management. (HSC204)
57. Describe the role and responsibilities of the health services coordinator. (HSC204)
58. Analyze the new health care models "Health Home", "Patient Center Medical Home" and the "ACO". (HSC204)
59. Recognize the ethical and legal responsibilities of health care. (HSC204)
60. Know the role played by the health services coordinator to help patients with mental and chronic illnesses. (HSC205)
61. Understand the relationship between coordinated care and patient care transition. (HSC205)
62. Explain what a care plan is and how it can be used by the health service coordinator to coordinate follow-up appointments, laboratory tests, medication adherence, among others. (HSC205)
63. Describe the support and the different ways to improve the quality of life of patients with chronic conditions and mental illnesses. (HSC205)
64. Know about the types of data used to improve the quality of services. (HSC205)
65. Understand the need, use and printing of a good resume in the labor market. (HSC210)
66. Explain the process of preparing for the job interview, the importance of clothing, grooming and handling situations in the job search process. (HSC210)
67. Integrate into the work scenario the knowledge and skills of administrator, health services coordinator and biller of medical services acquired during their study time at the Institution. (HSC220)
68. Identify the human and technical skills necessary to solve ordinary and emerging situations in the real work setting. (HSC220)

ASSOCIATE DEGREE OF SCIENCE IN CRIMINAL INVESTIGATION AND FORENSIC SCIENCES (ASCI)

www.icprjc.edu/asociados/cienciasforenses.html

This program of study lasts six (6) semesters and requires completing 71 academic credits and 3 credits of the Introduction to Student Development course. Upon completing the program, the student will be able to perform positions as: Forensic Investigations Technician in the agencies that make up the Criminal Justice System in Puerto Rico or the United States. You may also be trained for positions such as: Loss and Prevention Manager, Loss and Prevention Investigator, Loss and Prevention Associate, Adjuster, Mortgage Fraud, Insurance Investigator, Security Manager, Fraud Investigator, Fire Investigator, among others.

The program contains general education courses and related areas that reinforce the integral formation of the student as a person and an individual. The student will relate to the principles and concepts of the disciplines related to criminal investigation and forensic science that contribute to training professionals specialized in these subjects.

A. GENERAL EDUCATION COURSES		
CODE	COURSE NAME	CREDITS
ENG101	Basic English I	3
ENG102	Basic English II	3
HUM101	Humanities	3
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101	Basic Spanish I	3
SPA102	Basic Spanish II	3
Total		24

B. RELATED COURSES		
CODE	COURSE NAME	CREDITS
BIO100	Basic Biology**	3
MIC105	Basic Microbiology**	3
ANF100	Human Anatomy and Physiology I**	2
CHE201	Chemistry**	3
CSI212	Controlled Substances**	2
CIS208	Use of Business Application Programs**	3
Total		16

C. CONCENTRATION COURSES		
CODE	COURSE NAME	CREDITS
CSI101	Procedural Criminal Justice System in Puerto Rico**	3
CSI102	Criminology and Criminal Profiles**	2
CSI103	Criminal Law and Special Laws**	3
CSI204	Criminal Procedure**	3
CSI205	Evidence and Constitutional Law**	3
CSI206	Forensic Investigation I: The Criminal Investigation**	3
CSI207	Forensic Investigation II: Criminology**	1
CSI208	Fingerprint, Forensic Photography and Other Traces**	3
CSI209	Road Accident Rates**	2
CSI210	Interviews, Interrogations and Expert Testimony**	3
CSI215	Supervised Internship ***	3
Total		31

A. DIRECTED ELECTIVE		
CSI211	Forensic Documents Examination**	<u>3</u>
Total Credits		74

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

**ASSOCIATE DEGREE OF SCIENCE IN
CRIMINAL INVESTIGATION AND FORENSIC SCIENCES (ASCI)**
Student Learning Outcomes

The graduate of this Program will be able to:

1. Use oral and written expression in the English language correctly to achieve your goals, express opinions, and function as a productive citizen. (ENG 101)
2. Understand readings in English, answer oral and written questions correctly. (ENG 102)
3. Apply grammatical rules in oral and written communication. (SPA 101)
4. Distinguish the characteristics of the various literary genres. (SPA 102)
5. Demonstrate positive attitudes toward studies so that you can perform academically appropriately. (ISD 100)
6. Identify the first social relations of primitive humanity. (HUM 101)
7. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of human beings. (PSY 101)
8. Identify basic skills in arithmetic, algebra, and their applications. (MAT 101)
9. Identify the principles of biology and its relevance to the contemporary world. (BIO 100)
10. Apply the basic concepts of microbiology and its role in patient care. (MIC 105)
11. Identify the general concepts of the form and function of the human body. (AFH 100)
12. Explain the operation of an integrated commercial application program. (CIS 208)
13. Apply the basic concepts of general and organic chemistry such as: composition, properties of matter from the subatomic level to the macroscopic. (CHE 201)
14. Identify the historical development of the use and abuse of controlled substances, its scope, and its effects. (CSI 212)
15. List the components of the Criminal Justice System in Puerto Rico and analyze how it is impacted by research and forensic science. (CSI 101)
16. Recognize the causes of crime, as well as the characteristics of criminals, in order to develop the necessary profiles that facilitate the identification of one or more suspects. (CSI 102)
17. Catalog the crimes that, according to the Puerto Rico Penal Code, and special laws warrant an investigation based on forensic science. (CSI 103)
18. Interpret the stages of criminal proceedings in Puerto Rico and how they integrate investigation and forensic science. (CSI 204)
19. Verify that the evidence obtained during an investigation meets the criteria of the Rules of Evidence established by the Supreme Court of Puerto Rico. (CSI 205)
20. Identify the historical development of criminal investigation, its importance, its concepts, its postulates, its scientific bases. (CSI 206)
21. Mention all the procedures that are carried out for the protection of the scene; eye inspection; collecting, packing, labeling, and transporting the evidence to the crime laboratory. (CSI 207)
22. Reveal and collect fingerprints, as well as other fingerprints, classify and compare them to identify one or more suspects. (CSI 208)
23. Recognize the procedures related to the investigation of traffic accidents. (CSI 209)
24. Distinguish between interview and interrogation and evaluate the importance of expert testimony. (CSI 210)
25. Demonstrate the technical-scientific knowledge necessary to analyze the authenticity or falsity of writings or documents. (CSI 211)
26. Apply the skills and concepts acquired in the participation of practical experiences. (CSI 215)

ASSOCIATE DEGREE OF SCIENCE IN DIAGNOSTIC RADIOLOGY TECHNOLOGY (ASRT)

www.icprjc.edu/asociados/radiología.html

This program of study has a duration of six (6) semesters, equivalent to two calendar years and requires completing 75 credits and 3 credits of the Introduction to Student Development course. This study program will provide the student, in an interactive and dynamic way, the knowledge, principles and practices that govern the profession of Diagnostic Radiological Technology. The program aims to prepare Radiology Technicians who, under the supervision of a radiologist, are able to use ionized radiation to obtain images of the structures and organs of the human body in hospitals or other clinical health settings.

All candidates in this program must be 18 years old at the time of their first practice. Upon completion of the program, the student will be trained with the necessary competencies to practice and develop as a professional of Radiological Technology and take the revalidation exam offered by the Board of Examiners of Radiological Technologists of Puerto Rico.

A. GENERAL EDUCATION COURSES		
CODE	COURSE NAME	CREDITS
ENG101	Basic English I	3
ENG102	Basic English II	3
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101	Basic Spanish I	3
SPA102	Basic Spanish II	<u>3</u>
Total		21

B. RELATED COURSES		
CODE	COURSE NAME	CREDITS
ANF106	Biology, Anatomy and Radiological Physiology I**	3
ANF107	Biology, Anatomy and Radiological Physiology II**	3
CIS208	Use of Business Application Programs**	<u>3</u>
Total		9

C. CONCENTRATION COURSES		
CODE	COURSE NAME	CREDITS
RTE101	Fundamentals of Medical Radiology**	3
RTE102	Patient Care**	3
RTE103	Medical Terminology and Radiological Pathology***	3
RTE104**	Radiological Positioning and Procedure I / LAB**	4
RTE105**	Radiological Positioning and Procedure II/ LAB**	4
RTE202**	Radiological Positioning and Procedure III / LAB**	4
RTE203**	Exposure, Processing and Radiological Review/LAB**	3
RTE205**	Radiological Physics**	3
RTE206	Radiobiology**	3
RTE207	Special Diagnostic Modalities**	2
RTE212	Integrated Seminar**	<u>3</u>
Total		35

A. CLINICAL PRACTICES***		
CODE	COURSE NAME	CREDITS
RTE209	Clinical Internship I***	3
RTE211	Clinical Internship II***	3
RTE215	Clinical Internship III***	3
RTE217	Clinical Internship IV***	4
	Total	13
	Total Credits	78

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

ASSOCIATE DEGREE OF SCIENCE IN DIAGNOSTIC RADIOLOGY TECHNOLOGY (ASRT)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Use oral and written expression in the English language correctly to achieve your goals, express opinions, and function as a productive citizen. (ENG 101)
2. Understand readings in the English language, answer oral and written questions correctly. (ENG 102)
3. Apply grammatical rules in oral and written communication (SPA 101)
4. Distinguish the characteristics of the various literary genres. (SPA 102)
5. Demonstrate positive attitudes towards studies so that you can perform academically in a suitable way. (ISD 100)
6. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of human beings. (PSY 101)
7. Identify basic skills in arithmetic, algebra, and their applications. (MAT 101)
8. Identify the general concepts of the form and function of the human body. (ANF 100)
9. Know and understand the morphology and physiology of the different systems. (ANF105)
10. Explain the operation of an integrated commercial application program (CIS 208)
11. Apply the basic concepts of physics such as: anatomical nature of matter, radioactivity, electromagnetic radiation, ionization, X-rays, radiological imaging. (RTE105)
12. Discuss the medical terminology used in the field of medicine and associated pathologies. (TEM 102)
13. Recognize the relationship of anatomical structures in three dimensions. (ANS 201)
14. Demonstrate critical judgment in image evaluation. (RTE 202, RTE104)
15. Use effective communication skills with patients from diverse populations and with the health care team. (RTE212)
16. Apply the theory to the medical imaging process. (RTE209, RTE211, RTE215)
17. Demonstrate anatomical structures on X-ray films. (RTE102, RTE104, RTE206. RTE208)
18. Demonstrate positioning skills to produce diagnostic radiographs. (RTE102, RTE104, RTE206. RTE208)
19. Demonstrate adequate patient care skills. (RTE212)
20. Use adequately radiation protection measures. (concentration courses)
21. Practice with a high ethical sense and exemplary professionalism. (All courses)

ASSOCIATE DEGREE OF SCIENCE IN MEDICAL SONOGRAPHY (ASMS)

www.icprjc.edu/asociados/sonografia.html

This program of study lasts for six (6) semesters, equivalent to two calendar years and requires completion of 73 credits and 3 credits of the Introduction to Student Development course. This study program will provide the student, in an interactive and dynamic way, with the knowledge, principles and practices that govern the profession of Medical Sonography. Through an advanced curriculum, or only in presentation but in knowledge, students will acquire the skills related to the profession so that they can serve in the area of health sciences with the professionalism and expertise required. The program will consist of theoretical courses, in which the student will receive the necessary knowledge to practice the profession and the clinical experience that will allow him to practice what he has learned in class in a real setting. At the end of the program the student will be trained with the necessary skills that will allow them to develop as a professional in the field of Diagnostic Medical Sonography.

A. GENERAL EDUCATION COURSES		
CODE	COURSE NAME	CREDITS
ENG101	Basic English I	3
ENG102	Basic English II	3
HUM101	Humanities	3
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101	Basic Spanish I	3
SPA102	Basic Spanish II	3
Total		24

B. RELATED COURSES		
CODE	COURSE NAME	CREDITS
BIO100	Basic Biology**	3
ANF100**	Human Anatomy and Physiology I**	2
ANF105**	Human Anatomy and Physiology II**	2
CIS208	Use of Business Application Programs**	3
Total		10

C. CONCENTRATION COURSES		
CODE	COURSE NAME	CREDITS
DMS101	Fundamentals of Medical Sonography**	3
DMS102	Pathology as Applied to Medical Sonography**	3
DMS104	Physics and Ultrasound Instrumentation I**	3
DMS105	Physics and Ultrasound Instrumentation II**	3
ANS201	Sectional Anatomy**	2
DMS106	Abdominal Sonography**	3
DMS16L	Abdominal Sonography Lab**	1
DMS107	Superficial Structure Sonography**	3
DMS17L	Superficial Structure Sonography Lab**	1
DMS203	Gynecology Sonography**	2
DMS23L	Gynecology Sonography Lab**	1
DMS208	Obstetrics Sonography**	3

DMS28L	Obstetrics Sonography Lab**	1
DMS205	Integrative Seminary**	2
DMS212	Patient Care**	<u>2</u>
Total		33

D. CLINICAL PRACTICES		
CODE	COURSE NAME	CREDITS
DMS206	Clinical Internship I***	2
DMS216	Clinical Internship II***	<u>4</u>
Total		6

E. DIRECTED ELECTIVE		
TEM101	Medical Terminology**	<u>3</u>
Total Credits		76

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

ASSOCIATE DEGREE OF SCIENCE IN MEDICAL SONOGRAPHY (ASMS)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Use oral and written expression in the English language correctly to achieve their goals, express opinions, and function as a productive citizen. (ENG 101)
2. Understand readings in English, answer oral and written questions correctly. (ENG 102)
3. Apply grammatical rules in oral and written communication. (SPA 101)
4. Distinguish the characteristics of the various literary genres. (SPA 102)
5. Demonstrate positive attitudes towards studies so that you can perform academically appropriately. (ISD 100)
6. Identify the first social relations of primitive humanity. (HUM 101)
7. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of human beings. (PSY 101)
8. Identify basic skills in arithmetic, algebra, and their applications. (MAT 101)
9. Identify the principles of biology and its relevance to the contemporary world. (BIO 100)
10. Identify the general concepts of the form and function of the human body. (AFH 100)
11. Know and understand the morphology and physiology of the different systems. (ANF 105)
12. Explain the operation of an integrated commercial application program. (CIS 208)
13. Discuss the medical terminology used in the field of medicine. (TEM 101)
14. Recognize the relationship of anatomical structures in three dimensions. (ANS 201)
15. Explain the basic theories of Medical Sonography. (DMS 101)
16. Identify the pathologies associated with the organs of the human body. (DMS 102)
17. Explain the theoretical and practical concepts of ultrasound physics. (DMS 104)
18. Identify the different types of transducers, the operation of ultrasound imaging systems, patterns of the ultrasound beam, bioeffects, and artifacts. (DMS 105)
19. Identify the concepts of medical sonography in the abdominal organs, including the liver, gallbladder, pancreas, kidneys, spleen, and vascular structures associated with the abdominal organs. (DMS 106)
20. Apply the tracking and proper handling skills of the sonographic equipment for the creation of abdominal sonographic studies. (DMS 16L)
21. Identify the concepts of medical sonography superficial organs of the human body, such as: thyroid, parathyroid, sinuses, testicles, prostate, penis, popliteal region, neonatal and musculoskeletal neurosonography. (DMS 107)
22. Apply the skills of tracking and proper handling of sonographic equipment for the creation of sonographic studies of surface structures. (DMS 17L)
23. Identify the concepts of medical sonography in the female reproductive organs. It includes anatomy, pathophysiology, image analysis, and differential diagnosis. (DMS 203)
24. Apply the skills of tracking and proper handling of sonographic equipment for the creation of gynecological sonographic studies. (DMS 23L)
25. Identify the skills of medical sonography in the different stages of pregnancy, from the embryonic stage to the fetal stage. (DMS 204)
26. Apply the tracking and proper management skills of sonographic equipment to create obstetric sonographic studies. (DMS 24L)
27. Carry out research studies to expand your knowledge in Medical Sonography. (DMS 205)
28. Apply your knowledge in the field of Medical Sonography in a real work setting. (DMS 206)
29. Demonstrate tracking skills and good team management in carrying out abdominal sonographic and surface structure studies in real patients under the direct supervision of a medical sonographer. (DMS 216)
30. Execute all tasks related to the daily operation of the sonography department. (DMS 216)

ASSOCIATE DEGREE OF SCIENCE IN NURSING SCIENCES (ASNS)

www.icprjc.edu/asociados/enfermeria.html

This program of study lasts for six (6) semesters, equivalent to two calendar years and requires completing 70 credits and 3 credits of the Introduction to Student Development course. This study program will provide the student, in an interactive and dynamic way, with the knowledge, principles and practices that govern the Associated Nursing profession. Through an advanced curriculum, not only in presentation but in knowledge, students will acquire the skills related to the profession so that they can serve in the area of health sciences with the professionalism and expertise that is required. The program will consist of theoretical courses, in which the student will receive the necessary knowledge to practice the profession and the clinical experience that will allow him to practice in a real setting. At the end of the program the student will be trained with the necessary skills that will allow them to develop as a professional in the field of nursing. Once graduated, the student is responsible for fulfilling all the requirements established by the Board of Examiners to request their Revalidation Exam.

A. GENERAL EDUCATION COURSES		
CODE	COURSE NAME	CREDITS
ENG101	Basic English I	3
ENG102	Basic English II	3
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101	Basic Spanish I	3
SPA102	Basic Spanish II	3
Total		21

B. RELATED COURSES		
CODE	COURSE NAME	CREDITS
BIO100	Basic Biology**	3
MIC105	Basic Microbiology**	3
ANF100	Human Anatomy and Physiology I**	2
ANF105	Human Anatomy and Physiology II**	2
CIS208	Use of Business Application Programs**	3
Total		13

C. CONCENTRATION COURSES		
CODE	COURSE NAME	CREDITS
NSC110	Nursing Fundamentals**	3
NPR110	Nursing Fundamentals Internship***	2
NSC206	Newborn and Mother Care**	2
NPR206	Newborn and Mother Care Internship ***	1
NSC207	Child and Teen Care**	2
NPR207	Child and Teen Care Internship ***	1
NSC111	Chronic Condition Care and Adult Chronic Condition and Elderly Care I**	3
NPR111	Chronic Condition Care and Adult Chronic Condition and Elderly Care I Internship ***	1

NSC11	Chronic Condition Care and Adult Chronic Condition and Elderly Care II**	3
NPR112	Chronic Condition Care and Adult Chronic Condition and Elderly Care II Internship ***	1
NSC106	Posology**	2
NSC107	Clinical Documentation**	
NSC17L	Clinical Documentation Lab**	
NSC209	Nursing Process in Individuals with Mental Health Disorders**	2
NPR209	Nursing Process in Individuals with Mental Health Disorders Internship ***	1
NSC203	Nursing Pharmacology**	3
NSC204	Professional Seminary**	3
NSC208	Community Care Nursing**	2
NPR208	Community Care Nursing Internship***	1
Total		33

D. ELECTIVE		
	Elective	<u>3</u>
Total Credits		73

* Does not count for honor points.

** Course is approved with a minimum grade of "C".

*** Course is approved with a minimum grade of "B".

ASSOCIATE DEGREE OF SCIENCE IN NURSING SCIENCES (ASNS)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Use oral and written expression in the English language correctly to achieve your goals, express opinions, and function as a productive citizen. (ENG 101)
2. Understand readings in English, answer oral and written questions correctly. (ENG 102)
3. Apply grammatical rules in oral and written communication. (SPA 101)
4. Distinguish the characteristics of the various literary genres. (SPA 102)
5. Demonstrate positive attitudes toward studies so that you can perform academically appropriately. (ISD 100)
6. Identify the first social relations of primitive humanity. (HUM 101)
7. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of human beings. (PSY 101)
8. Identify basic skills in arithmetic, algebra, and their applications. (MAT 101)
9. Identify the principles of biology and its relevance to the contemporary world. (BIO 100)
10. Apply the basic concepts of microbiology and its role in patient care. (MIC 105)
11. Identify the general concepts of the form and function of the human body. (ANF 100)
12. Know and understand the morphology and physiology of the different systems. (ANF 105)
13. Explain the operation of an integrated commercial application program. (CIS 208)
14. Mention the historical and philosophical evolution of nursing, including the diversity of roles and functions. (NSC 101)
15. Master basic techniques in offering nursing care to individuals and families (NSC11L)
16. Identify the basic principles of prenatal, delivery and postpartum care. (NSC 102)
17. Demonstrate technique to assist in the prenatal, delivery and postpartum care process (NPR102)
18. Know the stages of growth and development of the child and adolescent for the clinical estimate and the appropriate implementation of nursing care. (NSC 103)
19. Distinguish the theoretical bases of the growth and development of children and adolescents. (NPR103)
20. Apply skills for acute and chronic conditions of the child and adolescent, including the child with a disability (NPR103)
21. Identify the care of adults and the elderly with acute and chronic conditions. (NSC 104)
22. Apply knowledge in the care of adults and the elderly with acute and chronic conditions (NPR104)
23. Apply the concepts in the care of adults and the elderly with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive, urinary, and reproductive system problems. (NSC 105)
24. Apply knowledge in the care of adults and the elderly with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive, urinary, and reproductive system problems (NPR105)
25. Determine the appropriate procedures for the safe administration of medications, following the appropriate precautions according to the age of the patient (NSC106)
26. Distinguish the basic concepts related to behavior patterns, history, recent trends, therapies, ethical-legal implications, and community resources related to patients who have mental and emotional disorders within the nursing context. (NSC 201)
27. Apply knowledge in basic care to patients with mental and emotional disorders, emphasizing the prevention and control of mental illness (NPR201)
28. Demonstrate knowledge of the documents necessary to obtain the revalidation exam when completing the legal requirements, as stipulated by the Examining Board. (NSC 202)
29. Mention the principles of drug administration, emphasizing the pharmacodynamic and pharmacokinetic phases by using the Nursing Process. (NSC 203)
30. Identify nursing functions in the community, including the history of public health. (NSC 205)
31. Apply knowledge in different settings where the professional nurse works, such as: Home Care, Hospices, Homes for the Aged, Diagnostic Centers, Children's Homes, and Day Care (NPR205)

DESCRIPTION OF COURSES PROGRAMS OF ASSOCIATED DEGREES

*** In accordance with Federal Regulatory Policy 75FR 66832, all Associate Degree courses must comply with 30 hours per credit in work outside the classroom**

DESCRIPTION OF COURSES ASSOCIATED DEGREES

ACC101 INTRODUCTION TO ACCOUNTING I

4 credits (60 hours)

This course allows the student to acquire the basic knowledge and skills of accounting applied to service companies, as well as to the purchase and sale of merchandise. The student will analyze and record transactions in the General Journal and will transfer them to the Major General. It will be related to the different Financial Statements, such as: Income Statement, Situation Statement, Cash Flow Statement and Equity Statement of the Owner.

ACC102 INTRODUCTION TO ACCOUNTING II

3 credits (45 hours)

Prerequisite: ACC101

The course offers the student the opportunity to analyze accounts receivable and to work with the following special newspapers: Cash Receipt, Credit Purchases, Credit Sales, and Cash Payments. In addition, it relates the student with the different methods to value merchandise inventories and determine the depreciation of long-lived assets. It trains the student in the preparation of payrolls and in the recording of short and long-term liabilities.

ANF100 HUMAN ANATOMY AND PHYSIOLOGY I

2 credits (30 hours)

Study of the general concepts of the form and function of the human body, its cells, tissues, organs, and systems. Understanding of cell morphology and physiology. Active knowledge through technological tools for the study of the integumentary, skeletal, muscular, and digestive systems. Exposure of the systems from a histological, anatomical, and physiological aspect.

ANF105 HUMAN ANATOMY AND PHYSIOLOGY II/ LAB

2 credits (45 hours) (30 hours Laboratory; 15 hours Lecture)

Prerequisite: ANF100

Study of the general concepts in the form and function of the systems of the human body. Understanding of cell morphology and physiology. Resources and technological tools for the study of the cardiovascular, circulatory, lymphatic, respiratory, nervous, urinary, male, and female reproductive systems, and the endocrine system. Exposure of the systems in the histological, anatomical, and physiological aspects.

ANF106 BIOLOGY, ANATOMY AND RADIOLOGICAL PHYSIOLOGY I

3 credits (45 hours)

In this course the general concepts of biology are discussed, as well as the shape and function of the body. The cell, tissues, genetic elements in plants and animals, as well as the organs and systems of the human body are studied. It allows the student to know and understand cellular morphology and physiology. It provides the necessary resources to study the skeletal, muscular, and digestive systems from their fundamental physiological, anatomical, and histological factor and identify them on a radiographic image.

ANF107 BIOLOGY, ANATOMY AND RADIOLOGICAL PHYSIOLOGY II

3 credits (45 hours)

Prerequisite: ANF106

This course discusses the general concepts of the form and function of systems. It allows the student to know and understand the morphology and physiology of the different systems from the biological point of view. It provides the necessary resources to study the circulatory, nervous, respiratory, endocrine, lymphatic, and reproductive systems from their fundamental physiological, anatomical, and histological factor and identify them on a radiographic image.

ANS 201 SECTIONAL ANATOMY

2 credits (30 hours)

Prerequisite: ANF100

This course prepares the student to understand the relationship of anatomical structures in three dimensions. Training him to identify the anatomical structures in sectional images so that he can develop a complete image of the normal anatomy of the body and its most frequent variants.

BIO100 BASIC BIOLOGY

3 credits (45 hours)

Study of the basic principles of Biology and its relevance to the contemporary world. Topics include basic and general principles of taxonomy, general study of human anatomy and physiology, general biochemical processes at the cellular level, conservation of the environment and evolution, general principles of genetics, general principles of ecology, and general concepts of the plant world and taxonomy of animals.

BIO200 NUTRITION

3 credits (45 hours)

Students will become familiar with the principles of diet planning and the nutritional label of foods; the biological functions and food sources of each nutrient; energy balance, weight control and physical activity; the role of nutrition in the development of chronic diseases; nutrition throughout the life cycle and current nutrition-related controversies. The nutritional pyramid (My Plate) and the food classification are used.

CHE201 CHEMISTRY

3 credits (45 hours)

In this course, the basic concepts of general and organic chemistry are reviewed, such as: composition, properties of matter from the subatomic to the macroscopic level. Chemical bonds, the periodic table by families or groups, the elements present in living organisms are discussed. The elements, their utility, sources of production and energy sources are also studied.

