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## **MESSAGE FROM OLGA E. RIVERA PRESIDENT/CEO**

### **Welcome to ICPR Junior College!**

It is a great honor to count on you as one of the heroes who will become part of the future professionals of Puerto Rico. This Catalog is a helpful guide that will allow you to clarify your doubts with valuable information to help you succeed in your studies.

In this new chapter of your life, we are committed to providing you with the tools and guidance necessary to complete your education successfully. At ICPR Junior College, you will have a unique educational experience focused on guiding your professional career and helping you achieve your dreams to improve your quality of life. Our team of professionals will offer you personalized assistance to ensure you stay on the right path and reach your goals. We promote core values to guide your academic journey:

- Excellence in service
- Integrity
- Commitment
- Teamwork
- Continuous learning
- Community service
- Justice

We work continuously to create opportunities that foster your personal and professional growth. We have resources and academic programs designed to meet your needs, including our distance education program through the Moodle platform, which offers flexibility and quality services wherever you are.

Education is the best weapon to face life's challenges. Remember: success is built day by day, and at ICPR Junior College, your dreams don't stop. We are here to support you every step of the way!

Sincerely,  
Olga E. Rivera Velazco, DBA, CSE  
President/CEO

## HISTORICAL OVERVIEW

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 its founding 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 created for teenagers and adults who wanted to study short-term, non-university commercial programs or earn their high school diploma. The programs ranged from ninth grade through the postsecondary level, organized in trimesters. Programs in Bookkeeping, Secretarial, and Office Clerk were offered.

After receiving accreditation from the Puerto Rico Department of Public Instruction, the Institute continued to grow in quality and offerings. Thousands of veterans who wished to take advantage of their educational rights enrolled in the Institute. In 1955, motivated by the Veterans Administration's acceptance of its study program, the founders established another educational center in Mayagüez, known as City College. It operated until 1975 as a high school with a commercial and postsecondary program. It was later reorganized as a college-level institution and renamed ICPR Junior College, Mayagüez Campus.

During the 1950s, the Institution saw growth in quality and services. Noteworthy events include the beginning of organizing the faculty by departments and the incorporation of the ICPR Federal Credit Union.

In 1970, concentrations in Accounting and Executive Secretarial replaced the original postsecondary courses. At the beginning of the 1970s, the official name ICPR Junior College was adopted, becoming a postsecondary college-level educational entity. Following a self-assessment in 1974, the institution received accreditation from the Commission of the Association of Independent Schools and Colleges (AICS).

In 1976, educational services were expanded to the Arecibo community. Due to growing demand, a modern building was constructed. In 1978, the Council on Higher Education extended accreditation as a Postsecondary College Institution, and in 1979, the institution achieved candidacy status for accreditation with the Middle States Commission on Higher Education (MSCHE).

In 1985, MSCHE granted initial accreditation, and in 1992, the original accreditation was reaffirmed. That same year, the Mayagüez Campus was modernized with the acquisition of a spacious building, equipped with an elevator, climate control, and multiple facilities. In 1994, the Arecibo Campus structure was remodeled. Staying attuned to innovations and the needs of the community it serves, in 1995 the ICPR Junior College Foundation was established, with the primary goal of improving education in Puerto Rico by raising funds to provide financial assistance to qualifying students so they could continue their education.

In 2003, the Institutional Faculty Advisory Committee (IFAC) was established—a committee that allows faculty to recommend institutional changes directly to the President. In March 2005, Dr. Olga E. Rivera was appointed President/CEO. In December 2005, academic offerings expanded, especially for

Professional Certificates. That same year, the Puerto Rico Council on Higher Education (CESPR) approved the Institutional Renewal License. In March 2007, CESPR authorized Professional Certificate programs in the health field. In July 2007, MSCHE reaffirmed accreditation. In February 2009, the Hato Rey Campus inaugurated its first Extension Center located near the Bayamón Urban Train. In August 2010, the Manatí Campus was inaugurated. In 2012, Associate Degrees in Sciences were added to the academic offerings, and MSCHE reaffirmed accreditation once again. In September 2016, the institution celebrated its 70th anniversary, delivering quality education to the people of Puerto Rico.

In 2018, the academic offerings were expanded, and the institution received another reaffirmation of accreditation from MSCHE. In 2020, MSCHE approved the delivery of academic programs via distance education, and in 2021, the Board of Postsecondary Institutions authorized this modality. In 2023, MSCHE reaffirmed accreditation, and in the same year, approved the institution's first Bachelor of Science in Sonography, which was also authorized by the JIP in 2022.

On September 2, 2026, ICPR Junior College will proudly celebrate its seventy-ninth anniversary. That will mark 79 years of providing educational services in Puerto Rico, committed to fulfilling the institutional mission of transforming the lives of our students.

Currently, ICPR Junior College offers a diverse range of academic programs including Bachelor's Degrees, Associate Degrees, and Professional Certificates in on-campus, hybrid, and online formats.

## ICPR JUNIOR COLLEGE ANTHEM

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 every human being, regardless of their background, has the potential to acquire the knowledge and skills necessary to become a productive member of a democratic society, achieve a better quality of life, and be prepared to face the ever-changing needs of daily life in an industrial and technological world.

## MISSION

ICPR Junior College promotes the transformation of the individual through various educational modalities that contribute to their academic and social development, enabling successful integration into the demands of a changing society.

## VISION

To be the leading institution in educational development and service excellence, offering innovative programs through advanced technology and various educational modalities, both in-person and virtual.

## VALUES

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

**Excellence in Service:** We believe in providing excellent service to every human being we impact.

**Integrity:** We are committed to fostering a community that reflects honesty, loyalty, respect, and solidarity.

**Commitment:** We affirm our dedication to providing education aimed at developing the full potential of the university community.

**Teamwork:** We believe that collaboration and diversity strengthen the process of achieving institutional goals.

**Lifelong Learning:** We believe in promoting and raising awareness of the value of continuous learning for the personal and professional development of all.

**Community Service:** We stand in solidarity with others by offering service to the community, contributing to the improvement of their quality of life, and valuing everyone within their social reality.

**Justice:** We believe in justice and social equality, with an appreciation for individuality that acknowledges and respects human differences.

The Institution aspires for the practice of these values to be integrated into the personal and professional development of its graduates.

## **GOALS**

### **The goals set by ICPR Junior College are:**

- To uphold institutional philosophy and encourage the holistic development of the university community.
- To update and streamline administrative and academic procedures by utilizing available technological resources.
- To offer students innovative programs and up-to-date resources that facilitate their integration into the job market.
- To increase and sustain the institution's growth through the renewal and expansion of academic offerings, the development and maintenance of physical facilities, and the enhancement of human and technological resources.
- To ensure regulatory compliance applicable to the Institution's operations.
- To maintain a culture of institutional assessment that supports decision-making and promotes the institution's continuous improvement.

## **DESCRIPTION OF FACILITIES**

### **CENTRAL OFFICE**

The Office of the Presidency and Central Administration (Academic Affairs, Student Affairs, Marketing and Advertising, Operations, Compliance and Quality Assurance, Finance, Economic Assistance, Human Resources, Information Systems, and the Institute of Continuing Education) are located at Industrial Tres Monjitas 381 Calle Calaf Building 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, capital city, the area of greatest tourism and progress on the island. The Hato Rey Campus has an overall 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 five (5) classrooms, two (2) Computer Labs, two (2) Food and Beverage Labs, one (1) Early Education Lab, one (1) Pharmacy Lab, two (2) Sonography Labs, one (1) Radiologic Technology Lab, two (2) Dental Technology Labs, one (1) Massage Lab. It also has an Information Access Center (CAI), which includes the Student Development Center (CDE), Office of the Director, Office of the Registrar, Office of Admissions and Marketing, Office of Reception, Office of Counseling, Office of Information Systems, Office of Financial Assistance, Office of Placements and Internship Centers, Office of the Academic Coordinator, Office of Coordinators (Mentors/Health), Office of Integrated Services, and a Library. In addition, it has rest areas, a Faculty Room, offices, parking and one (1) activity room, one (1) picnic area, one (1) breastfeeding room and (2) conference rooms.

### **BAYAMÓN EXTENSION CENTER**

The Extension Center in Bayamón began offering services in February 2009 and is located on Highway #5, corner of Bobby Capó in the facilities of the Urban Train in Bayamón. The facilities are divided into two buildings identified as Annex I and Annex II.

Annex I provide an overall area of 5,500 square feet in a two (2) story building and the entire structure is provided with air conditioners. In addition, we have two (2) classrooms, one (1) Therapeutic Massage Laboratory, one (1) Computer Lab, and one (1) Food Laboratory. It also has areas of administrative offices such as Information Systems, Director, Secretary, Pay, Registry, Admissions, Student Services and Meeting Hall.

Annex II has an overall area of 4,261 square feet in a one-story building and is provided with air conditioners. The facility is divided into one (1) Placement and Practice Center office, one (1) Early Education Lab, one (1) Food Lab, one (1) Computer Lab, one Student Development Center (CDE), and three (3) classrooms.

## **MAYAGÜEZ CAMPUS**

The Mayagüez Campus was established in 1955 and is in the central urban area of the city of Mayagüez. The Campus has an area of 22,000 square feet in a building of four (4) floors and one (1) annex. All structures are provided with air conditioners. Structures include three (3) classrooms, five (5) Computer Labs, three (3) Food and Beverage Labs, one (1) Massage Lab, two (2) Nursing Labs, one (1) Dental Technology Lab, one (1) Sonography Lab, one (1) Criminal Investigation Lab, one (1) Radiologic Technology Lab, rest areas, Faculty room, offices. It also has an Information Access Center (CAI), Student Development Center (CDE), Office of the Director, Office of the Registrar, Office of Admissions, Office of Reception, Office of Counseling, Office of Financial Aid, Office of Placements and Practice, Office of Continuing Education, Office of Information System, Office of Innovation, and Office of the Academic Coordinator. In addition, it has a parking area.

## **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, with a beautiful view of the Atlantic Ocean. These buildings house twenty-three (23) rooms distributed as follows: one (1) Medical Billing Laboratory, two (2) Graphic Design Labs, one (1) Computer Repair Lab, one (1) Early Education Lab, one (1) Bakery and Pastry Lab, one (1) Culinary Arts Lab, one (1) Gastronomy Lab, one (1) Massage Therapy Lab, two (2) Sonography Laboratories, two (2) Nursing Laboratories, two (2) Radiology Laboratories, two (2) Computer Laboratories and five (5) Theory Rooms. It also has an Information Access Center (CAI), Student Development Center (CDE), rest areas, Faculty Room, one (1) Breastfeeding Room, one court, five (5) parking areas, Administrative Offices of: Director, Registry, Admissions and Marketing, Reception, Counseling, Economic Assistance, Academic Coordinator, Secretary, Information Systems, an office that brings together the areas of Special Projects, Continuing Education, Placements and Internships. In addition, it has an area assigned to #Hashtag Café with a beautiful view of the Atlantic Ocean.

## **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 two (2) theoretical classrooms, one (1) Assembly Hall that in turn become two (2) theoretical classrooms, three (3) Computer Laboratory Rooms, one (1) Food Laboratory, two (2) Pastry and Bakery Laboratories, two (2) Nursing Laboratory Rooms, one (1) Pharmacy Laboratory Room, one (1) Sonography Laboratory, one (1) Early Education Lab Room, one (1) Radiology Lab, one (1) Graphic Design Program Lab Room, one (1) Therapeutic Massage Lab, one (1) Computer Repair and Maintenance Program Lab, Criminal Investigation Lab (Court) and student and employee rest areas. In addition, it has an Information Access Center (CAI), Student Development Center (CDE), lactation area, Director's Office, Registrar's Office, Admissions Office, Reception Office, Counseling Office, Financial Aid Office, Information System Office, Office for Continuing Education, Office of Placements and Practice, and the Office of the Academic Coordinator.

## **DIRECTORY**

### **CENTRAL ADMINISTRATION**

Industrial Tres Monjitas  
Calle Calaf #381 Building B  
San Juan, PR 00918  
P.O. Box 190304  
San Juan, PR 00919-0304  
Tel. (787) 753-6335 Fax: (787) 622-3416  
e-mail: [icproc@icprjc.edu](mailto:icproc@icprjc.edu)

### **HATO REY CAMPUS**

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### **BAYAMÓN EXTENSION CENTER**

Highway #5, Esq. Ave. Bobby Capó  
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e-mail: [icprba@icprjc.edu](mailto:icprba@icprjc.edu)

### **MAYAGÜEZ CAMPUS**

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## **GENERAL RULES**

Acts and omissions that imply infringement of the essential rules of order, decorum, good customs and coexistence will be punished. The use of cell phones should be limited to emergencies and/or educational purposes.

### **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, the student, the administrative employee and is reaffirmed by the Board of Directors. To achieve such a lofty goal, it is necessary that management is carried out within the healthiest moral and ethical coexistence between students, faculty and administration.

To achieve the above, 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 enacted by the Commonwealth, the Federal Government, and the ICPR Junior College regarding the use, possession, and distribution or trafficking of drugs, narcotics, narcotics, and alcoholic beverages.
2. I will respect and promote free expression and the exchange of ideas among faculty, students, and other university staff.
3. I will favor and encourage the discussion of political and religious issues that have a clear educational foundation and justification and that are duly authorized by the administrative officers of the Campus in particular.
4. I will demand and act honestly in academic work. Any alteration, falsification, plagiarism, misuse of official documents, exams, papers, Internet pages and articles will be considered as a violation that carries disciplinary action.
5. I will agree that displaying, possessing or using knives or firearms within the Institution or in any activity sponsored by the ICPR Junior College violates this Code.
6. I will affirm that any improper conduct that threatens morals, order and institutional peace will be considered unacceptable within this Institution.
7. I will reject any action by individuals or groups that in any way threatens 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 of this Code or any other regulation promulgated by the ICPR Junior College.

## ADMISSIONS

ICPR Junior College has an open-door admissions policy for the benefit of students who wish to pursue non-college college or post-secondary preparation. Our philosophy is based on providing students with the opportunity to overcome their previous academic experiences, taking as an essential point of view a democratic concept of educational offer 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 an integral level.

### Admission Requirements

Anyone interested in getting admission to the Institution must complete the following requirements:

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

### **Homeschooling Admission Requirements**

At ICPR Junior College we provide education to all types of students, including those who receive

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<sup>1</sup> Este requisito es compulsorio para los programas de estudio.

their education at home or "*homeschooling*". "*Homeschooling*" is understood to be a student who received his or her education at home under the responsibility of the parents.

Any candidate for studies at our Institution who has been educated under "*Homeschooling*" must meet the following requirements:

1. Equivalency Certification from the Department of Education.
2. If you do not have evidence of the ED Equivalency 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 "*Homeschooling*" modality.
3. Interview with the Director of the Campus or personnel designated by him.

### **Admission Requirements to the Bachelor of Science in Medical Sonography with Cardiovascular and Musculoskeletal**

1. Complete the application form in its entirety and submit it to the admissions office.
2. Immunization certificate issued by the Department of Health for applicants under 21 years of age.
4. For the bachelor's degree program, a minimum GPA of 2.50 and/or an interview are required.
5. Students with a lower GPA may apply to the Associate of Science in Medical Sonography program and, upon completion with a minimum GPA of 2.50, continue to the bachelor's degree program.
6. Graduates of the Associate of Science in Medical Sonography program at ICPR Junior College may apply to the bachelor's degree program if they meet criterion three.
7. Students with Associate of Science in Medical Sonography degrees from other institutions who have a minimum GPA of 2.50 and/or an interview will be subject to the credit transfer process.
8. Graduates from other institutions with an associate degree in cardiovascular sonography must complete the institution's general sonography requirements and credit transfer process.
9. Criminal background check (required to complete the practicum).

## **Admission Requirements Associate of Science Degree Program in Diagnostic Radiological Technology**

1. Complete the application for admission in all its parts and submit it to the Admissions office.
2. Immunization certificate issued by the Department of Health in the case of minors under 21 years of age.
3. For the Diagnostic Radiologic Technology Program, a basic 2.00 GPA and/or interview is required. The student will be required to copy the transcript of high school credits or a document that evidences the average of entry, even if a copy of the diploma or its equivalent is submitted.
4. Negative criminal record certificate (necessary to carry out the internship).

## **Admission Requirements for Online Students**

1. Being a legal student from Puerto Rico
2. Possess basic knowledge of computer management and use of basic applications (Word, Power Point, Excel).
3. Be self-motivated, responsible and complete the assigned work in the stipulated time.
4. Be organized and have excellent time management.
5. Be oriented towards self-learning.
6. Possess written expression and reading comprehension skills.
7. Express their ideas clearly and work as a team.
8. Have a computer with high-speed internet and have:
  - a. Processor =>2.8 GHz and 8GB RAM speed.
  - b. 256GB hard drive (SSD) or higher capacity.
  - c. Puerto USB.
  - d. Video card with a minimum resolution of 1024 x 768.and. Sound card, speakers, microphone, built-in webcam.
9. Operating system
  - a. Windows 10 or 11 onwards
  - b. MacOS 10.15 to 14.0 + onwards.
10. The exams are carried out through the *Respondus Lockdown Browser* system. This system does not operate on smartphones or tablets.

## **Statement of Educational Services for Students with Veterans Studies Benefit**

- ICPR Junior College is approved by the Veterans Educational Services Approval 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 various GI Bill® programs.
- "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)."
- The school is approved by the Approval Agency of the State of Puerto Rico to provide academic training to students under the various GI Bill® programs."

## **ACADEMIC ENGAGEMENT POLICY AND PROCESS FOR STUDENT VETERANS**

### **Introduction**

ICPR Junior College establishes this policy to ensure that veteran students who receive educational benefits maintain an appropriate 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 excused absences from academic participation, ensuring that students can continue their education without jeopardizing their benefits.

### **Overview**

Continued educational benefits for veteran students are subject to meeting certain requirements, including regular academic participation. Recognizing that they may face exceptional circumstances, this policy establishes a reasonable limit on non-participation, also defining the procedures to justify additional absences and replacing lost material. The Certifying Officer oversees this process in collaboration with the Locality Professional Counselor to ensure that all veteran students meet their academic obligations. The Retention process ensures that teachers maintain constant communication with their students. If a student does not comply with the required academic activities and/or with the established agreements, the professor will issue a referral. The referral will be handled through the Counseling Office or the Withholding Officer.

In compliance with this policy, it is essential to maintain eligibility for benefits granted under federal law.

### **Definition of Academic Participation**

A student is considered to have academic participation when he or she attends his or her classes and/or participates in the various activities that occur in the courses.

### **Limit of Academic Lack of Participation**

Veteran students may have up to a maximum of four (4) consecutive days of non-participation during a course without affecting their status in that course. Unjustified non-participation in excess of this limit will result in the student's automatic withdrawal from the corresponding course(s).

### **Definition of Justified Lack of Participation**

- A lack of participation is considered to be excused when it occurs due to:
  - Serious medical emergencies, including hospitalizations or surgical procedures.
  - Natural disasters, such as hurricanes, earthquakes, or floods that directly affect the student.
  - Military obligations, such as deployment orders or training exercises, that the student cannot avoid.
  - Other situations of force majeure, which must be evaluated and approved by the committee appointed by the Director of the Locality.
  - In order for non-participation to be considered justified, the student must provide documentary evidence, such as a medical certificate, military order, or other relevant documentation.

### **Process for Replacing Lost Material**

- Students with excused lack of participation should coordinate with the course teacher to replace the lost material.
- The teacher will determine the form and the time frame in which the material must be replaced.  
This replacement plan must be:
  - Discussed in writing between the student and the teacher.
  - Signed by both the student and the teacher, clearly establishing the dates and requirements to be met.
- It is the student's responsibility to initiate this conversation and meet the deadlines established.

### **Consequences for Exceeding the Participation Limit**

- If a student exceeds the four (4) days of non-participation and does not present a justified reason, the following actions will be taken:
  - The student will be automatically withdrawn from the corresponding course(s).
    - This withdrawal will be effective on the last day on which the student has had academic participation.
  - The student will receive formal notice from the institution, informing them of their withdrawal and the consequent loss of eligibility for veterans' benefits.
    - Loss of eligibility for veterans' benefits will be reported to the appropriate agency, which may affect the student's future benefits.

### **Appeal Procedure**

- A student who believes that their discharge or loss of eligibility was incorrect may file an appeal.
- The appeal must be submitted in writing to the Compliance Committee designated by each precinct or outreach center within ten (10) business days of notification.
- The Compliance Committee will review the appeal and issue a final decision within 15 business days of receipt of the appeal.

If the final decision is that the student can rejoin their courses, an academic plan will be established between the teacher and the student to ensure that the student is integrated into the course(s) and successfully completes them.

### **Communication and Responsibilities**

It is a student's responsibility to stay informed about their academic participation and comply with established policies. The institution will provide periodic reminders of this policy at the beginning of each academic term.

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 become certified are all those who receive benefits from:

- i. Chapter 30 - Montgomery G.I. Bill®*
- ii. Capítulo 31 - Veteran Readiness and Employment (VR&E)*
- iii. Chapter 33 - Post 9-11 G.I. 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 Student Veteran Beneficiaries:**

#### ***Admission***

All veteran and beneficiary students must submit admission documents before the first day of classes.

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

Each Registrar (Veteran's Certifying Officer) shall ensure that the veteran student who has prior studies at another institution submits an official credit transcript or transcript of studies from all the institutions and/or program of origin to be evaluated. If a credit validation proceeds (FICPR-77), the student will have to submit an official transcript and request the validation of credits 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 proportionately.

#### ***Discharge Process for Non-Compliance 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 students who participate in such benefits. This policy applies to all students under the Veterans program who do not complete the academic activities of their courses, as well as those students who receive veterans benefits who process an official discharge.

The Certifying Officer follows up with the Professional Counselor to ensure that all of its veteran students remain compliant with academic activities. In the retention process, it is established that

the teacher remains in constant communication with his students. If the student does not comply with the requested academic activities and/or with the established agreements, the professor makes a weekly referral. The referral is worked through the Counseling Office.

If a student is referred by their professor for non-compliance with academic activities, the Certifying Officer, together with the Professional Counselor, will offer them the appropriate follow-up and guidance so that they can comply with them. If these efforts are unsuccessful, the Certifying Officer, after exceeding the limit of four days absent from all or some of the enrolled courses and not receiving news from the student, proceeds to make an administrative withdrawal (if it is in all courses) or a partial administrative leave (if it is in any of their enrolled courses) due to lack of academic activity with the date of the referral made by the professor (this date is when he/she stops participating in his/her academic activities). Both the total administrative withdrawal or the partial administrative withdrawal due to lack of academic activity and the official voluntary withdrawal filed by the student will be notified by the Certifying Officer to the Veterans Administration, within the established 30 days.

### ***Course Repetition Policy***

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

### ***Satisfactory Academic Progress for Veteran Students***

A student who is receiving educational benefits from the Veterans Administration must maintain a minimum cumulative GPA of **1.60** to be considered in satisfactory academic progress under the standards established by Veterans and to continue receiving his or her educational benefit.

### ***Probationary Period for Veteran Students (to receive educational benefits)***

Students who do not manage to accumulate a minimum GPA of 1.60 at the end of the evaluation period or term, may appeal to be placed **on probation of their benefit or be placed in an academic plan (see Appeals and Evidence section)**. If they do not reach the minimum general average (GPA) of 1.60 at the end of said term in which they are on probation, the benefit will be suspended. Up to two additional terms can be certified if you meet academic progress.

### ***Reinstatement of the Educational Benefit***

After the educational benefit has been suspended for not complying with the satisfactory academic progress policy (under the rules established by Veterans) and once the next term of classes has elapsed, if they have accumulated a **minimum general average of 1.60**, the veteran student will have their educational benefit reinstated. Once you return from the suspension of your benefit, if you do not manage to reach the minimum of 1.60 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 Official Certifier (Registrar) according to the credits in which he or she is enrolled in the respective term. Therefore, a student who is receiving educational benefits will remain participating in academic activities at all times.

***Authorized Absence (LOA, REG04-0609)***

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

***Institutional Policy Amendment on Public Law 115-407 Section 103***

The institutional policy presented in the 2022-2024 General Catalog, 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.

Note: All institutional policies listed in this General Catalog apply to students who receive Veterans benefits.

## **REGISTRY**

### **Readmission**

Any student who has been out of the Institution for at least one full academic term and has not completed the degree will be considered readmitted. The student who wishes to be readmitted must apply for readmission using form FICPR-155 and pay the fee.

### **Enrollment Registration**

The enrollment process will be coordinated together with the Director of the Campus on the established dates. Any change to the class program that the student wishes to make must do so within the time established in the academic calendar for these purposes. Every effort will be made to organize the courses according to the programmatic offers, but the Institution reserves the right to remove any course from the itinerary. The student can obtain and certify their enrolment in person or through the "My ICPR" portal.

### **Conditional Enrollment/ Extensions**

When a student presents a limitation during the enrollment period to complete the submission of documents on time and the end date of the enrollment process is about to be reached, the student may begin studies under the status of conditional enrollment if it is authorized by the Campus Director. In these cases, the Conditional Enrollment form (FICPR-102) must be completed. Students with conditional enrollment will have a maximum of one term or semester to satisfy their condition, submitting the documents they owe.

A student who has tuition conditional on financial aid will not be given the package of materials per program, nor will the FPELL scholarship be disbursed. These students will receive direct payment until they have submitted the documents they owe. If at the end of the term a student has not submitted the documents due, both for Admissions and Financial Assistance, they will not be able to be enrolled in the next term, in this case, the student will be responsible for the payment of the registered classes.

### **Student Transcripts**

Every student shall have the right to review the information contained in his or her academic record in accordance with the provisions of the Student Record Information Disclosure Policy, upon request by completing Form FICPR-195, as well as the established inspection and review rules and procedures. In the case of students who are not present at the time of the request, it will be necessary to present the written authorization of the student to process and disclose personal information from their academic record. On the other hand, those institutional officials who individually or collectively act in the educational interest of the students or whose access to such records is authorized will also have access to the academic records of the students.

### **Transcripts and Certifications**

Any student interested in receiving a credit transcript or information related to their academic record should complete the Request for Copy of Transcript (FICPR-195) and contact the Registrar's Office, which will address their request under the *Family Educational Rights and Privacy Act of 1974 (FERPA)*. Transcripts and certifications are issued only upon request with the written authorization of the student or for official use by the officials of the Institution authorized for such purposes.

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

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

Official transcripts or certifications are part of the service offered to the students (see Additional Costs in the Receiving area). As established by FERPA, unofficial transcripts are considered part of the student's record, so 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 no less than one week in advance of their submission. During the periods of enrollment, graduation, final evaluations and processing of grades, as well as records whose information is not in the Institution's computerized system, the time required for the issuance of such documents may be two weeks. In special cases, when the urgency of the document warrants it, the document may be issued in less time than indicated herein.

### **Student Record Information Release Policy**

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

The student will have the right to:

1. Inspect and examine your academic record within 45 days of the date on which the Institution receives a request for access to it.
  - a. The student must file a written request to inspect his/her file, and submit it to the Registrar, Campus Director, or other designated officials. In it, you must specify what you want to see from the file. The Registrar or official designated by the Institution will make the necessary arrangements and notify the student of the day and place indicated for the inspection of the file.
  - b. If you are a third party (parent or guardian) of that student who is

- independent, you must bring a signed authorization from the student to inspect the transcript and present a photo ID.
- c. If you are a law enforcement official identified as such and request that you provide information about the student in order to locate the student quickly (including physical address and portrait), the Campus Director, Registrar, or other designated official may not provide the required information absent a court order directed to ICPR or a *subpoena*.
2. Request that information in your record be amended or corrected that you believe is incorrect or inaccurate (personal information). He may also claim to amend or correct any grade that he understands to be incorrect, within the period of time established by the Institution (see in the General Catalog the Registry Section, Final Grades).
    - 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 wishes to change and expose.
    - b. The reasons why he believes the information is incorrect.
    - c. If, upon evaluating the student's application, the Institution finds that it is invalid, it will notify the student of the decision and inform the student of his/her right to a hearing related to his/her request.
  3. Consent to the provision of information identified in the student's record as personal, except for information that *FERPA* authorizes to provide without the student's consent or authorization.
    - a. An exception that allows information to be offered without the consent of the student is to offer information to officials of the Institution who have a legitimate educational interest. An officer has a legitimate educational interest if he or she needs to inspect a transcript to fulfill his or her professional responsibility.
    - b. An officer of the Institution is defined as a person employed by the Institution in a position of administration, supervision, academic, or other support position; a person or company hired 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 student's authorization 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 Enclosure or Extension Center 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 regarding alleged failures on the part of the Institution to comply with the requirements of *FERPA*. You should address 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, please refer to the following Internet address: [www2.ed.gov/policy/genguid/fpco/index.html](http://www2.ed.gov/policy/genguid/fpco/index.html).

### **Address Registration**

The Registrar's Office is responsible for making any address changes requested by the student. If this address is not kept up to date, ICPR Junior College will not be responsible for the notifications sent to students. Official or other notice mailed to a student's address, as it appears in his or her record, will be considered sufficient notice. The student who is interested in changing their address must go to the Registrar's Office and request the Academic Record Information Update form (FICPR-210) for change of address.

### **Policy for the 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 on the courses included in the professional certificate in the or associate degree they are interested in pursuing. They are told 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 finish it in the time stipulated in the program.

As part of our policy, we want to:

- a. Keep students oriented on how to complete their class schedule at the right time.
- b. To ensure that students enroll in courses in the corresponding order to follow the curricular sequence until the end of their study program.
- c. To ensure that students finish their academic degree as stipulated in the chosen program.

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

### **Academic Load**

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

A student may request authorization to enroll in 15 credits or more in the same academic term if his or her cumulative GPA is 3.50 or higher, except in those programs that require 15 credits in a 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 GPA requirement, he or she may request it, but authorization is at the discretion of the Campus Director.

### **Credit Hour Allowance Policy (AAC04-0104)**

ICPR Junior College uses credit hours as the base unit for assessing student work and performance.

For Associate Degrees one (1) credit is equal to 15 hours of theoretical instruction, 30 hours of laboratory or 45 hours of practice. 30 hours of work outside the classroom will be allocated for each credit.

In Professional Certificates, one (1) credit is equal to 30 hours. An academic term is a period of study of a maximum of 15 weeks.

### **Satisfactory Academic Progress Policy (REG04-0614)**

The ICPR Junior College has established a policy to determine whether the student is making satisfactory academic progress toward obtaining their degree. This is based on a measurement in quantitative and 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 grade point average (GPA) of C (1.60) each time evaluated (Qualitative Measure) and,
- has passed no less than 67% of the credits it has attempted each time that is evaluated (Quantitative Measure).

The institutional policy states that if a student begins studying at full load and then switches to partial load, the Satisfactory Progress Policy under the partial student policy will apply. If the student then returns to full-time study, the policy will continue to apply to them in the part-time category.

A student who does not meet Satisfactory Academic Progress upon evaluation will be advised that failure to make such progress during the current term will result in suspension for the next term and will not be eligible for Title IV aid. The student may appeal by following the appeal procedure below.

### **Academic Progress for the Bachelor of Science in Medical Sonography in Cardiovascular and Musculoskeletal**

Students enrolled in the Bachelor of Science in Medical Sonography in Cardiovascular and Musculoskeletal with a full load are evaluated at the end of each term of study. Every student must maintain a minimum cumulative grade point average (GPA) of B (2.50) at the conclusion of each term and maintain it until graduation. You must accumulate 67% of the completed credits you have attempted each time you are tested. In addition, you must complete your program of study a maximum of 1.5 times the duration of your program to obtain your Baccalaureate. In addition, you

must complete the number of credits established at the conclusion of each academic term, according to the table below:

**Academic Progress Table for the Bachelor's Degree in Medical Sonography in Cardiovascular and Musculoskeletal:**

Term/ SEMESTER	1st	2nd	3rd	4th	5th	6th	7mo	8vo	9th	10mo	11mo	12mo	13ro	14to	15to
72 CREDITS Degree Associate	8	16	24	32	40	48	56	64	72						
49 CREDITS To complete High school	8	16	24	32	40	48									
125 Program complete	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120

**Students Enrolled with Full Academic Load in Associate Degrees**

Full-load enrolled Associate Degree students are evaluated at the conclusion of each term of study. All students must have a minimum cumulative grade point average (GPA) of C (1.60) at the conclusion of each term and have completed their program of study in a maximum of 1.5 times the duration of their degree to earn 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:

**Satisfactory Academic Progress Table for Associate Degrees:**

TERM/ SEMESTER	1ro	2nd	3ro	4to	5to	6to	7mo	8vo	9th
72 CREDITS	8	16	24	32	40	48	56	64	72

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

**Students Enrolled Part-Load in Associate Degrees**

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

**Students Enrolled with Full Load on Professional Certificates**

Students in Certificate Programs are evaluated at the conclusion 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:

**Satisfactory Academic Progress Chart for Professional Certificates:**

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

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

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

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

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

Every student must have a minimum cumulative grade point average (GPA) of C (1.60) at the conclusion of each term and maintain no less than 67 percent of the credits passed that they have attempted each time they are tested. In addition, you must complete your program of study in a maximum of 1.5 times the duration of your program to obtain your Professional Certificate. Evaluations are carried out at the end of each term. In any case, students will be required to have a minimum academic index of 2.00 at the time of conferring the corresponding professional certificate.

**Students Enrolled with Partial Load in Professional Certificates**

Students with partial academic load on the Professional Certificates must maintain a cumulative grade point average (GPA) of "C" (1.60 GPA) at the conclusion of each term and maintain no less than 67% of the credits passed of those they have attempted each time they are evaluated. Evaluations are carried out at the end of each term. In any case, students will be required to have a minimum academic index at the time of conferring the corresponding professional certificate.

**Cancellation Procedure**

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

**Discharge Procedure**

This registration procedure is established as a general guide that allows the student to request

registration in courses from which they have been assigned an administrative leave and to establish an effective communication process in this regard between the Registrar, Professor and Professional Advisor:

1. The student requests registration at the Registrar's Office for all the courses in which he or she has been administratively dismissed.
2. The student visits the Registrar's Office to complete the Registration Application in Courses (FICPR-194) thus authorizing the process.
3. The Registrar notifies the corresponding teachers and the Professional Advisor by email of the student's Registration Application, to find out if the student will be able to return to their classes. You will include a copy of the Application in the email.
4. The Registrar signs the Application and proceeds to activate the courses in the system, according to the established procedure.

### **Repeat Course Policy (REG04-0613)**

When a student repeats a course, only the highest grade obtained is considered to calculate their academic average. However, all times the course was attempted will be considered when evaluating the maximum time, the student has to complete their Professional Certificate or Associate Degree. The student may repeat a course to improve the grade of the course once paid, with Title IV funds. A student may obtain a grade of "F" and may repeat the course with Title IV funds as many times as necessary until a satisfactory grade is reached, as long as he/she 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" grade on their retake will not be able to repeat the same course with Title IV funds.

### **Maximum Time to Complete the Program of Study**

All students with a full academic load must complete their program of study in a maximum of 1.5 times the duration of the program 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 program of study. If the student understands that force majeure conditions prevented them from complying with the policy, they will need to follow the appeal process.

Transfer students who have credits validated will be counted as attempted and approved, when evaluating or determining if they are complying with the maximum time.

### **Program Change**

Any student who is interested in changing from one program to another will complete the Application for Change of Concentration (Form ICPR-076), make the corresponding payment at the Receiving Office or through the available electronic means and deliver or send the electronic form to the Registrar's Office.

There are two levels of programs at the Institution, namely: Associate Degrees and Professional Certificates. When a student transfers to a program at a different level than their previous program, their cumulative GPA is considered nonexistent for the purposes of the new level where a new average will be accumulated. This means that the cumulative GPA of one level does not affect the cumulative GPA of the other level. The average of the previous level is also not used when evaluating whether the student meets the Satisfactory Academic Progress Policy at the new level. When a student transfers to a program at the same level as their previous program, their cumulative GPA will only consider grades earned in those courses in the previous program that are also part of the program they switched to. Other courses taken in the above program are not considered either in determining the cumulative GPA or in assessing whether the student meets the Satisfactory Academic Progress Policy.

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

In the event that a student is interested in requesting a third change of program, he/she will require the authorization of the Director of the Campus.

### **Financial Aid Warning and Suspension on Satisfactory Academic Progress**

All students must comply with the ICPR Junior College Satisfactory Academic Progress Policy (SAP). If they do not comply with it, the student will receive a warning (*Financial Aid Warning*) and a copy of it will be kept in the student's file. During that time, the student will be considered to be making satisfactory academic progress toward obtaining his or her degree and may continue to receive the financial assistance he or she receives 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 will result in the student being suspended and ineligible for financial aid aid. The student may appeal the decision.

### **Appeals and Probation**

The student subject to suspension for not complying with the Satisfactory Academic Progress Policy may appeal to the Appeals Committee if he/she understands that conditions of force majeure (e.g., accident, illness, death of a family member, among others) prevented him/her from complying with it. In such a case, you must mention these terms 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 by placing him or her on probation status for an additional semester or academic term or refer him or her 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 their program length. When the student has exceeded the maximum deadline established for his or her program of study, he or she becomes ineligible to continue receiving Title IV aid. If the student believes that force majeure conditions prevented them from complying with the policy, they must appeal for reinstatement of their financial aid beyond their current eligibility.

This policy applies in situations where the student can clearly document that force majeure events have occurred that prevented them from complying with the Satisfactory Academic Progress Policy. The Appeals Committee may consider placing the student on an academic plan, in which case it may refer the student to the Academic Coordinator for the design of the plan. The student must complete the Appeal Form for Reinstatement of Financial Aid (FICPR-137) and agree to the Academic Plan designed for him/her.

The student who is on probation or with an academic plan will be considered to be making satisfactory academic progress towards obtaining his degree, for which he may continue to receive the financial assistance he receives at the Institution. All students who are 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 lead them to comply with said policy. The student may appeal his or her suspension and be placed on probation more than once, but not consecutively.

### **Appeals Committee**

The Appeals Committee will be comprised of the Academic Coordinator, who will chair the Appeals Committee, the Registrar, the Financial Assistance Officer, the Professional Counselor, and the Placement and Practice Coordinator. The Appeals Committee will evaluate the appeal request, in accordance with the situations set forth in the Satisfactory Academic Progress Policy and the evidence provided by the student.

The Committee will consider the students' ability to overcome the academic suspension and make satisfactory academic progress. The Academic Coordinator will notify the Campus Director of the determination and send it to the student in writing to the address that appears in his or her file, no later than two weeks after receiving the appeal request. In addition, a copy of this determination will be sent to the offices of Economic Assistance and Registry. The committee's decision will be final and firm.

### **Grading Scale:**

<b>Average</b>	<b>Note</b>	<b>Points System</b>
4.00– 3.50	To	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 Qualifications:**

P	Approved
For	
I	Incomplete; Still to meet course requirements (it is accompanied by the grade you would have in the course if you DID NOT meet the requirements: I-B, I-C,
In	Official Withdrawal
AW	Administrative Leave
TC	Validated Course
R	Repeated Course
CE	Approved course through Flexible Access alternatives
WLA	Administrative leave due to lack of academic activity
DS	Disciplinary Suspension
WVP	Partial Administrative Withdrawal (exclusive for veteran students)
THE	Leave of absence (LOA)

**Incompletes Policy (REG04-0608)**

Incomplete corresponds to the **final** assessment that was not completed by the student due to various reasons. When calculating the cumulative 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.

The student must remove the incomplete within the academic term following the written notification. To remove the incomplete, the student will contact the course teacher, and they will reach an agreement for the removal of it. In the absence of the professor, the student must contact the Registrar, and he will refer him to the Academic Coordinator or, failing that, to the Director of the Campus or the Extension Center for the removal of the incomplete. The professor, Academic Coordinator or Campus Director, depending on the situation, will complete the FICPR-154 form and deliver it to the Registrar for the removal of the incomplete. The course teacher must amend the record with the corresponding grade and deliver it to the Registrar. In the case of the absence of the professor, the Registrar will write an explanatory memo certifying that the student removed the incomplete and must be signed by the person who carried out the final evaluation of the student. The rule will apply whether or not the student in question is enrolled in the Institution in the following academic term. The Director of the Enclosure or Extension Center may authorize the extension of the period of removal of the incomplete.

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

Incompletes that are not finally removed will obtain as a final grade, the one that accompanies to the incomplete (I). If any student who is a candidate for graduation obtains an incomplete in the academic term prior to the graduation ceremony and wishes to have their distinction recognized. The incomplete must remove the incomplete within 30 days before graduation.

As of the 2024-03 term (September-December 2024), all students enrolled in a clinical practice course or in industry are required to have completed between 30 to 50 percent of their hours in order to receive an incomplete course. The student has until the next academic term to complete 100% of the hours of practice required by their course. Students who have not complied with this minimum number of hours, regardless of the grades they have up to that moment, will receive an "F" as the final grade of the course and will have to repeat the course.

In the case of incomplete in practicum courses, if a student is unable to remove an incomplete, for reasons beyond their control, within the time established in our policy, the professor of the practicum class may request from the Campus Director a letter to grant them an additional term to complete the practicum hours. If the student does not comply with the extension period, the professor will evaluate whether to recommend a second extension. The student must have removed an incomplete from a course that is a prerequisite for another prior to enrolling in the continuation course. You will have until Thursday of the week of the closing of late enrollment (third week of classes) to deliver or complete what you owe for the course so that the professor can remove the incomplete and be able to enroll in the next course.

### **Procedure for Note Review (REG04-1218)**

This procedure is a general guideline that allows the student to request a Grade Review or appeal the decision made in this regard in case of disagreement with the grade(s) received in their courses.

1. The student has an academic term to request a course grade review taken in the previous term.
2. To request a grade review, the student must visit the Registrar's Office to complete the Request for Note Review form (FICPR-156) or submit the request electronically. In the Reasons section, you will state the reasons for requesting it.
3. The Registrar delivers the Application to the Academic Coordinator so that he or she can contact the professor of the course for which the student is requesting the grade review.
4. The Professor will be obliged to carry out a verification of the work and exams presented by the student in order to evidence the grade that the student obtained in the course. If

- the Professor is not working at the Institution, he/she must be contacted by the Academic Coordinator to request verification of the grade obtained. If he/she is not available to carry out the process because he/she is not hired at that time, he/she must submit the evidence to the Academic Coordinator and the Campus Director or the person designated by him/her will authorize the change, if applicable. It is vital that the faculty know that they must keep evidence of the students' work and exams for at least six months after the conclusion 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 business days after the student has requested it.
  6. After the evaluation has been carried out, if a revision of the grade is appropriate, the professor or Campus Director or the person designated by him/her, if the professor is not available, completes form FICPR-156 in the spaces provided to certify the change, if applicable, and delivers it to the Registrar, no later than 30 working days, after having received the application.
  7. If required, the Registrar makes the corresponding changes to the student's academic record and informs the student of the result of the application.

### **Appeal Process**

1. If, after reevaluating the grade obtained, the teacher indicates that the change to the grade awarded is not appropriate and the student still disagrees with it, the student has the right to carry out an appeal process which is detailed below:
  - 1.2 You submit a letter of appeal to the Registrar's Office, explaining your disagreement with the decision taken and requesting that the Director of the Campus or the person designated by it evaluate the case.
  - 1.3 Once the appeal letter is received, the Registrar delivers it to the Director of the Campus or to the person designated by him, who evaluates the student's request. The teacher provides the necessary documentation to the Director or designee for the relevant evaluation.
  - 1.4 If necessary, the Director of the Venue or the person designated by him will be able to interview or quote the professor and the student to get more information.
  - 1.5 The Site Director or the person designated by him or her shall issue your decision to the Office of the Registrar in writing no later than 10 business days from the date you receive the appeal letter. The decision will be final and firm.
2. If the decision causes a modification of the grade, the Registrar will proceed to carry out the review. The final grade revised must not be less than the one originally obtained by the student.
3. The Registrar will summon the student to inform him in writing of the result of the appeal. The information and outcome of appeals shall be kept in strict confidence.

