UNIVERSIDAD ANA G. MÉNDEZ

UAGM

CAROLINA CAMPUS

UNDERGRADUATE CATALOG

2019-2020

Off-campus locations: Santa Isabel, Yauco, Cabo Rojo and Barceloneta

(The effective date of this document is extended until July 30,2021.)

Universidad Ana G. Méndez- Carolina Campus Undergraduate Catalog 2019-2020
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OUR PROFILE

Universidad Ana G. Méndez- Carolina Campus is a private non-profit institution of higher education and a component of Ana G. Méndez University System. Its main campus is in Carolina and five (4) additional locations in Puerto Rico; these are situated in the towns of Yauco, Cabo Rojo, Barceloneta and Santa Isabel. The Carolina main campus is in the Eastern part of the island. Its 21 acres suburban campus and its modern and spacious buildings provide an ideal atmosphere for the learning experience.

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

As a professionally oriented institution, UAGM- Carolina Campus offers, eleven postsecondary certificate programs, twenty-five associate degrees, over forty-nine (49) baccalaureate programs and around twenty-three master programs, in the areas of business, education, social work, criminal justice and criminology. Founded in l949, as Puerto Rico Junior College (PRJC), it continued to mature into a four-year institution in 1992 as Colegio Universitario del Este (CUE) and finally evolving into a university in 2001 as Universidad del Este.

Student population consists mostly of commuting young adults from the surrounding communities. The overall enrollment at UAGM- Carolina Campus is 10,868, comprised of undergraduate and graduate students. Master's degree programs were initiated in October 2001 at UAGM- Carolina Campus and in 2005 at the additional locations. The academic faculty consists of 163 full time professors and over six hundred part-time professors. Forty-nine per cent of the full-time faculty has doctorates while the rest of the faculty possesses master's degrees in their fields of expertise.

HISTORY OF UNIVERSIDAD ANA G. MÈNDEZ- CAROLINA CAMPUS

During the 1940's, three distinguished educators, Dr. Ana G. Méndez, Dr. Florencio Pagán Cruz, and Mr. Alfredo Muñiz Souffront, recognized the need for new developments in the field of education that would keep pace with the social and economic advances that were taking place in Puerto Rico at that time. With this in mind, in 1947 they began to lay the groundwork for establishing a modern institution of higher learning. In 1949, Puerto Rico Junior College was founded, and incorporated according to Puerto Rican laws on June 30, 1950. The Puerto Rico Council of Higher Education licensed the Institution on June 27, 1957, which was followed by the Middle States Association of Colleges and Secondary Schools accreditation

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on May 1, 1959. It has been subsequently reaccredited since 1959 until the present. In 1992, the institution changed its name to Colegio Universitario del Este to incorporate baccalaureate degrees. In 2001 Universidad del Este completed its transformation and evolution, as well as its new name, from a junior college to a college to a university by initiating its first master's degree programs. Until December 2018, Ana G. Méndez University System operates four institutions called: Universidad del Turabo, Universidad Metropolitana, Universidad del Este, and Universidad Ana G. Méndez.

Presently, effective in January 2019, Ana G. Méndez University System made a change of name to Universidad Ana G. Méndez with four main campuses, Universidad Ana G. Méndez-Carolina Campus, Universidad Ana G. Méndez- Gurabo Campus, Universidad Ana G. Méndez-Cupey Campus, and Universidad Ana G. Méndez- Online Campus.

Universidad Ana G. Méndez- Carolina Campus is a non-sectarian, non-profit, independent, educational institution that serves the people of the Commonwealth of Puerto Rico, the states of Florida, Maryland, and Texas. Additionally, through its collaborative agreements the institution contributes to the international communities in general. The Chancellor and the staff direct the administrative activities of the Institution with two governing bodies: the Administrative Council and the Academic Board. The Student Council, elected by a governing assembly made up of student delegates, also contributes to the student representation in these administrative governing bodies.

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

UAGM- Carolina Campus is a teaching institution; therefore, it provides its faculty with professional development opportunities in their teaching specialties; it offers teaching support services within its student holistic development framework, and it provides the means and an appropriate environment through which the teaching-learning process occurs. The principal function of the faculty, according to UAGM- Carolina Campus's philosophy, is to provide responsible and innovative teaching. Faculty enjoys complete academic freedom and participates actively in academic advising processes. Faculty's professional activities on and off campus

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should follow UAGM- Carolina Campus's basic tenets. UAGM- Carolina Campus expects to reach academic excellence by means of a well-trained faculty, academic programs sensitive to the needs of students and the job market in adequate and wellequipped physical facilities.

VISION AND MISSION STATEMENT OF UNIVERSIDAD ANA G. MÈNDEZ- CAROLINA CAMPUS

VISION

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

MISSION STATEMENT*

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

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

GUIDING PRINCIPLES*

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

GOALS*

To fulfill its mission, Universidad del Este proposes to:

1. Provide an education of excellence, through the development of cognitive, affective, and psychomotor competencies in students that will enable them to make positive contributions to the social, economic, and political setting at local and global levels.
2. Offer traditional and nontraditional academic programs, within the constructivist dimension of learning, that meet the interest and needs of a society oriented toward service, technology, internationalization, and research.
3. Attain a faculty that meets the highest standards of excellence and that promotes its commitment to teaching, research, the use of technology and community service.
4. Promote a culture of service within the academic community with equal opportunities, based on human rights and the fulfillment of social responsibility.

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5. Advocate in students the socio-humanistic and the integral formation, as well as entrepreneurship, innovation, technological skills, and global vision.
6. Encourage research and creative work in the disciplines to contribute to the cultural, social, political, economic, and technical-scientific development of our society.
7. Position the university in the international scenario by means of diverse activities, collaborative projects and exchange programs for both faculty and students.
8. Promote a culture of quality and effectiveness through institutional and specialized accreditations of academic programs, consolidation of assessment measurements, and the integration of assessment findings to planning and resources allocation processes.

LICENSURE AND ACCREDITATIONS

LICENSURE

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

REGIONAL ACCREDITATION

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

SPECIALIZED ACCREDITATIONS-UNIVERSITY PROGRAMS

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

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MEMBERSHIPS

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

POLICY STATEMENT

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

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

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

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NON-PROFIT STATUS

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

NON-DISCRIMINATION STATEMENT

Universidad Ana G. Méndez- Carolina Campus does not discriminate based on race, handicap, national or ethnic origin, creed, color, sex, social condition or political, religious, social or trade union beliefs.

BOARD OF DIRECTORS AND ADMINISTRATION OF SISTEMA UNIVERSITARIO ANA G. MÉNDEZ

BOARD OF DIRECTORS OF SISTEMA UNIVERSITARIO ANA G. MÉNDEZ

Félix Rodríguez Schmidt, Permanent Board Member/Board Chair
René A. Soto Torres, Board Member/ Board Vice Chair
José F. Méndez Méndez, Permanent Board Member / AGMUS President
José F. Méndez González, Permanent Board Member/ AGMUS' President Emeritus
Héctor A. Jiménez Ramírez, Board Member
Ramiro Millán Catasús, Board Member
Rafael A. Nadal Arcelay, Permanent Board Member
Herminio Martínez Escudero, Permanent Board Member
Wilfredo Cosme Ortiz, Board Member
Rita Di Martino, Board Member
Delia Castillo de Colorado, Board Member
Migdalia Torres Rivera, Board Member

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ADMINISTRATION OF SISTEMA UNIVERSITARIO ANA G. MÉNDEZ

José F. Méndez Méndez President of Ana G. Méndez University System
Ricardo Rodríguez Domenech, Executive and Operations Vice President and Acting Vice President of Financial Affairs
Jorge L. Crespo Armáiz, Vice President of Planning and Academic Affairs
Mayra Cruz Rivera, Vice President of Marketing and Student Affairs
Victoria De Jesús, Vice President of Human Resources
John Navarro, Director of Internal Audit
Rafael Nadal Bosh, Vice President of International Affairs
Mildred Huertas Solá, Chancellor, Universidad Ana G. Méndez- Carolina Campus
Ángel A. Toledo López, Chancellor, Universidad Ana G. Méndez- Cupey Campus
David Méndez, Chancellor, Universidad Ana G. Méndez- Gurabo Campus
Gino Natalicchio, Chancellor, Universidad Ana G. Méndez- Online Campus

UAGM- CAROLINA CAMPUS ADMINISTRATIVE COUNCIL AND ACADEMIC BOARD

ADMINISTRATIVE COUNCIL

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

ACADEMIC BOARD

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

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UAGM- CAROLINA CAMPUS ADMINISTRATION AND STAFF

OFFICE OF THE CHANCELLOR

Mildred Huertas Solá, Ed.D., Chancellor
Marisol Muñoz Zabala, Vice Chancellor of Administrative Affairs
Mayra M. Ferrán Torres, Vice Chancellor of Sponsored Programs
Sol M. Quiñones Manzo, Director of Human Resources
Jorge A. Torres Martínez, Director for Budget Analysis
Alberto J. Camacho Meléndez, Assistant Vice President of Planning
María I. De Guzmán Vendrell, Assistant Vice Chancellor of Institutional Development
Matilde Rodríguez Noa, Administrative Officer of the Chancellor
José E. Machuca Morales, Director of Security and Occupational Health
Ivonne D. Arroyo Rodríguez, Director of Public Relations
Yamil Natal Estela, Web Publisher
Ivonne Lozada Rossas, Executive Director, Library and Research Center, Jesus T. Piñeiro

OFFICE OF THE VICE CHANCELLOR

Mildred Huertas Solá, Ed.D., Chancellor and Acting Vice Chancellor
Magalie Alvarado Hernández, Associate Vice Chancellor of Administrative Affairs
Claribette Rodríguez Rivera, Ed.D., Associate Vice Chancellor of Licensing and Accreditation
Ezequiel Bayuelo Flórez, Ed.D., Associate Vice Chancellor of Institutional Assessment
Luis Iturralde Albert, Ed.D., Associate Vice Chancellor for Graduate Affairs and Research
Griseila Cruz Román, Institutional Compliance Officer
Carmen J. Rodríguez Rivera, Associate Vice Chancellor of Retention
Sylvia Esquilín Rivera, Ed.D., Assistant Vice Chancellor of Evaluation and Faculty Development
Elsa Mariani Hernández, Director, Library
Rigoberto Terrero Sánchez, Director, Telecommunication and Information Systems
Marissa Figueroa Mercado, Administrative Officer to the Vice Chancellor

DEANS OF THE SCHOOLS

Mildred Y. Rivera Cordero, Assistant Vice President and Dean, School of Professional Studies
Terestella González-Denton, Dean, José A. (Tony) Santana International School of Hospitality and Culinary Arts
José E. Berríos Lugo, PhD., Dean, IEN Business School
Evelyza Crespo Rivera, PhD., Dean, School of Social and Human Sciences

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Marielis E. Rivera Ruiz, PhD., Dean, School of Sciences and Technology
Vanesa M. Ortiz López, Ed.D., Dean, School of Health Sciences
Liz M. Maysonet Ocasio, Acting Dean, School of Technical Studies
Jhon Sanabria, PhD., Assistant Vice President and Dean, School of Public Safety

OFFICE OF THE VICE CHANCELLOR OF STUDENT AFFAIRS

María G. Véaz Morales, Ed.D., Vice Chancellor of Student Affairs
Gisela Negrón Pérez, Associate Vice Chancellor of Student Affairs
Magda E. Ostolaza Cruz, Associate Vice Chancellor of Marketing and Recruitment
Ramonita Fuentes, Director, Admissions
María de Lourdes Ferrer Torres, Director of Guidance and Counseling
Elisa Quiles Charón, Registrar
Aileen Rodríguez Torres, Director, Financial Aid
Ángel González González, Bursar
Diana M. Colón Román, Executive Director, Center for Employment
Emmanuel Colón Ayala, Director, Social and Cultural Activities
Manuel A. García Santiago, Associate Director, Athletics and Sports Program
Anamar Sosa, Assistant Director of Alumni Office

OFFICE OF THE MANAGER OF OPERATIONS AND PHYSICAL FACILITIES

Leroy Ledón, Manager of Operations and Physical Facilities
Andrés Lloveras Méndez, Assistant Manager of Operations and Physical Facilities

OFF-CAMPUS UNIVERSITY LOCATIONS DIRECTORS

Ramón Díaz, Director, Barceloneta
Rafael J. Rodríguez Fuentes, Ed.D., Director, Santa Isabel
Sigfredo Morales, Ed. D., Director, Yauco and Cabo Rojo

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PROGRAMS AND CURRICULUM

Our admissions policy requires that the student have finish high school or have approved an Equivalency Exam from the Department of Education of Puerto Rico or its equivalence. As a way of helping the students to overcome any cognitive difficulty and adaptation to university life, UAGM- CAROLINA CAMPUS offers special academic courses; tutorial as well as mentoring programs to improve his success in his studies. The academic programs at UAGM- Carolina

Campus are conducive to obtaining a certificate, associate, bachelor's, or master's degrees. The Certificate program allows the student to continue toward an associate or baccalaureate degree after the student graduates from this level.

The associate, baccalaureate, and master's degree programs are geared toward a profession and to prepare the graduate to enter the employment market immediately. The curricula include courses in general education, core/professional courses, and major courses but emphasis is also given to the technical and occupational courses. The continuing education programs are offered in accordance with

the needs of public and private agencies, mainly in skilled areas where employees need to be re-skilled or retrained for a specific job.

COMMUNITY RELATIONS

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

ADMISSION REQUIREMENTS

GENERAL ADMISSION

The following are the general admission requirements:

- Graduation from an accredited secondary school or its equivalent.
- An Official Transcript of credits of the school he/she attended or an official document of an institution or agency recognized by the U.S. Department of Education certifies the equivalency of a high school degree.
- Applicants should submit College Entrance Examination Board (CEEB) scores. This is not required for applicant's ages twenty-five (25) or older.
- Health vaccination certification for applicants younger than twenty-one (21) years.
- Non-refundable application fee ($15.00).

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ELIGIBILITY INDEX

A grade point average of 2.00 for most degree programs is required, but some specific associate or bachelor's degree programs require other specific requirements. (Below is a list of some programs)

ADMISSIONS REQUIREMENTS TO SOME SPECIFIC PROGRAMS

The specific programs with admission requirements are: Medical Sonography, Radiologic Technology, Pharmacy Technician and Nursing (associate programs). The admission requirements for these programs are:

a. High school grade point average of 2.50 or above.
b. Attend an orientation meeting with representatives of the School

Note: *See the School section of this catalog for other specific programs and their admissions requirements.*

ADMISSIONS PROCEDURES

- Submit an application for admission.
- Submit an official high school transcript or its equivalent. If the applicant is not a high school graduate, he should submit evidence that he is taking the last credits to complete his requirements.
- Enclose the non-refundable application fee ($15.00).
- Submit College Entrance Examination Board results if applicant is under the age of 25 years old.
- Applicants for the Health Sciences, Hospitality or Culinary Arts Programs are also required to submit a Health Certificate.
- Meet all admissions requirements by the date scheduled in the Institution's calendar.
- Candidates for admission may be interviewed by representatives of the School.
- Students holding degrees from other accredited higher learning institutions that wish to pursue studies must meet the admissions requirements set forth by the Institution.
- Incomplete applications or those not fulfilling the established requirements will be considered for conditional admission. The Institution may invalidate the student's admission and conditional registration. Students are required to submit all documentation within **45 days** after classes have initiated.
- **Veterans and beneficiaries** should submit all admissions requirements before the first day of classes and **not within the 45 days** after the beginning of classes.

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READMITTED STUDENTS

An applicant for readmission is a student who has interrupted his studies for one academic year (summer sessions do not count) and wishes to continue studying. The student must meet the academic requirements established in the Institution. The student will be readmitted to a new program sequence if the previous program has been placed in moratorium or Teach-out status.

REQUIREMENTS FOR READMISSION

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

PROCEDURE FOR READMISSIONS

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

TRANSFER STUDENTS

TRANSFER STUDENT POLICY FOR UNDERGRADUATE PROGRAMS

Transfer students are considered for admission if they have followed a course of study in a post-secondary institution or university that is accredited, and the course content is comparable to that offered at UAGM- Carolina Campus or appropriate for the degree program.

Students may be admitted if they fulfill the following requirements:

1. Must have passing grades in at least six (6) credits of the twelve (12) credits attempted from an accredited university. The passing grade must be "C" or above.
2. Cumulative grade point average equivalent to the retention index of our institution.
3. A letter of recommendation from the Dean of Student Affairs of the last institution where the applicant studied.
4. Comply with the admission requirements for transfer as established by his/her program of choice.
5. Compliance with all UAGM- Carolina Campus's by-laws, rules, and regulations.
6. Veteran students should submit transcripts from previous trainings taken. No veteran student will be certified until this requirement has been met.

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PROCEDURES FOR TRANSFER

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

SPECIAL STUDENTS

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

TRANSITORY STUDENTS

Students who are enrolled in another university or college and wish to take courses not leading to a degree can apply as transitory student. They need an official permit from their university or college.

REQUIREMENTS FOR SPECIAL AND TRANSITORY STUDENT

- Fill out a Special Student application form.
- Enclose payment of an application fee of $15.00. This fee is non-refundable.
- Applicants with a college degree must submit a copy of the degree or an official permit authorizing them to enroll.
- The applicant may be required to attend an interview with representatives of the School.

INTERNATIONAL STUDENTS REQUIREMENTS AND PROCEDURE

Requirements

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

Procedure

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

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RIGHTS RESERVED

The UAGM- Carolina Campus reserves the right to admit, readmit, or register any student for any class session, semester, or part-of-term. It also reserves the right to suspend temporarily, partially, totally, or permanently any student according to the by-laws of the Institution.

RULES AND REGULATIONS FOR ADMISSION AND REGISTRATION

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

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

All students should examine regularly the bulletin boards and the http://miune.suagm.edu/ website of the Institution to be informed of official announcements.

ADMISSIONS POLICY

The two main objectives of the UAGM- Carolina Campus in the admissions, readmissions, and transfer policies are:

1. To provide admissions to as many qualified applicants as the physical facilities and programs allow.
2. To provide the educational opportunities that will best contribute to the success of those students capable of doing college work.

CREDIT HOUR POLICY

Definition: The U.S. Department of Education defines "credit hour" as:

"…An amount of work representing in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom of direct faculty instruction and a minimum of two hours of out-ofclass student work for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or,

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(2) At least an equivalent amount of work a required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours."

Policy: UAGM- Carolina Campus has implemented a variation of the traditional unit of measuring the academic experience associated with a "credit hour." The Registrar's Office uses this policy to program courses each semester. The various formats used to schedule the courses are for: traditional lecture sessions, laboratory sessions, group activities, practicum, clinical internships, Thesis/Business projects and independent study.

1. **Traditional lecture sessions**
   a. A credit hour is associated with a minimum of 50 minutes per credit hour. UAGM-Carolina Campus programs in two formats: A 15-week semester, plus a 16th week for a final examination or project presentation or Part-of-Term sessions of 8-weeks in each semester, plus two additional days set for final examination or project presentation in each Part-of-Term.
   b. Scheduling of courses is programmed as: A 3-credit course should meet no less than 2100 minutes during the semester, and a 4-credit course should meet no less than 2800 minutes during the semester. In addition, for every hour of class, there are two hours of outside student work. The out-of-class work is typically categorized as reading, studying, problem solving, writing, or preparation.
2. **Group activities (supervised laboratory sessions)**
   a. **Laboratory activities:** associated with a minimum seat time of 100 minutes per credit or allotted credit (most laboratory sessions generally do not carry direct credit) each week over a 15-week semester. In addition, it is presumed that for every 2 hours of directed instruction in the laboratory, the students perform an additional 1 hour of outside work on their own.
3. **Individual activities (supervised)**
   a. **Practicum, clinical internships, and student teaching:** represent a minimum of 30 contact hours for each credit hour.
   b. **Thesis/Business Project or Independent Study:** represents a minimum of three hours of student work per week over the semester per credit hour.
4. **Variations of Teaching Modalities**
   Courses that utilize different educational approaches may seek variations from the standard credit hour definitions. The expectations is that quality, and rigor of learning and academic work associated with a "credit hour" will be consistent regardless of location, teaching modality or class duration. Variations to the

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standard credit hour policy are considered for recommendation by UAGM- Carolina Campus's Academic Board's Program Committee as stated in the SUAGM Institutional by-laws and approved by the Administrative Council.

a. Face-to-face courses with Web enhancement/facilitation: blended courses use online content delivery for less than 30% of the course delivery. This course may have or not decrease in scheduled "seat time" associated with a credit hour with the expectations that the additional activities correspond directly to the reduced seat time.
b. Online courses: use online content delivery for greater than 79% of the course and may meet infrequently or not at all in a face-to-face session during the semester.
c. Graduate level courses: some graduate level courses are schedules for less "seat time" because of an expectation of more than 2 hours of "out-of-class time" for every 1 hour in class. Graduate level courses meet or exceed 700 minutes of seat time per credit.
d. Non-standard course duration / Non-traditional course duration / Accelerated adult program course duration: credit hours awarded for learning and academic work completed in short sessions (summer sessions, half-semester or Part-of-Term) will be comparable to the standard 15+1 week semester but distributed over a shorter time- period.