CIS101 INTRODUCTION TO DATA PROCESSING

3 credits (45 hours)

In this course the student will work with the fundamental introductory concepts related to computer data processing. The student will become familiar with the use, handling and operation of different equipment associated with computers.

CIS101 INTRODUCTION TO DATA PROCESSING

3 credits (45 hours)

In this course the student will work with the fundamental introductory concepts related to computer data processing. The student will become familiar with the use, handling and operation of different equipment associated with computers.

CIS105 BASIC ELECTRONICS

3 credits (45 hours)

This course provides the student with the basic concepts of electricity and electronics. The fundamental principles and laws of electronics and the properties of different electronic components will be studied. The student will learn to use different measurement instruments to determine current, voltage, resistance, power, and circuit analysis.

CIS106 OPERATING SYSTEMS/ LAB

3 credits (60 hours) (30 hours lecture 30 hours laboratory)

Prerequisite: CIS101

In the course, the student analyzes and evaluates the components of different operating systems. The student learns to distinguish the different characteristics, similarities, and differences, of the main operating systems in use on the market. The student develops skills by applying the different commands required to manipulate the different systems. Includes 30 hours of specialized or closed laboratory.

CIS108 COMPUTATIONAL LOGIC/ LAB

3 credits (45 hours) (12 hours open laboratory)

In this course the student will become familiar with the use and operation of computer circuits. The different gates on the market and the different sequential circuits will be studied. Includes 12 hours of open laboratory.

**CIS200 INTERNAL STRUCTURE AND FAULT DETECTION IN THE COMPUTER
LAB I**

3 credits (45 hours)

Prerequisites: CIS101 and CIS208

This course looks at how software and hardware work together. The student will develop the basic skills to work effectively with the machine hardware. The course offers the student the opportunity to visualize the internal workings of the computer and to detect the faults of its main components. Includes visits to the open laboratory.

CIS203 INTERNAL STRUCTURE AND FAULT DETECTION IN THE COMPUTER LAB II

3 credits (60 hours) (30 hours lecture 30 hours laboratory)

Prerequisites: CIS101 and CIS200

This course studies the techniques to be used to make a computer functional through repair and upgrade. The student will develop advanced skills for repairing computer components. The course offers the student the opportunity to specifically understand the operation of the machine. Includes 30 hours of specialized or closed laboratory.

CIS208 MANAGEMENT OF COMMERCIAL APPLICATION PROGRAMS LAB

3 credits (60 hours) (45 hours lecture, 15 hours laboratory)

The course aims to train the student in the effective use of commercial application programs for the production of documents, such as: word processors, presentation programs, electronic spreadsheets, and databases. The programming of the Windows environment is studied. In addition, you are trained to search and manage pages on the World Wide Web (www) as well as handling email. Includes 15 hours of open laboratory.

CIS210 LAPTOPS REPAIR

3 credits (45 hours)

In this course the student will learn to diagnose, repair, and update different components in Laptops. In addition, they will recognize the methods to provide service and preventive maintenance to them.

CIS211 NETWORKS COMMUNICATION NETWORKS/ LAB

3 credits (45 hours) (5 hours open laboratory)

Prerequisite: CIS101

The environment of a Local Area Computer Network (LAN) is studied. It includes the Topologies, Physical Means of Transmission, the elements that make up the Network. You will also learn the basic commands and equipment to operate it. Includes five hours of open laboratory.

CIS212 COMMUNICATION NETWORKS II/ LAB

3 credits (45 hours) (5 hours open laboratory)

Prerequisites: CIS200 and CIS211

In this course the student will work with the existing network operating systems on the market. The student will install and configure the server and workstations. You will have the opportunity to manage the system and its responsibilities. The student will learn to have control and supervision of users and resources. Includes five hours of open laboratory.

CIS 217 TABLETS AND SMARTPHONES REPAIR

3 credits (45 hours)

Prerequisite: CIS 200

In this course, the student will learn to diagnose and repair hardware and software problems in tablets and mobile phones. You will learn to diagnose, repair, or replace different components of these.

CIS220 SUPERVISED INTERNSHIP IN THE INDUSTRY

3 credits (135 hours)

Prerequisite: Concentration Courses

The course allows the student who is enrolled from the fifth (5th) academic term of study in the Institution, to apply the knowledge acquired in the classroom to different situations of a real work scenario related to their specialty area.

CSI101 PUERTO RICO PROCEDURAL CRIMINAL JUSTICE SYSTEM

3 credits (45 hours)

This course introduces the student to the study of the four basic components of the Criminal Justice System. The historical development, legal basis, and organization and current structure of the Puerto Rico Police, the Department of Justice, the General Court of Justice, and the Department of Correction and Rehabilitation are analyzed. Knowledge of the Institute of

Forensic Sciences is emphasized and an overview of the operation of the System is presented in order to define the concepts necessary for a better understanding of the other courses of the concentration. In addition, it will be possible to evaluate how the components interrelate with each other.

CSI102 CRIMINOLOGY AND CRIMINAL PROFILES

2 credits (30 hours)

Prerequisites: CSI101, PSY101

In this course the causes of crime and juvenile delinquency are studied. The characteristics of the criminals are identified. How to prevent and reduce crime is discussed. Special attention is paid to the development of criminal profiles based on the study of serial killers. Basic concepts of Social Sciences and Forensic Psychology are discussed.

CSI103 CRIMINAL LAW AND SPECIAL LAWS

3 credits (45 hours)

Study and analysis of the general principles of Criminal Law in Puerto Rico. In the Special Part of the Penal Code, crimes that due to their complexity merit forensic scientific investigation will be selected. The study of special laws related to domestic violence, child abuse, weapons, explosives, vehicles, and traffic, among others, is emphasized. Applicable jurisprudence is analyzed.

CSI204 CRIMINAL PROCEDURE

3 credits (45 hours)

Prerequisites: CSI101 and CSI103

The general principles of the Rules of Evidence that apply during the investigative stage and the trial are studied: relevance, admissibility, authentication, privileges, testimonial evidence, the order of evidence, direct and indirect evidence, opinions, demonstrative and scientific evidence, content of writings, photographs, recordings, and electronic media. The study of applicable constitutional guarantees is emphasized. The corresponding jurisprudence is analyzed. In addition, Constitutional Law is studied.

CSI206 FORENSIC INVESTIGATION I: CRIMINAL INVESTIGATION

3 credits (45 hours)

This course studies the historical development of criminal investigation, its importance, its concepts, its postulates, its scientific bases, as well as the qualities of the investigator and the investigative process in general; the evidentiary value of the evidence, the modus operandi, the laboratory investigation, the post-investigation processes, and the investigator's testimony in court.

CSI207 FORENSIC INVESTIGATION II: CRIMINALISTICS

3 credits (45 hours)

Prerequisite - CSI206

This course studies the historical development of forensic science, identifying and describing each of the disciplines that comprise it. The study of the crime scene is emphasized, as a starting point for any investigation. All the procedures carried out for the protection of the scene are explained in detail; eye inspection; collecting, packing, labeling, and transporting the evidence to the crime laboratory. The evidence is analyzed to determine modus operandi and the possible identification of one or more suspects. Special attention is paid to forensic technology.

CSI208 DACTILOSCOPIA, FORENSIC PHOTOGRAPHY AND OTHER FOOTPRINTS

3 credits (60 hours)

Prerequisite: CSI206

The science of fingerprint identification and classification is studied, from its historical evolution to the methods and processes for the development of latent, as well as the lifting of visible fingerprints. Forensic photography techniques are integrated and other fingerprints and stains such as body fluids are analyzed.

CSI209 ROAD ACCIDENTOLOGY

2 credits (30 hours)

Prerequisites: CSI206, CSI207

Course that provides students with the opportunity to learn about the procedures related to the investigation of traffic accidents. Definition of concepts. Study of the human factor and the vehicle factor. Observation of the accident scene, data collection and writing of reports and analysis of cases.

CSI210 INTERVIEWS, INTERROGATIONS AND EXPERT TESTIMONY

3 credits (45 hours)

Study of the legal methods used to obtain information from people. The protection of civil rights is emphasized during the interview and interrogation. Verbal and physical behavior are analyzed. The importance of the investigator's testimony in court is discussed, as well as the test methods used to question the experts.

CSI211 DOCUMENTSCOPY

3 credits (45 hours)

In this elective course, students are provided with the technical-scientific knowledge necessary to analyze the authenticity or falsity of writings or documents. Graphoscopy and documentscopy study.

CSI212 CONTROLLED SUBSTANCES

2 credits (30 hours)

Course related to the use and abuse of controlled substances such as drugs and alcohol. The historical development of this problem is studied; its scope; Drugs and their effects are described. The special laws that regulate possession and consumption are analyzed. Investigative techniques aimed at combating trafficking and the role of undercover agents are discussed.

CSI215 SUPERVISED INTERNSHIP

3 credits (135 hours)

Prerequisites: CSI102, CSI205, CSI207, CSI208

Interned in one of the public or private agencies under the supervision of a specialty professor. The course offers the opportunity for the student to participate in practical experiences that will mature an investigative and professional attitude in the field of Forensic Sciences. You will acquire skills in the application of theoretical knowledge of substantive and procedural criminal law. The selection of the agency will be made by the teacher in coordination with the practice center. The student's work will be determined by the liaison supervisor of the entity where he is located. It is expected that the student will be able to understand the real setting of a practice center: services it provides, functions, problems, limitations, and that it can integrate the knowledge and skills acquired in the classrooms. The student has to complete 135 hours of practice during the semester. These include the initial orientation, attendance at the practice center, group and individual meetings, and the final meeting to discuss the experiences gained.

DMS101 FUNDAMENTALS OF MEDICAL SONOGRAPHY

3 credits (45 hours)

This course introduces the basic theories of Medical Sonography, including historical development, basic principles of ultrasound, team functions, Doppler Principle and its modalities, sonographic terminology, patient-sonographer-physician interaction, communication skills, techniques and sonographic protocols. Explains the definition of image quality, equipment care, and a summary of the applications of ultrasound in imaging.

DMS102 PATHOLOGY APPLIED TO MEDICAL SONOGRAPHY

3 credits (45 hours)

Pre-requisites: DMS107, DMS17L

In this course, pathologies associated with the organs of the human body that can be evaluated through the use of medical sonography are discussed. The course includes etiology, signs and symptoms, normal and pathological sonographic appearance, and comparison with other imaging studies. It includes the medical terms in the different pathologies and the protocols used for their evaluation.

DMS104 PHYSICS AND INSTRUMENTATION OF ULTRASOUND I

3 credits (45 hours)

Pre-requisites: DMS101, MAT101

In this course the student is trained to understand the theoretical and practical concepts of ultrasound physics and Doppler instrumentation. The course emphasizes the processes produced between the interaction of the sound wave and the different tissues of the human body. Discusses ultrasound terminology, sound wave concepts, wave types, propagation media, hemodynamics, Doppler effect, the different Doppler modalities and their controls, and the artifacts that are produced in sonographic images.

DMS105 PHYSICS AND INSTRUMENTATION OF ULTRASOUND II

3 credits (45 hours)

Prerequisite: DMS104

In this course the student will know the basic components of transducers, the types of transducers and the patterns of the

sound beam. The different types of resolutions are analyzed: detail, contrast, and time. The instrumentation required in ultrasound imaging is discussed, how each component works, and how to optimize the image using each button. It integrates new technologies for handling sonographic images. It emphasizes the quality control that must be carried out for each sonographic equipment, the biological effects produced by ultrasound and the artifacts that are formed in sonographic images are presented, analyzing how these are presented, what they are and how the sonographer can handle them.

DMS 16L ABDOMINAL SONOGRAPHY LABORATORY

1 credit (30 hours)

Prerequisite: DMS101 Co-requisite: DMS106

In this course the student is exposed to practical experience under the direct supervision of the teacher. The student will develop skills of tracking and proper handling of the sonographic equipment in both 2D and Doppler images for the creation of abdominal sonographic studies that will allow him to work properly in a real setting.

DMS107 SURFACE STRUCTURE SONOGRAPHY

3 credits (45 hours)

Prerequisites: DMS106, DMS16L Co-requisite: DMS17L

This course discusses the study and application of medical sonography to superficial organs of the human body, such as: thyroid, parathyroid, breast, testis, prostate, penis, popliteal region, neonatal neurosonography and shoulder. It also includes normal anatomy versus pathologies, clinical signs and symptoms, interpretation of laboratory values, and protocol techniques used in performing a sonogram of surface structures. In addition, special procedures such as biopsy, aspirations, among others, are discussed.

DMS 17L SURFACE STRUCTURE SONOGRAPHY LABORATORY

1 credit (30 hours)

Pre-requisites: DMS106, DMS16L Co-requisite: DMS107

In this course the student is exposed to practical experience under the direct supervision of the teacher. The student will develop skills of tracking and proper handling of the sonographic equipment for the creation of sonographic studies of surface structures that will allow him to work properly in a real setting. The studies of superficial structures that will be carried out will be of the thyroid gland, the parathyroid gland, the mammary glands, the prostate, the penis, the popliteal region, the neonatal brain, and the shoulder.

DMS203 GYNECOLOGICAL SONOGRAPHY

2 credits (30 hours)

Prerequisite: DMS107, DMS17L Co-requisite: DMS23L

This course discusses the study and application of medical sonography in the female reproductive organs at puberty, adult, and postmenopausal age. It includes the menstrual cycle, anatomy, physiology, pathologies, image analysis and differential diagnosis. Protocol techniques used in performing a supra pubic and endovaginal gynecological sonogram are also discussed. The Doppler technique is discussed as part of the protocol, in addition to postpartum sonography and special procedures.

DMS23L LABORATORY OF GYNECOLOGICAL SONOGRAPHY

1 credit (30 hours)

Prerequisites: DMS107, DMS17L Co-requisite: DMS203

In this course the student is exposed to practical experience under the direct supervision of the teacher. The student will develop skills of tracking and proper handling of the sonographic equipment in both 2D and Doppler images for the creation of gynecological sonographic studies that will allow him to work properly in a real setting.

DMS205 INTEGRATIVE SEMINAR

2 credits (30 hours)

Pre-requisites: DMS105, DMS203, DMS23L

In this course, the student's interest in clinical and bibliographic research on topics related to medical sonography is fostered through the discussion of clinical cases and articles from professional journals. The student will develop a research work on a topic chosen by him, aimed at the topics concerning the outline of the test and under the evaluation criteria of the teacher. On the other hand, this course will be reinforcing the student's knowledge and skills in taking tests through a bank of questions developed by the Institution's Medical Sonography Program.

DMS206 CLINICAL INTERNSHIP I

2 credits (90 hours)

Prerequisites: DMS105, DMS107, DMS17L, DMS212 Co-requisites: DMS203, DMS23L

Clinical experience obtained in the laboratory under the direct supervision of an instructor. The student must demonstrate tracking skills and good management of the patient and equipment in carrying out abdominal sonographic studies and studies of superficial structures with simulated patients. It is expected that the student will be able to perform all the tasks related to the daily operation of the sonography department.

DMS208 OBSTETRIC SONOGRAPHY

3 credits (45 hours)

Prerequisites: DMS203, DMS23L Co-requisite DMS28L, DMS102

This course discusses the study and application of medical sonography in the different stages of pregnancy, from the embryonic stage to the fetal stage. In addition, the different complications of pregnancy are discussed, both in the mother and in the fetus, which can be evaluated with the use of sonography. Protocol techniques used in performing an obstetric sonogram are also discussed, including fetal measurements and complementary studies.

DMS28L OBSTETRIC SONOGRAPHY LAB

1 credit (30 hours)

Prerequisites: DMS203, DMS23L Co-requisite: DMS208, DMS102

In this course the student is exposed to practical experience under the direct supervision of the teacher. The student will develop skills of tracking and proper handling of the sonographic equipment for the creation of obstetric sonographic studies in the different trimesters of gestation, which will allow him to work properly in a real setting.

In this course the student is exposed to practical experience under the direct supervision of the teacher. The student will develop skills of tracking and proper handling of the sonographic equipment for the creation of obstetric sonographic studies in the different trimesters of gestation, which will allow him to work properly in a real setting.

DMS212 PATIENT CARE

2 credits (30 hours)

This course introduces and develops basic skills in the student that allow him to provide comprehensive patient care applied to the role of a sonographer in an imaging department. Discuss infection control techniques and principles of asepsis, vital signs, ergonomic principles, patient confidentiality, isolation techniques, cardiopulmonary resuscitation, and medical emergencies in the diagnostic imaging room.

DMS216 CLINICAL INTERNSHIP II

4 credits (180 hours)

Prerequisites: DMS203, DMS23L, DMS206, Co-requisites: DMS102, DMS105, DMS208, DMS28L

Clinical experience gained in an assigned clinical setting. The student must demonstrate tracking skills and good equipment management in conducting gynecological and obstetric sonographic studies in real patients under the minimal supervision of a medical sonographer. The student is expected to be able to perform all tasks related to the daily operation of the sonography department.

ENG101 BASIC ENGLISH I

3 credits (45 hours)

English 101 is designed to develop basic grammar skills for non-native speaker of English. The course stresses written and oral communication as a means of acquiring language proficiency. The grammar skills will be used in context for both written and oral expression.

The course content is based on verb tenses and their related structures as being essential to oral and writing proficiency. The course will also provide students with opportunities to reflect on the differences between their native language and the English language.

ENG102 BASIC ENGLISH I

3 credits (45 hours)

This course is designed for non-native speakers of English. The general goal of the course is to provide students with the tools necessary to acquire a deeper command and fluency of the English language by refining the basic oral skills mastered in Basic English I, and to teach new skills in reading and writing.

A variety of reading material will be introduced to stimulate an interest in reading and an appreciation for literary values. The course will focus on vocabulary development, both orally and writing, while fostering critical thinking in the students.

ENG105 CONVERSATIONAL ENGLISH

3 credits (45 hours)

Pre-requisite: ENG 101

Intensive course in the English oral communications. Designed to develop essentials speaking skills necessary for different social and Business situations.

ENG106 CONVERSATIONAL ENGLISH FOR BUSINESS

3 credits (45 hours)

Intensive course in the English business oral communication skills. Designed to develop essential speaking skills necessary for different social and business situations. The student will learn basic concepts of oral communication, developing security in pronunciation and making a conversation in the personal and business areas.

GAS101 FOUNDATIONS, SAFETY AND HEALTH

3 credits (45 hours)

This course includes the terminology, utensils and equipment associated with gastronomy, their storage methods, as well as the functions of a professional in this area. Study the handling, handling and hygiene of food and the safety measures that must be followed in a kitchen and the laws and regulations that govern mimes. The study of the history of gastronomy is included.

GAS102 FOOD MAKING I

1 credit (15 hours)

Prerequisite: GAS101-MAT101 Co-requisite: GAS12L

This course covers the methods and ingredients used for the development of a breakfast menu, soups, sauces, pasta, and rice of all kinds. The composition and its derivatives of the sauces that complement these foods are included.

GAS12L FOOD MAKING LABORATORY I

2 credits (60 hours)

Co-requisite: GAS102

In this laboratory, students practice the preparation, preparation, design and plate skills of a breakfast menu, pasta and rice with the corresponding broths and sauces.

GAS 103 FOOD MAKING II

1 credit (15 hours)

Co-requisite: GAS13L

This course covers the methods and foods used for the development of hors d'oeuvres and a banquet menu. The importance of planning a balanced menu is emphasized.

GAS 13L FOOD MAKING LABORATORY II

2 credits (60 hours)

Co-requisite: GAS103

In this laboratory, students practice the skills of making, preparing, and designing hors d'oeuvres and setting up a banquet with a balanced menu.

GAS104 ETHICAL-LEGAL ASPECTS IN THE OPERATION OF A KITCHEN

3 credits (45 hours)

The course is designed to give the student an overview of the legal and ethical issues that arise in the food service sector. Students will apply the laws relevant to the industry and investigate the relationship of these laws to the administration of a food service area. Furthermore, they will be able to identify common ethical dilemmas encountered by gourmets; the foundations, purpose and content of ethical codes and approaches to ethical decision making.

GAS105 FOOD MAKING III

1 credit (15 hours)

Co-requisite: GAS15L

This course covers the methods and foods used to develop a menu of meat, poultry, seafood, and fish. It includes the classification and the cuts of these proteins, as well as their shapes and performance. The difference between these is presented before and after cooking.

GAS15L FOOD MAKING LABORATORY III

2 credits (60 hours)

Co-requisite: GAS105

In this laboratory, students practice the skills of cutting, making, preparing, designing, and plating a menu of meat, poultry,

seafood, and fish.

GAS106 STORAGE, COST CONTROL AND INVENTORY

3 credits (45 hours)

In this course, students gain an understanding of the planning and control processes in the food and beverage industry, including menu pricing, cost-volume-utility analysis, food, beverage, and the labor involved. Other covered principles include purchasing procedures for service operations. Includes storage modes and inventory control.

GAS 107 PUERTO RICAN AND LATIN GASTRONOMY

1 credit (15 hours)

Co-requisite: GAS17L

In this course, students acquire knowledge about the history of Puerto Rican gastronomy and indigenous recipes. In addition, Latin recipes are integrated: from the Caribbean, South America, and Central America. The course allows recipes to be compared according to the countries of origin.

GAS17L PUERTO RICAN AND LATIN GASTRONOMY LABORATORY

2 credits (60 hours)

Co-requisite: GAS107

In this laboratory, students practice the skills of making, preparing, designing, and preparing native Puerto Rican, Caribbean, South American and Central American menus.

GAS 201 INTERNATIONAL GASTRONOMY

1 credit (15 hours)

Co-requisite: GAS21L

In this course, students acquire knowledge about the history of the gastronomy of international countries and its impact on other cultures. Traditional and contemporary dishes from countries such as Russia, India, France, Spain, Italy, and China, among others, are presented. In addition, emphasis is placed on the ingredients, flavor profiles, preparations, and representative techniques of these kitchens.

GAS21L INTERNATIONAL GASTRONOMY LABORATORY

2 credits (60 hours)

Co-requisite: GAS201

In this laboratory, students practice the skills of confection, preparation, design, and plate of traditional and contemporary menus in the international gastronomy of Russia, India, France, Spain, Italy, and China, among others.

GAS203 PRINCIPLES OF PASTRY

1 credit (15 hours)

Co-requisite: GAS23L

This course discusses the fundamental concepts necessary in the preparation of various desserts such as biscuits, cookies, cakes, puddings, mousses, and dessert sauces made in restaurants. The student is introduced to baking skills and techniques.

It is emphasized in the study of the functions of the ingredients, the identification of the product, the weight, the measurements, and equivalences that are applied when baking, as well as the reading of recipes and formulas. In addition, it includes the preparation and preparation of recipes for diabetics, and vegetarians and the preparation of gluten-free recipes, among other healthy recipes.

GAS23L PASTRY LABORATORY

2 credits (60 hours)

Co-requisites: GAS203

In this laboratory, students practice the skills of making, preparing and decorating desserts such as biscuits, cookies, cakes, puddings, mousses, and dessert sauces, among others. In addition, the student will prepare, prepare, and make recipes for diabetics, vegetarians and gluten-free.

GAS 204 ENOLOGICAL CULTURE

3 credits (30 hours)

Co-requisite: GAS24L

In this course the student will learn about the cultivation, production and pairing of wines. Within the course the most productive vineyards around the world will be covered. In addition, they will learn how to taste the wine correctly and how

to use the wine glasses according to the type of wine you are serving.

GAS 205 CUSTOMER SERVICE AND TABLE SERVICE

3 credits (45 hours)

The role of service in the food industry is examined, including table service. Students explore how to provide quality service through the use of case studies and hypothetical scenarios. The course includes training and development of employees from a strategic and operational perspective. In addition, the top-rated restaurants for service quality are studied.

GAS206 SPECIAL MODALITIES OF FOOD SERVICE AND COORDINATION OF EVENTS

1 credit (15 hours)

Co-requisite: GAS26L

This course provides the student with the skills and knowledge about the organization, teams, and responsibilities within the Garde Manger area. Sandwiches, salads, as well as the basic elements of cold meats (charcuterie) are made. The student is also introduced in the preparation of hot and cold appetizer trays, fruit decorations and the management of different social activities

GAS26L LABORATORY OF SPECIAL MODALITIES

2 credits (30 hours)

Co-requisite: GAS206

This course provides the student with the skills and knowledge about the organization, teams, and responsibilities within the Garde Manger area. Sandwiches, salads, as well as the basic elements of cold meats (charcuterie) are made. The student is also introduced to preparing trays of hot and cold hors d'oeuvres, fruit decorations and the management of different social activities.

GAS207 BEVERAGE ADMINISTRATION, PREPARATION AND SERVICES

1 credit (15 hours)

This course includes the study of the process of making and serving drinks: such as spirits, beers, and non-alcoholic beverages. In addition, it will work with the functions and responsibilities in the area of beverage services in a restaurant and the laws and regulations that regulate the sale of alcoholic beverages. The correct way to make purchases within the drinks area and the necessary equipment to be able to work a bar (glasses, glasses, others) are introduced.

GAS27L BEVERAGE SERVICES LABORATORY

2 credits (60 hours)

Co-requisite: GAS207

In this laboratory students practice the skills of preparing and serving drinks, with and without alcohol, beers, and hot drinks. You will also learn beverage service skills in restaurants, banquets, and hotels.

GAS208 BAKERY PRINCIPLES

1 credit (15 hours)

Co-requisite: GAS28L

In this course the basic principles and techniques for the preparation of breads of various types are studied: water, butter, whole grain, and gluten free. This course allows the student to know the appropriate use of yeast, fermentation processes and cooking processes, as well as the raw material necessary in the making and making of bread and its derivatives. In addition, it includes the systems and the process of making ethnic breads, rolls, gifts, pizzas, and their varieties.

GAS28L BAKERY PRINCIPLES LABORATORY

2 credits (60 hours)

Co-requisite: GAS208

In this laboratory, students practice the skills of making and presenting breads of different types such as water, butter, whole grain, and gluten free, as well as buns, donuts, and pizzas.