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

Directed study is a non-traditional educational practice to be used with prior authorization from the Campus Director. It is a privilege and an opportunity granted by the Institution to its students to complete courses that are not currently offered in the traditional way. This is based on a personalized instruction approach of shared responsibility between the student and the teacher, it is required that both meet in person, at least once (1) a week. When implemented, it is rigorously conducted to achieve standards and competencies that result in educational quality, through the offer and fulfillment of the skills, hours and/or credits stipulated in the course.

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

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

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

- The requested course is available as a regular day or evening 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 Absences Policy (LOA, REG04-0609)**

The student may request leave of absence temporarily from the Institution if he or she has satisfactory academic progress. Therefore, the Institution may grant leave of *absence*, due to the following circumstances:

1. Prolonged illness, temporary disability or maternity.
2. Death in the family or illness of a relative.
3. Drastic change in the economic situation of the family.
4. Accident that causes temporary disability.
5. Military service.
6. Appearance in court or colleges during election periods.

The student must complete the Student Leave of Absence Form (FICPR-97) found at 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 leave of up to 180 days will be granted to return to the Institution. The student may request this leave only once per academic year.

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

The student will not be academically penalized for this interruption, so the Institution undertakes to offer tutoring services and academic assistance in the subjects for which he or she enrolled, once he or she is reinstated on the agreed date. However, the student will be responsible for the material covered in the courses. If they do not return to the Institution, the official discharge date for that term will be the date on which the requested leave began. If they return after the end of the term, the student will earn an LA (Leave of Absence) grade on all of their courses. Any Leave of Absence will be authorized only by the Director of the Campus.

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

Policy on the 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.

### **Class Participation**

ICPR Junior College does not have a policy of taking attendance, therefore, the responsibility of participating in classes rests with each student. All students who do not participate in classes will be responsible for catching up on their work by complying with academic activities, as established by their professor. Any student who does not comply with the required academic activities could have their academic progress affected, which may be cause for administrative withdrawal. The faculty communicates with the students to promote their participation in academic activities in their course. Cases that merit special attention will be referred to the Counseling Office, or to the official designated by the Institution for the corresponding follow-up. Practicum students are required to document their attendance according to the hours required in the practicum courses.

### **Repeating Courses (REG04-0613)**

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

### **Final Grades**

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 report card should contact the Registrar's Office and complete the Request for Review of Grade form (Form ICPR-156). The time available to make such a claim will be at the beginning

of the next academic term at the Registrar's Office.

### **Validation in Case of Transfer (REG04-0607)**

The credit recognition 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. You will need to meet all admission requirements.
3. You will request an official transcript of credits from the postsecondary institution of origin that will be mailed 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 the ICPR. The credits of the general, related and concentration courses to be validated must have been approved with a grade of "C" or higher. The Registrar may request a copy of the catalog of the institution or institutions of origin with the description of the courses that he wishes to transfer.
5. Approved credits with the same academic content and rigor will be validated within a period of no more than ten (10) years. Credits to be validated in the area of specialization in health, medical billing, computer maintenance and repair must have been obtained in a period not exceeding five (5) years prior to the date of the transfer.
6. If you are an alumnus of the ICPR Junior College, or a graduate of an undergraduate program or graduated from another institution, the period will be limited according to the discretion of the Campus Director.
7. Grades earned at other postsecondary institutions will not be counted toward the overall GPA. Validated courses will be considered as credits attempted and completed, so 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 value of credit than ours, the course will be validated with the number of credits of our Institution. If the number of credits is lower, it will not be validated.
9. A transfer student will normally be validated up to 33% of the total credits of the program to be followed. A graduate of the ICPR Junior College may validate up to 50% of the credits of the program to be followed, with the exception of students who have graduated from the Associate Degree in Sonography who wish to continue their studies of the Bachelor's Degree in Sonography, these students will be approved for the associate degree in its entirety.
10. Any student who has 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 the content of these is of the same rigor and corresponds to at least one higher level program of those existing in the Institution. Similarly, courses may be validated from Associate to Associate, Associate to Certificate, Certificate to Certificate and Certificate to Associate.

### **Flexible Academic Access**

The Flexible Academic Access program at ICPR Junior College aims to allow the students to accelerate their program of study by validating learning experiences, challenging courses, tests for performance evaluation, among others. To apply for Flexible Academic Access, the student cannot be enrolled in the course requesting flexible access, nor have they taken the course previously, they must complete form FICPR-138, Application for Flexible Academic Access Modality and validate their learning through one of the following experiences:

1. ***Course Validation:*** Courses approved by a student may be considered individually for validation 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 in the Institution and have the same content and the same rigor.
2. ***Validation by Challenge Exams (CE):*** It consists of challenging the content of the course through an exam. This will be done if there is the appropriate means and scale to check the expected level of execution 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 Institution's faculty. As an institutional rule, a course on which the student has previously enrolled and attended may not be challenged. In addition to requesting the exam, the student cannot be enrolled in the course he or she 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 averages, but it does affect approved credits. Once approved, in the transcript of credits they will be identified by CE.
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 keyboard, computer repair, conversational English, laboratory procedures in areas of medical billing, among others. Once approved, in the transcript of credits they will be identified by CE.
4. ***Accreditation for Prior Learning for Internship Course:*** It consists of allowing the student with experience in the labor field the opportunity to demonstrate that he or she has the skills and experience in the labor field, in this way he or she can request that his or her years of experience be validated for his or her internship course. Once approved, in the transcript of credits they will be identified by CE.

The evaluation and experience for validation purposes will be carried out by a professor of the Institution, a specialist in the discipline. To validate the internship, it is a requirement that the

student has at least three (3) years of related experience.

Requirements:

- a. The student indicates at the Registrar's Office his/her interest in applying for Accreditation for Prior Learning for the Practice Course.
- b. The Director of the Campus or assigned resource interviews the candidate and requests the documentation.

The documents to evaluate the application are:

- a. Certification of employment evidencing 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 Director of the Campus.

### **Academic Flexibility**

ICPR Junior College understands the complicated lives of students and has created a flexible academic modality that allows you to maximize and balance study and work time. Those face-to-face students who wish to do so can request general courses of their program in the online modality through Form ICPR-291.

### **Honor Roll**

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

### **Graduation Requirements**

Students from the different programs must apply for graduation using the Graduation Application 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 program of study from which the student is a candidate for graduation.
2. Achieve an overall GPA 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 passed with a minimum grade of "D" in the Associate Degrees. In Professional Certificate programs have passed all of their courses with a minimum grade of "C."
4. When the student does not accumulate the minimum graduation average, he/she may repeat with Title IV funds, only once, those courses in which he/she obtained low grades to achieve the required average, taking into consideration that he/she

must comply with 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" may be repeated with Title IV funds as many times as necessary, if you comply with the Satisfactory Academic Progress Policy and do not exceed 600% of the use of your FPELL Scholarship.

5. By prior agreement between the Campus Director and with the Director or Dean of another university institution, an ICPR student may take a course at another institution that he or she lacks to complete the graduation requirements, with prior written authorization and approval from both institutions. At the end of the academic term, the student will process 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 students' record and will be credited to completing their graduation requirements; it will not count towards the accumulated general average.
6. Graduation ceremonies are held in person or virtually if a situation of force majeure warrants it.

#### **Awarding of Honors for Associate Degrees:**

*Summa Laude* – It is awarded to the student who at the time of graduation achieves an academic average between 3.90 and 4.00.

*Magna Laude* – It is awarded to the student who at the time of graduation achieves an average between 3.60 and 3.89.

*Laude* – It is awarded to the student who at the time of graduation achieves an average between 3.50 and 3.59.

#### **Awarding Honors for Professional Certificates:**

*High Honor* – It is awarded to the student who at the time of graduation achieves an average between 3.80 and 4.00.

*Honor* – Awarded to the student who at graduation achieves an average between 3.50 and 3.79.

#### **Diploma Delivery**

The student will complete the form for the Application for Diploma (FICPR-90), which must be signed by the Registrar's Office, the Receiver's Office and the Information Resource Center (CAI). Photo ID is required at the time of diploma pickup. A written authorization and photo ID are required if someone else picks up the diploma. ICPR Junior College will retain students' diplomas.

#### **Policy on Program Offerings and Degree Completion Guarantee (REG04-0610)**

The ICPR Junior College, in accordance with its philosophy, mission and vision, has as its primary purpose the commitment that all students are assured of the maintenance of the academic offer and are guaranteed the opportunity to finish the degree in the event of the closure of a study

program. If the Institution decides to terminate a programmatic offer, each student enrolled at that time is guaranteed to be able to complete the offer in the traditional way or by the variant of directed courses until the student completes the program of study.

If a student abandons studies for one semester or more, he/she must comply with any modification that the Program of Studies in which he/she was previously enrolled, including its potential closure (closure, elimination).

### **Official Withdrawals**

Official withdrawal refers to the student's request to withdraw from enrolled courses in an academic session. The academic session calendar indicates the period during which partial or total withdrawals can be made. To request withdrawal from the program, the student must receive the proper authorization from the designated official or the Campus Director.

The Request for Withdrawal (FICPR-53) without academic penalty must be filed at the Registrar's Office in person, by electronic means, or by telephone call within the term set by the academic calendar published in this Catalog. When the student decides to withdraw from the Institution, he/she must notify the Office of the Professional Counselor or Registrar's Office, completing the corresponding form. Regarding the courses in which you have officially enrolled, you must carry out the process of total withdrawal and satisfy the financial obligations that you had pending at the time of withdrawal at the Receiver's Office. The withdrawal is official when it receives the approval of the Registrar.

### **Administrative Withdrawals**

Administrative withdrawal is one that the Institution assigns without prior request from the student. It is used in cases where the student does not engage in academic activity for Census II, after 60% of the academic term. It is also assigned in extraordinary and special cases such as expulsion, disciplinary suspension, imprisonment, or death. All administrative withdrawals will be authorized only by the Campus Director.

### **Administrative Withdrawal Lack of Academic Activity (WLA)**

Withdrawal due to lack of academic activity occurs when a student, at some point after Census II, stops participating academically in all their courses. In this case, a WLA grade is assigned.

### **Date of Withdrawal Determination**

The institutional policy establishes the date of withdrawal determination as the date on which the Institution became aware of the withdrawal. For administrative withdrawals, in cases where the student stopped participating in academic activities after 60%, the withdrawal date is the last day of Census II.

### **Enrollment Cancellation Policy (REG04-0603)**

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

1. The student does not participate in any academic activities in their classes and informs the Registrar's Office of their desire to voluntarily cancel their enrollment.
2. The student stopped participating in academic activities during the process of verifying academic participation for the first Census, and the professors 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 professor notified the Registrar's Office. The Registrar's Office will proceed with the **Partial Cancellation** process of the course before the first Census, and the Office of Finance and Accounting will make the respective adjustment to the tuition cost. The Office of Financial Aid will adjust the allocation of financial aid.

Any student who has a Total Cancellation of their enrollment during the first two weeks of class will be refunded 100% of the term cost paid, minus 5% of administrative expenses of the instruction cost or \$100, whichever is less. If the student wishes to return to study at the Institution, they will be classified as a new or readmitted student as appropriate. The Institution will carry out the Return of Title IV funds process, in applicable cases.

## PAYER

### Changes in Tuition Costs

#### Change in Credit Costs

Costs per credit of Professional Certificates, Associate Degrees and Baccalaureate as of September 2024, the new costs are:

Programs	Cost Per Credit
Cost Per Credit Programs: Bachelor of Science in Medical Sonography, Associate in Nursing, Associate in Medical Sonography, Associate in Diagnostic Radiologic Technology, Associate in Gastronomy, Certificate in Culinary Arts, Certificate in Pharmacy Technician, Certificate in Dental Technology, Certificate in Baking and Commercial Baking, Certificate in Adult Patient Care, Certificate in Aesthetics Specialist, Certificate in Pet Grooming	\$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

#### New Costs and Other Charges

Other Charges	Cost
Readmission Fee	US\$25.00
Graduation Fee	US\$75.00
Official Credit Transcript	US\$10.00
Certifications	US\$10.00
Duplicate ID Card	US\$5.00
Copy of the Original Diploma	US\$25.00
Challenge Exam Application (cost per credit, certifies if you pass the exam)	US\$50.00
Challenge Exam (per credit)	US\$100.00
Practice Validation (per credit)	US\$100.00
Program Change	US\$30.00
Cancellation of Enrollment	US\$150.00
Copy of Enrollment	US\$3.00
Returned check	US\$25.00
Collection Agency Fee	US\$30.00

Printing costs:	-----
Black and White	US\$0.10
A Color	US\$0.25
Hearing students and those not seeking an academic degree will pay \$175.00 per credit.	

**Collection Policy in Cases of Total Cancellations After the Third Week Beginning of School (REC04-0700)**

The withdrawal process will begin when the student requests it by filling out Form ICPR-53 (Request for Partial or Total Withdrawal) or when the Institution is aware that the student will not be returning. If the student withdraws in full in the third week after the start of classes onwards, the charge policy will be applied according to the program in which the student enrolled.

**Baccalaureate, Associate and Certificate Degree Programs  
Cost per credit: \$336.00**

Programs: Bachelor of Science in Medical Sonography, Associate in Nursing, Associate in Medical Sonography, Associate in Diagnostic Radiologic Technology, Associate in Gastronomy, Certificate in Culinary Arts, Certificate in Pharmacy Technician, Certificate in Dental Technology, Certificate in Baking and Commercial Baking, Certificate in Adult Patient Care, Certificate in Pet Grooming.

Credits	3rd and 4th <sup>or</sup> 50%
12 or more	\$2,166.00
11	\$1,998.00
10	\$1,830.00
9	\$1,662.00
8	\$1,494.00
7	\$1,326.00
6	\$1,158.00
5	\$990.00
4	\$822.00
3	\$654.00
2	\$486.00
1	\$318.00

**Other Associate Degrees and Professional Certificates  
Cost Per Credit \$325.00**

Credits	3rd and 4th <sup>or</sup> 50%
12 or more	\$2,100.00
11	\$1,937.50
10	\$1,775.00

9	\$1,612.50
8	\$1,450.00
7	\$1,287.50
6	\$1,125.00
5	\$962.50
4	\$800.00
3	\$637.50
2	\$475.00
1	\$312.50

## FINANCIAL ASSISTANCE

### **Federal Funds Return Policy (AEC04-0300)**

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

The percentage of federal aid to be repaid 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 refunded if the student completes more than 60% + 1 of the term. If the student had to pay back federal aid; The student is overpaid, therefore not eligible for additional federal aid until the appropriate amount is paid. If you receive more federal aid than the amount posted to your account, after you have post-withdrawn, the student is entitled to a refund. Outstanding tuition charges will be deducted from this refund and if there is a remainder it is disbursed to the student.

### **Policy and Verification Process (AE04-0303)**

Students who are selected for the verification process by the Department will be placed in one of three verification groups (V1, V4, or V5) to determine what information on the FAFSA needs to be verified. Groups V2, V3 and V6 are reserved for future use by the Department.

ICPR Junior College Financial Aid Officers will cross-check the required information of those students chosen for verification by the Federal Department of Education. The student will be notified that he or she was chosen for verification, through verbal and written communication.

The information to be verified for each group, as established in the *Federal Student Aid Handbook*, are as follows:

#### *V1 - Standard Verification Group*

Students in this group who filed or reported payroll data will verify the following:

1. Adjusted Gross Income
2. Contributory liability
3. Nontaxable portion of IRA distributions
4. Non-taxable portion of pensions
5. IRA Deductions and Payments
6. *Tax-exempt interest income*
7. Education Credits
8. Household and number of people in post-secondary institutions

Students who **did not** file or report forms will have the following verified:

9. Evidence of earned income
10. Household and number of people in post-secondary institutions

#### V4 – Custom Verification Group

Evidence of high school completion and identity will be verified along with the statement of educational purposes (valid ID).

#### V5 – Aggregate Verification Group

High school completion, identity/statement of educational purpose, and all items in the Standard *Verification Group* will be verified

The Financial Aid Officer may request additional documents if deemed necessary, or if there is a conflict with the information provided by the student. The required documentation must be submitted by the student before the expiration of the second census. If the documentation is not submitted by the indicated date, the student will not be able to receive federal financial aid, and it will be considered direct payment.

If at the time of 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. (It will be corrected by the student in [www.studentaid.ed.gov](http://www.studentaid.ed.gov) or by the Financial Assistance Officer in the FPP system). If such correction results in a change in the student's eligibility, the Financial Aid Officer will notify the student of such change in writing. If an overpayment arises because of the change in eligibility, the Institution will return the funds to the U.S. Department of Education.

#### **Disbursement Policy for Books and Materials (FIN04-0401)**

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

To receive the disbursement of books and materials, the student will have to comply with the following requirements, within ten (10) days of the first day of classes:

Have completed eligibility requirements.

- If you were chosen for verification by the federal government, you have completed that process.
- Have resolved any conflicting information reported by the Federal Government in the ISIR (C code).
- Have a balance in credits after the award, in the enrollment process, of Title IV aid.

If all of the above requirements are met, the student may receive, during the first seven (7) days of the payment period, an amount for books and materials established in the *cost of attendance* (reported in the award letter) or whatever the balance has in credit in their account, whichever is less; according to the award of Title IV aid. This disbursement to the students will be made by institutional check.

Any other credit balance in the student's account that is not from Title IV aid will be refunded on or before fourteen (14) days after the credit is created, provided that the student has not authorized the balance to be applied to future enrollment.

### **Financial Aid Programs**

What types of Financial Assistance are available?

#### ***Scholarships***

Free Financial Aid programs to cover study expenses, which do not require disbursement, or work.

#### ***Federal Grants***

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 U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information a student submits when applying. The formula produces the *Student Aid Index (SAI)*. This number is used to determine what amount of scholarship the student is eligible for according to their cost of education and academic load.

The student applies for Federal PELL Grant renewal annually and it is available to students with an academic load of up to less than half-time (1 credit). Credits in which the student enrolls and does not correspond to their program of study are not eligible for Federal Pell Grant payment. The student cannot receive Federal Pell Grant funds at more than one school at a time.

#### ***Supplemental Federal Scholarship (FSEOG)***

It is available to students who demonstrate extreme financial need and are FPELL Scholarship recipients with an exceptional aid ratio (SAI). The amount of funds available to be granted by the Institution. This aid is a supplemental federal grant offered to students with limited financial resources, depending 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 aid index of 0 to -1500 on the Federal PELL Grant answer.

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

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

The payment will be the equivalent of the federal minimum wage. He 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 his or her field of study. The student may not exceed the assigned hours, work during class hours, or affect his/her academic progress. The student agrees to sign an agreement to pay the debt of their tuition, 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 Board of Postsecondary Institutions (formerly the Puerto Rico Board of Education), if available.

### ***Scholarship Program for Academically Talented Students***

The primary objective of this program is to benefit eligible students enrolled full-time in vocational technical programs, associate degrees, or baccalaureate with a GPA of 3.00 or higher, whose annual household income does not exceed \$23,635.

### ***Institutional Scholarships***

**Security Scholarship** – This is an institutional security scholarship offered to students who qualify. Scholarships are awarded on a term basis, and the total cost of each scholarship is \$200.00. The scholarship is applied to the full payment of tuition and/or fees at the end of each term. The student performs about fifty (50) hours per term of functions according to the Guide of Responsibilities for Security Personnel. Each Director selects and authorizes students to be awarded these scholarships. The number of scholarships to be awarded will not exceed one for everyone hundred 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 Professional Counselor, the scholarship application is sent to ICPR Junior College, who will award the scholarship, subject to the availability of funds and the date of processing. The \$1000.00 scholarship will be awarded to a two-year Associate Degree program. It will be distributed equally during the second and fifth trimesters of studies, if the student is enrolled full-time (12 credits or more per semester or academic term) and complies with all institutional rules.

**Honor Scholarship** – Institutional funds awarded to the student in recognition of their academic effort. To receive this scholarship, the student must maintain a minimum cumulative GPA of 3.50 at ICPR Junior College and be enrolled in at least 6 credits. The amount of the scholarship depends on the availability of funds at the time of award.

### ***Federal Loans***

Our Institution **does NOT** offer federal loans.

### ***How do I apply for Financial Assistance?***

Visiting or calling your local Financial Assistance Office or Outreach Center to begin the orientation process.

### ***What do you need to do to apply for the Federal PELL Grant?***

Access the <https://studentaid.gov/h/apply-for-aid/fafsa><https://studentaid.gov/h/apply-for-aid/fafsa>. On the same page you must create an account (FSA ID). With these credentials, you will electronically sign the Free Application for Federal Student Aid (FAFSA)® form. The federal institutional code for ICPR Junior College is 011940. If you have any questions or concerns about completing such an application, please do not hesitate to contact your local Financial Assistance Officer.

### ***What documents do I need to complete the FPELL Application (FAFSA)?***

You must have evidence of income for the last two years that the application is applicable, such as: Copy of the parent's or student's Income Tax Return and/or W2. The Financial Aid Office reserves the right to request any information necessary to substantiate your eligibility. If necessary, such evidence may be requested to complete the Federal Government Verification Process.

### ***Eligibility Requirements to Receive FPELL Grant:***

- Be a high school graduate or equivalent.
- Submit the Free Application for Federal Student Aid (FAFSA®) online.
- Meet the eligibility requirements as established by the Federal Department of Education, the Board of Postsecondary Institutions, and ICPR Junior College.
- Enroll in a study program leading to a Bachelor's degree, Associate degree, or Professional Certificate.
- Maintain Satisfactory Academic Progress (as established in the General Catalog).
- Not be in default (Delinquency) on a Student Loan.
- Complete the verification process (if applicable).
- Be an American citizen or resident eligible to participate.
- Not be a debtor of a Federal PELL Grant or FSEOG refund at any institution.
- Not have graduated from high school, nor have been simultaneously enrolled in another postsecondary institution.
- Not have exceeded the 600% lifetime usage of the FPELL grant.

## OTHER INSTITUTIONAL POLICIES

### **Dress Policy (AES04-0201)**

ICPR Junior College recognizes dressing as a form of individual expression. Throughout history, human beings have been 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, obliged by our mission and philosophy to direct and develop students for the world of work. Part of this development includes the commitment to limits of prudence in dress, within the premises of the Campuses and Extension Centers and in the activities sponsored by them. Everyone is expected to dress decorously, 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. It has been proven that both smokers (active smokers) and those who inhale smoke (passive smoking) are exposed to the harmful effects of smoking. Secondhand smoke is also a major risk factor for disease 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 Institution's localities and premises, including electronic cigarettes, are prohibited.

### **Non-Discrimination Policy and Title IX (CUM04-0504)**

Title IX of the Education Amendments of 1972 is the federal civil rights law that prohibits discrimination on the basis of sex in educational institutions that receive federal funds. This law provides that no person in the United States, on the basis of sex, may be excluded from participation in, be denied benefits, or be subjected to discrimination under any educational program or activity that receives federal financial aid. (Legal basis: 34CFR Part 106-Nondiscrimination based on sex in education programs of activities receiving federal financial assistance).

In compliance with the provisions of the 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 Campuses as responsible for handling gender-based complaints.

For additional information on the Non-Discrimination and Title IX Policy (CUM04-0504) you can go to page [www.icprjc.edu](http://www.icprjc.edu) in the Disclosure of Information section.

### **Institutional Security Policy (CUM04-0508)**

ICPR Junior College recognizes that every student, faculty and administration member, as well as the public, deserves an environment free from risks to their safety. All criminal activity, actual or potential, is investigated, documented, and reported in order to keep the entire community alert and provide them with critical information for prudent and sound decision-making.

The Institution maintains statistics and annually publishes the security report of criminal acts on

its [www.icprjc.edu](http://www.icprjc.edu) website [http://www.icprjc.edu/](http://www.icprjc.edu), its Intranet page and on the notice 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 action by the Institution or legal action if applicable.

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

### **Equal Opportunity Policy for Individuals with Disabilities and Need for Reasonable Accommodation (CUM04-0503)**

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

In 1990, the U.S. Congress passed Public Law 101-336: *American with Disabilities Act (ADA)*, which aims to eliminate discrimination against people with disabilities, ensure equal employment opportunity, access to public services, and promote full participation, independent living, and economic self-sufficiency for people with disabilities.

To meet the requirements of state and federal laws, the ICPR Junior College Office of Counseling is responsible for coordinating and providing necessary services to individuals with disabilities throughout the college community. This office is in the facilities of each Campus. Each Campus will be governed by this policy, and in coordination with the Director of the Campus, the Academic Coordinator and the Professional Counselor will ensure compliance with it. The Professional Counselor will be responsible for planning, organizing, and evaluating all services for individuals with disabilities who request them. (Copy of the Public Policy and 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 advances, 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 behavior is used as a basis or as a factor in decisions that affect an individual's employment, education, living condition, or participation in the University Community.
- Unreasonable conduct impacts employment, academic performance, or creates a hostile or offensive environment for an individual or participation in his or her University Community.

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

ICPR will not allow any type of harassment, intimidation or cyberbullying in its Localities as established by Law #37 of 2008. These rules and regulations have the purpose of providing the student with an adequate study climate, where respect and consideration for other classmates, professors and administrative employees will prevail, 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 kind of punishment against a person who files a complaint or witnesses in a sexual harassment case is prohibited. ICPR Junior will carry out the necessary preventive measures to prevent sexual harassment, bullying and cyberbullying 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 the law and with the objective of providing a healthy and safe environment to the university community, prohibits the possession, purchase, sale, manufacture, distribution and use of drugs declared illegal or the use of alcoholic beverages in its Locations. For additional information, you may refer to the Informational and Preventive Manual on the Use, Possession, Sale, Manufacture, Distribution of Drugs, and Alcohol Misuse (MANICPR-8).

#### **Firearm Possession Policy (CUM04-0507)**

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

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

#### **Non-Violence Policy in the Workplace or Study (CUM04-0506)**

Based on Law 156 of August 5, 1975, "Occupational Safety and Health Law", as amended and Law 217 of September 29, 2006, "Domestic Violence in the Workplace Law" and with the objective of providing a healthy and safe environment to the ICPR Junior College university community, Violence in the workplace or school is prohibited. Any type of violence, whether verbal, physical by written or electronic means, will not be tolerated in the workplace or studies.

This policy applies to all members of the university community, in all its Locations and activities sponsored by the Institution.

**Asthma Student Policy (AES04-0203)**

ICPR recognizes the right of students who suffer from asthma or any related condition to be able to administer medications on their own in educational institutions, as established by Law #46 of 2006.

**Social Security Number Confidentiality Policy (AES04-0202)**

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 elementary to postgraduate level", ICPR Junior College, restricts the use of the Social Security number. A student's social security number shall not be displayed or displayed on his or her identification card, in a place or object visible to the general public, in a report card document, on a list of enrolled students or any other list given to faculty or administrative staff, in a student directory, or similar lists, nor will it be available to people who do not have the authority or need for access. Exceptions will be considered when, by law, the use of the social security number is specifically mandatory or for confidential internal use for identity verification.

**Workplace Cell Phone Policy (CUM04-0509)**

To protect the quality of teaching students and the productivity of employees, rules are established for the proper use of cell phones by employees and students in the Institution's Locations.

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

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

**Technology Safety Policy (CUM04-0511)**

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

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 and must therefore be available to the entire university community. The correct use of the Internet network must be in accordance with the 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 action up to and including 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 and 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 Policy Manual on Safety (MANICPR-27).

### **Copyright Policy (CUM04-0500)**

ICPR Junior College, with the aim of protecting, recognizing and disseminating the rights and responsibilities of the Intellectual Property of the members of the student community, establishes an Institutional Copyright Policy. This Policy offers support and guidance necessary for the protection of the rights of professors, non-teaching employees and students, or those who are the right holders of the Institution.

The Institutional Policy on Copyright meets the following objectives:

1. To provide a procedure to make accessible to the public the protected intellectual work, which is the product of institutional intellectual doing.
2. To encourage research and development of ideas, as well as the publication of research, through appropriate guidance and advice on how to protect and register Copyright.
3. To define the institutional interpretation of the applicability of the jurisprudence and regulations in force, both in the jurisdictional sphere of the United States and in that of the Commonwealth of Puerto Rico, on the intellectual product subject to copyright protection.
4. To protect the interests of the Institution and guide its employees and students on how to protect their Copyright.

### **Copyright Restrictions**

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

If the user uses a photocopy or reproduction for other purposes that exceed "Fair Use", he may be

prosecuted for copyright infringement.

Determining what constitutes "fair use" depends on subjective factors. Here are several guidelines or recommendations to help us determine the "fair use" of a book or work. Below you will find a table setting out what is considered Fair Use and What is Not Considered Fair Use for Copyright purposes.

CONSIDERED FAIR USE	NOT CONSIDERED FAIR USE
<input type="checkbox"/> Educational purposes (including multiple copies for classroom use)	<input type="checkbox"/> Commercial activity
<input type="checkbox"/> Research and academic purposes	<input type="checkbox"/> To make a profit from the use
<input type="checkbox"/> Use of nonprofit-non-educational institutions	<input type="checkbox"/> For entertainment purposes
<input type="checkbox"/> For criticism and comment	<input type="checkbox"/> If it is used in bad faith
<input type="checkbox"/> For news reporting and parodies	<input type="checkbox"/> If credit is not offered to the original author
<input type="checkbox"/> That it is a published work	<input type="checkbox"/> That it is an unpublished work
<input type="checkbox"/> That the work is based on true facts	<input type="checkbox"/> Works of fiction
<input type="checkbox"/> Necessary to achieve academic goals	<input type="checkbox"/> That it is a work of high creative content
<input type="checkbox"/> A small amount in relation to the entire work	<input type="checkbox"/> A large portion or all of the work
<input type="checkbox"/> The portion that is used is not central or significant, in relation to the rest of the work	<input type="checkbox"/> The part that is used is central to the work
<input type="checkbox"/> The amount is adequate to favor an educational purpose	<input type="checkbox"/> It can replace the purchase of the original artwork
<input type="checkbox"/> The user acquired or has purchased the rights to the original work	<input type="checkbox"/> It significantly affects the real market and its derivative works
<input type="checkbox"/> It does not cause a significant effect on the actual or potential market for the work being produced	<input type="checkbox"/> Numerous copies of the work are made
<input type="checkbox"/> There is a reasonable	<input type="checkbox"/> It was made accessible through the Internet or other public forums.
	<input type="checkbox"/> Repeated or long-term use of the work
	<input type="checkbox"/> Lack of licensing procedures

procedure for obtaining  
a license for the use of  
the work.

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

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

### **Disciplinary Rules**

ICPR Junior College students must observe the Institutional rules and regulations (Code of Ethics) that govern their conduct in both the classrooms. As in the Information Access Center or any other structures of the Institution. These rules and regulations are intended to provide for the student. An adequate study climate, where respect and consideration for other classmates, professors and administrative employees will prevail, correct use of language and good dress in tune with the image of a university student and future professional.

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

### **Violation of the Institution's Rules**

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

### **Right of Appeal**

If the sanctioned person 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 composed of a faculty representative, a management representative, a student representative, and the President of the Institution or her authorized representative, who will preside over the reconsideration hearing. The final decision of the meeting shall be made based on analysis and consensus and shall be communicated to the interested party no later than ten (10) days after the hearing is held.

### **Complaint Handling Policy (CUM04-0512)**

ICPR Junior College has a Complaints Policy to provide students, administrative staff and faculty with the mechanism to file complaints about any matter and to have them 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 study and work, can be addressed. Based on this, this policy has been established to file complaints about any matter related to the ICPR Junior College.

This policy establishes that complaints from faculty and administrative employees will be attended to by the Director of the Campus. Student complaints will be dealt with by the Local 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 faculty member or administrative employee. If you continue to be dissatisfied with the attention given to the complaint filed, anyone may send the complaint to the President/CEO. If the President/CEO believes that after going through the appropriate 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 submitted by the researcher.

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

If the complainant is not satisfied with the complaint resolution process, the complainant may contact:

Accrediting Agency

Middle States Commission on Higher Education

1007 North Orange Street

4th Floor, MB #166

Wilmington, DE 19801

Phone: (267) 284-5000

[www.msche.org](http://www.msche.org)

Licensing Agency

Board of Postsecondary Institutions

PO Box 19900

San Juan PR 00910-1900

Phone: (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 human beings 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. To establish the guidelines, requirements and procedures that apply to the Distance Education (Distance Education) modality at ICPR Junior College, the following policy is established:

- The policies, guidelines and procedures established in Distance Education (Distance Education) 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 into the 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 professors of the institution 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 distance learning. The Institution and its professors are committed to the development of distance education 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 Board of Postsecondary Institutions (JIP) and contemplated under the accreditation of (MSCHE). The institution guarantees the rigor and quality of the online academic offer as well as the face-to-face one and safeguards the approval procedures of the latter according to the requirements of JIP and the quality standards of MSCHE.
- Once the course has been designed and evaluated by the Committee, the modules may not be altered, and the teachers will not be authorized to make changes to them. Only at the request of the Academic Dean will the courses be updated in accordance with the curricular revisions and the approval of the changes by the Institutional Curriculum Committee (CIC). Suggested changes will be carried out through the Office of Innovation and its Distance Education Division.
- 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 assessment 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,

virtual counseling and counseling, 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 restrictions in terms of the platform to be used, means of communication between student teachers and modifications to the courses. The platform recognized by the institution and used is Moodle under the domain *www.adistanciaicprjc.edu*.
- In distance learning, the academic integrity of the participants of this modality will be faithfully supervised by students and teachers.

This policy will apply to all individual courses, courses that make up an online program, and any other courses that use 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 - Ley FERPA
- Board of Postsecondary Institutions (formerly Puerto Rico Board of Education), 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 the administration, faculty, students and employees in general.

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

### **Guidance and Counseling Services**

The ICPR Junior College's counseling program has as its main objective the integral development of the student. It works together with the students 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 that they make institutional values their own.

### **Office of Placements and Practice**

ICPR Junior College has a Placement Office and Internship Centers which support the student in the processes for job placement in procedures such as preparation of resume and workshops to succeed in the job interview, among others. This office coordinates job fairs and has an information board in each Locality where it publishes employment opportunities. Likewise, it contributes to the search for Internship Centers, guides and guides the student in everything related to the internship course, and the documentation required to complete it.

### **Information Access Center (CAI) and Learning Resources**

#### **Library**

The role of the Information Access Center (CAI) of the ICPR Junior College is to support the educational philosophy and mission of the Institution. It provides the materials, resources, facilities, and library services that sustain 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 Locality is 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 IAQ has a Periodicals Section, which gives users access to the latest educational resources including the Internet. The collection of works of Puerto Rican authorship is made up of valuable books, magazines and manuscripts. The ICPR Junior College libraries process interlibrary loans, circulate study and research materials, and other recreational purposes. These have a scheduled schedule, according to the needs of their users.

Each CAI has a Library User's Manual (MANICPR-03) available, so that the user can benefit as much as possible from the resources and services offered by these centers.

### **Virtual Library**

ICPR Junior College has an electronic library where we have a basic collection of documents in digital format such as: EBSCO Host, Lex Juris and Digital Ocean accessible remotely, e-books. Access to it is in our icprjc.edu portal <http://icprjc.edu/> and then we select the library link, only exceptionally do they require a username and password, our users can access the resources from outside the institution's network.

- **Databases:** Many of them, in addition to the bibliographic reference, offer or link to the full text of the document.
- **Electronic journals:** These include those to which the institution is subscribed or are on the web with free access. Most of them offer their articles in full text.
- **Electronic Books, Dictionaries and 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 safety.

### ***Audiovisual Services***

The ICPR Junior College's Audiovisual Resource Center has as its basic function to enrich the curricular offerings of the Institution using audiovisual materials and equipment, while responding to the educational and social objectives of the Institution in a more effective way.

### ***Computer Labs***

The Computer Labs provide services to our university community for curricular enrichment. Its function is to complement the institutional curriculum by providing information, material, Internet access and equipment necessary for word processing, data processing and other courses. It is also a center for computer processes. 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 laboratory technician trained to meet the concerns of users and provide the necessary help to them, on a flexible schedule.

### **Student Development Center (CDE)**

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

### **ID Card**

All students are required to have their identification card, which they generally obtain during the enrollment process or on the specific date established for this purpose. The presentation of this

card is a requirement for the use of the facilities and services of the Information Access Center, as well as to participate in student activities in general.

### **Café**

The enclosures and outreach center feature coin-operated machines that serve soft drinks and light snacks. In addition, adjacent to these 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 help remotely through Technical Support with the system administrators of each campus and on the MOODLE Platform through the *Intercom tool* with the Innovation Coordinators.

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

## **STUDENT ACTIVITIES**

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

### **Achievement Day**

This is a socio-educational activity that is held once a year in each town. The main 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 the ICPR Junior College. Through this activity, fraternization is encouraged between students, faculty, administration and distinguished members of the community.

### **Education Week**

During this week, each Campus coordinates activities related to educational issues.

### **Library Week**

During this week, each Campus coordinates activities and workshops related to educational topics suggestive of the theme of Library Week.

### **Athletic Activities**

Students interested in sports activities participate in intramural and extramural tournaments. The sports facilities of the community are used in coordination with their administrators.

### **Other Activities**

Various activities are carried out commemorating different dates, such as: Holy Week, Thanksgiving, Administrative Assistant Week, Teacher's Day, Student Day, Women's Day, Puerto Rican Week, among others.

### **Student 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 vary by Campus.

## **INSTITUTE OF CONTINUING EDUCATION**

Continuing education is an alternative for professionals who need to update their knowledge, improve their 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 complying with a legal requirement, but also to keep up with their profession. Its principles are based on lifelong learning 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 for individuals and for the institutions for which they work. Through planned learning experiences, competencies are developed according to learning styles. ICPR Junior College is an institution committed to community service. The academic offerings respond to the needs of the company and the community in general, which have arisen because of the economic and technological changes consequence on 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 training courses are designed by experts in the fields and with updated information. The Institute of Continuing Education 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**

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

### **Vision**

To become the best educational offer for professionals and the public, promoting a constant desire for improvement and improvement in different areas of knowledge.

### **Goal**

The Institute of Continuing Education aims to provide training and training to individuals to contribute to their professional development and Puerto Rican society.

### **Objectives**

- Provide courses with or without college credit leading to certifications, or professional improvement of the individual.
- To offer an academic offer that responds to the needs of the society and the company.

- To develop professional development plans for public or private companies and identify the training needs of your staff.
- Design personal and professional development training tailored to the customer (company, government or industry).
- Establish alliances with organizations and professional associations to expand the offer and strengthen our services as educational providers for its members.
- To promote the updating of ICPR Junior College staff in their functions administrative, mastery of technology and student service.
- Develop conferences, workshops, seminars, symposia, conventions, congresses that provide training to professionals on current issues.

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

#### **Institute of Continuing Education Admission Requirements**

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

#### **Continuing Education Tuition Fee Cancellation and Refund Policy (FIN04-0404)**

The institution reserves the right to cancel courses for lack of minimum enrollment and will refund in full the payments made. In case the participant processes a cancellation of enrollment of the course with a duration of only one day, he/she is entitled to the following: Seven (7) days before starting, 100% of the total amount paid will be refunded. If you request one day before the workshop, you will be refunded 50%. Once the course starts, there will be no refund. If the course lasts more than one day, you will be refunded 100% of the total amount paid if it is within seven (7) days of starting the workshop. If you request one day before the workshop, you will be refunded 80%. If you request cancellation on the same day as the workshop, you will be refunded 50%. If the cancellation is not made within any of the terms, there will be no refund. Enrollment is not transferable or delegable. The refund will be made by check and will be received by the participant or account manager by mail.

## ACADEMIC OFFERINGS

### BACCALAUREATE

- *Cardiovascular and Musculoskeletal Medical Sonography (BSMS) Sciences* 

### ASSOCIATE DEGREES

#### BUSINESS ADMINISTRATION

- *Health Care Services and Medical Billing Coordination (ASHS)\** 
- *Gastronomy (ASGA)*
- *Computer Maintenance and Repair (ASCR)*
- *Digital Marketing (ASDM)* 

#### SCIENCE

- *Nursing Sciences (ASNS)*
- *Science in Criminal Investigation and Forensic Science (ASCI)*
- *Science in Medical Sonography (ASMS)\** 
- *Science in Diagnostic Radiological Technology (ASRT)\** 

### TECHNICAL PROGRAMS - PROFESSIONAL CERTIFICATES

- *Culinary Arts (CAC)*
- *Early Childhood Education Assistant (EEC)\** 
- *Adult Patient Care (APC)\** 
- *Private Detective & Forensic Investigation (PDF)\** 
- *Digital Graphic Design and Web Development (CDG)*
- *Aesthetic Specialist (ASC)*
- *Computer Repair Specialist (CCR)*
- *Medical Billing and Coding (MBC)*
- *Commercial Pastry & Bakery (PCC)*
- *Pharmacy Technician (PHA)\** 
- *Dental Technology (DTC)*
- *Massage Therapist (CTM) (Hybrid Modality) \** 



Programming available in distance learning mode

For more information on the percentage of students who graduate in the established time, the average debt of students who complete the program, and other information that may be of interest to you, visit the email address located under the name of each Program of Study.

\*Distance practice courses are carried out in person.

# BACHELOR'S DEGREE IN CARDIOVASCULAR AND MUSCULOSKELETAL MEDICAL SONOGRAPHY (BSMS)

## BACHELOR DEGREE OF SCIENCE IN MEDICAL SONOGRAPHY

<https://www.icprjc.edu/bachillerato/sonografiamedica.html>

The program lasts for ten academic terms equivalent to three years and one term of study. Requires completion of 117 credits and 3 credits of the Introduction to Student Development course. This academic program offers each student in an interactive and dynamic way, the knowledge, principles, skills and practices that govern the professions related to Sonography. Through an advanced curriculum, with the highest academic standards that guarantee the training and performance to become a professional who can perform cardiac, vascular and musculoskeletal sonographic studies. Upon completion of the credits corresponding to their concentration, the student will receive a Bachelor of Science Degree in Medical Sonography with a Specialty in Musculoskeletal Cardiovascular.