ACADEMIC INFORMATION

REGISTRATION AND OTHER RELATED PROCEDURES

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

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

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

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The Institution does not necessarily guarantee the class program of study chosen by the student during the early registration period if the course does not attain the minimum of students per section. The Institution does not guarantee the program chosen if the student does not observe the scheduled date and hour for registration. After this period, the Institution may use such offerings for other students, especially in the period scheduled for changes in class programs.

Changes in class programs will only be allowed with the written recommendation of the student coordinators, deans, or other academic representatives. The academic representatives approve the changes in class programs based on the existing requirements. The Registrar's Office will determine if there is space in the requested sections. Each student is responsible for having met prerequisites prior to registration in a continuation course.

PRE-REGISTRATION

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

LATE REGISTRATION

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

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

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REALLOCATION OF STUDENTS

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

Important Note:

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

OFFICIAL ADMISSION TO CLASSES

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

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

CORRECTIONS OR CHANGES IN NAMES AND ADDRESSES

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

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

CLASSIFICATIONS OF STUDENTS

Students are classified as follows:

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

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B. By credit hours leading to an undergraduate degree
   1. First Year Students - those with a secondary school diploma or the equivalent who are registered at the Institution in courses leading to a degree.
   2. Second Year Students - those who have completed a minimum of 31 credit hours of work at the Institution.
   3. Third Year Students - those who have completed a minimum of 61 credits at the Institution.
   4. Fourth Year Students - those who have completed a minimum of 91 at the Institution.
   5. Fifth Year Students - those who have completed a minimum of 121 credit hours at the Institution.
C. By grade point average (See Satisfactory Academic Progress (SAP) Policy section)
D. By type of admission
   1. Special Students - Those students who come to the Institution with a written authorization from the Institution they attend as regular students, or any other student who enrolls in a course not leading to a degree or a professional certificate.
   2. Readmission Students - Those students who have interrupted their studies for at least one semester and wish to continue studying.
   3. Transfer Students – Those active or former students of an accredited post- secondary Institution.

RE-CLASSIFICATION OF STUDENTS

Students who wish to change majors may re-classify from one major to another. This also applies to students who wish to change from the program level, for example; from associate to a bachelor's degree program. These types of re-classifications are authorized if the student complies with the admissions requirement of the new major or new program.

SPECIAL CONDITIONS AND REGULATIONS

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

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CHANGES IN PROGRAMS OR SCHEDULES

- A student may change their program of study in accordance with the following rules:
  - The student must have written authorization of the Dean or Associate Dean of the School or Off-Campus location representative to be processed by the Registrar's Office.
  - The Institution will make every reasonable effort to offer courses as announced, but it reserves the right to change the time schedule or to withdraw a course or courses. The School may identify other similar courses to substitute the eliminated course.

WITHDRAWALS

- Total or partial withdrawals are allowed during a regular semester, part-of- term, or summer session as specified in the academic calendar.
- Any student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal **(W)** grade.
- Any student, who fails to complete the required procedure for dropping a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure **(WF).**

CENSUS

- Total withdrawal is allowed at any moment before the date stipulated in the academic calendar of the semester, part-of-term, or summer session.
- Total withdrawal may be considered in the case of a registered student who drops 75% or more of his total course load. This does not include the two summer sessions.
- The deadline for voluntary total withdrawals will be included in the semester or part-of-term academic calendar of classes in the semester or summer session, before the final examinations begin.
- The institution reserves the right to require a student to withdraw from any course or from the Institution, temporarily, for any of the following reasons:
  a. Possibility of hazard to the health of the student or that of other students, if enrollment were continued.
  b. Refusal to obey regulations or serious misconduct on the part of the student.
  c. Deficient academic work (below required scholastic standards).
  d. Students who withdraw from the Institution or finish their studies without settling theirfinancial obligations forfeit their right to receive grades, transcripts or diplomas.

Admission to the classroom

a. The professors must verify that each student is officially registered, confirming this on the Invoice Schedule (Student's Program).
b. Students that are not officially registered in the corresponding section will not be admitted to the classroom.

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Classroom Census

The Institution is not required by any state or regional accrediting agency to take attendance. Nevertheless, a census is made during the first weeks of each semester or Part-of-Term to determine whether the student attended at least once during the period of enrollment. This census is made for reporting requirements only.

Nevertheless, professors may take into consideration the student's attendance when grading and should explain the possible impact of absences on the student's final grade, if any. The student is also responsible for all material covered during the course, even if he misses classes during the semester or Part-of-Term. Thus, attendance is strongly recommended to better retain the student and facilitate achievement of his/her academic goals.

STUDENT EVALUATION PROCEDURES

- Professors are required to provide a minimum of three partial grades and one final evaluation activity with the value of a partial grade, during every given semester or part-of-term. These partial grades may consist of tests or any other kind of evaluation activity select by the professor.
- Professors may grant an opportunity to make up a test or quiz, which had been previously announced, to any student with a valid excuse.
- Students must complete all work required for a partial grade before the end of the semester; otherwise, he will be given a zero **(0)** for that assignment.
- It is the student's responsibility to clarify any questions about partial grades before the date scheduled for the final evaluation activity of the course.
- Students should complete the Institutional Assessment instruments administered in each course at the end of each semester.

GRADING SYSTEM

The unit of measure for determining the course value is the credit, which is equivalent to one hour of classroom work per week during a given semester or part-of-term or two hours of class per week during a summer session. The accelerated adult program has five or eight- week class sessions per course that meet four-hours per week during a part-of-term.

The credit equivalent for laboratory work has been determined according to the rules of each School.

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Scholastic standing in completed courses is indicated by the following letter grades:

Letter grade system and grade points per credit:

A =	4	excellent
B =	3	good
C =	2	satisfactory
D =	1	deficient
F =	0	failure (no grade credit)

In special cases, the following grading system will be used:

W	Withdrawal
WN	Administrative withdrawal (no grade points)
WF	Student deserted the classroom or excessive unjustified absences from course.
IB, IC, ID	Incomplete work. Student absent from final examination or failed to complete and turn in final work assignment but must have complied with all the partial requirements of the course.
WA	Administrative withdrawal. Processed by the Vice Chancellor of Student Affairs
P	Pass
NP	Non-passed
*****	Repeated course reflected in the transcript.
T	Transfer course
AU	Audit course
NR	Non-Reported (grade) by professor

A **"W"** indicates a withdrawal from a course with the official approval of the Office of the Registrar. A **"WN"** Indicates no assistance to a course within the first few days after classes begin (no grade points). Reported to the Office of the Registrar in the official by the professor.

A **"WF"** indicates a student failure to continue attending his classes and does not officially drop the course.

An **"I"** indicates a student, who is absent from the final examination or failed to complete and turn in final work assignment but must have complied with all the partial requirements of the course. The professor must calculate the grade with a **(0)** as the final exam.

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A **"WA"** indicates an administrative withdrawal approved by the Vice Chancellor of Student Affairs given for one of the following reasons:

1. Possibility of danger to the health of the student or that of other students if enrollment were to be continued.
2. Refusal to obey regulations or serious misconduct on the part of the student.
3. Deficient academic work (below required academic standards).
4. New admissions that do not complete the admissions application with the required documentation by the date scheduled in the Institution's calendar.

INCOMPLETES

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

- If his absence from a final examination can be justified
- If his absence of not more than 25% of his work in laboratory experiences, practice teaching or seminar can be justified.
- If the student has complied with all partial requirements of the course during the semester or part-of-term.

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

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

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

GRADE POINT AVERAGE

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

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GRADE REPORTS

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

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

STUDENTS' RECORDS

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

TRANSCRIPTS

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

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

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

Important Note:

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

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SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

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

MAINTAINING SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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Quantitative component –

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

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

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

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

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

IMPACT OF COURSE REPETITIONS, WITHDRAWALS, INCOMPLETES AND TRANSFERS ON SATISFACTORY ACADEMIC PROGRESS

- **Course Repetitions -** Federal regulations limit repetition of courses that can be paid with Title IV financial aid funds. Please check with the Financial Aid Office if you are not sure whether a course can be repeated with financial aid. If a student repeats a course, only the highest grade earned will be included in the student's cumulative GPA. However, each attempt at the course will count as credits attempted.

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- **Withdrawals -** If a student withdraws from a course, the credits for the course count toward the determination of credit hours attempted but will not be considered in the cumulative GPA.
- **Incomplete Courses -** If a student has an incomplete in a course, the credits for the course count towards the determination of credit hours attempted. The course will not be considered in the cumulative GPA until a grade is assigned.
- **Transfer Credits -** If a student transfers in credits from another institution, the accepted credits for the courses count toward the determination of credit hours attempted and earned but will not be considered in the cumulative GPA. Only those transfer credits that apply to the student's program of enrollment at the Institution will count as credits attempted and earned. Refer to the Institution's catalog for requirements on accepted transfer credits from another institution.

FINANCIAL AID WARNING AND FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS

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

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

SCHOLARSHIP AND GRANT RECIPIENTS

Other scholarship and grant programs may not allow for a financial aid warning semester. In these cases, failure to meet SAP in any given term may result in the termination of scholarship or grant funds. Please refer to your scholarship or grant information materials or contact the Financial Aid Office at 787-257-7373 extension 3317.

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FINANCIAL AID INELIGIBILITY AND APPEAL PROCEDURES

A student will be advised in writing, through e-mail, when he/she has lost financial aid eligibility due to the failure to meet SAP and will be advised of the process for re-establishing financial aid eligibility. Students who have lost eligibility for financial aid based on a failure to meet SAP standards may appeal their loss of eligibility if they have suffered extenuating circumstances, such as the following:

- Student's injury or illness,
- Death of a relative, or
- Other special circumstances

Students who wish to make an appeal must be current on all financial obligations. Students may not use financial aid to make retroactive tuition and fee(s) payments.

As part of the request for an appeal, the student must present how the critical situation prevented him/her from meeting the academic progress. The student must also describe how his/her situation has changed in order to allow the student to meet the SAP standards at the next evaluation. As part of the appeal, the student must submit the following:

- SAP Appeal Form (please refer to the form for further instructions)
- Signed dated letter
- Supporting documentation (third-party documentation may be required as appropriate)

For the appeal to be considered, the student must submit the SAP appeal documentation to the Institution's Professional Counselor, who will submit the documentation to the Appeals Committee. The Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the student's previous academic performance at the Institution. The Appeals Committee may request additional information or documentation, as needed. The Vice Chancellor for Student Affairs will notify the student in writing, through e-mail, the determination made by the Appeals Committee.

The student must submit an appeal to the institution in writing after the receipt of the failure to meet SAP notification. The Institution will have ten (10) calendar days for the evaluation process after receiving the student's appeal documentation.

FINANCIAL AID REINSTATEMENT

If the Institution approves a SAP appeal, the student will be placed on financial aid probation for the next semester attended. The student may also be placed on an academic plan. The Institution will advise the student in writing of the progress the student must achieve to ensure he/she meets the SAP policy or the requirements of the academic plan by the end of the next semester attended. Students will be eligible for financial aid while on financial aid probation.

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After the end of the financial aid probation semester, the Institution will measure the student's academic progress. The student will retain financial aid eligibility only if the student meets published minimum SAP standards or meets the requirements of the academic plan at the end of the semester of financial aid probation. If the student does not comply with SAP or meets the requirements of the academic plan, he/she is not eligible for financial aid funds, unless the student successfully appeals or the student reaches satisfactory academic progress. Any student who loses financial aid eligibility due to failure to meet SAP and attends school at his/her own cost will regain financial aid eligibility in the academic semester following the semester in which the student meets the minimum SAP standards.

SATISFACTORY ACADEMIC PROGRESS TABLES

Associate Degree Programs		
Credits attempted	**% of credits earned**	**GPA**
1 – 28	57%	1.70
29 – 56	62%	1.85
57 +	67%	2.00
Bachelor's Degree Programs		
1 – 30	55%	1.70
31 – 60	60%	1.85
61 – 90	64%	2.00
91 +	67%	2.00
Teacher Preparation Bachelor's Degree Program		
1 – 30	55%	2.50
31 – 60	60%	2.60
61 – 90	64%	2.70
91 +	67%	2.80

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VETERANS AND THEIR BENEFICIARIES

REQUIRED CREDITS AND RETENTION INDEX PER PROGRAM

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

GRADUATION REQUIREMENTS

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

To receive a degree from the UAGM- Carolina Campus, candidates must meet the following requirements:

- They must have taken the courses required in one of the programs offered by the Institution. Candidates for a certificate must pass the required number of courses in a diversified program of general and professional studies.
- They must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. Students receiving associate or bachelor's degrees with a grade point average ranging from 3.50 to 3.74 will graduate with honors *Cum Laude*, and those within the 3.75 to 3.89 range will graduate with honors *Magna Cum Laude*, and those with a grade point average ranging from 3.90 to 4.00 will graduate with honors *Summa Cum Laude*.
- They must fill out an application for graduation at the Registrar's Office at the time they enroll for the last semester or summer session.
- They must have satisfied all financial obligations to the Institution. All candidates for graduation will be required to attend Commencement Exercises. Commencement Exercises

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will be celebrated once during the academic year, at the end of the second semester. Those students who meet the requirements for a degree or certificate at the end of the first or second summer session or at the end of the first semester (August-December) should apply to the Registrar's Office for a certified statement showing that they have completed the requirements of their respective programs of study.

Important Note:

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

TITLE 38 UNITED STATES CODE SECTION 3679(E) SCHOOL COMPLIANCE FORM

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has effect a policy is inconsistent the areas below:

NOTE: A ***Covered Individual*** in any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veteran Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

    1. The date on which payment from VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

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- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

In addition, statute allows your policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the SAA by **August 9, 2019.** You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers of this requirement may be granted by VA. If you have a waiver, please send that documentation to the SAA so we may correctly document your compliance. VA will send communication about obtaining waivers at a later date.

FAMILY RIGHTS AND PRIVACY ACT INFORMATION STATEMENT

In accordance with Public Law 93-380, FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, students have the right at UAGM- Carolina Campus to inspect educational records and correct such records if warranted. The students' records are protected from release of information, open for inspection or review by the student unless he or she waives this right. The parent(s) of s. 1152 Internal Revenue Code also has the right to inspect records, which are maintained by the Institution on behalf of the student.

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There are two distinct categories of records: (l) Directory Information Records, (2) LIMITED ACCESS RECORDS.

1. Directory Information, which may be made public, includes the following: the student's name, last known address, telephone number, date and place of birth, major field of study, as well as, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The Office of the Vice Chancellor of Student Affairs will only release this information or a representative after the petitioner has demonstrated a legitimate need to have such information. Students who do not wish release of "directory information" must complete a statement in the Office of the Registrar no later than the last day of each term; otherwise, directory information can be disclosed by the College for legitimate purposes
2. Limited Access Records pertain to the permanent academic records of the student, disciplinary records, financial information, and testing data. This category also includes all records maintained officially by the Institution, which do not come under the categories of Directory Information, or Sole Possession Records.

The Institution will not release information in Limited Access Records except after written permission of the student or parent.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The common intention of the three major parts of this l990 Act is to enhance the choice of the potential consumer, the post-secondary student, by reporting statistics about the "performance" of higher education institutions.

- Section l03 covers disclosures about the graduation or completion rate and other postsecondary outcomes of all students.
- Section 104 covers disclosures about the comparative academic "success" of students who receive financial assistance contingent upon participation in intercollegiate sports and Section l05 concerns institutional revenues and expenditures for intercollegiate athletic activities.
- Sections 203 and 204 concern disclosures, reports, and publications about campus security policies and crime statistics.

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

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OFFICE OF THE VICE CHANCELLOR OF STUDENT AFFAIRS

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

- Admissions and Marketing
- Registrar
- Social and Cultural Activities
- Guidance and Counseling
- Health Services
- Sports Program
- Quality of Life and Students´ Wellness
- Student Associations Program
- Bursar
- Financial Aid

The Office of the Registrar answers to the Office of the Vice Chancellor for Academic Affairs. The remaining offices, Bursar and Financial Aid respond to the Vice President for Financial Affairs. However, since these offices provide major services to the student population, they are presented here.

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

Human resources have been assigned to the Office of the Vice Chancellor for Quality of Life and Students Well Being in order to provide counseling and orientation, social/psychological services, tutoring, and an academic advising/mentor program.

A complete program is designed to aid the student in his personal, academic, and career development areas. The following programs are coordinated: Academic Advising/Mentor Program, Counseling and Orientation, Psychology, Social Work, and Tutoring. All of these services have proven effective in student retention and the provision of a better quality of student life.

The program gives continuing assessment and support by consolidating institutional and community resources. The following services are provided:

- Personal, academic, vocational, and occupational counseling.
- Workshops and seminars according to the student needs.
- Academic advising - a faculty member is assigned to a group of students to assist in their academic progress. The professor will assist the students during the academic year.

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- Learning support services - these services are offered on basic areas such as: mathematics and English through the teacher assistance program and tutorial services.
- Career center - coordinate workshops and activities related with career life planning. Students can explore careers develop goals and identify employment opportunities.
- Placement services - refer students who are seeking part-time job so they can have career related work experience and supplement their economic needs.
- First year student association - provides the freshman student the opportunity to develop leadership by coordinating activities that facilitates students' integration to the Institution.

PROFESSIONAL GUIDANCE AND COUNSELING PROGRAMS

The dramatic chances of the dynamic society are also reflected in our students' population. The needs of the younger students, the adult student who is coming back to the university and the special populations, are continuously assessed to offer them relevant services.

The Guidance and Counseling Program focuses its services and projects on the new paradigms in Counseling: integral human development, prevention and pro-active educational strategies to develop special skills for life and career.

The main objectives of the program are geared to enhance the student self- esteem, help them achieve self-knowledge, help them learn and develop skills for decision making and conflict resolution, to develop leaderships skills and to assume responsibility with themselves and their community.

Specials projects are established according to students' assessment and in coordination with the university community resources; to promote healthy lifestyles as well as to prevent academic failures or withdrawals, and personal risky behaviors.

The program emphasizes outreach and pro-active stance in the delivery of services. The services include: individual and group personal counseling, crises management, consultation, personalization and humanization of campus environment searching for the quality of students life, establishment of self helps groups, enhancement of leadership skills, follow up, referrals and others. Professional counselors offer all services.

ADVISING AND RETENTION PROGRAM

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

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

First year students are assigned to a mentor, a faculty member who belongs to the student study program, who is responsible for discussing with student's information concerning course

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selection, nature of educational programs, courses which are relevant to their interests, course content, academic requirements, regulations and procedures, and more.

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

MENTORING PROGRAM

This program is geared towards helping first year students adapt to college life. As part of an integrated advising team, a professor is assigned to each participating student to counsel him on academic and personal matters.

TUTORIAL SERVICES

In close cooperation between the Offices of the Vice Chancellor of Student Affairs and the Vice Chancellor, a free of charge Tutorial Program is offered to every student who requests this service in areas such as Mathematics, English, Spanish, Biology, Chemistry, Statistics, Accounting, and others.

HEALTH SERVICES*

First aid and medical services are offered at the Health Services Office of the Institution. In the event of an emergency or illness, the student should report to the Health Services Office to receive first aid.

The Health Services Office offers preventive medicine and medical materials, free of charge, for all students. The nurse and or doctor provide information on a variety of health related topics which includes medical clinic sessions as well as personal health care education

In case of an emergency, an ambulance from the metropolitan area will be called and the student will be taken to a local hospital. This same procedure will be followed in the Off-campus sites.

*A doctor and/or nurse will be available to serve the student population at the Carolina Campus. The Off-campus sites do not have nurses; therefore, the services of an ambulance are provided to them in case of an emergency free of charge.

SOCIAL AND CULTURAL ACTIVITIES

The Social and Cultural Activities Program gives the students, the faculty and the community an opportunity to watch films and theatrical performances, attend concerts, shows, lectures, workshops and seminars.

Participation in these activities is open to all interested persons and it aims at developing attitudes, values, sensibility towards art and good citizenship.

Participation in student associations fosters leadership by developing mutual understanding and respect for social and human values.

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SPORTS PROGRAM

The Athletic program is geared to the promotion and active participation of students in all sports activities. It is a fundamental component of the students' life in our Institution, which aims at contributing to the physical and mental growth and well-being of its students.

The athletes in the Program participate in internal and inter-university competitions. UAGM- Carolina Campus is a member of the inter-university sports organization.

To strengthen the Program and increase the number of participants, the Director and coaches of the Program visit the sports programs of high schools. During these visits they present the Program and identify prospective candidates. The Program has a Procedures Manual and a guide for granting athletic scholarships.

VETERANS AND THEIR BENEFICIARIES SERVICES

The Veteran's Services, located at the Registrar's Office, is primarily directed toward the motivation of veterans and their dependents in order that they may effectively exercise their rights to an education.

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

Veterans and their beneficiaries must complete their program of studies within the time established by their curriculum **(100%).** Students who extend their studies **beyond the time (150%)** established by the program cannot continue to receive Veteran's benefits. Therefore, **Academic Progress Norms** do not apply to veterans and their beneficiaries, who need to maintain a retention index of 2.00 when the 100% of the program is completed. The veterans and their beneficiaries should follow the program sequence which is distributed by academic year. The following examples show time/length of various programs: Certificate program of 36 credits is 1 and half years; Associate degree program of 73 credits is 2 and half years; Bachelor's degree program of 121 credits is 4.5 years. If the student is a recipient of the Pell Grant, he may resort to the 150% additional time, established by the standard for Satisfactory Academic Progress of the Institution. Veterans should be evaluated utilizing both Veteran's Benefits and Pell Grant criteria, if they are beneficiaries of these.