GAS210 SUPERVISED INTERNSHIP IN THE INDUSTRY

3 credits (135 hours)

The course allows the student to apply the knowledge acquired in the classroom to different situations in a real work setting related to their specialty area.

HSC101 INTRODUCTION TO MEDICAL SERVICES IN PUERTO RICO

2 credits (30 hours)

In this course, the student will briefly learn about the history of the health system in Puerto Rico and about the beginnings of the billing processes for medical services. You will understand the role of the administrator and the biller within the development of the evolution processes of the billing of medical services on the island and the bases that support the administration of a health entity. You will understand the importance of effective management and its role in a health services facility.

HSC102 MEDICAL-LEGAL ASPECTS

3 credits (45 hours)

This course prepares the student to know and understand federal and state laws related to medical billing processes and fraud, understand the role of other agencies that affect health-related processes. The student will know the importance of complying with state and federal laws and their evolution in the health market.

HSC103 ADMINISTRATION AND COORDINATION OR HEALTH SERVICES

4 credits (60 hours)

This course prepares the student to apply federal and state laws related to medical billing and fraud processes, understand the role of other agencies that affect health-related processes, the documentation required by the different federal and state agencies, where It includes the credentialing and contracting process of the doctor, knowing the processes in health insurance, including Medicare and its component parts, including the Advantage Plans and distinguishing between the professional, institutional and technical components. Manage the Revenue Cycle Management (RCM) model, the additional elements that compose it and the complete billing cycle, distinguish billing tools. In addition, the student receives an introduction to the functions as Coordinator of Health Services that will be expanded in courses HSC204 and HSC205 as well as in other courses. In addition, the aspects of administration, coordination of health services, billing and use of technology are considered.

HSC104 MEDICAL TERMINOLOGY

3 credits (45 hours)

This course will familiarize the student with the medical terminology that has the purpose of expressing in precise terms the concepts and ideas of the world of medicine applied to medical coding. It is an introduction to the language of medicine through knowledge in the use of prefixes, roots, and suffixes for medical knowledge of the anatomy of the human body, its organization and functioning. Medical abbreviations for processes and conditions, the etymology and formation of medical terms, their application to diagnoses and medical and institutional procedures related to the plans and systems of the human body and that are necessary to facilitate medical coding in processes are identified. health insurance billing.

HSC105 DIAGNOSTIC CODING

3 credits (45 hours)

Prerequisite: HSC 104

This course emphasizes the development of clinical coding skills. CMS Guidelines and AMA Coding Guidelines are emphasized. The student will use the terminology, medical record documentation, assessment and management guidelines, matching, use of the most recent version of the International Classification of Diseases Clinical Modification (ICD-CM) manual. General criteria are considered, the impact of documentation on the code, the sequence for the correct assignment of clinical codes. Clinical scenarios will also be studied, and the use of the ICD-CM will be emphasized.

HSC106 MEDICAL PROCEDURES CODING

4 credits (45 hours)

Prerequisite: HSC 104

In this course, skills will be developed in the coding of medical procedures using as a basis the Evaluation and Management Guides that take into consideration the documentation of the patient's history in four phases, the recommendations of the health plans through the use of the CPT. Students will be able to recognize the sections that make up the CPT, the procedures contained in category I, categories II (Codes F) and III, the modifiers and their uses. They will examine the matching process between the most recent version of the CPT and the ICD-CM to effectively complete a claim.

HSC111 MEDICAL AND DENTAL SERVICES BILLING

3 credits (45 hours)

Prerequisite: HSC 105, HSC 106 Corequisite: HSC 11L

This course prepares the student in the process of producing and sending professional claims (medical and dental), for services rendered. Credentialing procedures, guidelines and procedures established by health insurance companies are followed and concepts learned about coding of medical diagnoses, procedures and services are applied. State and federal laws that affect the production process, shipping and applicable collections apply. Additionally, the student will create paper

invoices using the latest CMS-1500 and ADA formats.

HSC 201 CODING AND INSTITUTIONAL SERVICES BILLING

3 credits (45 hours)

Prerequisite: HSC 105, HSC 106 Corequisite: HSC 21L

This course emphasizes the development of institutional coding skills. CMS Guidelines and AMA Coding Guidelines are emphasized. The student will use the terminology, medical record documentation, use of manuals, most recent version, ICD-PCS, CPT and HCPCS. In addition, students will learn about institutional billing processes on paper, practicing the creation of institutional invoices in the CMS-1450 (UB-04) format, which is used to bill different institutional services, emphasizing clinical scenarios.

HSC202 MEDICAL RECORD

3 credits (45 hours)

Corequisite: HSC 22L

This course allows the student to learn how to manage the health information contained in the medical record with paper support, working on it in a complete and organized manner. Emphasis is placed on the standards of privacy, confidentiality, and security for the medical record, as stipulated by federal and state laws. The student will apply the knowledge learned through the use of the forms and the corresponding computerized program for the creation and maintenance of the electronic medical record.

HSC203 MEDICAL ACCOUNTS RECONCILIATION AND AUDIT

3 credits (45 hours)

This course allows the student to analyze and work on medical reconciliation processes and familiarizes them with the basic principles of auditing medical accounts in medical billing processes. It emphasizes the processes of follow-up, internal audit, and the functions inherent to the collection of medical bills.

HSC204 MEDICAL SERVICES COORDINATION I

3 credits (45 hours)

In this course the student is trained in the basic notions of the coordination of health services. The new patient-centered health care environment requires developing knowledge, skills, and abilities for teamwork, patient care coordination, the vocabulary used in the industry, and a focus on the quality of services provided to the patient. . This course allows the student to learn the concepts of patient navigation in health care, coordination of services while developing practical skills needed to provide these services. In addition, the student will know the clinical role of the health services coordinator that allows him to work with the patient with chronic Diseases.

HSC205 MEDICAL SERVICES COORDINATION I

3 credits (45 hours)

Prerequisite: HSC204

In this course the student will continue to acquire the skills and competencies as a health coordinator. This course allows the student to continue the learning process of the clinical role of the health services coordinator in the care of mental illness and crisis management, the coordination of home visits (Home Care), the transition in patient care, the interviews and support in the patient's health care processes, the improvement of the quality of the services provided, the expected results and the limits of the profession. The student will be able to coordinate adequate, necessary, and efficient health services that allow providing continuity and quality in the services provided to patients by an interdisciplinary health services team.

HSC210 PROFESSIONAL SEMINAR

3 créditos (45 horas)

Corequisite: HSC 220

This course prepares the student in the areas of resume creation, the interview process, and the necessary documentation for the world of work. Matters related to the world of work, the necessary experiences and the use of the Supervised Practice in the Industry are addressed so that the student refines the necessary skills and competencies and is successful in the job search.

HSC220 SUPERVISED INTERNSHIP IN THE INDUSTRY

4 credits (180 hours)

Prerequisite: Core Courses Corequisite: HSC 210

The course allows the student who is enrolled from the fifth (5th) term of study at the Institution, to apply the knowledge acquired in the classroom to different situations of a real work scenario related to his area of specialty.

HSC11L ELECTRONIC BILLING FOR THE MEDICAL AND DENTAL OFFICE

3 credits (90 hours)

Prerequisite: HSC 105, HSC 106 Corequisite: HSC 111

This course provides the student with the opportunity to apply the necessary skills to manage an electronic billing program for professional services, the necessary knowledge about the exchange of electronic information with the different health plans. The student will apply the knowledge learned by using the paper billing form and the latest ICD-10 CM, CPT, CDT and HCPCS coding tools. With this electronic program, the student will be able to create and maintain information on patients, referrals, providers, appointment books, eligibility verification, invoice preparation, electronic transmissions, and payment reconciliation. The student will obtain the knowledge and skills necessary to satisfy and meet the main demands of the labor market in relation to the electronic processing of professional medical and dental billing for the recovery of medical services rendered.

HSC21L INSTITUTIONAL ELECTRONIC BILLING LAB

1 credit (30 hours)

Prerequisite: HSC 105, HSC 106 Corequisite: HSC 201

This course provides the student with the opportunity to apply the necessary skills for the electronic practice of invoicing institutional services and their transmission to the clearinghouse. The student will apply the knowledge learned through the use of the CMS1450 (UB-04) form, and the most recent ICD-PCS, CPT and HCPCS coding manuals. In addition, the student will be able to handle a computerized program for billing and transmission of electronic institutional invoices.

HSC22L ELECTRONIC MEDICAL RECORD LAB

1 credit (30 hours)

Corequisite: HSC 202

This course provides the student with the opportunity to apply the necessary skills for the electronic practice of the electronic medical record, as well as the related vocabulary. Emphasis is placed on the standards of privacy, confidentiality, and security for the medical record, as stipulated by state and federal laws for the exchange of electronic information. The student will work with the different areas of an electronic medical record applying the knowledge learned for the creation and maintenance of the electronic medical record.

HUM101 HUMANITIES I

3 credits (45 hours)

Geographical, historical, economic, political, social, and cultural study of western society, from Prehistory to the Middle Ages. General examination of the various manifestations of Western arts and philosophy.

ISD100 INTRODUCTION TO STUDENT DEVELOPMENT

3 credits (45 hours) (not average)

Through this course, the principles and practices for adaptation and effective transition to university life are studied. Students are exposed to knowledge, skill development, and attitudes that help them maximize their potential in the academic and personal environment. In addition, a frame of reference is provided to help the student develop effective strategies for his: self-knowledge, self-esteem, values, ethics, study process, learning, problem solving, time management and effective communication.

MAT101 GENERAL MATH

3 credits (45 hours)

This course provides knowledge about mathematics and its basic operations applied to common fractions, decimals, and signed numbers. In addition, it includes the study of skills related to percent, exponents, square root and variables, linear equations in one variable, verbal problems, ratios, and proportions.

MBA102 ADMINISTRATIVE PRINCIPLES OF MEDICAL BILLING

3 credits (45 hours)

Corequisite: MBA104

This course prepares the student to perform the functions of the administrative staff of a medical office. It will be able to identify the different professional branches in health and personnel administration. In addition, it will identify the different existing health plans in Puerto Rico. You will know the laws and regulations that control health care, emphasizing related ethical and legal principles.

MBA104 MEDICAL TERMINOLOGY RELATED TO HUMAN ANATOMY

3 credits (45 hour)

Corequisite: MBA102

This course will familiarize the student with the anatomy of the human body, its organization and functioning. Diseases of the human body and diseases, their scientific name and classification are identified. The related vocabulary and hospitals, laboratories, specialized studies, dentists, and doctors abbreviations, necessary to facilitate health insurance billing in a variety of health areas, are studied.

MBA108 UNIVERSAL MEDICAL CODING I

3 credits (45 hours)

Prerequisite: MBA102 and MBA104 Corequisite: MBA109

The course emphasizes the development of coding skills for clinical and medical pathology diagnoses. In this the universal book for the allocation of diagnostic codes is managed, as stipulated by the Federal HIPAA Law.

MBA109 UNIVERSAL MEDICAL CODING II

3 credits (45 hours)

Prerequisites: MBA102, MBA104 Corequisite: MBA108

The course emphasizes the development of coding skills for services and procedures in medical offices. Codes are assigned for Surgery, Anesthesia, Clinical Laboratories and Radiology. It uses as a base the teaching materials assigned by the Federal HIPAA Law: CPT-4.

MBA110 INSTITUTIONAL BILLING AND CODING

3 credits (45 hours)

Prerequisites: MBA108, MBA109 Corequisite: MBA207L

The course emphasizes the development of diagnostic coding skills and medical procedures used in hospitals, emergency rooms, and clinical laboratories. The didactic materials established by the Federal Law will be used; ICD-10 CM, ICD-10 PCS, HCPCS, CPT-4 and forms UB-04, CMS -1500.

MBA112 MANUAL MEDICAL AND DENTAL BILLING

3 credits (45 hours)

Prerequisites: MBA102, MBA104 Corequisite: MBA110

The course studies how to generate and process medical and dental claims for services provided. The guidelines and procedures established by insurance companies and the federal government are followed, as well as the laws applicable to medical billing. It trains the student with the specific skills to establish an effective relationship between the medical service provider and the health insurance company. The documents issued by the companies are identified to offer follow-up and adjustment to the invoices. In addition, the student is trained to identify and classify the anatomical parts of the mouth in both children and adults and their relationship to the claims process for dental services. Emphasizes the components necessary to complete the CMS 1500 and ADA universal forms correctly.

MBL207L ELECTRONIC BILLING FOR THE DENTAL AND MEDICAL OFFICE

3 credits (90 hours)

Prerequisite: MBA112 Corequisite: MBA208L

This course provides the student with the opportunity to apply the necessary skills for the electronic practice of billing for medical, dental and hospital services. The student will apply the knowledge learned through the use of forms CMS15000, ADA and the corresponding computerized programs for electronic invoicing. Emphasis is placed on electronic projects ordered by government entities such as Medicare, the Puerto Rico government health plan, and others.

MBL208L ELECTRONIC BILLING OF CLINICAL HOSPITALS AND LABORATORIES

3 credits (90 hours)

Prerequisite: MBA112 Corequisite: MBA208L

This course provides the student with the opportunity to apply the necessary skills for the electronic practice of billing for laboratory services and imaging laboratories. The student will apply the knowledge learned by using the CMS 1500 form, and the ICD-10 CM and CPT-4 coding manuals. In addition, the student will have the opportunity to manage a computerized program corresponding to the electronic invoicing of laboratories.

MBA26L ELECTRONIC MEDICAL RECORD LAB

3 credits (90 hours)

This course provides the student with the opportunity to apply the skills necessary to practice the electronic medical record, as well as the related vocabulary. It emphasizes the privacy, confidentiality, and security standards for the medical record, as stipulated by the HIPAA law. The student will apply the knowledge learned through the use of the forms and the

corresponding computerized program for the creation and maintenance of the medical file.

MBA220 SUPERVISED INTERNSHIP IN THE INDUSTRY

3 credits (135 hours)

Prerequisite: Concentration Courses

The course allows the student who is enrolled from the fifth (5th) term of study at the Institution, to apply the knowledge acquired in the classroom to different situations in a real work setting related to their specialty area.

MIC105 BASIC MICROBIOLOGY

3 credits (45 hours)

Study of the general concepts of microbiology with vision in an evolutionary historical background. Description of chemical functions in microorganisms. Comparison between pathogenic and non-pathogenic bacteria. Analysis of bacterial growth factors. Classification of microorganisms, including viruses and the Fungi Kingdom.

MKT201 MARKETING PRINCIPLES I

3 credits (45 hours)

The course examines the functions necessary for the distribution of goods and services from the producer to the consumer or user. Study of the components of the marketing mix: Product, Price, Distribution and Promotion with special attention to the first two elements.

MNG201 ADMINISTRATION AND MANAGEMENT I

3 credits (45 hours)

Initial study that covers the fundamental principles that are used in the planning and organization of a company. Theoretical approaches to the organization and the functions that make up the management process are highlighted. It allows the student to apply the knowledge of the management field in real and hypothetical cases so that they can identify the necessary management skills in business administration and management.

MNG205 DEVELOPMENT AND ADMINISTRATION OF SMALL BUSINESSES

3 credits (45 hours)

This course prepares the Business Administration student to efficiently establish, run and manage a small business. The student will be exposed to all the necessary areas for the creation and administration of his own company. Areas such as: operation, obtaining permits, laws applicable to business, finance, marketing, and the Business Plan are studied.

NSC 110 NURSING FOUNDATIONS

3 credits (60 hours)

Corequisite: NPR 110

This course discusses the historical and philosophical evolution of nursing, including the diversity of roles and functions. The application of theoretical principles of the nursing process is studied. In addition, it describes related basic medical terminology and an overview of disease processes. The discussion of the concepts, values, ethical, legal and communication aspects related to the practice is included. The functions and standards of the profession are described and discussed within the health team and basic skills necessary in the performance of their graduate nursing functions.

Practical concepts in personal hygiene, body mechanics, principles of asepsis, active and passive movements, prevention of ulcers, taking of vital signs and weight are discussed. In addition, you will gain theoretical and practical knowledge in the documentation of records, aspects of comfort, rest, sleep, and principles related to the arrangement of the patient unit.

NPR 110 NURSING FOUNDATIONS INTERNSHIP

3 credits (135 hours)

Corequisite: NSC 110

In this course the theoretical principles of the nursing process are applied. In addition, basic medical terminology is used in disease processes. Ethical legal aspects of the profession are practiced, including HIPAA. The functions and standards of the profession are applied within the health team and the basic skills necessary in the performance of their graduate nursing functions are developed.

Body mechanics, principles of asepsis, active and passive movements and the grooming of the patient are evaluated. Ulcer prevention is identified. Taking vital signs and weight is practiced. In addition, it begins with the documentation of files.

NSC 206 MOTHER AND NEWBORN CARE

2 credits (30 hours)

Corequisite: NPR 206

Through this course the student identifies the basic principles of prenatal, delivery and postpartum care. The intervention is focused on care during the normal process of pregnancy, childbirth and in acute situations that affect pregnancy, childbirth, and the newborn. Emphasis is placed on estimation, nursing diagnosis, expected results and evaluation of nursing care. Specific conditions, medical treatment, and nursing care are discussed. The normal pregnancy process and the conditions that require intervention are presented. Self-care is emphasized as a component of nursing care.

NPR 206 MOTHER AND NEWBORN CARE INTERNSHIP

1 credit (45 hours)

Corequisite: NSC 206

During the practice, the student will be able to identify the basic principles of prenatal, delivery and postpartum care. The intervention is focused on care during the normal process of pregnancy, childbirth and in acute situations that affect pregnancy, childbirth, and the newborn. You must identify the diagnosis and the expected results (patient prognosis). It will identify treatments for specific conditions and the care you should take. Identifies the normal pregnancy process and mentions the conditions that require intervention, emphasizing self-care as a component of nursing care. The student will conduct an interview with the pregnant woman to complete the medical history.

NSC 207 CHILD AND ADOLESCENT CARE

2 credits (30 hours)

Corequisite: NPR 207

In this course the stages of growth and development of the child and adolescent are studied for the clinical estimation and the appropriate implantation of nursing care. The discussion of acute and chronic conditions of the child and adolescent, including the child with a disability, is included. It focuses on the most common health states according to their stage of growth and development without losing their individuality within the family and social context. Different communication strategies are analyzed and how they help in therapeutic care.

NPR 207 CHILD AND ADOLESCENT CARE INTERNSHIP

2 crEdits (90 hours)

Corequisite: NSC 207

The stages of growth and development of the child and adolescent are reviewed for the proper implementation of nursing care. Skills for the acute and chronic conditions of the child and adolescent, including the child with a disability, are applied. In the same way, the most common health states are analyzed according to the stage of growth and development without losing its individuality within the family and social context. Different communication strategies are implemented, helping in turn in therapeutic care. The student will participate in the mother's interview to complete a pediatric history; during the admission process.

NSC 111 ACUTE AND CHRONIC MEDICAL-SURGICAL CARE AND CONDITIONS OF ADULTs AND ELDERLY, I

2 credits (30 hours)

Corequisite: NPR 111

In this course the student reviews the stages of growth and development of the adult and the elderly. Gain knowledge in the care of adults and the elderly with acute and chronic conditions. The study of knowledge of pathological disorders, prevention methods and nursing activities is included to develop the concept of self-care and health prevention.

NPR 111 ACUTE AND CHRONIC MEDICAL-SURGICAL CARE AND CONDITIONS OF ADULTs AND ELDERLY, I INTERNSHIP

2 credits (90 hours)

Corequisite: NSC 111

The student reviews the stages of growth and development of the adult and the elderly. Apply knowledge in the care of adults and the elderly with acute and chronic conditions. On the other hand, it applies knowledge of pathological disorders, prevention methods and nursing activities to develop the concept of self-care and health prevention.

NSC 112 ACUTE AND CHRONIC MEDICAL-SURGICAL CARE AND CONDITIONS OF ADULTs AND ELDERLY II

3 credits (45 hours)

Prerequisite: NSC 112

In this course the student acquires knowledge in the care of adults and the elderly with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive, urinary, and reproductive system problems. The study of knowledge of pathological disorders, prevention methods and nursing activities is included to develop the concept of self-care and

health prevention.

NPR 112 ACUTE AND CHRONIC MEDICAL-SURGICAL CARE AND CONDITIONS OF ADULTS AND ELDERLY II INTERNSHIP

1 credit (45 hours)

Corequisite: NSC 112

In this course the student applies knowledge in the care of adults and the elderly with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive, urinary, and reproductive system problems. In addition, knowledge of pathological disorders, prevention methods and nursing activities are applied to develop the concept of self-care and health prevention.

NSC 106 POSOLOGY

2 credits (30 hours)

This course discusses dosage and procedures for administering medications to the patient. The dosage appropriate to the age of the patient is included. In addition, it includes the calculation for the administration of oral, injectable, and intravenous medicines in a safe way and the precautions in their administration..

NSC 209 NURSING PROCESS IN INDIVIDUALS WITH ALTERATIONS OF MENTAL HEALTH

2 credits (30 hours)

Corequisite: NPR 209

This course discusses basic concepts related to behavioral patterns, history, recent trends, therapies, ethical-legal implications, and community resources related to patients who have mental and emotional disturbances within the nursing context. Neuropathologies are studied in the context of growth and development. Basic care for patients with mental and emotional disorders will be studied, with emphasis on the prevention and control of mental illness. The participation of nursing as a member of the health team in the planning and care of the client of mental health and psychiatry is discussed.

NPR 209 NURSING PROCESS IN INDIVIDUALS WITH ALTERATIONS OF MENTAL HEALTH INTERNSHIP

1 credit (45 hours)

Corequisite: NSC209

This course reviews the basic concepts related to behavior patterns. In addition, neuropathologies are observed in clinical practice in the context of growth and development. Likewise, basic care will be practiced for patients with mental and emotional disorders, with emphasis on the prevention and control of mental illness. Nursing participation as a member of the health team is implemented in the planning and care of the client of mental health and psychiatry.

NSC 203 NURSING PHARMACOLOGY

3 credits (45 hours)

This course offers the student the principles of medication administration emphasizing the pharmacodynamic and pharmacokinetic phases through the use of the Nursing Process. Drug classification systems, doses, routes, and terminologies are discussed. He will use the principles of basic mathematics and the preparation of the different classifications and dosages of medications according to the body systems throughout the life cycle. Safety measures in the administration of medications will be emphasized.

NSC 204 PROFESSIONAL SEMINAR

3 credits (45 hours)

This course aims to strengthen the nursing process, according to the regulations of the profession. In addition, all the laws that govern the profession will be integrated. The topics that will be evaluated in the exam to practice as graduate nurses will be discussed.

NPR 204 INTEGRATED INTERNSHIP

1 credit (45 hours)

Corequisite: NSC 204

In this internship course, the student has the opportunity to apply and integrate all the knowledge, both theoretical and practical, acquired and developed throughout their academic preparation. The student will interact with other health professionals, in addition to strengthening their autonomy and professional responsibility.

During the 45 hours of practice, the student will gain experience in a real work setting that provides multiple areas of nursing practice. In this way, the student will have the ability to understand the multiple aspects in which a nursing professional

operates, providing care to individuals in different stages of growth and development, integrating the family and the multiple scenarios of patients with different health conditions.

NSC 208 NURSING IN THE COMMUNITY

2 credits (30 hours)

Corequisite: NPR 208

In this course, concepts related to nursing functions in the community are discussed, including the history of public health. Emphasis is given to health promotion and prevention. The different scenarios where the practical nurse works are identified, such as: Home Care, Hospices, Homes for the Aged, Diagnostic Centers, Children's Homes and Day Care. Differentiate public health services based on prevention categories for primary, secondary, and tertiary diseases.

NPR 208 NURSING IN THE COMMUNITY INTERNSHIP

2 credits (90 hours)

Corequisite: NSC208

Emphasis is given to health promotion and prevention. Different scenarios where the professional nurse works are visited, such as: Home Care, Hospices, Homes for the Aged, Diagnostic Centers, Children's Homes, and Day Care. On the other hand, public health services are differentiated based on categories of prevention of primary, secondary, and tertiary diseases

OSY101 KEYBOARD/ LAB

3 credits (60 hours) (30 hours lecture / 30 hours laboratory)

Basic course that includes learning to touch the alphabetical, numerical and symbol keyboards. It includes the learning, use and handling of the operating parts of the computer, practice of the correct typing techniques, collation, use of punctuation marks and correction symbols. The development of speed and accuracy, good work habits, basic techniques, corrective exercises, and the correct way to edit a document are emphasized. Includes 30 hours of specialized or closed laboratory.

PSY101 BASIC PSYCHOLOGY

3 credits (45 hours)

This course allows studying the basic concepts of psychology to the study of human relations. It integrates the concept of psychology and the biological components of human behavior; psychological theories and models, behavior modification, among others.

RTE 101 FUNDAMENTALS OF MEDICAL RADIOLOGY

3 credits (45 hours)

Corequisite: RTE 102

In this course the basic principles of radiological imaging, its origin and development are discussed. It presents the history of the evolution of radiology and the legislation of the practice of the profession. Explains the duties and responsibilities of the future professional related to the protection and care of the adult and pediatric patient. It includes the ethical aspects related to the profession.

RTE 102 PATIENT CARE

3 credits (45 hours)

Corequisite: RTE 101

In this course the theoretical and practical elements related to the appropriate techniques for the safety and protection of the patient and their relatives, as well as the radiology technician, are discussed. In addition, the necessary security measures for the preparation of the study unit and the examination process are discussed. It includes discussion of the correct administration of oral and intravenous contrast media and their adverse reactions, skills in taking vital signs, and knowledge of first aid application.

RTE 103 MEDICAL TERMINOLOGY AND RADIOLOGICAL PATHOLOGY

3 credits (45 hours)

Prerequisite: ANF 106 C-requisite: RTE 104

In this course the medical terminology used in the medical field is discussed, particularly the most used terms in the field of diagnostic imaging modalities. It focuses on applying the rules for word construction and definition of medical terms with an emphasis on prefixes, suffixes, word roots and combined forms. This course includes the study of the history, description, and frequency of diseases of the human body and how they are identified in a radiological image for diagnostic purposes.