### A. GENERAL EDUCATION COURSES:

ENG101-102	Basic English I - II	6 credits
ISD100	Introduction to Student Development *	3 credits
MAT101	General Mathematics	3 credits
PSY101	Basic Psychology	3 credits
SPA101-102	Basic Spanish I-II	6 credits
Total:		21 credits

### B. RELATED COURSES\*\*:

BIO100	Basic Biology	3 credits
ANF100	Human Anatomy and Physiology I	2 credits
ANF105	Human Anatomy and Physiology II	2 credits
ANS201	Sectional Anatomy	2 credits
CIS208	Use of Business Application Programs	3 credits
TEM101	Medical Terminology	3 credits
MNG301	Administration and Health Services	2 credits
Total:		17 credits

### C. CONCENTRATION COURSES\*\*:

DMS101	Fundamentals of Medical Sonography	3 credits
DMS102	Pathology Applied to Medical Sonography	3 credits
DMS104	Physics and Ultrasound Instrumentation I	3 credits
DMS105	Physics and Ultrasound Instrumentation II	3 credits
DMS106	Abdominal Sonography	3 credits
DMS16L	Abdominal Sonography Laboratory	1 credit
DMS107	Superficial Structure Sonography	3 credits
DMS17L	Superficial Structure Sonography Laboratory	1 credit
DMS203	Gynecology Sonography	2 credits
DMS23L	Gynecologic Sonography Laboratory	1 credit
DMS208	Obstetric Sonography	3 credits

DMS28L	Obstetric Sonography Laboratory	1 credit
DMS205	Integrative Seminary	2 credits
DMS212	Patient Care	1 credit
DMS300	Vascular Physics and Hemodynamics	2 credits
DMS301	Cardiac and Vascular Anatomy	2 credits
DMS302	Intra and Extracranial Sonography	2 credits
DMS32L	Intra and Extracranial Sonography Laboratory	1 credit
DMS303	Musculoskeletal Sonography I	2 credits
DMS33L	Musculoskeletal Sonography Laboratory I	1 credit
DMS304	Arterial and Venous Sonography of the Upper Extremities	2 credits
DMS34L	Arterial and Venous sonography of the Upper Extremities Laboratory	1 credit
DMS305	Physiological Studies and EKG	2 credits
DMS35L	Physiological Studies and EKG Laboratory	1 credits
DMS306	Abdominal Doppler	2 credits
DMS36L	Abdominal Doppler Laboratory	1 credits
DMS307	Musculoskeletal Sonography II	2 credits
DMS37L	Musculoskeletal Sonography Laboratory II	1 credit
DMS401	Arterial and Venous Sonography of the Lower Extremities	2 credits
DMS41L	Arterial and Venous Sonography of the Lower Extremities Laboratory	1 credit
DMS402	Adult Echocardiography I	2 credits
DMS42L	Adult Echocardiography Laboratory I	1 credit
DMS403	Adult Echocardiography II	3 credits
DMS43L	Adult Echocardiography Laboratory II	1 credit
DMS404	Musculoskeletal Sonography III	2 credits
DMS44L	Musculoskeletal Sonography Laboratory III	2 credits
DMS415	Pre-Revalidation Investigative Seminar	2 credits

Total: 68 credits

**CLINICAL PRACTICES\*\*\*:**

DMS206	Clinic Practice I	3 credits
DMS216	Clinic Practice II	3 credits
DMS405	Pre-practice of Skills Applied to Cardiovascular Sonography	1 credit
DMS410	Vascular Sonography Clinical Practice	2 credits
DMS420	Cardiac Sonography Clinical Practice	2 credits

Total: 11 credits

**DIRECTED ELECTIVE:**

Elective 3 credits

**Total Credits: 120**

\* Not considered for honor points.

\*\* Course is passed with a minimum grade of "C". The course is passed with a minimum grade of "B".

**BACHELOR OF SCIENCE IN CARDIOVASCULAR AND MUSCULOSKELETAL MEDICAL  
SONOGRAPHY (BSMS)  
Student Learning Outcomes**

Graduates of this program will be trained to:

1. Identify basic skills in arithmetic, algebra and their applications. (MAT101)
2. Uses oral and written expression with correction in English and Spanish. (ENG101, ENG102, SPA101, SPA102)
3. Recognize the complexity of the human being from the historical, physical, cognitive, moral, socio-emotional and linguistic point of view. (HUM101, PSY101)
4. Know the basic and general principles of the diversity of life, anatomy and human physiology. (BIO100, ANF100, ANF105)
5. Know and understand the morphology and physiology of the different systems of the human body. (ANF105, DMS300, DMS301, DMS35L, DMS106, DMS16L, DMS107, DMS17L, DMS203, DMS23L)
6. Effectively manage a business application program for document production. (CIS208)
7. Recognize the relationship of anatomical structures in three dimensions (3D). (ANS201, DMS302, DMS402, DMS42L, DMS403, DMS43L)
8. Discuss medical terminology and its applications in diagnostic and treatment orders, medical abbreviations, medications, and imaging modalities. (TEM101, DMS102, DMS402, DMS42L)
9. Explain the basic theories of Medical Sonography. (DMS101)
10. Identify pathologies associated with the organs of the human body. (DMS101, DMS102, DMS104, DMS105, DMS106, DMS16L, DMS107, DMS17L, DMS203, DMS23L, DMS205, DMS206, DMS208, DMS28L, DMS212, DMS216, DMS303, DMS307, DMS404)
11. Explain the theoretical and practical concepts of ultrasound physics. (DMS104, DMS105, DMS300)
12. Identify the concepts of Medical Sonography in the abdominal organs, including liver, gallbladder, pancreas, kidneys, spleen, and vascular structures associated with the abdominal organs. (DMS106, DMS306, DMS36L)
13. Identify the concepts of Medical Sonography superficial organs of the human body, such as thyroid, parathyroid, breasts, testicles, prostate, penis, popliteal region, neonatal neurosonography and musculoskeletal. (DMS107, DMS17L, DMS303, DMS33L, DMS307, DMS37L, DMS404, DMS44L)
14. Identify the concepts of Medical Sonography in the female reproductive organs. It includes anatomy, pathophysiology, image analysis, and differential diagnosis. (DMS203)
15. Identify the skills of Medical Sonography in the different stages of pregnancy, from the embryonic stage to the fetal stage. (DMS208)
16. Conduct research studies to expand your knowledge in Medical Sonography. (DMS205)
17. Discuss the dynamics of bleeding through the circulatory system and the behavior of each structure that makes up the circulatory system. (DMS300)
18. Discuss the anatomy and physiology of the heart and blood vessels of the human body. (DMS106, DMS301, DMS302, DMS304, DMS306, DMS401)
19. Identify the concepts and anatomy of musculoskeletal sonography of the shoulder, elbow, wrist, hand, knee, leg, ankle, foot, thigh, hip, and trunk. (DMS303, DMS307, DMS404).
20. Identify the concepts of arterial and venous medical sonography of the upper and lower extremities and abdominal vascularity. It includes anatomy, pathophysiology, analysis and differential diagnosis. (DMS304, DMS306, DMS401)
21. Discuss heart sonographic protocols and identify sonographic images. (DMS402, DMS42L,

- DMS403, DMS43L)
22. Detail the usefulness of the different physiological studies and EKG when managing cardiovascular problems. (DMS305)
  23. Discuss cardiac pathophysiology, management, medications, and treatments. (DMS402, DMS403)
  24. Properly operate the sonographic equipment to obtain quality images. (DMS101, DMS104, DMS105, DMS16L, DMS17L, DMS23L, DMS28L, DMS300, DMS32L, DMS33L, DMS34L, DMS35L, DMS36L, DMS37L, DMS41L, DMS42L, DMS43L, DMS44L, DMS405, DMS410, DMS420)
  25. Apply the skills of tracking and proper handling of sonographic equipment for the creation of abdominal, superficial, gynecological and obstetric sonographic studies. (DMS16L, DMS17L, DMS23L, DMS28L, DMS41L, DMS206, DMS216, DMS405, DMS410, DMS420)
  26. Practice knowledge in time tests to prepare the student for the revalidation exam. (DMS205, DMS415)
  27. Apply safety and protection measures for both the patient and the medical sonographer. (DMS212, DMS16L, DMS17L, DMS23L, DMS28L, DMS302, DMS32L, DMS303, DMS33L, DMS304, DMS34L, DMS306, DMS36L, DMS307, DMS37L, DMS401, DMS41L, DMS404, DMS44L, DMS206, DMS216, DMS405, DMS410, DMS420)
  28. List the ultrasound machine functions required in the optimization of sonographic images in 2D mode, Color Doppler, Pulsed Doppler, Continuous Doppler and M Mode. (DMS104, DMS105, DMS300, DMS32L, DMS34L, DMS36L, DMS42L, DMS43L, DMS33L, DMS37L, DMS44L, DMS405, DMS410, DMS420)
  29. Apply the skills of tracking and proper handling of sonographic equipment for the creation of sonographic studies of the intracranial and extracranial arteries. (DMS32L, DMS410)
  30. Apply the skills of tracking and proper handling of sonographic equipment for the creation of sonographic studies of the skeletal muscles of the shoulder, elbow, wrist and hand, hip, knee, ankle and trunk. (DMS33L, DMS37L, DMS44L)
  31. Apply the skills of tracking and proper handling of sonographic equipment for the creation of arterial and venous sonographic studies of upper and lower extremities and abdominal vascularity. (DMS34L, DMS36L, DMS41L, DMS405, DMS410)
  32. Apply skills in the use, management, and interpretation of indirect studies such as EKG, plethysmography, Holter, among others. (DMS35L, DMS405, DMS420)
  33. Apply the skills of tracking and proper handling of sonographic equipment for the creation of sonographic studies of the heart. (DMS42L, DMS43L)
  34. Execute all tasks related to the day-to-day operation of the cardiac, vascular, and musculoskeletal sonography department. (DMS206, DMS405, DMS410, DMS420, MNG301)
  35. Demonstrate tracking skills and good handling of the equipment in the performance of sonographic studies in a real work environment under the direct supervision of a medical sonographer. (DMS216, DMS410, DMS420)
  36. Demonstrate positive attitudes towards studies to perform adequately in the academic and professional area. (ISD100, DMS101, DMS205)
  37. Assess the importance of managing the confidentiality of patient information. (DMS212, DMS16L, DMS17L, DMS23L, DMS28L, DMS302, DMS32L, DMS303, DMS33L, DMS304, DMS34L, DMS306, DMS36L, DMS307, DMS37L, DMS401, DMS41L, DMS404, DMS44L, DMS206, DMS216, DMS405, DMS410, DMS420)

## COURSE DESCRIPTIONS BACCALAUREATE PROGRAM

### DMS 101 FUNDAMENTALS OF MEDICAL SONOGRAPHY

3 credits (45 hours)

This course provides an introduction to the basic theories of Medical Sonography, including historical development, ultrasound terminology, patient-sonographer-physician interaction, communication skills, sonographic techniques and protocols. It explains the definition of image quality, equipment care, and a summary of the applications of ultrasound in diagnostic imaging.

### DMS 102 PATHOLOGY APPLIED TO MEDICAL SONOGRAPHY

3 credits (45 hours)

#### **Prerequisites:** DMS 107, DMS 17L

This course discusses pathologies associated with organs of the human body that can be assessed through the use of medical sonography. 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.

### DMS 104 ULTRASOUND PHYSICS AND INSTRUMENTATION I

3 credits (45 hours)

#### **Prerequisites:** DMS 101, MAT 101

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. It discusses ultrasound terminology, sound wave concepts, wave types, propagation media.

### DMS 105 ULTRASOUND PHYSICS AND INSTRUMENTATION II

3 credits (60 hours)

#### **Prerequisites:** DMS 104

In this course the student will learn about the different types of transducers, the operation of ultrasound imaging systems, ultrasound beam patterns, bioeffects and artifacts. It emphasizes the different uses of sonography in a clinical setting and the operation of the equipment.

### DMS 106 ABDOMINAL SONOGRAPHY

3 credits (45 hours)

#### **Prerequisite:** DMS 101

This course discusses the study and application of medical sonography to abdominal organs, including liver, kidneys, spleen, gallbladder, pancreas, and vascular structures associated with abdominal organs. It also includes normal anatomy versus abdominal pathologies, clinical signs and symptoms, interpretation of laboratory values, image analysis and differential diagnosis. The protocol techniques used in the performance of an abdominal sonogram and the different sonographic appearances of the abdominal organs are also discussed. In addition, the use of the *Doppler technique* is included for the correct diagnosis of abdominal pathologies.

### DMS 16L ABDOMINAL SONOGRAPHY LABORATORY

1 credit (30 hours)

#### **Prerequisite:** DMS 101 **Co-Requirement:** DMS 106

In this course, the student is exposed to practical experience under the direct supervision of the teacher. The student will develop tracking skills and proper handling of sonographic equipment for the creation of abdominal sonographic studies that will allow them to work properly in a real scenario.

### DMS 107 SONOGRAPHY OF SURFACE STRUCTURES

3 credits (45 hours)

#### **Requirement:** DMS 106

This course discusses the study and application of medical sonography in the superficial organs of the human body, such as thyroid, parathyroid, breasts, prostate, testicles, penis, popliteal region, neonatal neurosonography and musculoskeletal. It also includes normal anatomy versus pathologies, clinical signs and symptoms, and interpretation of laboratory values. The protocol techniques used in the realization of a sonogram of surface structures are also discussed.

**DMS 17L SURFACE STRUCTURE SONOGRAPHY LABORATORY**

1 Credit (30 hours)

**Prerequisite: DMS 106, DMS 16L Co-Requisite: DMS 107**

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 sonographic equipment for the creation of sonographic studies of surface structures that will allow them to work properly in a real scenario.

**DMS 203 GYNECOLOGICAL SOSONOGRAPHY**

2 credits (30 hours)

**Prerequisites: DMS 107, Correct: DMS 23L**

This course discusses the study and application of medical sonography in the female reproductive organs. It includes anatomy, pathophysiology, image analysis, and differential diagnosis. The protocol techniques used in the performance of a pelvic sonogram are also discussed.

**DMS 23L GYNECOLOGIC SONOGRAPHY LABORATORY**

1 Credit (30 hours)

**Prerequisite: DMS 107, DMS 17L, Corequisite: DMS 203**

In this course, the student is exposed to practical experience under the direct supervision of the teacher. The students will develop tracking skills and proper handling of sonographic equipment for the creation of gynecological sonographic studies that will allow them to work properly in a real scenario.

**DMS 206 CLINICAL PRACTICE I**

3 credits (135 hours)

**Prerequisites DMS 107, DMS 17L, DMS 105, DMS 212**

Clinical experience gained 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 the performance of abdominal sonographic studies and superficial structures with simulated patients. The student is expected to be able to perform all tasks related to the daily operation of the sonography department.

**DMS 208 OBSTETRIC SOSONOGRAPHY**

3 credits (45 hours)

**Prerequisites: DMS 203, DMS 23L**

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, both in the mother and in the fetus, which can be evaluated with the use of sonography, are discussed. The protocol techniques used in the performance of an obstetric sonogram are also discussed, including fetal measurements and complementary studies.

**DMS 28L OBSTETRIC SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Prerequisites: DMS 203, DMS 23L Corequisite: DMS 204**

In this course, the student is exposed to practical experience under the direct supervision of the teacher. The students will develop tracking skills and proper handling of sonographic equipment for the creation of obstetric sonographic studies that will allow them to work properly in a real scenario.

**DMS 205 INTEGRATIVE SEMINAR**

2 credits (30 hours)

**Prerequisites: DMS 105, DMS 203**

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 in professional journals. The student will develop a research project on a topic chosen by him/her, under the professor's evaluation criteria, as a final requirement of the course.

**DMS 212 PATIENT CARE**

1 credit (30 hours)

This course discusses the theoretical and practical elements related to infection control techniques and aseptic methods in a clinical sonographic setting to maintain a sterile field during management. In addition, it includes the appropriate techniques for the safety and protection of the patient and the sonography technician, as well as the preparation of the study unit. The course includes the skills of taking vital signs and providing first aid in the event of a medical emergency.

**DMS 216 CLINICAL PRACTICE II**

3 credits (135 hours)

**Prerequisites: DMS 203, DMS 23L, DMS 206**

Clinical experience gained in an assigned clinical setting. The student must demonstrate tracking skills and good handling of the equipment in the performance of gynecological and obstetric sonographic studies on real patients under the minimum supervision of a medical sonographer. The student is expected to be able to execute all tasks related to the day-to-day operation of the sonography department.

**DMS 32L INTRACRANIAL AND EXTRACRANIAL SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Corequisite: DMS302**

This laboratory is designed to train the student to perform and recognize normal and pathological intracranial and extracranial arteries and veins. It includes tracing and analysis on grayscale, color Doppler, and pulsed Doppler images.

**DMS 33L MUSCULOSKELETAL SONOGRAPHY LABORATORY I**

1 credit (30 hours)

**Corequisite: DMS303**

In this laboratory, skills will be practiced with the sonography machine to evaluate musculoskeletal structures such as shoulder, elbow, wrist and hand that can be evaluated through sonographic studies. It will analyze how each structure is visualized sonographically, how the patient is handled and the entire protocol to be carried out to obtain the best image and information of the patient to acquire good diagnoses. It also covers topics on techniques, interventions and special procedures that can be carried out to structures.

**DMS 34L UPPER EXTREMITY ARTERIAL AND VENOUS SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Corequisite: DMS304**

This simulated laboratory is designed to expose the student to perform, evaluate and recognize the existing arteries and veins in both arms from their origin to make a visual sonographic and hemodynamic recognition of them. Including the tracking, analysis and search of arteries and veins of the upper extremities.

**DMS 35L LABORATORY OF PHYSIOLOGICAL STUDIES AND EKG**

1 credit (30 hours)

**Prerequisite: DMS300, DMS301 Corequisite: DMS305**

In this laboratory, each student will be able to put into practice the knowledge acquired in class with the different physiological and EKG study equipment so that they acquire the skills of handling the equipment. In addition, you will be able to analyze the different results obtained through the various diagnostic tests.

**DMS 36L ABDOMINAL DOPPLER LAB**

1 credit (30 hours)

**Corequisites: DMS300, DMS301, DMS306**

In this laboratory, you will be practicing skills with the sonography machine by tracking the arteries and veins of the abdomen that can be evaluated through sonographic studies. It will analyze how each structure is visualized sonographically,

how the patient is handled and the entire protocol to be carried out to obtain the best image and information of the patient to acquire good diagnoses.

**DMS 37L MUSCULOSKELETAL SONOGRAPHY LABORATORY II**

1 credit (30 hours)

**Corequisites: DMS307**

In this laboratory, skills will be practiced and trained with the sonography machine to track musculoskeletal structures such as knee, leg, ankle and foot that can be evaluated through sonographic studies. It will analyze how each structure is visualized sonographically, how the patient is handled and the protocol to be carried out to obtain the sonographic images.

**DMS 41L LOWER EXTREMITY ARTERIAL AND VENOUS SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Corequisite: DMS401**

This laboratory is designed for each student to acquire skills by performing arterial and venous sonographic studies of the lower extremities. In addition, it can recognize and differentiate the existing arteries and veins in both legs from their sonographic and hemodynamic origin. It includes tracking with simulated patients, analysis of the findings found, equipment management and patient management.

**DMS 42L ADULT ECHOCARDIOGRAPHY LABORATORY I**

1 credit (30 hours)

**Prerequisites: DMS 300, DMS301, DMS305, DMS 35L Corequisite: DMS402**

In this laboratory, the skills with the sonography machine will be practiced evaluating the structures in a cardiac study. In addition, they will recognize the axes, anatomical planes and echocardiographic measurements of the adult. The use of the available modalities (M-Mode, 2D, 3D, Pulsed Doppler, Color Doppler, CW, TDI, among others) will be applied in this laboratory.

**DMS 43L ADULT ECHOCARDIOGRAPHY LABORATORY II**

1 credit (30 hours)

**Prerequisites: DMS402, DMS42L Corequisites: DMS403**

In this laboratory, the student is exposed to practice tracking skills with the Sonography machine to evaluate a cardiac study. In this way, it will make comparisons of: Clinical history, assessment of results, physical examination and other complementary tests to improve the interpretation of structural and functional cardiac data.

He will recognize the usefulness of echocardiographic measurements in congenital and pathological variations. At the same time, they will complement their practical knowledge with procedures integrated into echocardiography such as EKG, Stress Test, 3D sonography, CW, among others.

**DMS 44L MUSCULOSKELETAL SONOGRAPHY LABORATORY III**

1 credit (30 hours)

**Correct: DMS404**

In this laboratory, skills will be practiced with the sonography machine to track musculoskeletal structures such as the thigh, hip and trunk that can be evaluated through sonographic studies. It will analyze how each structure is visualized sonographically, how the patient is handled and the entire protocol to be carried out to obtain the best image and information of the patient to acquire good diagnoses.

In addition, it covers topics on interventional techniques and special procedures that can be carried out to the structures.

**DMS 300 VASCULAR PHYSICS AND HEMODYNAMICS**

2 credits (30 hours)

Physical aspects of blood circulation, including cardiac function and peripheral vascular physiology, will be discussed and analyzed in this course. The dynamics of the blood inside blood structures such as arteries, veins, venules, arterioles and capillaries will be studied, as well as the mechanics of the heart.

**DMS 301 CARDIAC AND VASCULAR ANATOMY**

2 credits (30 hours)

Through this course each student will be able to study the anatomy and physiology of the heart. Topics on different cardiac structures such as atria, ventricles, valves and cardiac vascularity will be included. The cardiac conduction system will be

discussed. Identify the anatomy of the arterial, extra venous and intracranial vascular system and the upper and lower extremities.

**DMS 302            INTRA AND EXTRACRANIAL SONOGRAPHY**

2 credits (30 hours)

**Corequisites: DMS300, DMS30, DMS32L**

In this course, the student will be trained in topics related to the intra and extracranial arterial and venous system. Their normal, pathological and clinical anatomy of the patient. The sonographic protocols will be discussed through the different modalities such as Mode B, Color Doppler and Pulsed Doppler.

**DMS 303            MUSCULOSKELETAL SONOGRAPHY I**

2 credits (30 hours)

**Corequisite: DMS31L**

In this course the student will be trained to know the anatomy of the upper extremity which includes: the shoulder, elbow, wrist, and hand to be evaluated in musculoskeletal sonography. Protocol, patient management, instrumentation and associated pathologies of each anatomical part will be discussed.

**DMS 304            ARTERIAL AND VENOUS SONOGRAPHY OF THE UPPER EXTREMITIES**

2 credits (30 hours)

**Prerequisites: DMS300, DMS301 Corequisite: DMS34L**

This course will discuss topics on the normal and pathological anatomy of the arteries and veins of the upper extremities. The student will be prepared to identify through sonographic images the arteries and veins existing in both arms, both normal and pathological. Clinical cases will be analyzed considering the patient's symptoms and sonographic appearances of the pathologies.

**DMS305            PHYSIOLOGICAL STUDIES AND EKG**

2 credits (30 hours)

**Prerequisites: DMS300, DMS301 Prerequisites: DMS35L**

This course is designed to condition the student to record the electrical impulses of the heart muscle by means of the electrocardiography test and to know how to recognize existing arrhythmias or voltage abnormalities. In addition, the use, management and interpretation of other physiological studies such as the Holter, Stress Test, Ankle-Brachial Index, segmental pressures, among others, will be discussed.

**DMS 306            DOPPLER ABDOMINAL**

2 credits (30 hours)

**Corequisites: DMS300, DMS301, DMS36L**

This course trains the student to recognize and identify arterial and venous vessels in the abdominal area, including anomalies and/or anatomical variants, using Doppler ultrasound and their validation. In addition, you will learn how to evaluate the vascularity of a transplanted kidney and liver using the Doppler modality.

**DMS 307            MUSCULOSKELETAL SONOGRAPHY II**

2 credits (30 hours)

**Prerequisites: DMS37L**

In this course, which is the second part of musculoskeletal sonography, topics specifically from the anatomy of the lower extremity including knee, leg, ankle, and foot will be discussed to be evaluated in musculoskeletal sonography. Protocol, patient management, instrumentation and associated pathologies of each anatomical part will be discussed.

**DMS401            Arterial and Venous Sonography of the Lower Extremities**

2 credits (30 hours)

**Prerequisites: DMS300, DMS301, DMS305, DMS35L Corequisites: DMS41L**

This course trains the student to locate, recognize, and identify the arteries and veins of the lower extremities, as well as arterial and/or venous anatomical anomalies and/or variants using sonography and validation of the findings found. Protocols will be discussed using brightness mode, Color Doppler, and Pulsed Doppler.

**DMS402            ADULT ECHOCARDIOGRAPHY I**

2 credits (30 hours)

**Prerequisites: DMS300, DMS301, DMS305, DMS35L Corequisite: DMS42L**

In this course, topics related to echocardiographic studies, normal sonographic appearance, measurements to be performed, formulas and protocol to be carried out will be discussed. In addition, the use of available modalities and specialized methods in echocardiography, such as: M-Mode, 2D, 3D, Doppler, Color, TDI, CW, transesophageal, invasive methods, among others, will be applied in this course.

**DMS403 ADULT ECHOCARDIOGRAPHY II**

3 credits (45 hours)

**Prerequisites: DMS402, DMS42L Corequisites: DMS43L**

This course will cover echocardiographic topics of normal versus pathological anatomy and physiology. Emphasis will be placed on abnormal findings of the heart valves, aortic sinus, and coronary valves. Abnormalities in the cavities, pericardium, hemodynamics, septum, and alterations in the conduction system will be discussed. The student will obtain an introduction to fetal and pediatric echocardiography leading to discussion of congenital defects, postoperative patient management, among others.

**DMS 404 MUSCULOSKELETAL SONOGRAPHY III**

2 credit (30 hours)

**Corequisite: DMS44L**

In this course, which is the third part of musculoskeletal sonography, topics of the anatomy of the thigh, hip and trunk will be discussed, to be evaluated in musculoskeletal sonography. The protocol, patient management, instrumentation and pathologies associated with the anatomical parts will be discussed.

**DMS405 PRE-PRACTICE OF SKILLS APPLIED TO CARDIOVASCULAR SONOGRAPHY**

1 credit (45 hours)

**Prerequisites: DMS302, DMS32L, DMS304, DMS34L, DMS305, DMS35L Corequisites: DMS306, DMS36L**

In this course, each student is exposed to a supervised clinical experience within the ICPR Junior College Institution, in which they will acquire skills in the performance of Cardiac Sonography, Arterial and Venous Vascular Sonography of the lower and upper extremities, extracranial (Carotid/Vertebral) and intracranial, as well as stress tests and electrocardiography, among others.

Skills include interpretation of the medical order, taking the patient's medical history, patient management, various tracking techniques, sonographic procedures, identification of slices and anatomical organs visualized sonographically, interpretation of sonographic images and management of the controls of diagnostic equipment for the realization of sonographic images.

**DMS 410 VASCULAR SONOGRAPHY CLINICAL PRACTICE**

2 credits (90 hours)

**Prerequisites: DMS302, DMS32L, DMS304, DMS34L, DMS305, DMS35L Corequisites: DMS401, DMS41L**

In this course each student is exposed to supervised clinical experience in Vascular Sonography studies, in a clinical setting approved by ICPR Junior College. The student will be in a process of direct observation including basic interactions with the patient and the department such as tracking techniques, equipment handling, patient treatment and collaboration in the daily tasks assigned by the sonographer or cardiovascular technologist.

**DMS 415 PRE-VALIDATION RESEARCH SEMINAR**

2 credits (30 hours)

**Prerequisites: DMS302, DMS32L, DMS304, DMS34L, DMS305, DMS35L, DMS306, DMS36L, DMS401, DMS41L, DMS402, DMS42L Corequisites: DMS403, DMS43L**

In this course, the student's interest in clinical and bibliographic research on topics related to cardiovascular sonography is fostered, through the discussion of clinical cases and articles in professional journals. The student will develop a research project on a topic chosen by him/her, aimed at the topics concerning the draft of the revalidation and under the evaluation criteria of the professor. This course will be reinforcing the knowledge and skills necessary for revalidation through a bank of questions developed by the Cardiovascular Sonography Program with Specialization in Musculoskeletal System.

**DMS 420 CARDIAC SONOGRAPHY CLINICAL PRACTICE**

2 credits (90 hours)

**Prerequisites: DMS402, DMS42L Corequisites: DMS403, DMS43L**

In this course each student is exposed to supervised clinical experience in Cardiac Sonography studies, in a clinical setting approved by ICPR Junior College. The student will be in a practice, which will have the opportunity to acquire knowledge through clinical experiences where they will be able to apply what they have learned and skills acquired during high school with patient management, tracking and instrumentation of the equipment under the minimum supervision of a sonographer or cardiovascular technologist.

**MNG 303****HEALTH SERVICES ADMINISTRATION AND SUPERVISION**

3 credits (45 hours)

In this course, the student will learn about the behavior of companies that offer health services. The course will introduce practical concepts related to economics, markets, and policies that affect the discipline. Concepts such as the human element, equity, efficiency, organizational behavior, risk assessment, insurance, and the importance of setting priorities will be discussed. In addition, factors such as the development of skills, attitudes and dynamics in decision-making when exercising an administrative position will be analyzed.

# ASSOCIATE OF BUSINESS ADMINISTRATION DEGREE IN HEALTH CARE COORDINATION WITH MEDICAL BILLING (ASHS)

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

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

This Associate Degree program is six terms long and completed in approximately two calendar years. It has a total of 72 credits.

The main objective of the Associate Degree in Business Administration with Coordination of Health Services and Medical Billing is to train the student with the necessary competencies that will allow them to function as a professional in the field of administration, coordination of health services and medical billing. It develops in the students the skills of coding diagnoses and medical procedures; billing for professional, dental and institutional health services; the coordination of health services and the administration of health entities. In addition, you gain knowledge in complying with state and federal laws, planning and time management, and planning tasks to establish your own business.

## GENERAL EDUCATION COURSES

CODIFICATION	COURSE NAME	CREDITS
ENG 106	Conversational English for Business	3
ISD 100	Introduction to Student Development*	3
MAT 101	General Mathematics	3
DOGS 101	Basic Psychology	3
SPA 103	Spanish Commercial Writing	<u>3</u>
Total		15

## RELATED COURSES\*\*

ACC 101	Introduction to Accountability I	4
CIS 208	Use of Business Application Programs	3
AXIS 101	Keyboarding I	3
MNG 201	General Administration	3
MNG 205	Small Business Development	<u>3</u>
Total		16

## CONCENTRATION COURSES

HSC 101	Introduction to Health Services in Puerto Rico**	1
HSC 102	Medical – Legal Aspects**	2
HSC 103	Administration and Coordination of Health Services**	3
HSC 104	Medical Terminology**	3
HSC 105	Diagnostic Coding**	3
HSC 106	Medical Procedure Coding**	3
HSC 111	Billing of Medical and Dental Services **	3
HSC 201	Coding and Billing of Institutional Services **	3
HSC 202	Medical Records**	3
HSC 203	Reconciliation and Audit of Medical Accounts **	2
HSC 204	Health Services Coordination I**	3
HSC 205	Health Services Coordination II**	3

HSC 11L	Laboratory for Electronic Professional Invoice Transmissions**	3
HSC 21L	Laboratory for Electronic Institutional Invoice Transmission**	1
HSC 22L	Medical Record Laboratory **	1
HSC 210	Professional Seminar**	1
HSC 220	Supervised Practice in the Industry***	<u>3</u>
	Total	<u>41</u>
	<b>Total Credits: 72</b>	

\* Not considered for honor points.

\*\* Course is passed with a minimum grade of "C".

The course is passed with a minimum grade of "B".

# ASSOCIATE OF BUSINESS ADMINISTRATION DEGREE IN HEALTH CARE COORDINATION WITH MEDICAL BILLING (ASHS)

## Student Learning Outcomes

Graduates of this program will be trained to:

1. Use oral and written expression in the English language, with correction to achieve their objectives, express opinions and function as a productive citizen. (ENG106)
2. Understand readings in English, answer oral and written questions correct. (ENG106)
3. Demonstrate positive attitudes towards studies so that they can perform academically in adequate shape. (ISD100)
4. Analyze the process of adaptation in the educational process and the importance of improving personnel. (ISD100)
5. Identify the basic skills of arithmetic, algebra and their applications. (MAT101)
6. Recognize the complexity of physical, cognitive, moral, socio-emotional, and linguistic of the Humans. (PSY101)
7. Apply grammatical rules in the drafting of commercial documents. (SPA103)
8. Demonstrate and correctly apply the accounting equation. (ACC101)
9. Explain how the integrated commercial application program works. (CIS208)
10. Efficiently operate the keyboard on a computer. (OSY101)
11. Practice creating computer documents 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 the Processes Commercial. (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 performed in a medical facility for their proper functioning and the importance of its compliance. (HSC101)
18. Mention the qualities of a health service entity manager, a health services coordinator and a biller for medical services. (HSC101)
19. Identify the technical qualities required for an administrator of a service entity health care coordinator, and a medical biller. (HSC101)
20. Understand telemedicine and the new virtual proposals for the treatment and development of health entities. (HSC101)
21. Identify patients' legal rights and the importance of doing 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 for health services. (HSC102)
24. Recognize the functions of agencies that affect health-related processes. (HSC103)
25. Distinguish between the professional, institutional and technical components. (HSC103)
26. Recognize the functions of agencies that affect health-related processes. (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 its administrative functions. (HSC103)
30. Manage the profit model and the complete billing cycle. (HSC103)
31. Know the Medicare program, its coverage, in which the Medical Plans stand out *Advantage*, to the as well as parts A, B and D, covered services, complaint processes and appellate levels. (HSC103, HSC111, HSC201)
32. Describe the systems that make up the anatomy of the human body. (HSC104)
33. Search for and select the ICD-CM requirement codes for medical diagnoses. (HSC105)
34. Use the SMS and AMA Guidelines to establish the correct code for clinical diagnoses, ICD – CM codes for billing professional services emphasizing justification of procedures. (HSC105)
35. Search for and select CPT requirement codes for medical procedures and services. (HSC106)

36. Codify medical procedures following the Evaluation and Management Guidelines, as well as in accordance with the to the area of specialty and the service offered. (HSC106)
37. Assign the F Codes (Category II) in compliance with the HEDIS metrics. (HSC106)
38. Recognize the importance of clean, accurate, and correct billing. (HSC111)
39. Manually Fill Out Professional Invoices Using CMS1500 Invoicing Formats medical and ADA dental billing. (HSC111)
40. Use the NUCC Guides to correctly complete each CMS-1500 format box, and the ADA Guidelines for completing the ADA form. (HSC111)
41. Recognize the updated version of at least one electronic invoicing program to insurance Medical. (HSC11L)
42. Implement all steps required to process claims for professional services electronically using CMS-1500 and ADA formats with correct application of the tools ICD-CM, the CPT and the CDT. (HSC11L)
43. Identify the standards required by state and federal health plans for proper use, and cash codes in the process of charging for institutional services. (HSC201)
44. Apply medical terminology, documentation of the medical record, use of the most ICD-PCS, HCPCS, and CPT to institutional paper-based billing processes by using the CMS-1450 format. (HSC201)
45. Apply all steps required to process complaints for institutional services electronically using the CMS-1450 format and the latest billing manuals. (HSC21L)
46. Explain the importance of confidentiality, privacy and security aspects at the entrance 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)
49. Understand the processes for the proper handling of patient medical information both on paper and electronic support. (HSC202, HSC22L)
50. Apply knowledge about the medical record when integrating and managing properly 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 process of entering patient information data using an Electronic medical record. (HSC22L)
52. Prepare effective financial statements using the principles and steps necessary both in reconciliation and in the audit of medical accounts, applying ethical and legal principles inherent to the profession. (HSC203)
53. Discuss the billing cycle process and the importance of analytics in account reconciliation medical to obtain a healthy gain cycle. (HSC203)
54. Internally audit the quality processes, management of medical records and profit cycle of a health care entity, in compliance with state and federal laws. (HSC203)
55. Know the qualities and skills needed by the team that provides coordination care bless you. (HSC204)
56. Apply basic skills for conflict management. (HSC204)
57. Describe the role and responsibilities of the health services coordinator. (HSC204)
58. To analyze the new models of health care "Health Home", "Patient Center Medical Home" and the "ACOs". (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 services coordinator to coordinate follow-up appointments, laboratory tests, medication adherences, among others. (HSC205)
63. Describe the support and different ways to improve the quality of life of patients with chronic conditions and mental illness. (HSC205)
64. To know about the types of data used to improve the quality of services. (HSC205)
65. Understand the need, use and impression of a good resume in the labor market. (HSC210)
66. Explain the process of preparation for the job interview, the importance of clothing, grooming personnel and management of situations in the job search process. (HSC210)
67. Integrate into the work scenario the knowledge and skills of administrator, coordinator of health services and biller for medical services purchased during his time of study at the Institution. (HSC220)

68. Identify the human and technical skills necessary for the solution of ordinary situations and emerge in the real work scenario. (HSC220)

# ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN GASTRONOMY (ASGA)

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN GASTRONOMY  
[www.icprjc.edu/asociados/gastronomia.html](http://www.icprjc.edu/asociados/gastronomia.html)

This program lasts six (6) terms equivalent to two calendar years and requires completion of 69 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 preparation and design of different types of food, beverages and menus. In addition, it includes the preparation of autochthonous, Latin and international recipes. The health laws and regulations related to the correct handling of food are studied. Management knowledge such as warehousing, cost and inventory control, customer service, administration and management are included. Emphasis is placed on ethical aspects in the exercise of the profession.

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

## A. GENERAL EDUCATION COURSES

CODIFICATION	COURSE NAME	CREDITS
ENG105	<i>Conversational English</i>	3
ISD100	<i>Introduction to Student Development*</i>	3
MAT101	<i>General Mathematics</i>	3
BIO200	<i>Nutrition in Culinary Arts</i>	3
SPA103	<i>Commercial Spanish</i>	3
<b>Total</b>		<b>15</b>

## B. RELATED COURSES\*\*

CIS208	Use of Business Application Programs	3
MNG201	Administration and Management I	3
MNG205	Small Business Enterprise Entrepreneurship	3
MNG203	Human Resource Administration	3
ASL100	Sign Language	2
<b>Total</b>		<b>14</b>

## C. CONCENTRATION COURSES

GAS101	Fundamentals, Security and Salubrity**	2
GAS103	Food Preparation II**	1
GAS13L	Laboratory of Food Preparation II**	2
GAS104	Legal Ethical aspects in a kitchen operation**	3
GAS 105	Food Preparation III**	1
GAS15L	Laboratory of Food Preparation III **	2
GAS106	Storage, inventory and cost control**	3
GAS107	Puerto Rican and Latino gastronomy**	1
GAS17L	Laboratory in Puerto Rican and Latino gastronomy**	<del>2</del>
GAS108	Food Preparation I and Laboratory	2
GAS109	Client Service and Table Service	2
GAS201	International Gastronomy**	1
GAS21L	Laboratory in International Gastronomy**	2
GAS203	Pastry Principles**	1
GAS23L	Pastry Principles Laboratory**	2
GAS204	Wine Culture**	3

GAS206	Special Arrangement for Food Service and Events Coordination**	2
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
GAS209	Principles of Baking and Laboratory	3
GAS210	Supervised Practice in the Industry**	3
	<b>Total</b>	<b>43</b>
	<b>Total Credits</b>	<b>72</b>

\* Not considered for honor points.

\*\* Course is passed with a minimum grade of "C".  
The course is passed with a minimum grade of "B".

## ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN GASTRONOMY (ASGA)

### Student Learning Outcomes

Graduates of this program will be trained to:

1. Demonstrate positive attitudes toward studies so that they can perform academically adequately. (ISD100)
2. Analyze the process of adaptation 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 the drafting of business documents. (SPA103)
5. Prepare the student with the basic concepts and skills to make communication possible through sign language. (ASL100)
6. Correctly use verbal communication skills in English for different situations in the enterprise. (ENG105)
7. Explain how the integrated business application program works. (CIS208)
8. Recognize the importance of social responsibility and administrative ethics in processes Commercial. (MNG201)
9. It analyzes the basic processes of recruitment, selection, training, evaluation, compensation, security and other aspects in reference to the legislation of Puerto Rico. (MNG203)
10. Understand the essential concepts for human resource management and its different techniques. (MNG203).
11. Determine the difference between your own business, partnerships, and corporations. (MNG205)
12. Apply the principles of diet planning and food nutrition labeling. (BIO200).
13. To identify the role of nutrition in the development of chronic diseases throughout the human life cycle (BIO200).
14. Associate energy balance, weight control and physical activity associated with nutrition (BIO200).
15. Know and use the terminology, utensils and equipment associated with gastronomy, as well as the functions of a professional in this area. (GAS101)
16. Effectively manage and handle food sanitization. (GAS101)
17. Apply the safety measures that must be observed in a kitchen and the laws that guide them. (GAS101, BIO200).
18. Plan and manage a menu, as well as the management of hors d'oeuvres. (GAS 103, GAS13L)
19. Identify the foundations, purposes, and content of ethical codes and approaches to common ethical decision-making encountered by gastronomes (GAS104).
20. Classify, cut and identify differences before and after cooking meat, poultry, seafood and fish (GAS105 AND GAS 15L).
21. Develop the planning and control process in the food and beverage industry, including cost-volumes-utility-purchasing analysis, warehousing and inventory control (GAS106).
22. To know and prepare Puerto Rican and autochthonous gastronomy, as well as Latin, Caribbean, Central and South American (GAS107).
23. Preparation, preparation, design and marketing of native Puerto Rican menus. (GAS17L)
24. Identify the methods and ingredients used for the development of a breakfast menu, soups, sauces, pastas and rice dishes of all kinds. (GAS108)
25. Practice skills in the preparation, preparation, design and plating of breakfast, pasta and rice with the corresponding sauces and broths. (GAS108)
26. Explain the process of providing a quality service. (GAS109)
27. To know and prepare traditional and contemporary international dishes (GAS201).

28. Preparation, preparation, design and marketing of traditional and contemporary menus of international cuisine. (GAS21L)
29. Prepare and prepare recipes for diabetics, vegetarians, gluten-free, among others (GAS203).
30. Know the functions of the ingredients, product identification, weight and measurements applied when baking (GAS203).
31. Preparation, preparation and decoration of desserts. (GAS23L)
32. Preparation of recipes for diabetics, vegetarians and celiacs (gluten-free). (GAS23L)
33. Identify the types of grapes used in wines, wine varieties, storage procedures, and appropriate wine serving techniques (GAS204)
34. Develop skills, knowledge and practice about the organization, teams and responsibilities within the *Garde Manger* area, making sandwiches, salads, charcuterie, trays of hot and cold hors d'oeuvres such as decorating with fruits and managing various activities. (GAS206, GAS26L)
35. Know the roles and responsibilities in the beverage service area, the laws and regulations that regulate the industry. (GAS207)
36. Practice the skills of preparing alcoholic and non-alcoholic drinks, beers and hot drinks. (GAS27L)
37. Will Learn restaurant beverage service skills. (GAS27L)
38. Know the proper use of yeast, fermentation and cooking processes. (GAS209)
39. Make ethnic breads, rolls, donuts, pizzas and their variables. (GAS209)
40. Apply the knowledge acquired in the classroom to different situations in a real work scenario related to their area of specialty. (GAS210)

# ASSOCIATE OF BUSINESS ADMINISTRATION DEGREE IN COMPUTER MAINTENANCE AND REPAIR (ASCR)

ASSOCIATE DEGREE OF BUSINESS ADMINISTRATION IN MAINTENANCE AND COMPUTERS  
REPAIR

[www.icprjc.edu/asociados/reparacion.html](http://www.icprjc.edu/asociados/reparacion.html)

This program of study lasts six semesters equivalent to two calendar years and requires the completion of 69 academic credits and 3 credits of the Introduction to Student Development course. This program trains the student to diagnose hardware malfunctions 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 on the market. The students could install the equipment and programs necessary for a network; as well as 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

CODING	COURSE NAME	CREDITS
ENG101-102	Basic English	6
HUM101	Humanities I	3
ISD100	Introduction to Student Development**	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101-102	Basic Spanish I-II	6
<b>Total</b>		<b>24</b>

\*Not considered for honor points. (No for honor points)

## B. RELATED COURSES\*\*

ACC101	Introduction to Accounting I	4
CIS208	Use of Business Application Programs	3
DMK101	Principles of Marketing I	3
MNG201	Administration and Management I	3
MNG205	Small Business Enterprise Entrepreneurship	3
<b>Total</b>		<b>16</b>

## C. CONCENTRATION COURSES

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 Troubleshooting**	2
CIS211	Communication Network I**	3
CIS212	Communication Network II**	3
CIS220	Supervised Practice in the Industry	3
<b>Total</b>		<b>30</b>

**D. ELECTIVE**

Elective

3

**Total Credits 72**

\* Not considered for honor points.