STUDENT ACTIVITIES

UAGM- Carolina Campus offers students the opportunity for social, cultural, and athletic programs to develop leadership, responsibility, and initiative.

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

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STUDENT ASSOCIATIONS

All student organizations must be recognized and approved by the Office of the Vice Chancellor of Student Affairs. Any group consisting of ten or more regular students may organize and apply for official recognition of its organization.

Interested students should request an application from the Office of the Vice Chancellor for Students Affairs. The purpose of the organization and the name of the advisor should be stated.

Through students' participation in organizations, they can collaborate in the Institution plans and development. Also, the students develop their own leadership skills and help enhance the students' quality of life in the Institutional setting.

The Office of the Vice Chancellor of Student Affairs has recognized the following organizations.

Carolina Campus

Honor Program Student Association
Microbiology Students Association
Association of Christian Students
Early Childhood Education Students Association
International School of Hospitality and Culinary Arts Accounting and Management Association
Student Radiologic Technology Students Association
Social Work Students Association- Undergraduate Program
Social Work Students Association- Graduate Program
Future Social Workers Association – AHORA Program
Public Affairs Students Association
Systems and Technology Student Association
Enactus
Human Resources Students Association
Association of Physical Educators, Recreationists, Personal and Sports Trainers
Psychology Students Association
STEM Hispanic Student Society
Technology Engineers Association
Future Nursing Professionals Association
Empowered Leaders for Action and Progress
Association of Student of Photography
Agro ecological Student Association
Communication Student Association
Ambassadors of Education

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Off Campus locations (each is an independent association)

Social Work Students Association – Cabo Rojo, Santa Isabel and Yauco

ARTS- Barceloneta

Pharmacy Technicians Associations-Barceloneta and Yauco

Confra-Darkness to Light- Barceloneta and Santa Isabel

Information System Student Association- Barceloneta

Future Nursing Professionals Association- Barceloneta and Yauco

Criminal and Forensic Science Association-Barceloneta and Yauco

Medical Ultra Sonographers of Puerto Rico- Barceloneta

Christian Youth University Students Association – Cabo Rojo

Professional Business Administration Society- Cabo Rojo

Office Systems Students Association - Yauco

Pro Student's Quality of Life Association - Yauco

Peer Counselors Association - Yauco

Management Students Association – Yauco

Firs Year Student Association- Yauco

Security and Protection Student Association- Yauco

STUDENT COUNCIL

There is a Student Council, which meets monthly and has, among others, the following functions:

to represent the student body, make recommendations to the Vice Chancellor of Student Affairs, participate in various committees, serve as liaison among students, professors, and the administration, as well as, to promote the general well-being of the Institution.

The Student Government Assembly guarantees student participation in the life of the Institution. Delegates to this organization are student body representatives and elected responsibly.

Delegates must be regular students. They must attend and participate in meetings of campus delegates and must establish relationships among faculty, administration, and students of their corresponding sections. The Chancellor and the Vice Chancellor of Student Affairs supervise campus delegate meetings. Delegates must provide for the discussion of those matters pertaining to their campus and must acquaint themselves with administrative standards and procedures that relate to the needs and problems that affect students' welfare. An Alternate delegate is elected to act in case of the absence of the delegate in charge.

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ACADEMIC DEAN'S LIST

The list of all honor students is published at the beginning of the second semester. It has the names of all students who have approved more than 24 credits hours with a grade point average of 3.80 or higher.

In the official transcript, the inscription "On the Academic Dean's List" appears. This list is also posted on all bulletin boards of the main Carolina Campus and Off-campus sites and all students listed may apply to become members of the honor students' organization, Phi Theta Kappa.

Important Note:
All students' activities and student organizations mentioned above must be governed by the student regulations and other institution's standards. Failure to comply with existing rules and regulations will incur disciplinary measures and/or penalties, accordingly.

DISCIPLINARY REGULATIONS

UAGM- Carolina Campus's Student Council representative has approved disciplinary rules and regulations that were ratified by the Ana G. Mendez University System Board of Directors.

The students at UAGM- Carolina Campus are expected to honor, obey, and respect these rules and regulations in all their ramifications. These principles, rules and regulations are stated in the Institutions by-laws, the Student Handbook, and in the other regular or periodic publications of the Administration.

Important Note:
Due to the importance of the Disciplinary Regulations, each student is required to obtain a copy of the Student's Handbook from the Office of the Vice Chancellor of Student Affairs, and commit himself to read and become familiar with the Student's Handbook contents, Student's Regulations, and Academic Norms and Administrative Procedures Handbook. These requirements cannot be waved or omitted under any circumstances. These documents are available at the institutions web site: http://estune.suagm.edu/ under the heading student services.

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STUDENT FINANCIAL AID

The mission of the Student Financial Aid Program is to provide the student with scarce economic resources equal educational opportunities to obtain an academic preparation that will facilitate his integration to society.

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

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

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

GRANT-SCHOLARSHIP PROGRAMS

FEDERAL PELL GRANT

This grant helps undergraduate students to pay for their postsecondary education and students must be enrolled at least on three credits to receive the benefit. For the academic year 2018-2019 the maximum annual award is around $5,550 and the student must meet the eligibility requirements of the program.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

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

EDUCATIONAL OPPORTUNITY PROGRAM

The Commonwealth of Puerto Rico provides yearly funds for grants and scholarships to qualifying students. The grant is awarded on the financial need basis and the scholarships on the academic performance basis.

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STATE STUDENT INCENTIVE GRANT (SSIG)

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

LOAN PROGRAMS

FEDERAL DIRECT LOAN

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

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (FDPLUS)

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

WORK AND STUDY PROGRAM

Federal Work-Study Program (FWSP)

A program, that requires the student work a maximum of 40 hours per week. The student is paid a competitive wage and can gain experience in his area of study.

INSTITUTIONAL SCHOLARSHIPS PROGRAMS

Athletic Scholarship

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

Honor's Program

This institutional scholarship program is designed to provide to talented high school students the opportunity of pursuing their college education at UAGM- CAROLINA CAMPUS.

Its objectives are:

- Identify those academically talented students motivated into pursuing an Associate or Bachelor's degree, and who show economic need.

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- Facilitate academically talented youngsters who show economic need, access to a high quality university education.
- Propitiate the necessary conditions to help these students develop their talents and capabilities to their full potential.
- Provide students with a high quality academic program that meets their expectations and attend to their goals.

HOW TO APPLY FOR FINANCIAL AID

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

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

ELIGIBILITY REQUIREMENTS

In order to meet the eligibility requirements, students must:

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

Important Note:

The Institution complies fully with the privacy Rights of Parents and Students Act of l974 (Title IV of the U.S. Public law 90-247), as amended. This Act specifically governs access to records maintained by institutions to which funds are available under any Federal program for which the U.S. Commission of Education has administrative responsibility, and the release of such records,

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if such institutions must furnish parents of students' access to official records directly related to the students. The institution must provide opportunity for a hearing to challenge such records on the ground that they are inaccurate, misleading or otherwise inappropriate. The institutions must obtain the written consent of parents before releasing personally identified data from student records to other than a specified list of exceptions; that parents and students must be notified of these rights; that these rights transfer to students at certain points; and that an office adjudicate complaints and violations of this law.

TUITION, FEES, AND RELATED INFORMATION*

Every year the Office of the Vice President for Financial Affairs publishes a circular with information about tuition cost for all academic programs and other fees for all institutional services. This circular is available at the Bursar's Office.

Tuition fees are made by credit or contact hour as follow:

- Regular Programs $ 205.00
- Special Programs $ 210.00

In addition, for each academic term the institution has a general fee of $450.00 per student. Costs are subject to change from one academic year to the next. The distribution of the general fees is as follows:

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

Please note that in attending any Institution, you will need to allow for other expenses, such as, books and supplies, transportation, meals and other personal needs. A variety of financial aid packages are available. Tuition, fees, and service charges must be paid in full during registration or at the time the student requests services. Payments can be made in cash, or by

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certified or manager's checks, money orders, or credit cards such as American Express, Visa or Master Card. Receipts for all transactions must be requested and retained and presented with any claim or adjustment requested. The Bursar's Office will not accept claims without receipts.

All tuition, general fees and service charges are subject to change during the life-term of this catalog (2018 - 2019).

TUITION OPTION PAYMENT PLAN (TOPP)

The Institution has a convenient method for paying educational expenses through scheduled payments over the period of enrollment.

The TOPP grants 50% tuition and fees deferred payment to students who do not satisfy cost or receive financial aid at the registration time. Contact the Bursar's Office for more information about the TOPP.

LIBRARY

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

PORTAL DE BIBLIOTECA

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

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

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

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SALA FLORENCIO PAGÁN CRUZ

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

CIRCULATION AND RESERVE AREA

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

INTER-LIBRARY LOANS

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

EXHIBIT AREA

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

COLLECTION DEVELOPMENTS AND NEW ACQUISITIONS

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

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EDUCATIONAL TECHNOLOGY

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

HOURS OF OPERATION

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

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

STAFF

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

COMPUTERIZED INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

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

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OFF CAMPUS LOCATIONS

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

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

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

OFF CAMPUS LOCATIONS ACADEMIC OFFERINGS

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

Yauco Off-Campus
Santo Domingo Street #29 Yauco, Puerto Rico 00698

Associate degrees in:

- Executive Secretary with Word Processing
- Medical Secretary with Medical Billing
- Pharmacy Technician
- Nursing
- Public Safety

Bachelor´s degrees in:

- Management
- Marketing
- Accounting
- Computerized Information Systems
- Administrative Secretary
- Social Work
- Criminal Justice
- Psychology
- Early Childhood and Primary Education
- Health Services Management
- Nursing

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Cabo Rojo Off-Campus

Carretera Núm. 100 K.4.8, Intersección Carretera 311

Barrio Miradero, Sector Conde Avila Cabo Rojo, Puerto Rico 00623

Associate degrees in:

- Executive Secretary with Word Processing
- Medical Secretary with Medical Billing
- Public Safety
- Computerized Information Systems in Programming
- Culinary Arts
- Hotel Operations
- Architectural Delineation

Bachelor´s degrees in:

- Management
- Computerized Information System
- Administrative Secretary
- Social Work
- Criminal Justice
- Psychology
- Early Childhood and Primary Education
- Public Affairs (Municipal Government)
- Culinary Management

Santa Isabel Off-Campus

Carretera Núm 153, Barrio Felicia 2, Sector Jauca Santa Isabel, Puerto Rico

Associate degrees in:

- Medical Secretary with Medical Billing
- Public Safety
- Computerized Information Systems in Programming

Bachelor´s degrees in:

- Management
- Accounting
- Computerized Information Systems
- Social Work
- Criminal Justice

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- Early Childhood and Primary Education
- Administrative Secretary
- Psychology

Barceloneta Off-Campus

Carr. P.R. # 2 KM. 59.0 Barrio Florida Afuera Barceloneta, Puerto Rico 00617

Associate degrees in:

- Executive Secretary with Word Processing
- Medical Secretary with Medical Billing
- Public Safety
- Pharmacy Technician
- Radiologic Technology
- Medical Sonography
- Nursing
- Architectural Delineation Technology

Bachelor´s degrees in:

- Marketing
- Accounting
- Management
- Computerized Information Systems
- Social Work
- Criminal Justice
- Early Childhood and Primary Education
- Psychology
- Administrative Secretary
- Public Affairs (Municipal Government)
- Radiology Computerized Tomography and Magnetic Resonance Imaging
- Medical Sonography in Vascular and Echocardiography Technology
- Nursing
- Health Services Management
- Security Protection

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CAROLINA CAMPUS-ACADEMIC OFFERINGS

Associate of Science in International Hospitality Management (AS)

- Hotel Operations
- Culinary Arts Associate Degree
- Architectural Delineation Technology
- Public Safety
- Correctional Security Associate in Applied Sciences (AAS)
- Clinical Assistant Dental with Expanded Functions Associate in Sciences and Technology (AS)
- Engineering Technology in: Networking
- Engineering Technology in: Electronics
- Engineering Technology in: Avionics
- Engineering Technology in: Professional Pilot
- Radiologic Technology
- Pharmacy Technician
- Medical Sonography
- Nursing
- Natural Sciences
- Public Health Sciences

Associate in Business Administration (ABA)

- Computerized Information Systems in: Programming
- Computerized Information Systems in: Graphic Design
- Computerized Information Systems in: Computer Support Technician
- Computerized Information Systems in: Design of Webpages Associate in Office Systems (AOS)
- Executive Secretary with Word Processing
- Medical Secretary with Medical Billing

Bachelor's in Public Affairs/Social Sciences/Social Work

- Public Affairs Municipal Government
- Criminal Justice
- Psychology
- Social Work
- Social Communications in the Web

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Bachelor of Arts in Education (BAEd)

- Early Childhood and Primary Education
- Special Education
- Physical Education (K-12)
- Teaching English as a Second language at the Elementary Level
- Teaching English as a Second Language at the Secondary Level

Bachelor of Arts (BA)

- Sports and Recreation
- Personal and Sports Trainer Bachelor's in Science (BS)
- Microbiology
- Biology
- Biotechnology
- Nursing
- Radiology-Computerized Tomography with Magnetic Resonance
- Medical Sonography-Vascular and Echocardiography Technology
- Health Services Management

Bachelor's in Business Administration (BBA)

- Management
- Accounting
- Computerized Information Systems
- Marketing
- Finance and Insurance
- Network Administration
- Leadership in Human Resources

Bachelor's in Office Systems (BOS)

- Administrative Secretary
- Digital Graphic Design

Bachelor of Science in International Hospitality Management (BS)

- Hotel Management
- Events and Convention Planning
- Culinary Management
- Culinary Nutrition

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Professional Certificates in:

- Events and Convention Planning
- Infants and Pre-school
- School Violence Deviation
- School Social Work

NON-DEGREE PROGRAMS

The UAGM- Carolina Campus has several non-degree programs to serve both the interests and special needs of students within the Institution as well as the surrounding community.

SPECIAL PROGRAMS

ARMY RESERVE AND AIR FORCE OFFICERS TRAINING CORPS (ARMY ROTC) AND (AIR FORCE ROTC)

A formal cross-enrollment agreement was established in 1996 between UAGM- Carolina Campus and the Air Force ROTC. The Army established a similar agreement in 2007 with the Sistema Universitario Ana G. Méndez.

Students from UAGM- Carolina Campus are authorized to enroll and attend classes in the ROTC Program that are offered in the Carolina Campus. Those courses will be considered as UAGM- Carolina Campus resident courses. Credit will be granted and entered on the official academic record.

Students will not be charged for courses taken in the ROTC Program. The Air Force and Army will provide ROTC textbooks, military type equipment, uniforms and military training. Students will have equal opportunity to compete for two and three-year scholarships on a nationally competitive basis.

Students must be approved by the Vice Chancellor of Student Affairs prior to participating in the ROTC cross enrollment. The course offerings and programming schedule of the Air Force ROTC and the Army ROTC are available at the offices of both the Army and Air Force Coordinators located at the Employment Center building.

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ARMY ROTC COURSES

Course code	Title	Credits
ROTC 3011	Introduction to Military Sciences	2 credits
ROTC 3012	Basic Military Skills	2 credits
ROTC 3021	Fundamentals of Military Tactics I	2 credits
ROTC 3022	Fundamentals of Military Tactics II	2 credits
ROTC 3041	Basic English for Today's Army I	1 credit
ROTC 3042	Basic English for Today's Army II	1 credit
ROTC 3043	Intermediate English for Today's Army I	1 credit
ROTC 3044	Intermediate English for Today's Army II	1 credit
ROTC 3051	Military Briefing I	2 credits
ROTC 3052	Military Briefing II	2 credits
ROTC 4011	Communication and Psychology of Military Leadership	4 credits
ROTC 4012	Fundamentals of Military Strategy	4 credits
ROTC 4021	Military History, Leadership and Military Administration	4 credits
ROTC 4022	Seminar: Leadership and Military Administration	4 credits
ROTC 4041	Military Writing I	2 credits
ROTC 4042	Military Writing II	2 credits

AIR FORCE COURSES

Basic Courses

ESAE 3001 – 3002, Foundations of USAF, 4 credits

ESAE 3011 – 3012, Evolution of USAF Aerospace Power, 4 credits

Advanced Courses

ESAE 4001 – 4002, AF Leadership Studies, 8 credits

ESAE 4011 – 4012, National Security Affairs & Preparation, 8 credits for Active Duty

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ACADEMIC COMPONENTS OF THE PROGRAMS - GENERAL EDUCATION, CORE- PROFESSIONAL, AND MAJOR

The UAGM- Carolina Campus offers a wide variety of academic programs that satisfy the students' interests in the social sciences, sciences, arts, and technical fields. Through these programs, the Institution develops students' competence in some special field of learning. It will also provide a general body of knowledge that will enable them to develop interest and respect for learning, the ability to think clearly and act independently, and a proper understanding of our cultural heritage and its importance in the solution of contemporary problems. All programs are structured with three components: General Education, Core Curriculum /Professional Component and Major. The electives and practicum courses are in their respective are in the curricular sequence.

The profile of the graduate of the General Education Component is based on those curricular principles that are essential to achieve integral human development. The profile intends to train the professional for the new century with those competencies, skills and attitudes, which permit optimum functioning in the workplace. These principles involve cognitive, affective and psychomotor dimensions as foundational elements of human and professional development.

In its cognitive dimension, the profile covers such aspects as the development of scientific philosophical thought, mastery of the vernacular, effective use of technology, and development of research skills. Regarding affective aspects, the profile seeks the development of the human being with social, cultural, and environmental consciousness, capable of developing personal relationships, an agent of change who values diversity and shows social and ethical commitment. Finally, from the psychomotor dimension, the profile describes the student as one who effectively manages technology, works in teams, and uses diverse resources to communicate effectively.

The development of the profile objectives is based on linguistic and conceptual parameters from Amnesty International, which promotes inclusive and non-violent language.

The Core/Professional and Major components introduce the student to subjects within his chosen profession and a special subject area. By interweaving general knowledge with competence in some field of study, students who select courses wisely will be prepared for the occupation of their choice immediately upon graduation. The programs of study or degrees hereby described will be offered according to students' demands and may be cancelled or eliminated by the decision of the Institution if there is a lack of demand or funding for them.

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ASSESSMENT MODEL AT UAGM- CAROLINA CAMPUS

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

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

- **Before:** Information is gathered regarding the set of knowledge, skills, and attitudes of the student before beginning the educational process. A diversity of instruments are used (educational and socio-demographic information, tests, interviews, and others) to know the environmental circumstances and the strengths and limitations of the learner regarding determined competencies considered as necessary and important.
- **During:** It refers to the educational experiences that the university provides for the student through academia, teaching support services, and administrative services. During the educational process the institution creates the necessary conditions in the areas so that students can progressively achieve their educational goal. Information from different areas is gathered to follow the formative process of the students: curriculum, teaching, learning, educational materials, technology, support services, orientation, and others.
- **After:** The main attention of this stage is to know the products achieved by the students after having passed through a planned assessment process. Once the students finish their formative process, we can reach the conclusion of whether or not they have attained their educational objective. With this information, we identify the changes that occurred in student achievement.
- Calibrating the student's talent development allows us to understand the links between before, during and after aimed at promoting experiences that develop their capacities to the maximum. According to Astin (1991), learning involves a change of learning; therefore, it is necessary to measure the change in that process. Also, we start with the supposition that learning increases when students are aware of what they must learn, know the means and criteria to attain their educational objectives, and receive corrective follow-up or maintenance to improve learning. In this sense the purpose of assessment is to gather diverse information to improve the students' learning product. Therefore, the term "outcomes assessment" is closely related to the curriculum (understood as teaching-learning).