RTE 104 POSITIONING AND RADIOLOGICAL PROCEDURE I/ LAB

4 credits (90 hours) (30 lecture, 60 laboratory)

Prerequisites: RTE 101, RTE 102, ANF 106 Corequisites: RTE 103, ANF 107

Radiographic positions of the upper extremities including the shoulder girdle and lower to the femur are discussed in this course. Includes associated terminology and positioning considerations for routine and special radiological procedures. X-ray evaluation and criticism.

RTE 105 POSITIONING AND RADIOLOGICAL PROCEDURE II/ LAB

4 credits (90 hours) (30 lecture, 60 laboratory)

Prerequisites: RTE 101, RTE 102, RTE 103, RTE 104, ANF107 Corequisite: RTE 209

In this course, radiographic positions of the chest, abdomen and pelvis are discussed. Includes associated terminology and pediatric and adult radiographs. Pathologies of the chest, abdomen and pelvis are associated with trauma and surgery. In addition, radiographic positions and fluoroscopic procedures of the urinary system, digestive system, and biliary system are discussed. X-ray evaluation and criticism.

RTE 202 RADIOLOGICAL POSITIONING AND PROCEDURE III/ LAB

4 credits (90 hours) (30 lecture, 60 laboratory)

Prerequisites: RTE 104, RTE 105, RTE 209, RTE 211 Corequisites: RTE 206, RTE 215

In this course the usual positions of the head and spine are discussed. The cranial area, paranasal sinuses, facial bone radiographs, and spine are studied. Pathologies of the skull and spine are associated.

RTE203 EXPOSURE, PROCESSING AND RADIOLOGICAL CRITICISM/ LAB

3 credits (60 hours) (30 lecture. 30 laboratory)

Prerequisites: RTE 103, RTE 104 Corequisite: RTE 211

This course discusses the principles of X-ray production, manual and digital development, and criticism of radiographic imaging. Factors present in exposure, production and development that affect the quality of the radiological image, including the digital image, are discussed. Photographic and geometric characteristics, physical factors of perceptibility and visibility, techniques present in the related special methods are studied. In addition, the steps for manual and digital development are discussed. This includes the critical evaluation of radiographs.

RTE205 RADIOLOGICAL PHYSICS

3 credits (45 hours)

In this course the principles of X-ray production and its properties are discussed. It includes the associated terminology and the equipment used in the X-ray generation. The basic concepts of the physical sciences and the interaction of radioactivity with matter are discussed.

RTE 206 RADIOBIOLOGY

3 credits (45 hours)

Prerequisites: RTE105, BIO100 Corequisites: RTE202, RTE215

This course provides a description of the fundamental principles of radiobiology and of the effects on body organs at the cytological, histological, and organic levels. The principles of radiological protection for patients, relatives, technologists, and personnel of the Radiology department are discussed, according to regulations. In addition, the Bergonie and Thibodeau laws are discussed.

RTE 207 SPECIAL DIAGNOSTIC MODALITIES

2 credits (30 hours)

Prerequisite: RTE203 Co-requisite: RTE212, RTE 217

This course provides the student with an overview of the equipment and procedures associated with special diagnostic imaging modalities. It allows comparing the modalities in terms of their purpose, procedure, risk, and cost.

RTE209 CLINICAL INTERNSHIP I

3 credits (135 hours)

Prerequisite: RTE 103, RTE 104 Corequisite: RTE 105

In this clinical practice course, the student must demonstrate positioning skills and good team management in conducting radiological studies of upper and lower extremities in real adult and infant patients under the direct supervision of a radiologist and / or radiologic technologist. The student is expected to be able to perform all tasks related to the daily operation of the radiology department.

RTE211 CLINICAL INTERNSHIP II

3 credits (135 hours)

Prerequisite: RTE 209

Experience gained in an assigned clinical setting. The student must demonstrate positioning skills and breathing maneuvers. In addition, he will demonstrate good team management in carrying out radiological studies of the chest, abdomen and pelvis in real adult and infant patients under the direct supervision of a radiologist and the staff of the Radiology Department. The student is expected to be able to perform all tasks related to the daily operation of the radiology department.

RTE 212 INTEGRATIVE SEMINAR

3 credits (45 hours) (15 hours theory, 30 hours laboratory)

Prerequisites: RTE209, RTE211, RTE215 Corequisites: RTE207, RTE 217

In this course the student understands a theoretical and practical review of the content and competences of a radiology technician that are measured in the radiological technologist exam. The course integrates the concepts learned in the concentration courses and the skills developed in the practical courses. In addition, it is oriented on the job search and the job interview. The student will develop a case study documented by the literature related to the patient's pathology, under the teacher's evaluation criteria, as a final requirement of the course.

RTE 215 CLINICAL INTERNSHIP III

3 credits (135 hours)

Prerequisite: RTE 211 Corequisites: RTE 202, RTE 206

In this clinical practice course, the student must demonstrate positioning skills and good team management in conducting radiological studies of the head and spine in real adult and infant patients under the direct supervision of a radiologist and / or technologist. radiologic. The student is expected to be able to perform all tasks related to the daily operation of the radiology department.

RTE 217 CLINICAL INTERNSHIP IV

4 credits (180 hours)

Prerequisites: RTE209, RTE211, RTE 215 Corequisites: RTE207, RTE212

In this clinical practice course, the student must demonstrate positioning skills and good team management in carrying out radiological studies of the upper and lower extremities, radiological studies of the chest, abdomen, pelvis, spine and head in real adult patients and infants under the direct supervision of a radiologist and / or radiological technologist. The student is expected to be able to perform all tasks related to the daily operation of the radiology department.

SPA101 BASIC SPANISH I

3 credits (45 hours)

Study of the history and grammar of the Spanish language. Strengthens oral and written communication through the analysis of literary texts, the study and practice of Spanish grammar.

SPA102 BASIC SPANISH II

3 credits (45 hours)

Prerequisite: SPA101

Study of texts and literary genres of the Spanish language. It integrates the reflection of aesthetic and sociocultural values with the classification, analysis, and expansion of grammatical skills for creative writing.

SPA 103 REDACCIÓN COMERCIAL EN ESPAÑOL

3 créditos (45 horas)

El estudiante desarrollará las destrezas necesarias de la comunicación escrita en español. Se estudiarán la metodología y técnicas para la redacción de documentos comerciales. El estudiante fortalecerá los conocimientos básicos del español mediante la adquisición y aplicación de destrezas comunicativas escritas para el mejor uso del idioma de forma escrita y el desarrollo de habilidades de redacción en el idioma español. Además, el estudiante podrá analizar los elementos básicos de la comunicación empresarial y la necesidad de escribir con precisión, concisión, coherencia y concordancia.

TEM 101 MEDICAL TERMINOLOGY

3 credits (45 hours)

This course discusses the medical terminology used in the medical field, particularly the most widely used terms in the field of diagnostic imaging modalities. It focuses on applying the rules for word construction and definition of medical terms with an emphasis on prefixes, suffixes, word roots and combined forms.

PROFESSIONAL CERTIFICATE PROGRAMS

PROFESSIONAL CERTIFICATE IN ADULT PATIENT CARE (APC)

www.icprjc.edu/certificados/pacienteadulto.html

This program lasts for three semesters that are completed in one calendar year. It has a total of 36 credits.

This program is designed so that the student acquires the knowledge, skills, attitudes, abilities and practice in the support, care and attention of the basic health and care needs in diet, recreation, and socialization, psychological and physical in the elderly, advanced and / or disabled. When performing these functions, in the home, hospital, day or long-term care centers, substitute homes, hospices, among others; the assistant supports nursing staff, social workers, physical, respiratory, and medical therapists. It includes general aspects in gerontology, ethical and legal aspects, health, safety and hygiene, prevention, and support in the management of intervention in crisis of mental diseases such as: dementia and Alzheimer, as well as chronic diseases. In addition, it develops the student to be focused on customer service to promote and protect the health, safety, well-being, and quality of life of individuals.

CODE	COURSE NAME	CREDITS
APC001	Ethical Legal Aspects and Administration	3
APC002	Health, Security and Hygiene	4
APC003	Fundamental Concepts of Gerontology	3
APC004	Recreational, Sociologic and Physical Activities	2
APC005	First Aid in Emergency Situations	3
APC006	First Aid in Emergency Situations	3
APC007	Communication and Socialization	2
APC008	Health Interventions	4
APC009	Occupational Seminary	3
APC010	Supervised Internship	6
PSY010	Psychology Fundamentals	<u>3</u>
Total Credits		36

PROFESSIONAL CERTIFICATE IN ADULT HEALTH CARE (APC)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Maintains a pleasant, clean, safe, and adequate environment in the home, long-term care, or others, to achieve a high level of quality of life. (APC 002, APC 010)
2. Has basic knowledge in gerontology and diseases such as Alzheimer, Hypertension, Diabetes, among others, for the provision of services to the elderly and people with disabilities. (APC 003, APC 008)
3. Values the dignity and respects the diversity of each client as an individual. (APC 003, APC 007, APC 008, PSY 010, APC 010)
4. Recognizes aging, as a normal process of the life cycle, and the contributions made to society by the elderly. (APC 003)
5. Apply the basic concepts of gerontology in the identification and solution of problems and situations that limit the optimal functionality of the elderly in physical, social, and psychological aspects. (APC 003, APC 008, APC 010)
6. Make and handle food safely considering special diets and medical recommendations. (APC 006, APC 010)
7. Uses the appropriate techniques in food administration according to the client's medical circumstances. (APC 006, APC 010)
8. Observe the client's health and behavior status daily and inform and document the closest and / or indicated family member or health professional. (APC 010)
9. Serves the individual preferences and personal appearance of the client. (APC 002, APC 010)
10. Clean the bedridden patient and assist the bedridden if required. (APC 002, APC 010)
11. Use the correct techniques to promote safety and prevent damage to the client in the tasks of movement, transfer, bathroom, clothing, and other daily activities. (APC 002, APC 010)
12. Prevents infections in clients and their environment in accordance with good sanitary practices (APC 002, APC 008, APC 010)
13. Maintains special skin care for the prevention of pressure ulcers and infections, among others. (APC 002, APC 008, APC 010)
14. Correctly use the equipment for taking vital signs and glucose. (APC 002, APC 010)
15. Support or help in monitoring blood pressure, vital signs and glucose, among others, daily, if the client requires it. (APC 002, APC 008, APC 010)
16. Support or Help in the administration of medications at the time and frequency prescribed by the doctor. (APC 002, APC 008, APC 010)
17. Offers basic first aid in case of emergency situations. (APC 005)
18. Assists people in activities of daily life, recreational, social, and physical according to the client's conditions based on the guides and protocols of health professionals. (APC 004, APC 010)
19. Apply the laws, regulations, and ethical aspects in the work area. (APC 001, APC 010)
20. Applies psychological knowledge and skills acquired to demonstrate effective communication and socialization in relationships with clients, health professionals, and family members. (APC 007, APC 010, PSY 010)
21. Maintains confidentiality in the handling of patient information, complying with laws and ethics. (APC 001, APC 010)
22. Participates effectively as a member of an interdisciplinary team, in the care and provision of services to the elderly and people with disabilities. (APC 010)
23. Offers support in special care to clients with catastrophic illnesses and / or injuries or trauma. (APC 002, APC 003, APC 004, APC 007, APC 008, APC 010)
24. Projects a professional attitude and recognizes the importance of staying current in your knowledge. (APC 009)

PROFESSIONAL CERTIFICATE IN COMERCIAL PASTRY CONFECTION AND BAKERY (PCC)

<http://www.icprjc.edu/certificados/reposteria.htm>

This certificate program lasts for three semesters that are completed in one calendar year. It has a total of 36 credits. The program aims to develop in the student the skills and knowledge related to the specialty of pastry and commercial bakery. They will study the preparation and design of different desserts, cakes, and breads. In addition, they will learn to make local and international recipes. Health laws and regulations in the industry related to the handling of desserts and breads are studied. The regulations applicable to the establishment and operations of companies are also studied. The student will be able to self-employ when developing their dessert or cake business. You can also perform functions as a cake decorator, dessert specialist, baker, Pastry Chef, Pastry / Bakery Administrator, Administrator of Fine Dessert Stores; Work in a Hotel or Restaurant, among others.

CODE	COURSE NAME	CREDITS
PCC001	Commercial Pastry & Bakery Fundamentals	3
PCC002	Commercial Pastry 1	3
PCC003	Cakes Decoration	3
PCC004	Bakery and Dough	3
PCC005	Commercial Pastry 2	3
PCC006	Local and International Pastry	3
PCC007	Healthy Pastry	3
PCC008	Advance Cake Decorating	3
PCC011	Pastry & Bakery Laboratory	3
CAC002	Math Applied to the Culinary Arts	3
CMN010	Small Business Enterprise Entrepreneurship	3
ENG006	English for Hotels and Tourism	<u>3</u>
Total Credits		36

PROFESSIONAL CERTIFICATE IN COMERCIAL PASTRY CONFECTION AND BAKERY (PCC)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Recognize the different equipment used in pastry shops and bakeries. (PCC001)
2. Differentiate between recipes and formulas. (CAC001)
3. Apply the concept of ratios and proportions to culinary situations. (CAC002)
4. Mastering the system of weights and measures. (CAC002)
5. Handle problems in products before and after being baked. (PCC002)
6. Prepare mixture of custards, cookies, cheesecake, mousse, puddings, and creams. (PCC002)
7. Know various flavors of chocolate, marshmallow, and fruit flavors. (PCC003)
8. Master basic and advanced decorating techniques using pinouts, stencils, and royal icing. (PCC003)
9. Differentiate between salty dough and sweet dough. (PCC004)
10. Mastering the fermentation process in the product. (PCC004)
11. Know the classic and modern silverware. (PCC005)
12. Work different types of fillings: chocolate, pastry cream, whipped cream, and fillings with fruit flavors. (PCC005)
13. Recognize recipes and their countries of origin. (PCC006)
14. Manage the correct techniques in typical desserts. (PCC006)
16. Make “sugar-free” recipes. (PCC007)
17. Know about gluten-free recipes. (PCC007)
18. Determine the difference between own business, partnerships, and corporations. (CMN010)
19. Identify the different positions with the specific officials in the administration and food service. (PCC010)

**PROFESSIONAL CERTIFICATE IN
COMPUTERS REPAIR SPECIALIST (CCR)**

www.icprjc.edu/certificados/repuracion.html

This certificate program lasts for two semesters that are completed in approximately seven (7) calendar months. It has a total of 24 credits.

This Professional Certificate in Computer Repair Specialist trains the student in the area of computer maintenance and repair. In addition, the student prepares to install, replace, and configure parts on computers. The student will be trained to diagnose computer problems. Knowledge about the different types of networks on the market is provided.

CODE	COURSE NAME	CREDITS
CCR001	Introduction to Computers	3
CCR002	Basic Network Concepts	3
CCR004	Operating Systems	3
CCR006	Computer Repair I	3
CCR007	Use of Business Application Programs	3
CCR008	Computer Repair II	3
CCR010	Mobile Devices Repair	3
CMN010	Small Business Enterprise Entrepreneurship	<u>3</u>
Total Credits		24

PROFESSIONAL CERTIFICATE IN COMPUTERS REPAIR SPECIALIST (CCR)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Identify the importance of computers in society. (CCR001)
2. Describe the function of the main components of a computer system. (CCR001)
3. Identify the physical elements of a computer network. (CAR002)
4. Identify the logical elements of a network. (CAR002)
5. Install different operating systems. (CCR004)
6. Manage the main functions of an operating system. (CCR004)
7. Identify the different types of processors. (CCR 006)
8. Determine which parts of the computer need to be changed at the time of an upgrade. (CCR 006)
9. Prepare databases using a commercial use program. (CCR007)
10. Evaluate presentation design programs for use in the market and design documents. (CCR007)
11. Know the operation of the I / O, IRQ and DMA lines. (CCR008)
12. Recognize problems with hard drives. (CCR008)
13. List the necessary safety rules for working with electronic equipment. (CCR006)
14. Define the concepts of electricity, electronics, magnetism, electromagnetism, conductors, insulators, interference, electromagnetic and electrostatic discharge. (CCR006)
15. Diagnose problems and replace parts in mobile devices. (CCR 010)
16. Determine the difference between own business, partnerships, and corporations. (CMN010)

PROFESSIONAL CERTIFICATE IN CULINARY ARTS (CAC)

www.icprjc.edu/certificados/artesculinarias.html

This certificate program lasts for three semesters that are completed in one calendar year. It has a total of 36 credits.

The Professional Certificate in Culinary Arts program aims to develop in the student the skills and knowledge related to the culinary arts. This program studies the preparation and design of different types of food and menus. In addition, you will learn how to make indigenous and international recipes. The health laws and regulations in the hotel industry, related to food handling, and the laws and regulations applicable to the establishment and operations of companies are studied. The integration of all the courses, both in their theoretical and practical phases, allows the goals and objectives set to be achieved.

CODE	COURSE NAME	CREDITS
CAC001	Culinary Arts Concepts and Security	3
CAC002	Math Applied to the Culinary Arts	3
CAC003	Confection of Breakfasts, Soups, Sauces, Salads, Pasta, and Rices	3
CAC004	Menu Designs, Light Meals, and Banquets	3
CAC005	Meat, Poultry, Fish and Seafood Cuts	3
CAC006	Puerto Rican Cuisine	3
CAC007	International Cuisine	3
CAC008	Confection of Desserts and Entrees	3
CAC010	Culinary Arts Practice Laboratory	3
CMN010	Culinary Arts Practice Laboratory	3
ENG006	English for Hotels and Tourism	3
Total Credits		36

PROFESSIONAL CERTIFICATE IN CULINARY ARTS (CAC)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Know the history of gastronomy and culinary vocabulary, as well as the organization and equipment used in a kitchen. (CAC001)
2. Know the handling, hygiene, and safety of food. (CAC001)
3. Apply the concept of ratios and proportions to culinary situations. (CAC002)
4. Master the system of weights and measures. (CAC002)
5. Make and prepare breakfasts, soups, sauces, salads, pasta, and rice. (CAC003)
6. Identify and explain the procedures to follow in preparing recipes. (CAC003)
7. Design and plan balanced menu. (CAC004)
8. Identify and explain the steps to follow in the preparation and preparation of light meals. (CAC004)
9. Recognize and define the correct use of each utensil used in the handling of meat, poultry, seafood, and fish. (CAC005)
10. Prepare and season: meat, poultry, seafood, and fish. (CAC005)
11. Identify the most used ingredients in Puerto Rican cuisine. (CAC06)
12. Recognize and prepare in the Puerto Rican style: rice and its derivatives, stews, grains, fries or side dishes and recipes with different meats, seafood, and their companions. (CAC006)
13. Recognize vocabulary of names of dishes and international lines. (CAC007)
14. Make international dishes and recipes used in restaurants and hotels. (CAC007)
15. Make and prepare desserts knowing basic recipes which are used for the preparation of other desserts. (CAC008)
16. Know the different types of appetizers to be used in hotels and restaurants. (CAC008)
17. Determine the difference between own business, partnerships and corporations. (CMN010)
18. Recognize and understand the English language in the tourist area. (ENG006)
19. Identify the different positions with the specific officials in the administration and food service. (CAC010)

PROFESSIONAL CERTIFICATE IN DENTAL TECHNOLOGY (DTC)

<http://www.icprjc.edu/certificados/tecnicodental.htm>

This certificate program lasts for three semesters that are completed in one calendar year. It has a total of 38 credits.

The main objective of the Professional Certificate in Dental Technology program is to train the student with technical skills in the construction of dental prostheses. It develops in the student the skills to manufacture dental prostheses, complete dentures, fixed prosthesis, and removable partial dentures. In addition, you obtain the knowledge to establish your own laboratory in accordance with the laws and regulations in force.

CODE	COURSE NAME	CREDITS
DTC001	Dental Anatomy and Physiology	2
DTC002	Complete Denture Construction	5
DTC003	Dental Materials	3
DTC004	Fixed Prosthesis Construction and Dental Ceramics	5
DTC005	Removable Partial Denture Construction	5
DTC006	Seminar	3
DTC007	Practice-Laboratory in Dental Technology	6
MAT001*	Basic Mathematics	3
CCR007	Use of Business Applications Programs	3
CMN010	Small Business Enterprise Entrepreneurship	3
Total Credits		38

PROFESSIONAL CERTIFICATE IN DENTAL TECHNOLOGY (DTC)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Recognize the terminology and the different types of impression materials used in the construction of a Complete, Partial Removable and Fixed Denture. (DTC002, DTC003, DTC004, DTC005)
2. Analyze the techniques for making and adapting dental prostheses using the most appropriate materials and instruments. (DTC002, DTC003, DTC005)
3. Make dental prostheses (make artificial elements basically intended to replace the patient's missing natural teeth). Among those that you can make are complete prostheses (dentures); partial dentures, bridges and crowns of any type and mixed prosthetic devices. (DTC002, DTC004, DTC005)
4. Make removable orthodontic appliances, dental splints, individual impression trays, provisional resin, bite plates. (DTC002, DTC004, DTC005)
5. Carry out the fixings (repair of the prosthesis in case of breaks) and relining (readjustment of the prosthesis when they are large or dance in the mouth with the passage of time due to the reabsorption of the alveolar bone). (DTC002, DTC004, DTC005)
6. Establish your own laboratory in accordance with the laws and regulations in force. (CMN010)
7. Take the revalidation exam offered by the Puerto Rico Dental Technologist Examining Board in the subjects of oral anatomy, physical properties of dental materials, theory in complete, partial removable or fixed dentures; as well as the practical part in those same subjects. (DTC006)
8. Apply the necessary aseptic principles in your practice. (DTC002, DTC004, DTC005)
9. Know the materials and equipment necessary for the effective development of their work. (DTC002, DTC003, DTC004, DTC005)
10. Apply issues related to professional ethics in the performance of their work in conjunction with the importance of constant professional and personal development. (DTC004, DTC005, DTC006, DTC007)
11. Establish your own service and consulting company. (CMN010)
12. Define the concept of fraction and identify fractions in everyday situations. (MAT003)
13. Use the appropriate procedures to solve problem exercises that involve the concept of percentage. (MAT01)
14. Solve application problems that involve: ratios and proportions, definition of percent, conversion of percent to fractions and vice versa, calculating a percentage of a number and calculating what percent of a number is another. (MAT003)
15. Use the appropriate procedures to solve problem exercises that involve the concept of percentage. (MAT003)
16. Solve application problems that involve: ratios and proportions, definition of percent, conversion from percent to fractions and vice versa, computation of a percent of a number, and compute what percent of a number is another. (MAT003)
17. Design a Business Plan. (CMN010)
18. Establish, direct, and manage all phases of a new company. (CMN010)
19. Determine the difference between own business, partnerships, and corporations. (CMN010)
20. Identify the sources of financing available, as well as the requirements for obtaining them. (CMN010)

PROFESSIONAL CERTIFICATE IN DIGITAL GRAPHIC DESIGN AND WEB PAGE DEVELOPMENT (CDG)

www.icprjc.edu/certificados/disenografico.html

This certificate program lasts for three semesters that are completed in one calendar year. It has a total of 36 credits.

The main objective of the Professional Certificate program in Digital Graphic Design and Web Page Development is to train the student with technical skills in graphic design. Graduates of this program will be trained to handle graphic design techniques, such as the development of publications for printing and all kinds of documentation necessary for a corporate identity, following the design and development conventions and practices prevailing in the industry. In addition, they will acquire the basic techniques and skills for developing web pages.

CODE	COURSE NAME	CREDITS
CDG002	Fundamentals of Creative Design and Advertising	3
CDG004	Fundamentals of Color and Typography	3
CDG008	Graphic Applications	3
CDG009	Publications Design	3
CDG011	WEB Page Design	3
CDG012	Animation and Image	3
CDG015	Illustrator Design	3
CDG020	Design Project	3
CCR001	Introduction to Computers	3
CCR007	Use of Business Applications Programs	3
CMN010	Small Business Enterprise Entrepreneurship	3
SPA001	Basic Spanish	3
Total Credits		36

**PROFESSIONAL CERTIFICATE IN DIGITAL GRAPHIC DESIGN
AND WEB PAGE DEVELOPMENT (CDG)
Student Learning Outcomes**

The graduate of this Program will be able to:

1. Identify the importance of computers in data processing. (CCR001)
2. Distinguish the devices used to enter data and produce information. (CCR001)
3. Effectively apply the basic and advanced principles of creative design. (CDG002)
4. Analyze, develop, and execute the work with total creative control. (CDG002)
5. Understand the fundamentals and theory of color in design integration. (CDG004)
6. Recognize the dimensions of typography in contemporary history and its application in design. (CDG004)
7. Prepare databases using a commercial use program. (CCR007)
8. Evaluate presentation design programs for use in the market and design documents. (CCR007)
9. Apply grammar rules in oral and written communication. (SPA001)
10. Identify the elements of oral and written expression to achieve effective communication. (SPA001)
11. Manipulate images by applying basic design concepts. (CDG008)
12. Differentiate the tools for creating and manipulating images. (CDG008)
13. Understand the importance of designing, preparing, and verifying your work properly, since, in the entire printing process, the pre-press part is the most important. (CDG009)
14. Fully know the pre-press process which must be carried out before and during the preparation of the art. (CDG009)
15. Incorporate basic design rules for creating Web pages. (CDG011)
16. Build pages that incorporate basic design rules. (CDG011)
17. Determine the difference between own business, partnerships, and corporations. (CMN010)
18. Build scenes that integrate images, animations, and sound to be used in the design of a Web page. (CDG012)
19. Add text and manipulate its behavior and appearance. (CDG012)
20. Establish design principles based on vectorized drawing techniques. (CDG015)
21. Modify an illustration using different techniques. (CDG015)
22. Define the basic steps for the development of a web page development proposal. (CDG020)
23. Apply specific knowledge oriented to the design and development of the Web site. (CDG020)

PROFESSIONAL CERTIFICATE IN EARLY EDUCATION (EEC)

www.icprjc.edu/certificados/preescolar.html

This certificate program lasts for two semesters that are completed in approximately 1 calendar year. It has a total of 36 credits equivalent to 1,350 hours.