\*\* Pass course with a minimum grade of "C".

The course is passed with a minimum grade of "B".

# ASSOCIATE OF BUSINESS ADMINISTRATION DEGREE IN COMPUTER MAINTENANCE AND REPAIR (ASCR)

## Student Learning Outcomes

Graduates of this Program will be trained to:

1. Use oral and written expression in the English language, with correctness to achieve their objectives, express opinions and function as a productive citizen. (ENG101)
2. Understand readings in English, answer oral and written questions correctly. (ENG102)
3. To identify the first social relations of primitive humanity. (HUM101)
4. Demonstrate positive attitudes toward studies so that they can perform academically adequately. (ISD100)
5. Analyze the process of adaptation in the educational process and the importance of personal improvement. (ISD100)
6. Identify the basic skills of arithmetic, algebra and their applications. (MAT101)
7. Recognize the complexity of the physical, cognitive, moral, socio-emotional and linguistic development of human beings. (PSY101)
8. Apply grammatical rules in oral and written communication. (SPA101)
9. Distinguish the characteristics of the various literary genres. (SPA102)
10. Demonstrate and correctly apply the accounting equation. (ACC101)
11. Explain how an integrated business application program works. (CIS208)
12. Recognize the importance of social responsibility and administrative ethics in management processes. (MNG201)
13. Determine the difference between your own business, partnerships, and corporations. (MNG205)
14. Study of the components of the marketing mix: Product, Price, Distribution and Promotion with special attention to the first two elements. (DMK101)
14. Distinguish between the types of computers, their operation and applications. (CIS101)
15. Correctly use the propositions 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 into 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 in *Laptops*, as well as recognize the methods to provide service and preventive maintenance. (CIS210)
22. You will learn how to diagnose, repair and update different components in *Tablets and Smartphones*, in addition to recognizing the methods to give them service 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 occupying the position would perform. (CIS220)

# ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION IN DIGITAL MARKETING (ASDM)

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

This program of study lasts six (6) semesters equivalent to two calendar years and requires the completion of 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 graduates of the program could work, among others, in a company in charge of internal advertising, in relation to the marketing of the company on social networks, as well as in liaison with external advertising agencies.

## A. GENERAL EDUCATION COURSES

CODIFICATION	COURSE NAME	CREDITS
ISD100	Introduction to Student Development *	3
SPA101	Basic Spanish I	3
SPA103	Commercial Writing in Spanish	3
ENG101	Basic English I	3
ENG106	Conversational English	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
		Total    21

## B. RELATED COURSES\*\*

CODIFICATION	COURSE NAME	CREDITS
MNG201	Administration and Management I	3
CIS208	Use of Commercial Application	3
MNG205	Small Business Development and Management	3
		Total    9

## C. CONCENTRATION COURSES\*\*

CODIFICATION	COURSE NAME	CREDITS
DMK101	Marketing Principles	3
DMK102	Digital Marketing Introduction and Content Design	3
DMK103	Marketing Management	3
DMK104	Sales Principles	3
DMK105	Communication Fundamentals	3
DMK106	Digital Photography Fundamentals	3
DMK201	Consumer Behavior	3
DMK202	International Marketing	3
DMK203	Social Media Marketing	3
DMK204	Promotion in Social Networks	3
DMK205	Graphic Applications	3
DMK206	<i>Sales Forecasting and Marketing Investigation</i>	3
DMK207	Video & Photography	3

DMK220

Supervised Practice in the Industry\*\*\*

3

**Total: 42**

**Total Credits: 72**

\* Not considered for honor points.

\*\* Pass course with a minimum grade of "C".

The course is passed with a minimum grade of "B".

## ASSOCIATE OF BUSINESS ADMINISTRATION IN DIGITAL MARKETING (ASDM)

### Student Learning Outcomes

Graduates of this Program will be trained to:

1. Demonstrate positive attitudes toward studies so that they can perform academically adequately. (ISD100)
2. Analyze the process of adaptation in the educational process and the importance of personal improvement. (ISD100)
3. Apply grammatical rules in oral and written communication. (SPA101)
4. Apply grammatical rules in the drafting of business documents. (SPA103)
5. Use oral and written expression in the English language, with correctness to achieve their objectives, express opinions and function as a productive citizen. (ENG101)
6. Use oral and written expression in the English language, with correction to achieve their objectives, express opinions and function as a productive citizen. (ENG106)
7. Identify the basic skills of arithmetic, algebra and their applications. (MAT101)
8. Recognize the complexity of the physical, cognitive, moral, socio-emotional and linguistic development of human beings. (PSY101)
9. Recognize the importance of social responsibility and administrative ethics in management processes. (MNG201)
10. Determine the difference between your own business, partnerships, and corporations. (MNG205)
11. Explain how an integrated business application program works. (CIS208)
12. Study of the components of the marketing mix: Product, Price, Distribution and Promotion with special attention to the first two elements. (DMK101)
13. Understand the introductory concepts of digital marketing and the importance of content design integration for assertive advertising. (DMK102)
14. Develop the corporate identity and image, the corporate image manual, and finally digital promotions. (DMK102)
15. Understand the process for launching a new product on the market. (DMK103)
16. Recognition of the most used strategies with respect to the following elements of the marketing, price, product, and distribution mix. (DMK103)
17. Identify the basic concepts of sales, including sales techniques for products or services, basic communication criteria to be successful in negotiation, as well as customer search processes, primarily using Social Networks, the development of the sales interview, argumentation, handling objections and closing the sale and sales by telephone. (DMK104)
18. Analyze communication and its importance in digital marketing. (DMK105)
19. Describe the communicative functions, their intentionality and most important characteristics. (DMK105)
20. Developing knowledge of a camera will make competent images in the world of digital marketing. (DMK106)
21. Analyze the decision-making process used by the consumer when making a purchase. (DMK201)
22. Study and analyze cultural factors, social networks and how this influence consumer behavior and the success or failure of international companies. (DMK202)
23. Identify the tools offered by the Internet and can be used to design a website and promote it to the most recent trends in communication through social networks. (DMK203)
24. Understand promotional phases such as: Paid Advertising and Unpaid Advertising, Personal Selling, Sales Promotion, Public Relations and new trends in social media. (DMK204)
25. Develop basic concepts and techniques in the handling, manipulation and editing of images using Adobe Creative Cloud (Photoshop). (DMK205)
26. Learn the principles for creating and modifying digital images. (DMK205)
27. Analyze the different quantitative and qualitative methods used in prediction in sales business. (DMK206)
28. Practice the techniques and concepts for video editing by using Adobe tools. (DMK207)
29. Apply the knowledge acquired in the classroom to different situations in a real work scenario related to their area of specialty. (DMK220)

# ASSOCIATE OF SCIENCE IN NURSING (ASNS) DEGREE

ASSOCIATE DEGREE OF SCIENCE IN NURSING SCIENCES

[www.icprjc.edu/asociados/enfermeria.html](http://www.icprjc.edu/asociados/enfermeria.html)

This program of study lasts six (6) semesters, equivalent to two calendar years and requires the completion of 69 credits and 3 credits of the Introduction to Student Development course. This program of study will provide the student, in an interactive and dynamic way, with the knowledge, principles and practices that govern the profession of Associated Nursing. Through an advanced curriculum, not only in presentation but also 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 demanded. The program will be composed of theoretical courses, in which the student will receive the necessary knowledge to practice the profession and the clinical experience that will allow them to practice in a real scenario. At the end of the program, the student will be trained with the necessary competencies that will allow him or her to develop as a professional in the field of nursing. Once graduated, the student is responsible for complying with all the requirements established by the Examination Board to apply for their Revalidation Exam.

## A. GENERAL EDUCATION COURSES

CODING	COURSE NAME	CREDITS
ENG101-102	Basic English I-II	6
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101-102	Basic Spanish I-II	6
<b>Total</b>		<b>21</b>

## B. RELATED COURSES\*\*

CODING	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
<b>Total</b>		<b>13</b>

## C. CONCENTRATION COURSES

CODIFICATION	COURSE NAME	CREDITS
NSC110	Fundamentals of Nursing**	3
NPR110	<i>Nursing Fundamentals Practice</i>	3
NSC 203	<i>Nursing Pharmacology</i> **	3
NSC 106	Posology**	2

NSC 107	Clinical Documentation**	1
NSC17L	Clinical Documentation Laboratory**	1
NSC 111	Care in Acute and Chronic Medical- Surgical Conditions of Adults and Elderly I***	2
NPR 111	Practice of Care in Acute and Chronic Medical-Surgical Conditions of the Adult and Elderly I***	2
NSC 112	Care in Acute and Chronic Medical- Surgical Conditions of the Adult and Elderly II**	1
NPR 112	Practice of Care in Acute and Chronic Medical-Surgical Conditions of the Adult and Elderly II***	2
NSC 209	Nursing Process in Individuals with Mental Health Disorders**	2
NPR 209	Nursing Process Practice in Individuals with Mental Health Disorders***	1
NSC 204	Professional Seminar**	3
NPR204	Integrated Practice***	1
NSC 206	Mother and Newborn Care**	2
NPR 206	Mother and Newborn Care Practice***	1
NSC 207	Child and Teen Care**	2
NPR 207	Child and Care Practice***	2
NSC 208	Community Care Nursing**	2
NPR 208	Community Care Nursing Practice***	2
<b>Total:</b>		38
<b>Total Credits:</b>		<b>72</b>

\* Not considered for honor points.

\*\* Course is passed with a minimum grade of "C".

The course is passed with a minimum grade of "B".

## ASSOCIATE OF SCIENCE IN NURSING (ASNS) DEGREE

### Student Learning Outcomes

Graduates of this program will be trained 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 toward studies so that they can perform academically adequately. (ISD 100)
6. Analyze the process of adaptation in the educational process and the importance of personal improvement. (ISD100)
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 their 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 how an integrated business application program works. (CIS 208)
14. Mention the historical and philosophical evolution of nursing, including the diversity of roles and functions. (NSC 110)
15. Master basic techniques when offering nursing care to individuals and families (NPR 110)
16. Identify the basic principles of prenatal, childbirth, and postpartum care. (NSC 206)
17. Demonstrate technique to assist in the process of prenatal, delivery, and postpartum care (NPR 206)
18. To know the stages of growth and development of the child and adolescent for clinical estimation and the appropriate implementation of nursing care. (NSC 207)
19. Distinguish the theoretical bases of the growth and development of the child and adolescent. (NPR 207)
20. Apply skills to the acute and chronic conditions of the child and adolescent, including the child with a disability (NPR 207)
21. Identify the care of adults and seniors with acute and chronic conditions with immunological problems, cancer, surgical procedures, oxygenation, and endocrine. (NSC 111)
22. Apply knowledge in the care of adults and the elderly with acute and chronic conditions with immunological problems, cancer, surgical procedures, oxygenation and endocrine. (NPR111)
23. Conceptualize the care of adults and the elderly with acute and severe chronic conditions with sensory, neurological, cardiovascular, digestive, urinary and reproductive system problems. (NSC 112)
24. Apply knowledge in the care of adults and seniors with severe acute and chronic conditions with sensory, neurological, cardiovascular, digestive, urinary, and reproductive system problems (NPR112)
25. Determine the appropriate procedures for the safe administration of medications following the appropriate precautions according to the patient's age (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 alterations within the nursing context. (NSC 209)
27. Apply knowledge in basic care to patients with mental and emotional disorders, with an emphasis on the prevention and control of mental illness (NPR 209)
28. Demonstrate knowledge of the cognitive and procedural requirements to obtain the revalidation exam by completing the legal requirements, as stipulated by the Examination Board. (NSC 204)
29. They will apply the knowledge in different scenarios where the nursing professional works. (NPR204)
30. It will mention the principles of medication administration emphasizing the pharmacodynamic and pharmacokinetic phases through the use of the Nursing Process. (NSC 203)
31. Identify nursing functions in the community, including public health history. (NSC 208)
32. It will apply the knowledge in different scenarios where the nursing professional works, such as: *Home Care*, Hospices, Nursing Homes, Diagnostic Centers, Children's Homes and Day Care (NPR 208)
33. Distinguish the documents needed to complete the medical record efficiently. (NSC 107)
34. Document the medical record following the due process of nursing. (NSC 17L)

# ASSOCIATE OF SCIENCE DEGREE IN MEDICAL SONOGRAPHY (ASMS)

## ASSOCIATE DEGREE OF SCIENCE IN MEDICAL SONOGRAPHY

[www.icprjc.edu/asociados/sonografia.html](http://www.icprjc.edu/asociados/sonografia.html)

This program of study lasts six (6) semesters, equivalent to two calendar years and requires completion of 69 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 health sciences with the professionalism and expertise that is demanded. The program will be composed of theoretical courses, in which the student will receive the necessary knowledge to practice the profession and clinical experience that will allow him to practice in a real scenario what he has learned in class. At the end of the program, the student will be trained with the necessary competencies that will allow him to develop as a professional in the field of diagnostic medical sonography.

### A. GENERAL EDUCATION COURSES

CODING	COURSE NAME	CREDITS
ENG101-102	Basic English I-II	6
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101-102	Basic Spanish	6
<b>Total</b>		<b>21</b>

### B. RELATED COURSES

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
<b>Total</b>		<b>10</b>

### C. CONCENTRATION COURSES

DMS101	Fundamentals of Medical Sonography	3
DMS102	Pathology 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 Laboratory	1
DMS107	Superficial Structure Sonography	3
DMS17L	Superficial Structure Sonography Laboratory	1
DMS203	Gynecology Sonography	2
DMS23L	Gynecologic Sonography Laboratory	1
DMS208	Obstetric Sonography	3
DMS28L	Obstetric Sonography Laboratory	1
DMS205	Integrative Seminary	2
DMS212	Patient Care	1

**D. CLINICAL INTERNSHIPS\*\*\***

DMS206	Clinical Practice I	3
DMS216	Clinical Practice II	3
<b>Total</b>		<b>38</b>

**E. DIRECTED ELECTIVE\*\***

TEM101	Medical Terminology	3
<b>Total Credits</b>		<b>72</b>

\* Not considered for honor points.

\*\* Pass course with a minimum grade of "C".

The course is passed with a minimum grade of "B".

## ASSOCIATE OF SCIENCE DEGREE IN MEDICAL SONOGRAPHY (ASMS)

### Student Learning Outcomes

Graduates of this program will be trained 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 they can perform academically adequately. (ISD 100)
6. Analyze the process of adaptation in the educational process and the importance of personal improvement. (ISD100)
7. Identify the first social relations of primitive humanity. (HUM 101)
8. Recognize the complexity of the physical, cognitive, moral, socio-emotional and linguistic development of human beings. (PSY 101)
9. Identify basic skills in arithmetic, algebra and their applications. (MAT 101)
10. Identify the principles of biology and their relevance to the contemporary world. (BIO 100)
12. Apply the basic concepts of microbiology and its role in patient care. (MIC 105)
13. Identify the general concepts of the form and function of the human body. (AFH 100)
14. Know and understand the morphology and physiology of the different systems. (ANF 105)
15. Explain how an integrated commercial application program works. (CIS 208)
16. Discuss the medical terminology used in the medical field. (TEM 101)
17. Recognize the relationship of anatomical structures in three dimensions. (ANS 201)
18. Explain the basic theories of Medical Sonography. (DMS 101)
20. Identify pathologies associated with the organs of the human body. (DMS 102)
21. Explain the theoretical and practical concepts of ultrasound physics. (DMS 104)
22. Identify the different types of transducers, the operation of ultrasound imaging systems, ultrasound beam patterns, bioeffects and artifacts. (DMS 105)
24. Identify the concepts of medical sonography in the abdominal organs, including liver, gallbladder, pancreas, kidneys, spleen, and vascular structures associated with the abdominal organs. (DMS 106)
25. Apply the skills of tracking and proper handling of sonographic equipment for the creation of abdominal sonographic studies. (DMS 16L)
26. Identify the concepts of medical sonography superficial organs of the human body, such as: thyroid, parathyroid, breasts, testicles, prostate, penis, popliteal region, neonatal neurosonography and musculoskeletal. (DMS 107)
27. Apply the skills of tracking and proper handling of sonographic equipment for the creation of sonographic studies of surface structures. (DMS 17L)
28. Identify the concepts of medical sonography in the female reproductive organs. It includes anatomy, pathophysiology, image analysis, and differential diagnosis. (DMS 203)
29. Apply the skills of tracking and proper handling of sonographic equipment for the creation of gynecological sonographic studies. (DMS 23L)
30. Identify the skills of medical sonography in the different stages of pregnancy, from the embryonic stage to the fetal stage. (DMS 208)
31. Apply the skills of tracking and proper handling of sonographic equipment for the creation of obstetric sonographic studies. (DMS 28L)
32. To carry out research studies to expand their knowledge of Medical Sonography. (DMS 205)
33. Apply their knowledge in the field of Medical Sonography in a real work scenario. (DMS 206)
34. Demonstrate tracking skills and good handling of equipment in performing abdominal sonographic studies and superficial structures on real patients under the direct supervision of a medical sonographer. (DMS 216)
35. Execute all tasks related to the day-to-day operation of the sonography department. (DMS 216)

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

ASSOCIATE DEGREE OF SCIENCE IN CRIMINAL INVESTIGATION AND FORENSIC SCIENCES

[www.icprjc.edu/asociados/cienciasforenses.html](http://www.icprjc.edu/asociados/cienciasforenses.html)

This program of study lasts six (6) semesters and requires completion of 69 academic credits and 3 credits for the Introduction to Student Development course. Upon completion of the program, the student will be trained to perform positions such 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: Prevention and Loss Manager, Prevention and Loss Investigator, Prevention and Loss Associate, Adjuster, Mortgage Fraud, Insurance Investigator, Security Manager, Fraud Investigator, Fire Investigator, among others.

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

## A. GENERAL EDUCATION COURSES

CODIFICATION	COURSE NAME	CREDITS
ENG101-102	Basic English I-II	6
HUM101	Humanities I	3
BIO100	Basic Biology	3
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101-102	Basic Spanish I-II	6
<b>Total</b>		<b>27</b>

## B. RELATED COURSES

MIC105	Basic Microbiology**	3
ANF100	Human Anatomy and Physiology I**	2
CHE201	Chemistry**	3
CIS208	Use of Business Application Programs**	3
<b>Total</b>		<b>11</b>

### C. CONCENTRATION COURSES

CSI 101	Procedural Criminal Justice System in Puerto Rico **	3
CSI 102	Criminology and Criminal Profiling**	2
CSI 103	<i>Criminal Law and Special Laws</i> **	3
CSI 204	<i>Criminal Procedure</i>	3
CSI 205	Evidence and Constitutional Law	3
CSI 206	<i>Forensic Investigation I: The Criminal Investigation</i> **	2
CSI 207	Forensic Investigation II:	3
CSI 208	Criminalistics**	3
	Dactyloscopy, Forensic Photography and Other Traces **	
CSI 209	Road Accident **	2
CSI 210	Interviews, Interrogations and Expert Testimony**	2
CSI211	Documentscopy	3
CSI212	Controlled Substances	2
CSI 215	Supervised Practice***	3
	<b>Total</b>	<b>34</b>

**Total Credits: 72**

\* Not considered for honor points.

\*\* Pass course with a minimum grade of "C".

\*\*\*Course is passed with a minimum grade of "B".

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

### Student Learning Outcomes

Graduates of this program will be trained 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 toward studies so that they can perform academically adequately. (ISD 100)
6. Analyze the process of adaptation in the educational process and the importance of personal improvement. (ISD100)
7. To identify the first social relations of primitive humanity. (HUM 101)
8. Recognize the complexity of the physical, cognitive, moral, socio-emotional and linguistic development of human beings. (PSY 101)
9. Identify basic skills in arithmetic, algebra and their applications. (MAT 101)
10. Identify the principles of biology and their relevance to the contemporary world. (BIO 100)
11. Apply the basic concepts of microbiology and its role in patient care. (MIC 105)
12. Identify the general concepts of the form and function of the human body. (AFH 100)
13. Explain how an integrated business application program works. (CIS 208)
14. Apply the basic concepts of general and organic chemistry such as composition, properties of matter from the subatomic level to the macroscopic. (CHE 201)
15. Identify the historical development of controlled substance use and abuse, its scope and effects. (ITUC 212)
16. List the components of the Criminal Justice System in Puerto Rico and analyze how it is impacted by investigation and forensic sciences. (ITUC 101)
17. Recognize the causes of the crime, as well as the characteristics of the criminals, to develop the necessary profiles that facilitate the identification of one or more suspects. (ITUC 102)
18. Catalog the crimes that, according to the Criminal Code of Puerto Rico, and special laws merit an investigation based on forensic sciences. (ITUC 103)
19. To interpret the stages of criminal procedure in Puerto Rico and how they integrate investigation and forensic sciences. (ITUC 204)
20. Verify that the evidence obtained during an investigation meets the criteria of the Rules of Evidence established by the Supreme Court of Puerto Rico. (ITUC 205)
21. Identify the historical development of criminal investigation, its importance, its concepts, its postulates, its scientific bases. (ITUC 206)
22. Mention all the procedures that are carried out for the protection of the scene; visual inspection; the collection, packaging, labeling and transportation of evidence to the crime laboratory. (ITUC 207)
23. Develop and collect fingerprints, as well as other fingerprints, classify and compare them to achieve the identification of one or more suspects. (ITUC 208)
24. Recognize the procedures related to the investigation of traffic accidents. (ITUC 209)
25. Distinguish between interview and cross-examination and assess the importance of expert testimony. (ITUC 210)
26. Demonstrate the technical-scientific knowledge necessary to analyze the authenticity or falsity of writings or documents. (ITUC 211)
27. Apply the skills and concepts acquired in the participation of practical experiences. (ITUC 215).

# ASSOCIATE OF SCIENCE DEGREE IN DIAGNOSTIC RADIOLOGIC TECHNOLOGY (ASRT)

ASSOCIATE DEGREE OF SCIENCE IN DIAGNOSTIC RADIOLOGICAL TECHNOLOGY

[www.icprjc.edu/asociados/radiologia.html](http://www.icprjc.edu/asociados/radiologia.html)

This program of study lasts six (6) semesters, equivalent to two calendar years and requires completion of 69 credits and 3 credits of the Introduction to Student Development course. This program of study will provide the student, in an interactive and dynamic way, with 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 scenarios.

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

## A. GENERAL EDUCATION COURSES

CODIFICATION	COURSE NAME	CREDITS
ENG101-102	<i>Basic English I-II</i>	6
ISD100	Introduction to Student Development*	3
MAT101	General Mathematics	3
PSY101	Basic Psychology	3
SPA101-102	Basic Spanish I-II	6
<b>Total</b>		<b>21</b>

## B. RELATED COURSES\*\*

ANF106	Biology, Anatomy and Radiological Physiology I	3
ANF107	Biology, Anatomy and Radiological Physiology II	3
<b>Total</b>		<b>6</b>

## C. CONCENTRATION COURSES\*\*

RTE 101	Fundamentals of Medical Radiology	3
RTE102	Patient Care	3
RTE103	Medical Terminology and Radiological Pathology	2
RTE104	Positioning and Radiological Procedure I/LAB	4
RTE105	Positioning and Radiological Procedure II/LAB	3
RTE202	Positioning and Radiological Procedure III/LAB	3
RTE203	Exposure, Processing and Radiological Criticism/LAB	3
RTE205	Radiological Physics	3
RTE206	Radiobiology	3
RTE207	Special Diagnostic Modalities	2
RTE212	Integrative Seminar	3
<b>Total</b>		<b>32</b>

## D. CLINICAL PRACTICES\*\*\*

RTE209	Clinical Practice I	3
RTE211	Clinical Practice II	3
RTE215	Clinical Practice III	3
RTE217	Clinical Practice IV***	4
	<b>Total</b>	<b>13</b>

**Total Credits: 72**

\* Not considered for honor points.

\*\* Pass course with a minimum grade of "C".

Course is passed with a minimum grade of "B".

# ASSOCIATE OF SCIENCE DEGREE IN DIAGNOSTIC RADIOLOGIC TECHNOLOGY (ASRT)

## Student Learning Outcomes

Graduates of this program will be trained to:

1. Use oral and written expression in the English language correctly to achieve their goals, express opinions and function as a productive citizen. (ENG101)
2. Understand readings in English, answer oral and written questions correctly. (ENG102)
3. Applying Grammar Rules in Oral and Written Communication (SPA101)
4. Distinguish the characteristics of the various literary genres. (SPA102)
5. Demonstrate positive attitudes toward studies so that they can perform academically adequately. (ISD100)
6. Analyze the process of adaptation in the educational process and the importance of personal improvement. (ISD100)
7. Identify the relationship between socioeconomic development and disease. (SOC101)
8. Recognize the complexity of the physical, cognitive, moral, socio-emotional, and linguistic development of the Humans. (PSY101)
9. Identify basic skills in arithmetic, algebra and their applications. (MAT 101)
10. Identify the general concepts of the form and function of the human body. (ANF 100)
11. Know and understand the morphology and physiology of the different systems. (ANF105)
12. Explain how an integrated business application program works (CIS 208)
13. Apply the basic concepts of physics such as anatomical nature of matter, radioactivity, electromagnetic radiation, ionization, X-rays, radiological imaging. (TEN105)
14. Discuss the medical terminology used in the field of medicine and associated pathologies. (TEM 102)
15. Recognize the relationship of anatomical structures in three dimensions. (ANS 201)
16. Demonstrate critical judgment in image evaluation. (RTE 202, RTE104)
17. Use effective communication skills with patients from diverse populations and with the health care. (RTE212)
18. Apply the theory to the processing of medical images. (RTE209, RTE211, RTE215)
19. Demonstrate anatomical structures in X-ray films. (RTE102, RTE104, RTE206. RTE208)
20. Demonstrate positioning skills to produce diagnostic x-rays. (RTE102, RTE104, RTE206. RTE208)
21. Demonstrate adequate patient care skills. (RTE212)
22. Properly use radiation protection measures. (concentration courses)
23. Practice with a high sense of ethics and exemplary professionalism.

**COURSE DESCRIPTION PROGRAM  
OF ASSOCIATE DEGREES**

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

## COURSE DESCRIPTIONS ASSOCIATE DEGREES

### ACC 101 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 those of buying and selling merchandise. The student will analyze and record transactions in the General Journal and transfer them to the General Ledger. It will be related to the different Financial Statements, such as: Income Statement, Statement of Situation, Cash Flow Statement and Owner's Statement of Equity.

### ANF 100 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 using technological tools for the study of the integumentary, skeletal, muscular and digestive systems. Exposure of the systems from a histological, anatomical and physiological aspect.

### ANF 105 HUMAN ANATOMY AND PHYSIOLOGY II

2 credits

(45 hours of 15 hours Theory 30 hours Lab)

#### **Prerequisite: ANF 100**

Study of 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, reproductive, male and female systems and the endocrine system. Exposure of the systems in the histological, anatomical and physiological aspects.

### ANF 106 BIOLOGY, ANATOMY AND RADIOLOGICAL PHYSIOLOGY I

3 credits (45 hours)

This course discusses general concepts of biology as well as the form and function of the body. The cells, 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 cell morphology and physiology. It provides the necessary resources to study the skeletal, muscular and digestive systems from their fundamental physiological, anatomical and histological factors and identify them in a radiographic image.

### ANF 107 BIOLOGY, ANATOMY AND RADIOLOGICAL PHYSIOLOGY II

3 credits (45 hours)

#### **ANF 106 Prerequisite**

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 a biological point of view. It provides the necessary resources to study the circulatory system, nervous system, respiratory system, endocrine system, lymphatic system and reproductive system from their fundamental physiological, anatomical and histological factor and identify them in 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. Empowering you to identify anatomical structures in sectional images so that you can develop a complete picture of the body's normal anatomy and its most frequent variants.

### ASL100 SIGN LANGUAGE

2 credits (30 hours)

This course will prepare the student to communicate in sign language with the hearing impaired. It prepares the student with the basic concepts and skills to make communication viable.

### BIO 100 BASIC BIOLOGY

3 credits (45 hours)

Study of the basic principles of Biology and their relevance to the contemporary world. Topics such as 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 are included.

**BIO 200            NUTRITION IN THE CULINARY ARTS**

3 credits (45 hours)

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

**CHE 201            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, and the elements present in living organisms are discussed. The elements, their usefulness, the sources of obtaining them and the sources of energy are also studied.

**CIS 101            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.

**CIS 105            BASIC ELECTRONICS**

3 credits (45 hours)

This course provides the student with the basics 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 how to use different measuring instruments to determine current, voltage, resistance, power, and circuit analysis.

**CIS 106            OPERATING SYSTEMS**

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

**Prerequisite: CIS 101**

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 used in the market. The student develops skills by applying the different commands required for the manipulation of the different systems. Includes 30 hours of specialized or closed laboratory.

**CIS 200            INTERNAL STRUCTURE AND FAULT DETECTION IN COMPUTERS I**

3 credits (45 hours)

**Prerequisites: CIS 101 and CIS 208**

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

**CIS 203            INTERNAL STRUCTURE AND FAULT DETECTION IN COMPUTERS II**

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

**Prerequisites: CIS 101 and CIS 200**

This course studies the techniques to be used to make a computer functional by repairing and updating. The student will develop advanced skills for repairing computer components. The course offers the student the opportunity to understand, in a specific way, the operation of the machine. Includes 30 hours of specialized or closed laboratory.

**CIS 208            MANAGEMENT OF COMMERCIAL APPLICATION PROGRAMS LAB**

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

The course aims to train the student in the effective use of commercial application programs to produce 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 for and manage pages on *the World Wide Web* (*www*) as well as how to handle e-mail. Includes 15 hours of open lab.

**CIS 210            LAPTOP REPAIR**

2 credits (45 hours)

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

**CIS 211            COMMUNICATIONS NETWORKS I**

3 credits (45 hours)

**Prerequisite: CIS 101**

The environment of a Computer Local Area 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 lab.

**CIS 212            COMMUNICATIONS NETWORKS II**

3 credits (45 hours)

**Prerequisites: CIS 200 and CIS 211**

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 your responsibilities. The student will learn to have control and supervision of users and resources. Includes five hours of open lab.

**CIS 217            REPAIR OF TABLETS AND SMARTPHONES**

3 credits (45 hours)

**Prerequisite: CIS 200**

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

**CIS220            SUPERVISED INDUSTRY PRACTICE**

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 area of specialty.

**CSI101            CRIMINAL JUSTICE PROCEDURAL SYSTEM OF PUERTO RICO**

3 credits (45 hours)

This course introduces the student to the study of the four basic components of the Criminal Justice System. It analyzes the historical development, legal basis, and current organization and structure of the Puerto Rico Police, the Department of Justice, the General Court of Justice, and the Department of Corrections and Rehabilitation. Knowledge of the Institute of Forensic Sciences is emphasized and a general vision of the operation of the System is presented in order to define the necessary concepts for a better understanding of the other courses of 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: CSI 101, PSY 101**

In this course, the causes of crime and juvenile delinquency are studied. The characteristics of the criminals are identified. It analyzes how to prevent and reduce crime. 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. The Special Part of the Penal Code will select the crimes that, due to their complexity, merit forensic scientific investigation. Emphasis is placed on the study of special laws related to domestic violence, child abuse, weapons, explosives, vehicles and traffic, among others. The

applicable jurisprudence is analyzed.

**CSI204 CRIMINAL PROCEDURE**

3 credits (45 hours)

**Prerequisites: CSI 101 and CSI 103**

Study of the criminal prosecution of people accused of committing crimes, from arrest to conviction in court. The processes are discussed before, during and after the trial. The applicable jurisprudence is analyzed.

**CSI205 EVIDENCE AND CONSTITUTIONAL LAW**

3 credits (45 hours)

**Prerequisites: CSI 101 and CSI 103**

The general principles of the Rules of Evidence that apply during the investigative stage and the trial are studied: relevance, admissibility, authentication, privileges, witness 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 the applicable constitutional guarantees is emphasized. The corresponding jurisprudence is analyzed. In addition, Constitutional Law is studied.

**CSI206 FORENSIC INVESTIGATION I: THE CRIMINAL INVESTIGATION**

2 credits (30 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 probative value of the evidence, the modus operandi, the investigation of the laboratory, the processes after the investigation and the testimony of the investigator in court.

**CSI207 FORENSIC INVESTIGATION II: CRIMINALISTICS**

3 credits (45 hours)

**Prerequisite – CSI206**

This course studies the historical development of forensic sciences, identifying and describing each of the disciplines that compose it. The study of the crime scene is emphasized as the starting point of any investigation. All the procedures that are carried out for the protection of the scene are explained in detail; visual inspection; the collection, packaging, labeling and transportation of 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 DACTYLOSCOPY, FORENSIC PHOTOGRAPHY AND OTHER FINGERPRINTS**

3 credits (60 hours)

**Prerequisite: CSI 206**

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

**CSI209 ROAD ACCIDENTS**

2 credits (30 hours)

**Prerequisites: CSI 206, CSI 207**

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 case analysis.

**CSI210 INTERVIEWS, INTERROGATIONS AND EXPERT TESTIMONY**

2 credits (30 hours)

Study of the legal methods used to obtain information from people. The protection of civil rights is emphasized during interviews and interrogation. Verbal and physical behavior is analyzed. The importance of the investigator's testimony in court is discussed, as well as the methods of evidence used to cross-examine 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. Study graphoscopy and copy documents.

**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 played by undercover agents are discussed.

**CSI215 SUPERVISED INDUSTRY PRACTICE**

3 credits (135 hours)

**Prerequisites: CSI102, CSI205, CSI207, CSI208**

Intern in one of the public or private agencies under the supervision of a professor of the specialty. The course offers the opportunity for the student to participate in practical experiences that mature an investigative and professional attitude in the field of Forensic Sciences. They 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 or she is located. It is expected that the student will be able to penetrate the real scenario of a practice center: services it provides, functions, problems, limitations and that can integrate the knowledge and skills acquired in the classroom. The student has to complete 135 hours of practicum during the semester. These include initial orientation, attendance at the practice center, group and individual meetings and the final meeting to discuss the experiences gained.

**DMK101 MARKET PRINCIPLES**

2 credits (45 hours)

The course analyzes the functions necessary for the distribution of goods and services from the product 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.

**DMK102 INTRODUCTION TO DIGITAL MARKETING AND CONTENT DESIGN**

4 credits (45 hours)

The focus of the course is oriented to the understanding of introductory concepts of digital marketing and the importance of the integration of content design for assertive advertising. The student will learn the initial processes for effective design development: the vision, mission, values, SWOT analysis, Boston *Consulting Group* analysis, company strategies, target market, and segmentation. Once the information has been obtained, the student will be able to develop the corporate identity and image, the corporate image manual, and finally digital promotions. The student will organize the work with the structure of the four Ps, adapting it to digital distribution, knowing the digital formats.

**DMK103 MARKETING MANAGEMENT**

3 credits (45 hours)

**Prerequisite: DMK101**

The course consists of the study of the process of launching a new product on the market. Recognition of the most used strategies with respect to the following elements of the marketing, price, product, and distribution mix.

**DMK104 SALES PRINCIPLES**

3 credits (45 hours)

**Prerequisite: DMK101 Corequisite: DMK103**

In this course, the basic concepts of sales will be studied, including sales techniques for products or services, basic communication criteria to be successful in negotiation, as well as customer search processes, primarily using Social Networks, the development of the sales interview, argumentation, handling objections and closing of the sale and sales by telephone.

**DMK105 FUNDAMENTALS OF COMMUNICATION**

3 credits (45 hours)

In this course, the student will understand the elements that make up the basis of the communication, its functions, the process of communication and will define the elements that they compose it. The student will be able to analyze communication and its importance in the Digital marketing. Describe the communicative functions, their intentionality and most important characteristics.

**DMK106 FUNDAMENTALS OF DIGITAL PHOTOGRAPHY**

3 credits (2 credits theory, 1 credit lab)

The Digital Photography Fundamentals course is an important element in marketing and advertising. Knowing the composition, techniques and editing of images allows great skills in the professional field. Developing knowledge of a camera will make competent images in the world of digital marketing. Explore using manual mode and create photos using professional techniques.

**DMK201 CONSUMER BEHAVIOR**

3 credits (45 hours)

The course analyzes the decision-making process used by the consumer when making a purchase. It identifies the psychological, social, situational and informational factors that influence consumer purchasing behavior.

**DMK202 INTERNATIONAL MARKETING**

3 credits (45 hours)

**Prerequisite: DMK101**

The course studies the factors that affect trade relations between the countries of the world. Cultural factors and how they influence consumer behavior, and the success or failure of international companies are studied and analyzed. Special attention is paid to the development of the marketing mix and the effect of social media on international sales.

**DMK203 SOCIAL MEDIA MARKETING**

3 credits (2 credits theory, 1 credit lab)

**Prerequisite: DMK101, CIS208**

In this course, an introduction will be made to the different technological tools related to business and their application in marketing, sales and social networks. The tools offered by the Internet will be reviewed and can be used to design a website and promote it to the most recent trends in communication through social networks.

**DMK204 PROMOTION ON SOCIAL NETWORKS**

3 credits (45 hours)

Study of promotional phases such as: Paid Advertising and Unpaid Advertising, Personal Sales, Sales Promotion, Public Relations and new trends in Social Networks. Emphasis is placed on the application of these concepts and their integration within the total marketing system to achieve an organization's goals and achieve its objectives.

**DMK205 GRAPHIC APPLICATIONS**

3 credits (2 credits theory, 1 credit lab)

The course is designed for the student to develop basic concepts and techniques in the handling, manipulation and editing of images using Adobe Creative Cloud (Photoshop). Students learn the principles for creating and modifying digital images. The concepts of image correction, merging, and composition are emphasized.

**DMK206 SALES FORECASTING & MARKET RESEARCH**

3 credits (45 hours)

**Prerequisites: DMK101, MAT101**

In this course, different quantitative and qualitative methods used in prediction in sales businesses will be studied, such as the average movement, "exponential smoothing", "time series", "simple linear regression", the Delphi method, expected value, decisional diagram, and the Thomas Bayes theorem, among others. In addition, the concept of market research is introduced.

**DMK207 VIDEO AND PHOTOGRAPHY**

3 credits (2 credits theory, 1 lab credit)

**Prerequisite: DMK106**

The course prepares the student with the techniques, concepts, and editing of videos. From planting, use of necessary equipment, development and editing, through practical projects. Adobe Premier software is used for creation and editing.

**DMK220 INDUSTRY PRACTICE AND SUPERVISION**

3 credits (135 hours)

**Prerequisites: Concentration Courses Corequisites: DMK206, DMK207**

The course allows the student who is enrolled from the sixth (6th) term of studies in the Institution to apply the knowledge acquired in the classroom to different situations of a real work scenario related to their area of specialty.

**DMS101 FUNDAMENTALS OF MEDICAL SONOGRAPHY**

3 credits (45 hours)

This course introduces the basic theories of Medical Sonography, including historical development, ultrasound terminology, patient-sonographer-physician interaction, communication skills, sonographic techniques and protocols. It explains the definition of image quality, equipment care, and a summary of the applications of ultrasound in diagnostic imaging.

**DMS102 PATHOLOGY APPLIED TO MEDICAL SONOGRAPHY**

3 credits (45 hours)

**Prerequisites: DMS 107, DMS 17L**

This course discusses pathologies associated with organs of the human body that can be assessed using medical sonography. 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 ULTRASOUND PHYSICS AND INSTRUMENTATION I**

3 credits (45 hours)

**Prerequisites: DMS 101, MAT 101**

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. It discusses ultrasound terminology, sound wave concepts, wave types, and propagation media.

**DMS105 ULTRASOUND PHYSICS AND INSTRUMENTATION II**

3 credits (60 hours)

**Prerequisites: DMS 104**

In this course the student will learn about the different types of transducers, the operation of ultrasound imaging systems, ultrasound beam patterns, bioeffects and artifacts. It emphasizes the different uses of sonography in a clinical setting and the operation of the equipment.

**DMS106 ABDOMINAL SONOGRAPHY**

3 credits (45 hours)

**Prerequisite: DMS 101**

This course discusses the study and application of medical sonography to abdominal organs, including liver, kidneys, spleen, gallbladder, pancreas, and vascular structures associated with abdominal organs. It also includes normal anatomy versus abdominal pathologies, clinical signs and symptoms, interpretation of laboratory values, image analysis and differential diagnosis. The protocol techniques used in the performance of an abdominal sonogram and the different sonographic appearances of the abdominal organs are also discussed. In addition, the use of the *Doppler technique* is included for the correct diagnosis of abdominal pathologies.

**DMS16L ABDOMINAL SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Prerequisite: DMS 101 Corequisite: DMS 106**

In this course, the student is exposed to practical experience under the direct supervision of the teacher. The student will develop tracking skills and proper handling of sonographic equipment for the creation of abdominal sonographic studies that will allow them to work properly in a real scenario.

**DMS107 SONOGRAPHY OF SURFACE STRUCTURES**

3 credits (45 hours)

**Requirement: DMS 106**

This course discusses the study and application of medical sonography in the superficial organs of the human body, such as thyroid, parathyroid, breasts, prostate, testicles, penis, popliteal region, neonatal neurosonography and musculoskeletal. It also includes normal anatomy versus pathologies, clinical signs and symptoms, and interpretation of laboratory values. The protocol techniques used in the realization of a sonogram of surface structures are also discussed.

**DMS17L SURFACE STRUCTURE SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Prerequisite: DMS 106, DMS 16L Corequisite: DMS 107**

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 sonographic equipment for the creation of sonographic studies of surface structures that will allow them to work properly in a real scenario.

**DMS203 GYNECOLOGICAL SOSONOGRAPHY**

2 credits (30 hours)

**Prerequisites: DMS 107, Corequisite: DMS 23L**

This course discusses the study and application of medical sonography in the female reproductive organs. It includes anatomy, pathophysiology, image analysis, and differential diagnosis. The protocol techniques used in the performance of a pelvic sonogram are also discussed.

**DMS23L GYNECOLOGIC SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Prerequisite: DMS 107, DMS 17L, Corequisite: DMS 203**

In this course, the student is exposed to practical experience under the direct supervision of the teacher. The students will develop tracking skills and proper handling of sonographic equipment for the creation of gynecological sonographic studies that will allow them to work properly in a real scenario.

**DMS206 CLINICAL PRACTICE I**

3 credits (135 hours)

**Prerequisites DMS 107, DMS 17L, DMS 105, DMS 212**

Clinical experience gained 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 the performance of abdominal sonographic studies and superficial structures with simulated patients. The student is expected to be able to perform all tasks related to the daily operation of the sonography department.

**DMS208 OBSTETRIC SOSONOGRAPHY**

3 credits (45 hours)

**Prerequisites: DMS 203, DMS 23L**

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, both in the mother and in the fetus, which can be evaluated with the use of sonography, are discussed. The protocol techniques used in the performance of an obstetric sonogram are also discussed, including fetal measurements and complementary studies.

**DMS28L OBSTETRIC SONOGRAPHY LABORATORY**

1 credit (30 hours)

**Prerequisites: DMS 203, DMS 23L Corequisite: DMS 204**

In this course, the student is exposed to practical experience under the direct supervision of the teacher. The students will develop tracking skills and proper handling of sonographic equipment for the creation of obstetric sonographic studies that will allow them to work properly in a real scenario.