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UAGM- CAROLINA CAMPUS'S ANTHEM (INSTITUTIONAL SONG)

Nuestro es el porvenir, la promesa de un nuevo amanecer horizontes de luz,
nuestra es la juventud.
Nuestra es la libertad, la verdad, la justicia y el honor esperanza en flor
para la humanidad…
Nuestro es el sol y el mar nuestros sueños podemos alcanzar nuestro es el saber,
y el saber es la libertad….
Lyrics and Music by Alberto Carrión

SYSTEM CODE OF THE COURSES

System Code of Course	Course Name
ACCO	Accounting
AETP	Engineering Technology
ART	Art
ASCT	Professional Pilot Technology
BIOL	Biology
BUSG	Business Administration
BUSI	Business
CAPP/COIS	Computerized Information Systems
CHEF	Culinary Arts
CHEM	Chemistry
CJGR	Criminal Justice and Criminology
COACH/PETR	Coach and Personal Training
COMM	Communication
CRIM	Criminal Justice/Criminology
CSGD	Graphic Design
CSST	Computerized Systems Support Technician
CUNU	Culinary Nutrition
ECED	Preschool and Primary Education
ECEG	Early Childhood Education
ECON	Economy

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System Code of Course	Course Name
EDBE	Bilingual Education
EDUC	Educational Professional Component
EDUG	Education
ENED	Teaching English as a Second Language
ENGS/ENGL	English
ENTE	Environmental Science
ENTR	Entrepreneurship
FAES	Food, Agriculture, and Environment
FINA	Finance
FREN	French
GEOG	Geography
GERM	German
HESC	Health Sciences
HESM/HEMG	Health Services Management
HIGS	History
HUGS/HUMA	Humanity
HMNG/HMHM	Hospitality Management
HMEV	Hospitality Event and Convention
INBU	International Business
INGS	Information Literacy
INSU	Insurance
ITAL	Italian
ITHM	International /Tourism
LEAD	Leadership
MAGS	Mathematics
MANA	Management
MAND	Mandarin
MARK	Marketing
MSEC	Medical Secretary with Health Insurance Billing
NURS	Nursing

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System Code of Course	Course Name
NUTR	Nutrition
OFAS	Office System
PHAR	Pharmacy
PHED	Physical Education
PHIL	Philosophy
PHSC	Physics
PJPS	Penal Justice
POSC	Political Sciences
PSYC	Psychology
PTUG	Portuguese
PUAF	Public Affairs
PUHE	Public Health
QUME	Quantitative Methods
RADI	Radiology Technology
REHU	Leadership in Human Resources
RESP	Recreation and Sports
SECU	Information Security
SOCI	Sociology
SOGS/SOSC	Social Sciences
SONO	Medical Sonography
SOWO	Social Work
SPAN/SPGS	Spanish
SPED	Special Education
STAT	Statistics
UNRE	Undergraduate Research
WEBD	Web Design

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THE BUSINESS SCHOOL FOR INNOVATION AND ENTREPRENEURSHIP

ACBSP
ACCREDITED

THE BUSINESS SCHOOL FOR INNOVATION AND ENTREPRENEURSHIP

The Business School for Innovation and Entrepreneurship (IEN Business School) provides its students, through the development of entrepreneurial skills, with the necessary tools to obtain a complete and up-to-date professional preparation with a commitment for innovation in the different disciplines within business administration. The School offers associate degrees in Business Administration with concentrations in Computerized Information Systems in Graphic Design, Programming, Computer Support Technician, and Web Design. It offers associate degrees in Office Systems with concentrations in Executive Secretary with Information Processing, and Medical Secretary with Health Insurance Billing. In addition, it offers bachelor's degrees in business administration in the areas of Accounting, Management, Marketing, Computerized Information Systems, Insurance, and a bachelor's degree in office system with a concentration in Administrative Secretary.

MISSION

The mission of the Business School for Innovation & Entrepreneurship (IEN Business School) is to prepare ethical professionals, innovative and entrepreneurial leaders with a commitment for sustainable businesses. This professional will be inspired by the pursuit of knowledge and the use of technology to join a global and multicultural environment.

GOALS

Our goal is to develop in our students the ability to:

1. Identify the different areas of the business and their origins and evolution.
2. Develop a global vision on the different business fields and how organizations function in the social, political, economic, and technological environment.
3. Understand the role of social responsibility in the business context.
4. Analyze the concept of marketing and market mix, as well as their components.
5. Apply the basic accounting cycle.
6. Solve statistical problems with the use of descriptive statistics concepts applied to business fields.
7. Apply critical thinking and logical reasoning to interpret and use data for problem solving.
8. Understand the importance of micro and macro economy, as well as the monetary policy for the economic systems.
9. Identify the basis, purposes, structure, and organization of business law.
10. Distinguish between the different legal business structures and their components.

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11. Use information sources for the development of innovative ideas.
12. Analyze financial data in order to maximize profits or capitalize assets.
13. Value business development opportunities.
14. Handle information and communication technologies.
15. Use media or devices for data input and output.
16. Develop organizational behavior skills that result in effective human relations, leadership and ethical behavior.
17. Value the importance of teamwork to achieve organizational goals.
18. Develop sensitivity to human diversity in both local and global contexts.

FACULTY

Aponte Vega, Jorge, Professor
DBA, Management Information Systems, Universidad del Turabo, Gurabo, Puerto Rico
MS, Computer Science, Jackson State University, Mississippi Campus

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MA, Labor Relations, Interamerican University of Puerto Rico, Metropolitan Campus

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MPA, Public Administration, University of Puerto Rico, Río Piedras Campus

ADMINISTRATIVE STAFF

Berríos-Lugo, José, E., Dean
DBA, Management, Universidad del Turabo, Gurabo, Puerto Rico
MBA, Marketing, Interamerican University of Puerto Rico, Metropolitan Campus

Cabrera-Rodríguez, Rosanna, Administrative Officer
MBA, Management & Strategic Leadership, Universidad del Este, Carolina, Puerto Rico

Suárez-Rivera, Yaritza A., Student Affairs Director
M.A. Ed., Educational Technology & Instructional System, Universidad del Sagrado Corazón, Santurce, PR
BOS, Administrative Secretary, Colegio Universitario del Este, Carolina, Puerto Rico

Morales-García, Elizabeth, Student Service Officer
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AOS Executive Secretary, Universidad del Este, Carolina, Puerto Rico

Rodríguez-García, Kathia Y., Student Service Officer
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AOS Executive Secretary, Universidad Ana G. Méndez, Carolina, Puerto Rico

Meléndez-Carrión, Raquel, Administrative Assistant
MBA, Management, Columbia Central University, Caguas, Puerto Rico
BOS, Administrative Secretary, Universidad del Este, Carolina, Puerto Rico

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PROGRAM DESCRIPTIONS

Accounting

The accounting bachelor's degree, prepare the students to analyze all the business accounting and financial processes. The students will be able to develop the necessary skills to prepare and analyze accounting statements and financial statements. This program helps the future accountant to study the problems related to control, valuation, presentation, recording cash, account receivable and inventory. It also includes accounting of fixed assets, investments, funds and debts, leasing, income tax and payroll.

Computerized Information Systems

Our goal is to prepare high quality Computerized Information Systems professional through two academic offerings, an Associate Degree, and a Baccalaureate Degree. This program comprises two specialties, software, and hardware. The software area is focused on how to solve modern business problems with a computer programming solution. This portion is heavily dependent on mathematical skills since business depends on numbers to operate. As a result, the students will learn to provide solutions utilizing modern high-level programming languages.

Our other area focuses on the hardware portion of an information system in which students will acquire real hands on training in business scenarios. Students in this program will learn to analyze, plan, and implement sound computer networks. In addition, students will be taught about computer safety, information security, disaster recovery, and project planning.

Depending on the student's specialization, it will have the necessary skills to lead and manage any IT Department and/or IT Project.

Digital Graphic Design

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

The Management program prepares the student to be an innovative and entrepreneurial leader within the organization. The students will be able to analyze all the aspects of the managerial processes. It includes the administration of human resources, the application of behavioral sciences, the broad principles of marketing, business law, finance, organization and administration. The graduate of this program will be able to see

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the organization and its roles and functions as a whole. This will allow them to be effective in the organization's decision-making process.

Marketing

The program focuses on creating values for a firm's customers. Therefore, a company's marketing efforts impact the strategic position of the entire organization. The marketing professional will be able to assist clients in how to define their business, understand the reasons why the customers should want to buy the company's product or use its services, and discover how the company positions its products or services.

Network Administration

A program that prepares individuals to manage the computer operations and control the system configurations emanating from a specific site or network hub. Includes instruction in computer hardware and software and applications; local area (LAN) and wide area (WAN) networking; principles of information systems security; disk space and traffic load monitoring; data backup; resource allocation; and setup and takedown procedures.

Office Systems

The Office Systems curriculum prepares students for positions in administrative support careers. Our goal is to prepare high quality Office Systems and Graphic Designers professionals through two academic offerings, an Associate Degree, and a Baccalaureate Degree. It develops office professionals to respond to the demands of a dynamic computerized workplace.

The courses are designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, instruction in computer assisted art and design, technical drawing, color theory, multimedia applications, and other support topics. Emphasis is placed on both the technical and non –technical skills.

Leadership in Human Resources

The curriculum of this program prepares individuals to manage the development of human capital in organizations, and to provide related services to individuals and groups. It includes instruction in personnel and organization policy, human resource dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations. The students will be able to analyze all the aspects of motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

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ADMISSION REQUIREMENTS TO BUSINESS ADMINISTRATION AND OFFICE SYSTEMS PROGRAMS

The following requirements are in addition to UAGM- CAROLINA CAMPUS's general admissions policy:

- High School grade point average of 2.0 or above for Associate and Bachelor programs in:
  - Accounting
  - Computerized Information Systems
  - Graphic Design
  - Network Administration
  - Programming
  - Marketing
  - Management
  - Administrative Secretary
  - Digital Graphic Design
  - Medical Secretary with Health Insurance Billing
  - Leadership in Human Resources

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The graduation requirement for the associate degree programs is a general grade point average of 2.0 and for the major component is 2.3.

The graduation requirement for the bachelor's degree programs is a general grade point average of 2.0 and for the major component is 2.3.

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English I	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
ACCO 212+	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110*
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110*
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 295	Managerial Accounting	3	ACCO 212
ACCO 297	Funds Accounting	3	ACCO 212
ACCO 301	Intermediate Accounting I	3	ACCO 212
ACCO 302	Intermediate Accounting II	3	ACCO 301
ACCO 303	Cost Accounting	3	ACCO 212
ACCO 305	Puerto Rico Income Taxes	3	ACCO 212
ACCO 350	Computerized Accounting Systems	3	ACCO 212, COIS 111
ACCO 404	Auditing	3	ACCO 302
ACCO 405	International Accounting	3	ACCO 302
ACCO 450	Advance Accounting	3	ACCO 302
BUSI 499	Business Simulation	3	18 approved credits in professional component
MANA 482	Practicum	3	21 approved credits in major component
Total		**36**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is2.00.*
4. *The minimum grade point average for graduation in major component is2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *Courses MANA 482 require the approval of 21 credits of the major component and BUSI 499 require the approval of 18 credits of the professional component prior to enrollment.*
9. *Courses MANA 482 and BUSI 499 are offered in a 15-weeksemester.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN COMPUTERIZED INFORMATION SYSTEMS

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English I	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
ACCO 212+	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110*
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110*
Total		48	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
COIS 215	Programming Logic	3	
COIS 303	Database	3	COIS 215
COIS 306	Programming in Basic	3	COIS 215
COIS 307	Visual Basic II	3	COIS 306
COIS 370	C++ Programming	3	COIS 215
COIS 394	JAVA Programming	3	COIS 215
COIS 405	Programming in Emerging Technologies	3	COIS 215
COIS 450	Systems Analysis and Design	3	COIS 303
CSST 203	PC Troubleshooting and Maintenance	3	
WEBD 401	HTML	3	COIS 111
BUSI 499	Business Simulation	3	18 approved credits of professional component
CAPP 400	Project: Information System Design	3	21 approved credits in major component
Total		**36**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *Courses CAPP 400 require the approval of 21 credits of the major component and BUSI 499 require the approval of 18 credits of the professional component prior to enrollment.*
9. *Courses CAPP 400 and BUSI 499 are offered in a 15-week semester.*

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BACHELOR IN OFFICE SYSTEMS MAJOR IN DIGITAL GRAPHIC DESIGN

Total credits: 118

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English I	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
BUSI 404	Legal Environment in Business	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
OFAS 121	Basic Keyboarding I	3	
OFAS 122	Basic Keyboarding II	3	OFAS 121

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OFAS 306	Software Applications in Desktop Publishing and Presentations	3	OFAS 122
OFAS 323	Spreadsheet and Database Applications	3	OFAS 122
PEPE 426	Protocol and Etiquette in Professional Environments	3	
STAT 400	Introduction to Basic Statistics	3	
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
COMM 420	Production and Direction for Digital Video	3	CSGD 100, 200
COMM 440	Digital Portfolio Seminar	3	CSGD 100, 351, WEBD 300, TDGD 400
CSGD 100	Digital Photography for Graphic Designers	3	
CSGD 200	Principles of Graphic Design	3	
CSGD 201	Digital Illustration	3	CSGD 200
CSGD 202	Publishing Design	3	CSGD 201, 203
CSGD 203	Image Design	3	CSGD 200
CSGD 351	Promotion and Advertising Design	3	CSGD 100, 202, WEBD 316, COMM 420
CSGD 430	Digital Visual Effects	3	CSGD 202, COMM 420,
TDGD 330	3D Modeling	3	CSGD 201, 203
TDGD 400	3D Animation	3	TDGD 330, COMM 420
WEBD 300	Web Animations for Graphic Designers	3	CSGD 201, 203
WEBD 316	Web Design for Graphic Designers	3	WEBD 300
CSGD 482	Graphic Design Practice	3	CSGD 100, 351, WEBD 316, TDGD 400
ELECTIVE		3	
Total		**45**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *The CSGD 482 course require a minimum of one hundred and sixty-eight (168) working hours in an Internship during a semester.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

Total credits 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English I	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
ACCO 212+	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212+
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110+
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110+
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
ENTR 301	New Venture Creation	3	ENTR 300
MANA 210	Management Theory	3	BUSI 101
MANA 213	Human Resource Management	3	BUSI 101
MANA 316	Small Business	3	MANA 213, MARK 233, ACCO 212
MANA 321	Personnel Supervision	3	MANA 213
MANA 330	Organizational Behavior	3	MANA 213
MANA 401	Business Policies	3	MANA 440
MANA 404	Labor Relations	3	BUSI 404, MANA 213
MANA 405	International Management	3	MANA 330, ECON 402
MANA 440	Operations and Production Management	3	MANA 210, STAT 401, 18 approved credits of professional
BUSI 499	Business Simulation	3	18 approved credits of professional component
MANA 482	Practicum	3	21 approved credits of major component
Total		**36**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *Courses MANA 482 require the approval of 21 credits of the major component and BUSI 499 require the approval of 18 credits of the professional component prior to enrollment.*
9. *Courses MANA 482 and BUSI 499 are offered in a 15-week semester*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN MARKETING

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ o ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English I	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
ACCO 212+	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Finance, Banking, and Insurance	3	MAGS 101 or MAGS 110+
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110+
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
ENGL 246	Conversational English	3	ENGS 102* or ENGS 111* or ENGS 121*
ENTR 301	New Venture Creation	3	ENTR 300
MARK 305	Creative Selling	3	MARK 233
MARK 306	Consumer Behavior	3	MARK 233
MARK 350	Marketing in Digital Media	3	MARK 233
MARK 351	Advertising and Promotion	3	MARK 233
MARK 401	Strategic Marketing	3	MARK 233
MARK 402	Service Marketing	3	MARK 233
MARK 405	International Marketing	3	MARK 233
MARK 420	Marketing Research	3	MARK 233 , STAT 401
BUSI 499	Business Simulation	3	18 approved credits of professional component
MANA 482	Practicum	3	21 approved credits of major component
Total		**36**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *Courses MANA 482 require the approval of 21 credits of the major component and BUSI 499 require the approval of 18 credits of the professional component prior to enrollment.*
9. *Courses MANA 482 and BUSI 499 are offered in a 15-week semester*

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BACHELOR IN BUSINESS ADMINISTRATION IN INFORMATION SYSTEMS MAJOR IN NETWORK ADMINISTRATION

Total credits: 124

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
ACCO 212+	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110+
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110+
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
COIS 215	Programming Logic	3	
COIS 393	Operating Systems	3	
COIS 405	Programming in Emerging Technologies	3	COIS 215
COIS 450	Systems Analysis and Design	3	COIS 303 or CSST 310
CSST 203	PC Troubleshooting and Maintenance	3	
CSST 304	Introduction to Networks	3	CSST 203
CSST 310	Network Hardware Installations & Maintenance	3	CSST 304
CSST 315	LAN Administration	3	CSST 310
CSST 320	Disaster Recovery	3	CSST 310
CSST 410	Network Protocols	3	CSST 310
CSST 423	Information Security	3	CSST 310
BUSI 499	Business Simulation	3	18 approved credits of professional component
CAPP 400	Project: Information System Design	3	21 approved credits of major component
Total		**39**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *Courses CAPP 400 require the approval of 21 credits of the major component and BUSI 499 require the approval of 18 credits of the professional component prior to enrollment.*
9. *Courses CAPP 400 and BUSI 499 are offered in a 15-week semester*

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BACHELOR IN OFFICE SYSTEMS MAJOR IN ADMINISTRATIVE SECRETARY

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	

Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
BUSI 404	Legal Environment in Business	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
OFAS 121	Basic Keyboarding I	3	
OFAS 122	Basic Keyboarding II	3	OFAS 121

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OFAS 306	Software Applications in Desktop Publishing and Presentations	3	OFAS 122
OFAS 323	Spreadsheet and Database	3	OFAS 122
PEPE 426	Protocol and Etiquette in Professional Environments	3	
STAT 400	Introduction to Basic Statistics	3	
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
COMM 301	Introduction to the Telecommunications	3	OFAS 221
LEAD 424	Development and Planning Professional Trainings	3	OFAS 306
OFAS 200	Speedwriting	3	
OFAS 204	Speedwriting Transcription	3	OFAS 200 aprobado, OFAS 221 aprobado o concurrente
OFAS 221	Advanced Word Processing I	3	OFAS 122
OFAS 290	Records Management	3	
OFAS 291	Modern Office Procedures	3	OFAS 122
OFAS 300	Document Generation	3	OFAS 221
OFAS 303	Document Production	3	OFAS 221
OFAS 308	Managements Applications in Office Automation	3	
OFAS 330	Machine Transcription	3	OFAS 221
OFAS 405	Processing Specialized and International Documents	3	OFAS 221
OFAS 422	Advanced Word Processing II	3	OFAS 221, OFAS 291
OFAS 426	Software Integration	3	OFAS 221, OFAS 306, OFAS 323
OFAS 491	Administrative Office Procedures	3	OFAS 221
OFAS 392	Office Practice	3	OFAS 221, OFAS 290, OFAS 291 and 12 approved credits of major component
Total		**48**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *The OFAS 392 course require a minimum of one hundred and sixty-eight (168) working hours in an Intership during a semester.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN LEADERSHIP IN HUMAN RESOURCES

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II or Intermediate Spanish II or Advance Spanish II	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II or Intermediate College English II or Advanced College English II	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
HUGS 201	Myth, Reason and Knowledge: Development of Western Thought	3	
SOGS 201	The individual: Dimension and Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	The Human Being and its Sociopolitical Dimension/State-Government and Individual	3	SOGS 201
Tercer idioma: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Italian or Mandarin or Portuguese or German or French or Contemporaneous Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ACCO 211+	Elementary Accounting I	3	
ACCO 212+	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	International Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110*
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110*
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
MANA 213	Human Resource Management	3	BUSI 101
MANA 330	Organizational Behavior	3	MANA 213
MANA 404	Labor Relations	3	BUSI 404, MANA 213
REHU 245	Jobs Analysis and Design	3	MANA 213
REHU 317	Recruitment and Selection Strategies	3	MANA 213, REHU 245
REHU 320	Training and Employee Development	3	MANA 213
REHU 325	Employee Compensation, Benefits & Incentive	3	MANA 213
REHU 401	Occupational Security and Safety	3	MANA 213
REHU 405	Labor Legislation	3	MANA 213
REHU 427	Measurement and Evaluation	3	MANA 213, STAT 401
BUSI 499	Business Simulation	3	18 approved credits of professional component
MANA 482	Practicum	3	21 approved credits of major component
Total		**36**	

Important Notes:

1. *+Indicates the course requires a laboratory or workshop.*
2. **Indicates that the required course will be determined by the results of the test Pruebas de Evaluación de Admisión Universitaria (PEAU).*
3. *The minimum grade point average (GPA) required for graduation is 2.00.*
4. *The minimum grade point average for graduation in major component is 2.30.*
5. *After the first year, students must obtain an academic evaluation form the coordinator before course selection and enrollment.*
6. *The students must comply with the pre-requisite courses.*
7. *Transfer students must comply with UAGM residence requirement.*
8. *Courses MANA 482 require the approval of 21 credits of the major component and BUSI 499 require the approval of 18 credits of the professional component prior to enrollment.*
9. *Courses MANA 482 and BUSI 499 are offered in a 15-week semester*

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COURSE DESCRIPTIONS

ACCOUNTING

ACCO 211 Elementary Accounting I
3 Credits
The course of accounting fundamentals includes theory of debit and credit and its effects in the financial statements. Practice in account management. Principles and analysis of preparing a worksheet and financial statements. Includes inventory accounting and accounts receivable, voucher systems, concepts and principles of bank statement reconciliation.