The Professional Certificate in Early Education Assistant has the main objective of preparing the student to be employed or self-employed in positions related to the care of children from 0 to 5 years old. This professional will acquire knowledge about the practices for the care and education of young children. All areas of development are worked on physical, emotional, social, intellectual and communication. Other topics covered are creativity, children's behavior, working with families, managing a children's educational program and professionalism, among others. This professional certificate is aligned to the requirements to prepare the student to obtain the Child Development Associate (CDA) credential and Law 173 of August 26, 2016.

CODE	COURSE NAME	CREDITS
EEC001	Infant and Preschooler Growth and Development	3
EEC002	Learning Environment Design for Infants and Preschooler	3
EEC003	Health and Security in Child Development Centers	3
EEC005	Games as a Fundamental Tool in Teaching Infants and Preschoolers and the Social	3
EEC006	Cognoscitive Development, Language and Creativity in Infants and Preschooler Learning	3
EEC007	Child Development Centers Administration	3
EEC009	Internship II in Child Development Centers	9
EEC010	Early Intervention, Special Education and Abuse	3
EEC011	Family and Community Integration to the Child Development Centers	3
EEC012	Internship I in Child Development Centers	<u>3</u>
Total Credits		36

PROFESSIONAL CERTIFICATE IN EARLY EDUCATION (EEC)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Explain the concept of child development according to current trends. (EEC001)
2. List and explain the characteristics of the different stages that infants and preschool children go through. (EEC001)
3. Develop a theoretical synthesis of the child's development that is in tune with his / her present physical, mental, emotional, and social circumstances. (EEC001)
4. Know the theoretical principles of the new school trend and contemporary approaches in the field of early childhood education. (EEC002)
5. Identify the factors that make up the learning environment and their importance for the child and his development. (EEC002)
6. Master the concepts of health, hygiene, and nutrition. (EEC003)
7. Know the basic needs of the child. (EEC003)
8. Know measures for the control of communicable diseases. (EEC003)
9. Write adequate safety rules for maternal and preschool children. (EEC003)
10. Identify the causes of an emergency in children. (EEC003)
11. Know measures to prevent falls, accidents, trauma, shock, suffocation, and others. (EEC003)
12. Identify the differences between families and cultural groups. (EEC011)
13. Develop activities for the integration of families with the Child Development Center. (EEC011)
14. Contribute with families to the comprehensive development of their children with information and education. (EEC011)
15. You will understand various theories about children's play and its implications for development and learning. (EEC005)
16. You will have knowledge of safety aspects when developing physical activities with infants and preschool children and their legal implications. (EEC005)
17. Will study language development from birth to preschool, from various theoretical perspectives. (EEC006)
18. Will use strategies for the effective use of children's literature in preschool classrooms. (EEC006)
19. Will develop and establish plans to promote and support children's learning. (EEC006)
20. It will promote the relationship between oral language and writing. (EEC006)
21. It will determine the steps that must be followed to establish a Child Development Center. (EEC007)
22. Identify the management principles for the management of a Child Development Center. (EEC007)
23. Will develop processes for inventory control. (EEC007)
24. Design strategies for the promotion of a Child Development Center. (EEC007)
25. Will assist in activities related to infant or preschool hygiene. (EEC012)
26. Will master the strategies of security and first aid. (EEC012, EEC009)
27. Will assist in the coordination and development of children's games. (EEC012, EEC009)
28. Demonstrate mastery of professional skills in early childhood education and care. (EEC012, EEC009)
29. Assist in the tasks assigned in the planning and organization processes of a center. (EEC012)
30. Document the progress and learning of the children in your care. (EEC009)
31. Know the federal laws related to the care of children with special needs. (EEC010)
32. It will identify the laws of Puerto Rico that make it possible to care for children with special needs. (EEC010)
33. Identify indicators of neglect, mistreatment, and sexual abuse. (EEC010)

PROFESSIONAL CERTIFICATE IN MASSAGE THERAPIST (CTM)

<http://www.icprjc.edu/certificados/masaje.htm>

This certificate program lasts for three semesters that are completed in one calendar year. It has a total of 36 credits equivalent to the hours required by Law No. 552 of 2004 (Law to regulate the practice of massage and the profession of Massage Therapist in Puerto Rico). It aims to provide the knowledge and skills to employ or self-employ as a Massage Therapist, with mastery of professional therapeutic massage techniques. This Program allows the student to acquire the knowledge and techniques of manipulation, stretching and the application of therapeutic massage, according to the various physical disorders that the client presents.

CODE	COURSE NAME	CREDITS
CTM001	History, Fundamentals and Massage Techniques I	6
CTM002	Medical Terminology, Skeletal-Muscle Anatomy and Kinesiology	4
CTM003	Professional Ethics for Massage Therapist	2
CTM004	Massage Techniques II: Lymphatic Drainage, Pregnant Women Massage, Reflexology and Aromatherapy	6
CTM005	Massage Therapist Seminary	1
CTM008	Massage Therapy Practice Laboratory	2
CTM009	Pathology Clinic, Infection Control and CPR	3
CTM010	Massage Techniques III: Sport, Stretching and Deep Massage	4
AFH001	Anatomy and Physiology	2
PSY010	Psychology Fundamentals	3
CMN010	Small Business Enterprise Entrepreneurship	3
Total Credits		36

CERTIFICATE IN MASSAGE THERAPIST

Student Learning Outcomes

The graduate of this Program will be able to:

1. Master the benefits of massage therapy. (CTM001)
2. List the contraindications to massage therapy and modifications or precautions for the following conditions: high blood pressure, osteoporosis, edema, severe inflammation, arthritis, and fibromyalgia. (CTM001)
3. Name and define medical terminology related to the regions of the body, the planes of movement, the directions and positions, and the movements of all the joints of the human body. (CTM002)
4. Name and locate the origin and insertion of each muscle. (CTM002)
5. Palpate specific parts of the bones in your partners. (CTM002)
6. Mastering and comparing the codes of ethics of AMTA (American Massage Therapy Association), ABMP (Associated Bodywork and Massage Professionals), NCBTMB (National Certification Board for Therapeutic Massage and Bodywork), of the regulations of the Examining Board of Massage Therapists of Puerto Rico and any other institution that is in force at the time. (CTM003)
7. Describe the professional parameters of other professions close to those of the Massage Therapist and explain when and how to refer their clients. (CTM003)
8. Apply the following modalities: manual lymphatic drainage, shiatsu, massage for pregnant women, reflexology, aromatherapy, hydrotherapy, and use of volcanic stones. (CTM004)
9. List its benefits and contraindications. (CTM004)
10. Select the most appropriate modality for the client. (CTM004)
11. Define the terms Anatomy and Physiology. (AFH001)
12. Explain the types of tissues, organs, and functions. (AFH001)
13. Perform different individual or group visualization or relaxation exercises. (CTM005)
14. Manage 'conflict management' techniques. (CTM005)
15. Manage 'listening' techniques. (CTM005)
16. Apply psychological concepts in human relationships. (PSY010)
17. Understand human behavior considering the social aspect. (PSY010)
18. Apply a pre-competition and post-competition massage to athletes at sporting events. (CTM006)
19. Apply a stretching routine on a massage table. (CTM006)
20. Assess the muscles most used in any sport and common injuries. (CTM006)
21. Identify pathological disorders in which massage is completely contraindicated. (CTM007)
22. Know the precautions to follow in clients. (CTM007)
23. Determine the difference between own business, partnerships, and corporations. (CMN010)
24. Perform massage sessions to any client, with confidence in himself and in the techniques he uses. (CTM008)
25. Handle a client with professionalism. (CTM008)

PROFESSIONAL CERTIFICATE IN MEDICAL BILLING (BMI)

www.icprjc.edu/certificados/facturacion.html

This certificate program lasts for two semesters that are completed in approximately seven (7) calendar months. It has a total of 24 credits.

Upon completion of the Professional Certificate in Medical Billing, the student will gain the basic knowledge necessary in the medical insurance billing cycle. You will know the handling of the manuals for coding the services provided by doctors, hospitals, clinics or laboratories. You will use the procedures established by insurance companies and the federal government. In addition, the student will possess the basic skills and knowledge to perform in general work tasks in the modern medical office, such as the handling and use of electronic equipment to process data and texts.

CODE	COURSE NAME	CREDITS
CMB001	Introduction and Regulation to Medical Billing	3
CMB002	Medical and Dental Terminology	3
CMB003	Medical and Dental Electronic Billing	3
CMB004	Universal Coding	3
CMB005	Medical Office Procedures	3
CMB010	Practice-Laboratory in Medical Billing	3
CSC001	Keyboarding	3
ENG005	Conversational English	<u>3</u>
Total Credits		24

PROFESSIONAL CERTIFICATE IN MEDICAL BILLING

Student Learning Outcomes

The graduate of this Program will be able to:

1. List the characteristics of health insurance. (CMB001)
2. Identify the importance of billing laws. (CMB001)
3. Manipulate the keyboard efficiently using basic techniques. (CSC001)
4. Operate the computer as a means of communication effectively. (CSC001)
5. Describe the systems that make up the anatomy of the human body. (CMB002)
6. Identify the most common diseases of the different systems of the human body (CMB002)
7. Correctly use verbal communication skills in English for different situations in the company. (ENG005)
8. Identify the electronic billing process through Immediate. (CMB003)
9. Complete the CMS-1500 and ADA form to bill health and dental insurance. (CMB003)
10. Use and make correct use of the CPT, ICD10 and CDT books for the coding of diagnoses and medical and dental procedures. (CMB004)
11. Identify existing reports in a patient's medical record. (CMB005)
12. Recognize the importance of treating patients with respect, consideration, and empathy. (CMB005)
13. Identify the human and technical skills necessary to solve ordinary and emerging situations in the real work scenario. (CMB010)

PROFESSIONAL CERTIFICATE IN MEDICAL CODING SPECIALIST (MCS)*

<https://www.icprjc.edu/certificados/codificacionmedica.html>

This certificate program lasts for two academic terms that are completed in approximately 8 months. It has a total of 24 credits. It is intended for medical billers with a technical degree or associate degree who wish to specialize in the area of medical coding.

The Professional certificate program in Medical Coding Specialist aims to develop in the student the skills and knowledge to assign the correct codes to medical diagnoses, treatments and procedures. The codes associated with diagnoses, treatment and medical procedures are studied using the correct modifiers. The student learns the basics of what these codes mean and how they are used. In addition, the program includes practice in the management of updated coding books such as ICD CM and PCS, CPT, HCPCS, CDT and DMS.

The integration of all the courses both in their theoretical and practical phases allow the goals and objectives set to be achieved. Upon completion of the program, the student may be employed in public and private health-related companies or develop their own business.

CODE	COURSE NAME	CREDITS
MCS 001	Coding Fundamentals	3
MCS002	Institutional and Dental Medical Terminology	3
MCS 003	Coding 1: Coding Fundamentals	3
MCS004	Coding 2: Health Common Procedures Coding System (HCPCS) Procedures, Dental Procedures and Nomenclatures (CDT)	3
MCS005	Codification 3: Coding by Systems of the Body	3
MCS006	Electronic Medical Record (EMR)	3
MCS007	Coding 4: Psychiatric, Psychological and Therapeutics Services	3
MCS010	Practice/ Laboratory	3
	Credits Total:	24

*NEW PROGRAM

PROFESSIONAL CERTIFICATE IN MEDICAL CODING SPECIALIST (MCS)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Train the student in the fundamentals of medical services coding. (MCS001)
2. The student will relate to the most common vocabulary, abbreviations and acronyms used in the area of health services. Including the anatomy of the human body, human body systems, diseases, and their classification. (MCS002)
3. Identify diagnoses, procedures, and clinical services by systems of the human body. (MCS005)
4. Apply the necessary skills for the electronic practice of the electronic medical record. (MCS006)
5. Recognize the elements of the coding of diagnoses and clinical procedures and the training to perform the conversion to codes using the updated manuals. (MCS003, MCS004)
6. The student will develop the ability and experience in relating to the coding of medical procedures and services with diagnosis codes. (MCS003, MCS004, MCS005)
7. The student will develop the ability and experience in relating to the coding of mental health procedures and services with diagnosis codes. (MCS007)
8. Apply the knowledge acquired in the classroom to different situations of a real work scenario related to their specialty area. (MCS010)
9. Recognize and differentiate the codes with greater specificity and by their use. (MCS003, MCS004, MCS005, MCS007, MCS010)

PROFESSIONAL CERTIFICATE PHARMACY TECHNICIAN (PHA)

<http://www.icprjc.edu/certificados/farmacia.htm>

This certificate program lasts for four semesters that are completed in a calendar year and a half. It has a total of 48 credits. Upon completion of the Professional Certificate in Pharmacy Technician, the student will be able to master the knowledge and skills to apply for the revalidation and then be employed as a Pharmacy Technician, in community pharmacies, hospitals, drug stores and pharmaceutical industries. The objective of this Program is for students to obtain knowledge about state and federal laws that regulate the profession of Pharmacy Technician. In addition, they will develop the skills for the dispatch, labeling, packaging, and sale of pharmaceutical products, under the supervision of a licensed pharmacist. After graduating and completing the required hours of practice and meeting all the requirements of the Examining Board, the student may request the Revalidation Exam in the Examining Board.

CODE	COURSE NAME	CREDITS
PHA001	Pharmacy and Legal Aspects Fundamentals	3
PHA012	Pharmaceutical Mathematics I	3
PHA004	Posology	2
PHA005	Pharmacology	3
PHA006	Pharmacognosy	2
PHA007	Practice Pharmacy and Dispatch	3
PHA008	Pharmacy Technician Internship I	11
PHA009	Pharmacy Technician Seminary I	1
PHA010	Pharmacy Technician Internship II	11
PHA011	Pharmacy Technician Seminary II	1
PHA013	Pharmaceutical Mathematics II	2
AFH002	Human Anatomy and Physiology	3
QUI003	Chemistry &Pharmaceutical Chemistry Fundamentals	<u>3</u>
Total Credits		48

PROFESSIONAL CERTIFICATE PHARMACY TECHNICIAN (PHA)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Identify the different types of pharmacy, establishing the differences in the dispensing of drugs from each one. (PHA001)
2. It will indicate the fundamental provisions of the laws and their relationship with the pharmacy practice. (PHA001)
3. Will perform basic mathematical operations. (PHA002)
4. Apply the skills learned from the metric and apothecary systems, performing intersystem conversions. (PHA002)
5. Recognize and analyze the breadth of the scope of the study of chemistry. (QUI002)
6. Identify the elements of the periodic table according to the name of the group to which it belongs. (QUI003)
7. Mention pharmaceutical products that contain elements from the Periodic Table. (QUI003)
8. Define the terms anatomy and physiology. (AFH001)
9. Explain the types of tissues, organs, and functions. (AFH001)
10. Recognize the importance of the administrative aspects of a pharmacy. (PHA012)
11. Master the basic calculation of prescription dispensing. (PHA013)
12. Mention and define the main dosage forms and the relationship between them and the routes of administration. (PHA004)
13. Correctly read prescriptions and medical orders using knowledge of abbreviations. (PHA004)
14. Correctly label a recipe indicating the use of additional labels. (PHA004)
15. Define the categories of drugs. (PHA005)
16. You will mention some of the diseases that affect different systems. (PHA005)
17. Mention the most used synonyms in Puerto Rico. (PHA006)
18. Mention and classify examples of drugs according to their origin. (PHA006)
19. Demonstrate mastery of the technique to weigh solid and measure liquids in graduated measurements. (PHA007)
20. You will correctly prepare different dosage forms. (PHA007)
21. Drive and use the torsion or digital balance. (PHA008)
22. Handle merchandise received from a drugstore. (PHA008)
23. Know the techniques and strategies to improve interpersonal relationships. (PHA009)
24. Demonstrate the skills necessary for conflict management and resolution. (PHA009)
25. Apply knowledge in the dispensing of medicines. (PHA010)
26. Identify the preservation and storage of drugs. (PHA010)
27. You will master job search skills. (PHA011)
28. You will know the main aspects of the revalidation exam and the proper way to study to take it. (PHA011)

PROFESSIONAL CERTIFICATE PRACTICAL NURSING (ENP)

www.icprjc.edu/certificados/enfermeria.html

This certificate program lasts for three and a half semesters to be completed in approximately one and a half calendar years. It has a total of 42 credits. Upon completing the Professional Certificate in Practical Nursing, the student will obtain the knowledge and skills to develop in the field of health. The Program is divided into two phases: the first phase of the program corresponds to the theory phase and the second phase corresponds to clinical practice, through which students acquire knowledge that enables them to practice the Profession of Practical Nursing, within of the real clinical setting. Once they graduate, the student is responsible for meeting all the requirements stipulated by the Examining Board to request their Bar Examination.

CODE	COURSE NAME	CREDITS
ENP001	Practical Nursing Fundamentals	4
ENP002	Pharmacy Fundamentals for Nursing	2
ENP003	Mental and Emotional Patient Care	2
ENP004	Newborn and Mother Care	2
ENP005	Child and Teen Care	2
ENP006	Acute and Chronic Medical Surgical Care of Adult and Elderly	3
ENP007	Community Care Nursing Practice	2
ENP008	Basic Nursing Skills Practice	5
ENP009	Seminary	2
AFH001	Human Anatomy and Physiology	2
PAC003	Acute and Chronic Medical Surgical Care of Adult and Elderly Internship	3
PAC004	Newborn and Mother Care Internship	3
PAC005	Child and Teen Care Internship	3
PAC006	Community Care Nursing Internship	3
PAC007	Mental and Emotional Patient Care Internship	4
Total Credits		42

PROFESSIONAL CERTIFICATE PRACTICAL NURSING (ENP)

Student Learning Outcomes

The graduate of this Program will be able to:

1. Define the terms Anatomy and Physiology. (AFH001)
2. Explain the types of tissues, organs, and functions. (AFH001)
3. Explain the evolution of Practical Nursing. (ENP001)
4. Examine the ethical-legal controversies. (ENP001)
5. Discuss the basic principles in pharmacology. (ENP002)
6. Identify security measures in medication administration assistance. (ENP002)
7. Identify levels of care and assistance for psychiatric nursing and mental health. (ENP003)
8. Distinguish the roles and functions of the psychiatric nurse in service models. (ENP003)
9. Identify the anatomy and physiology of the reproductive system and the anatomical development of the fetus from conception to birth. (ENP004)
10. Identify the different care offered to the newborn in the nursery. (ENP004)
11. Identify the pathological conditions of the child and adolescent. (ENP005)
12. Distinguish the characteristics of healthy, sick, and disabled children and adolescents. (ENP005)
13. Explain the acute and chronic conditions that affect the individual in the stages of adulthood and old age. (ENP006)
14. Apply modern trends in concepts and skills when intervening with adults and the elderly in different health settings and their conditions. (ENP006)
15. Identify community agencies that offer services to the individual and their family. (ENP007)
16. Explain the functions of the practical nurse in the different health agencies in the community. (ENP007)
17. Distinguish the different types of pulse, blood pressure, temperature, and breaths. (ENP008)
18. Identify the different documentation methods in the clinical record. (ENP008)
19. Explain the acute and chronic conditions that affect the individual in the stages of adulthood and old age. (PAC 003)
20. Distinguish the nursing management of the patient with problems of digestion, elimination, oxygenation, regulatory mechanisms, ingestion, absorption. (PAC 003)
21. Explain the anatomy and physiology of the reproductive system and the anatomical development of the fetus from conception to birth. (PAC 004)
22. Explain the needs of the client and the family in the care process during the stages of conception, pregnancy, delivery, postpartum, and the care of the newborn. (PAC 004)
23. Distinguish the characteristics of the healthy, sick, and disabled child and adolescent. (PAC 005)
24. Identify the stages of growth and development. (PAC 005)
25. Identify community agencies that offer services to the individual and their family. (PAC 006)
26. Distinguish current changes in health agencies, and their effect on the individual and family. (PAC 006)
27. Assist in the management of the care of clients at high risk or with mental illness in different agencies or health settings, under the supervision of a registered nurse. (PAC 007)
28. Use the basic concepts of psychiatric practical nursing in primary care with the individual. (PAC 007)
29. Identify the concepts related to the functions of the Practical Nurse in the different work scenarios. (ENP009)
30. Examine the general concepts for the revalidation exam. (ENP009)

PROFESSIONAL CERTIFICATE IN PRIVATE DETECTIVE AND FORENSIC INVESTIGATION (PDF)

www.icprjc.edu/certificados/detective.html

This certificate program lasts for three semesters that are completed in one calendar year. It has a total of 36 credits.

The student who obtains a certificate in Private Detective and Forensic Investigation will be fully trained, with basic and general principles in the different areas of private and forensic investigation. They will also discuss the basic principles of security, protection, and surveillance. In addition, they will know the fundamental principles of professional ethics that will allow them to perform efficiently in their position. Upon completing the credits leading to the Professional Certificate, the student may request the examination to obtain the Private Detective License, as set forth in Act No. 108 of June 29, 1963, as amended until October 1999, after fulfilling all the requirements stipulated by the corresponding Examining Board.

CODE	COURSE NAME	CREDITS
PDF001	Introduction to Criminal Justice System of Puerto Rico	3
PDF002	Penal Law	3
PDF003	Special Laws	3
PDF004	Basic Principles of Criminal Investigation	3
PDF005	Criminology	3
PDF006	Emergency Management	3
PDF007	Security in the Private and Public Enterprise	3
PDF008	Report Writing Techniques and Methods	3
PDF010	Practice-Laboratory in Private Detective and Forensic Investigation	3
CCR007	Use of Business Application Programs	3
PSY010	Psychology Fundamentals	3
SPA001	Basic Spanish	<u>3</u>
Total Credits		36

**PROFESSIONAL CERTIFICATE IN PRIVATE DETECTIVE
AND FORENSIC INVESTIGATION (PDF)
Student Learning Outcomes**

The graduate of this Program will be able to:

1. Identify the components and functioning of the Criminal Justice System and its relationship with the detective function in different industries, commercial companies, and government agencies. (PDF001)
2. Know how the components of the system work in conflict management, crime commission and emergencies. (PDF001)
3. Understand the current Rule of Law in Puerto Rico. (PDF002)
4. Identify the Sources of Law. (PDF002)
5. Recognize the different types of laws. (PDF003)
6. Identify specific violations of legal statutes. (PDF003)
7. Identify the responsibilities and tasks assigned to security officers and supervisors in the area of investigations. (PDF004)
8. Understand the importance of knowing the framework of your authority in the public and private sectors regarding investigations. (PDF004)
9. Effectively classify forensic scientific disciplines. (PDF005)
10. Apply diagnostic judgments about the commission of a crime. (PDF005)
11. Apply the grammar rules in oral and written communication. (SPA001)
12. Identify the elements of oral and written expression to achieve effective communication. (SPA001)
13. Apply psychological concepts in human relationships. (PSY010)
14. Understand human behavior considering the social aspect. (PSY0)
15. Prepare databases using a commercial use program. (CCR007)
16. Evaluate presentation design programs for use in the market and design documents. (CCR007)
17. Develop knowledge of emergency planning and its application to the safety and security function in a company, organization, or government agency. (PDF006)
18. Develop the appropriate skills to respond to emergencies and crises with promptness, knowledge, and confidence. (PDF006)
19. Create awareness of the importance of knowing and understanding security functions and tasks in the public and private sectors. (PDF007)
20. Confidently handle your responsibilities and tasks. (PDF007)
21. Demonstrate command of writing techniques. (PDF008)
22. Write different documents in the security area. (PDF008)
23. Identify the skills required to be able to perform tasks efficiently. (PDF010)

COURSE DESCRIPTION PROGRAMS PROFESSIONAL CERTIFICATES

* Course hours are defined in accordance with Federal Regulatory Policy 75FR 66832 at the rate of 22.5 hours per credit, of which 7.5 hours (per credit) are for work outside of the classroom.

PROFESSIONAL CERTIFICATE COURSE DESCRIPTION

AFH001 HUMAN ANATOMY AND PHYSIOLOGY

2 credits (75 hours)

This course discusses the general concepts of the form and function of the body, its cells, tissues, organs, and systems. It allows the student to know and understand the structure and functioning of the systems of the human body, such as: the nervous system, the musculoskeletal system, the endocrine system, and the special senses, among others. In addition, the physiological conditions that affect the human being are studied.

AFH002 HUMAN ANATOMY AND PHYSIOLOGY

3 credits (112.5 hours)

This course discusses the general concepts of the form and function of the body, its cells, tissues, organs, and systems. It allows the student to know and understand the structure and functioning of the systems of the human body, such as: the nervous system, the musculoskeletal system, the endocrine system and the special senses, among others. In addition, the physiological conditions that affect the human being are studied.

APC001 ETHICAL, LEGAL AND ADMINISTRATIVE ASPECTS

3 credits (112.5 hours)

The course discusses the laws, current regulations, and ethical aspects in the provision of services to the elderly and / or disabled, including the regulation of care centers for the elderly, HIPAA law and abuse or violence, among others. Emphasis on the competencies, functions, or responsibilities of the caregiver in the different work scenarios within the multidisciplinary team, maintaining confidentiality and ethics. It includes the concepts and basic skills in the administration of the different types of care centers for this population.

APC002 HEALTH, SAFETY AND HYGIENE

4 credits (150 horas)

The course has as its purpose the knowledge, techniques, skills, and abilities in practical concepts in the health care, safety, and hygiene of the client. It includes personal hygiene and hygiene, body mechanics, infection prevention, active and passive movements, ambulation, transfer, prevention of ulcers, taking vital signs and weight, the arrangement of the patient's unit, among others.

APC003 FUNDAMENTAL CONCEPTS OF GERONTOLOGY

3 credits (112.5 hours)

The course studies the aging process from the biological, social, and psychological point of view. Emphasis on the normal process within the life cycle, behavior patterns, physical and mental changes. The support in the prevention, control, and care of aging adults according to the characteristics of emotional, mental, social, physical behavior among others are discussed.

APC004 RECREATIONAL, SOCIOLOGICAL AND PHYSICAL ACTIVITIES

2 credits (75 hours)

The course has the purpose of developing knowledge, skills, techniques, and abilities in recreational, sociological, and physical activities according to the needs of the client to improve the quality of life of the individual. Art care, stress management using music therapy, aromatherapy, basic relaxation massage is included. In addition, games, and exercises of passive or low-impact movements, reading, among others are discussed.