**DMS205 INTEGRATIVE SEMINAR**

2 credits (30 hours)

**Prerequisites: DMS 105, DMS 203**

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 in professional journals. The student will develop a research project on a topic chosen by him/her, under the professor's evaluation criteria, as a final requirement of the course.

**DMS212 PATIENT CARE**

1 credit (30 hours)

This course discusses the theoretical and practical elements related to infection control techniques and aseptic methods

in a clinical sonographic setting to maintain a sterile field during management. In addition, it includes the appropriate techniques for the safety and protection of the patient and the sonography technician, as well as the preparation of the study unit. The course includes the skills of taking vital signs and providing first aid in the event of a medical emergency.

**DMS216 CLINICAL PRACTICE II**

3 credits (135 hours)

**Prerequisites: DMS 203, DMS 23L, DMS 206**

Clinical experience gained in an assigned clinical setting. The student must demonstrate tracking skills and good handling of the equipment in the performance of gynecological and obstetric sonographic studies on real patients under the minimum supervision of a medical sonographer. The student is expected to be able to complete all tasks related to the day-to-day 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. 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 II**

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 in writing, while fostering critical thinking in the students.

**ENG105 CONVERSATIONAL ENGLISH**

3 credits (45 hours)

**Prerequisite: 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 students will learn basic concepts of oral communication, developing security in pronunciation and making conversation in the personal and business areas.

**GAS101 FUNDAMENTALS, SAFETY AND HEALTH**

2 credits (45 hours)

This course includes the terminology, utensils and equipment associated with gastronomy, the ways to store them, as well as the functions of a professional in this area. It studies 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 the same. The study of the history of gastronomy is included.

**GAS103 FOOD PREPARATION II**

1 credit (15 hours)

**Corequisite: 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.

**GAS13L FOOD PREPARATION LABORATORY II**

2 credits (60 hours)

**Corequisite: GAS103**

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

**GAS 104 ETHICAL-LEGAL ASPECTS IN THE OPERATION OF A KITCHEN**

3 credits (45 hours)

The course is designed to give the students an overview of the legal and ethical issues that arise in the food service sector. Students will apply the laws pertinent to the industry and investigate the relationship of these laws to the management of a food service area. In addition, 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.

**GAS 105 FOOD PREPARATION III**

1 credit (15 hours)

**Correct: GAS 15L**

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

**GAS15L FOOD PREPARATION LABORATORY III**

2 credits (60 hours)

**Corequisite: GAS105**

In this laboratory, students practice the skills of cutting, sewing, preparing, designing, and plating a menu of meat, poultry, seafood, and fish.

**GAS 106 WAREHOUSING, COST CONTROL AND INVENTORY**

3 credits (45 hours)

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

**GAS 107 PUERTO RICAN AND LATIN CUISINE**

1 credit (15 hours)

**Corequisite: GAS 17L**

In this course, students acquire knowledge about the history of Puerto Rican gastronomy and native 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)

**Corequisite: GAS107**

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

**GAS108 FOOD PREPARATION I AND LABORATORY**

2 credits (1 theory credit, 1 lab credit)

**Prerequisite: GAS101**

In the theoretical part of the course, which is 15 hours, the methods and ingredients used for the development of a breakfast menu, soups, sauces, pastas and rice of all kinds are worked on. The composition and its derivatives of the sauces that complement these foods are included.

In the 30-hour course laboratory, students practice the skills of preparing, preparing, designing, and putting together a menu of breakfast, pasta, and rice dishes with the corresponding broths and sauces.

**GAS109 CUSTOMER SERVICE AND TABLE SERVICE**

2 credits (30 hours)

The function of service in the food industry, including table service, is examined. Students explore how to provide quality service using case studies and what-if scenarios. The course includes employee training and development from a strategic and operational perspective. In addition, the restaurants best classified for the quality of service are studied.

**GAS201 INTERNATIONAL GASTRONOMY** 1 credit (15 hours)

**Corequisite: GAS 21L**

In this course, students gain knowledge about the history of gastronomy from 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 techniques representative of these cuisines.

**GAS21L INTERNATIONAL GASTRONOMY LABORATORY** 2 credits (60 hours)

**Corequisite: GAS 201**

In this laboratory, students practice the skills of making, preparing, designing, and plating traditional and contemporary menus in the international gastronomy of Russia, India, France, Spain, Italy, and China, among others.

**GAS203 PRINCIPLES OF CONFECTIONERY** 1 credit (15 hours)

**Corequisite: GAS 23L**

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

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

**GAS23L PASTRY LABORATORY** 2 credits (60 hours)

**Corequisite: GAS 203**

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

**GAS204 WINE CULTURE** 3 credits (30 hours)

**Corequisite: GAS 24L**

In this course, the student will learn about the cultivation, production and pairing of wines. The course will cover the most productive vineyards around the world. In addition, they will learn how to taste wine correctly and how to use wine glasses according to the type of wine you are serving.

**GAS206 SPECIAL FOOD SERVICE MODALITIES AND COORDINATION OF EVENTS** 2 credits (30 hours)

**Corequisite: GAS 26L**

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

**GAS26L SPECIAL MODALITIES LABORATORY** 2 credits (60 hours)

**Corequisite: GAS 206**

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

**GAS207 BEVERAGE MANAGEMENT, PREPARATION & SERVICES** 1 credit (15 hours)

This course includes the study of the process of making and serving beverages: such as spirits, beer, and non-alcoholic

beverages. In addition, they will work with the functions and responsibilities in 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 beverage area and the necessary equipment to be able to work a bar (glasses, glasses, others) are introduced.

**GAS27L BEVERAGE SERVICE LABORATORY**

2 credits (60 hours)

**Corequisite: GAS 207**

In this lab, 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.

**GAS209 PRINCIPLES OF BAKERY AND LABORATORY**

3 credits (75 hours, 15 hours of theory and 60 hours of laboratory)

**Prerequisite: GAS203**

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

**GAS210 SUPERVISED INDUSTRY PRACTICE**

3 credits (135 hours)

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

**HSC101 INTRODUCTION TO HEALTH SERVICES IN PUERTO RICO**

1 credit (30 hours)

In this course, the student will briefly learn about the history of the health system in Puerto Rico and the beginnings of the billing processes for medical services. They will understand the role of the administrator and the biller within the development of the processes of evolution 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 healthcare facility.

**HSC102 MEDICOLEGAL ASPECTS**

2 credits (30 hours)

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

**HSC103 MEDICAL SERVICES MANAGEMENT AND COORDINATION**

3 credits (60 hours)

**Prerequisite: MNG201**

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, including the credentialing and contracting process of the physician, know the processes in health insurance, including Medicare and its component parts, including Advantage Plans, and distinguish between professional, institutional, and technical components. Manage the Revenue *Cycle Management* (RCM) model, the additional elements that make up and the complete billing cycle, distinguish the billing tools. In addition, the student receives an introduction to the role of Health Services Coordinator that will be expanded in the HSC204 and HSC205 courses 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 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. The medical abbreviations for processes and conditions, the etymology and formation of medical terms, their application to medical and institutional diagnoses and procedures related to the planes and systems of the human body and that are necessary to facilitate medical coding in health insurance billing processes are identified.

**HSC105 CODING MEDICAL DIAGNOSES**

3 credits (45 hours)

**Prerequisite: HSC 104**

This course emphasizes the development of clinical coding skills. The CMS Guidelines and AMA Coding Guides are emphasized. The student will use terminology, medical record documentation, evaluation and management guidelines, matching, and use of the most recent version of the International *Classification of Diseases Clinical Modification* (ICD-CM) manual. General criteria are considered, the impact of the 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 CODING OF MEDICAL PROCEDURES**

3 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 Guidelines that take into consideration the documentation of the patient's history in four phases, the recommendations of 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 (F Codes) 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 BILLING FOR MEDICAL AND DENTAL SERVICES**

3 credits (45 hours)

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

This course prepares the student for 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 medical diagnoses, procedures, and services are applied. State and federal laws apply that affect the production process, shipping, and applicable collections. In addition, the student will create paper invoices using the latest CMS-1500 and ADA formats.

**HSC11L ELECTRONIC BILLING FOR THE MEDICAL AND DENTAL OFFICE**

3 credits (90 hours)

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

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

**HSC201 INSTITUTIONAL SERVICES CODING AND BILLING**

3 credits (45 hours)

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

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

**HSC21L INSTITUTIONAL E-INVOICING LABORATORY**

1 credit (30 hours)

**Prerequisite: HSC 105, HSC 106 Corequisite HSC 201**

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

**HSC202 MEDICAL RECORD**

3 credits (45 hours)

**Corequisite: HSC 22L**

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

**HSC22L            ELECTRONIC MEDICAL RECORD LAB**

1 credit (30 hours)

**Corequisite: HSC 202**

This course provides the student with the opportunity to apply the skills necessary for electronic practice of electronic medical records, as well as related vocabulary. Emphasis is placed on privacy, confidentiality, and security standards 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.

**HSC203            MEDICAL BILL RECONCILIATION AND AUDIT**

2 credits (45 hours)

This course allows the student to analyze and work on medical reconciliation processes and familiarizes them with the basic principles of medical account auditing in medical billing processes. It emphasizes the processes of monitoring, internal auditing and the functions inherent to the management of the collection of medical bills.

**HSC204            COORDINATION OF HEALTH SERVICES 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 the development of knowledge, skills, and abilities for teamwork, coordination of patient care, vocabulary used in the industry, and a focus on the quality of patient services. This course allows the student to learn about the concepts of patient navigation in health care, and the coordination of services while developing practical skills that are needed to provide these services. In addition, the student will learn about the clinical role of the health services coordinator that allows him to work with patients of chronic diseases.

**HSC205            COORDINATION OF HEALTH SERVICES II**

3 credits (45 hours)

**Prerequisite: HSC204**

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

**HSC210            PROFESSIONAL SEMINAR**

1 credit (15 hours)

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

**HSC220            SUPERVISED INDUSTRY PRACTICE**

3 credits (135 hours)

**Prerequisite: Concentration Courses**

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

**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 the adaptation and effective transition to university life are studied.

Students are exposed to knowledge, development of skills, and attitudes that help them maximize their potential in the academic and personal environment. In addition, a framework of reference is provided to help the student develop effective strategies for his/her: self-knowledge, self-esteem, values, ethics, study process, learning, problem solving, time management, and effective communication.

**MAT101            GENERAL MATHEMATICS**

3 credits (45 hours)

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

**MIC105            BASIC MICROBIOLOGY**

3 credits (45 hours)

Study of the general concepts of microbiology with a view on 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 analyzes 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. The 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 managerial field in real and hypothetical cases so that they can identify the managerial skills necessary in the administration and direction of companies.

**MNG203            HUMAN RESOURCES MANAGEMENT**

30 credits (45 hours)

Study of the essential concepts of Human Resources administration and the techniques that are used. The basic processes of recruitment, selection, training, evaluation, compensation, security and others are discussed in reference to the legislation that governs us.

**MNG205            SMALL BUSINESS DEVELOPMENT AND MANAGEMENT**

3 credits (45 hours)

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

**NSC106            POSOLOGÍA**

2 credits (30 hours)

This course discusses dosing and procedures for administering medications to the patient. Age-appropriate dosing is included. In addition, the calculation for the administration of oral, injectable and intravenous medications in a safe manner and the precautions in their administration are included.

**NSC107            DOCUMENTACIÓN CLÍNICA**

1 credit (15 horas)

In this course, the student will acquire the basic concepts, skills and techniques in the patient's clinical documentation. The student will identify assistance, preventive and social information. The need to record each and every one of the steps and phases in the professional intervention with a patient is emphasized.

**NSC17L            LABORATORIO DE DOCUMENTACIÓN CLÍNICA**

1 credit (30 hours)

In this course, the student will perform 30 hours of laboratory time to practice clinical documentation skills in an electronic medical record. Students will apply knowledge in basic concepts, skills, and techniques in patient clinical documentation. The student will identify assistance, preventive and social information. The need to record each and every one of the steps and phases in the professional intervention with a patient will be emphasized.

**NSC110                    FUNDAMENTALS OF NURSING**

3 credits (45 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 basic related medical terminology and an overview of disease processes. It includes a discussion of the concepts, values, ethical, legal and communication aspects related to the practice. The functions and standards of the profession within the health team and the basic skills necessary in the performance of their graduate nursing functions are described and discussed.

Practical concepts in personal hygiene, body mechanics, principles of asepsis, active and passive movements, ulcer prevention, vital signs and weight taking 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's unit. The student will be required to complete 60 lab hours in the Skills Lab.

**NPR110                    NURSING FUNDAMENTALS PRACTICE**

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. The legal ethical aspects of the profession, including HIPAA, are practiced. 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 patient's grooming are evaluated. Ulcer prevention has been identified. Vital signs and weight are taken. In addition, the documentation of files begins.

**NSC111                    CARE AND ACUTE AND CHRONIC MEDICAL-SURGICAL CONDITIONS OF THE ADULT 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 elderly. The student acquires knowledge in the care of adults and elderly people with acute and chronic conditions. The study includes knowledge of pathological alterations, prevention methods, and nursing activities to develop the concept of self-care and health prevention. The student must complete 45 hours of clinical practice.

**NPR111                    PRACTICE IN CARE AND ACUTE AND CHRONIC MEDICAL-SURGICAL CONDITIONS OF THE ADULT AND ELDERLY I**

2 credits (90 hours)

**Corequisite: NSC 111**

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

**NSC112                    CARE IN ACUTE AND CHRONIC MEDICAL MEDICAL-SURGICAL CONDITIONS OF THE ADULT AND EDERLY II**

1 credit (30 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 alterations, prevention methods and nursing activities are included to develop the concept of self-care and health prevention. The student will be required to complete 45 hours of clinical practice.

**NPR112                    PRACTICE IN ACUTE AND CHRONIC MEDICAL-SURGICAL CONDITIONS OF ADULTS AND**

## THE ELDERLY II

2 credits (90 hours)

**Corequisite: NSC 112**

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

### NSC203 PHARMACOLOGY FOR NURSING

3 credits (45 hours)

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

### NSC204 PROFESSIONAL SEMINAR

3 credits (45 hours)

This course aims to reinforce 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 revalidation to practice as graduate nurses will be discussed.

### NPR204 INTEGRATED PRACTICE

1 credit (45 hours)

**Corequisite: NSC 204**

In this internship course, the student can 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 scenario that provides multiple areas of practice in nursing. In this way, the student will have the ability to understand the multiple aspects in which a nursing professional develops, providing care to individuals in different stages of growth and development, integrating the family and the multiple scenarios of patients with different health conditions.

### NSC206 MOTHER AND NEWBORN CARE

2 credits (30 hours)

**Corequisite: NPR 206**

Through this course, the student identifies the basic principles of prenatal, childbirth, 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 the estimation, nursing diagnosis, expected results, and evaluation of nursing care. Specific conditions, medical treatment, and nursing care are discussed. The normal process of pregnancy and the conditions that require intervention are presented. Self-care is emphasized as a component of nursing care. The student will be required to complete 45 hours of clinical practice.

### NPR206 MOTHER AND NEWBORN CARE PRACTICE

1 credit (45 hours)

**Corequisite: NSC 206**

Through this course, the student must complete 45 hours of clinical practice in Maternal and Newborn Care. During the internship, the student will be able to identify the basic principles of prenatal, childbirth, 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 will need to identify the diagnosis and expected outcomes (patient prognosis). Identify treatments for specific conditions and care to 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 interview the pregnant woman to complete the history.

### NSC207 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 implementation of nursing care. It includes discussion of acute and chronic conditions of children and adolescents, including children with disabilities. 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. The different communication strategies and how they help in therapeutic care are analyzed. The student will be required to complete 45 hours of clinical practice.

**NPR207 CHILD AND ADOLESCENT CARE PRACTICE**

2 credits (90 hours)

**Corequisite: NSC 207**

In this course, the student must complete 45 hours of clinical practice. In addition, the stages of growth and development of the child and adolescent are reviewed for the appropriate implementation of nursing care. The skills are applied to the acute and chronic conditions of the child and adolescent, including the child with a disability. In the same way, the most common health states are analyzed according to the stage of growth and development without losing the individuality of this within the family and social context. Different communication strategies are implemented, helping in turn in therapeutic care. The student will participate in the interview with the mother to complete pediatric history, during the admissions process.

**NSC208 NURSING IN THE COMMUNITY**

2 credits (30 hours)

**Corequisite: NPR 208**

This course discusses concepts related to nursing functions in the community, 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 Elderly, Diagnostic Centers, Children's Homes and Day Care. Differentiate public health services based on primary, secondary, and tertiary disease prevention categories. The student will be required to complete 45 hours of community practice.

**NPR208 COMMUNITY NURSING PRACTICE**

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 Elderly, 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.

**NSC209 NURSING PROCESS IN INDIVIDUALS WITH MENTAL HEALTH DISORDERS**

2 credits (30 hours)

**Corequisite: NPR 209**

This course discusses the basics related to behavior patterns, history, recent trends, therapies, ethical-legal implications, and community resources related to patients who have mental and emotional disturbances within the nursing context. Neuropathology is studied in the context of growth and development. Basic care for patients with mental and emotional disorders will be studied, with an emphasis on the prevention and control of mental illnesses. The participation of nursing as a member of the health team in the planning and care of the mental health and psychiatry client is discussed. The student must complete 45 hours of clinical practice, as assigned by his/her professor.

**NPR209 NURSING PROCESS PRACTICE IN INDIVIDUALS WITH MENTAL HEALTH DISORDERS**

1 credit (45 hours)

**Corequisite: NSC209**

This course reviews the basics related to behavior patterns. In addition, neuropathologists 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 illnesses. The participation of nursing as a member of the health team in the planning and care of the mental health and psychiatry client is implemented.

**OSY101 KEYBOARD I**

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

Basic course that includes learning the alphabetic, numerical and symbol keyboard by touch. It includes learning, using and handling the operating parts of the computer, practicing correct typing techniques, collation, use of punctuation marks and correction symbols. Emphasis is placed on the development of speed and accuracy, good work habits, basic techniques,

corrective exercises, and the correct way to edit a document. Includes 30 hours of specialized or closed laboratory.

**PSY101 BASIC PSYCHOLOGY**

3 credits (45 hours)

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

**RTE101 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 adult and pediatric patients. It includes the ethical aspects related to the profession.

**RTE102 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 families, 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, vital signs skills, and knowledge of first aid application.

**RTE103 MEDICAL TERMINOLOGY AND RADIOLOGICAL PATHOLOGY**

2 credits (30 hours)

**Prerequisite: ANF 106 Corequisite: ANF 107 RTE 104**

This course discusses the medical terminology used in the medical field, particularly the most used terms in the field of diagnostic imaging modalities. It focuses on the application of the rules for the construction of words and definition of medical terms with emphasis on prefixes, suffixes, roots of words 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 on a radiological image for diagnostic purposes.

**RTE104 POSITIONING AND RADIOLOGICAL PROCEDURE I LAB**

4 credits (90 hours, 30 hours of theory, 60 hours of laboratory)

**Prerequisite RTE 101, RTE 102, ANF 106 Correct: RTE 103, ANF 107**

This course discusses radiographic positions of the upper extremities including the shoulder girdle and lower limbs up to the femur. It includes associated terminology and positioning considerations for routine and special radiological procedures. Evaluation and critique of radiographs.

**RTE105 POSITIONING AND RADIOLOGICAL PROCEDURE II LAB**

3 credits (75 hours, 15 hours of theory, 60 hours of laboratory)

**Prerequisite: RTE 103, ANF107 Corequisite: RTE 209**

In this course, radiographic positions of the chest, abdomen and pelvis are discussed. It includes associated terminology and pediatric and adult x-rays. The 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. Evaluation and critique of radiographs.

**RTE202 POSITIONING AND RADIOLOGICAL PROCEDURE III LAB**

3 credits (75 hours, 15 hours of theory, 60 hours of laboratory)

**Prerequisite: RTE 104, RTE 209, RTE 211 Corequisite: RTE 206, RTE 215**

In this course, the usual head and spine positions are discussed. The cranial area, sinuses, facial bone x-rays, and spine are studied. The pathologies of the skull and spine are associated.

**RTE203 EXHIBITION, PROCESSING AND RADIOLOGICAL CRITICISM LAB**

3 credits (60 hours, 30 hours of theory, 30 hours of laboratory)

**Prerequisite: RTE 103, RTE 104 Corequisite: RTE 211**

This course discusses the principles of X-ray production, manual and digital development, and radiographic image criticism. The 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 critical evaluation of X-rays.

**RTE205 RADIOLOGICAL PHYSICS**

3 credits (45 hours)

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

**RTE206 RADIOBIOLOGY**

3 credits (45 hours)

**Prerequisite: RTE105, BIO100 Corequisite: RTE202, RTE215**

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

**RTE207 SPECIAL DIAGNOSTIC MODALITIES**

2 credits (30 hours)

**Prerequisite: RTE 203 Corequisite: RTE 212, RTE 217**

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

**RTE209 CLINICAL PRACTICE 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 handling of the equipment in the performance of radiological studies of the 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 complete all tasks related to the day-to-day running of the radiology department. This course requires the student to complete 30 hours of practice in the lab before the student is placed in the Practice Center.

**RTE211 CLINICAL PRACTICE 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 handling of the equipment in the performance of 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 Department of Radiology. The student is expected to be able to complete all tasks related to the day-to-day running of the radiology department. This course requires the student to complete 30 hours of practice in the lab before the student is placed in the Practice Center.

**RTE212 INTEGRATIVE SEMINAR**

3 credits (45 hours, 15 hours of theory, 30 hours of lab)

**Prerequisite: RTE 209, RTE 211, RTE 215 Corequisite: RTE 217**

In this course, the student comprises a theoretical and practical review of the content and competencies 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 job interviews. The student will develop a case study documented by the literature related to the patient's pathology, under the professor's evaluation criteria, as a final requirement of the course.

**RTE215                    CLINICAL PRACTICE III**

3 credits (135 hours)

**Prerequisite: RTE 211 Corequisite: RTE 202, RTE 206**

In this clinical practice course, the student must demonstrate positioning skills and good handling of the equipment in the performance of radiological studies of the head and spine 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 complete all tasks related to the day-to-day running of the radiology department. This course requires the student to complete 30 hours of practice in the lab before the student is placed in the Practice Center.

**RTE217                    CLINICAL PRACTICE IV**

4 credits (180 hours)

**Prerequisite: RTE 209, RTE 211, RTE 215 Corequisite RTE 207, RTE 212**

In this clinical practice course, the student must demonstrate positioning skills and good handling of the equipment in the performance of radiological studies of the upper and lower extremities, radiological studies of the chest, abdomen, pelvis, spine and head in real adult and infant patients under the direct supervision of a radiologist and/or radiological technologist. The student is expected to be able to complete all tasks related to the day-to-day running of the radiology department. This course requires the student to complete 30 hours of practice in the lab before the student is placed in the Practice Center.

**SPA101                    BASIC SPANISH I**

3 credits (45 hours)

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

**SPA102                    BASIC SPANISH II**

3 créditos (45 horas)

**Prerequisite: SPA 101**

Estudio de textos y géneros literarios de la lengua española. Integra la reflexión de los valores estéticos y socioculturales con la clasificación, análisis y la ampliación de las destrezas gramaticales para la redacción creativa.

**SPA103                    BUSINESS WRITING IN SPANISH**

3 credits (45 hours)

The student will develop the necessary skills of written communication in Spanish. The methodology and techniques for the drafting of commercial documents will be studied. The student will strengthen the basic knowledge of Spanish by acquiring and applying written communication skills for the best use of the language in written form and the development of writing skills in the Spanish language. In addition, the student will be able to analyze the basic elements of business communication and the need to write accurately, concisely, coherently and consistently.

**TEM101                    MEDICAL TERMINOLOGY**

3 credits (45 hours)

This course discusses the medical terminology used in the field of medicine, particularly the most common terms in diagnostic imaging modalities. It focuses on applying the rules for word formation and defining medical terms, emphasizing prefixes, suffixes, word roots, and combining forms. Topics covered also include interpreting medical orders, medical abbreviations, common medications, and different diagnostic imaging modalities.

## **PROFESSIONAL CERTIFICATE PROGRAMS**

## PROFESSIONAL CERTIFICATE IN CULINARY ARTS (CAC)

[www.icprjc.edu/certificados/artesculinarias.html](http://www.icprjc.edu/certificados/artesculinarias.html)

This certificate program lasts three academic terms, completed in one calendar year. It has a total of 36 credits. The Professional Certificate in Culinary Arts program aims to develop students' skills and knowledge related to the culinary arts. This program covers the preparation and design of different types of food and menus. In addition, students will learn to create local and international recipes. Students will also study health laws and regulations in the hospitality industry related to food handling, as well as laws and regulations applicable to the establishment and operation of businesses. The integration of all courses, both theoretical and practical, allows for the achievement of the established goals and objectives.

CODE	COURSE TITLE	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 Rice's	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
CMN001	Small Business Enterprise Entrepreneurship	3
ENG006	English for Hotels and Tourism	3
	<b>Total</b>	<b>36</b>

## **PROFESSIONAL CERTIFICATE IN CULINARY ARTS (CAC)**

### **Student Learning Outcomes**

Graduates of this program will be able to:

1. Understand the history of gastronomy and culinary vocabulary, as well as the organization and equipment used in a kitchen. (CAC001)
2. Understand food handling, hygiene, and safety. (CAC001)
3. Apply the concepts of ratios and proportions to culinary situations. (CAC002)
4. Master the system of weights and measures. (CAC002)
5. Prepare and prepare breakfast dishes, soups, sauces, salads, pasta, and rice dishes. (CAC003)
6. Identify and explain the procedures to follow when preparing recipes. (CAC003)
7. Design and plan a balanced menu. (CAC004)
8. Identify and explain the steps to follow when preparing and cooking light meals. (CAC004)
9. Recognize and define the correct use of each utensil used in handling 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 Puerto Rican-style rice and its derivatives, stews, grains, fried foods, or side 13. dishes, and recipes with different meats, seafood, and their side dishes. (CAC006)
14. Recognize vocabulary for international dish names and recipes. (CAC00)
15. Prepare international dishes and recipes used in restaurants and hotels. (CAC007)
16. Prepare and prepare desserts, knowing basic recipes used for other desserts. (CAC008)
17. Know the different types of hors d'oeuvres for use in hotels and restaurants. (CAC008)
18. Identify the different positions and specific employees in food administration and service. (CAC010)
19. Determine the difference between sole proprietorship, partnerships, and corporations. (CMN010)
20. Recognize and understand English in the tourism industry. (ENG006)

## PROFESSIONAL CERTIFICATE IN EARLIER EDUCATION ASSISTANT (EEC)

[www.icprjc.edu/certificados/preescolar.html](http://www.icprjc.edu/certificados/preescolar.html)

This certificate program lasts three academic terms, each completed in one (1) calendar year. It has a total of 36 credits, equivalent to 1,080 hours.

The Professional Certificate in Early Childhood Education Assistant's main objective is to prepare students for employment in positions related to the care of children ages 0 to 5. This professional will acquire knowledge of practical practices for the care and education of young children. All areas of development are addressed: physical, emotional, social, intellectual, and communication. Other topics covered include creativity, child behavior, working with families, managing an early childhood education program, and professionalism, among others. This professional certificate is aligned with the requirements to prepare students to obtain the Child Development Associate (CDA) credential and the laws of Puerto Rico. It includes the 480 hours of practical experience required to apply for the credential, as well as consulting and support to develop their professional portfolio.

CODE	COURSE TITLE	CREDITS
EEC001	Infant and Preschooler Growth and Development	3
EEC002	Learning Environment Design for Infants and Preschoolers	3
EEC003	Health and Security in Child Development Centers	3
EEC006	Cognosctive Development, Language and Creativity in Infants and Preschoolers Learning	3
EEC011	Family and Community Integration into the Child Development Centers	2
EEC005	Games as a Fundamental Tool in Teaching Infants and Preschoolers and the Social Development	3
EEC010	Early Intervention, Special Education and Abuse	4
EEC013	Professional Seminar	2
EEC014	Practice in Child Development Centers	10
EEC007	Child Development Centers Administration	<u>3</u>
<b>Total</b>		<b>36</b>

## PROFESSIONAL CERTIFICATE IN EARLIER EDUCATION ASSISTANT (EEC) Student Learning Outcomes

Graduates of this program will be able to:

1. Explain the concept of child development according to current thinking. (EEC001)
2. List and explain the characteristics of the different stage's infants and preschool-aged children go through. (EEC001)
3. Develop a theoretical synthesis of child development that is aligned with their current physical, mental, emotional, and social circumstances. (EEC001)
4. Know the theoretical principles of the New School movement and contemporary approaches in the field of early childhood education. (EEC002)
5. Identify the factors that make up the learning environment and their importance on the child and their development. (EEC002)
6. Master the concepts of health, hygiene, and nutrition. (EEC003)
7. Know the basic needs of children. (EEC003)
8. Know measures for controlling communicable diseases. (EEC003)
9. Write appropriate safety rules for preschoolers and kindergarteners. (EEC003)
10. Identify the causes of emergencies in children. (EEC003)
11. Know measures to prevent falls, accidents, trauma, shock, suffocation, and other injuries. (EEC003)
12. Identify the differences between families and cultural groups. (EEC011)
13. Develop activities to integrate families with the Child Development Center. (EEC011)
14. Contribute to families' comprehensive development of their children through information and education. (EEC011)
15. Understand various theories about children's play and their implications for development and learning. (EEC005)
16. Know the safety aspects of physical activities with infants and preschoolers and their legal implications. (EEC005)
17. Study language development from birth to preschool age from various theoretical perspectives. (EEC006)
18. Use strategies for the effective use of children's literature in preschool classrooms. (EEC006)
19. Develop and implement plans to promote and support children's learning. (EEC006)
20. Determine the steps to follow to establish a Child Development Center. (EEC007)
21. Identify the management principles for running a Child Development Center. (EEC007)
22. Develop inventory control processes. (EEC007)
23. Design strategies for promoting a Child Development Center. (EEC007)
24. Assist in activities related to the hygiene of infants or preschoolers. (EEC007)
25. Assist with assigned tasks in the planning and organization of a center. (EEC007)
26. Master safety and first aid strategies. (EEC007, EEC014)
27. Assist in the coordination and development of children's play areas. (EEC005, EEC014)
20. Promote the relationship between oral and written language. (EEC006)
28. Determine the steps to follow to establish a Child Development Center. (EEC007)
29. Identify the management principles for running a Child Development Center. (EEC007)
30. Develop inventory control processes. (EEC007)
31. Design strategies for promoting a Child Development Center. (EEC007)
32. Assist in activities related to the hygiene of infants or preschoolers. (EEC007)
33. Assist with assigned tasks in the planning and organization of a center. (EEC007)
34. Master safety and first aid strategies. (EEC007, EEC014)
35. Assist in the coordination and development of children's play areas. (EEC005, EEC014)
36. Demonstrate mastery of professional competencies in early childhood education and childcare. (EEC007, EEC014)
37. Document the progress and learning of the children in their care. (EEC014)
- Know the federal laws related to the care of children with special needs. (EEC010)
38. Identify the Puerto Rican laws that facilitate the care of children with special needs. (EEC010)
39. Identify indicators of neglect, mistreatment, and sexual abuse. (EEC010)
40. Review knowledge of the regulations related to the CDA (EEC013)
41. Will know how to create a resume, prepare for a job interview, dress code, and handle difficult questions, among others. (EEC013)

## PROFESSIONAL CERTIFICATE IN ADULT PATIENT CARE (APC)

[www.icprjc.edu/certificados/pacienteadulto.html](http://www.icprjc.edu/certificados/pacienteadulto.html)

This program lasts three academic terms, each completed in one calendar year. It has a total of 36 credits.

This program is designed to provide students with the knowledge, skills, attitudes, abilities, and practice in supporting, caring for, and addressing the basic health and care needs of elderly and/or disabled individuals in the following areas: nutrition, recreation and socialization, psychological and physical needs. In performing these functions in homes, hospitals, day or long-term care centers, foster homes, hospices, among others, the assistant supports nursing staff, social workers, physical therapists, respiratory therapists, and physicians. It covers general aspects of gerontology, ethical and legal aspects, health, safety, and hygiene, prevention, and support in crisis management interventions for mental illnesses such as dementia and Alzheimer's, as well as chronic diseases. It also develops the students' customer service-oriented approach to promoting and protecting the health, safety, well-being, and quality of life of individuals.

<b>CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
APC 001	Ethical Legal Aspects and Administration	3
APC 002	Health, Security and Hygiene	4
APC 003	Fundamental Concepts of Gerontology	3
APC 004	Recreational, Sociologic and Physical Activities	2
APC 005	First Aid in Emergency Situations	3
APC 006	Nutrition and Feeding	3
APC 007	Communication and Socialization	2
APC 008	Health Interventions	4
APC 009	Occupational Seminary	3
APC 010	Supervised Practice	6
PSY 010	Psychology Fundamental	3
		<hr/>
	<b>Total</b>	<b>36</b>

## PROFESSIONAL CERTIFICATE IN ADULT PATIENT CARE (APC)

### Student Learning Outcomes

Graduates of this program will be able to:

1. Maintain a pleasant, clean, safe, and adequate environment in the home, long-term care, or other settings to achieve a high quality of life. (APC002, APC010)
2. Possess basic knowledge of gerontology and diseases such as Alzheimer's, hypertension, diabetes, among others, to provide services to older adults and/or people with disabilities. (APC003, APC008)
3. Value the dignity and respect the diversity of each client as an individual. (APC003, APC007, APC008, PSY010, APC010)
4. Recognize aging as a normal part of the life cycle and the contributions older adults make to society. (APC003)
5. Apply basic gerontology concepts to identify and solve problems and situations that limit the optimal functioning of older adults in the physical, social, and psychological aspects. (APC003, APC008, APC010)
6. Prepare and handle food safely, taking into account special diets and medical recommendations. (APC006, APC010)
7. Use appropriate feeding techniques based on the client's medical circumstances. (APC006, APC010)
8. Observe the client's health status and behavior daily and inform the next of kin or other appropriate
9. healthcare professional and document the results. (APC010)
10. Attending to the client's individual preferences and personal appearance. (APC002, APC010)
11. Clean the bedridden patient and assist the non-bedridden patient if needed. (APC002, APC010)
12. Use correct techniques to promote safety and prevent client injury during moving, transferring, bathing, dressing, and other daily activities. (APC002, APC010)
13. Correctly use equipment for taking vital signs and glucose. (APC002, APC010)
14. Prevent infections in clients and their environment according to good health practices (APC002, APC008, APC010)
15. Maintain special skin care to prevent pressure ulcers and infections, among others. (APC002, APC008, APC010)
16. Support or assist in monitoring blood pressure, vital signs, and glucose, among others, daily, if the client requires it. (APC002, APC008, APC010)
17. Support or assist in administering medications at the time and frequency prescribed by the physician. (APC002, APC008, APC010)
18. Provide basic first aid in case of emergency situations. (APC005)
19. Assist people with activities of daily living, recreational, social, and physical activities according to the client's conditions, based on the guidelines and protocols of healthcare professionals. (APC004, APC010)
20. Apply laws, regulations, and ethical aspects in the workplace. (APC001, APC010)
21. Apply acquired psychological knowledge and skills to demonstrate effective communication and socialization in relationships with clients, healthcare professionals, and family members. (APC007, APC010, PSY010)
22. Maintain confidentiality in the handling of patient information in compliance with laws and ethics. (APC001, APC010)
23. Participate effectively as a member of an interdisciplinary team in the care and provision of services to elderly individuals and/or individuals with disabilities. (APC010)
24. Provide support in special care to clients with catastrophic illnesses and/or injuries or traumas. (APC002, APC003, APC004, APC007, APC008, APC010)
25. Project a professional attitude and recognize the importance of staying current in their knowledge. (APC009)

## PROFESSIONAL CERTIFICATE IN PRIVATE DETECTIVE AND FORENSIC INVESTIGATION (PDF)

[www.icprjc.edu/certificados/detective.html](http://www.icprjc.edu/certificados/detective.html)

This certificate program lasts three academic terms, each completed within one calendar year. It has a total of 36 credits.

Students who obtain a certificate in Private Detective and Forensic Investigation will be comprehensively trained in basic and general principles in the different areas of private and forensic investigation. They will also be taught the basic principles of security, protection, and surveillance. Furthermore, they will learn the fundamental principles of professional ethics that will allow them to perform effectively in their positions. Upon completing the credits leading to the Professional Certificate, students may apply for the examination to obtain the Private Detective License, as set forth in Law No. 108 of June 29, 1963, as amended through October 1999, after meeting all the requirements stipulated by the corresponding Examining Board.

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

# PROFESSIONAL CERTIFICATE IN PRIVATE DETECTIVE AND FORENSIC INVESTIGATION (PDF)

## Student Learning Outcomes

Graduates of this program will be able to:

1. Apply grammatical rules in oral and written communication. (SPA001)
2. Identify the elements of oral and written expression to achieve effective communication. (SPA001)
3. Apply psychological concepts in human relations. (PSY010)
4. Understand human behavior, considering social aspects. (PSY0)
5. Evaluate commercially available presentation design programs and design documents. (CCR007)
6. Prepare databases using commercial software. (CCR007)
7. Identify the components and functioning of the Criminal Justice System and its relationship to the detective function in different industries, commercial enterprises, and government agencies. (PDF001)
8. Understand the current rule of law in Puerto Rico. (PDF002)
9. Know the different jurisprudences to understand how to present and evaluate relevant evidence. (PDF002)
10. Identify the sources of law. (PDF002)
11. Discuss and understand the Constitution of the Commonwealth of Puerto Rico through jurisprudence to apply it to the area of study. (PDF002)
12. Recognize the different types of laws. (PDF003)
13. Identify specific violations of legal statutes. (PDF003)
14. Identify the responsibilities and tasks assigned to security officers and supervisors in the area of investigations. (PDF004)
15. Understand the importance of understanding the framework of their authority in the public and private sectors regarding investigations. (PDF004)
16. Understand that their investigative knowledge is important for protecting crime scenes and contacting the appropriate authorities. (PDF004)
17. Effectively classify forensic science disciplines. (PDF005)
18. Apply diagnostic judgments regarding the commission of a crime. (PDF005)
19. Understand the Chain of Custody to protect all types of scientific evidence. (PDF005)
20. Develop knowledge of emergency planning and its application to the safety and security function in a business, organization, or government agency. (PDF006)
21. Develop the appropriate skills to respond to emergencies and crises promptly, knowledgeably, and confidently. (PDF006)
22. Raise awareness of the importance of knowing and understanding security functions and tasks in the public and private sectors. (PDF007)
23. Create your own investigative agency or company and confidently handle its responsibilities and tasks. (PDF007)
24. Master the skills of writing various documents, presenting presentations, workshops, conferences, and drafting contracts for your agency or private investigative work. (PDF008)
25. Identify the skills required to perform tasks efficiently. (PDF010)
26. Know everything related to the relevant laws to successfully renew your license and be ready to work as a Private Investigator or create a security agency. (PDF010)

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

[www.icprjc.edu/certificados/disenografico.html](http://www.icprjc.edu/certificados/disenografico.html)

This certificate program lasts three academic terms, each completed within one calendar year. It has a total of 36 credits.

The Professional Certificate in Digital Graphic Design and Web Page Development program aims to equip students with technical skills in graphic design. Graduates of this program will be able to master graphic design techniques, such as the development of publications for print and all types of documentation necessary for a corporate identity, following the prevailing design and development conventions and practices in the industry. They will also acquire the basic techniques and skills for web page development.

CODE	COURSE TITLE	CREDITS
CCR001	Introduction to Computers	3
CDG002	Fundamentals of Creative Design and Advertising	3
CDG004	Fundamentals of Color and Typography	3
CCR007	Use of Business Applications Programs	3
SPA001	Basic Spanish	3
CDG008	Graphic Applications (Photoshop)	3
CDG009	Publications Design (Corel Draw)	3
CDG011	WEB Page Design	3
CMN010	Small Business Enterprise Entrepreneurship	
CDG012	Animation and Image	3
CDG015	Illustrator Design	3
CDG020	Design Project	3
<b>Total</b>		<b>36</b>

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

**Student Learning Outcomes**

Graduates 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. Prepare databases using commercial software. (CCR007)
4. Evaluate commercially available presentation design software and design documents. (CCR007)
5. Determine the difference between sole proprietorships, partnerships, and corporations. (CMN010)
6. Apply grammar rules in oral and written communication. (SPA001)
7. Effectively apply basic and advanced principles of creative design. (CDG002)
8. Analyze, develop, and execute work with complete creative control. (CDG002)
9. Understand the fundamentals and theory of color integration in design. (CDG004)
10. Recognize the dimensions of typography in contemporary history and its application in design. (CDG004)
11. Manipulate images by applying basic design concepts. (CDG008)
12. Distinguish between tools for image creation and manipulation. (CDG008)
13. Understand the importance of properly designing, preparing, and verifying your work, since the pre-press part is the most important part of the entire printing process. (CDG009)
14. Understand the complete pre-press process, which must be carried out before and during artwork preparation. (CDG009)
15. Incorporate basic design rules for creating web pages. (CDG011)
16. Build pages that incorporate basic design rules. (CDG011)
17. Build scenes that integrate images, animations, and sound for use in web page design. (CDG012)
18. Add text and manipulate its behavior and appearance. (CDG012)
19. Establish design principles based on vector drawing techniques. (CDG015)
20. Modify an illustration using different techniques. (CDG015)
21. Define the basic steps for developing a website development proposal. (CDG020)
22. Apply specific knowledge focused on website design and development. (CDG020)

# PROFESSIONAL CERTIFICATE IN COMPUTER REPAIR SPECIALIST (CCR)

[www.icprjc.edu/certificados/reparacion.html](http://www.icprjc.edu/certificados/reparacion.html)

This certificate program lasts two semesters and is completed in approximately seven calendar months. It has a total of 24 credits.

This Professional Certificate in Computer Repair Specialist trains students in computer maintenance and repair. Students will also be prepared to install, replace, and configure computer components. Students will be trained to diagnose computer problems. Knowledge of the different types of networks available on the market is provided.