ACCO 212 Elementary Accounting II
3 Credits
The course includes basic concepts of fixed assets, methods of depreciation, and payroll accounting. Also, includes the accounting principles for the regulation of partnerships and corporations and the preparation of cash flow statement. The course encourages analytical thinking and problem solving. Prerequisite: ACCO 211

ACCO 295 Managerial Accounting
3 Credits
This course reviews the accounting process and financial statements. Analysis of financial information and accounting reports as a managerial tool such as sources of funds, analysis ratios, working capital and forecasting. It also prepares the student within the analytical skills of planning, organization and control of the business activities within the organization. Prerequisite: ACCO 212

ACCO 297 Funds Accounting
3 Credits
This course studies the types and characteristics of non-profit organizations, applications of principles, concepts and accounting procedures. Includes organizational structure, budget, systems, financial statements, and municipal accounting systems in Puerto Rico. Prerequisite: ACCO 212

ACCO 301 Intermediate Accounting I
3 Credits
The course presents an intensive study of the essential principles and procedures for the preparation of financial statements, mainly corporate focused. Topics include: conceptual framework for financial reporting, accounting cycle, financial statements, cash, receivables and inventory. Prerequisite: ACCO 212

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ACCO 302 Intermediate Accounting II
3 Credits
This course focuses on the analysis of the different alternatives corporations must obtain financing and non-current assets. Topics include: fixed assets, intangible assets, depreciation, amortization, depletion, impairment, current and long-term liabilities, stockholders' equity, investments, pensions, income taxes, pension, and leases. Prerequisite: ACCO 301

ACCO 303 Cost Accounting
3 Credits
This course covers fundamental principles of cost accounting; methods of determining the basis and classification of costs in a manufacturing, distribution or service organization; solutions to cost problems; preparation of cost reports; use of forms and records; and overhead and wage systems in industry. Prerequisite: ACCO 212

ACCO 305 Puerto Rico Income Taxes
3 Credits
The course presents the history and objectives of income taxation. Also includes tax statutes covering taxable income, inclusions, exclusions, allowable deductions, and computation of income tax of individuals, partnerships and corporations as applied to Puerto Rico. Prerequisite: ACCO 212

ACCO 350 Computerized Accounting Systems
3 Credits
This course familiarizes the student with the most common computerized systems in accounting and provides practice in the use of these systems. Students learn about the type of information that is stored, collection forms and reports produced by these systems. They also learn and practice the interrelationship that exists between them. The focus of the course is to practice the concepts of accounting through the use of systems already designed and programmed. Prerequisites: ACCO 212 and COIS 111

ACCO 404 Auditing
3 Credits
This course studies the Generally Accepted Auditing Standards (GAAS). Emphasizes the evaluation of the internal control structure. Include the discussion of auditing procedures, professional codes of ethics, statistical sampling, and the use of computers in the auditing processes in order to issue the auditor's report. Prerequisite: ACCO 302

ACCO 405 International Accounting
3 Credits
Provides a broad discussion on multinational companies including a detailed comparison of the financial reporting issues in different countries. The course examines the theories and international accounting practices to provide students

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with the skills to interpret and analyze financial statements presented by multinational corporations. Prerequisite: ACCO 302

ACCO 450 Advanced Accounting
3 Credits
The advanced accounting course consists of the study and discussion of the Generally Accepted Accounting Principles (GAAP) that regulate the analysis, registration and preparation of the reports related to mergers and consolidated financial statements. It covers topics related to accounting of branches and the liquidations of partnerships and corporations. Prerequisite: ACCO 302

BUSINESS

BUSI 101 Introduction to Business
3 Credits
This course is a detailed study of all business components and how they interact with each other in order to contribute to the achievement of the goals and objectives that have been set previously. It includes the analysis and evaluation of the requirements to start and maintain a business activity that meets the needs of its market, establishes a competitive advantage and maintains a cost effective operation. The course presents the student the economic, social, political, cultural, and global environment in which businesses exist. The course will be presented in a flexible structure that allows the integration of theory, practice and research. Students must perform activities for them to apply the theory presented in class using alternatives such as field research (applicable to diverse business modalities), develop a business concept, and interviews to entrepreneurs in various industries, among others.

BUSI 325 Business Ethics
3 Credits
The course is designed to correlate the student with the fundamental aspects of ethical values. It discusses the basic principles of ethical values and their importance in any decision making process, especially in the working environment. The student will use critical thinking for the assessment of situations of ethical content and personal, social, political and business decision-making analysis of the moral conduct within the economic, business, social, political, psychological and philosophical fields. Critical thinking skills in situations of ethical content, as a basis for ethical decision-making in business, will be developed primarily through the analysis of cases, news and various audiovisual tools.

BUSI 404 Legal Environment in Business
3 Credits
Studies the legal aspects of business transactions with particular emphasis on legislation in Puerto Rico. Special attention is given to contracts, sales, negotiable

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instruments, personal property, insurance, conveyance, mortgage deeds, and the relationship of government to business.

BUSI 499 Business Simulation
3 Credits
This course is designed to apply fundamental marketing, distribution, operations, finance and accounting skills and knowledge to establish and develop a simulated virtual business. The student and teammates will be in constant analysis of the situations presented in the simulation to develop and implement strategies for the business success. Prerequisites: 18 credits approved in the major component

COMMUNICATION

COMM 275 Business Communication and Writing
3 Credits
This course on business communication in Spanish will emphasize on the organization, style and strategy of language to inform, direct and persuade. It develops corporate communication skills; drafting, editing, and revising competencies for business memos, letters, reports, and proposals. Prerequisite: SPGS 102 or SPGS 111 or SPGS 121

COMM 301 Introduction to the Telecommunications
3 Credits
An introduction to theory and practical concepts of telecommunications in the office. Emphasis is given to technology, equipment and services that transfer distance information and that are essentials in the electronic office. The course utilized as the means to develop skills application, searching exercises, searching in Internet, cooperative work, case analysis, discussion, among others. Prerequisite: OFAS 221 approved

COMM 305 Effective Oral Presentations
3 Credits
Analysis and application of the basics components for an effective presentation. Emphasis will be given in graphic design, adequate content, enunciation, and confidence image projection to realize an excellent presentation to the audience. The course will be developing through research, reflections, cooperative work, and application project applying the latest technology with responsibility.

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COMPUTERIZED INFORMATION SYSTEMS

CAPP 400 Project: Information System Design
3 Credits
Supervised computer project to assist student in the development of work skills related directly to their field of study. It serves as evidence of learning assessment. Students must present the project as a requirement for the degree. Pre-requisite: 21 credits approved in the major.

COIS 111 Software Applications for Business Administration
3 Credits
Study of the fundamental concepts and applications of information systems relating to business. Integration of application programs for business productivity such as: database management system (DBMS), statistical and graphical functions in spreadsheets. The course develops an evaluative environment and through practical exercises in a computer lab.

COIS 215 Programming Logic
3 Credits
Introduction to the development of algorithms and computer programming, including problem solving and programming concepts; the mathematical concepts required to solve problems using the computer; and the tools that are used to develop solutions, such as IPO Charts, pseudo-code, and flow charts. Study of the basic elements of programming, such as basic data types, control structures and routines. The concepts of structured programming are also covered. It includes experience in laboratory.

COIS 303 Database
3 Credits
Fundamental knowledge of the application Management Systems Relational Database. It consists of the design, creation, and management of relational databases, strictly respecting its syntax (conceptual model, and relational model and SQL implementation). Includes basics concepts of databases, queries, reporting and file management. The course develops an evaluative environment through practical exercises in a computer lab. Prerequisite: COIS 215

COIS 306 Programming in Basic
3 Credits
Study on the Basic programming language through VISUAL BASIC. Analysis and evaluation of the syntax and details of the Visual Basic programming language. The use of language is directed primarily to the implementation of business systems. The course study the concepts of objects, classes, messages, petitions, variable types, encapsulation, inheritance, methods and everything related to OOP for building and running applications. It will present programming techniques for the creation,

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modification, and maintenance of programs. Analysis and interpretation of projects and cases concerning information systems in the environment of Visual Basic object oriented. The course is developed through discussions of readings, reflections, reviews, research, oral presentations supported by technology. It Includes laboratory experience. Prerequisite: COIS 215

COIS 307 Visual Basic II
3 Credits
Study on the advanced concepts and strategies of Visual BASIC. Development diagnosis and solution of problems using the most novel concepts of Microsoft Visual BASIC. The
course will be mainly developed by means of demonstration and application of the use of the advanced tools of Microsoft Visual BASIC. In addition, the cooperative work will be emphasized. The course is supported by oral presentations on technology, discussions of readings, verbal problems, case studies, reflections, reviews and research. It includes experience in laboratory. Prerequisite: COIS 306.

COIS 370 C++ Programming
3 Credits
Introduction to the development of algorithms, flow diagrams and computers programs using the Visual C++ programming language. Study of the basic elements of the Visual C++ language, such as basic data types, control structures, and routines. The concepts are covered with structured programming. It includes experience in the laboratory. Prerequisite: COIS 215

COIS 393 Operating Systems
3 Credits
The purpose of this course is for the student to learn and apply functions and commands of the operating system. It emphasizes basic concepts such as disc initiation, programming language, handling of archives, “backup” and operating systems such as Linux, DOS, Windows, MacOS and others.

COIS 394 JAVA Programming
3 Credits
Introductory course based on the basic concepts of JAVA programming. Analysis and application of the structure, syntax, codification, classes, objects and methods of the JAVA programming language. It includes the use of objects of the JAVA libraries. The student will learn how to use the JAVA programming language to produce APPLET and "stand-alone" applications. The course will be developed by means of presentations of verbal problems, analysis of cases, analysis and creation of programs and cooperative work. Prerequisite: COIS 215

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COIS 405 Programming in Emerging Technologies
3 Credits
Study on emerging new technologies aimed at computer programming. Emphasis is given on the use of tools and innovative languages that allow the technical solution to the new requirements of the organizations. Analysis and application of the structure, syntax, coding, classes, objects and methods using the tool or innovative language used in the course by the professor. Prerequisite: COIS 215.

COIS 450 Systems Analysis and Design
3 Credits
This course presents a logical discipline in the analysis and design of new information systems, improvement of existing systems, data base applications, manual procedures, and others. The objective of this course is to explore and develop practical methods to improve the effectiveness of the processes applied to systems' analysis. Prerequisite: COIS 303

NETWORK ADMINISTRATION

CSST 203 PC Troubleshooting and Maintenance
3 Credits
This introductory course teaches how to set up, operate, and maintain a personal computer. Students will gain practical hands-on experience in the following areas: installing software packages, preventive maintenance, diagnostic testing, and peripheral interfacing.

CSST 304 Introduction to Networks
3 Credits
This course is an introduction to the fundamentals, basic concepts, and terminology of networks. Topics include access and use of the Internet, intranet and networking hardware and software. Prerequisite: CSST 203

CSST 310 Network Hardware Installations and Maintenance
3 Credits
This course covers the assembly of the components of a network. Students will apply their knowledge in the installation, configuration and troubleshooting in a network. They will learn how to connect buildings using microwave antennae and all the wiring to be used. They will learn about the use of tools for measuring the behavior of a network to identify problems. Prerequisite: CSST 304

CSST 315 LAN Administration
3 Credits
Study on the skills necessary to install, configure and diagnose Windows servers on a LAN (Local Area Network). Emphasis on current technologies, as well as the strategies

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needed to maintain a local area (LAN) network of efficiently and effectively. Prerequisite: CSST 310

CSST 320 Disaster Recoveries
3 Credits
This course presents methods to identify vulnerabilities and how to take appropriate countermeasures to prevent and mitigate failure risks for an organization. Also presents the students the principles of disaster recovery, including the preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, understanding the roles and relationships of various members of an organization, testing and rehearsal of the plan, implementation of the plan, and actually recovering from a disaster. Prerequisite: CSST 310

CSST 410 Network Protocols
3 Credits
Study and analysis of the fundamentals of networking technology based on TCP/IP and OSI layers or levels. Discussed the telephone network and architecture of the Internet as the higher levels protocols (http, smtp), transport protocols (UDP, TCP) and networks (IP) protocols. Protocols levels or layers links performance will be discussed. Prerequisite: CSST 310

CSST 423 Information Security
3 Credits
Study and analysis of the basic concepts of the security of the information based on the phenomenon of organizations and implementation of new technologies of information and communication (technology ICT). Emphasis on the fundamental principles of the information security such as, confidentiality / privacy, integrity, authentication, identification, authorization, availability and access control. Discussed issues business risk analysis and resources of the companies. Problems of computer security, analysis, design, coding, information systems and techniques for building secure systems in electronic organizations will be studied such as trade, business, and Government. Discusses the implications of: security, political, legal, and ethical aspects. Prerequisite: CSST 310

ECONOMY

ECON 402 Managerial Economics
3 Credits
This course analyzes the managerial processes of the economy since the implementation of microeconomic theory toward the outlet of managerial decisions. Emphasize optimal policies of price and quantity of production solutions to maximize the profits of the firm, as well as game theory and industrial organization.

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ENTREPRENEURSHIP

ENTR 300 Introduction to Entrepreneurship
3 Credits
This course is designed to provide the student with a broad vision of an entrepreneurial career. It covers the principles and procedures of creative thinking and leadership. Creative Problem-Solving research and application will be used to develop creative leadership. By internalizing creativity principles and procedures students will develop a mindset and skills essential to leadership and entrepreneurship.

ENTR 301 New Venture Creation
3 Credits
This course is about the translation of ideas into innovation, and ultimately into a product or service that may be commercialized through a new venture, either in an existing firm or in a startup company. A better understanding of the creative thinking processes behind innovation and entrepreneurship are developed during the course through exercises, readings, discussions, lectures, and guest speakers. A common thread throughout this class is a focus on strategic applications of innovations to the entrepreneurship processes. Prerequisite ENTR 300

FINANCE

FINA 402 Business Finance
3 Credits
This course studies the fundamental principles involved in raising, administering, and distributing funds of an enterprise. Different types of businesses are examined, with emphasis on the modern corporate systems. It analyzes working capital management and its components: current assets and liabilities. Capital structure, capital budgeting, cost of capital; short, intermediate, and long-term financing are examined. Emphasis is placed on decision making concepts and variables. Prerequisite: ACCO 212.

GRAPHIC DESIGN

CSGD 100 Digital Photography for Graphic Designers
3 Credits
This course covers the basic elements and principles of digital photography. The student will learn the use and photographic techniques used by photographers in the graphic design field. It will also learn the differences between digital cameras and analog film cameras. The student will become familiar with the use of auxiliary equipment and with computer digital software for picture editing.

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CSGD 200 Principles of Graphic Design
3 Credits
This introductory course covers the history, fundamental practices, concepts and process of what is graphics. The student will experience the use of the tools used in graphic design, styles, concepts, color theory, typography, the grid, terminology and applications. The student will have analytical and critical evaluations about graphic design and publicity in the market, its impact and importance. Emphasis will be given in the development and research to achieve effective visual communication. We will learn the basis of ethical and legal aspects of advertisements, posters, announcements and others. The student will create simple compositions that will represent the phases of graphic design. In addition, it will demonstrate visual perception and graphic design skills based in the theory and techniques applied in the graphic industry.

CSGD 201 Digital Illustration
3 Credits
This course will explore digital illustration methods with a vector graphics editor program to conform to industry standards. Students will acquire hands-on experience with vector-based graphics to create logos, graphics for professional print and web, transform hand-drawn sketches on a sheet of paper into colorful digital illustrations, packages and poster design. Prerequisite: CSGD 200

CSGD 202 Publishing Design
3 Credits
This course explores the digital composition of multipage publications like catalogues, books, booklets, brochures, and other documents. The student will learn to work with a great amount of text – like titles, subtitles and text boxes and typography as the principal element of design; will integrate different image formats and how to work with space, all presented and arranged in carefully created layouts for print and digital distribution. Prerequisites: CSGD 201

CSGD 203 Image Design
3 Credits
This course covers the photo editing strategies to be applied on graphics design. The students will learn how to create photo manipulations; touch-ups, restorations, and montages by implement digital filters and textures to picture objects. The student will develop creative thinking to achieve innovative ideas. This course exposes the student to image editing software, like Adobe Photoshop. Prerequisite: CSGD 200

CSGD 210 Advanced Graphics Design
3 Credits
This course implements critical and creative skills to create a variety of professional and high quality graphic designs such as id corporate design and advertising designs.

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This includes designs of corporate logo, brochure, newspaper ads, magazine full-color ads, poster, signs, packaging design and corporate presentation, among others. Prerequisites: CSGD 202

CSGD 220 Portfolio
3 Credits
This course centers on the design and creation of a professional portfolio, printed and online, as a requirement for the student to present his or her skills and creativity to be able to gain a position in the graphic design industry. The student with gain the necessary knowledge to be able to design a portfolio that will comply with what the industry's requirements like layout, how to organize and print their works, and how to apply marketing techniques to sell themselves, including creating a professional Internet profile. Prerequisite: CSGD 210

CSGD 351 Promotion and Advertising Design
3 Credits
This course covers the development of concepts and technical skills needed to create effective visual communications for successful advertising campaigns and promotions. The student will understand advertising and promotion concepts and will work with material provided by investigation, ideas, text and proposals to create and adapt the visual message to different means like print and web. Prerequisite: CSGD 100, CSGD 202, WEBD 316 and COMM 420

CSGD 430 Digital Visual Effects
3 Credits
The student will incorporate the concepts of graphics, text and special effects into video editing projects to enhance the content. By working with related tools to enhance creative audiovisual field in one or more platforms, the student will further develop video in digital format, in order to maximize the work. Prerequisite: CSGD 202, COMM 420 and TDGD 330

TDGD 330 3D Modeling
3 Credits
The student will apply the concept of three –dimensional (3D) or "CGI" (Computer Generated Imagery) to integrate their Graphic Design projects. The student will develop 3D modeling using poly tool, scene, organic poly modeling, mapping, texture and lights for excellent rendering. It will work with the tools and techniques used in the industry, in order to prepare students with the essential skills needed today. Prerequisite: CSGD 201, CSGD 203, WEBD 316 and WEBD 300

TDGD 400 3D Animation
3 Credits
The student will apply the 3D Animation with the methods and techniques of animating virtual objects and environments. The students are introduced to the principles of

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animating three-dimensional computer graphics, creating rigging character and VFX with particle. The rendered 3D animation sequences can be further used to enhance design projects. Prerequisite: TDGD 330 and COMM 420

INTERNATIONAL BUSINESS

INBU 322 International Business
3 Credits
This course analyzes international business from a spirit of innovation, presenting knowledge conceptually based on the reality of the business. It considers national economic and cultural differences; in the international trade policies and institutions and the international monetary system. It also covers the current international business trends, developments, and foreign direct investments.

LEADERSHIP

LEAD 415 Leadership and Organizational Innovation
3 Credits
The course will study the social and organizational context of leadership, including the discussion of skills, processes, and responsibilities of effective leaders as promoter of organizational innovation and positive action. It also stimulates the development of critical thinking and analytical skills applied to procedures of change within an organization. The student will learn the use of management tools for the design, execution, implementation, monitoring and evaluation of business innovation projects in their respective areas of knowledge.

LEAD 424 Development and Planning Professional Trainings
3 Credits
Introduces the students in the planning and implementation of workshops within an office setting. The course includes planning activities for a simple orientation of new employees, develop of workshops for employees in the use of new technologies, and develop administrative systems for the office as well as the workplace. Prerequisite: OFAS 306

LEADERSHIP IN HUMAN RESOURCES

REHU 245 Jobs Analysis and Design
3 Credits
This course is designed to give students the essential concepts for the analysis, design and job description for optimum employee performance. The course exposes students to useful diagnostic tools for assesing the environmental conditions of the workplace in order to direct the work of the organization towards achieving the goals and objectives. Finally, expose the student to the concepts of job analysis and its implications

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in the work environment. Prerequisite: MANA 213

REHU 317 Recruitment and Selection Strategies
3 Credits
The course will provide the student with the theoretical and practical issues related to planning, recruitment, and selection of personnel in organizations. The main course will provide the tools, techniques and activities that are used to match the needs and specifications of the organization's human resources with the skills and motivation of the candidates. Prerequisite: REHU 245 and MANA 213

REHU 320 Training and Employee Development
3 Credits
The course will provide the student with the information necessary for an understanding of training and development programs in organizations. This function is studied from a systems approach, so that the course examines the entire development cycle from training and assessing training needs assessment to implementation and training and development program. Topics covered include those related to the development of the objectives of the development plan and training, the selection of resources and training methods, coordination of learning experiences and evaluation of the training program.

REHU 325 Employee Compensation, Benefits & Incentives
3 Credits
In this course the student will understand the issues related to staff compensation fundamentals and theories such as compensation, design and analysis tasks, objectives and policies, programs and compensation practices, incentive programs short term, deferred compensation, evaluation criteria for assigning tasks and wages and salaries. In addition, the course will discuss issues about designing compensation programs, executive compensation, developing a salary structure and salary budget planning, total compensation systems, analysis, and control of these systems, pay and collective bargaining, among other.

REHU 401 Occupational Security and Safety
3 Credits
The course emphasizes the study of safety and security, disability, and health of employees in the workplace. Students will know the laws related to these areas and the impact on human resources management in developing practices and policies to preserve and promote the safety and health of employees. The course focuses on the responsibility that creates a safe place to work for the organization as well as for the employee, taking into consideration aspects such as accidents, medical services, wellness programs, prevention, and quality of life at work.

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REHU 405 Labor Legislation
3 Credits
This course will emphasize knowledge of Puerto Rico's labor and social laws, including applicable federal law, and how this affects decision-making in organizations in general. Includes the study of the jurisprudence of the cases decided by the Honorable Supreme Court of Puerto Rico, and the effects they have on the policies and practices of human resources of organizations today. They analyze the relevance of troubleshooting primarily governed by labor law, specifically the protective labor legislation. The course gives emphasis on individual rights and benefits of employees and its effect on areas such as decision-making, managing diversity, compensation, supervision, performance and more. Prerequisite: MANA 213

REHU 427 Measurement and Evaluation
3 Credits
The course will provide students with a thorough understanding of management and performance evaluation measure because of its link to the rest of human resource practices and their potential to direct the efforts of employees.