APC005 FIRST AID IN EMERGENCY SITUATIONS

3 credits (112.5 hours)

This course is focused on the principles, techniques, and basic handling of emergency situations in the daily lives of clients. The incidence, causes, prevention and management of a variety of situations such as the management of cuts, fractures, choking, burns, allergies among other health conditions are discussed. In addition, head, neck or back injuries, emergencies related to heat or cold and support in the care of respiratory and cardiac emergencies in adults are included.

APC007 COMMUNICATION AND SOCIALIZATION

2 credits (75 hours)

This course is focused on the importance of communication in the socialization process. Knowledge and skills in the concepts of communication, socialization, human relations, teamwork, and customer service are discussed. Emphasis on the

value of contributions made to society by the elderly, free from prejudices and negative stereotypes. In addition, the intervention of the caregiver to demonstrate effective communication and socialization in the relationship with clients, health professionals and family members.

APC008 HEALTH INTERVENTIONS

4 credits (150 hours)

The course presents the study of the most common conditions of the elderly or disabled. The basic care of the client is discussed, providing emphasis on prevention, control, care, rehabilitation, management of situations in diseases such as: Depression, Alzheimer's, Dementia and Psychosis. Furthermore, diseases such as Hypertension, Heart Disorders, Diabetes, Hypothyroidism, Cancer, Trauma, and other disorders are discussed. Emphasis on effective management of interventions in crisis situations and critical stages in the client and support to family members.

APC009 OCCUPATIONAL SEMINAR

3 credits (112.5 hours)

Prerequisite: 24 credits

The purpose of this course is to support the student in the process of adaptation to the workplace. The techniques in job search, resumes, interviews, and strategies to continue their academic, professional, personal, and social training to successfully integrate to the demands of a changing society. Emphasis is placed on the integration of knowledge, skills, and competencies to obtain certifications such as CPR, Safe Food Handling, and the Certificate of Training in Basic Competencies in the Provision of Services to the Elderly.

APC010 SUPERVISED PRACTICE

6 credits (225 hours)

Prerequisite: 24 credits Co-requisite: APC009

In this phase the student is exposed to a real experience as assistants in supporting the care of patients, the elderly, and the sick with some disability. The concepts learned are integrated into this practice in an institution or health home, under the supervision of a health professional. Applies the concepts in gerontology acquired in the identification and solution of problems and situations that interfere with the quality of life of the elderly in physical, social, and psychological aspects.

CAC001 CULINARY ARTS AND SAFETY CONCEPTS

3 credits (112.5 hours)

This course allows the basics of culinary arts to be discussed as well as the responsibilities of the culinary arts professional. The history of gastronomy, its vocabulary, the utensils, and equipment used, and the organization of the kitchen are studied. The student is related to the techniques for food preparation, measurements, texture, consistency, food performance and modern cooking methods. Study the handling, and hygiene of food. In addition, the health laws and regulations in the hotel industry related to the handling of food, the concepts of safety, contamination and diseases are discussed. Government agencies responsible for public health will also be identified.

CAC002 MATHEMATICS APPLIED TO CULINARY ARTS

3 credits (112.5 hours)

The course provides the application of mathematics to gastronomy, including the practice of basic skills in mathematics. They will know the systems of weights and measures (metric and English), of scales and of the measuring utensils. Concepts such as recipe yield, recipe costs, and recipe conversion are discussed. The elements necessary to develop a budget are discussed.

CAC003 PREPARATION OF BREAKFAST, SOUPS, SAUCES SALADS, PASTA, AND RICE

3 credits (112.5 hours)

This course allows the study of the methods used to prepare, prepare, and design a la carte breakfasts, buffets, fruit sculptures, hors d'oeuvres and brunch. Cooking methods are discussed in the preparation of eggs, grains, cereals, potatoes, vegetables, rice, and pasta, among others.

In addition, the student will prepare soups and broths, mother sauces, cold sauces, derived sauces, a variety of salads, dressings, vinaigrettes, pasta, and rice.

CAC004 MENU DESIGN, LIGHT MEALS, AND BANQUETS

3 credits (112.5 hours)

This course allows the student to obtain the knowledge for the design and planning of balanced menus, according to the requirements of the pyramidal food guide. Different diets are discussed, according to the client's health conditions. The basic

concepts of nutrition are studied, such as: proteins, fats, carbohydrates, vitamins, minerals, and water. In addition, you will learn the techniques and procedures for making, preparing, and presenting light meals and banquets.

CAC005 CUTS OF MEAT, POULTRY, SEAFOOD AND FISH

3 credits (112.5 hours)

This course allows the student to know the classification, cuts and marinades of meat, poultry, seafood, and fish. Recipes are made with meat, poultry, and seafood. The shapes and performance of foods are studied before and after cooking.

CAC006 PUERTO RICAN AND CARIBBEAN KITCHEN

3 credits (112.5 hours)

This course allows the student to know the origins of Puerto Rican cuisine. The student will design and prepare indigenous recipes from Puerto Rico. In addition, Caribbean recipes and specialized dishes will be prepared.

CAC007 INTERNATIONAL CUISINE

3 credits (112.5 hours)

This course allows the student to know the design and preparation of international dishes and recipes. Recipes and dishes from Spain, France, Italy, and China, among others, are made. The gastronomy of the countries and the cultural impact it has had on other cultures are studied.

CAC008 DESSERTS MAKING

3 credits (112.5 hours)

This course allows the student to know the preparation and preparation of typical and regional desserts made in restaurants and hotels such as: cakes, cookies, sauces, mousse, among others.

CAC010 LABORATORY-PRACTICE IN CULINARY ARTS

6 credits (225 hours)

This is a course that allows the student to apply the knowledge and skills that have been acquired during the study program in different settings in the culinary or gastronomic arts industry. The student will complete a 180-hour laboratory-practice

CCR001 INTRODUCTION TO COMPUTERS

3 credits (112.5 hours)

The course introduces fundamental concepts related to computers and data processing. The student will become familiar with the use, management and operation of different equipment associated with computers. It also introduces the Internet, related services, and the concept of multimedia.

CCR004 OPERATING SYSTEMS

3 credits (112.5 hours)

In this course, the student learns to install and use the basic commands of the most popular operating systems on the market.

CCR006 COMPUTER REPAIR I

3 credits (112.5 hours)

Through this course and applying the basic concepts of electronics, the student learns the use, operation, installation, and repair of different computer equipment, among which are laptops.

CCR007 COMMERCIAL APPLICATION MANAGEMENT

3 credits (112.5 hours)

This course allows the student to work with the basic concepts for the use and management of commercial applications. The student will be able to establish differences between the commercial applications of greater demand in the market, such as: spreadsheets (Excel), graphic presentation program (PowerPoint), messaging program (Outlook) and database (Access).

CCR008 COMPUTER REPAIR II

3 credits (112.5 hours)

Through this course the student has the opportunity to diagnose, repair and update different computer equipment. In addition, you will have the tools to be able to offer preventive maintenance to the computers.

CCR010 MOBILE EQUIPMENT REPAIR

3 credits (112.5 hours)

This course provides the student with the knowledge and skills necessary to repair mobile equipment. You will learn how to diagnose and repair hardware and software problems on tablets and smartphones. In addition, you can replace different components of these.

CDG002 FUNDAMENTALS OF CREATIVE DESIGN AND ADVERTISING

3 credits (112.5 hours)

This course allows the student to know the basic principles for the development of an efficient design. You will master the techniques and applications to achieve a functional artistic and creative work, managing to foster the creativity of the students. You will develop the skills to integrate into the labor field.

In addition, you will learn the basics of advertising, customer management and knowledge in the industry. You will plan the advertising strategies to be able to market your products efficiently. You will meet the ideal teams for the development of your creative projects and professional opportunities in the field of graphic design.

CDG004 FUNDAMENTALS OF COLOR AND TYPOGRAPHY

3 credits (112.5 hours)

This course discusses the principles of design and artistic elements. The student explores the nature of color, how to use and apply it in different designs, developing an understanding of color as one of the vital elements in graphic design. In addition, the concepts of typography and its use as a key element in digital graphic design are discussed. Since the graphic designer is a visual communicator, typography is of utmost importance. An unreadable message is a useless message.

CDG008 GRAPHIC APPLICATIONS (Photoshop)

3 credits (112.5 hours)

The course is designed for the student to develop basic concepts and techniques in the handling, manipulation and editing of images through the use of programs for these purposes. Students learn the principles for creating and modifying digital images. The concepts of image correction, combination and composition are emphasized.

CDG009 PUBLICATION DESIGN (Corel Draw)

3 credits (112.5 hours)

This course allows the student to develop the basic concepts in publication design through the InDesign program.

CDG011 WEB PAGE DESIGN

3 credits (112.5 hours)

This course allows the student to know the basic elements to begin with the creation of Web pages. The course focuses on the essential elements for effective marketing-focused design, integration, and planning. The most widely used main design tools on the market are used.

CDG012 IMAGE AND ANIMATION

3 credits (112.5 hours)

This course is designed for the student to use the basic concepts of design, integrated into animation through the use of specialized programs such as Macromedia Flash. The student will use these concepts to create elements that will be integrated into Web pages.

CDG015 ILLUSTRATED DESIGN

3 credits (112.5 hours)

This course allows the student to know the principles of design and artistic elements. The student explores the nature of vectorized drawing, how to use it and apply it in different designs, developing an understanding of it, as one of the vital elements in graphic design. In addition, the concepts for working with Adobe Illustrator (software for working with vector illustrations) are discussed. Vectorized illustration concepts will be emphasized.

CDG020 DESIGN PROJECT

3 credits (112.5 hours)

Prerequisite: Concentration Courses

This is an integrative course where the student uses the knowledge acquired in graphic design, together with the knowledge of analysis of management and marketing requirements, to develop a design project in a simulated and controlled environment, which satisfies the institutional needs proposed as part of the project.

CMB001 INTRODUCTION AND REGULATION OF MEDICAL BILLING

3 credits (112.5 hours)

This course presents an introduction to the processes in the provision of health services from the perspective of medical billing. The basic concepts of medical billing and its components are studied. Other essential functions in the modern medical office are discussed. In addition, compliance with federal and state laws and regulations related to billing is emphasized. The protocols and policies established by the insurance companies are followed. It uses as a base the teaching materials, assigned by Federal Law HIPAA-5010.

CMB001 INTRODUCTION AND REGULATION OF MEDICAL BILLING

3 credits (112.5 hours)

This course presents an introduction to the processes in the provision of health services from the perspective of medical billing. The basic concepts of medical billing and its components are studied. Other essential functions in the modern medical office are discussed. In addition, compliance with federal and state laws and regulations related to billing is emphasized. The protocols and policies established by the insurance companies are followed. It uses as a basis the teaching materials, assigned by Federal Law HIPAA-50/10.

CMB002 MEDICAL AND DENTAL TERMINOLOGY

3 credits (112.5 hours)

This course familiarizes the student with the terms and functions of the human anatomy. The technical vocabulary and the necessary context to carry out medical billing in the different health plans are studied. In addition, the student is prepared to know the possible emergencies that may arise in any health institution.

CMB003 MEDICAL AND DENTAL ELECTRONIC BILLING

3 credits (112.5 hours)

This course prepares the student to process claims to the plans for medical and dental services. Insurers' guidelines are studied, in compliance with federal laws and regulations. The Immediate Professional (Medical) and Immediate Dental computer program is studied. In addition, the follow-up processes, internal audit, and the functions inherent to the billing process are emphasized.

CMB004 UNIVERSAL CODING

3 credits (112.5 hours)

This course emphasizes the development of coding skills in clinical and pathological diagnoses. In addition, services and procedures in medical offices are discussed. The assignment of codes for: evaluation and management, surgeries, anesthesia, clinical laboratories, radiological laboratories, and dental services is studied.

CMB005 MEDICAL OFFICE PROCEDURES

3 credits (112.5 hours)

This course prepares the student to work as a biller in a medical services office. Emphasizes office technology changes and related ethical principles. You will know how to use the Word application for writing letters in the medical office.

CMB010 LABORATORY-PRACTICE IN MEDICAL BILLING

3 credits (112.5 hours)

Prerequisite: Concentration Courses

The course allows the student who is enrolled from the second term of study at the Institution, to apply the knowledge acquired in the classroom to different situations of a real work scenario related to their area of specialty.

CMN010 DEVELOPMENT AND ADMINISTRATION OF SMALL BUSINESSES

3 credits (112.5 hours)

In this course the student becomes familiar with the procedures necessary to establish and run a business. The basics of management and marketing are discussed. The principles of consumer behavior and market research are presented.

CSC001 KEYBOARD OPERATION

3 credits (112.5 hours)

This course promotes touch learning of the alphabetic, numeric and symbol keyboard. Understand the use and management of the operating parts of the computer, practice of correct typing techniques, collation, and use of correction symbols.

CTM001 HISTORY, FUNDAMENTALS AND TECHNIQUES OF MASSAGE I

6 credits (225 hours)

This course promotes the learning of the basic theoretical principles of massage, its history, benefits, and contraindications. It also promotes the learning and handling of the fundamental massage techniques, both on the table and in the chair, applied to all parts of the body in the form of coherent massage routines.

**CTM002 MEDICAL TERMINOLOGY, MUSCULAR-SKELETAL ANATOMY, AND
STRUCTURAL KINESIOLOGY**

4 credits (150 hours)

This course allows the student to know the anatomy and kinesiology of the muscular and skeletal systems, with the appropriate medical vocabulary in Spanish and English. It emphasizes the origins, insertions, and functions of all the muscles of the body, their synergies, and antagonisms.

CTM003 PROFESSIONAL ETHICS FOR MASSAGE THERAPISTS

2 credits (75 hours)

In this course, students will be exposed to the codes of ethics of the main massage organizations in Puerto Rico and the United States. They will discuss the regulations of the Examining Board of Massage Therapists and Law No. 552 (Law to regulate the practice of massage and the profession of Massage Therapist). The student will be allowed to know the appropriate limits of the profession and to develop skills for handling situations where these limits are threatened.

**CTM004 MESSAGE TECHNIQUES II: LYMPHATIC DRAINAGE, PREGNANT MASSAGE,
REFLEXOLOGY AND AROMATHERAPY**

6 credits (225 hours)

In this course, the student develops skills for the application of the following techniques: lymphatic drainage, shiatsu, massage for pregnant women, reflexology, aromatherapy, hydrotherapy, and volcanic stone therapy. In addition, its uses, indications and contraindications and any applicable theory are discussed for understanding.

CTM005 SEMINAR FOR MASSAGE THERAPISTS

1 credit (37.5 hours)

During this seminar, students will have the opportunity to review with the teacher doubtful concepts, professional ethical concerns that arise during the practices. Relaxation and visualization exercises will be practiced. They will receive talks from visiting teachers who master massage techniques or related sciences. The teacher may coordinate visits to massage centers or places related to the students.

CTM008 LABORATORY-PRACTICE IN MASSAGE THERAPY

2 credits (75 hours)

Prerequisite: Concentration Courses

The course allows the student who is enrolled from the third term of study at the Institution, to apply the knowledge acquired in the classroom to different situations of a real work scenario related to the massage profession, supervised by a teacher.

CTM009 CLINICAL PATHOLOGY, INFECTION CONTROL AND CPR

3 credits (112.5 hours)

This course prepares the student to understand pathologies and know the relationship between them and massage therapy, in such a way that they can modify or not the massage to avoid any type of contraindication. You will be able to recognize the most common contagious infections and how to avoid contagions. It will also prepare the student to know when to refer a client to a doctor or other health professional. In this course, the student will complete the training in Cardiopulmonary Resuscitation and Control of Infections and Contagious Diseases.

**CTM010 MESSAGE TECHNIQUE III: SPORTS MASSAGE, STRETCHING
AND DEEP TISSUE**

4 credits (150 hours)

This course develops skills for the application of the following massage modalities: Sports Massage, Stretching, Deep Tissue Therapy and Therapeutic Massage. Its uses, indications and contraindications and any applicable theory are discussed for understanding. In addition, concepts related to functional bandage, chiromassage and neurosedative are discussed.

DTC001 DENTAL ANATOMY AND PHYSIOLOGY

2 credits (75 hours)

In this course the student is taken to analyze the anatomy and physiology of the different components of the oral cavity, as well as the main dental malformations and occlusion problems. The course will direct the student to achieve a significant

learning of dental anatomy, fundamental concepts, terminology, be very observant of the shape of the teeth, their faces, the position they keep in the mouth, the relationship they should have with antagonists and with teeth against opponents.

DTC002 FULL DENTURE CONSTRUCTION

5 credits (187.5 hours)

The course takes the student through an examination of the relationship between the upper and lower dentures, as interpreted in a functional articulator. Includes evaluation of preliminary impressions and model fabrication, custom impression trays, evaluation of final impression and base model, base plate fabrication, occlusion edges, articulation and mounting of working models, and selection of the prosthesis for the tooth. It also includes setting artificial denture teeth, processing the trial denture, finishing full dentures, fabricating templates, repairing, and relining dentures. In addition, you will know and work with different types of waxes used in dental laboratories.

DTC003 DENTAL MATERIALS

3 credits (112.5 hours)

In this course the student will examine the materials commonly used by dental technologists. It includes the introduction to metal alloys, physical and chemical properties of dental materials, weight, measurements and calculations, process of alloys, equipment calibration, metal treatment and torch technique, electrical brightness, and safety procedures, metal sensitivity and allergies.

DTC004 CONSTRUCTION OF FIXED PROSTHESES AND DENTAL CERAMICS

5 credits (187.5 hours)

Prerequisites: DTC001, DTC002, DTC003

In this course the student will become familiar with the terms related to the construction of fixed dental prostheses. In addition, experiences will be provided in which the student will acquire, among others, techniques for the elaboration of molds, assembly of molds in the articulator, elaboration of wax patterns; kind. Characteristics, handling and polishing of porcelain and resin; obtaining metallic structures and placement of aesthetic material. The student will be trained to identify possible anomalies in the models, the types of prostheses; both crown and bridges and the combination of these and attachments; the instruments and materials necessary for the elaboration of these and the methods for checking the prosthetic piece. During the course, plaster models will be built that will be mounted on the articulator; make wax patterns; They will make metal structures and make fixed porcelain dental prostheses.

DTC005 REMOVABLE PARTIAL DENTURE CONSTRUCTION

5 credits (187.5 hours) 2 credits lecture and 3 credits of laboratory

Prerequisites: DTC001, DTC002, DTC003

The student is introduced to the material and equipment necessary to complete all stages in the construction of removable partial dentures. They will know the principles and main components for removable partial dentures. In addition, they will know the partial classification of the denture, the principles of study and design of the mold, contour welding, positioning of the teeth and waxing, processing, and finishing. They will build the mold of the metal frame, the duplication of the master mold, waxing of the refractory mold; veneering, fitting, fitting teeth, processing, finishing the prosthesis.

DTC006 SEMINAR

3 credits (112.5 hours)

Prerequisites: DTC001, DTC002, DTC003, DTC004, DTC005

The objective of this seminar is for the student to know the requirements of the Examining Board of Dental Technologists, the documents necessary to be members of the College of Dental Technicians, the general concepts to take the revalidation exam, the Regulation of the Profession of Dental Technology in Puerto Rico. In addition, the topics of preparation for the world of work, job interview and professional ethics are discussed.

DTC007 LABORATORY-PRACTICE IN DENTAL TECHNOLOGY

6 credits (225 hours)

Prerequisites: DTC001, DTC002, DTC003, DTC004, DTC005

The student will have the opportunity to apply the knowledge acquired in the classroom to situations that may arise in a real work scenario related to the construction of fixed, temporary, and complete prostheses. The student will perform all the functions assigned to him according to the skills of the program and will be under the supervision of the assigned teacher.

EEC001 INFANT AND PRESCHOOL GROWTH AND DEVELOPMENT

3 credits (112.5 hours)

In this course the concepts of human development are studied, from pregnancy to preschool age. The stages of development and their implications in early age are analyzed. In addition, the main theories about the stages of child development are studied and the aspects of human behavior, cognitive development and psychomotor development are emphasized.

EEC002 DESIGN OF LEARNING ENVIRONMENTS

3 credits (112.5 hours)

In this course, the basic curricular concepts that are integrated into the preschool environment and learning in Puerto Rico are studied and analyzed. In addition, the importance that the physical environment has on learning and adequate integral development during early childhood is studied.

EEC003 HEALTH AND SAFETY IN CHILD DEVELOPMENT CENTERS

3 credits (112.5 hours)

In this course concepts related to health, hygiene and nutrition of young children are studied. In addition, the course includes safety concepts that will be applied in the Child Development Center. It emphasizes the most common illnesses among children and the immunization process.

EEC005 PLAY AS A FUNDAMENTAL TOOL IN THE TEACHING OF INFANTS AND PRESCHOOLER AND SOCIAL DEVELOPMENT

3 credits (112.5 hours)

In this course, play and its impact on physical, cognitive, emotional, and social development are studied; of the infant. The various types of games are included for both indoor and outdoor environments.

EEC006 COGNITIVE DEVELOPMENT, LANGUAGE, AND CREATIVITY IN THE LEARNING OF INFANTS AND PRESCHOOLERS

3 credits (112.5 hours)

Strategies and alternatives are studied to promote language development. The basic concepts of writing and children's literature are discussed, with an emphasis on curricular models that promote optimal language development. In addition, it covers the area of creativity in the learning of infants and preschoolers.

EEC007 ADMINISTRATION OF CHILD DEVELOPMENT CENTERS

3 credits (112.5 hours)

In this course you will learn the steps to follow to establish a Child Development Center in Puerto Rico. All aspects related to the administration of a center are studied, from permits to promotion. In addition, the laws that apply to Child Development centers are studied.

EEC009 PRACTICE IN CHILD DEVELOPMENT CENTERS II

9 credits (337.5 hours)

In this course the appropriate practices are applied in a real learning environment of a Child Development Center, public or private. The student will carry out all the functions assigned to him according to the skills of the program and will be under the supervision of the assigned teacher and the center director. Will put into practice professional competencies in early education and childcare.

EEC010 EARLY INTERVENTION, SPECIAL EDUCATION AND CHILDBABUSE

3 credits (112 hours)

In this course, early intervention, special education, and abuse are studied. Laws that apply to children with special needs and child abuse are discussed. In addition, it works with the necessary documents to make referrals to health professionals and ways to inform parents about the observations that have been made to their children. Basic sign language is included.

EEC011 INTEGRATION OF THE FAMILY AND THE COMMUNITY INTO THE CHILD DEVELOPMENT CENTER

3 credits (112.5 hours)

This course allows students to develop activities to integrate families, their cultures, and traditions. In addition, activities are included to integrate the community into the Child Development Center program.

EEC012 PRACTICE IN CHILD DEVELOPMENT CENTERS I

3 credits (150 hours)

Prerequisite: EEC001, EEC002, EEC003, EEC006

In this course the appropriate practices are applied in a real learning environment of a Child Development Center, public or private. The student will carry out all the functions assigned to him according to the skills of the program and will be under the supervision of the assigned teacher and the center director. The student must define the environment where he wants to develop professionally, whether in infants/ toddlers or preschoolers. Will put into practice professional competencies in early education and childcare.

ENG005 CONVERSATIONAL ENGLISH

3 credits (112.5 horas)

Intensive English oral communication course designed to develop essential communications skills for every day social and business situations.

ENG006 ENGLISH FOR HOTELS AND TOURISM

3 credits (112.5 horas)

Intensive English oral communication course for speakers of Spanish as a first language-designed to develop correctness and mastery of simple and essential, but effective, communications skills to use within a variety of tourism and hospitality-oriented situations.

ENP001 FUNDAMENTALS OF PRACTICAL NURSING

4 credits (150 hours)

In this course the evolution of Practical Nursing is discussed including the diversity of roles and functions. The application of theoretical principles of the nursing process is studied. Ethical-legal controversies and provisions of the HIPPA law are discussed. In addition, it describes related basic medical terminology and an overview of disease processes, including basic microbiology concepts. The concept of holism and techniques such as: reflexology, visualization, healing touch, pranic healing, aromatherapy, music therapy, among others, are studied.

ENP002 FUNDAMENTALS OF PHARMACOLOGY FOR NURSING

2 credits (75 hours)

This course offers the student the general concepts of pharmacodynamics, drug classification systems, doses, routes, and terminologies. You will use the principles of basic mathematics and the preparation of the different classifications of drugs.

ENP003 CARE OF PATIENTS WITH MENTAL AND EMOTIONAL DISTURBANCE

2 credits (75 hours)

In this course, basic concepts regarding behavior patterns, history, recent trends, therapies, ethical-legal implications, and community resources related to clients with mental and emotional disorders are discussed within the context of the practical nursing process. In addition, basic care for patients with mental and emotional disorders will be studied, emphasizing the prevention and control of mental illnesses.

ENP004 CARE OF THE MOTHER AND THE NEWBORN

2 credits (75 hours)

Through this course the student identifies the basic principles of prenatal, delivery and postpartum care. The intervention is focused on care during the normal process of pregnancy, childbirth and in acute situations that affect pregnancy, delivery, and the newborn.

ENP005 CHILD AND ADOLESCENT CARE

2 credits (75 hours)

In this course the stages of growth and development of the child and adolescent are reviewed for the clinical estimation and the appropriate implementation of nursing care. Discussion of acute and chronic conditions of the child and adolescent is included. In addition, emphasis is given to the child with a disability.

ENP006 CARE IN ACUTE AND CHRONIC MEDICAL-SURGICAL CONDITIONS OF THE ADULT AND THE ELDERLY

3 credits (112.5 hours)

In this course the student reviews the stages of growth and development of the adult and the elderly. Acquire knowledge in the care of adults and the elderly with acute and chronic conditions.

ENP007 PRACTICAL NURSING CARE IN THE COMMUNITY

2 credits (75 hours)

This course discusses the concepts related to practical nursing functions in the community, including the history of public health. Emphasis is placed on health promotion and prevention. The different scenarios where the practical nurse works are identified, such as: Home Care, Hospices, Homes for the Aged, Diagnostic Centers, Children's Homes, and Day Care.