CODE	COURSE TITLE	CREDITS
CCR001	Introduction to Computers	3
CAR002	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	3
	Total	<hr/> 24

## **PROFESSIONAL CERTIFICATE IN COMPUTER REPAIR SPECIALIST (CCR)**

### **Student Learning Outcomes**

Graduates of this program will be able to:

1. Determine the difference between sole proprietorship, partnerships, and corporations. (CMN010)
2. Identify the importance of computers in society. (CCR001)
3. Describe the function of the main components of a computer system. (CCR001)
4. Identify the physical elements of a computer network. (CAR002)
5. Identify the logical elements of a network. (CAR002)
6. Install different operating systems. (CCR004)
7. Manage the main functions of an operating system. (CCR004)
8. Identify the different types of processors. (CCR 006)
9. Determine which computer parts need to be replaced during an upgrade. (CCR 006)
10. Identify the different types of processors. (CCR006)
11. Prepare databases using a commercially available program. (CCR007)
12. Evaluate commercially available presentation design programs and design documents. (CCR007)
13. Understand the operation of I/O, IRQ, and DMA lines. (CCR008)
14. Recognize problems with hard drives. (CCR008)
15. Identify the variety and types of tablets and mobile phones. (CCR010)
16. Identify the different components of a tablet or mobile phone that can be repaired or replaced. (CCR010)

**PROFESSIONAL CERTIFICATE IN  
AESTHETICS SPECIALIST (ASC)**

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

<b>CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
ASC001	Aesthetics Timeline and Opportunities Professionals	2
ASC002	Biosafety, Electricity and Equipment	2
ASC003	Cosmetic Chemistry, Product Selection and Aromatherapy	3
ASC004	Skin Sciences and Anatomy	2
ASC005	Facial Treatments	3
ASC006	Body Treatments	3
ASC007	Advanced Facial Treatments	3
ASC008	Massages and Body Drainage	3
ASC009	Complementary treatments and hair removal	2
ASC010	Ethics and Business Development	1
		TOTAL: <u>24</u> credits

## **PROFESSIONAL CERTIFICATE IN AESTHETICS SPECIALIST (ASC)**

### **Student Learning Outcomes**

Graduates of this program will be able to:

1. They must be able to communicate effectively with their clients, colleagues, and supervisors.
2. They will act in accordance with the ethical principles of the profession.
3. Aesthetics graduates must have a thorough understanding of the various aesthetic techniques and procedures, including skin care.
4. They will apply aesthetic techniques and procedures safely and effectively.
5. Propose processes to help prevent aging.
6. Develop the skills, knowledge, and abilities to contribute to the well-being of society.
7. They will apply a wide variety of body treatments using appropriate techniques and procedures.
8. These treatments include massages, exfoliations, masks, body wraps, and other specific treatments.
9. Graduates of an aesthetics course will develop entrepreneurial skills that will allow them to manage their own business. These skills include financial planning, human resource management, marketing, and advertising.
10. Develop the skills, knowledge, and abilities to contribute to the well-being of society.
11. They will apply a wide variety of body treatments using appropriate techniques and procedures. These treatments include massages, exfoliations, masks, body wraps, and other specific treatments.

**PROFESSIONAL CERTIFICATE IN  
MEDICAL BILLING AND CODING (MBC)**

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

CODE	COURSE TITLE	CREDITS
ENG005	Conversational English	3
CCR007	Commercial Application Programs	3
CSC001	Keyboard Operation	3
MBC001	Introduction to Medical Billing and Legal Aspects	3
MBC002-	Medical Terminology	3
MBC003	Medical Diagnosis Coding	3
MBC004	Coding of Medical Procedures and Services	3
MBC005	Medical & Dental Electronic Billing	3
MBC006	Document Production and Writing	3
MBC007	Medical Office Procedures with Medical Records	3
MBC008	Medical Reconciliation	3
MBC010	Practice/Laboratory	<u>3</u>
	<b>Total:</b>	<b>36 credits</b>

# Professional Certificate in Medical Billing and Coding

## Student Learning Outcomes

Graduates of this Program will be trained to:

1. Identify the importance of billing laws and the HIPAA privacy law. (MBC001)
2. Understand the importance of compliance with state and federal laws in health care billing processes. (MBC001)
3. Recognize the updated version of at least one electronic billing program for health insurance. (MBC005)
3. Identify the importance of billing laws and the HIPAA privacy law. (MBC001)
4. Understands the importance of compliance with state and federal laws in health care billing processes. (MBC001)
5. Recognize the functions of agencies that affect health-related processes. (MBC001)
6. Describe the systems that make up the anatomy of the human body. (MBC002)
7. Understand the processes for the proper handling of the patient's medical information both on paper and electronically. (MBC007)
8. 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. (MBC007)
9. Explain the process of entering patient information data using an electronic medical record program. (MBC007)
10. Identify the human and technical skills necessary for the solution of ordinary and emergent situations in the real work scenario. (MBC010)
11. Understand the need, use and impression of a good resume in the labor market. (MBC010)
12. Explain the process of preparing for the job interview, the importance of dress, personal grooming and handling of situations in the job search process. (MBC010)
13. Distinguish the characteristics and functions in the communication of written documents, the stages in the drafting of business letters, and the style of presentation. (MBC006)
14. Effectively use oral communication skills in English in different environments and contexts. (ENG005)
15. Apply for the operation of the integrated commercial application program. (CCR007)
16. You will use the cloud or virtual storage as a tool to save, share and work on documents from the cloud. (CCR007)
17. Efficiently operate the keyboard on a computer. (CSC001)
18. Practice creating computer documents efficiently and without errors. (CSC001)
19. Manually complete professional invoices using the CMS1500 medical bill and dental billing ADA formats. (MBC005)
20. Apply all steps required to process professional services claims electronically using CMS-1500 and ADA formats with the correct application of ICD-CM, CPT, and CDT billing tools. (MBC005, MBC003, MBC004)
21. Apply medical terminology, medical record documentation, use of the most recent versions of the ICD-CM, HCPCS, and CPT to medical billing processes. (MBC003, MBC004)
22. Search and select the ICD-CM Requirement Codes for Medical Diagnostics (MBC003)
23. Manually complete professional invoices using the CMS1500 Medical Billing and Dental Billing ADA formats. (MBC005)
24. Apply all steps required to process professional services claims electronically using the CMS-1500 and ADA formats with the correct application of the ICD-CM, CPT, and CDT billing tools. (MBC005)
25. Apply medical terminology, medical record documentation, use of the most recent versions of the ICD-CM, HCPCS, and CPT to billing processes. (MBC005)
26. The computer will operate efficiently as a means of communication. (MBC006)
27. Draft memoranda, letters, and business documents with the qualities of business style and structure. (MBC006)
28. You will use email as a means of communication. (MBC006)

29. Manage the profit model and the complete billing cycle. (MBC007)
30. Apply knowledge about the medical record by properly integrating and managing an electronic medical record program, mastering tasks such as the creation and editing of appointments, patient information, document integration, authorization processes, among others. (MBC007)
31. Discuss the billing cycle process and the importance of analytics in medical bill reconciliation for a healthy earning cycle. (MBC008)
32. Internally audit the quality processes, management of medical records, and profit cycle of a health entity, in compliance with state and federal laws. (MBC008)

## PROFESSIONAL CERTIFICATE IN COMERCIAL PASTRY CONFECTION AND BAKERY (PCC)

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

This certificate program has a duration of three semesters, which are completed within a calendar year. It consists of a total of 36 credits. The program aims to develop students' skills and knowledge related to the field of commercial baking and pastry arts.

Students will study the preparation and design of various desserts, cakes, and breads. They will also learn to prepare both traditional and international recipes. The program covers health and safety laws and regulations in the industry, specifically those related to the handling of desserts and baked goods. Additionally, students will study the regulations applicable to the establishment and operation of businesses.

Graduates will have the opportunity to become self-employed by starting their own dessert or cake business. They may also work as cake decorators, dessert specialists, bakers, pastry chefs, bakery/pastry shop managers, fine dessert shop managers, or work in hotels or restaurants, among other roles.

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

## PROFESSIONAL CERTIFICATE IN COMMERCIAL PASTRY AND BAKING (PCC)

### Student Learning Outcomes

Graduates of this Program will be trained to:

1. Recognize the different equipment used in pastry shops and bakeries. (PCC001)
2. Apply the concept of ratios and proportions to culinary situations. (CAC002)
3. Master the system of weights and measures. (CAC002)
4. Handle problems with products before and after they are baked. (PCC002)
5. Prepare a mixture of flans, cookies, cheesecake, mousse, puddings and creams. (PCC002)
6. Learn about various flavors of laminated pasta, chocolate, marshmallow, and fruit flavors. (PCC003)
7. Master basic and advanced decoration techniques using pinouts, stencils and royal icing. (PCC003)
8. Differentiate between savory doughs and sweet doughs. (PCC004)
9. Master the fermentation process in the product. (PCC004)
10. Get to know the classic and modern *plate*. (PCC005)
11. Work with different types of fillings: chocolate, pastry cream, *chantilly*, and fillings with fruit flavors. (PCC005)
12. Recognize the recipes and their countries of origin. (PCC006)
13. Handle the correct techniques in typical desserts. (PCC006)
14. Recognize and understand the English language in the tourist area. (ENG006)
15. Make "sugar-free" recipes. (PCC007)
16. Learn about gluten-free recipes. (PCC007)
17. Determine the difference between own business, partnerships and corporations. (CMN010)
18. Identify the different positions with specific officials in the administration and food service. (PCC011)

## PROFESSIONAL CERTIFICATE PHARMACY TECHNICIAN (PHA)

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

This certificate program lasts for four semesters that are completed in one and a half calendar years. 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 revalidation and then be employed as a Pharmacy Technician, in community pharmacies, hospitals, drugstores and pharmaceutical industries. This Program aims for students to obtain knowledge about state and federal laws that regulate the profession of Pharmacy Technician. In addition, they will develop 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 Examination Board, the student may request the Revalidation Exam at the Examination Board.

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

## PROFESSIONAL CERTIFICATE PHARMACY TECHNICIAN (PHA)

### Student Learning Outcomes

Graduates of this Program will be trained to:

1. Define the terms anatomy and physiology. (AFH002)
2. Explain the types of tissues, organs, and functions. (AFH002)
3. Identify the different types of pharmacy, establishing the differences in the dispensing of medicines in each one. (PHA001)
4. Define terms related to pharmacy, dispensing, medicines, among others, as defined by law.
5. To point out the fundamental provisions of the laws and their relationship with the practice of pharmacy. (PHA001)
6. Correctly solve exercises and problems related to: Metric System, Apothecary System, Sistema Inglés y Cross-system conversions. (PHA012)
7. Correctly solve exercises and problems related to: preparation to percentages, proportional ratio, reduction and increase of formula. (PHA013)
8. Correctly solve exercises and problems related to: preparation to percentages, proportional ratio, reduction and increase of formula. (PHA013)
9. Master basic prescription dispensing calculation. (PHA013)
10. Execute the concepts and skills acquired to solve problems of drug dilution and concentration. (PHA013)
11. Recognize and analyze the breadth of the scope of the study of chemistry. (QUI003)
12. It will identify the elements of the periodic table according to the name of the group to which it belongs. (QUI003)
13. Mention pharmaceutical products that contain elements from the Periodic Table. (QUI003)
14. Mention and define the main dosage forms and the relationship between these and the routes of administration, as well as the interaction between the drugs. (PHA004, PHA013)
15. Correctly read prescriptions and medical orders using your knowledge of abbreviations. (PHA004)
16. Correctly label a recipe indicating the use of additional labels. (PHA004)
17. Define drug classifications and/or categories. (PHA005)
18. Integrate principles of pharmacology for the dispensing of prescriptions and medical orders and analyze them correctly for the treatment of diseases that affect the different systems of the human body. (PHA005)
19. Identify generic trade names, manufacturing company, recommended dosages and forms of presentation of the most used drugs. (PHA005)
20. Mention brand name, mechanism of action, main side effects, indications, common interactions, and ancillary labels when dispensing medications. (PHA006)
21. Mention and classify examples of drugs according to their origin. (PHA006)
22. Demonstrate mastery of the techniques for preparing different dosage forms, days of supply, and sale price using a computerized system. (PHA007)
23. Prepare different dosage forms correctly. (PHA007)
24. Handle and use the torsion or digital balance. (PHA008)
25. Handle merchandise received from the drugstore. (PHA008)
26. Know the techniques and strategies to improve interpersonal relationships. (PHA009)
27. Demonstrate the necessary skills for conflict management and resolution. (PHA009)
28. Apply knowledge in the dispensing of medicines. (PHA011)
29. Identify the preservation and storage of medicines. (PHA011)
30. Conduct a job interview applying the skills acquired. (PHA011)
31. Know the main aspects of the revalidation exam and the proper way to study to take it. (PHA011)

## 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 prosthesis. It develops in the student the skills to manufacture dental prostheses, complete dentures, fixed prostheses and removable partial dentures. In addition, they obtain the knowledge to establish their own laboratory in accordance with current legislation and regulations.

CODE	COURSE TITLE	CREDITS
DTC001	Dental Anatomy and Physiolo	2
DTC002	Complete Denture Construction	5
DTC003	Dental Material	3
MAT003	Mathematics Applied to Dental Technology	3
DTC004	Fixed Prosthesis Construction and Dental Ceramics	5
DTC005	Removable Partial Denture Constructions	5
CCR007	Use of Business Applications Programs	3
CMN010	Small Business Enterprise Entrepreneurship	3
DTC006	Seminar	3
DTC007	Practice-Laboratory in Dental Technology	<u>6</u>
	<b>Total de credits</b>	<b>38</b>

# PROFESSIONAL CERTIFICATE IN DENTAL TECHNOLOGY (DTC)

## Student Learning Outcomes

Graduates of this Program will be trained to:

1. Establish your own laboratory in accordance with current laws and regulations. (CMN010)
2. Establish your own service and advisory company. (CMN010)
3. Design a Business Plan. (CMN010)
4. Establish, direct, and manage all phases of a new business. (CMN010)
5. Determine the difference between own business, partnerships, and corporations. (CMN010)
6. Identify the sources of financing available, as well as the requirements for obtaining these. (CMN010)
7. Define the concept of fraction and identify fractions in daily life situations. (MAT003)
8. Use the appropriate procedures to solve problem exercises that involve the concept of percentage. (MAT003)
9. Solve application problems involving: ratios and proportions, definition of percent, conversion of percent to fractions and vice versa, calculation of a percentage of a number and calculate what percentage of a number is another. (MAT003)
10. Use a word processor to produce documents. (CCR007)
11. Examine an electronic spreadsheet for use in the market and design documents. (CCR007)
12. Evaluate the design programs of presentations for use in the market and design documents. (CCR007)
13. Know the anatomy and physiology of the different components of the oral cavity and skull. (DTC001)
14. To outline the external morphology of the different types of teeth. (DTC001)
15. Chronologically order the dental structures of different ages. (DTC001)
16. Recognize the terminology and different types of impression materials used in the construction of a Complete, Removable Partial and Fixed Denture (DTC002, DTC003, DTC004, DTC005)
17. Analyze the techniques for making and adapting dental prostheses using the most appropriate materials and instruments. (DTC002, DTC003, DTC004, DTC005)
18. Know the materials and equipment necessary for the effective development of their work. (DTC002, DTC003, DTC004, DTC005)
19. Manufacture dental prostheses (manufacture artificial elements basically intended to replace the patient's missing natural teeth). Among those that can be made are complete prostheses (dentures); partial prostheses, bridges and crowns of any type and mixed prosthetic devices. (DTC002, DTC004, DTC005)
20. Manufacture removable orthodontic appliances, dental splints, individual impression trays, resin temporaries, bite plates. (DTC002, DTC004, DTC005)
21. Perform repairs (repair of the prostheses in case of breaks) and relines (readjustment of the prostheses when they are large or dance in the mouth over time due to the resorption of the alveolar bone). (DTC002, DTC004, DTC005)
22. Apply the necessary Aseptic principles in your practice. (DTC002, DTC004, DTC005)
23. Take the revalidation exam offered by the Examining Board of Dental Technologists of Puerto Rico 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 matters. (DTC006)
24. Apply issues related to professional ethics in the performance of their work in conjunction with the importance of constant professional and personal development. (CCR007, DTC004, DTC005, DTC006, DTC007)

## 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 be employed or self-employed as a Massage Therapist, with mastery of the techniques of professional therapeutic massage. 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.

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

# CERTIFICATE IN MASSAGE THERAPIST (CTM)

## Student Learning Outcomes

Graduates of this Program will be trained to:

1. Define the terms Anatomy and Physiology. (AFH001)
2. Explain the types of tissues, organs, and functions. (AFH001)
3. Apply psychological concepts in human relationships. (PSY010)
4. Understand human behavior taking into consideration the social aspect. (PSY010)
5. Determine the difference between your own business, partnerships, and corporations. (CMN010)
6. Master the benefits of massage therapy. (CTM001)
7. List the contraindications of massage therapy and modifications or precautions for the following conditions: high blood pressure, osteoporosis, edema, severe inflammation, arthritis, and fibromyalgia. (CTM001)
8. Name and define medical terminology related to the regions of the body, planes of motion, directions and positions, and movements of all joints of the human body. (CTM002)
9. Name and locate the origin and insertion of each muscle. (CTM002)
10. Feeling the specific parts of the bones in their companions. (CTM002)
11. Master and compare 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), the regulations of the Examining Board of Massage Therapists of Puerto Rico and any other institution that is in force at the time. (CTM003)
12. Describe the professional parameters of other professions close to those of the Massage Therapist and explain when and how to refer their clients. (CTM003)
13. Apply the following modalities: manual lymphatic drainage, shiatsu, massage for pregnant women, reflexology, aromatherapy, hydrotherapy and use of volcanic stones. (CTM004)
14. List its benefits and contraindications of therapeutic massage. (CTM004)
15. Select the most appropriate therapeutic massage modality for the client. (CTM004)
16. Perform different individual or group visualization or relaxation exercises. (CTM005)
17. Handle 'conflict management' techniques. (CTM005)
18. Handle 'listening' techniques. (CTM005)
19. Perform massage sessions on any client, with confidence in themselves and the techniques they handle. (CTM008)
20. Handle a client with professionalism. (CTM008)
21. To know the different pathologies according to the system of the human body. (CTM009)
22. Know the precautions and contraindications, according to your pathology. (CTM009)
23. Apply a pre-competition and post-competition massage to athletes at sporting events. (CTM010)
24. Apply a stretching routine on a massage table. (CTM010)
25. Evaluate the muscles that are most used in any sport and common injuries. (CTM010)

**PROFESSIONAL CERTIFICATE PROGRAM COURSE  
DESCRIPTIONS**

# PROFESSIONAL CERTIFICATE PROGRAM COURSE DESCRIPTIONS

## **AFH001 HUMAN ANATOMY AND PHYSIOLOGY**

2 credits (60 hours)

This course discusses the general concepts of the form and function of the body, its cells, tissues, organs, and systems. It provides students with an understanding of the structure and function of human body systems, such as the nervous system, the musculoskeletal system, the endocrine system, and the special senses, among others. It also studies the physiological conditions that affect humans.

## **AFH002 HUMAN ANATOMY AND PHYSIOLOGY**

3 credits (90 hours)

This course discusses the general concepts of the form and function of the body, its cells, tissues, organs, and systems. It provides students with an understanding of the structure and function of human body systems, such as the nervous system, the musculoskeletal system, the endocrine system, and the special senses, among others. In addition, the physiological conditions that affect human beings are studied.

## **APC 001 ETHICAL, LEGAL, AND ADMINISTRATION ASPECTS**

3 credits (90 hours)

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

## **APC002 HEALTH, SAFETY, AND HYGIENE**

4 credits (120 hours)

The course aims to provide knowledge, techniques, skills, and abilities in practical concepts related to client health, safety, and hygiene. It includes personal hygiene and grooming, body mechanics, infection prevention, active and passive movements, ambulation, transfer, ulcer prevention, taking vital signs and weight, and setting up the patient unit, among others.

## **APC003 FUNDAMENTAL CONCEPTS OF GERONTOLOGY**

3 credits (90 hours)

This course studies the aging process from a biological, social, and psychological perspective. Emphasis is placed on the normal life cycle, behavioral patterns, and physical and mental changes. Support for the prevention, management, and care of aging adults based on emotional, mental, social, and physical behavioral characteristics, among others, is discussed.

## **APC004 RECREATIONAL, SOCIOLOGICAL, AND PHYSICAL ACTIVITIES**

2 credits (60 hours)

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

## **APC005 FIRST AID IN EMERGENCY SITUATIONS**

3 credits (90 hours)

This course focuses on the principles, techniques, and basic management of emergency situations in clients' daily lives. The incidence, causes, prevention, and management of a variety of situations such as cuts, fractures, choking, burns, allergies, and other health conditions are discussed. Additionally, head, neck, or back injuries, heat- or cold-related emergencies, and assisting with the care of respiratory and cardiac emergencies in adults are included.

## **APC006 NUTRITION AND FOOD**

3 credits (90 hours)

This course provides a fundamental understanding of human nutrition and the promotion of good health through appropriate nutrition based on the specific and individual nutritional and dietary needs of clients. Emphasis is placed on major nutrients, food types and administration, and safe food handling.

**APC007                    COMMUNICATION AND SOCIALIZATION**

2 credits (60 hours)

This course focuses 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 is placed on the value of the contributions made to society by older adults, free from prejudices and negative stereotypes. In addition, caregiver intervention is needed to demonstrate effective communication and socialization in relationships with clients, healthcare professionals, and family members.

**APC008                    HEALTH INTERVENTIONS**

4 credits (120 hours)

This course presents a study of the most common conditions of older adults and those with disabilities. Basic client care is discussed, with an emphasis on prevention, control, care, rehabilitation, and management of conditions such as depression, Alzheimer's, dementia, and psychosis. Additionally, conditions such as hypertension, heart disease, diabetes, hypothyroidism, cancer, trauma, and other disorders are discussed. Emphasis is placed on effective management in crisis situations and critical life stages for the client and support for family members.

**APC 009                    OCCUPATIONAL SEMINAR**

3 credits (90 hours)

**Prerequisite: 24 credits**

This course aims to support students in the process of adapting to the workforce. It covers job search techniques, resume writing, interviews, and strategies for continuing their academic, professional, personal, and social development to successfully integrate into 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 Skills in Providing Services to the Elderly.

**APC010                    SUPERVISED PRACTICE**

6 credits (180 hours)

**Prerequisite: 24 credits Corequisite: APC009**

In this phase, students are exposed to real-life experience as assistants supporting the care of elderly patients and those with disabilities. The concepts learned are integrated into this practice in a health institution or home, under the supervision of a healthcare professional. The acquired gerontology concepts are applied to identify and resolve problems and situations that interfere with the quality of life of older adults in their physical, social, and psychological aspects.

**ASC001                    CHRONOLOGY OF AESTHETICS AND PROFESSIONAL OPPORTUNITIES**

2 credits (60 hours)

In this course, students will learn about the history of aesthetics in humanity. They will gain knowledge of how aesthetics is implemented in different cultures and is practiced today. They will also learn how to perform in some areas and how health and nutrition play an important role in performance.

**ASC002                    BIOSAFETY, ELECTRICITY, AND APPLIANCES**

2 credits (60 hours)

In this course, students will learn the laws and regulations of universal precautions and biosafety standards. Topics of infection control and the importance of prevention through cleaning, disinfection, and sterilization will be covered. They will also gain knowledge of basic electrical concepts to apply it safely and appropriately when working with equipment in the salon. They will also learn the machinery necessary to begin working safely in the salon, providing the best results for clients.

**ASC003                    COSMETIC CHEMISTRY, PRODUCT SELECTION, AND AROMATHERAPY**

3 credits (90 hours)

In this course, students will learn the basic chemistry of formulas, ingredients, the benefits and contraindications of products, their effects on the skin, and how to make an informed selection based on the client's needs and skin conditions. They will be familiar with FDA regulations and requirements. They will gain the knowledge to recommend products that are beneficial to the client. Students will be trained to make recommendations.

**ASC004                    SKIN SCIENCE AND ANATOMY**

2 credits (60 hours)

In this course, students will learn about the body's systems and how to achieve healthy skin. They will understand the

anatomy, functions, and layers of the skin. They will study the injuries and disorders that may occur. They will learn the techniques for performing an accurate skin analysis. He excelled at acquiring knowledge about the anatomy, physiology, and histology of the skin. Through his understanding of the body's functions, he will understand the reactions that may arise from different treatments.

**ASC005 FACIAL TREATMENTS**

3 credits (90 hours)

In this course, students will learn the process for performing a facial treatment step-by-step. They will acquire the skills to determine the client's treatment needs based on their skin type. Through the course, students will develop the skills to understand, explain, and implement the benefits and contraindications that may arise from the treatment.

**ASC006 BODY TREATMENTS**

3 credits (90 hours)

In this course, students will learn about the body services and treatments required in their workplace. They will be educated to understand the contraindications and possible consequences clients may experience when starting a treatment. They will acquire the skills to implement protocols for performing body treatments with the utmost professionalism.

**ASC007 ADVANCED FACIAL TREATMENTS**

3 credits (90 hours)

In this course, students will learn about the specialized services they can offer in their beauty salon. They will understand the concepts of mechanical and chemical exfoliation. They will be able to distinguish between equipment for specific treatments such as light therapy, laser devices, microcurrent, and ultrasound. They will learn about skin problems and disorders such as cancer. By acquiring this knowledge, they will be able to offer more services in their salon using specialized techniques.

**ASC008 BODY MANIPULATIONS AND DRAINAGE**

3 credits (90 hours)

In this course, students will learn to perform a relaxation massage using techniques taught to massage therapists. The massage techniques taught are gliding, kneading, friction, vibration, and tapping. They will be able to perform a relaxing massage professionally and identify several contraindications for performing it.

**ASC009 COMPLEMENTARY TREATMENTS**

2 credits (60 hours)

In this course, students will learn how to provide complementary treatments in their salon. The course will discuss how to perform hair removal, hair characteristics, hair removal methods (both temporary and permanent), and techniques for professional and customer satisfaction. This course will also cover color theory in cosmetics. They will learn how to select products and colors for facial and body application, as well as how to perform basic makeup using the color palette.

**ASC010 ETHICS AND BUSINESS DEVELOPMENT**

1 credit (30 hours)

In this course, students will learn the importance of ethical and legal aspects for working in a salon in the beauty industry in Puerto Rico. They will learn strategies for having a stable and prosperous business, preparing them to understand the factors they should be aware of when opening a business or applying for a job interview.

**CAC 001 CULINARY ARTS' CONCEPTS AND SAFETY**

3 credits (90 hours)

This course discusses basic concepts related to the culinary arts, as well as the responsibilities of the culinary arts professional. The course covers the history of gastronomy, its vocabulary, the utensils and equipment used, and kitchen organization. Students learn about food preparation techniques, measurements, texture, consistency, food yield, and modern cooking methods. Students study food handling, manipulation, and hygiene. Additionally, students discuss health laws and regulations in the hospitality industry related to food handling, safety concepts, contamination, and disease. Government agencies responsible for public health are also identified.

**CAC 002 MATHEMATICS APPLIED TO CULINARY ARTS**

3 credits (90 hours)

This course provides the application of mathematics to culinary arts, including the practice of basic math skills. Students will learn the systems of weights and measures (metric and English), scales, and measuring utensils. Concepts such as recipe

yield, recipe costs, and recipe conversions are discussed. The necessary elements for developing a budget are also discussed.

**CAC 003            PREPARATION OF BREAKFASTS, SOUPS, SAUCES, SALADS, PASTA, AND RICE** 3 credits (90 hours)

This course allows for the study of the methods used to prepare, prepare, and design à la carte breakfasts, buffets, fruit sculptures, hors d'oeuvres, and brunches. Cooking methods for eggs, grains, cereals, potatoes, vegetables, rice, and pasta, among other dishes, are discussed.

In addition, students will prepare soups and broths, mother sauces, cold sauces, derivative sauces, a variety of salads, dressings, vinaigrettes, pasta, and rice dishes.

**CAC 004            MENU DESIGN, LIGHT MEAL PREPARATION, AND BANQUETS** 3 credits (90 hours)

This course provides students with the knowledge to design and plan balanced menus, according to the requirements of the food guide pyramid. Different diets are discussed, depending on the client's health conditions. Basic nutritional concepts are studied, such as proteins, fats, carbohydrates, vitamins, minerals, and water. In addition, students will learn the techniques and procedures for preparing, preparing, and presenting light meals **and banquets**.

**CAC 005            CUTS OF MEAT, POULTRY, SEAFOOD, AND FISH** 3 credits (90 hours)

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

**CAC 006            PUERTO RICAN AND CARIBBEAN CUISINE** 3 credits (90 hours)

This course allows students to learn about the origins of Puerto Rican cuisine. Students will design and prepare native Puerto Rican recipes. Caribbean recipes and specialized dishes will also be prepared.

**CAC 007 I          INTERNATIONAL CUISINE** 3 credits (90 hours)

This course allows students to learn how to design and prepare international dishes and recipes. Recipes and dishes from Spain, France, Italy, and China, among others, are presented. The cuisine of these countries and the cultural impact they have had on other cultures are studied.

**CAC 008            DESSERT AND ENTRÉE MAKING** 3 credits (90 hours)

This course allows students to learn how to prepare and make typical and regional desserts used in restaurants and hotels, such as cakes, cookies, sauces, mousse, and others.

**CAC 010            LABORATORY AND PRACTICE IN CULINARY ARTS** 3 credits (90 hours)

This course allows students to apply the knowledge and skills acquired throughout the program in different settings within the culinary arts industry. Students will complete a 180-hour laboratory and practice.

**CAR 002            BASIC NETWORK CONCEPTS** 3 credits (90 hours)

This course explains the physical and logical elements that comprise a communications network. Topologies, transmission media, and network types are studied. Applications associated with real-world solutions that include communications network infrastructures, including security systems, are also studied.

**CCR 001            INTRODUCTION TO COMPUTERS** 3 credits (90 hours)

This course introduces fundamental concepts related to computers and data processing. Students will become familiar with the use, management, and operation of various computer-related equipment. It also introduces the Internet, related services, and the concept of multimedia.

**CCR 004            OPERATING SYSTEMS**

3 credits (90 hours)

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

**CCR 006          COMPUTER REPAIR I**

3 credits (90 hours)

Through this course and by applying basic electronics concepts, students learn the use, operation, installation, and repair of various computer equipment, including laptops.

**CCR 007          BUSINESS APPLICATION MANAGEMENT**

3 credits (90 hours)

This course allows students to work with the basic concepts for using and managing business applications. Students will be able to differentiate between the most popular business applications on the market, such as spreadsheets (Excel), graphic presentation programs (PowerPoint), messaging programs (Outlook), and databases (Access).

**CCR 008          COMPUTER REPAIR II**

3 credits (90 hours)

Through this course, students can diagnose, repair, and upgrade various computer equipment. They will also have the tools to perform preventative computer maintenance.

**CCR 010          MOBILE DEVICE REPAIR**

3 credits (90 hours)

This course provides students with the knowledge and skills necessary to repair mobile devices. Students will learn to diagnose and repair hardware and software problems on tablets and smartphones. Students will also be able to replace various components.

**CDG 002          FUNDAMENTALS OF CREATIVE DESIGN AND ADVERTISING**

3 credits (90 hours)

This course allows students to learn the basic principles for developing an efficient design. Students will master the techniques and applications needed to achieve functional artistic and creative work, fostering their creativity. Students will develop skills for entering the workforce.

In addition, students will learn the basics of advertising, client management, and industry knowledge. They will plan advertising strategies to efficiently market their products. They will learn the ideal equipment for developing their creative projects and the career opportunities in the field of graphic design.

**CDG 004          FUNDAMENTALS OF COLOR AND TYPOGRAPHY**

3 credits (90 hours)

This course discusses the principles of design and artistic elements. Students explore the nature of color and 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.

**CDG 008          GRAPHIC APPLICATIONS (Photoshop)**

3 credits (90 hours)

This course is designed to develop basic concepts and techniques in image management, manipulation, and editing using software for these purposes. Students learn the principles of creating and modifying digital images. Emphasis is placed on the concepts of image correction, combination, and composition.

**CDG 009          PUBLICATION DESIGN (Corel Draw)**

3 credits (90 hours)

This course allows students to develop basic concepts in publication design using InDesign.

**CDG 011          WEB PAGE DESIGN**

3 credits (90 hours)

This course allows students to learn the basics to begin creating web pages. The course focuses on the essential elements for design, integration, and effective planning focused on marketing. The main design tools most widely used on the market are use.

**CDG 012 IMAGE AND ANIMATION**

3 credits (90 hours)

This course is designed to introduce students to basic design concepts, integrated with animation through specialized programs such as Macromedia Flash. Students will use these concepts to create elements that will be integrated into web pages.

**CDG 015 ILLUSTRATED DESIGN**

3 credits (90 hours)

This course introduces students to the principles of design and artistic elements. Students explore the nature of vector drawing, how to use and apply it in different designs, developing an understanding of it as one of the vital elements of graphic design. Additionally, concepts for working with Adobe Illustrator (software for working with vector illustrations) are discussed. Emphasis will be placed on the concepts of vector illustration.

**CDG 020 DESIGN PROJECT**

3 credits (90 hours)

Prerequisites: Concentration Courses

This is an integrative course where students use acquired knowledge in graphic design, along with knowledge of management and marketing requirements analysis, to develop a design project in a simulated and controlled environment that meets the institutional needs proposed as part of the project.

**CMN 010 SMALL BUSINESS DEVELOPMENT AND MANAGEMENT**

3 credits (90 hours)

In this course, students become familiar with the procedures necessary to establish and manage a business. Basic management and marketing concepts are discussed. The principles of consumer behavior and market research are presented.

**CSC 001 KEYBOARDING**

3 credits (90 hours)

This course promotes tactile learning of the alphabetic, numeric, and symbol keyboard. It covers the use and management of the computer's operating parts, practicing correct typing techniques, and checking and using correction symbols.

**CTM 001 HISTORY, FUNDAMENTALS, AND TECHNIQUES OF MASSAGE I**

6 credits (180 hours)

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

**CTM 002 MEDICAL TERMINOLOGY, MUSCULOSKELETAL ANATOMY, AND STRUCTURAL KINESIOLOGY**

4 credits (120 hours)

This course provides students with an understanding of the anatomy and kinesiology of the muscular and skeletal systems, using appropriate medical vocabulary in Spanish and English. Emphasis is placed on the origins, insertions, and functions of all the body's muscles, as well as their synergies and antagonisms.

**CTM 003 PROFESSIONAL ETHICS FOR MASSAGE THERAPISTS**

2 credits (60 hours)

This course will expose students to the codes of ethics of the major massage organizations in Puerto Rico and the United States. They will discuss the regulations of the Massage Therapist Examining Board and Act No. 552 (An Act Regulating the Practice of Massage and the Profession of Massage Therapist). Students will be able to understand the appropriate boundaries of the profession and develop skills for handling situations where these boundaries are threatened.

**CTM 004 MASSAGE TECHNIQUES II: LYMPHATIC DRAINAGE, PREGNANCY MASSAGE, REFLEXOLOGY, AND AROMATHERAPY**

6 credits (180 hours)

In this course, students develop skills for the application of the following techniques: lymphatic drainage, shiatsu, pregnancy massage, reflexology, aromatherapy, hydrotherapy, and volcanic stone therapy. Additionally, their uses, indications and contraindications, and all applicable theory are discussed for their understanding.

**CTM 005 SEMINAR FOR MASSAGE THERAPISTS**

1 credit (30 hours)

During this seminar, students will have the opportunity to review with the instructor any uncertain concepts and professional ethical concerns that arise during their internship. They will practice relaxation and visualization exercises. They will receive lectures from visiting teachers who are experts in massage techniques or related sciences. The teacher may coordinate visits to massage centers or places related to the students.

**CTM 008            LABORATORY-PRACTICE IN MASSAGE THERAPY**

2 credits (60 hours)

**Prerequisites: 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.

**CTM 009            CLINICAL PATHOLOGY, INFECTION CONTROL AND CPR**

3 credits (90 hours)

This course prepares the student to understand pathologies and know the relationship between them and massage therapy, so 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 contagion. It will also prepare the student to know when to refer a client to a physician or other health care professional. In this course, the student will complete the training of Cardiopulmonary Resuscitation and Control of Infections and Contagious Diseases.

**CTM 010            MASSAGE TECHNIQUES III: SPORTS MASSAGE, STRETCHING AND DEEP TISSUE**

4 credits (120 hours)

This course develops the 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 for its understanding are discussed. In addition, concepts related to functional taping, chiromassage and neurosedative are discussed.

**DTC 001            DENTAL ANATOMY AND PHYSIOLOGY**

2 credits (60 hours)

In this course, the student is led to analyze the anatomy and physiology of the different components of the oral cavities, 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, to be very observant of the shape of the teeth, their faces, the position they have in the mouth, the relationship they must have with antagonists and with teeth against opponents.

**DTC 002            COMPLETE DENTURE CONSTRUCTION**

5 credits (150 hours)

The course takes the student through the examination of the relationship between the upper and lower dentures, as interpreted in a functional articulator. It includes evaluation of preliminary impressions and fabrication of models, custom impression trays, evaluation of the final impression and base model, fabrication of base plate, occlusion edges, articulation and assembly of working models, and selection of prostheses for the tooth. It also includes fixing teeth from artificial dentures, processing test dentures, finishing complete dentures, making templates, repairing and relining prosthetics. In addition, you will learn about and work with different types of waxes used in dental laboratories.

**DTC 003            DENTAL MATERIALS**

3 credits (90 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, alloy processing, equipment calibration, metal treatment and torch technique, electric brightness and safety procedures, metal sensitivity and allergies.

**DTC 004            CONSTRUCTION OF FIXED PROSTHESES AND DENTAL CERAMICS**

5 credits (150 hours)

**Prerequisite: DTC 001, DTC 002, DTC 003**

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, guy. Characteristics, handling and polishing porcelain and resin; obtaining metal structures and placing 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 manufacture of these and the methods of checking the prosthetic piece. During the course, plaster models will be built and mounted on the articulator; they will make wax patterns; they will make metal structures and make fixed porcelain dental prostheses.

**DTC 005            REMOVABLE PARTIAL DENTURE CONSTRUCTION**

5 credits (15 hours)  
2 credits theory y 3 credits de laboratory

**Prerequisites: DTC 001, DTC 002, DTC 003**

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

**DTC 006            SEMINAR**

3 credits (90 hours)

**Prerequisites: DTC 001, DTC 002, DTC 003, DTC 004, DTC 005**

This seminar aims to make the students aware of the requirements of the Dental Technologists Examination Board, the documents necessary to be members of the College of Dental Technicians, the general concepts to take the revalidation exam, the Regulations of the Dental Technology Profession in Puerto Rico. In addition, the topics of preparation for the world of work, job interview and professional ethics are discussed.

**DTC 007            LABORATORY-PRACTICE IN DENTAL TECHNOLOGY**

6 credits (180 hours)

**Prerequisites: DTC 001, DTC 002, DTC 003, DTC 004, DTC 005**

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 functions assigned to him or her according to the skills of the program and will be under the supervision of the assigned professor.

**EEC 001            INFANT AND PRESCHOOL GROWTH AND DEVELOPMENT**

3 credits (90 hours)

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

**EEC 002            DESIGNING LEARNING ENVIRONMENTS FOR INFANTS AND PRESCHOOLERS**

3 credits (90 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 of the physical environment on learning and adequate integral development during early childhood is studied.

**EEC 003            HEALTH AND SAFETY IN CHILD DEVELOPMENT CENTERS**

3 credits (90 hours)

This course studies the health, hygiene, and nutrition concepts of young children. In addition, the course includes safety concepts that will be applied in the Child Development Center. Emphasis is placed on the most common diseases among children and the immunization process.

**EEC 005            PLAY AS A FUNDAMENTAL TOOL IN THE TEACHING OF INFANTS AND PRESCHOOLERS AND SOCIAL DEVELOPMENT**

3 credits (90 hours)

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

**EEC 006            DESARROLLO COGNOSCITIVO, LENGUAJE Y CREATIVIDAD EN EL APRENDIZAJE DE INFANTES Y PREESCOLARES**

3 credits (90 hours)

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

**EEC 007            CHILD DEVELOPMENT CENTER ADMINISTRATION**

3 credits (90 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.

**EEC 010 EARLY INTERVENTION, SPECIAL EDUCATION, AND ABUSE**

3 credits (90 hours)

This course studies early intervention, special education, and abuse. Laws that apply to children with special needs and child abuse are discussed. In addition, work is being done on 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.

**EEC 011 INTEGRATION OF THE FAMILY AND COMMUNITY INTO THE CHILD DEVELOPMENT CENTER**

2 credits (60 hours)

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

**EEC 013 PROFESSIONAL SEMINAR**

2 credits (60 hours)

**Prerequisites: Concentration Courses**

This course prepares the student in the development of soft skills for the work scenario, allows the preparation of a resume for the job search, the credentials of the Child Development Association (CDA) are reviewed, the basic principles for the development of their professional portfolio are provided, and they will also learn about the job interview process.

**EEC 014 PRACTICE IN CHILD DEVELOPMENT CENTERS**

10 credits (480 hours)

This course applies appropriate practices in a real learning environment of a public or private Child Development Center. The student will perform all functions assigned to him or her according to the skills of the program and will be under the supervision of the assigned teacher and the director of the center. The student must have defined the environment where he or she wishes to develop professionally, either in infants/toddlers or preschools. Practice professional competencies in early childhood education and childcare. This course has 480 practical hours as established by the Council.

**ENG 005 CONVERSATIONAL ENGLISH**

3 credits (90 hours)

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

**ENG 006 ENGLISH FOR HOTELS AND TOURISM**

3 credits (90 hours)

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.

**MAT003 MATHEMATICS APPLIED TO DENTAL TECHNOLOGY**

3 credits (90 hours)

The course will emphasize the application of basic math skills used in solving occupational technical problems. The topics are included: fractions, decimals, percentages, ratios and proportion, measurements and conversion of the English and metric measurement systems. Application of formulas, technical applications and basic statistics.

**MBC001 INTRODUCTION TO MEDICAL BILLING AND LEGAL ASPECTS**

3 credits (90 hours)

This course introduces healthcare delivery processes from a medical billing perspective. It covers the fundamentals of medical billing and its components and discusses other essential functions in the modern medical office.

Furthermore, it emphasizes compliance with legal aspects, including federal and state regulations related to billing. It follows the protocols and policies established by insurance companies. The course utilizes the learning materials mandated by HIPAA-5010.

**MBC002            MEDICAL AND DENTAL TERMINOLOGY**

3 credits (90 hours)

This course familiarizes students with the terms and functions of human anatomy. It covers the technical vocabulary and context necessary for medical billing under different health plans. Furthermore, it prepares students to recognize potential emergencies that may arise in any healthcare facility.

**MBC003            MEDICAL DIAGNOSIS CODING**

3 credits (90 hours)

The Medical Diagnosis Coding course emphasizes the development of the skills necessary for clinical coding. It focuses on the use of coding guidelines established by CMS and AMA to convert diagnoses and other health conditions to codes, using the updated International Classification of Diseases (ICD-CM) manual and any other resources established by federal and state agencies.

**MBC004            HEALTH PROCEDURES AND SERVICES CODING**

3 credits (90 hours)

**Corequisite: MBC003**

The Medical Procedures and Services Coding course trains students to recognize and differentiate the codes in each section of the CPT, CDT, and HCPCS books and their usage. They will be able to identify codes according to their place of service. They will identify the nomenclature of medical, dental, and institutional procedure codes. Students will be able to recognize the sections that comprise the CPT, the procedures contained in Category I, Categories II (F Codes), 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/PCS and HCPCS to effectively complete a claim. They will identify specific service codes and codes for supplies and equipment, such as bandages and crutches, found in the common healthcare procedure coding system.

**MBC005            ELECTRONIC MEDICAL AND DENTAL BILLING**

3 credits (90 hours)

**Corequisite: MBC004**

This course prepares students to process claims for medical and dental services using electronic billing software. It covers state and federal legal requirements for electronic transmission. Furthermore, it emphasizes tracking, reconciliation, and management processes, as well as the functions inherent to the billing process.

**MBC006            BUSINESS DOCUMENT PRODUCTION AND WRITING**

3 credits (90 hours)

**Prerequisite: CSC001**

Students will develop the skills necessary for writing business documents using a word processor, such as traditional and simplified memos, business letters, cover pages, reports, envelopes, outlines, and emails. They will also be able to analyze the basic elements of business communication and the need for accurate, concise, coherent, and consistent writing in business documents.

**MBC007            MEDICAL OFFICE PROCEDURES WITH ELECTRONIC MEDICAL RECORDS**

3 credits (90 hours)

This course prepares students to work as billers in a medical services office. It emphasizes technological changes in the office and related ethical principles. Students will learn how to use Microsoft Word for drafting letters in the medical office.