MANAGEMENT

MANA 210 Management Theory
3 Credits
This course examines the principles and functions of the managerial process. It analyzes the role and behavior of human resources in an enterprise and the interrelations among business functions. It studies the application of managerial planning, organization, direction and control through case studies. Prerequisite: BUSI 101

MANA 213 Human Resource Management
3 Credits
The course covers basic knowledge in the specialized area of human resources management, including the study of the primary activities of a manager or personnel officer. Areas such as: analysis and job design, recruitment and selection, orientation and training, personnel evaluation, importance of motivation and leadership in the dynamic business world, supervisor's role, knowledge of health and safety laws, equal employment opportunity, labor-management relations, among other issues. Prerequisite: BUSI 101

MANA 316 Small Business
3 Credits
This course consists in the study, research, and discussion of business administration. It emphasizes on fundamental factors, which entails to the startup and operation of an efficient small business. It includes de development of a business concept, market research, promotion, financial fund sources, business plan preparation, legal aspects, and

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key factors for the success of a business. Prerequisite: MANA 213, MARK 233 and ACCO 212

MANA 321 Personnel Supervision
3 Credits
The Human Resource Supervision course consists of the study and analysis of the personnel supervision functions, techniques and the necessary tools for an effective development and performance. The most outstanding subjects of this course will be planning, group communication, recruitment, training, personnel evaluations, employee discipline and counseling. Prerequisite: MANA 213 and MANA 330

MANA 330 Organizational Behavior
3 Credits
The course presents the meaning and importance of human behavior within organizations. The student will have a better self-understanding of himself as an employee and as an individual. The student will evaluate issues such as: organizational theory and practices, individual psychology (individual differences, the whole person, motivated behavior), and group behavior. Prerequisite: MANA 210

MANA 401 Business Policies
3 Credits
This course is designed for fourth year Business Administration bachelor students with a concentration in the area of management. The course relates students with decisions in the real world that have to do with the strategic management in all types of organizations. It integrates the knowledge acquired in the bachelor program: Management Theories and Practices, Human Resources Management, Organizational Behavior, Marketing, Finance, Economics, Accounting, Operations Management, among others. This course examines in detail the process of strategic management, including the study of the successful adaptation of the organization to its environment for the development of companies with above average performance. Students apply quantitative and qualitative analysis methods in analysis of cases for solutions to integrate the functional areas of the organization. Emphasis is given to written and verbal communication skills development, and evaluation of the strategic management process. Prerequisite: MANA 440

MANA 404 Labor Relations
3 Credits
The Labor Relations course focuses on the introduction, analysis and evaluation of state and federal relations and examines the legal framework that the government has established for industrial relations in the United States and Puerto Rico (private and public sectors). The course describes the current state of worker-employer relations including increase cultural diversity of the American workforce and employment site changing, complex and transnational. The major emphasis of this course is the integration

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of knowledge of the behavioral sciences, public policy and the collective bargaining process, which will result in the development of effective solutions to labor issues. We study the explanation of the content of an agreement and its interpretation and implementation. At the end, the course explores the current and future procedures, policies, laws and regulations. The course concludes with a study of current procedures for grievance resolution, including arbitration and collective bargaining simulation of the student. Prerequisite: BUSI 404 and MANA 213

MANA 405 International Management
3 Credits
This course studies the different management processes and structures from an international perspective. The managerial roles and functions, the selection, recruitment, training, evaluation, and promotion of employees are some of the issues analyzed in this course from the international management perspective. Emphasis is given to the study of international management strategies and structures, and how the cultural differences, institutional diversity factors, and political risks impact the international management activities. Prerequisite: ECON 402 and MANA 330

MANA 440 Operations and Productions Management
3 Credits
This course introduces the student to the fundamentals of Operations Management in the production of goods and services. It allows the student to relate to techniques and tools available for the planning, organization, operation, and control of the production operations within the company. Students must complete activities for the application of the theory discussed in class by using alternatives such as: problem resolution, field research, and case analysis, among other. Prerequisites: MANA 210 and STAT 401

MARKETING

MARK 233 Fundamentals of Marketing
3 Credits
This course studies marketing as a strategic business function and social process, including problems and policies of manufacturers, intermediaries in the marketing of goods and services. Studies distribution, integrated communications (promotion), functions of marketing and sales departments, market research and analysis applied to economic, political, and sociocultural conditions in Puerto Rico and the rest of the world.

MARK 305 Creative Selling
3 Credits
The purpose of this course is to introduce the student to the development of sales strategies. The principles and sales techniques and their applications in business are analyzed thoroughly. The course emphasizes those elements, which the salesman

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should use to convince the customers to buy his products, and the presentation of the characteristics, advantages and uses of the product. Prerequisite: MARK 233

MARK 306 Consumer Behavior
3 Credits
This course presents insights into consumer behavior and how it developed from other disciplines. Areas relevant to the field, such as social and cultural influences to consumer behavior, individual influences and choice, the consumer decision processes, consumer's environment and consumerism are discussed. The course offers practical applications of these concepts to marketing situations. Prerequisite: MARK 233

MARK 350 Marketing in Digital Media
3 Credits
This course will cover marketing, advertising, and communication strategies in the new media landscape where traditional media (television, print) and the online social media co-exist. The focus of this course will be on understanding social media and social media marketing strategies, website promotion, e-mail and search marketing, search engine optimization, paid search, blogging, wikis, interactive TV, mobile marketing, QR codes, how to track their effectiveness, integrating digital marketing and mobile campaigns with traditional marketing within the global marketing mix. Legislation's, regulations and codes of practice and ethics are also examined. Students will be expected to have knowledge about the fundamentals of traditional advertising methods and strategies. Prerequisites: MARK 233

MARK 351 Advertising and Promotion
3 Credits
This course introduces the student to the exciting world of advertising and promotion. In it, the student will study the advertising process in detail, the advertising systems, and methods of the past decades and the present one. Emphasis will be placed on the technical aspects of the media and the strategies to be developed. Prerequisite: MARK 233

MARK 401 Strategic Marketing
3 Credits
The purpose of this course is to prepare the student for real world marketing challenge promoting the development of analytical skills and decision-making through, current situations. Driving the opportunity to address issues of decision by marketing planning at the strategic level, applying concepts, tools and decision making in marketing-related business, product, and service areas. Prerequisites: MARK 233

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MARK 402 Service Marketing
3 Credits
The purpose of this course is to analyze the basic principles of service management. It will focus the marketing mix to the service area, emphasizing the development of relation strategies between business and customers. Promoting the industry sector, as one of the largest area of domestic and international growth. It includes special services such as health, professional, bank, financial, sports, tourism, telecommunication and information systems services. Prerequisite: MARK 233

MARK 405 International Marketing
3 Credits
The course emphasizes in the analysis of the characteristics of international marketing and the factors influencing the marketing program. It includes international policies that determine decisions about products, channels of distribution, promotion strategies, legal and financial aspects of international markets. Prerequisite: MARK 233.

MARK 420 Marketing Research
3 Credits
The purpose of this course is to examine the principles of marketing research as an essential tool to effective problem solving. This course provides the necessary tools to develop a complete marketing research. The student is exposed to the role, planning implementation and control of research, as a basis to the fulfillment of the marketing concept. Prerequisite: MARK 233 and STAT 401

MEDICAL SECRETARY WITH HEALTH INSURANCE BILLING

MSEC 112 Medical Terminology and Abbreviations
3 Credits
This course introduces the student in the knowledge and use of the vocabulary, concepts and terms frequently used in medical offices and other places where health services are offered. It is divided into four basic sections: 1) etymology of the medical terms (prefix, root, and suffix) 2) common abbreviations 3) systems of the human body (function, organs, conditions, or related diseases) 4) medical specialties' and sub-specialties' and their functions. The course includes concepts that will be useful in the process of selecting a diagnostic code using the ICD-10 classification system.

MSEC 113 Medical Services Billings
3 Credits
This course aims that the student understands and familiarizes with the different health insurance companies in Puerto Rico. It emphasizes in cards, contracts, and coverages that insurance company's offer and the code system that service providers are

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required to use. The course presents the correct documentation necessary to submit claims based on the patient's insurance selection. Also discusses the future adjustments that will have the claims process and presents the CMS 1500-2012 (HIPAA 5010) invoice as the manual alternative for claims coded with the ICD-10 classification system. Prerequisite MSEC 112

MSEC 201 Clinical and professional coding
3 Credits
In this course the student will learn to identify and select services' codes procedures and diagnoses that are assigned to outpatient services. Skills will be practiced manually using the ICD-9-CM, ICD - 10 CM and CPT book. The student will use the appropriate code in the CMS 1500 form-2012 and any information required to be coded. Also the student will use the "progress note", "superbill" and the evaluation and management guide to help speed up the coding process. Emphasis will be in the ICD-10-CM coding and in coding of services and CPT procedures. Prerequisite: MSEC 112

MSEC 210 Reconciliation & Auditing in Medical Billing
3 Credits
This course aims students to acquire the knowledge to assess the claims and payment process, identify possible errors, reconcile the evidence of payment, recover and mitigate loss for unpaid medical services and know the steps to follow in order to perform an audit in a medical office or outpatient areas. The student will learn the technical or specialized vocabulary and terminology commonly used in the insurance companies and the health insurance industry. Emphasis is given to the procedures that are used in the different health insurance companies, Medicare, Government Health Plan and their policies, claims and payment skills, policies, billing procedures and audit processes. Prerequisite: MSEC 113 and MSEC 201

MSEC 215 Health, safety, and medical/legal aspects
3 Credits
This course studies one of the many uses of medical records: its use as legal protection to the patient and to the institution that provides the health care services. It covers the legal requirements of medical records in relation to its retention, security controls, maintenance, and confidentiality regarding information treatments, within the institution as well as outside. Emphasizes is given in the application of professional ethics and legal medical aspects in the health information system.

MSEC 230 Billing and Electronic Record
3 Credits
In this course the student performs activities related to the billing of medical bills, referrals, preauthorization, and other elements of transmission related to billing for medical services (PHI). The student learns to use a "clearinghouse" and a program (Office Management / Secure Claim) to complete the billing process. The transmision process

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recipients are insurance providers, pharmacies, and other services providers. Students learn to work with an electronic medical record designed for medical offices (EHR) and feed the required campuses the corresponding data fields. In addition, students work with the digitalization of paper and electronic documents and establish the rules of migration, the electronic prescription and safety rules that establishes the Puerto Rico and federal laws. Prerequisite MSEC 113 and MSEC 201

OFFICE SYSTEMS

OFAS 121 Basic Keyboarding I
3 Credits
This course introduces students in the use of computer and word processing skills. Its major objectives are to develop touch control of the keyboard and proper techniques, to build speed and accuracy, and to provide practice in applying those basic skills to the formatting of basic parts of e-mails and business letter in block style. The course is developed from exercises of application, research, cooperative work, use of technology and reflection.

OFAS 122 Basic Keyboarding II
3 Credits
This course continues developing basic skills and proper techniques to build speed and accuracy in the keyboard. Provide practice in applying those basic skills to the formatting of multiple rough-draft business and academic reports with paragraph and side headings, bullets and numbered lists, and indented displays. Also basic skills are applied in formatting business letters in block style, memos and email with attachments and tables. An introduction to Power Point will be applied. An introduction to Power Point will be applied. The course is developed from exercises of application, research, cooperative work, use of technology and reflection. The course also develops good team working habits; improve good work habits and good interpersonal relationships. Prerequisite: OFAS 121

OFAS 200 Speedwriting 3
Credits
This course is designed to develop skills in the speedwriting system through practice in reading, writing and dictation. Students will transcribe form abbreviated material. The student is expected to acquire speedwriting skills of 30 words per minute. The course emphasizes the use of grammar rules.

OFAS 204 Speedwriting Transcription
3 Credits
The course is an in-depth review of the theory of the speedwriting system, where the student develops speedwriting skills of 40 words per minute. Skills are developed through practice in reading, writing and dictation. Transcription skills are integrated with

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correct language usage and typewriting skills to produce different types of business documents.
Prerequisites: OFAS 200, OFAS 221 approved or concurrently.

OFAS 221 Advanced Word Processing I
3 Credits
The course emphasizes the development of advanced skills and knowledge to produce information using a microcomputer with a word processing program. The course continues developing of basic skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources. Speed and accuracy will be increased in rough-draft copy, statistical script and handwriting copy. Emphasis is given to proofreading, good habits, organization of work and good interpersonal skills. Prerequisite: OFAS 122

OFAS 290 Record Management
3 Credits
The course studies the application of the systematic analysis and control of business records from their creation up to their final disposition. It includes the planning, organization, and control of documents in different systems as well as the following applications: database filing, microfilm, magnetic registers, etc. It also includes the discussion, the application of procedures and policies, the discussions of readings, supported critics, investigations and oral presentations applying technology, problem solving and interactive activities.

OFAS 291 Modern Office Procedures
3 Credits
The course develops the essential office skills for effective performance in the business world. Emphasizes the need for develop good working habits, decision making and work organization. The course emphasizes the development of business vocabulary and the application of office procedures. Prerequisite: OFAS 122

OFAS 300 Document Generation
3 Credits
The course studies the varied and different methods utilized to create and produce documents (correspondence) by administrative personnel. Emphasis is placed in the development of different types of documents utilizing common means of creation, such as machine dictation, handwritten and rough drafts and computer keyboarding composition. Prerequisite: OFAS 221

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OFAS 303 Document Production
3 Credits
The course develops keyboarding skills in the production of business documents at its highest level. It includes the preparation of complex rough drafts documents such as business letters with two or more pages, circular letters, memorandums, reports, administrative communications, business forms and tables. In-basket exercises will be used as the means to develop skills in the decision-making process and skills in how to establish priorities. Prerequisite: OFAS 221

OFAS 306 Software Applications in Desktop Publishing and Presentations
3 Credits
The course provides the students with the skills and techniques to create pages with all kinds of design elements, such as formatted text, lines, photographs and pictures using the desktop publishing program. Also, the students can create print publications, such as newsletters, brochures, activities programs, invitations, postcards, professional identification cards, and calendars. Using the tools and features of the Presentation Program the students will create effective presentations integrating texts, photographs, tables, graphic and sound. Prerequisite: OFAS 122

OFAS 308 Management Applications in the Office Automation
3 Credits
Students will analyze the principles and goals of the automated office system from the point of view of an administrator. It studies the administrative point of view in establishing and implementing a plan for an automated office system. The course emphasizes the analysis of situations and decision-making.

OFAS 323 Spreadsheet and Database Applications
3 Credits
This course is designed to introduce the students to basic and intermediate concepts and applications of spreadsheets and databases. The students will learn to use various electronic spreadsheet applications as well as create and manage database programs, data files, and produce documents and reports. Emphasis is given to good working habits, organization of work, use of technology and good working interpersonal skills. Prerequisite: OFAS 122

OFAS 330 Machine Transcription
3 Credits
This course is designed to develop the student's proficiency in the use of transcribing equipment with a speed and reasonable accuracy. Emphasis is placed on the mastery of grammar rules, such as division of words, punctuation, spelling, vocabulary and other aspects of the language. The student receives intensive practice in the development of proofreading skills, formatting documents and accuracy in transcription. It includes application of grammar rules, spelling,

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punctuation, document analysis, problem solutions, spontaneous and directed discussion and interaction activities Prerequisite: OFAS 221

OFAS 405 Specialized and International Documents
3 Credits
Student will apply computer skills and knowledge to produce international office formats documents and in legal and medical fields. The course is developed through work simulation as an Administrative Assistant for businesses located in Canada, Mexico, France, Germany and Japan. Also includes specialized documents for the medical and legal offices. Emphasis is given to good interpersonal relationships. Includes application exercises, information search on the Internet and other sources, cooperative work, technology management, adapt to different offices workplace and reflection. Prerequisite: OFAS 221

OFAS 422 Advanced Word Processing II
3 Credits
Course aimed at the integration of the knowledge and skills acquired by the student to produce Office information and documents on the computer using software application such as database, spreadsheets, calendars, electronic directories, electronic presentations, processing of words, as well as the management of the Internet. The student uses their knowledge and skills in producing and solving problems in different office such as: Word Processing Centers, Public relations and Marketing Department, Human Resources Department, Accounting, Legal and Medical Departments. Students provide solutions to problems within a minimum period of time without direct supervision. The course develops through a simulation of working as an Administrative Assistant for a company. Application exercises, search for information, cooperative work, technology management, management of various sources of research and references, included development of initiative and creativity, as well as reflection. Proofreading, good work habits and good interpersonal relations are emphasized. Prerequisite: OFAS 221 and OFAS 291.

OFAS 426 Applications Integration
3 Credits
Application of advanced functions for the Microsoft Office programs integration for the creation of documents. The course includes word processing, data sheet and database, presentations as well as email skills. The course is developed by means of cooperative work, supported critics, investigations, and oral presentations. Prerequisites: OFAS 221, OFAS 306 and OFAS 323.

OFAS 491 Administrative Office Procedures
3 Credits
The course studies the process of administration, organization and communication. It emphasizes the following areas of office administration: personnel selection, professional development, supervision, motivation, performance-assessment, analysis of

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positions, job evaluation, salaries, measuring work performed and employee productivity. The course is developed through the analysis of situations, case evaluations and decision-making. Prerequisite: OFAS 221.

PEPE 426 Protocol and Etiquette in Professional Environments
3 Credits
This protocol and etiquette course covers professional behavior, networking and nonverbal communication topics. It emphasizes business etiquette as a cornerstone of effective communication, healthy human relations, and motivation in work environments. This practical and interactive course prepares the student to provide excellent service and represent their organization professionally.

PRACTICUM

CSGD 482 Graphic Design Practicum
3 Credits
This course is designed for students to have the opportunity to gain practical experience in the workplace. It will develop skills to accommodate in the field of graphic design. In the process, students will play directly into the work environment, either within an advertising agency, printing, or other environment where graphic design work. The employer will supervise the development of the student to ensure that he can perform effectively in this environment and the student will bring under documentation each and every design they have created. Prerequisite: CSGD 100, CSGD 351, TDGD 400 and WEBD 316

MANA 482 Business Work Experience Practicum
3 Credits
This course is designed for students working toward the Bachelor's Degree in Business Administration. Requires a minimum of 15 hours per week of supervised work in government, banking, business offices, or in a public or private organization. The practice is supplemented with readings, reports and group discussions. One semester, one hour lecture weekly.

OFAS 392 Office Practicum
3 Credits
Application of concepts and skills related to the Office System career through supervised work within a community office. It requires a minimum of 168 hours in office internship during the semester. Emphasis is given in developing initiative and assuming responsibility. Includes seminar course to reinforce interpersonal skills such as cooperative work, good manners, soft skills, create oral presentations and effective Internet skills. Prerequisites: OFAS 221, OFAS 290, and 12 credits approved of component major.

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QUANTITATIVE METHODS

QUME 300 Quantitative Methods for Business
3 Credits
Study of functions, linear equations, linear inequalities, relations and functions, logarithmic and exponential functions and matrix algebra using MS Excel software. Emphasis on the application of these concepts to the decision-making process, such as rate of change, optimization (Income, profit, cost), break-even point, break even, stabilization of prices, financial mathematics, graphics preparation schemes and linear programming graphic method. Prerequisite: MAGS 101 o MAGS 110*

STATISTICS

STAT 400 Introduction to Basic Statistics
3 Credits
This course will provide the student with the fundamental concepts and methods of statistical analysis. Using as a framework sampling methods, graphic representations, central tendency and dispersion measures, probability distributions and the central limit theorem. These will be developed by the analysis and evaluation of cases and research projects. Technology, like spreadsheets and statistical software, will be used responsibly.

STAT 401 Business Statistics
3 Credits
This course is an introduction to Business Statistics. It is basic descriptive statistics: frequency distribution, measure of dispersion, time-series, index numbers, probability theory and measures of central value. Prerequisite: MAGS 101 or MAGS 110*

WEB DESIGN

WEBD 300 Web Animations for Graphic Design
3 Credits
This course explores techniques through the use of a visual interface software like Adobe Flash for the creation and manipulation of interactive content, like cartoon animation, advertisements, games, text, sound, and pixel and vector images that will be viewed across the Web. Prerequisite: CSGD 201 and CSGD 203

WEBD 316 Web Design for Graphic Designer
3 Credits
This course introduces the student to the practice of web design by working with visual interface software that allows the making and editing of web sites, blogs, and mobile apps. The student will use the design skills learned in other classes, like image editing and vector illustration creation, and apply this knowledge into creating functional and visually appealing web sites. Prerequiste: WEBD 300

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WEBD 401 HTML
3 Credits
This course introduces students to building a Web page and teaches the basic HTML tags needed, to add color and graphics, or add links to other Web pages. It is developed through discussions of readings, reflections, reviews, research, oral presentations, and technology supported cooperative work. Prerequisite: COIS 111

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SCHOOL OF SCIENCE AND TECHNOLOGY

Accredited by:

ABET | Engineering Technology Accreditation Commission

SCHOOL OF SCIENCE AND TECHNOLOGY

The School of Science and Technology stands as a collegial learning community in continuous development and expansion of our academic programs. It offers undergraduate programs such as associate degrees, bachelor's degrees, and a professional certificate.

The School's academic programs include engineering technology, natural sciences, and applied sciences at the associate degree level and biology, microbiology, and biotechnology at the Bachelor of Sciences level. The School also offers a Professional Certificate in Food Safety and courses in chemistry, physics, environmental sciences, and mathematics to all the academic programs in the Institution.