ENP008 BASIC PRACTICAL NURSING SKILLS

5 credits (187.5 hours)

Prerequisites: ENP001, AFH001, ENP002, ENP003, ENP004, ENP005, ENP006, ENP007

In this course, the student acquires the basic knowledge and skills necessary in the performance of their duties as a practical nurse. Practical concepts in personal hygiene, body mechanics, principles of asepsis, active and passive movements, prevention of ulcers, taking vital signs and weight are discussed. In addition, you will obtain theoretical and practical knowledge in the documentation of files, aspects of comfort, rest, sleep, and principles related to the arrangement of the patient's unit.

ENP009 SEMINAR

2 credits (75 hours)

Prerequisite: ENP001, ENP002, ENP003, ENP004, ENP005, ENP006, ENP007, ENP008

Corequisites: 60 hours of theory

The Practical Nursing Seminar course prepares the student on how to prepare for job interviews in hospitals and the necessary documentation. Gain knowledge of the College of Practical Nursing, Health Professionals Examining Board, and a general refresher on the bar exam. In addition, the student will use and manage the computer to carry out their work.

MAT003 MATH APPLIED TO DENTAL TECHNOLOGY

3 credits (112.5 hours)

The course will emphasize the application of basic math skills used in solving technical occupational problems. Topics included: Fractions, Decimals, Percentages, Ratios and Proportions, Measurements, and Conversion from English and Metric Measurement Systems. Application of formulas, technical applications, and basic statistics.

MCS001 MEDICAL CODING FUNDAMENTALS

3 credits (112.5 hours)

This course will train the student in the basics of medical services coding and state and federal regulations related to health services. Medical coders translate the patient encounter into procedure codes (Current Procedural Terminology, CPT) and diagnosis codes (International Classification of Diseases, ICD). The primary responsibility of coders is to ensure that medical services provided, and diagnoses are coded accurately and in accordance with the law. So that they can be used for various purposes, including medical insurance claims.

MCS002 MEDICAL TERMINOLOGY INSTITUTIONAL AND DENTAL

3 credits (112.5 hours)

The student will relate to the most commonly used vocabulary, abbreviations, and acronyms in the area of health services. Including the anatomy of the human body, human body systems, diseases, and their classification.

The related vocabulary and abbreviations of the area of hospitals, laboratories, specialized studies, dentists, and doctors, necessary to facilitate the billing of medical insurance in health areas, are studied.

MCS 003 CODING 1: DIAGNOSTICS ICD, PROCEDURES AND SERVICES CPT

3 credits (112.5 hours)

The fundamentals of diagnostics and clinical procedures coding course trains the student to perform the conversion to codes using the updated manuals. The student will develop the ability and experience in relating to the coding of medical procedures and services with diagnosis codes. Encryption is an integral part of billing for services and communications between health care providers and insurers. It will develop the skill of specificity in assigning letters and/or numbers that represent diagnoses, procedures, treatments, place of service, types of service, patient's health condition, modifiers of medical procedures, among others.

MCS 004 CODING 2: COMMON HEALTH PROCEDURES CODING SYSTEM (HCPCS), DENTAL PROCEDURES AND NOMENCLATURE

3 credits (112.5 hours)

The course of coding two of diagnoses, procedures and clinical services trains the student to recognize and differentiate the codes with greater specificity and by their use. You will be able to identify the codes by place of services. You will identify codes for specific services and codes for supplies and equipment such as bandages and crutches found in the common health care procedure coding system. You will identify the nomenclature of dental procedure codes and their uses.

MCS 005 CODING 3: CODING BY HUMAN BODY SYSTEMS

3 credits (112.5 hours)

The coding 3 course intends for the student to be able to identify clinical diagnoses, procedures, and services by human body system. In addition, it trains the student to recognize and differentiate the codes with greater specificity and by specialty of medical services. You will be able to identify the codes by place of services. will identify codes for specific services and codes for supplies and equipment such as bandages and crutches found in the common health care procedure coding system.

MCS 006 ELECTRONIC MEDICAL RECORD

3 credits (112.5 hours)

This course provides the student with the opportunity to apply the necessary skills for the electronic practice of the electronic medical record, as well as the related vocabulary. Emphasis is placed on the standards of privacy, confidentiality, and security for the medical record, as stipulated by the HIPAA law. The student will apply the knowledge learned through the use of the forms and the corresponding computerized program for the creation and maintenance of the medical file.

MCS 007 CODING 4: PSYCHIATRIC SERVICESS, PSYCHOLOGICS AND THERAPEUTICS

3 credits (112.5 hours)

This course prepares the student in the coding process in clinical and pathological diagnoses in the area of mental health, using the mental health coding books DSM (Diagnostic and Statistical Manual of Mental Disorders) for the psychiatric, psychological, and therapeutic services provided. . Students will apply the guidelines and procedures established by health insurance companies and the concepts learned about the coding of medical diagnoses, procedures, and services. In addition, they will apply the state laws for mental health patients and will handle professional and institutional billing formats as well as the electronic medical record.

MCS 010 INTERNSHIP/ LABORATORY

5 credits (112.5 hours)

The course allows the student who is enrolled from the second term of study in the Institution, to apply the knowledge acquired in the classroom to different situations in a real work scenario related to his area of specialty.

PAC003 CLINICAL PRACTICE IN ACUTE AND CHRONIC MEDICAL-SURGICAL CARE AND CONDITIONS OF THE ADULT AND THE ELDERLY

3 credits (112.5 hours)

Prerequisite: Lecture phase Co-requisite: 90 hours of clinical internship

The student must complete 90 hours of clinical internship in a hospital, where they will handle the stages of growth and development of the adult and the elderly. You will acquire knowledge in the care of adults and the elderly with acute and chronic conditions, under the supervision of a registered nurse.

PAC004 CLINICAL PRACTICE IN CARE OF THE MOTHER AND THE NEWBORN

3 credits (112.5 hours)

Prerequisite: Lecture phase Co-requisite: 90 hours of clinical internship

The student must complete 90 hours of clinical internship in a hospital, where the basic principles of prenatal, delivery and postpartum care, including care during the normal process of pregnancy, childbirth and in acute situations that affect pregnancy, delivery, and the newborn, under the supervision of the graduate nurse.

PAC005 CLINICAL PRACTICE IN CHILD AND ADOLESCENT CARE

3 credits (112.5 hours)

Prerequisite: Lecture phase Co-requisite: 90 hours of clinical internship

The student must complete 90 hours of clinical internship in a hospital, where they will manage the stages of growth and development of the child and adolescent for the estimation and appropriate implementation of nursing care, under the supervision of the graduate nurse.

PAC006 CLINICAL PRACTICE IN PRACTICAL NURSING CARE IN THE COMMUNITY

3 credits (112.5 hours)

Prerequisite: Lecture phase Co-requisite: 90 hours of clinical internship

The student must complete 90 hours of clinical internship in a hospital, where they will practice the concepts related to practical nursing functions in the community. It will emphasize the promotion and prevention of health, under the supervision of the graduate nurse.

PAC007 CLINICAL PRACTICE IN CARE OF PATIENTS WITH MENTAL AND EMOTIONAL DISTURBANCES

4 credits (150 hours)

Co-requisite: 120 hours of clinical practice

The student must complete 120 hours of clinical practice in mental institutions, where they will learn the basic concepts related to behavior patterns, history, recent trends, therapies, ethical-legal implications, and community resources related to patients who have mental and emotional disorders within the context of the practical nursing process, under the supervision of the graduate nurse.

PCC001 FUNDAMENTALS OF BAKING AND COMMERCIAL BAKING

3 credits (112.5 hours)

This course introduces the basic concepts of Commercial Pastry and Bakery, as well as the responsibility of the culinary professional. Different topics are explored, such as history, vocabulary, equipment, and baking and baking utensils. Students will expand their knowledge of cooking techniques, ingredients, their use, interpretation, and substitution in recipes. The final part includes the skills of principles of safety, handling and handling in food, personal hygiene, and sanitation.

PCC002 COMMERCIAL BAKING 1

3 credits (112.5 hours)

This course will provide the student with the preparation of a variety of types of cookies, puddings, cheesecakes, mousses, and cupcakes. The different varieties of bar cookies refrigerated, and cut will be developed. The use of measurement units and problems faced before and after preparing recipes will be emphasized. The student will have the opportunity to artistically design the presentation of the products made.

PCC003 CAKE CONFECTION AND DECORATION

3 credits (112.5 hours)

This course allows the student to know the basic techniques in the preparation and decoration of cakes. Prepare a variety of cake recipes such as cake, chocolate, marbling, carrot, spongy, among others. They will make different types of toppings and use a variety of basic cake decorating techniques. The student will be prepared to artistically display the prepared product.

PCC004 BAKERY AND DOUGH

3 credits (112.5 hours)

During the development of the course the student will emphasize the appropriate knowledge of yeast and its changes when preparing doughs and breads. Students will understand and use the processes of fermentation and the basic principles of properly baking products. Different types of breads will be made, local and international, such as water bread, *sobao* bread, French, pita, and challah. Different types of sweet pastry desserts such as donuts, danish, *mallorcas* and cinnamon bread will be made. Savory doughs such as pizzas, focaccia, croissants, among others, will also be prepared. The student will artistically present all work done in the laboratory.

PCC005 COMMERCIAL BAKING 2

3 credits (112.5 hours)

The Commercial Baking 2 course provides experience on the principles and techniques used in the preparation of products such as ice cream, sorbet, pie, cakes, eclairs, puff pastry and phyllo. In addition, you will learn about the history, principles, management, and art of creating products using chocolate. He will also prepare fillings with chocolate cream and pastry. The student will have the opportunity to artistically design the presentation of the products made.

PCC006 LOCAL AND INTERNATIONAL PASTRY

3 credits (112.5 hours)

The Local and International Pastry course emphasizes the making of local and international broths. The student is given the opportunity to explore the culture of Puerto Rico and that of other countries, emphasizing the origin of their desserts. Also, using the recipes, you will have the opportunity to prepare different local and other cultural desserts. The student will present the desserts prepared using the plate technique.

PCC007 SPECIALIZED PASTRY

3 credits (112.5 hours)

The Specialized Pastry course provides experiences on the types of food and the great variety of diets and their importance when preparing healthy desserts. Emphasis will be placed on knowledge of specialized ingredients such as gluten-free flours,

sugar substitutes, calorie-free sweeteners, fats, fruits in healthy baking and their role in the preparation of specialized desserts. In addition, they will prepare gluten-free, sugar-free, vegetarian and fruit dessert recipes.

PCC008 ADVANCED CAKE DECORATION

3 credits (112.5 hours)

This course provides advanced experiences in cake decorating. It will allow students to broaden and expand their knowledge of laminated pastas such as marshmallow, Tylose, chocolate and commercial. The student will know the theoretical and practical foundations for the creation of flowers, rose, lily, calla, daisies, fantasy flowers, modeling with gum paste, crispy rice, and various techniques on rice paper. They will plan and prepare as a group a cake for a special occasion, in consensus with their colleagues, using the assembly and decoration in laminated pasta.

PCC011 LABORATORY-PRACTICE IN BAKING AND COMMERCIAL BAKERY

3 credits (112.5 hours)

Prerequisites: 18 credits in core courses Corequisites: PCC007, PCC008

The Laboratory-Practice course in Pastry and Bakery will allow to apply the knowledge and skills acquired during the study program in various settings in the pastry and bakery industry. This experience within the industry is dynamic, interesting and at the same time challenging with possible personal and economic progress. In addition, it will prepare the student for the world of work by developing their resume and through an initial interview experience with their teacher.

PDF001 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM OF PUERTO RICO

3 credits (112.5 hours)

This course familiarizes the student with the four components of the Puerto Rico criminal justice system: Police, General Court of Justice, Prosecutor's Office, and Department of Correction and Rehabilitation. The correlation and interaction of private and public security with the different components is discussed. The student will know how each component works, its objectives, processes, and its relationship with the role of private detective in companies and organizations.

PDF002 CRIMINAL LAW FOUNDATIONS

3 credits (112.5 hours)

In this course the student will discuss the general foundations of Criminal Law, its interpretative norms, crimes of greater repercussion and the applicable jurisprudence. It will analyze the Rules of Evidence, Rules of Criminal Procedure, New Penal Code and Civil Rights.

PDF003 SPECIAL LAWS

3 credits (112.5 hours)

In this course the student will learn how the laws and regulations in force conform to modern legal scientific research. They will know the different scenarios where the investigator's role may be in conflict with the law. Cases in the civil, criminal, and administrative fields will be analyzed. In addition, special laws such as: Controlled Substances Law, Weapons Law, Minors Law, Explosives Law, and Confiscations Law are discussed. Emphasis is given to the Law of Stalking, Law 54, Law of Sexual Harassment and Law of Private Detective.

PDF004 BASIC PRINCIPLES OF CRIMINAL INVESTIGATION

3 credits (112.5 hours)

In this course the basic principles, techniques and methods of criminal investigation are discussed. The student will learn the definition, purpose and objectives of a criminal investigation and the different procedures to be followed at all stages. It discusses how to protect the crime scene, collect the evidence, maintain the chain of evidence, protect the victim and the witnesses. In addition, the corresponding reports are drawn up.

PDF005 CRIMINALISTIC

3 credits (112.5 hours)

In this course, the role played by some of the scientific disciplines related to the field of private and forensic investigation in our justice system and their direct relationship with the crime, the suspect and the victim will be studied. In addition, concepts such as: pathology, ballistics, serology, DNA, forensic psychophysiology, and analysis of doubtful documents, among others, are discussed.

PDF006 EMERGENCY MANAGEMENT

3 credits (112.5 hours)

This course will prepare the student to respond effectively and efficiently to emergencies and disasters. It is designed to introduce the student to emergency planning and evacuation techniques. The structure of an emergency plan and the tasks and responsibilities of the security department in its role of protecting lives, property and information are discussed. The basics of communication technology during emergencies and disasters are discussed. They will learn basic techniques to analyze risks and threats to a company or organization, with special emphasis on fire prevention.

Will be able to work as a team with state and federal emergency response agencies, such as: Police, Fire, State Agency for Emergency Management, Medical Emergencies, FEMA, and others. Practice with emergency response agencies will prepare the student to understand and execute their safety and security tasks in emergencies and disasters with knowledge and confidence.

PDF007 SECURITY IN THE PRIVATE AND PUBLIC COMPANY

3 credits (90 hours)

This course discusses the role of security applied to the public and private sectors. You will learn how to conduct safety audits and inspections, as well as other main elements of loss prevention and control in organizations. In addition, it allows discussing the function, origins and development of security and its application in the fundamental areas of: Personnel Security, Physical Security, and Information Security. Specific security problems and the basic principles for performing the security and surveillance function in a company are studied.

Advanced technology applied to safety and security function is discussed. They will learn how people, property, and information are protected by integrating security concepts.

PDF008 TECHNIQUES AND METHODS OF REPORTING

3 credits (90 hours)

In this course the student is trained in the basic principles that govern the drafting, handling and evaluation of documents, reports and forms used in the field of private and forensic investigation and their integration into the legal and procedural field of the Justice System in Port Rich.

PDF010 LABORATORY-PRACTICE IN PRIVATE DETECTIVE AND FORENSIC INVESTIGATION

3 credits (112.5 hours)

Prerequisites: 15 credits in core courses Corequisite: PDF006, PDF007, PDF008

This course will be done through practices on development and raising of fingerprints, crime scene, appearance in court and surveillance and monitoring exercises in various industries, companies, and organizations. In addition, the student will have the opportunity to face real research scenarios with the authorization and adequate supervision of the professor assigned in the labor market.

PHA001 FUNDAMENTALS OF PHARMACY AND LEGAL ASPECTS

3 credits (112.5 hours)

In this course he discusses the historical background of the pharmacy, the responsibilities, and functions of the pharmacy technician. In addition, the different laws and regulations that govern pharmacy practice in Puerto Rico are included.

PHA004 POSOLOGY

2 credits (75 hours)

Prerequisite: AFH001

This course discusses the dosage of drugs or medications. It includes such topics as: routes or routes of administration, dosage forms, classification of drugs, abbreviations and interpretation of prescriptions or prescriptions. Plus, it integrates dose calculations, drug interactions, and information search.

PHA005 PHARMACOLOGY

3 credits (112.5 hours)

Prerequisite: QUI003

This course discusses the basic concepts of pharmacology, the action, and the effects of drugs on systems according to diseases. Emphasizes brand names, generic names, manufacturer's house, strengths or dosage, dosage form, side effects, and general information of medications.

PHA006 PHARMACOGNOSIA

2 credits (75 hours)

Prerequisite: QUI002 Corequisite: PHA004

Drugs and medicinal substances of natural origin are discussed in this course. Substances with therapeutic and toxic properties of pharmaceutical interest are included. The student will know the classification of drugs and their origin, including basic concepts of medicinal and homeopathic plants.

PHA007 PRACTICAL PHARMACY AND OFFICE

3 credits (112.5 hours)

Prerequisite: PHA001, PHA002 Corequisite: PHA004, PHA005

In this course the student will be able to apply knowledge about different dosage forms and the preparation of recipes, including weighing, crushing powders, preparing creams, ointments, dilutions, and concentrations of liquids. In addition, he will prepare composition recipes and preparations that will serve as a guide in the boarding school. The student will know and work some computer program. Health plans are discussed. The simulation of drug dispensing in the hospital pharmacy is also included.

PHA008 INTERNSHIP I IN PHARMACY TECHNICIAN

11 credits (500 hours)

Prerequisite: Approval of 24 credits of core courses

Through this internship the student will apply the knowledge and skills acquired in the study program in a real practice center. You will need to complete 500 hours, at a community pharmacy or hospital pharmacy.

PHA009 SEMINAR I FOR PHARMACY TECHNICIAN

1 credit (37.5 hours)

Prerequisite: Approval of 24 credits of core courses

This course aims to discuss the evaluation process in the pharmacy center by the preceptor. In addition, the topics of assertive communication, interpersonal relationship management, work ethics, teamwork, and human relations, among others, are discussed.

PHA010 INTERNSHIP II IN PHARMACY TECHNICIAN

11 credits (500 hours)

Prerequisite: PHA008, PHA009

Through this internship the student will apply the knowledge and skills acquired in the study program in a real practice center. You will have to complete 500 hours in this second phase, in a community pharmacy or hospital pharmacy.

PHA011 SEMINAR II FOR PHARMACY TECHNICIAN

1 credit (37.5 hours)

Prerequisite: PHA008, PHA009

This course aims to review the subjects that will be evaluated for revalidation such as: Pharmaceutical Mathematics, Pharmacotherapy, Pharmacognosy, Chemistry, Physiology, Technical, Administrative and Legal Aspects in the practice of pharmacy. Workshop, resume design, job search.

PHA012 MATHEMATICS APPLIED TO PHARMACY I

3 credits (112.5 hours)

This course reviews the basic arithmetic operations and the knowledge about the systems of weights and measures used in the pharmacy is acquired. Discuss the systems of measurements, equivalences and conversions used in the pharmacy. In addition, it presents the abbreviations and symbols used in pharmacy.

PHA013 MATHEMATICS APPLIED TO PHARMACY II

2 credits (75 hours)

Prerequisite: PHA 012

This course provides the student with the knowledge and skills to solve problems of percent preparations, increase and decrease of formulas, dilution, calculation of doses, days of supply, quantity to be dispensed and parenteral preparations (injectables), among others.

PSY010 FUNDAMENTALS OF PSYCHOLOGY

3 credits (112.5 hours)

The course presents the fundamental concepts of psychology applied to human relationships. Psychological theories and models will be presented, as well as an approach to the processes of learning, cognition, personality, motivation, and stress; among others.

QUI003 FUNDAMENTALS OF CHEMISTRY AND PHARMACEUTICAL CHEMISTRY

3 credits (112.5 hours)

In this course the basic concepts of general chemistry, inorganic chemistry and organic chemistry focused on pharmacy are reviewed. The properties of matter, chemical bonds, the periodic table, and their relationship with medicines are discussed. In addition, chemical reactions, electrolyte and colloid solutions, PH acid concept and solution concentration measurements are presented.

SPA001 BASIC SPANISH

3 credits (112.5 hours)

This course allows the student to enrich their knowledge of the Spanish language and improve their communication skills (both in oral and written language). Emphasis will be placed on rules for accentuation, capitalization, punctuation marks, and questionable spelling.

FACULTY BY CAMPUS

HATO REY FACULTY

Aida Cotto Orta, Medical Sonography
MA, Universidad Interamericana de Puerto Rico
University Teaching

Ana Rodríguez Martínez, Medical Sonography
MA, Universidad del Este
Medical Sonography

Atanasio Ávila Hernández, Computers Repair
MA, in Education with specialization in Instructional Systems
And Educational Technology

David Oliveras Rivera, Medical Sonography
MA, Columbia University/ Business Administration in Health Sciences

Eva M. Miranda Molina, English
MA, University of Phoenix
English Curriculum and Instruction

Grenda Nieves Ayuso, Early Education
MA, National University College
Educational Leadership

Heriberto Colón Rodríguez, Radiology
MA, Keiser University
Education

Joan Valentín Noruegas, Therapeutic Massage
BA Universidad Ana G. Méndez
Health Services Management

José Tirado, Psychology
PhD., Bircham International University, Madrid, España
Clinical Psychology

Lillian Castro Rosa, Humanities
MA, Caribbean University/ Art & History

Loraine Canet Cardona, Dental Technology
GA, Instituto Fontecha
Dental Technology

Mildred Báez López, Pharmacy
BS, Universidad de Puerto Rico
Natural Sciences

Miguel Morales Galindo, Anatomy & Biology
MA, Caribbean University
Information Systems and Educational Technology

Merie Lee Mulero Rivera, Dental Technology
BA, Universidad Interamericana
Biology

Pedro C. Morales Ortiz, Criminal Investigation
MA, Universidad Interamericana
Criminal Justice

Ramón Rivas, Radiology
BA, Universidad Interamericana
Medical Images

Raquel Pastrana Chiclana, Pharmacy
BA, Universidad Interamericana
Natural Sciences
GA, John Dewey College
Pharmacy

Stephanie Figueroa Sánchez, Nursing
MA, NUC University College
Nursing Sciences with Education

Wilmaris Hernández Vázquez, Anatomy & Biology
MA, Universidad Sagrado Corazón
Education

Zaida Lorenzo Vargas, Medical Sonography
MA, ISEP
Sexology & Pedagogy

❖ Faculty shared with Bayamón Additional Location:

Daisy Rosa Rivera, Medical Billing
BA, Universidad de Puerto Rico
Commercial Administration

Edwin De Hoyos Valentín, Spanish
BA, Universidad de Puerto Rico
Languages and Humanities

Etheleen Coss, Criminal Investigation & Private Detective
MA, University of Turabo
Private Detective

Freddy Rodríguez Calaf, Business Administration & ISD100
MBA, Universidad Mundial
Business Administration

Gysenia Seda, Medical Billing
MA, Universidad Ana G. Méndez
Business Administration & Human Resources

Istris López, Early Education
MA, Universidad Central de PR
Arts in Specialized Education in Proper Practices

Irma Ramírez, Nursing
BSN, Caribbean University
Nursing

José Ferrer Rodríguez, Mathematics
PhD., Universidad de Puerto Rico
Leadership in Educational Organizations

Migna Pérez Batista, Commercial Bakery and Pastry
BA, Universidad Interamericana de Puerto Rico
Domestic Economy

- ❖ **Faculty shared with Manatí Campus:**
Jessica Marrero Rivera, Graphic Design & Web Page Development
MA, National University College
Digital Graphic Design

BAYAMÓN ADDITIONAL LOCATION

Alberto Díaz Santiago – Anatomy & Physiology
MBA, Universidad Metropolitana
Administration & Administrative Strategies
BA, Caribbean University
General Sciences (Biomedicine)

Alexis Martínez Montes – Culinary Arts
Diploma Instituto de Banca y Comercio
Professional Certificate in Culinary Arts

Daisy Rosa Rivera – Medical Billing
BA, Colegio Universitario de Cayey
Commercial Administration

Etheleen Coss López – Private Detective
MA, Universidad del Turabo
Diploma Private Detective
Caguas Technology College
Professional Certificate in Private Detective & Forensic Investigation

DeRubén Figueroa Borrero – Computers Programs
BA, Atlantic University College
Digital Graphic Design with Computer Animation
GA, Atlantic University College
Digital Cinematography

Glenda Delgado Rodríguez – Baking & Pastry
Diploma MBTI San Juan
Professional Certificate in *Data Entry*

Levinia Pérez Figueroa – Massage Therapist
CE Puerto Rico Massage and Bodywork Institute
Massage Therapy

Mónica Rivera Malavé – Early Education
MA, National University College
Education with a Specialty in Educational Leadership.
BA, Universidad Metropolitana
Preschool Education

❖ Faculty shared with Hato Rey Main Campus:

Edwin De Hoyos Valentín – English
BA *World University*
Spanish
BA, Universidad de Puerto Rico
Commercial Education

Gysenia Seda Sepúlveda - Keyboarding
MBA, Universidad del Turabo
Business Administration & Human Resources

José Tirado Vega - Psychology
Ph.D., Bircham International University, Madrid, España

Clinical Psychology

José Ferrer Rodríguez – Mathematics
PhD., Universidad de Puerto Rico
Educational Leadership in Educational Organizations

Migna Pérez Batista – Bakery and Pastry
BA, Universidad Interamericana
Domestic Economy

Irma Ramírez Torres – Practical Nursing
BA, Caribbean University
Nursing Sciences

❖ **Faculty shared with Manatí Campus**

Jessica Marrero Rivera – Graphic Design & Web Page Development
BA, Atlantic College
Digital Graphic Design

MAYAGÜEZ

Vivianna Castillo Lanz
BA, Universidad Interamericana de Puerto Rico
Early Education

Marjorie Chaparro Ruiz
MD, New Jersey Medical School
Medicine Doctor

Carla Cintrón Rivera
MA, Universidad Interamericana de Puerto Rico
Languages & Humanities

Marizenni Echevarría González
BA, Universidad de Puerto Rico
Languages/ French

Janice González Galarza
MBA, Pontificia Universidad Católica de Puerto Rico
Business Administration

Henry Martínez Miranda
MBA, Universidad Interamericana de Puerto Rico
Management Information Systems

Nelly Martínez Segarra
MA, Universidad Interamericana de Puerto Rico
Office Systems

Jorge Martínez Valentín
ICPR Junior College
Professional Certificate in Dental Technology