**MBC008            MEDICAL RECONCILIATION**

3 credits (90 hours)

**Prerequisite: MBC005**

Medical billing is a cycle of events that come together to demonstrate to health insurance companies that the provider delivered high-quality medical care. The cycle begins with patient insurance validation and culminates in the medical audit. The medical audit is an interdisciplinary process that allows for the evaluation of medical and administrative services provided, with the goal of improving medical practice. Students will learn the importance of Medical Reconciliation and its function. They will identify the Medical Audit event within the billing cycle and recognize its responsibilities and requirements. The mission of the medical audit is to ensure the technical skills of professionals, enable the efficient use of available resources, and achieve patient satisfaction within any institution that provides medical healthcare services.

**MBC010            PRACTICE/LABORATORY**

3 credits (90 hours)

This course allows students enrolled from their second semester onward at the Institution to apply the knowledge acquired in the classroom to various real-world work scenarios related to their area of specialization. This course includes 90 hours of

internal or external practice.

**PCC001            FUNDAMENTALS OF COMMERCIAL PASTRY AND BAKERY**

3 credits (90 hours)

This course introduces the basic concepts of commercial pastry and bakery, as well as the responsibilities of the culinary professional. Various topics are explored, such as the history, vocabulary, equipment, and utensils of pastry and bakery. Students will expand their knowledge of cooking techniques, ingredients, their use, interpretation, and substitution in recipes. The final course includes skills in safety principles, food handling, personal hygiene, and sanitation.

**PCC 002            COMMERCIAL PASTRY 1**

3 credits (90 hours)

This course will provide students with the ability to create a variety of cookies, flans, cheesecakes, mousses, and cupcakes. Different varieties of bar, refrigerated, and cut cookies will be developed. Emphasis will be placed on the use of units of measurement and the problems encountered before and after preparing recipes. Students will have the opportunity to artistically design the presentation of their finished products.

**PCC003            SPONGE CAKE MAKING AND DECORATING**

3 credits (90 hours)

This course allows students to learn the basic techniques of cake making and decorating. Students will prepare a variety of cake recipes, such as pound cake, chocolate cake, marble cake, carrot cake, sponge cake, among others. Students will make different types of toppings and use a variety of basic cake decorating techniques. Students will be prepared to artistically display their prepared product.

**PCC 004            BAKERY AND DOUGH**

3 credits (90 hours)

During the course, students will emphasize the proper knowledge of yeast and its changes in preparing doughs and breads. Students will understand and utilize the fermentation processes and the basic principles of proper baking. Students will prepare different types of local and international breads, such as water bread, *sobao* bread, French bread, pita bread, and challah bread. Different types of sweet dough desserts will be made, such as donuts, Danish pastries, *Mallorcan* pastries, and cinnamon bread. Savory pastries such as pizzas, focaccia, croissants, and others will also be prepared. The students will present all work completed in the lab.

**PCC 005            COMMERCIAL PASTRY 2**

3 credits (90 hours)

The Commercial Pastry 2 course provides experience in the principles and techniques used in the preparation of products such as ice cream, sorbet, pies, tarts, *e'clairs*, puff pastry, and phyllo. Students will also learn the history, principles, handling, and art of creating products using chocolate. Students will also prepare chocolate cream and pastry fillings. Students will have the opportunity to artistically design the presentation of their finished products.

**PCC 006            LOCAL AND INTERNATIONAL PASTRY**

3 credits (90 hours)

The Local and International Pastry course emphasizes the creation of local and international desserts. Students are given the opportunity to explore the culture of Puerto Rico and other countries, emphasizing the origin of their desserts. Students will also prepare various local and international desserts using the recipes. The student will present the desserts prepared using the plating technique.

**PCC 007            SPECIALIZED PASTRY**

3 credits (90 hours)

The Specialized Pastry course provides experience with the types of foods and the wide variety of diets and their importance in preparing healthy desserts. Emphasis will be placed on knowledge of specialized ingredients such as gluten-free flour, sugar substitutes, calorie-free sweeteners, fats, and fruits in healthy baking, and their role in preparing specialized desserts. Additionally, students will prepare gluten-free, sugar-free, vegetarian, and fruit-based dessert recipes.

**PCC 008            ADVANCED SPONGE DECORATING**

3 credits (90 hours)

This course provides advanced experience in cake decorating. It will allow students to broaden and expand their knowledge of laminated doughs such as marshmallows, Tylose, chocolate, and commercial pastries. The student will learn the theoretical and practical foundations for creating flowers, roses, lilies, calla lilies, daisies, and fantasy flowers—modeling with gum paste, rice crispy, and various rice paper techniques. They will plan and prepare a cake for a special occasion as a

group, in collaboration with their classmates, using laminated paste assembly and decoration.

**PCC 011                    COMMERCIAL PASTRY AND BAKING LAB-PRACTICE**

3 credits (90 hours)

Prerequisites: 18 credits in concentration courses. Corequisites: PCC 007, PCC 008

The Pastry and Baking Lab-Practice course will allow students to apply the knowledge and skills acquired throughout the program in various settings within the pastry and bakery industry. This experience within the industry is dynamic, interesting, and challenging, with potential for personal and financial advancement. It will also prepare students for the world of work by developing their resume and conducting an initial interview with their instructor.

**PDF001   INTRODUCTION TO THE PUERTO RICAN CRIMINAL JUSTICE SYSTEM**

3 credits (90 hours)

This course familiarizes students with the four components of Puerto Rico's criminal justice system: the Police, the General Court of Justice, the Prosecutor's Office, and the Department of Correction and Rehabilitation. The correlation and interaction of private and public security with the different components is discussed. Students will learn how each component works, its objectives, processes, and its relationship to the role of private investigator in businesses and organizations.

**PDF002                    FUNDAMENTALS OF CRIMINAL LAW**

3 credits (90 hours)

In this course, students will discuss the general foundations of criminal law, its interpretive rules, high-impact crimes, and applicable case law. They will analyze the Rules of Evidence, Rules of Criminal Procedure, the New Penal Code, and Civil Rights.

**PDF 003                    SPECIAL LAWS**

3 credits (90 hours)

In this course, students will learn how current laws and regulations fit into modern legal research. They will learn the different scenarios where the investigator's role may conflict with the law. Cases in the civil, criminal, and administrative fields will be analyzed. In addition, special laws such as the Controlled Substances Act, the Weapons Act, the Juvenile Act, the Explosives Act, and the Confiscation Act will be discussed. Emphasis is placed on the Stalking Law, Law 54, the Sexual Harassment Law, and the Private Detective Law.

**PDF 004                    BASIC PRINCIPLES OF CRIMINAL INVESTIGATION**

3 credits (90 hours)

This course discusses the basic principles, techniques, and methods of criminal investigation. Students 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 evidence, maintain the chain of evidence, and protect the victim and witnesses. It also discusses how to write the corresponding reports.

**PDF 005                    CRIMINALISTICS**

3 credits (90 hours)

This course will study 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. It also discusses concepts such as pathology, ballistics, serology, DNA, forensic psychophysiology, and analysis of suspect documents, among others.

**PDF 006                    EMERGENCY MANAGEMENT**

3 credits (90 hours)

This course will prepare students to respond effectively and efficiently to emergencies and disasters. It is designed to introduce students 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 basic concepts of communication technology during emergencies and disasters are discussed. Students will learn basic techniques for analyzing risks and threats to a business or organization, with special emphasis on fire prevention.

Students will be able to work as a team with state and federal emergency response agencies, such as: Police, Fire Departments, State Emergency Management Agency, Medical Emergency Services, FEMA, and others. Practicing with emergency response agencies will prepare students to understand and execute their safety and security duties in emergencies and disasters with knowledge and confidence.

**PDF007 SECURITY IN PRIVATE AND PUBLIC ENTERPRISES**

3 credits (90 hours)

This course discusses the role of security as applied to the public and private sectors. You will learn how to conduct security audits and inspections, as well as other key elements of loss prevention and control in organizations. It also discusses the role, origins, and development of security and its application in the key 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 security and protection is discussed. You will learn how people, property, and information are protected by integrating security concepts.

**PDF 008 REPORT WRITING TECHNIQUES AND METHODS**

3 credits (90 hours)

In this course, students learn the basic principles governing the drafting, management, and evaluation of documents, reports, and forms used in the field of private and forensic investigation and their integration into the legal and procedural framework of the Puerto Rican Justice System.

**PDF 010 PRIVATE DETECTIVE AND FORENSIC INVESTIGATION LABORATORY FORENSICS**

3 credits (90

hours)

**Prerequisites:** 15 credits in concentration courses. **Corequisites:** PDF 006, PDF 007, PDF 008

This course will include practical work on: fingerprint development and collection, crime scene investigation, court appearances, and surveillance and monitoring exercises in various industries, companies, and organizations. In addition, the student will have the opportunity to face real-life research scenarios with the appropriate authorization and supervision of the assigned professor in the labor market.

**PHA 001 PHARMACY FUNDAMENTALS AND LEGAL ASPECTS**

3 credits (90 hours)

This course discusses the historical background of pharmacy, the responsibilities and functions of the pharmacy technician. Additionally, the various laws and regulations governing pharmacy practice in Puerto Rico are included.

**PHA 004 DOSAGE**

2 credits (60 hours)

**Prerequisite:** AFH 002

This course discusses the dosage of drugs or medications. It covers topics such as routes or routes of administration, dosage forms, drug classification, abbreviations, and prescription interpretation. It also covers dosage calculations, drug interactions, and information retrieval.

**PHA 005 PHARMACOLOGY**

3 credits (90 hours)

**Prerequisite:** QUI 003

This course discusses the basic concepts of pharmacology, the action and effects of medications on disease-related systems. Emphasis is placed on brand names, generic names, manufacturer, strengths or dosages, dosage forms, side effects, and general information about medications.

**PHA 006 PHARMACOGNOSY**

2 credits (60 hours)

**Prerequisite:** QUI 002 **Corequisite:** PHA 004

This course discusses drugs and medicinal substances of natural origin. Substances with therapeutic and toxic properties of pharmaceutical interest are included. Students will learn the classification of drugs and their origin, including basic concepts of medicinal and homeopathic plants.

**PHA 007 PHARMACY PRACTICE AND DISPENSING**

3 credits (90 hours)

**Prerequisite:** PHA 001, PHA 002 **Corequisite:** PHA 004, PHA 005

In this course, students will be able to apply their knowledge of different dosage forms and the preparation of prescriptions,

including weighing, grinding powders, preparing creams and ointments, and dilutions and concentrations of liquids. In addition, students will develop recipes for composition and preparations to serve as guides during the internship. Students will learn and work with computer programs. Medical plans will be discussed. A simulation of medication dispensing in a hospital pharmacy is also included.

Through this internship, students will apply the knowledge and skills acquired in the program of study in a real-life practice setting. Students must complete 500 hours in this second phase, in a community pharmacy or hospital pharmacy.

**PHA 011 SEMINAR II FOR PHARMACY TECHNICIANS**

1 credit (30 hours)

**Prerequisite:** PHA 008, PHA 009  
 This course reviews the subjects that will be evaluated in the final exam, such as: Pharmaceutical Mathematics, Pharmacotherapy, Pharmacognosy, Chemistry, Physiology, and Technical, Administrative, and Legal Aspects of Pharmacy Practice. Workshop, resume design, and job search.

**PHA 012 APPLIED MATHEMATICS IN PHARMACY I**

3 credits (90 hours)

This course reviews basic arithmetic operations and provides knowledge of the systems of weights and measures used in pharmacy. It discusses the measurement systems, equivalencies, and conversions used in pharmacy. It also introduces the abbreviations and symbols used in pharmacy.

**PHA013 APPLIED MATHEMATICS IN PHARMACY II**

2 credits (60 hours)

**Prerequisite: PHA 012**

This course provides students with the knowledge and skills to solve problems involving percentage preparations, formula increases and decreases, dilutions, dosage calculations, days of supply, quantities to be dispensed, and parenteral (injectable) preparations, among others.

**PSY 010 FUNDAMENTALS OF PSYCHOLOGY**

3 credits (90

hours)

This course presents the fundamental concepts of psychology applied to human relations. Psychological theories and models will be presented, as well as an approach to learning processes, cognition, personality, motivation, and stress, among others.

**QUI 003 FUNDAMENTALS OF CHEMISTRY AND PHARMACEUTICAL CHEMISTRY**

3 credits (90 hours)

This course reviews the basic concepts of general chemistry, inorganic chemistry, and organic chemistry focused on pharmacy. The course discusses the properties of matter, chemical bonds, the periodic table, and their relationship to medications. In addition, chemical reactions, electrolyte and colloid solutions, the concept of acid pH, and measurements of solution concentration are presented.

**SPA 001 BASIC SPANISH**

3 credits (90 hours)

This course allows students to enrich their knowledge of the Spanish language and improve their communication skills (both spoken and written). Emphasis will be placed on the rules of accentuation, capitalization, punctuation, and unsound spelling.

## **FACULTY BY CAMPUS**

### **HATO REY**

Camille Amaro Berrocal  
Ph.D. Universidad de Puerto Rico

David Ávila  
MBA, Universidad Interamericana

Atanasio Ávila Hernández,  
MA, Universidad del Sagrado Corazón

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M. Ed., Universidad Ana G. Méndez

Ivette Malavé Miranda, Asistente de Educación Temprana  
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CE Puerto Rico Massage and Bodywork Institute

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Rebeca Santiago Fuentes

CE, Neo Esthetique European Institute

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CP, M&C Professional Institute

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MD, New Jersey Medical School

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MA, University of Phoenix

Julio C. Soto Centeno  
AS, ICPR Junior College

## 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 information appearing in the catalog applies to all campuses, is true, accurate, reliable, and is guaranteed by the Board of Directors.

This institution does not discriminate against any person based on sex, age, religion, physical disability, origin or social status, nationality, or political or union affiliation.

This institution will comply with the Family Educational Rights and Privacy Act of 1974.



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SR. RAMÓN A. NEGRÓN  
PRESIDENT



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DRA. OLGA E. RIVERA  
PRESIDENT/CEO

ICPR Junior College is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street 4th Floor, MB #166 Wilmington, DE 19801, (267) 284-5000. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

## **LEGAL STATEMENT**

ICPR Junior College reserves the right to modify its regulations, rules, policies, fees, tuition costs, study programs, degree requirements, and any other regulations that, in the judgment of the Board of Directors and its advisory body, are deemed beneficial to the students, the Institution, or necessary due to external factors.

Once enrolled, students must comply with all the Institution's regulations and rules. It is the student's responsibility to know and observe these 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 status, nationality, political, union, or religious affiliation.

## **EXPLANATORY NOTES**

For legal purposes related to the Civil Rights Act of 1964, the terms director, professor, student, and any other term referring to gender include both female and male.

It is important to clarify that ICPR Junior College adopts the term "Location" to refer to the various campuses and the existing Extension Center.

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Volume XIX No. 1

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## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 1**

### **General Catalog 2025-2027**

#### **Correction of Errors**

##### **Modification on page 32, Admissions Requirements section, item 2**

Students transferring from other accredited higher education institutions who wish to request course equivalency must submit an official transcript from their previous institution. If they do not wish to request equivalency, they may substitute requirement #1b with a copy of their transcript from the previous institution, provided they have completed 72 or more credits applicable toward a bachelor's degree.

##### **Modification on page 33, Admissions Requirements section "Homeschooling" item 1**

Department of Education Equivalency Certification. Replace with GED.



**DEANSHIP OF ACADEMIC AFFAIRS**

**Adendum 2**

**General Catalog 2025-2027**

**Changes in Professional Certificate Passing Grades**

**pag. 60**

general education courses in professional certificate programs may be passed with a minimum grade of "D".

AFH001

AFH002

ENG005

ENG006

MAT003

PSY010

QUI003

SPA001

CMN010



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 3**

#### **General Catalog 2025-2027**

#### **Correction of Administrative Names – Hato Rey Campus Errata**

#### **pag. 25**

the names of the administrative staff have been corrected:

Lídice E. Valentín Menéndez, Director of Admissions and Marketing  
MBA, Ana G. Méndez University

Ketzy Santiago Burgos, Admissions and Marketing Officer  
Diploma, Padre Rufo Bilingual Specialized School

Alberto E. Díaz Santiago, Academic Coordinator  
MBA, Ana G. Méndez University

#### **Hato Rey Administrative Staff Shared with Bayamón:**

Alberto E. Díaz Santiago, Academic Coordinator  
MBA, Ana G. Méndez University

Marisol C. Fuentes Rivera, Placement and Internship Coordinator  
BA, NUC University



**DEANSHIP OF ACADEMIC AFFAIRS**

**Adendum 4**

**General Catalog 2025-2027**

**Errata**

**New Costs and Other Charges**

**pag. 63**

the following costs or charges are eliminated:  
information and Technology Fee, \$100.00.

challenge Exam Application (cost per credit, credited if you pass the exam),  
\$50.00.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 5**

### **General Catalog 2025-2027**

### **Errata**

### **Esthetics Specialist Program**

The Professional Certificate Program in Esthetics trains students to integrate into the professional field of facial and body skin care. With the knowledge acquired, students will be able to perform facial and body treatments effectively and responsibly, improving both the physical and emotional appearance of clients who have a need and seek assistance to address and enhance it. Students will gain essential knowledge that will provide a foundation to start their own business, including skills in business development and maintaining effective communication and strong interpersonal relationships with the community and clients.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 6**

### **General Catalog 2025-2027**

## **PROFESSIONAL CERTIFICATE PROGRAM IN PET GROOMING**

### **Program Description**

The Professional Certificate Program in Pet Grooming has a duration of three academic terms, equivalent to one year of study.

This Professional Certificate Program aims to develop in students the knowledge and skills necessary for pet care (dogs and cats), including health, behavior management and control, emergencies, animal safety, skin diseases, proper washing and drying techniques, overall hygiene, specialized care for different breeds, trims, styles, and patterns, as well as advanced creative grooming techniques, which include Asian creative techniques, corrective grooming, hand stripping, fluff out, among others. The program includes a lab/practical course and a business development course with digital marketing. Students will graduate prepared with both basic and advanced canine and feline care and grooming techniques.

## Curricular Design

### CONCENTRATION COURSES

<b>Code</b>	<b>Course Title</b>	<b>Credits</b>
PGC001	Introduction to Pet Grooming	2
PGC002	Basic Pet Grooming	3
PGC003	Canine and Feline Anatomy and Physiology	2
PGC004	Parasitology and Skin Infections in Dogs and Cats, and Infection Control	3
PGC005	Canine and Feline Behavior Management and Control	2
PGC006	Animal Emergencies, Safety, and Health	2
PGC007	Proper Washing, Sanitation, and Drying Techniques For Dogs and Cats	3
PGC008	Care of Different Dog and Cat Breeds	3
PGC009	Trims, Styles and Patterns	4
PGC010	Business Development with Digital Marketing	2
PGC011	Advanced Creative Pet Grooming Techniques	5
PGC012	Professional Grooming Lab/Practical	5

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## Student Learning Outcomes

Graduates of this program will be trained to:

1. The student will apply communication skills effectively in their profession, both written and oral. (PGC001, PGC002, PGC005, PGC008, PGC010)
2. The student will be able to make correct decisions using critical thinking and information analysis both in the classroom and in the Professional Grooming Lab/Practicum. (PGC001, PGC002, PGC005, PGC006, PGC008, PGC009, PGC011)
3. The student will perform tasks using advanced knowledge in specialized areas within professional grooming. (PGC001, PGC002, PGC003, PGC007, PGC005, PGC006, PGC008, PGC009, PGC010)
4. The student will be able to apply self-directed learning and intellectual development principles in their professional area. (PGC001, PGC002, PGC003, PGC004, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC011, PGC012)
5. The student will be able to confidently apply leader and management principles in their professional area. (PGC001, PGC002, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC012)
6. The student will carry out professional work within and outside their work area in legal, ethical, and safe manner. (PGC002, PGC006, PGC007, PGC009, PGC010, PGC011, PGC012)
7. The student will recognize and understand the importance of pursuing higher or higher or specialized education through advanced studies and continuing education. (PGC010, PGC011, PGC012).
8. The student will recognize the general aspects of pet health and maintenance and the importance of grooming to achieve it. (PGC001, PGC002, PGC003, PGC004, PGC006, PGC007, PGC008, PGC009, PGC011, PGC012)
9. The student will develop the ability to integrate theoretical and practical knowledge to work as a Groomer in any establishment or veterinary clinic offering pet grooming and/or provide mobile or in-home grooming services for dogs and cats. (PGC001, PGC002, PGC003, PGC004, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC011, PGC012)
10. The student will correctly use technological tools to promote their services. (PGC010)
11. The student will properly use specialized tools for grooming, trimming, hygiene, and pet maintenance and demonstrate competency in doing so. (PGC001, PGC002, PGC007, PGC008, PGC009, PGC011, PGC012)
12. The student will exhibit the competencies, attitudes, and qualities necessary for success in their work. (PGC001, PGC002, PGC003, PGC004, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC011, PGC012)
13. Student will develop responsibility and pride in the work they perform. (PGC001, PGC002, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC011, PGC012)
14. Students will develop empathy for animals and provide humane treatment. (PGC001, PGC002, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC011, PGC012)

15. Students will acquire knowledge to establish and manage small businesses in Puerto Rico. (PGC010)
16. Develop in students the methods and practices for effective and safe animal handling. (PGC001, PGC002, PGC003, PGC004, PGC005, PGC006, PGC007, PGC008, PGC009, PGC010, PGC011, PGC012)
17. Train students in the appropriate grooming styles for the most popular dog and cat breeds in real-life scenarios. (PGC001, PGC002, PGC003, PGC006, PGC007, PGC008, PGC009, PGC011, PGC012)
18. Provide knowledge about the most common skin diseases, their causes, and observable symptoms. (PGC004)
19. Enable students in techniques and processes for the proper maintenance and correct use of grooming equipment and instruments. (PGC001, PGC002, PGC007, PGC008, PGC009, PGC011, PGC012)
20. Effectively instruct students in basic knowledge of business administration, human resources, and marketing aimed at self-employment. (PPC010)



**DEANSHIP OF ACADEMIC AFFAIRS**

**Addendum 7**

**General Catalog 2025-2027**

**Costs of Professional Certificate Program in Esthetics and Pet Grooming**

**pag. 63**

**Change in Cost per Credit**

Cost per Credit for Professional Certificates, Associate Degrees, and Bachelor's Degrees as of September 2024. The new costs are:

Programs	Costs per Credits
Cost per Credit Programs: Bachelor of Science in Medical Sonography, Associate in Nursing, Associate in Medical Sonography, Associate in Diagnostic Radiologic Technology, Associate in Culinary Arts, Certificate in Culinary Arts, Certificate in Pharmacy Technician, Certificate in Dental Technology, Certificate in Pastry and Commercial Baking, Certificate in Adult Patient Care, Certificate in Esthetics Specialist, and Certificate in Pet Grooming	\$336.00
Costs per Credits- Others Programs	\$325.00

\*terms of 12 credit or more will carry the same charge.

\*\*Laboratory Fee (per term) - \$300.00



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 8**

#### **General Catalog 2025-2027**

### **CHANGES TO THE ADMISSIONS POLICY**

#### **Open Doors Admission Policy - ADM04-0000**

ICPR Junior College adopts an Open Doors Admission Policy with the objective of providing equitable access to postsecondary higher education. This policy is directed toward anyone who has completed the twelfth grade, without requiring a minimum admission GPA or College Board test results. Its purpose is to offer inclusive educational opportunities that allow students to overcome previous academic experiences and develop holistically, in line with the institutional philosophy of promoting self-actualization and democratic learning.

This policy applies to all individuals applying for admission to ICPR Junior College, regardless of location or mode of study (on-campus, hybrid, or online). Furthermore, compliance with this policy is mandatory for administrative and academic staff involved in orientation, admission, and registration processes, ensuring the uniform application of the equitable access principles established by the Institution.



## DEANSHIP OF ACADEMIC AFFAIRS

### Addendum 9

#### General Catalog 2025-2027

#### Change to Compliance Policies

#### Non-Discrimination and Title IX Policy – CUM04-0504

ICPR Junior College, in compliance with legal provisions, protects the civil rights of all members of the university community and prohibits discrimination within the Institution. It is an inclusive institution and does not discriminate, directly or indirectly, based on race, color, ancestry, nationality, sex, disability, age, social status, sexual identity, nonconformity with sexual orientation, protective hairstyles, or hair textures commonly associated with particular racial and national identities (including, without being an exhaustive list, tight coils or curls, cornrows, twists, braids, Bantu knots, and afros), or based on political or religious beliefs, in accordance with civil rights laws. Discriminatory acts are not tolerated in internal or external activities, admission processes, or educational and administrative processes.

ICPR Junior College is an inclusive institution and does not discriminate, directly or indirectly, based on race, color, ancestry, nationality, sex, disability, age, social status, sexual identity, nonconformity with sexual orientation, protective hairstyles, or hair textures commonly associated with particular racial and national identities, or based on political or religious beliefs, in compliance with civil rights laws. Acts of discriminatory harassment are not tolerated.

In compliance with the provisions of the law under Title IX, ICPR Junior College has established the following guidelines and procedures:

- **Title IX Coordinator Designation:** ICPR Junior College appoints a Title IX Coordinator as the primary central contact. At each campus location, counselors, under the direction of Student Affairs, handle all complaints related to discrimination based on race, color, ancestry, nationality, sex, disability, age, social status, sexual identity, nonconformity with sexual orientation, or political and religious beliefs. In the event that a counselor is not available at a location, the campus director will address any cases that arise.
- **Filing Complaints/Grievances:** Any student, employee, or faculty member who believes their rights have been violated or that they have been discriminated against based on race, color, ancestry, nationality, sex, disability, age, social status, sexual identity, nonconformity with sexual

orientation, or political and religious beliefs has the right to file a written or verbal complaint/grievance. Students may submit their complaint to the Professional Counselor at their campus using the Complaint Management Form (ICPR149). Employees or faculty members must submit their complaint to the Campus Director, who in turn notifies the Director of Human Resources. Verbal submissions or letters are also accepted, provided they contain all necessary details for the investigation.

- **Complaint/Grievance Content:** The complaint or grievance must include a concise description of the events that occurred, the conduct of the accused party, and the remedy being requested. Complaints may involve sexual harassment, sexual assault, sexual battery, sexual coercion, and/or sexual misconduct.
- **Investigation:** The investigation will be conducted by the Professional Counselor, the Campus Director, or the Director of Human Resources, as appropriate. In student cases, the counselor will interview all parties involved and review all related documentation and evidence. Confidentiality will be maintained to the extent allowed by the investigative process. Once the investigation is concluded, the Professional Counselor will submit recommendations to the Title IX Coordinator, who will convene the relevant managerial staff to make decisions applicable to the case.
- **Meetings and Outcomes:** Upon conclusion of the investigation, the Professional Counselor, Campus Director, or Director of Human Resources will meet individually with both the complainant and the respondent to discuss the results and the decisions or actions taken.
- **Withdrawal of Complaints:** If the complainant decides to withdraw the complaint freely and voluntarily during the investigation process, the procedure will be terminated, and both parties will be notified in writing.
- **Appeals:** The time period to file an appeal is ten (10) business days from the notification of the action taken. The appeal must include the reasons for disagreement with the outcome of the investigation and any additional documentation or evidence. Once the appeal is submitted, the Title IX Coordinator will inform the Chief Operating Officer, who will convene an administrative hearing within fifteen (15) days and notify the President/CEO. The Chief Operating Officer will have thirty (30) days from the hearing to make a final determination and inform the parties involved. If the appeal is granted, the complaint will be reevaluated.

This policy applies to all students, prospective students, administrative staff, faculty, and visitors. It is applicable to all individuals in their personal capacity as well as in the performance of their respective duties. For details regarding the procedure to file a complaint (grievance) for discrimination, please refer to the Student Manual (MANICPR-04), Administrative Staff Manual (MANICPR-18), or Faculty Manual (MANICPR-02), as applicable.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 10**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Policies**

##### **Non-Violence in the Study Workplace Policy – CUM04-0506**

ICPR Junior College is committed to ensuring a healthy, safe, and respectful work and study environment for the entire university community. This policy aims to establish clear standards to prevent, identify, and address any act of violence, ensuring that all students, employees, and visitors feel protected and valued.

ICPR Junior College has a zero-tolerance policy toward any form of violence, whether:

- **Verbal:** Includes offensive language, threats, intimidation, insults, or any verbal expression intended to undermine a person's dignity.
- **Physical:** Includes assaults, pushing, intentional damage to property, or any action that places another person's physical integrity at risk.
- **Written or Electronic:** Includes intimidating, harassing, or violent messages transmitted through emails, text messages, social media posts, or other digital platforms.

##### **Confidentiality**

As part of our effort to maintain a violence-free environment, the Institution will establish confidential channels for reporting incidents of violence. To address any incident related to violence, the corresponding Employee and Faculty Grievance Handling Procedure (RHM04-1104) has been established to ensure that all complaints are handled fairly and efficiently. We will guarantee an immediate, impartial, and appropriate response to any report, always respecting the privacy of the parties involved.

##### **Non-Compliance**

Failure to comply with this policy will be considered a serious violation and may result in the implementation of disciplinary measures. These measures include, but are not limited to:

- Verbal or written warnings
- Temporary suspension

- Permanent separation from the Institution for employees
- Expulsion for students

This policy applies to all members of the university community, including students, faculty, administrative support staff, contractors, and visitors. Its scope also extends to all facilities, events, and activities sponsored by the institution, whether conducted in person or virtually.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 11**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Policies**

#### **Complaint and Grievance Handling Policy – CUM04-0512**

ICPR Junior College has a Complaint and Grievance Policy to provide students, administrative staff, and faculty with a mechanism to submit complaints and/or grievances on any matter, ensuring that they are addressed promptly and fairly.

ICPR Junior College recognizes the right of the university community to have a study and work environment where situations that may undermine the quality of service or the environment, whether academic or workplace, can be addressed. Based on this, this policy has been established for the submission of complaints related to ICPR Junior College.

This policy establishes that complaints and/or grievances submitted by faculty or administrative staff will be handled by the Campus Director, while those submitted by students will be handled by the Campus Counselor. If the individual is not satisfied with the response received, the matter will be reviewed by the Director of Student Affairs for student complaints, or by the Director of Human Resources if the complaint and/or grievance comes from a faculty member or administrative employee. If dissatisfaction persists, the complaint and/or grievance may be referred to the President/CEO. Should the President/CEO determine that, after following the appropriate channels, the complaint and/or grievance has not been adequately addressed, a Central Office investigator will be assigned to collect, review, and analyze the facts and evidence related to the submitted complaint and/or grievance. The investigator will submit a report with recommendations to the President/CEO, who will issue the final decision based on the report received.

This policy establishes that the final decision regarding the complaint and/or grievance will be communicated in writing within no more than thirty (30) days from its receipt. If the complainant is not satisfied with the process for resolving the complaint and/or grievance, they may contact:

Accrediting Agency  
Middle State Commission on Higher Education  
107 North Orange Street

4th Floor, MB 166  
Wilmington, DE 19801  
Number: (267) 284-5000  
[www.msche.org](http://www.msche.org)

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

This policy applies to the entire university community, including students in all modalities, faculty, administrative and support staff, as well as any individual who, directly or indirectly, participates in academic, work-related, or institutional activities as required.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 12**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Policies**

#### **Exceptional Admission Policy for Minors CUM04-0515**

To establish the rules governing the admission of minors, who are children or dependents of students and employees, to the campuses and offices of ICPR Junior College, in order to ensure their safety and maintain the continuity of academic and administrative operations.

Due to the inherent risks in protecting minors and the need to maintain an appropriate educational environment, the entry of unenrolled minors is prohibited, except with written authorization issued by the Campus Director. Such authorization may only be granted in unforeseen and strictly occasional situations affecting students or employees.

- The employee or student who needs to bring their minor(s) must request authorization using form ICPR-304 (Exceptional Minors Entry Request). If approved, they must complete the Release of Liability and Assumption of Risk form ICPR-303.
- The custody, supervision, and safety of the minor shall rest exclusively with the responsible adult. This adult must remain with the minor at all times and ensure that their presence does not disrupt academic or administrative activities.
- The exceptions outlined in this policy must not become regular practice. Recurrent requests may be denied and, if deemed necessary, may result in disciplinary action in accordance with institutional policy.
- The entry of sick minors or those excluded from school for health reasons is prohibited, in order to prevent the spread of illness.

This policy is mandatory for all students, employees (faculty and non-faculty), and contractors entering the ICPR Junior College campuses, including extension centers and other external facilities.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 13**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Policies**

#### **Responsible Use of Artificial Intelligence (AI) Policy in Administrative and Academic Matters CUM04-0516**

At ICPR Junior College, we recognize the growing role of Artificial Intelligence (AI) as a facilitator for enhancing our internal processes and improving the learning experience of our students. This policy aims to establish a clear and consistent framework to guide the integration of AI tools, not only to optimize the efficiency of our operations but also to protect the integrity of information, safeguard the privacy of our community, and ensure compliance with applicable laws.

ICPR Junior College recognizes that Artificial Intelligence (AI) represents an important resource for optimizing the institution's academic and administrative processes.

Therefore, the institution promotes the ethical and responsible use of AI-based tools as a means to enhance operational efficiency, enrich academic quality, and support data-driven decision-making.

This policy establishes guidelines to ensure that any AI solution implemented, whether internal or from third parties, is aligned with principles of integrity, transparency, and respect for individual privacy. To this end, guidelines are established for the responsible use of AI at ICPR Junior College.

- Every AI tool must be clearly identified, and its purpose communicated to end users. This includes indicating whether an action or decision was assisted or automated by AI.
- AI solutions should comply with current data protection laws. Providers must adhere to appropriate cybersecurity and data storage standards.
- Critical decisions should not be left exclusively in the hands of algorithms. Academic or administrative staff will remain responsible for validating or reviewing AI-generated results.
- Personnel involved in using these tools will receive periodic guidance on the proper use of AI.

- Respects for intellectual property and copyright must be observed when using AI tools, particularly those that generate content, process protected works, or reuse information from third parties. Using AI does not exempt one from the responsibility of ensuring that created or used materials comply with applicable copyright laws.

The responsible use of artificial intelligence does not replace human judgment or professional oversight; on the contrary, it is established as a complementary tool that enhances the capabilities of the institutional team, both in academic processes and administrative management, always in line with the fulfillment of the institutional mission, continuous improvement, and the well-being of the entire university community.

This document applies to all personnel at ICPR Junior College, both administrative and teaching staff, as well as to external providers who develop or supply AI solutions for the Institution. It applies from the Operations area, where enrollment processes are monitored, to academic settings where automated assessment systems or performance data analysis tools are used. It also covers both internal platforms and cloud services or third-party applications that incorporate artificial intelligence modules.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 14**

#### **General Catalog 2025-2027**

#### **Changes to Academic Affairs Policies**

#### **Academic Freedom Policy AAC04-0100**

ICPR Junior College establishes the Academic Freedom Policy, which guarantees all members of the university community, including faculty and students, the full exercise of this freedom. This policy promotes an environment of respect, intellectual openness, and academic responsibility, ensuring that ideas can be explored, discussed, and expressed freely, always in accordance with the institutional mission, vision, and values that guide the educational activities of the Institution.

ICPR Junior College guarantees academic freedom and the right to free expression for all members of its university community, including faculty, staff, and students. This freedom is understood as the right to express viewpoints without fear of sanctions, provided that such expression does not substantially infringe upon the rights of others. The policy establishes the following fundamental principles:

- The university community must exercise academic freedom responsibly, promoting the pursuit and dissemination of knowledge. This freedom does not protect illegal or unethical behavior, nor can it be used to restrict another member's right to exercise their own academic freedom.
- The management team, employees, faculty, and students have the responsibility to preserve the good name of the Institution and to act with judgment for its benefit. This responsibility coexists with the right to examine social values, as well as to critique and question established beliefs, as part of academic exercise.
- Administration has the right to establish the curricular content of courses. At the same time, faculty have the right to participate in its design, select the most appropriate teaching methodology, and teach with integrity, objectivity, and responsibility, in accordance with the established learning objectives.
- The Institution and its personnel have the right to teach and assess students in a manner that promotes effective learning, aligned with academic standards and institutional values

This policy applies to all members of the university community at ICPR Junior College, including faculty, students, and administrative staff, guaranteeing their right to academic freedom and freedom of expression within the institutional framework



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 15**

#### **General Catalog 2025-2027**

#### **Changes to Academic Affairs Policies**

#### **Information Access Policy – AAC04-0101**

ICPR Junior College establishes this Information Access Policy as part of its commitment to the institutional educational mission. Its purpose is to inform users about the services and resources available at the Information Access Center (IAC), ensuring equitable, inclusive, and responsible access to information in support of the academic development of the university community and visitors.

Access to information is a fundamental right of all users of the IAC. This right ensures that bibliographic resources, both physical and digital, are available to the entire university community without distinction of ethnic origin, race, gender, age, gender identity, religion, ideology, or social status.

The IAC of ICPR Junior College offers services designed to support the educational process, such as:

- Reference and consultation
- Information retrieval
- Reproduction and printing services
- Teaching support
- User training
- Group and individual study
- Loans of books and technological equipment (for the university community only)
- Computer use
- interlibrary loan
- On-site and virtual access to databases

This policy applies to all libraries at ICPR Junior College. Information resources must represent a diversity of perspective and cannot be excluded for ideological, religious, or political reasons.

The IAC supports the Institutional Copyright Policy, promoting the ethical and legal use of information. In addition, all users must comply with the Institutional Code of Ethics and the established Rules of Conduct for the use of the IAC



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 16**

#### **Catálogo General 2025-2027**

#### **Changes to Academic Affairs Policies**

#### **Distance Education Policy AAC04-0102**

ICPR Junior College, as a postsecondary educational institution, is committed to offering higher education, technical training, and continuing education through various modalities, including Distance Education (DE). Recognizing the strategic importance of DE, the Institution establishes this modality to expand access to higher education, promote the internationalization of its academic offerings, and foster educational inclusion. This policy aims to establish clear guidelines, requirements, and procedures that ensure the quality, accessibility, and equity of DE programs at ICPR Junior College.

ICPR Junior College offers Distance Education (DE) programs aligned with its mission, vision, and values, and following the recommendations of the Middle States Commission on Higher Education (MSCHE).

DE instructors have the necessary training and resources to design and deliver quality courses. The Institution ensures that online programs are coherent, sequential, and equivalent in rigor to on-campus courses, in compliance with the standards of the Board of Postsecondary Institutions (JIP) and MSCH.

Once a course has been designed and evaluated by the Distance Education Course Evaluation Committee, the modules may not be altered by instructors. Updates will only be made at the request of the Academic Dean and with the approval of the Institutional Curriculum Committee (CIC), through the Office of Innovation and its Distance Education Division. ICPR Junior College owns all online courses and modules developed on the institutional platform as part of faculty duties, and any paid course developed by an instructor becomes the property of the Institution.

Evaluation follows the criteria established by the Institution, using formative and summative methods to measure learning fairly and objectively.

Students have access to administrative and academic support, virtual counseling, guidance, and access to databases and online services. The use of the Moodle platform is mandatory to ensure

uniformity and quality. The Institution safeguards the academic integrity of all participants and respects academic freedom, establishing clear rules regarding communication and course modifications.

This policy applies to all courses offered under the Distance Education (DE) modality at ICPR Junior College, including:

- Individual courses delivered online.
- Complete programs offered entirely in the DE modality.
- Any hybrid or partially online course that uses the institutional platform for content delivery, assessments, or educational resources

This policy applies to all members of the university community who participate in DE:

- Students enrolled in online courses or programs.
- Faculty and instructors responsible for the design, delivery, and updating of DE courses.
- Administrators and support staff who manage the platform, oversee academic quality, and provide technical and academic assistance.
- The policy applies throughout the duration of courses on the institutional platform, including the design, evaluation, implementation, and update stages.
- It covers all academic, administrative, and technological aspects related to distance education, including course ownership, student assessment, platform use, academic integrity, and support service



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 17**

#### **General Catalog 2025-2027**

#### **Changes to Academic Affairs Policies**

#### **Academic Integrity and Plagiarism Policy AAC04-0103**

ICPR Junior College establishes this Academic Integrity and Plagiarism Policy as part of its institutional commitment to fostering an ethical, honest, and responsible environment. Every member of the university community has the responsibility to uphold standards of honesty and respect, and to take action when these standards are violated.

Faculty members have the responsibility to educate students about academic integrity standards, implement necessary measures, and report any violations. All students, whether in on-campus or online modalities, must be aware of and comply with these standards, and report any infractions to their instructors.

- Violations of academic integrity constitute a serious offense that may result in disciplinary consequences in accordance with institutional rules.
- Cheating is considered any deceptive or fraudulent attempt to bypass rules to gain an unfair advantage. This includes, but is not limited to:
  - Giving or receiving information during an exam or test.
  - Using unauthorized materials (such as notes) during an exam.
  - Taking an exam or writing an assignment on behalf of another student or requesting someone else to do so.
  - Sharing answers on take-home or online exams without the instructor's authorization.

Plagiarism is defined as the use of another person's ideas, words, or work as one's own without giving proper credit. It is considered plagiarism:

- Submitting someone else's work as one's own.
- Purchasing work online or by any other means.
- Copying phrases, paragraphs, or ideas without citing the author.

- Creating a new work from phrases or ideas from different sources without attribution.
- Using others' ideas in writing without acknowledging the source

This policy applies to the entire university community of ICPR Junior College, including students, faculty, and administrative staff, across all educational modalities.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 18**

#### **General Catalog 2025-2027**

#### **Changes to Academic Affairs Policies**

#### **Credit Hour Assignment Policy AAC04-0104**

ICPR Junior College (ICPRJC) uses the industry-standard Carnegie unit to define credit hours for both traditional and distance courses. This policy is established to ensure that credit hour measurements are reasonably equivalent, regardless of how institutions assign credit hours to courses and programs across various modes of instruction and teaching and learning formats.

ICPRJC ensures compliance with the provisions of the U.S. Department of Education, the Board of Postsecondary Institutions, and the accrediting agency Middle States Commission on Higher Education (MSCHE). ICPRJC uses credit hours as the basic unit to assess student work and performance. To meet the requirements of these agencies, the following is established:

- An academic year is equivalent to 45 weeks, distributed across three semesters or academic terms of a minimum of 15 weeks each. One credit hour corresponds to one hour of teaching or instruction lasting between 50 and 60 minutes, using various teaching strategies under the guidance of a faculty member.
- For Associate Degrees, one (1) credit equals 15 hours of lecture, 30 hours of laboratory, or 45 hours of practical experience. Additionally, 30 hours of out-of-class work will be assigned per credit.
- For Professional Certificates, one (1) credit equals 30 hours. An academic term is a study period of a maximum of 15 weeks

The semester credit unit is defined as the college-level credit awarded for the completion of courses or the transfer of courses from another institution.

This policy applies to the entire University Community.



## **DEANSHIP OF ACADEMIC AFFAIR**

### **Addendum 19**

#### **General Catalog 2025-2027**

#### **Changes to Student Affairs Policies**

#### **Bullying and Cyberbullying Policy**

#### **AES04-0200**

ICPR Junior College, in compliance with current legal provisions and as part of its commitment to student well-being, establishes this policy to ensure a safe, respectful, and violence-free learning environment. All behavior that could be interpreted as harassment or intimidation is prohibited, whether in person (bullying) or through electronic means (cyberbullying).