Our academic programs respond to the present socioeconomic reality and complement theory with practice. This is accomplished through the integration of the professional community, the industry, the government sector, and the community in general, by means of strategic alliances and collaborative agreements. Advanced technology is one of the principal teaching tools that supports the entire academic and administrative services and has a direct impact on the student's activities.

The School of Science and Technology at UAGM- Carolina Campus collaborates with the university community in the development of an environment that fosters the study in harmony within the goals from the Institutional Vision and Mission Statement.

MISSION

The mission of the School of Science and Technology is to serve the university's community as an Applied Science School. The learning process is based in promoting, disseminating and building knowledge based on the scientific method, the technology and the research.

VISION

The School of Science and Technology is centered on student's services with foundations from values, ethic and inherent processes to Science. Faculty development is offered through basic research, classroom research and community services. Faculty research projects will be based on applied sciences topics. In addition, activities are promoted for industrial services, the scientific peers, teaching and general community. Learning processes such as active learning and undergraduate research are tools used for student conceptual development. Programs are centered on applied science involving Biology, Biotechnology, Environmental Science, Engineering, Chemical Technology, Applied Mathematics and Instrumentation at the associate degree and bachelor levels.

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GOALS

The goals of the School of Science and Technology are as follows:

1. Provide service courses to contribute to the development of an analytical, scientific, and environmentally conscious culture within the university community.
2. Strengthen the undergraduate research program through activities related to faculty and student development.
3. Provide a stimulating academic environment where students will be prepared for life, assume leadership roles, and develop critical thinking skills to be able to confront a technologically changing world.
4. Maintain and continue to develop strategic alliances and collaborative agreements that allow for the strengthening of the academic programs.
5. Implement assessment tools in the classroom, the academic programs, and the services offered by the School.

FACULTY

Arcelay Gutiérrez, Angel, Professor
PhD, Biochemistry, The Ohio State University

Colón Guasp, Wilfredo, Professor
PhD, Environmental Horticulture, University of Florida

Collazo Rivera, Glenda, Assistant Professor
EdD, Teaching Math Curriculum, University of Puerto Rico, Rio Piedras Campus

González Rodríguez, Sandra, Professor
MS, Chemistry, University of Puerto Rico, Río Piedras Campus

González Oquendo, Carlos, Instructor
MS, Electrical Engineering, University of Puerto Rico, Mayaguez Campus

Gonzalez Sánchez, Juan, Assistant Professor
PhD, Chemical Physics, University of Puerto Rico, Río Piedras Campus

Lizardi O'Neill, Lilliam, Professor
PhD, Physiology, University of Puerto Rico, Medical Sciences Campus

Lopez Goglad, Jorge, Instructor
MA, Applied Mathematics, Interamerican University of Puerto Rico

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Ortiz Reyes, Jorge, Instructor
MEd, Mathematic Education, University of Phoenix

Ortiz Fernandez, Jorge, Assistant Professor
EdD, Curriculum and Teaching- University of Puerto Rico, Río Piedras Campus

Malavé Llamas, Karlo, Assistant Professor
PhD, Environmental Science-Biology, Universidad del Turabo

Méndez Torres, Loyda B., Associate Professor
PhD, Environmental Toxicology, University of California, Irvine

Pérez Vélez, Mariel E., Associate Professor
PhD, Microbiology and Medical Zoology, University of Puerto Rico, Medical Sciences Campus

Rivera Rivera, Linda, Assistant Professor
PhD, Biochemistry, University of Puerto Rico, Medical Sciences Campus

Rivera Ruiz, Marielis E., Assistant Professor
PhD, Biochemistry, University of Puerto Rico, Medical Sciences Campus

Rodríguez Bonano, Nydia, Professor
PhD, Microbiology and Medical Zoology, University of Puerto Rico,
Medical Sciences Campus

Salazar Melendez, Gerardo, Instructor
BS, Mechanical Engineering, Universidad de Zulia, Venezuela

Santiago Edgardo, Assistant Professor
MBA, Business and Organizational Security Management,
Webster University, Florida
BS, Electronics Engineering Technology, University of Puerto Rico, Bayamón Campus

Torres Colón, Jorge, Assistant Professor
MA, Mathematics Education, Interamerican University of Puerto Rico
MS, Data Analysis and Survey Design, National University of Distance Education in Spain

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ADMINISTRATIVE STAFF

Malavé Llamas, Karlo, Acting Dean
PhD, Environmental Science-Biology, Universidad del Turabo

Carrasquillo Medina, Alex D., Associate Dean
MS, Networking and Telecommunications Management, Universidad del Turabo

Diazgranados Jimenez, Jorge A., Director
Department of Engineering Technology and Aerospace Sciences
MS, Mechanical Engineering, Universidad de Puerto Rico, Mayagüez Campus

Lugo Alvarado Fránces N., Life Science Program Director
PhD, Enviromental Science, Universidad del Turabo

Rivera Rosa, Miriam, Director Administrative Services
MBA, Management, Universidad Metropolitana

Bigio Ferreira, Yazmin, Student Affair Official
MBA, Human Resources, Universidad del Turabo

Delgado Sánchez Leticia, Administrative Assistant
BA, Executive Secretary, Universidad del Este

TECHNICAL STAFF

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BS,Microbiology, Universidad del Este

Feliciano Vélez, Arlin, Laboratory Technician
MS, Biology, University of Puerto Rico, Mayagüez Campus

Martínez Algarín, Luz T., Laboratory Technician, CECMAT
MBA, Human Resources, Universidad del Turabo

La Santa Maldonado, Anthony J., Laboratory Technician
BS, Electronic Engineering, University of Puerto Rico, Bayamón Campus

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PROGRAM DESCRIPTIONS

Electronic Engineering Technology

The Electronic Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communications systems, and power electronic systems. The program is designed to prepare the individual to become a competent electronic technician capable of working and communicating with engineers, scientists, and production personnel. Their work requires the application of scientific and mathematical theory as well as specialized knowledge and skills in some aspect of technology.

Networking Engineering Technology

The Networking Engineering Technology curriculum prepares individuals to become engineering technicians who design, install, test, troubleshoot, repair, and modify data communications networks systems such as local area computer networks, wide area computer networks and industrial devices networks within an automation system. The curriculum includes the CISCO Academy courses that will prepare the student for the Cisco Certified Network Associates CCNA professional certification. The graduates from this program will be capable of working and communicating with engineers, scientists, and production personnel. Their work requires the application of scientific and mathematical theory as well as specialized knowledge and skills in some-aspect of networks technologies.

Avionics Engineering Technology

The Avionics program is an Associate of Science Degree in Engineering from a technical and practical perspective that trains high-quality professional technicians with great domain expertise, appropriate manual skills, and effective communication skills.

This degree aims to develop the student's capacity to implement a selection of fundamental concepts of Science, Mathematics, Computers, General Engineering, and the expertise of Avionics. The program incorporates activities related to the repair and maintenance of navigation equipment, radio communications, radar systems, and other instruments and computers that control the aircraft electronic systems within dynamic industrial or technical services.

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Professional Pilot Technology

The Professional Pilot program is an Associate of Science Degree in Aviation from a technical and practical perspective that trains high-quality professional pilots with great domain expertise, appropriate manual skills, and effective communication skills. This degree aims to develop the student's capacity to implement a selection of fundamental concepts of Science, Mathematics, General Aviation, and the expertise of Aircraft flying. The program incorporates the requisites related to obtain the FAA (Federal Aviation Administration) ratings in Private, Instrument and Commercial Single Engine Pilot.

Microbiology

The microbiologist studies the growth, structure, development, and characteristics of bacteria and other microorganisms, matches the transformation and manipulation of them and incorporates them in the manufacture of genetically engineered products. A graduate in this program can be employed in the food industry, manufacturing and pharmaceuticals, biotechnology, and environmental microbiology. This degree can also be used to continue studies in medicine or go on to graduate studies.

Biology

The graduate with this degree will be fully able to grasp and understand the theories, concepts, and practical foundation of biology in all its dimensions. The graduate will be able to identify and solve problems using scientific inquiry procedures. This degree can also be used to continue studies in medicine or go on to graduate studies.

Biotechnology

A graduate from this degree will be able to work in specialized laboratories in the food industry, pharmaceuticals, and regulatory agencies either within government institutions or agencies or within the private sector. This degree can also be used to continue studies in medicine or go on to graduate studies.

Post Baccalaureate Certificate in Medical Technology

A program that prepares individuals to conduct and supervise complex medical tests, clinical trials, and research experiments; manage clinical laboratories; and consult with physicians and clinical researchers on diagnoses, disease causation and spread, and research outcomes. Includes instruction in the theory and practice of hematology, clinical chemistry, microbiology, immunology, immunohematology, physiological relationships to test results, laboratory procedures and quality assurance controls, test and research design and implementation, analytic techniques, laboratory management, data development and reporting, medical informatics, and professional standards and regulations.

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ADMISSIONS REQUIREMENTS

Admissions requirements to some specific programs:

- Associate in Engineering
  - High school grade point average of 2.00 or above.
  - Passing grades in high school Mathematics.
- Specific requirements for Professional Pilot Technology
  - High school grade point average of 2.5 or above.
  - Passing grades in high school Mathematics with grade C.
  - Passing grades in high school English with grade B
  - Attend an orientation meeting with representatives of the school
- Bachelors of Science
  - High school grade point average of 2.00 or above.
  - Passing grades in high school Biology, Mathematics, and Chemistry.
- Post Baccalaureate Certificate in Medical Technology
  - Bachelor in Science
  - GPA 2.5 or above
  - Two recommendation letters
  - Three years of general courses and basic sciences are required as stated below.

Biology	6 credits
Anatomy and Physiology	4 credits
General Microbiology	4 credits
General Chemistry	8 credits
Organic Chemistry	8 credits
Analytical Chemistry	4 credits
General Physics	8credits
Mathematics	6 credits
Genetics	4 credits
Biochemistry or Molecular Biology	4 credits
Immunology	3 credits
English	3 credits

  - Be interviewed by the admission committee

GRADUATION REQUIREMENTS

Students must have satisfactorily completed the prescribed number of credits with a grade point average GPA of 2.00 (C) or higher.

The graduation requirements for the major will be 2.3 for both the associate and bachelor's degrees.

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ASSOCIATE IN SCIENCE IN ELECTRONIC ENGINEERING TECHNOLOGY

Total credits: 63

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
BIGS 101+	Environmental Science	3	
Total		**19**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
MATH 130	Pre-Calculus I	3	MAGS 110*
MATH 131	Pre-Calculus II	3	MATH 130
PHSC 203+	General Physics I	4	MATH 131
ENGI 250	Introduction to Engineering Economics and Management	3	MAGS 110*
ENGI 100	Introduction to Engineering	3	
ENGI 160+	Introduction to Engineering Graphics	3	
Total		**19**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
EETP 202+	Circuit Analysis I (DC)	3	MAGS 110 – Co
EETP 203+	Circuit Analysis II (AC)	4	EETP 202
EETP 210	Microprocessors	3	EETP 215+
EETP 211	Electronic Communication Systems	4	EETP 216+
EETP 212	Electronic Technician Licence Review	1	EETP 211 – Co
EETP 215+	Digital Circuits	4	
EETP 216+	Electronic Circuits	5	EETP 203+
ETAP 300	Engineering Technology Application Project	1	NETP 209+ - Co
Total		**25**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests(PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE IN SCIENCE IN ENGINEERING TECHNOLOGY NETWORKING

Total credits: 66

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
BIGS 101+	Environmental Science	3	
Total		**19**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
MATH 130	Pre-Calculus I	3	MAGS 110*
MATH 131	Pre-Calculus II	3	MATH 130
PHSC 203+	General Physics I	4	MATH 131
ENGI 250	Introduction to Engineering Economics and Management	3	MAGS 110*
ENGI 100	Introduction to Engineering	3	
ENGI 160+	Introduction to Engineering Graphics	3	
Total		**19**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
EETP 202+	Circuit Analysis I (DC)	3	MAGS 110 – Co
EETP 203+	Circuit Analysis II (AC)	4	EETP 202
NETP 202+	Networking Basics – CCNA 1	3	
NETP 203+	Routers and Routing Basics – CCNA 2	4	NETP 202+
NETP 204+	Switching Basics and Intermediate Routing – CCNA 3	4	NETP 203+
NETP 205+	WAN Technologies – CCNA 4	3	NETP 204+
NETP 208+	Computer and Networks Operating Systems	3	
NETP 209+	CCNA Security	3	NETP 205+
ETAP 300	Engineering Technology Application Project	1	NETP 209+ - Co
Total		**25**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests(PEAU).*
3. *The general average of graduation is2.00.*
4. *The minimum general average of major courses for graduation is2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registrationprocess.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE IN SCIENCE ENGINEERING TECHNOLOGY IN AVIONICS

Total credits: 66

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
BIGS 101+	Environmental Science	3	
Total		**19**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
MATH 130	Pre-Calculus I	3	MAGS 110*
MATH 131	Pre-Calculus II	3	MATH 130
PHSC 203+	General Physics I	4	MATH 131
ENGI 250	Introduction to Engineering Economics and Management	3	MAGS 110*
ENGI 100	Introduction to Engineering	3	
ENGI 160+	Introduction to Engineering Graphics	3	
Total		**19**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
EETP 202+	Circuit Analysis I (DC)	3	MAGS 110 – Co
EETP 203+	Circuit Analysis II (AC)	4	EETP 202
EETP 216+	Electronic Circuits	5	EETP 203+
AETP 202+	Aircraft Digital Electronics	3	
AETP 203+	Aircraft Communication Systems	3	EETP 203+
AETP 204+	Aircraft Navigation Systems	3	AETP 203+ - Co
AETP 205+	Aircraft Pulse Systems	3	AETP 202+
AETP 206	Radar Systems	3	AETP 203+
AETP 207	FCC License Review	1	AETP 206 - Co
Total		**28**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE IN AVIATION SCIENCE IN PROFESSIONAL PILOT TECHNOLOGY

Total credits: 57

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110*	Seminario de Inducción y Desarrollo Profesional del Estudiante	1	
SPGS 101*+ o SPGS 110 o SPGS 120	Español básico I: Lectura, redacción y comunicación oral Español intermedio I: Lectura, redacción y comunicación oral Español avanzado I: Lectura, redacción y comunicación oral	3	
ENGS 101+ o ENGS 110 o ENGS 120	Basic College English I Intermediate College English I Advanced College English I	3	
MAGS 101+ o MAGS 110	Matemática básica I o Fundamentos de Álgebra	3	
INGS 101	Introducción a la investigación y destrezas de información	3	
BIGS 101+	Ciencia ambiental	3	
Total		**16**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
ASCT 100	Comunicación en Aviación	3	
ASCT 101	Clima en Aviación	3	
ASCT 102	Sistemas de Aviones	3	
ASCT 103	Fisiología y Psicología de Vuelo	3	
ASCT 104	Seguridad en Aviación	2	
ASCT 105	Leyes y Regulaciones de la Aviación	3	
ASCT 106	Gerencia de Aeropuerto	3	
MATH 200	Estadística Básica	3	
PHSC 228	Compendio de Física	3	MAGS 120+
Total		**24**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
ATPP 200***	Teoría de Vuelo Piloto Privado	3	
ATPP 201	Private Pilot Flight I	1	ATPP 200
ATPP 202	Private Pilot Flight II	1	ATPP 200
ATPP 203	Private Pilot Flight III	1	ATPP 202
ATPP 204***	Instruments Ground School	3	ATPP 203
ATPP 205	Instrument Flight I	2	ATPP 204 - Co
ATPP 206	Instrument Flight II	2	ATPP 204 - Co
ATPP 207***	Commercial Pilot Ground School	3	ATPP 206
ATPP 208	Commercial Pilot Flight I	2	ATPP 207 - Co
ATPP 209	Commercial Pilot Flight II	2	ATPP 207 - Co
ATPP 210	Commercial Pilot Fligth III	2	ATPP 207 - Co
Total		**22**	

Important Notes:

1. *+ Course with Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU) or College Board.*
3. ****Course taught in English.*
4. *The general average of graduation is 2.00.*
5. *The minimum general average of major courses for graduation is 2.30.*
6. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
7. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
8. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*

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BACHELOR OF SCIENCE MAJOR IN MICROBIOLOGY

Total credits: 124

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEM 203+	General Chemistry I	4	MAGS 110
BIOL 203+	General Biology I	4	
CHEM 204+	General Chemistry II	4	CHEM 203+
BIOL 204+	General Biology II	4	BIOL 203+
CHEM 323+	Analytical Chemistry	4	CHEM 204+
MATH 130	Pre – Calculus I	3	MAGS 110*
MATH 131	Pre – Calculus II	3	MATH 130
MATH 221	Analytic Geometry and Calculus I	4	MATH 131
MATH 304	Introduction to Biostatistics	3	MATH 130
CHEM 351+	Organic Chemistry I	4	CHEM 204+
CHEM 352+	Organic Chemistry II	4	CHEM 351+
PHSC 203+	General Physics I	4	MATH 221
PHSC 204+	General Physics II	4	PHSC 203+
UNRE 201	Undergraduate Research Methodologies	3	BIOL 204+, CHEM 204+
CHEM 385+	Biochemistry	4	CHEM 351+
Total		**56**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 206+	General Microbiology	4	BIOL 204+
BIOL 208	Microbial Ecology and Diversity	3	BIOL 206+
BIOL 260+	Bacteriology	3	BIOL 206+
BIOL 308+	General Mycology	3	BIOL 206+
BIOL 324	Microbial Safety and Quality Control	1	BIOL 206+
BIOL 330	Immunology	3	BIOL 206+
BIOL 336+	Microbial Physiology and Genetics	4	BIOL 206+, CHEM 385+
BIOL 383+	Food Microbiology	3	BIOL 206+
BIOL 423+	Parasitology	3	BIOL 330
BIOL 425	Virology	3	BIOL 330
BIOL 400	Intership / Seminar in Applied Microbiology II	1	School approval
Total		**31**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR OF SCIENCE MAJOR IN BIOLOGY

Total credits: 123

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
Third Language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic German I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEM 203+	General Chemistry I	4	MAGS 110
CHEM 204+	General Chemistry II	4	CHEM 203+
BIOL 203	General Biology I	4	
BIOL 204	General Biology II	4	BIOL 203+
MATH 130	Pre – Calculus I	3	MAGS 110*
MATH 131	Pre – Calculus II	3	MATH 130
MATH 221	Analytic Geometry and Calculus I	4	MATH 131
MATH 304	Introduction to Biostatistics	3	MATH 130
CHEM 351+	Organic Chemistry I	4	CHEM 204+
CHEM 352+	Organic Chemistry II	4	CHEM 351+
PHSC 203+	General Physics I	4	MATH 221
PHSC 204+	General Physics II	4	PHSC 203+

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UNRE 201	Undergraduate Research Methodologies	3	BIOL 204+, CHEM 204+
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 228	Introduction to Ecology	3	BIOL 204+
BIOL 240	Modern Genetics	3	BIOL 206+
BIOL 330	Immunology	3	BIOL 206+
BIOL 206	General Microbiology	4	BIOL 204+
BIOL 331	Developmental Biology	4	BIOL 240+
BIOL 325	General Botany	4	BIOL 204+
BIOL 395	Laboratory Techniques in Biotechnology	3	BIOL 206+, CHEM 204+
BIOL 398	Cellular and Molecular Biology	4	BIOL 240+, CHEM 204+
BIOL 430	Zoology	4	BIOL 204+
BIOL 345	Evolution	3	BIOL 430
Total		**25**	
Electives			
Code	**Title**	**Credits**	**Prerequisite**
Elective		3	
Total		3	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
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BACHELOR OF SCIENCE MAJOR IN BIOTECHNOLOGY

Total credits: 124

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEM 203+	General Chemistry I	4	MAGS 110
CHEM 204+	General Chemistry II	4	CHEM 203+
BIOL 203	General Biology I	4	
BIOL 204	General Biology II	4	BIOL 203+
MATH 130	Pre – Calculus I	3	MAGS 110*
MATH 131	Pre – Calculus II	3	MATH 130
MATH 221	Analytic Geometry and Calculus I	4	MATH 131
MATH 304	Introduction to Biostatistics	3	MATH 130
CHEM 351+	Organic Chemistry I	4	CHEM 204+
CHEM 352+	Organic Chemistry II	4	CHEM 351+
PHSC 203+	General Physics I	4	MATH 221

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PHSC 204+	General Physics II	4	PHSC 203+
UNRE 201	Undergraduate Research Methodologies	3	BIOL 204+, CHEM 204+
CHEM 385+	Biochemistry	4	CHEM 351+
CHEM 323	Analytical Chemistry	4	CHEM 204+
Total		**56**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 206+	General Microbiology	4	BIOL 204+
BIOL 240+	Modern Genetics	3	BIOL 206+
BIOL 330	Immunology	3	BIOL 206+
BIOL 395+	Laboratory Techniques in Biotechnology	3	BIOL 206+, CHEM 204+
BIOL 398+	Cellular and Molecular Biology	4	BIOL 240+, CHEM 204+
BIOL 440	Environmental, Agricultural and Industrial Biotechnology	3	BIOL 206+, 398+
BIOL 450	Pharmaceutical and Medical Biotechnology	3	BIOL 206+, 398+
BIOL 460	Recombinant DNA Technology	3	BIOL 206+, 398+
BIOL 470	Seminar in Biotechnology	1	BIOL 450, BIOL 460
BIOL 490	Biotechnology Internship	1	BIOL 440, 450, 460
Total		**28**	
Electives			
Code	**Title**	**Credits**	**Prerequisite**
Elective		3	
Total		3	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
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POST BACHELOR CERTIFICANTE IN MEDICAL TECHNOLOGY

Total credits: 45

Major			
Code	**Title**	**Credits**	**Prerequisite**
SCMT 400	Introduction to Medical Technology	1	
SCMT 401	Introduction to Clinical Biochemistry	3	SCMT 400
SCMT 402	Introduction to Clinical Biochemistry II	3	SCMT 400; 401
SCMT 403	Hematology	4	
SCMT 404	Urinalysis	2	
SCMT 405	Immunohematology	4	SCMT 400
SCMT 406	Clinical Microbiology	4	SCMT 400
SCMT 407	Clinical Parasitology	3	SCMT 400, SCMT 406
SCMT 408	Virology	3	SCMT 400, SCMT 406
SCMT 409	Seminar in Medical Technology	3	Program Authorization
SCMT 410	Immunology and Serology	2	SCMT 400
SCMT 411	Operation of Medical Laboratory	2	SCMT 400
Total		**34**	
Clinical Practices			
Code	**Title**	**Credits**	**Prerequisite**
SCMT 412	Clinical Practice in Hematology Seminar in Medical Technology	2	SCMT 400, 403
SCMT 413	Clinical Practice in Immunohematology	2	SCMT 400, 405
SCMT 414	Clinical Practice in Clinical Chemistry	2	SCMT 400, 401, 402
SCMT 415	Clinical Practice in Microbiology	2	SCMT 400, 406
SCMT 416	Clinical Practice in Immunology and Serology	1	SCMT 400, 410
SCMT 417	Clinical Practice in Urinalysis	1	SCMT 400, 404
SCMT 418	Clinical Practice in Parasitology and Virology	1	SCMT 400, 406 407, 408
Total		**11**	

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COURSE DESCRIPTIONS

BIOLOGY

BIOL 103 Anatomy and Physiology I
4 Credits

This course studies the fundamental concepts of Human Anatomy and Physiology. It emphasizes the structure-function relationship of all systems in the human body with a clear understanding of how these systems integrate to achieve homeostasis. Pathological conditions, diagnosis, testing and treatment will also be discussed to enhance understanding of normal body functions. This course covers basic principles of cellular biology and biochemistry as well as the following systems: integumentary, skeletal, muscular, and nervous (including special organs and senses), and endocrine. One semester, 3 hours of lecture and 3 hours of laboratory per week.