Diana Mercado Del Valle
MA, Universidad Metropolitana
Educational Administration and Supervising

Julio Mojica Quintana
BA, Universidad de Puerto Rico
Arts & Sciences

Marie Muñoz Rodríguez
BA, Universidad del Turabo
Prescholar Education

Cristian Orengo Clavell
BA, Universidad de Puerto Rico
Nursing

Denise Pruna Rodríguez
MA, Universidad del Este
Education with Andragogy

Lester Rive Padilla
MA, NUC University

Business Administration with Digital Marketing

Saulo Rodríguez Aponte
PCBP, San Juan Hospitality School
Professional Certificate in Commercial Baking and Pastry

Aymeé Rodríguez González
MBA, Universidad Interamericana de Puerto Rico
Business Administration

Carmen Rodríguez Morales
MBA, Universidad de Puerto Rico
Administration with Organizational Studies

Hernán Rodríguez Ramírez
BA, Universidad Interamericana de Puerto Rico
Visual Arts with a
Specialization in Paints and Graphic Arts

Carlos Rosario López
MBA, Universidad de Puerto Rico
Business Administration

Maritza Ruiz Irizarry
MBA, Universidad Interamericana de Puerto Rico
International Business Administration
with Human Resources

Omayra Rullán Padua
MA, Universidad del Este
Educación
BS, Universidad Interamericana de Puerto Rico
Radiologic Sciences

Wilmer Silva Correa
MA, Universidad Ana G. Méndez
Criminal Justice & Forensic Sciences
BA, Universidad Interamericana de Puerto Rico
Sciences

Kelvin Traverso Ramírez
BS in progress Universidad Interamericana de Puerto Rico
PCCA, Instituto de Banca y Comercio
Professional Certificate in Culinary Arts

Migdalia Valentín Ortiz
MA, Universidad Interamericana de Puerto Rico
Commercial Education

ARECIBO

Yarielis Arce Rosa
MBA, Universidad Interamericana de Puerto Rico
Business Administration

Mónica Cerejido Ruiz*
Ed. D., NOVA Southeastern University
Instructional Technology & Distance Education

Jessica Cortés Velázquez
MA, Universidad Interamericana de Puerto Rico
Psychology with Counseling

Thelma De Jesús Rivera
BA, Universidad de Puerto Rico
Business Administration with Accountability

Brian Díaz Reyes
BA, Universidad Interamericana de Puerto Rico
Secondary Education in Spanish

Andrés González Bonilla
MA, Universidad del Este
Instructional Design with Technology and E-Learning Integration

Elissa Hernández Rivera
CP, NUC University
Pastry & International Bakery

Sergio Medina Ríos
MA, Universidad de Puerto Rico
Biological Sciences

Damaris Morales Piñeiro
M.Ed., Caribbean University
Technology Sciences

Othoniel Méndez Santiago
BS, EDP University
Technology Sciences of Information with Network

Celiana Ocasio Castro
BA, Universidad de Puerto Rico
English with Multimedia Technology

Iris Quiles Soto
MBA, Universidad Interamericana de Puerto Rico
Business Administration

Evidelcy Rivera Seda
MBA, University of Phoenix
Business Administration with Accountability

Desirée Rodríguez Pagán
MHSA, Universidad Ana G. Méndez
Health Services Administration with Specialization in Health Services Management
BA, Universidad del Este
Computerized Tomology Sciences with Magnetic Resonance

Kiria Santana Rodríguez
MHSA, Universidad Ana G. Méndez
Health Services Administration with Specialization in Health Services Management
BA, Atenas College
Radiologic Sciences with Computerized Tomology Sciences, Magnetic Resonance &
Mammography

Iris Seda Mejías
MA, Atlantic College
Professional Certificate in Graphic Design and Web Page Development

Héctor Serrano Cruz
MBA, Universidad Ana G. Méndez
Management & Strategic Leadership

Elizabeth Valle Arocho
BA, Universidad de Puerto Rico
Nursing

MANATÍ

Rosa H. Camacho Collazo
MA, University of Phoenix
Science in Counseling/Mental Health

Rosanell Cardona Falconi
BS, Universidad Interamericana
Education in Chemistry

Noris Colón Pagán
BBA, NUC University
Health Services Administration
GA, Instituto Tecnológico
Radiologic Technology
Atenas College
General Medical Sonography Certificate

Javier Cruz Cruz
MA, University of Phoenix
Business Administration

Jonathan A. Cruz Marrero
BS, Atenas College
Nursing Sciences

Maribelle De Jesús Pietri
MA, Universidad Central de Bayamón
Preschool Elementary Education

Manuel Figueroa Pérez
MA, Caribbean University
Arts in Education in Curriculum Development (English)

Ana L. Fontáñez Dávila
PhD., Atlantic University
Public Health Sciences

Ivelisse Lozada Garced
BA, Universidad Metropolitana
Business Administration, Management

Jessica M. Marrero Rivera
BA, Atlantic College, Inc.
Graphic Arts

Raquel Maldonado Bosque
MA, Universidad Interamericana de PR
Criminal Justice

Nancy Meléndez
MSN, UPR Recinto de Ciencias Médicas
Nursing Sciences

María T. Núñez Rivera
ICPR Junior College, Manatí
Professional Certificate in Commercial Bakery & Pastry

Ivana Orcajo Cerejido
BA, Universidad de Puerto Rico, Arecibo
Elementary Education
AS, Atenas College
Clinical Sonography Technician

Vilmarie Pabón Beltrán
ICPR Junior College, Manatí
Professional Certificate in Commercial Bakery & Pastry

Ricardo Padilla Rodríguez
MA, UAGM (Turabo Barceloneta)
Criminal Justice & Criminology
Certification in Computer Repair & Maintenance

Jennifer Pedraza Acevedo
BA, Universidad de Puerto Rico
Office Systems

Carlos Rivera Alvarado
GA, Instituto de Banca Comercial
Local & International Cuisine

Cynthia Rivera Mejías
Universidad Interamericana de PR
Certification Pastry Management and Commercial Baking

Wilnelia Rivera Meléndez
BA, Universidad Interamericana de PR
Office Systems

Carmen E. Rivera Ortiz
Antilles Technical Careers
Certificate in Therapeutic Massage

Juliemar Rivera Sandoval
BA, American University
Education & Technology K-3

Jennifer Robles Cortés
MA, NUC University
Business Administration, Digital Marketing

Zamadys M. Rodríguez Adorno
BS, Universidad Central del Caribe
Diagnostic Imaging

Ramon L. Rosario Cruzado
MD, Universidad Central del Este
Medicine Sciences

Wanda I. Soto Burgos
National College of Business
Certification in Auxiliar Pharmacy Technology

Julio C. Soto Centeno
Instituto de Banca y Comercio
Certification in Local & International Cuisine

Mariana Torres Pérez
BS, National University College
Nursing Sciences

Alvin R. Torrado Rosado
MA, Universidad del Este
Criminal Justice with Criminology

CERTIFICATION

I certify that ICPR Junior College is an educational corporation organized under the Laws of the Commonwealth of Puerto Rico.

I certify that all the information that appears in the catalog applies to all the Venues, is real, exact, reliable and is guaranteed by the Board of Directors.

This Institution does not discriminate against any person for reasons of sex, age, religion, physical handicap, origin or social condition, nationality, political or union affiliation.



SR. RAMÓN A. NEGRÓN
PRESIDENT



DRA. OLGA E. RIVERA
PRESIDENT/ CEO

ICPR Junior College is accredited by the Middle States Commission on Higher Education (MSCHE), 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

ICPR Junior College is authorized by the Postsecondary Institutions Board of Puerto Rico.

EXPLANATORY NOTES

For purposes of legal aspects related to the Civil Rights Act of 1964, the terms directors, professor, student, and any other term that refers to gender, includes both: feminine and masculine.

It is important to clarify that ICPR Junior College adopts the Locality concept to refer to the various Campuses and the existing Additional Location.

THE SPANISH VERSION OF THIS HANDBOOK PREVAILS, THE ONLY PURPOSE OF THE TRANSLATION IS TO FACILITATE THE UNDERSTANDING OF THE CONTENT.



Academic Affairs Office

Addendum 1

General Catalogue 2022-2024

Changes to the descriptions of some courses:

CDG012

This course is designed for the student to use the basic concepts of design, integrated animated effects through the use of the Adobe After Effects program. The student will use these concepts to create animated shorts including text, graphics and other artistic elements.

CDG009

This course allows the student to develop the basic concepts in the design of printed and digital publications through the Adobe InDesign program.

CCR007

This course allows the student to work with the basic concepts for the use and management of commercial applications. The student will be able to establish differences between the most in-demand commercial applications on the market, such as: spreadsheets (e.g. Excel), graphic presentation program (e.g. PowerPoint), messaging program (e.g. Outlook) and virtual storage (e.g. OneDrive).



Academic Affairs Office

Addendum 2

General Catalogue 2022-2024

Change in Professional Certificate Pass Grades

The General Education courses of the Professional Certificates may be approved with a minimum grade of “D”.

AFH001

AFH002

ENG005

ENG006

MAT003

PSY010

QUI003

SPA001



ACADEMIC AFFAIRS OFFICE

Addendum 3

General Catalog 2022-2024

Change in Professional Certificate Pass Notes

The **CMN010** course is included in the general education courses of the professional certificates, which may be approved with a minimum grade of “D”.



Academic Affairs Office

Addendum 4

General Catalogue 2022-2024

The following clauses are included in the section where the policy is set forth for student veterans, page

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

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



ACADEMIC AFFAIRS OFFICE

Addendum 6

GENERAL CATALOG

PAGE 57

CHANGE IN COSTS PER PROGRAM

Costs Certificate and Associate Degree Programs

As of September 2023, the new program costs are:

Associate Degrees – 12 credits or more per academic term	\$ 3,850.00
Professional Certificates – 12 credits or more per academic term	\$ 3,850.00
Programs: aAssociate in Nursing, Associate in Medical Sonography, Associate in Diagnostic Radiologic Technology, Associate in Gastronomy, Certificate in Practical Nursing, Certificate in Pharmacy Technician, Certificate in Dental Technology, Certificate in Culinary Arts, Certificate in Commercial Pastry and Bakery, Certificate in Adult Patient Care – 12 credits or more per academic term	\$4,030.00

Collection Policy in Cases of Total Absences from the Third Week of the Start of School (REC04-0700)

Associate Degree and Professional Certificate Programs

	Credits	3rd & 4T^{or} 50%	5th to 8th^{vo} 100%
Other Associate Degrees and Professional Certificates	12 or more	1,925.00	3,850.00
	9 – 11	1,443.75	2,887.50
	6 – 8	962.50	1,925.00
	5	582.50	1,165.00
	4	466.00	932.00
	3	349.50	699.00
	2	233.00	466.00
	1	116.50	233.00

Professional Certificates: Practical Nursing, Culinary Arts, Dental Technology, Pharmacy Technician, Pastry and Commercial Bakery. Certified in Adult Patient Care
Associate Degrees: Nursing Sciences, Medical Sonography, Diagnostic Radiological Technology and Business Administration in Gastronomy

Credits	3rd & 4T^{or} 50%	5th to 8th^{vo} 100%
12 or more	2,015.00	4,030.00
9 - 11	1,511.25	3,022.50
6 – 8	1,007.50	2,015.00
5	503.75	1,007.50
4	472.00	944.00
3	354.00	708.00
2	236.00	472.00
1	118.00	236.00



ACADEMIS AFFAIRS OFFICE

Addendum 6 General Catalog Page 57

NEW FEES AND OTHER CHARGES

At ICPR Junior College we remain committed to helping our students achieve their goals. Part of our commitment to students is to keep them informed about fees and other administrative charges. We encourage you to refer to our general catalog that is published on our website www.icprjc.edu, about other itemized charges. The charges detailed below are handled at the student's request and are effective from the start of classes for the September 2023 term (September 13):

Other Charges	Cost
Official Transcript of Credits	US\$10.00
Certifications	US\$10.00
Duplicate ID Card	US\$5.00
Copy of Original Diploma	US\$25.00
Challenge Exam Application (credited at cost per credit, if you pass the exam)	US\$50.00
Challenge Exam (per credit)	US\$100.00
Validation of Practice (per credit)	US\$100.00
Change of Program	US\$30.00
Cancellation of Enrolment	US\$150.00
Copy of Registration	US\$3.00
Returned Check	US\$25.00
Collection Agency Fee	US\$30.00
Printing Costs:	
Black & White	US\$0.10
Colour	US\$0.25
Hearing students and those not pursuing a degree will pay \$175.00 per credit.	



ACADEMIC AFFAIRS OFFICE
Addendum 7
General Catalog 2022-2024

NEW ACADEMIC PROGRAM

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN
DIGITAL MARKETING
(ASDM)**

This study program has a duration of six (6) semesters equivalent to two calendar years and requires completing 69 credits and 3 credits of the Introduction to Student Development course. This program is based on the use of social networks and the different technological tools that support the traditional market. The student will be able to develop skills in the creation of digital content, marketing management, sales principles, consumer behavior, photography and video, communication and international marketing, among other topics. The person who graduated from the program could work, among others, in a company in charge of internal advertising, in relation to the company's marketing on social networks, as well as in liaison with external advertising agencies.



ACADEMIC AFFAIRS OFFICE

Addendum 8

General Catalog

Academic Calendar 2024

The correction is for the 2024 Academic Calendar, the dates indicated for the **Last Day to Request Cancellations and to Remove Incompletes** are the following:

Term 2024-02 August 4, 2024

Term 2024-03 December 1, 2024

Please take note of this.



ACADEMIC AFFAIRS OFFICE

Addendum 9

GENERAL CATALOG

CHANGE IN TUITION COSTS

**COSTS OF PROFESSIONAL CERTIFICATE AND
ASSOCIATE DEGREE PROGRAMS**

Program	Cost per Credit
Cost per Credit Programs: Associate in Nursing, Associate in Medical Sonography, Associate in Diagnostic Radiological Technology, Associate in Gastronomy, Certificate in Practical Nursing, Certificate in Culinary Arts, Certificate in Pharmacy Technician, Certificate in Dental Technology, Certificate in Commercial Pastry and Baking, Certificate in Adult Patient Care	\$336.00
Cost per Credit- Other Programs	\$325.00

*Terms of 12 credits or more will be the same charge.

**Laboratory Fee (per term)- \$300.00



ACADEMIC AFFAIRS OFFICE

Addendum 10

GENERAL CATALOG

Change in Internships (Industry and Clinic)

Beginning with the 2024-03 term (September- December 2024), all students enrolled in a practical, clinical or industry course are required to have completed between 30 to 50 percent of their hours in order to receive an incomplete in the course. The student has until the next academic term to complete 100% of the practice hours required by their course.

Students who have not met this minimum number of hours will receive an “F” as the final grade for the course and will have to repeat the course.



COMPLIANCE OFFICE
Addendum 11
General Catalog 2022-2024

Student Record Information Disclosure Policy

When translating the section where the **Student Record Information Disclosure Policy** is presented in English, an alteration to the name occurred in the translation and that is why on page 39, the policy is referred to as **the Student Record Information Disclosure Policy** and on pages 41 and 42 the policy is presented as **the Disclosure Policy for Students Records**.

It is certified that the correct name of the policy is **Student Record Information Disclosure Policy** and that in both sections of the Catalog, the same policy is being referenced.



COMPLIANCE OFFICE

Addendum 12 General Catalog 2022-2024

Institutional Policy Amendment on Public Law 115-407 Section 103

The institutional policy presented in the General Catalog 2022-2024, page 38, which is based on Public Law 115-407 Section 103, is amended. It is included in the same additional information and is stated as follows:

The amended United States Code, Veterans Benefits and Transition Act of 2018, section 3679 of title 38, states that the University is required to ensure that individuals eligible to receive educational assistance through VA educational benefits under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, ® For post-9/11 GI Bill benefits, the student may not be penalized or denied access to classrooms, libraries, or other institutional facilities for late fees or payments, nor may the student be required to borrow money or additional funds to cover the same while waiting for the scheduled disbursement of VA funds directly to the institution.

The Institution will require payment from the covered person for any outstanding payment balance that is the difference between the student's financial obligation and the VA educational benefit scheduled to be disbursed directly to the institution. The institution may impose a late fee or place a financial hold on these additional payments not covered by your VA benefit if they remain outstanding. The student must submit a "certificate of eligibility" or any VA document verifying a student's eligibility for chapters 31 or 33.



COMPLIANCE OFFICE

Addendum 13

General Catalogue 2022-2024

POLICY AND PROCESS FOR ACADEMIC PARTICIPATION OF VETERAN STUDENTS

1.0 Introduction

ICPR Junior College establishes this policy to ensure that veteran students receiving educational benefits maintain an adequate level of participation in their courses, in compliance with institutional requirements and federal regulations. This policy also seeks to establish a clear and equitable framework for managing justified absences from academic participation, ensuring that students can continue their education without endangering their benefits.

2.0 Overview

The continuity of educational benefits for veteran students is subject to compliance with certain requirements, including regular academic participation. Recognizing that they may face exceptional circumstances, this policy establishes a reasonable limit on non-participation, while also defining the procedures for justifying additional absences and making up for missed material. The Certifying Official monitors this process in collaboration with the Locality Counselor to ensure that all veteran students meet their academic obligations. The Retention process ensures that professors maintain constant communication with their students. If a student fails to meet the required academic activities and/or the established agreements, the professor will issue a referral. The referral is handled through the Counseling Office or the Retention Officer. Compliance with this policy is essential to maintain eligibility for benefits granted under federal law.

2.1 Definition of Academic Participation

A student is considered to have academic participation when they attend their classes and/or participate in the various activities that occur in the courses.

2.2 Limit of Permitted Non-Participation:

Veteran students may have up to a maximum of 4 consecutive days of non-participation during a course without affecting their status in that course. Unjustified non-participation exceeding this limit will result in the automatic withdrawal of the student from the relevant course or courses.

2.3 Definition of Justified Non-Participation:

Non-participation is considered justified when it occurs due to:

- Serious medical emergencies, including hospitalizations or surgical procedures.
- Natural disasters, such as hurricanes, earthquakes, or floods, directly affect the student.
- Military obligations, such as deployment orders or training exercises, that the student cannot avoid.
- Other force majeure situations, which must be evaluated and approved by the committee designated by the Local Director.
- To have non-participation considered justified, the student must provide documentary evidence, such as a medical certificate, military order, or any other relevant documentation.

2.4 Process for Making Up Missed Material:

- Students with justified non-participation must coordinate with the course professor to make up for the missed material.
- The professor will determine the manner and timeframe in which the material must be made up. This make-up plan must be:
 - Discussed in writing between the student and the professor.
 - Signed by both the student and the professor, clearly establishing the dates and requirements to be met.
 - It is the student's responsibility to initiate this conversation and comply with the established deadlines.

3.0 Consequences for Exceeding the Limit of Non-Participation:

- If a student exceeds 4 days of non-participation, the following action will be taken:
 - The student will be automatically withdrawn from the relevant course or courses.
 - This withdrawal will be effective on the last day the student has academic participation.
 - The student will receive formal notification from the institution, informing them of their withdrawal and the consequent loss of eligibility to receive veteran benefits.
 - The loss of eligibility for veteran benefits will be communicated to the appropriate agency, which may affect the student's future benefits.

4.0 Appeal Procedure:

- Students who believe that their withdrawal or loss of eligibility was incorrect may file an appeal.

- The appeal must be submitted in writing to the Institutional Compliance Committee within 10 business days of the notification.
- The committee will review the appeal and issue a final decision within 15 business days.

5.0 Communication and Responsibilities:

- It is the student's responsibility to stay informed about their academic participation and to comply with the established policies.
- The institution will provide periodic reminders of this policy at the beginning of each academic term.



OFICINA DE CUMPLIMIENTO

Adendum 11 Catálogo General 2022-2024

Enmienda a Política Institucional sobre la Ley Pública 115-407 Sección 103

Se enmienda la política institucional presentada en el Catalogo General 2022-2024, página 38, la cual está basada en la Ley Pública 115-407 Sección 103. Se incluye en la misma información adicional y se establece como sigue:

El Código de los Estados Unidos enmendado, Ley de Beneficios y Transición para Veteranos de 2018, sección 3679 del título 38, establece que la Universidad requiere garantizar que a las personas elegibles para recibir asistencia educativa a través de los beneficios educativos del VA bajo el capítulo 31, Rehabilitación Vocacional y Empleo, o el capítulo 33, Beneficios de la Ley® GI posteriores al 9/11, no se le podrá penalizar o negar el acceso a las aulas, bibliotecas u otras instalaciones institucionales por cargos o pagos en atraso ni tampoco hacer que el estudiante solicite dinero prestado o fondos adicionales para cubrir los mismos mientras se está en espera por el desembolso programado de fondos del VA directamente a la institución.

La Institución requerirá el pago de la persona cubierta por concepto de cualquier balance de pago pendiente que sea la diferencia entre la obligación financiera del estudiante y el beneficio educativo del VA programado para desembolsar directamente a la institución. La institución podrá imponer un cargo por pago atrasado o colocar una retención financiera para estos pagos adicionales no cubiertos por su beneficio de VA si permanecen pendientes. El estudiante debe presentar un "certificado de elegibilidad" o cualquier documento del VA que verifique la elegibilidad de un estudiante para los capítulos 31 o 33.



OFICINA DE CUMPLIMIENTO

Adendum 12

Catálogo General 2022-2024

POLÍTICA Y PROCESO DE PARTICIPACIÓN ACADÉMICA PARA ESTUDIANTES VETERANOS

1.0 Introducción

ICPR Junior College establece esta política para asegurar que los estudiantes veteranos que reciben beneficios educativos mantengan un nivel adecuado de participación en sus cursos, en cumplimiento con los requisitos institucionales y las regulaciones federales. Esta política también busca establecer un marco claro y equitativo para gestionar las ausencias justificadas de la participación académica, asegurando que los estudiantes puedan continuar su educación sin poner en peligro sus beneficios.

2.0 Descripción General

La continuidad de los beneficios educativos para los estudiantes veteranos está sujeta al cumplimiento de ciertos requisitos, incluyendo la participación académica regular. Reconociendo que pueden enfrentar circunstancias excepcionales, esta política establece un límite razonable de no participación, definiendo también los procedimientos para justificar ausencias adicionales y reponer el material perdido. El Oficial Certificador supervisa este proceso en colaboración con el(la) Consejero(a) de Localidad para asegurar que todos los estudiantes veteranos cumplan con sus obligaciones académicas. El proceso de Retención asegura que los profesores mantengan una comunicación constante con sus estudiantes. Si un estudiante no cumple con las actividades académicas requeridas y/o con los acuerdos establecidos, el profesor emitirá un referido. El referido será manejado a través de la Oficina de Consejería o el Oficial de Retención.

El cumplimiento de esta política es esencial para mantener la elegibilidad para los beneficios otorgados bajo la ley federal.

3.0 Definición de Participación Académica

Se considera que un estudiante tiene participación académica cuando asiste a sus clases y/o participa en las diversas actividades que ocurren en los cursos.

4.0 Límite de Falta de Participación Permitida

Los estudiantes veteranos pueden tener hasta un máximo de 4 días consecutivos de falta de participación durante un curso sin afectar su estatus en ese curso. La falta de participación injustificada que exceda este límite resultará en la baja automática del estudiante del curso o cursos correspondientes.

5.0 Definición Falta de Participación Justificada

- Se considera que la falta de participación es justificada cuando ocurre debido a:
 - Emergencias médicas graves, incluyendo hospitalizaciones o procedimientos quirúrgicos.
 - Desastres naturales, como huracanes, terremotos o inundaciones que afecten directamente al estudiante.
 - Obligaciones militares, como órdenes de despliegue o ejercicios de entrenamiento, que el estudiante no puede evitar.
 - Otras situaciones de fuerza mayor, que deben ser evaluadas y aprobadas por el comité designado por el Director de la Localidad.
 - Para que la falta de participación sea considerada justificada, el estudiante debe proporcionar evidencia documental, como un certificado médico, una orden militar u otra documentación relevante.

6.0 Proceso para Reponer el Material Perdido

- Los estudiantes con falta de participación justificada deben coordinar con el profesor del curso para reponer el material perdido.
- El profesor determinará la forma y el plazo en que el material debe ser repuesto. Este plan de reposición debe ser:
 - discutido por escrito entre el estudiante y el profesor.
 - firmado tanto por el estudiante como por el profesor, estableciendo claramente las fechas y los requisitos a cumplir.
- Es responsabilidad del estudiante iniciar esta conversación y cumplir con los plazos establecidos.

7.0 Consecuencias por Exceder el Límite de Falta de Participación

- Si un estudiante excede los 4 días de falta de participación, se tomará la siguiente acción:

- el estudiante será dado de baja automáticamente del curso o cursos correspondientes.
 - Esta baja será efectiva en el último día en que el estudiante haya tenido participación académica.
- el estudiante recibirá una notificación formal de la institución, informándole de su baja y la consecuente pérdida de elegibilidad para recibir beneficios de veterano.
 - La pérdida de elegibilidad para beneficios de veterano será comunicada a la agencia correspondiente, lo que puede afectar los beneficios futuros del estudiante.

8.0 Procedimiento de Apelación

- Los estudiantes que consideren que su baja o pérdida de elegibilidad fue incorrecta pueden presentar una apelación.
- La apelación debe ser presentada por escrito al Comité de Cumplimiento Institucional dentro de los 10 días hábiles posteriores a la notificación.
- El comité revisará la apelación y emitirá una decisión final dentro de los 15 días hábiles.

9.0 Comunicación y Responsabilidades

Es responsabilidad del estudiante mantenerse informado sobre su participación académica y cumplir con las políticas establecidas. La institución proporcionará recordatorios periódicos de esta política al comienzo de cada término académico.



Academic Affairs

Addendum 14

General Catalog 2022-2024

DIFFERENCE IN CREDITS

Associate of Science Degree Program in Criminal Investigation and Forensic Sciences (ASCI)

**The General Catalog 2022-2024 establishes that the referred program has 74 credits, this information is amended to indicate that the program has 73 credits approved by the Puerto Rico Education Council (currently Office of Registration and Licensing of Educational Institutions).
Certification 2019-209.**