The Institution recognizes that harassment and intimidation negatively affect the educational process, emotional well-being, and personal development of students. These behaviors can manifest as physical, verbal, psychological, or digital abuse, and they harm both the victims and those who participate in or witness such acts.

ICPR Junior College will take disciplinary action against anyone whose conduct interferes with the well-being, safety, and learning of students, as well as with the institutional mission.

This policy applies to all students, faculty, administrative staff, and visitors of ICPR Junior College, across all its campuses and educational modalities. It includes academic, extracurricular, virtual, and on-campus activities.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 20**

### **General Catalog 2025-2027**

### **Changes to Student Affairs Policies**

#### **Student Dress Code Policy**

#### **AES04-0201**

ICPR Junior College establishes this Dress Code Policy with the aim of fostering a culture of respect, professionalism, and responsibility among its student community. Recognizing that personal appearance is an integral part of academic and professional development, this policy seeks to guide students toward appropriate presentation practices that reflect institutional values and the expectations of the university and professional environment. Appropriate attire contributes to a safe, inclusive, and conducive learning environment, while projecting an institutional image consistent with the mission of ICPR Junior College. The Institution recognizes that harassment and intimidation negatively affect the educational process, emotional well-being, and personal development of students. These behaviors can manifest as physical, verbal, psychological, or digital abuse, and they harm both the victims and those who participate in or witness such acts.

ICPR Junior College recognizes that clothing is a legitimate form of individual, cultural, and social expression. Throughout history, people have used their attire to communicate identity, belonging, emotions, profession, and values. Today, this form of expression also reflects diversity, inclusion, and respect for different ways of being and thinking.

As an educational institution committed to the comprehensive development of its students, we have the responsibility to guide them toward a professional appearance that prepares them for successful integration into the workforce. This commitment includes promoting the use of attire that is prudent, respectful, and appropriate for the academic environment and institutional activities.

All members of the student community are expected to dress decently, projecting the image of a university student and future professional, without compromising their right to individuality, and always within the principles of mutual respect and coexistence.

In addition, some academic programs at ICPR Junior College require students to wear specific uniforms during externships, clinical placements, or supervised experiences as part of their professional training. Proper use of the uniform is mandatory in these contexts and adheres both to curricular requirements and to the standards of the corresponding occupational field.

- This policy applies to all active students of ICPR Junior College, regardless of academic program, study modality (on-campus, hybrid, or distance), or campus affiliation. Compliance is mandatory in the following contexts:
- Within institutional premises, including classrooms, administrative offices, laboratories, libraries, common areas, hallways, cafeterias, and parking lots.
- During academic, cultural, sports, or administrative activities organized, sponsored, or endorsed by the Institution, whether on or off campus.
- During externships or clinical experiences, when these are part of the academic curriculum and supervised by the Institution.
- In virtual environments, when students participate in online classes, institutional meetings, or official activities via digital platforms, they must maintain an appropriate personal presentation.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 21**

### **General Catalog 2025-2027**

### **Changes to Student Affairs Policies**

#### **Student Social Security Number Confidentiality Policy AES04-0202**

ICPR Junior College, in compliance with legal provisions, protects the confidentiality of its students' personal information by restricting the use of Social Security numbers solely to processes authorized by law or essential to the Institution. This policy aims to ensure privacy, prevent misuse, and promote the responsible and secure handling of this sensitive information.

ICPR Junior College recognizes that the Social Security number is highly sensitive information and, therefore, restricts its use solely to essential institutional processes or those required by law. It will not be used as a public identifier or disclosed in documents intended for general distribution.

- The Institution mandates that Social Security numbers will not be displayed on identification cards, lists, directories, publicly accessible files, or official publications. If inclusion in any document is required, editing methods will be applied to make it fully or partially illegible.
- In specific cases such as Financial Aid, employment, or tax contributions, the Social Security number may be used in accordance with applicable law. In these situations, ICPR Junior College ensures that its handling will remain confidential, and only authorized personnel will have access to the information

The Institution will implement administrative and technical measures to protect the information, including restricted access, secure storage, electronic controls, access logs, secure document disposal, and training.

No student will be required to waive the confidentiality of their Social Security number as a condition for receiving services, enrolling, graduating, or requesting official documents.

This policy applies to all students of ICPR Junior College. It also applies to institutional personnel who may have access to this information, provided they have a need or authority to access it.

- In cases involving minors, parents or guardians may authorize the voluntary waiver of confidentiality, although the policy clarifies that this waiver is not mandatory for the student.

The policy remains in effect as long as the Institution maintains student records containing the Social Security number, that is, from student enrollment to the institutional storage or archiving of their files. While the document does not explicitly establish an expiration date, it implicitly covers both active and archived records, except as otherwise provided for secure disposal in accordance with institutional standards.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 22**

### **General Catalog 2025-2027**

### **Changes to Registrar/ Admissions Policies**

#### **School Immunization Policy**

#### **REG04-0600**

ICPR Junior College, in compliance with current legal and regulatory provisions, establishes this policy to ensure that all students under twenty-one (21) years of age meet the immunization requirements set by the Puerto Rico Department of Health. This measure aims to protect the health of the student community and promote a safe environment that supports the academic, personal, and social development of students at our Institution.

ICPR Junior College recognizes that immunization is an essential element for protecting public health and, in particular, the well-being of the student community. In compliance with this policy and the corresponding laws, the Admissions Office will require all students under twenty-one (21) years of age to submit the Immunization Form (P-VAC-3, Green Sheet) issued by the Puerto Rico Department of Health, corresponding to the current school year. It is the student's responsibility to submit this form as part of the enrollment process.

This policy applies to all new students under twenty-one (21) years of age who are applying for admission and enrollment at ICPR Junior College, regardless of academic program, study modality, or campus affiliation. The immunization requirement is an integral part of the admission and enrollment process, and no student within this group may complete their file without having submitted the immunization certificate (P-VAC-3, Green Sheet) issued by the Puerto Rico Department of Health.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 23**

#### **General Catalog 2025-2027**

#### **New Academic Affairs Policy**

#### **Access and Services for On- Campus and Online Students AAC04-0106N**

To establish the institutional commitment to ensure that all students, whether on-campus or online, receive comprehensive services at any ICPR Junior College campus, as well as full access to the MyICPR portal and the Moodle platform, in order to support their academic and administrative processes in an equitable and efficient manner.

##### **Access to On-Campus Services:**

- All students may use enrollment services, library services, tutoring, academic advising, laboratories, counseling services, financial aid, the cashier's office, and other resources available at any campus, regardless of their study modality.
- Staff at each campus must receive, guide, and assist students from all modalities with the same standards of quality and response times.
- All students must obtain their student photo ID at the time of enrollment or before the start of classes

##### **Access to Portal MyICPR:**

- All students must receive MyICPR portal access credentials at the time of enrollment.
- The Technology Department ensures the maintenance of the portal, as well as technical support for on-campus, hybrid, and online students.

##### **Access to Platform Moodle:**

- Moodle user accounts will be assigned from the first day of classes, regardless of modality.
- The Office of Innovation ensures that the Moodle LMS platform is available 24/7 and will provide training and support for the proper use of its tools.

This policy applies to all students enrolled in on-campus, hybrid, and fully online programs, as well as to administrative staff at all campuses.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 24**

### **General Catalog 2025-2027**

### **Changes to Compliance Policies**

#### **Copyright Policy CUM04-0500**

ICPR Junior College, in compliance with applicable federal and state copyright laws, promotes the protection of intellectual works and fosters respect for the rights and responsibilities of authors, students, faculty, and administrative staff, in both print and digital media.

ICPR Junior College provides support and guidance to students, faculty, and employees to promote compliance with copyright laws and the moral rights of authors as recognized by law.

The Institution protects and promotes respect for intellectual creation, including printed, digital, audiovisual, electronic materials, and content published on virtual or institutional platforms. In accordance with the Copyright Act of 1976, institutional libraries and archives may reproduce materials under the conditions of “fair use,” exclusively for academic, educational, or research purposes.

Any alteration, falsification, plagiarism, or unauthorized use of works or official documents, whether printed or digital, constitutes a violation of institutional policies and may result in disciplinary sanctions in accordance with applicable regulations.

This policy applies to the entire university community of ICPR Junior College, including students, faculty, administrative staff, contractors, and external collaborators who use, develop, distribute, or have access to copyrighted materials in any format, whether print, digital, audiovisual, or electronic.

Compliance with this policy is mandatory in all academic, research, administrative, and technological activities that involve the creation, reproduction, distribution, or use of intellectual works.

It also covers the use of institutional platforms, databases, electronic resources, instructional materials, publications, and any other medium in which information or content protected by copyright is managed.

This policy also extends to teaching, learning, dissemination, and institutional communication processes, ensuring that the handling of protected materials is carried out in accordance with applicable federal and state laws and the Institution's internal regulations.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 25**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Norms**

#### **Mobile Phone Use Policy in the Study or Workplace CUM04-0504N**

This policy aims to establish clear guidelines for the use of mobile phones, whether personal or provided by ICPR Junior College, in order to ensure a safe, productive, and respectful environment. It seeks to protect academic and work focus, prevent distractions and situations that could compromise safety, safeguard the confidentiality of institutional and personal information, and promote coexistence and respect among students, employees, and visitors. This policy intends to balance the need for personal and professional communication with the responsibility to maintain an orderly, efficient, and professional environment within the Institution.

The use of mobile phones, whether personal or provided by the Institution, must be carried out in a moderate, responsible, and respectful manner within ICPR Junior College. Users must ensure that the use of these devices does not disrupt or affect the normal conduct of classes, meetings, administrative tasks, or academic activities, nor interfere with the safety, productivity, or focus of others.

The use of mobile phones includes, but is not limited to, making or receiving calls, sending text messages, checking or responding to emails, accessing social media, using instant messaging applications, playing games, watching videos, or browsing the internet. Any use that causes distraction, noise, or loss of focus during institutional activities will be considered inappropriate.

Cell phone use is expected to be discreet, appropriate, and limited to necessary situations. Users should avoid:

- Taking photographs or recording videos or audio of others without their permission.
- Accessing, storing, or disclosing confidential or sensitive information of the Institution or third parties.
- Using the mobile phone to distribute inappropriate material, make offensive posts, or share content unrelated to academic or work purposes.

- Participating in games, social media, or watching videos during work hours or classes, unless expressly authorized

This policy aims to promote balanced, mindful, and professional use of mobile phones, fostering individual responsibility, mutual respect, and the protection of productivity and institutional confidentiality.

This policy applies to all students, employees, visitors, and contractors of ICPR Junior College while on campus or participating in official activities.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 26**

### **General Catalog 2025-2027**

### **Changes to Compliance Policies**

#### **No Smoke Policy**

#### **CUM04-0505**

ICPR Junior College, in compliance with current legal provisions and with the goal of protecting the health and well-being of the entire university community, establishes this policy to regulate smoking practices on its premises. The purpose of this policy is to prevent exposure to tobacco smoke and e-cigarettes, protect non-smokers, promote healthy environments, and ensure that all members of the Institution comply with applicable regulations, thereby contributing to collective safety and well-being.

ICPR Junior College reaffirms its commitment to the health and well-being of the entire university community. Exposure to tobacco smoke and e-cigarettes, for both active and passive smokers, represents a significant health risk. Numerous studies have shown that secondhand smoke is one of the leading preventable causes of disease and premature death. Consequently, the Institution has adopted this policy to create and maintain a smoke-free environment across all its facilities and activities.

Smoking, selling, distributing, or promoting the use of tobacco and related products, including cigarettes, is strictly prohibited on the premises of ICPR Junior College. This measure aims to protect members of the university community, promote healthy habits, and ensure compliance with applicable state and federal laws.

This policy applies to the entire university community of ICPR Junior College, including students, faculty, administrative staff, employees, contractors, and external collaborators.

It extends to all facilities, premises, and outdoor areas of the Institution, as well as to any activity organized by the Institution, including academic, cultural, or sports events.

It covers all forms of tobacco and related products, including cigarettes, cigars, pipes, chewing tobacco, vaporizers, and e-cigarettes.

Compliance with this policy is mandatory, and any violation may result in disciplinary sanctions, in accordance with the provisions set forth in the Catalog, Student Handbook, Administrative Staff Handbook, and Faculty Handbook.

This policy ensures that the management of the university environment is healthy and safe, promoting the prevention of risks associated with tobacco smoke and the protection of non-smokers.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 27**

### **General Catalog 2025-2027**

### **Changes to Compliance Policies**

#### **Firearms Possession Policy**

#### **CUM04-0507**

ICPR Junior College, with the purpose of providing a healthy and safe environment for the university community, establishes this policy to prohibit the possession and carrying of weapons on the Institution's premises, except for exceptions expressly authorized by law. This policy seeks to protect the physical integrity of students, staff, visitors, and contractors, promote safety in academic and work activities, and ensure compliance with applicable firearms regulations.

ICPR Junior College recognizes the importance of maintaining a safe environment free from risks associated with firearms. Consequently, the possession, display, and carrying of firearms and bladed weapons are prohibited on the Institution's premises and during activities organized or sponsored by the Institution, during working hours and at institutional events.

The policy includes a limited and regulated exception for duly authorized law enforcement officers with a valid license in accordance with applicable regulations; such officers must carry the weapon concealed (not openly displayed) and comply with current legal and regulatory requirements. Any other exception will require written authorization from the President of the Institution. Failure to comply with this policy will constitute a violation of institutional rules and may result in disciplinary and administrative sanctions in accordance with the Institution's Code of Ethics and regulations.

This policy applies to the entire university community of ICPR Junior College, including students, faculty, administrative staff, employees, contractors, visitors, and external collaborators who are on the Institution's premises or participating in activities sponsored by the Institution.

The prohibition on the possession and carrying of weapons covers all physical areas of ICPR Junior College, including buildings, offices, classrooms, laboratories, parking lots, grounds, and any other space owned or leased by the Institution.

This policy also extends to events, academic, cultural, sports, or institutional activities held off the premises of ICPR Junior College, as long as they are organized, sponsored, or supervised by the Institution.

Compliance with this policy is mandatory. Any violation of its provisions may result in disciplinary, administrative, or legal sanctions in accordance with the Code of Ethics, institutional handbooks, and the applicable laws of the Commonwealth of Puerto Rico.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 28**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Policies**

#### **Institutional Security Policy CUM04-0508**

ICPR Junior College, committed to protecting the safety and well-being of its university community, establishes this policy to prevent criminal incidents and ensure an informed and secure environment on its campuses. The purpose of this policy is to promote institutional transparency in matters of safety, ensure the documentation and investigation of criminal acts, provide critical information to community members, and comply with federal legal requirements for reporting and disclosing campus crime statistics.

ICPR Junior College recognizes that students, staff, visitors, and the community at large have the right to a safe and well-informed environment. Therefore, any actual or potential criminal activity on the Institution's premises must be investigated, documented, and promptly communicated to the university community.

The Institution maintains a daily record of criminal incidents and prepares an annual security report, which is published on its website, intranet, and institutional bulletin boards. This report includes crime statistics, institutional security policies, reporting procedures, preventive measures, and timely warnings in the event of imminent threats. Anyone who violates federal or state statutes will be subject to institutional disciplinary procedures and legal action, as appropriate.

The Security Procedures and Criminal Activity Management Manual is provided for internal processes of investigation, reporting, and institutional communication.

This policy applies to the entire university community of ICPR Junior College, including students, faculty, administrative staff, employees, contractors, visitors, and external collaborators.

Its scope covers all physical areas of the campuses, such as buildings, classrooms, offices, laboratories, parking lots, and institutional grounds, as well as academic, cultural, or institutional activities held off-campus when organized or sponsored by ICPR Junior College.

Compliance with this policy is mandatory. Any violation may result in disciplinary, administrative, or legal sanctions in accordance with institutional regulations and applicable laws.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 29**

#### **General Catalog 2025-2027**

#### **Changes to Compliance Policies**

#### **Use and Abuse of Drugs or Alcohol CUM04-0510**

ICPR Junior College, in compliance with applicable state and federal laws and committed to maintaining a healthy, safe academic and work environment free from the misuse of drugs and alcohol, establishes this policy to prevent, discourage, and sanction the possession, purchase, sale, manufacture, distribution, and use of illegal drugs, as well as the consumption of alcoholic beverages on its premises or during official activities.

ICPR Junior College reaffirms its commitment to maintaining an academic and work environment free from the improper use of drugs and alcohol. Therefore, it prohibits the possession, purchase, sale, manufacture, distribution, and use of illegal controlled substances, as defined by state and federal law, within institutional facilities or during official activities sponsored by the Institution.

Likewise, the consumption of alcoholic beverages on the Institution's premises or during academic or administrative activities organized by it is prohibited. No member of the college community may arrive at or remain on ICPR Junior College premises under the influence of drugs or alcoholic beverages.

This policy also promotes education, guidance, and prevention by providing institutional resources and informational materials, such as the Informative and Preventive Manual on the Use, Possession, Sale, Manufacture, and Distribution of Drugs and the Misuse of Alcohol (MANICPR-08), which details the applicable regulations, violations, and corresponding disciplinary actions.

This policy applies to all students, employees, faculty, administrative staff, visitors, and contractors of ICPR Junior College while on the Institution's premises or participating in official, academic, work-related, or extracurricular activities sponsored by the Institution.

Compliance with this policy is mandatory, regardless of the person's position, role, or employment or student status within the college community.

This policy also applies to the use, possession, or distribution of controlled substances or alcoholic beverages at events, field trips, internships, or any other activity representing ICPR Junior College, regardless of where it takes place.

Any violation of this policy will be subject to the disciplinary measures established in the applicable institutional manuals and in the current legislation of the Commonwealth of Puerto Rico, as well as the corresponding federal laws.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Adendum 30**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

#### **For Pregnant students in the Diagnostic Radiologic Technology Program Policy REG04-0601**

ICPR Junior College establishes this policy in order to safeguard the well-being of both the fetus and the pregnant student enrolled in the Diagnostic Radiologic Technology Program. The Institution is committed to providing guidance, support, and reasonable accommodation to enable the student to meet clinical practice requirements, provided that the external clinical site authorizes it.

ICPR Junior College recognizes the importance of protecting the health and well-being of the pregnant student, as well as the development of the fetus, during her academic training in the Diagnostic Radiologic Technology Program. Therefore, it establishes this policy as part of its commitment to equal opportunities, reasonable accommodation, and respect for the diversity of personal circumstances, in accordance with its institutional values.

The student has the option to voluntarily disclose a suspected or confirmed pregnancy before beginning her clinical practice. This disclosure may be made through the Counseling Office, the Academic Program Coordinator, or directly to the faculty. Once the Institution is made aware of the condition, the guidance and accommodation protocol will be activated in coordination with the Placement and Clinical Practice Centers Office. Accommodation may include, among other alternatives:

- Reassignment of clinical practice to settings that do not pose a risk of exposure to ionizing radiation.
- Rescheduling practical activities for later dates without academic penalty.
- Guidance on rights, responsibilities, and available options, in accordance with the General Catalog and the Student Handbook.
- Coordination with the external clinical institution to validate the feasibility of the accommodation.

The implementation of these measures will be subject to the authorization of the receiving clinical institution, and it will be ensured that the student can meet the program requirements without compromising her health or that of the fetus.

This policy applies to pregnant students enrolled in the Diagnostic Radiologic Technology Program at ICPR Junior College. However, its content and provisions may be considered as a reference for other academic programs that share similar characteristics regarding clinical practices, exposure to medical equipment, or environments that may pose a risk during pregnancy, provided that its applicability is evaluated according to the specific needs of the program and with the authorization of the corresponding clinical institution.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 31**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

#### **Policy on Withdrawals for Active Duty Military Students Veterans and Their Beneficiaries REG04-0602**

The purpose of this policy is to establish the guidelines governing the notification and management of withdrawals for students enrolled under U.S. Department of Veterans Affairs (VA) benefits, including active-duty military members, veterans, and their beneficiaries, in order to ensure compliance with federal regulations and to prevent adverse effects on benefit payments or the incurrence of debt.

ICPR Junior College recognizes and values the commitment and service of military members and their eligible family members. As an institution authorized by the U.S. Department of Veterans Affairs, ICPR Junior College has the responsibility to maintain strict administration of the educational benefits granted to this student population.

This policy applies to all veteran students or VA beneficiaries who interrupt their studies, fail to meet academic requirements, or request official withdrawals.

When a student under this program ceases their academic participation, whether by their own decision or due to failure to meet academic requirements, the Institution's Certifying Official is required to notify the Department of Veterans Affairs within 30 days of the withdrawal date.

Accurate and timely notification prevents the accumulation of overpayments, debts, or interruptions in benefits. Therefore, every student receiving VA benefits is responsible for immediately informing the Certifying Official of any changes in their course load, program, or class attendance.

Failure to comply with this process may result in the loss or delay of educational benefits, and in some cases, the creation of debt with the VA. This policy applies to all students enrolled at ICPR Junior College who receive educational benefits from the U.S. Department of Veterans Affairs,

including veterans, active-duty military members, and their beneficiaries (spouses or dependents). It applies to all academic programs offered by ICPR Junior College, both on-campus and online.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 32**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

#### **Policy on Continuity of Academic Offering with Curricular Sequence REG04-0606**

ICPR Junior College, committed to supporting its students in achieving their academic goals, establishes an organized curricular sequence for each academic program. This plan is designed to guide students in completing their program of study in a structured manner and within the stipulated timeframe, thereby promoting effective academic planning and optimal use of institutional resources.

ICPR Junior College provides prospective students interested in completing an academic program at the Institution with an initial orientation through the Admissions Office, where the curricular sequence corresponding to the selected Professional Certificate, Associate Degree, or Bachelor's Degree program is presented.

During this process, the student is informed about the importance of following the curricular sequence to complete program requirements within the stipulated timeframe. The Institution ensures that courses are available in the established order and maintains constant communication with students to guide their academic progress.

The Institution supervises and supports students in course planning, ensuring that they enroll in the appropriate courses according to the curricular sequence, and monitors their progress to ensure they complete their program requirements in a structured and efficient manner.

ICPR Junior College ensures the continuity of the curricular sequence throughout the semesters and academic years. This means that essential resources are consistently made available so that students can progress in their program without interruptions, complete requirements in the established order, and finish their program within the expected timeframe. The Institution coordinates between academic and administrative areas to resolve scheduling conflicts and facilitate adjustments when necessary, thus promoting smooth and systematic academic progress.

This policy reinforces the Institution's commitment to promoting effective academic planning, optimal use of institutional resources, and the successful completion of studies in all academic programs offered by ICPR Junior College.

This policy applies to all students admitted and enrolled in Professional Certificate, Associate Degree, and Bachelor's Degree programs at ICPR Junior College. It also covers academic and administrative personnel responsible for planning, guiding, and monitoring students' academic progress, including the Admissions, Registrar, and Academic Programs Offices.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 33**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

#### **Credit Transfer Evaluation Policy**

#### **REG04-0607**

ICPR Junior College, in compliance with applicable legal and regulatory provisions, establishes an institutional credit transfer evaluation process to recognize, assess, and grant equivalency for courses previously completed by the student at other duly authorized or accredited postsecondary institutions. This process aims to facilitate academic continuity, promote the utilization of prior educational achievements, and support the student in the efficient completion of their program of study.

ICPR Junior College has established a formal credit transfer evaluation process so that students, during the admission process, can request the assessment of courses previously completed at other duly authorized or accredited postsecondary institutions.

The credit transfer evaluation process requires the applicant to submit the following documentation, which is necessary for the academic and administrative assessment of the courses:

- Official Transcript issued by the originating institution, showing the grades obtained and the level of completion for the courses taken. This must be submitted directly in a sealed envelope or through official delivery from the issuing institution, in accordance with current institutional regulations.
- Copy of the Syllabus for each course to be evaluated, detailing the objectives, content, contact hours, teaching methodology, and assessment criteria. This document allows the faculty and the relevant office to compare academic equivalence between courses.
- Alternatively, the student may submit a copy of the institutional catalog from the originating institution, provided it includes the official description of the courses for which transfer credit is requested.
- Any other supporting documentation that the Institution requires to validate the equivalency or origin of the courses, as determined by applicable institutional and regulatory standards.

The evaluation and granting of credit transfers will be subject to current institutional regulations and the academic criteria established by ICPR Junior College.

Detailed information regarding the requirements, procedures, and applicable regulations for the credit transfer evaluation process is available in the Institutional Catalog or in the Student Handbook (MANICPR-04).

This policy applies to all students admitted or in the process of admission at ICPR Junior College who wish to request the transfer of credits from other duly authorized or accredited postsecondary institutions. It also applies to all academic and administrative personnel responsible for managing, evaluating, and approving credit transfer requests, including, but not limited to, the Admissions, Registrar, Academic Affairs Offices, and any other institutional area involved in the evaluation and recording of transferred credits.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 34**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

#### **Policy on Course Withdrawal and Enrollment Adjustment REG04-0603**

The purpose of this policy is to clearly and uniformly establish the procedures governing course withdrawal and enrollment adjustments at ICPR Junior College, in order to ensure that students are properly informed of their rights and responsibilities, to guarantee the correct application of any related financial adjustments, and to maintain the administrative integrity of the academic record during the first weeks of the academic term.

ICPR Junior College establishes the rules for course withdrawal or enrollment adjustments during the first three (3) weeks of the academic term, in order to ensure that students are properly informed and that administrative and financial processes are managed correctly.

A student who does not participate in academic activities and wishes to voluntarily withdraw from enrollment must formally notify the Registrar's Office. In such cases, the withdrawal will be processed in accordance with the procedures established by the Institution, ensuring proper documentation and recording of the withdrawal.

If a student does not engage in academic activity on the Moodle platform during the fourth week of the academic term for the Census I process, and the instructors certify in the MyICPR portal that the student did not participate in one or more courses, the process for partial withdrawal from that course or those courses and/or full withdrawal from enrollment will be initiated, as applicable. This measure ensures that academic records accurately reflect the student's participation and allows the Finance Office to make the necessary adjustments in accordance with the withdrawal fee policy.

If the student wishes to return to study at the Institution in a future term, they will be classified as a new or readmission student, as applicable. Detailed information on fees for full or partial withdrawal is available in the current General Catalog and Student Handbook (MANICPR-04), which provide additional guidance on the procedures and responsibilities associated with enrollment.

This policy applies to all students enrolled at ICPR Junior College, both in on-campus and online academic programs, who wish to make a full or partial enrollment adjustment or withdrawal during the first three (3) weeks of the academic term. It includes new, readmitted, and active students in any program or academic concentration, regardless of modality or campus location. It also covers withdrawal or adjustment processes initiated either at the student's request or through academic action notified by faculty during the Census I certification process.



## DEANSHIP OF ACADEMIC AFFAIRS

### Adendum 35

### General Catalog 2025-2027

### New Academic Program

#### Professional Certificate in Mixology Bartending and Barista Skills

The Professional Certificate Program in Mixology, Bartending, and Barista Skills has a duration of one year and comprises 36 credits. It is a comprehensive program designed for individuals interested in acquiring knowledge and skills in the exciting fields of mixology, bartending, and barista work. Throughout the program, students will explore the fundamental concepts of mixology and barista practices, including the history of beverages—both alcoholic and non-alcoholic—as well as coffee, key ingredients, and various preparation techniques. The program also covers crucial aspects such as customer service, inventory control, cost management, and beverage creation, integrating these with significant hands-on experience.

#### GENERAL COURSES:

CAC002	Mathematics Applied to Culinary Arts	3 credits
ENG006	English for Hotels and Tourism	3 credits
	Total:	<u>6 credits</u>

#### RELATAED COURSES:

MBB002	Principles of Management and Customer Service	3 credits
MBB005	Cost and Inventory Control	3 credits
	Total:	<u>6 credits</u>

#### CORE COURSES:

MBB001	Fundamentals and Techniques of Bartending	3 credits
MBB003	Fundamentals of Barista Skills	3 credits
MBB004	Introduction to Mixology	3 credits
MBB006	Café Latte, Coffee Decoration and Mixture Coffee Trends	2 credits
MBB06L	Café Latte, Coffee Decoration and Mixture Trends Laboratory	1 credits
MBB007	Beverage Pairing	3 credits
MBB008	Spirits and Wines	3 credits

MBB009	Thematic and Molecular Cocktails and Current Trends	3 credits
MBB010	Mixology Bartending and Barista Skills Practice	3 credits
	Total:	<u>24 credits</u>

#### Graduate Profile:

1. Know beverage preparation techniques and the use of bartending tools. (MBB001)
2. Understand establishment management and customer service strategies, including professional ethics. (MBB002)
3. Understand the history and culture of coffee and master coffee extraction methods, including the impact of water and dairy. (MBB003)
4. Explain the history of cocktails and the use of rum and other spirits, as well as techniques for balancing and creating cocktails. (MBB004)
5. Recall planning and control skills in the beverage industry. (MBB005)
6. Know latte art techniques and explore modern trends in coffee. (MBB006)
7. Master advanced latte decoration techniques and the use of colorants and stencils in coffee. (MBB06L)
8. Understand the principles of pairing and the characteristics of wines and beers, including pairing with cocktails and spirits. (MBB007)
9. Understand the history of spirits and wines, tasting and sensory analysis techniques, and the aging and maturation process. (MBB008)
10. Explore thematic and molecular cocktail techniques and follow current trends in mixology. (MBB009)
11. Improve understanding and use of English to enhance performance in beverage establishments. (ENG006)
12. Recall basic math operation processes and apply these skills in gastronomy using measurement systems. (CAC002)
13. Develop skills to prepare a variety of beverages and provide customer service. (MBB001)
14. Develop management and exceptional customer service skills in bar (pub) environments and beverage establishments. (MBB002)
15. Apply barista knowledge to strengthen practical skills in coffee-based beverage preparation. (MBB003)
16. Use skills to prepare classic and creative cocktails using fresh ingredients and mixology techniques. (MBB004)
17. Apply knowledge of storage and inventory control and perform cost analysis. (MBB005)
18. Express creativity in latte art and apply new coffee trends. (MBB006)
19. Apply advanced coffee decoration techniques. (MBB06L)
20. Create food and beverage pairings. (MBB007)
21. Evaluate pairings competently. (MBB007)
22. Identify characteristics of spirits and wines through tasting and sensory analysis. (MBB008)
23. Prepare thematic and molecular cocktails, following and applying current mixology trends. (MBB009)

24. Apply knowledge and skills in a real work environment. (MBB010)
25. Apply advanced mixology, bartending, and barista techniques in real environments and manage bars efficiently. (MBB010)
26. Effectively use oral communication skills in English in different environments and contexts. (ENG006)
27. Use measurements accurately and perform conversions between different units. (CAC002)



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 36**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

##### **Policy on Leave of Absence**

##### **REG04-0609**

ICPR Junior College, in compliance with applicable laws and regulations, establishes an institutional policy that allows students to request a temporary leave of absence from their studies. The purpose of this policy is to ensure that authorized absences are managed consistently, documented, and in accordance with academic and federal requirements, thereby protecting the continuity of studies and the student's eligibility for educational aid.

The student may request a leave of absence as long as they meet the institutional requirements and the Satisfactory Academic Progress Policy.

The leave may be granted for justified reasons such as:

- Prolonged illness or temporary disability certified by a physician.
- Maternity or paternity.
- Accident that limits attendance or participation in classes.
- Death or serious illness of an immediate family member.
- Significant changes in the family's financial situation.
- Active military service, court summons, or participation in official electoral processes.

The student must submit the Leave of Absence Form (FICPR-097), accompanied by official documentation supporting the request (medical certification, military document, court order, or other valid documentation).

The approval or denial of the request will be determined by the Registrar's Office in coordination with the Academic Affairs and Financial Aid offices, as applicable.

The maximum cumulative period of a LOA shall not exceed one hundred eighty (180) days within a twelve (12) month period, in accordance with federal regulations.

During the LOA period, the student may not participate in classes, assessments, or academic activities. They also may not receive disbursements of financial aid or institutional benefits.

An approved leave preserves the student's active status, preventing it from being considered an institutional withdrawal, provided that the student returns on the stipulated date.

If the student does not return at the end of the authorized period, the leave will be considered an official withdrawal, and the applicable federal and academic provisions regarding fund return and enrollment cancellation will apply.

In the case of veteran students, active-duty military members, or beneficiaries of military programs, their right to resume studies under the same academic and financial conditions they had prior to the leave will be guaranteed, in accordance with applicable state and federal laws.

Upon returning, the student will be reinstated in the same academic program or an equivalent one, without financial or academic penalty, and their educational benefits will be reactivated provided they meet the eligibility criteria.

The leave period is not counted as time attended for the calculation of Satisfactory Academic Progress, but an official record of the approval and corresponding dates must be maintained in the academic file.

All documentation related to the LOA must be kept in the student's academic and financial file, in accordance with the institutional retention policy and audit requirements.

This policy applies to all active and prospective students at ICPR Junior College, as well as to the staff of institutional offices involved in the evaluation, approval, recording, and monitoring of leaves; including the Registrar's Office, Financial Aid, Academic Affairs, Student Affairs, Bursar's Office, and Institutional Compliance.



## **DEANSHIP OF ACADEMIC AFFAIRS**

### **Addendum 37**

#### **General Catalog 2025-2027**

#### **Changes to Registrar Policies**

### **PRINCIPLES OF EXCELLENCE ORIENTATION FOR PROSPECTIVE MILITARY MEMBERS VETERANS AND THEIR BENEFICIARIES REG04-0611**

ICPR Junior College, in compliance with the Principles of Excellence established by the U.S. Department of Veterans Affairs (VA) and applicable federal regulations, establishes this policy to ensure that active-duty military students, veterans, and their beneficiaries receive clear, complete, and verified information regarding available academic options, tuition costs, financial aid, and institutional retention and graduation rates.

ICPR Junior College is authorized by the U.S. Department of Veterans Affairs (VA) to admit and certify active-duty military students, veterans, and their beneficiaries under federal educational benefits programs.

The Admissions Officer is responsible for guiding the prospective student—whether an active-duty military member, veteran, or beneficiary—by following the steps outlined below using the informational document called the Shopping Sheet:

- Present the Shopping Sheet to the prospective student before beginning the enrollment process.
- Explain the available academic offerings, including programs, courses, and study modalities.
- Provide information on scholarships and financial aid available, both institutional and federal.
- Detail the costs associated with the academic program, including tuition, materials, fees, and other applicable charges.
- Provide information on institutional retention and graduation rates, so that the prospective student is aware of academic success indicators.
- Answer questions and provide personalized guidance, ensuring that the prospective student understands the information before making any decision.

- Document the delivery and explanation of the information, ensuring a formal record in the prospective student's file.

This guidance must be provided before completing the enrollment process, ensuring that each prospective student has the necessary information to make informed and responsible educational decisions.

Additionally, ICPR Junior College recognizes that all military students, veterans, and their beneficiaries have the right to receive transparent and complete information about academic, financial, and administrative programs, in compliance with the Principles of Excellence (Executive Order 13607, 2012) and applicable federal regulations (34 CFR 668.14, 668.43, 668.71–75).

This policy applies to all students enrolled at ICPR Junior College, in any program or modality, who make enrollment adjustments or withdrawals during the first three (3) weeks of the academic term, whether at their own request or through institutional notification, ensuring uniformity in administrative, financial, and academic processes.



## DEANSHIP OF ACADEMIC AFFAIRS

### Addendum 38

#### General Catalog 2025-2027

#### Changes to Registrar Policies

#### DISCLOSURE OF STUDENT RECORD INFORMATION REG04-0612

The purpose of this policy is to ensure ICPR Junior College's compliance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This policy aims to protect the confidentiality and proper management of students' educational records, as well as to ensure that students are aware of and can exercise their rights to access, review, correct, and control the disclosure of their academic information.

ICPR Junior College recognizes and respects the following rights of students under the FERPA law:

- **Right to Privacy** – Students have the right to the privacy of their academic records. No information contained in students records will be disclosed without the students explicit consent, except for the exception permitted by FERPA.
- **Right to Inspect and Review** – Students have the right to inspect and review their academic records. To exercise this right, students must submit a written request to the Registrar's Office. ICPR Junior College will respond to such a request within a reasonable period, not exceeding forty-five (45) days from the receipt of the request.
- **Right to Request Corrections** – If a student believes that the information contained in their record is inaccurate, misleading, or violates their privacy, they have the right to request a correction. To do so, the student must submit a written request to the Registrar's Office, specifying the part of the record they wish to correct and the reason for the correction. If the request is denied, the student has the right to a hearing to address the matter.
- **Right to Consent to Disclosure** – Students have the right to provide written authorization for the disclosure of specific information contained in their academic records.

However, FERPA allows the disclosure of information without the student's consent under certain circumstances, such as disclosures to school officials with legitimate educational interests, to other educational institutions where the student intends to enroll, in connection with financial aid, to comply with a court order or subpoena, among other exceptions.

Right to File Complaints – Students have the right to file complaints with the U.S. Department of Education if they believe that ICPR Junior College has not complied with FERPA requirements.

- **Access to Records** – Students must contact the Registrar's Office and complete the Academic Records Access Request Form (FICPR-195) to inspect and review their records.
- **Request for Grade Review** – To request a correction in the record, students must submit a written request to the office (FICPR-156). If the request is denied, they will be informed of the procedure to request a hearing.
- **Authorization for Disclosure** – To authorize the disclosure of information, students must complete the Authorization for the Disclosure of Academic Information form, available at the Registrar's Office.

ICPR Junior College is committed to informing students and staff about this policy and their rights under FERPA. Training sessions will be conducted, and informational resources will be provided to ensure proper compliance with this policy.

This policy applies to all students and authorized staff at ICPR Junior College and governs the management, access, and disclosure of information contained in student records in accordance with FERPA and current institutional regulations.



## DEANSHIP OF ACADEMIC AFFAIRS

### Addendum 39

#### General Catalog 2025-2027

#### Changes to Registrar Policies

#### COURSE REPETITION

#### REG04-0613

The purpose of this policy is to ensure that ICPR Junior College students have the opportunity to repeat courses when they are not satisfied with the grade received, allowing them to benefit from the highest grade earned and successfully complete their academic program. Additionally, it seeks to establish the conditions under which repeated courses may be covered by Title IV Funds or, if not, by the student, ensuring compliance with the Satisfactory Academic Progress Policy and the proper management of educational resources.

ICPR Junior College establishes that students have the opportunity to repeat any course when they are not satisfied with the grade received, with the purpose of improving their academic performance and successfully completing their academic program. In accordance with federal regulations, a course may be repeated only once after it has been passed, in order to achieve a higher grade and enhance the student's academic performance.

The funding of repeated courses may vary: in some cases, Title IV Funds will cover the cost, while in others, the student will be responsible for it personally.

All concentration courses that have been completed with an unsatisfactory grade must be repeated as established in the current Institutional Catalog. In particular, students who have received a lower grade may repeat the course to achieve a higher grade, provided they comply with the Satisfactory Academic Progress Policy.

- **Opportunity to Repeat:** It must be offered to students who wish to improve their grade.
- **Concentration Courses with Unsatisfactory Grades:** These must be repeated to meet the requirements of the academic program.
- **“F” Grade:** Students must have the option to repeat the course until they pass the “F,” using Title IV Funds if they meet the academic progress criteria.

- **Funding:** It must be clearly defined whether the cost of the repeated course will be covered by Title IV Funds or by the student, as applicable.

This policy applies to all students enrolled at ICPR Junior College, in any of its academic programs and study modalities. It governs the processes related to course repetition, the use of Title IV Funds to cover them, and compliance with the Satisfactory Academic Progress Policy. Additionally, it establishes the institutional responsibilities to ensure that the procedures are applied fairly, consistently, and in accordance with current federal regulations.



## DEANSHIP OF ACADEMIC AFFAIRS

### Addendum 40

#### General Catalog 2025-2027

#### Changes to Registrar Policies

### SATISFACTORY ACADEMIC PROGRESS (SAP) AND FINANCIAL AID WARNING/SUSPENSION REG04-061

The purpose of this policy is to ensure that all ICPR Junior College students meet the Satisfactory Academic Progress (SAP) criteria established by federal regulations. This policy aims to ensure that students maintain adequate academic performance to retain their eligibility for federal financial aid and to meet the requirements of their academic programs.

ICPR Junior College determines whether a student meets Satisfactory Academic Progress toward earning their degree through established measurements:

- **Qualitative Measure:** Student's cumulative grade point average (GPA).
- **Quantitative Measure:** Percentage of credits successfully completed versus credits attempted.
- **Time Measure:** Maximum allowable time to complete the program, equivalent to 4.5 times the standard program length.

Additional Requirements for Full-Time Associate Degree Students in Diagnostic Radiologic Technology:

- Students must maintain a minimum cumulative GPA of C (1.60) at the end of each term, except for the final term, in which they must achieve a minimum GPA of 2.00 in order to graduate.
- They must successfully complete at least 67% of the credits attempted in each evaluation.
- They must complete the program within a maximum time frame of 1.5 times the standard program length.

### Warnings and Suspensions:

- If a student does not meet SAP, a Financial Aid Warning will be issued for the current term.
- If non-compliance persists, a Financial Aid Suspension will be imposed for the following term.
- Suspended students may appeal the decision through the process established by the Institution.

All details regarding SAP non-compliance and the appeal process are available in the current Institutional Catalog and Student Handbook.

This policy applies to all students enrolled at ICPR Junior College, in any of its academic programs and study modalities. It governs the evaluation of academic performance, the maintenance of eligibility for federal financial aid, and compliance with the specific requirements of the programs, including the full-time Associate Degree in Diagnostic Radiologic Technology.



## DEANSHIP OF ACADEMIC AFFAIRS

### Addendum 41

### General Catalogue 2025-2027

#### *Errata*

New charges were omitted by involuntary error, p. 60, Bursar section. The correct table is below:

Other Charges	Cost
Readmission Fee	US\$25.00
Information and Technology Fee	US\$100.00
Graduation fee	US\$75.00
Official Credit Transcript	US\$10.00
Certifications	US\$10.00
Duplicate ID Card	US\$5.00
Copy of the Original Diploma	US\$25.00
Challenge Exam Application (cost per credit, certifies if you pass the exam)	US\$50.00
Challenge Exam (per credit)	US\$100.00
Practice Validation (per credit)	US\$100.00
Program Change	US\$30.00
Cancellation of Enrollment	US\$150.00
Copy of Enrolment	US\$3.00
Returned check	US\$25.00
Collection Agency Fee	US\$30.00
Printing costs:	
Black and White	US\$0.10
A Color	US\$0.25
Hearing students and those not seeking an academic degree will pay \$175.00 per credit.	



## DEANSHIP OF ACADEMIC AFFAIRS

### Addendum 42

### General Catalogue 2025-2027

### Correcting course titles and total credits of the Professional Certificate in Medical Billing and Coding Program (MBC)

Code	Course Title	Credits
ENG 005	Conversational English	3
CCR 007	Business Application Management	3
CSC 001	Keyboarding	3
MBC001	Introduction to Medical Billing and Legal Aspects	3
MBC002	Medical and Dental Terminology	3
MBC003	Medical Diagnosis Coding	3
MBC004	Health Procedures and Services Coding	3
MBC005	Medical & Dental Electronic Billing	3
MBC006	Business Documents, Production and Writing	3
MBC007	Medical Office Procedures with Electronic Medical Record	3
MBC008	Medical Reconciliation	3
MBC010	Practice/Laboratory	<u>3</u>
	<b>Total</b>	<b>36 credits</b>

In the course description section, the following changes have been made to the course title names:

**MBC005- MEDICAL AND DENTAL ELECTRONIC BILLING**

**MBC006- BUSINESS DOCUMENTS, PRODUCTION AND WRITING**