BIOL 104 Anatomy and Physiology II
4 Credits

This course studies the fundamental concepts of Human Anatomy and Physiology. It emphasizes the structure-function relationship of all systems in the human body with a clear understanding of how these systems integrate to achieve homeostasis. Pathological conditions, diagnosis, testing and treatment will also be discussed to enhance understanding of normal body functions. This course covers basic principles of cellular biology and biochemistry as well as the following systems: Circulatory (cardiovascular and lymphatic), respiratory, immune, excretory, digestive and reproductive. One semester, 3 hours of lecture and 3 hours of laboratory per week.

BIOL 115 Introduction to Human Biology
3 credits

Study of anatomical structures and physiological processes in the human organism. Analyses of structure function relationships in human physiology. Understanding of the human organism as a whole. Evaluation of relevant pathological conditions associated with different organ systems. Use of computer software to aid in the understanding of physiological phenomena and to enhance group discussions. Critical evaluation, development and appreciation of those practices that promote health to individuals and populations. Teaching strategies include, case presentations, research tasks, written reports, cooperative work and “in-classroom” laboratory exercises. One Semester, 3 hours of lecture per week.

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BIOL 203 General Biology I
3 credits

First part of the general biology introductory course. Study of living organisms: characteristics, organization, and diversity. Emphasis is drawn upon specializations, adaptations, biochemical, and metabolic features at different organizational levels. Evolution is worked out as the unifying principle of biology. Inquiry, science processes' implementation, case studies, field trips, investigative laboratories, cooperative learning, and reflective discussions, among others, help in the development of students' attitudes and skills for taking personal, ethical and social decisions. Several modalities of students' assessment and evaluation will secure a holistic student's learning estimate. One semester, 3 hours of lecture and 3 hours of laboratory per week.

BIOL 204 General Biology II
4 Credits

Second part of the general biology course. This course gives the student the opportunity to; construct biological concepts that they will need in advanced courses and in their daily life; and their interconnections such as: biodiversity, tissue, organs and animal and plants systems specialization and adaptation, extinction, conservation and factors that determine evolution (natural selection and heritage). It also examines their beliefs and prejudices about biological concepts; research where evolution occurred, who is affected, as well as been aware of the historical development of some biological ideas. Furthermore, it also develops scientific values and skills, and makes personal, ethical, and social decisions. One semester, 3 hours of lecture and 3 hours of laboratory per week.

BIOL 206 General Microbiology
4 Credits

This course studies the microorganism diversity that includes the Kingdoms Monera, Protists, and Fungi. Emphasis is given to the anatomy, metabolism and reproduction of microorganisms. In a general way the importance of microorganisms in the different areas of microbiology are also studied. Those areas include: industrial, medical, food, ecological and water microbiology, also virology and biotechnology. In the laboratory, there will be practices in aseptic techniques, different methods of isolating microorganisms and obtaining qualitative and quantitative information. Also, the identification of microorganisms through biochemical tests is practiced. One semester, 3 hours of lecture per week and 3 hours of laboratory per week.

BIOL 208 Microbial Ecology and Diversity
3 Credits

This course studies the interactions between the microbial biodiversity and the environment. It focuses on the activities of the diverse microbial populations on natural

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ecosystems, including those interactions between biotic and abiotic factors of such ecosystems. Includes practical experiences involving sampling, microbial collection and the measurement of physiological activities that allows the characterization of water, soil and air microflora. One semester, 2 hours of lecture per week, and 2 hours of laboratory per week.

BCHM 210 Survey in Biochemistry
3 Credits
This course will provide to study the structure and function of biomolecules including; water, proteins, lipids, carbohydrates, and nucleic acids. Essential nutrients such as amino acids, vitamins and minerals will be analyzed for their function and relevance. Structure and function of biological membrane, enzyme kinetics, thermodynamics principles that explain carbohydrate and lipids metabolism will be studied by the molecules involved. The course is developed through lectures with student participation reports, problem solving, cooperative work and individual assignments. The course consist of three hours of lecture per week.

BIOL 228 Introduction to Ecology
3 Credits
An introduction to the general principles of ecology. Special focus will be on evolution and systems, and their applications to conservation of natural resources and human ecology. Special attention is also given to islands, bringing out examples in Puerto Rico. Emphasis will be given to the interrelation of different resources to species and communities. One semester, 3 hours of lecture per week.

BIOL 240 Modern Genetics
3 Credits
Study of the physiological and chemical concepts of heredity. Modern evolutionary principles will be analyzed through the study of Mendelian, molecular and population genetics. The student will (1) learn the structure and organization of the gene, (2) study the genetic behavior in populations and (3) become familiar with the concepts of genetic linkage and control of metabolism and growth. The course is developed through lectures, guided discussions, case studies and oral presentations, among others. During the laboratory the student will learn the basic methodologies that can be used to study, at the gene level, the heredity in organisms and populations. Ones semester, 2 hours of lecture and 2 hours of laboratory per week

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BIOL 260 Bacteriology
3 Credits

In this course, the students will gain the necessary knowledge to successfully classify and differentiate between pathogenic microorganisms responsible for the highest morbidity and mortality rates in humans. Moreover, the students will learn which are the main virulence and pathogenic factors in microorganisms and study the infectious processes of major diseases. The laboratory experiences will allow the student to obtain the basic tool for disease diagnosis. The course will be offered during a regular semester with a 2 hours lecture and 2 hours laboratory every week.

BIOL 308 General Mycology
3 Credits

A study of the morphology, physiology, distribution and taxonomy of the five (5) principal divisions of the mycota kingdom: zygomycetes, myxomycetes, basidiomycetes, ascomycets and deuderomycetes. Use and implications of the commercial application of fungi is explored. Laboratory experiences include the different methods of isolation, management, characterization or classification and control of fungi. One semester, 2 hours per week, 2 hours of laboratory per week.

BIOL 324 Microbial Safety and Quality Control
1 Credit

This course studies the determinant factors and appropriate practices to ensure quality control in microbiological laboratories in general, including clinical, pharmaceutical and food industry microbiological laboratories. The course describes techniques and methods for the prevention and management of microbiological contamination. It also studies the properties related to microbiological quality of products and all relevant processes involved in daily operations and production. It includes safety aspects related to personnel, internal laboratory environment, as well as external environments. It explores recommendations and regulations established by relevant agencies including: Food and Drug Administration (FDA), Environmental Protection Agency (EPA), International Organization for Standardization (ISO) and Occupational Safety and Health Administration (OSHA), and guidelines such as Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP), and Biosafety in Microbiological and Biomedical Laboratories (BMBL, 5th Ed.). One semester, 1 hour of lecture per week.

BIOL 325 General Botany
4 Credits

This course is an introduction to the fundamental structure and function of plants, including the plant cell, photosynthesis, respiration, genetics, and regulation of growth by

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hormones as well as external factors. An overview will be presented on major plant groups, including algae, fungi, bryophytes, ferns, gymnosperms and angiosperms. The course will focus on the angiosperms; their structure, development and the relation between their reproduction and movement of water and minerals. One semester, 3 hours of lecture per week and 3 hours of laboratory per week.

BIOL 330 Immunology
3 Credits

This course provides the students a general background in terms of the components and basic principles of the immune system and an immunology vocabulary and language. Also, this course integrates basic knowledge of defense against infection, innate and adaptive response, immune-related pathology, immunodeficiency and immunological barriers against drafts. In addition, familiarizes the student with the benefits of vaccination and other immunotherapies to modulate the immune response. Several activities are carried out in the classroom, such as group discussions, cases discussion and interactive computer search, which takes place during one semester, on a period of 3 hours per week.

BIOL 331 Developmental Biology
3 Credits

Study of the developmental patterns from gametogenesis to embryogenesis, explaining basic conceptual topics such as nuclear totipotency, cell determination, cytoplasmic localization, induction and morphogenesis. The course introduces the genetic and molecular analysis of development including the use of mutants, DNA cloning, and transgenic organisms. Explains the concepts of differential gene expression to understand how a three-dimensional organism unfolds in time. Special emphasis will be given to animal development. A one semester course or 3 hours lecture and 3 hours laboratory per week.

BIOL 336 Microbial Physiology and Genetics
4 Credits

The course will offer the students the general concepts related to cell structure and function, metabolism and gene regulation in bacteria. These concepts include transport systems, catabolism and anabolism, cell division, photosynthesis, genome structure, extra-chromosomal DNA elements, DNA mutation, and gene expression control. The laboratory experiences will focus on (1) the study of substrate utilization during catabolism in bacteria, (2) natural and artificial competency to acquired foreign DNA and (3) strategies for cloning so that the students learn how to manipulate DNA and study gene regulation and expression in vitro. The course will be offered during a regular semester with 3 hours of lecture and 3 hours of laboratory every week.

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BIOL 345 Evolution

3 Credits

The study of the mechanisms and pathways of evolution focusing on the ways in which genetic changes in populations lead to adaptation, speciation, and hereditary variation. The course includes discussions on the origin of life and humankind. One semester, 3 hours of lecture per week.

BIOL 383 Food Microbiology

3 Credits

In this course the students will learn which microorganisms comprise the indigenous flora or are classified as contaminating agents in foods and the types of infections and intoxications that they may cause. Emphasis will also be given to microorganisms that are commonly used for preparation and preservations of food products that are for human consumption. The course will include revision of laws and regulations from agencies related to the food industry like the Food and Drug Administration (FDA) and the Food Safety and Inspection Service (FSIS). The laboratory experiences will include the most relevant microbiological techniques use during food quality control. The student will also gain experience in sampling methodology. Moreover, the students will use the biochemical tests learn in General Microbiology to characterize the indigenous microflora in foods. One semester, 2 hours of lecture and 2 hours of laboratory per week.

BIOL 395 Laboratory Techniques in Biotechnology

3 Credits

Introduction to biotechnology techniques and their practical applications in microbiology. Analysis of the principles of molecular biotechnology in prokaryotes and eukaryotes and applications for organism identification, bio-pharmaceutical products, biotransformation and bioremediation. Study of practical applications in industrial, agricultural, environmental, legal and clinical biotechnology through case study and laboratory exercises. Specific examples illustrate different techniques used in applied microbiology. These examples include but are not limited to: restriction endonuclease analysis of DNA, DNA sequencing, cloning and expression, nucleic acid hybridization, gel electrophoresis and protein product isolation and purification. Emphasis on public perception and ethical issues in biotechnology as well as current perspectives. Combined conferences and “in-classroom” laboratory exercises and specific technique demos. One semester, 2 hours of lecture per week and 2 hours of laboratory per week.

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BIOL 398 Cellular and Molecular Biology
3 Credits

Studies the function and molecular organization of eukaryote and prokaryote cells. The course covers and describes the fundamental concepts of the structure and interaction of the biological molecules. An in-depth analysis is undertaken in order to understand the processes of storage, transcription and regulation of gene expression. The lab experience includes techniques of protein analysis and purification and the application of nucleic acids in the process of recombinant DNA. One semester, 3 hours per week, 3 hours of laboratory per week.

BIOL 400 Internship/Seminar in Applied Microbiology II
1 Credit

Continue supervised application of knowledge acquired during course work in the microbiology program as it applies to the different work scenarios. Emphasis is placed in modeling the appropriate performance of a professional microbiologist. Includes conferences, seminars and workshops pertaining to initiative, creativity, decision-making, conflict management, problem solving and topics relative to ethics, organizational behavior, and human relations. One semester, one hundred and sixty (160) hours per semester.

BIOL 423 Parasitology
3 Credits

Study of the general principles surrounding the biology, evolution and ecology of the relationships between parasites and their hosts. The course focuses on those parasites that cause diseases to humans on a global scale, emphasizing their life cycles, pathology, morphology, diagnoses, treatment, and control mechanisms. The course covers protozoa, helminthes and arthropods. Particular attention will be paid to those groups of parasites of medical, veterinary and socioeconomical interests. The laboratory portion will provide the students with the opportunity to identify several stages on the life cycle of parasites of medical and/or veterinary importance, as well as the form that parasite infections act against animal hosts. One semester, 2 hours of lecture and 2 hours of laboratory per week.

BIOL 425 Virology
3 Credits

This course includes the general study of viruses that infect animals, plants and humans. It also covers topics related to phages, viroids and prions. Students will learn specific areas of virology including the structure, life cycle and replication, genetic recombination, viral evolution, virus –host interactions, pathogenesis, clinical manifestations, immunity, epidemiology and control. Implementation of the virus in medicine and biotechnology are

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also presented. The main viruses' families are discussed individually. Several activities are undertaken in the classroom, such as group discussion, case presentations and interactive computer search. This course takes place during one semester, 3 contact hours per week.

BIOL 430 Animal Biology
3 Credits

Study of animal development and diversity through the analysis and discussion of the main evolutionary tendencies seen on this group of organisms. Examples of relationships between taxa are presented considering the concepts structure- function, and the solution provided by each taxon to the relationship between the animal and its environment. The biological mechanisms responsible animal development, life cycles and diversity will be discussed, and the importance of its conservation will be stressed. This course relates the study of zoology to ethical problems of environmental conservation and emphasizes the importance of citizens knowing about the native fauna when making responsible decisions in their daily chores. The course will be developed through conferences, case studies, and student contribution to the knowledge of Puerto Rican and Caribbean fauna through seminars and workshops. The course includes laboratory experiences, field trips, and the use of technological resources (internet and interactive CD's). One semester, 3 hours of lecture and 3 hours laboratory weekly.

BIOL 440 Environmental, Agricultural and Industrial Biotechnology
3 Credits

Study of applications in molecular biology, synthesis, sequencing and amplification of DNA and RNA, restriction endonucleases and protein synthesis, bioremediation and industrial biotechnology (excluding pharmaceutical industries). The course will examine new technologies that have revolutionized the manufacture, synthesis, and biological and engineering processes of biotechnology products using microorganisms, plant and animal cells. Use of biotechnology applications in agriculture including genetic engineering in plants, bacteria that promote plant growth, microbial insecticides, production of agricultural feedstock; and environmental applications including contaminant treatment and the use of biosensors for detecting environmental contaminants will also be examined. Legislations, rules and regulations (including patent requirements) relevant to genetically modified organisms will be discussed. Ethical aspects associated to these processes will be reflected upon. The course is developed through lectures, guided discussions, case studies and oral presentations, among others. One semester, 3 hours of lecture per week.

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BIOL 450 Pharmaceutical and Medical Biotechnology

3 Credits

Study of the production of drug delivery devices and shipping and handling of pharmaceutical products using microorganisms, virus, and plant and animal cells, for treatment of humans and diagnostic tests. The course will discuss the use of genetic engineering to produce transgenic and "knockout" mice, molecular diagnosis, production of monoclonal antibodies, vaccine vectors, antibiotics and human hormones. Novel discoveries and delivery devices of anti-viral drugs, human molecular genetics, genetic therapy, small molecule drugs, cell and tissue therapy, stem cell therapy, genetic bioengineering of organs and tissue, and virotherapy, among others. Ethical aspects associated to these processes will be reflected upon. The course is developed through lectures, guided discussions, case studies and oral presentations, among others. One semester, 3 hours of lecture per week.

BIOL 460 Recombinant DNA Technology

3 Credits

Introduction to the principles underlying medical and industrial applications of recombinant DNA. The study of genetics is now facilitated by a collection of recombinant DNA techniques designed for direct manipulation and chemical analysis of the genetic material that controls the cell. Selected examples are used to highlight the techniques in production, diagnosis and research. These include but are not limited to the following: specific cleavage of DNA with restriction endonucleases, DNA cloning, nucleic acid hybridization, gel electrophoresis, gene expression and protein purification. Emphasis is placed on ethical issues and public perception of the technology as well as the scientific issues. Lectures are combined with in- classroom laboratory exercises and demos of specific techniques. One semester, 3 hours of lecture per week.

BIOL 470 Seminar in Biotechnology

1 Credit

Development of communication skills needed by professionals in the field of biotechnology through student oral presentations and facilitated discussion. Topics include current scientific advances in biotechnology and the social impact of biotechnology. Biotechnology is a rapidly expanding field in which new information, discoveries and applications are reported each and every day. As with many areas of science, the most current information can only be found in journals or presented at scientific conferences and meetings; by the time textbooks are written, edited and published, much of the cutting-edge information may be outdated. This seminar course is designed to provide practice in the critical reading of research articles from scientific

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journals, and in the oral and visual presentation of scientific information to your colleagues. Because the use of genetically-engineered organisms in modern biotechnology has given rise to social, ethical, and legal considerations, we will examine these issues as well. One semester, 1 hour of seminar per week.

BIOL 490 Biotechnology Internship
1 Credit
The internship will consist of a period of observation, experimentation and job training in a biotechnology laboratory within industry or academia. The student will work under the guidance of a mentor to gain expertise in the manipulation of living organisms and the applications of basic technologies such as fermentation, molecular genetics and product manufacture. The internship provides an opportunity to improve intellectual and technical skills in research, safety practices, analysis and documentation. The student will master the theory, concepts and skills involving tools, materials, equipment and procedures. They will also master regulations such as Food and Drug Administration (FDA), Environmental Protection Agency (EPA), Occupational Safety & Health Act (OSHA); and Good Manufacturing Procedures (GMP) associated with the particular occupation of the industry or research laboratory. One semester, one hundred and sixty (160) hours per semester.

CHEMISTRY

CHEM 122 Chemistry for Health Sciences
4 Credits
Study of the composition and properties of the states of matter, the diverse types of chemical reactions, and energy transformations related to these reactions for inorganic and organic compounds, and biomolecules. The course emphasizes basic concepts of general, organic and biochemistry applicable to the different scenarios of patient healthcare through case studies, search of information through the internet and oral presentations using multimedia, among others. One semester, 3 hours of lecture and 3 hours of laboratory per week.

CHEM 203 General Chemistry I
4 Credits
First part of the introductory course of fundamental concepts in chemistry. Study of matter, its composition, properties, physical changes, and energy transformations related to these physical changes. Analysis of relevant environmental issues related to chemistry concepts. Promotion of decision-making on controversial issues involving chemistry and ethics. Investigate activities that promote the development of higher thinking process and hands-on experience on doing science. One semester, 3 hours of lecture, and 3 hours of laboratory per week.

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CHEM 204 General Chemistry II

4 Credits

Second part of the introductory course of fundamental concepts in chemistry. Study of matter, its composition, properties, chemical reactions, and energy transformations related to these reactions. Analysis of relevant environmental issues related to the chemistry concepts studied. Promotion of decision-making on controversial issues involving chemistry and ethics. Investigative activities that promote the development of higher thinking processes and hand-on doing science. One semester, 3 hours of lecture, and 3 hours of laboratory per week.

CHEM 323 Analytical Chemistry

4 Credits

Introduction to the fundamental theory and practice of analytical chemistry. The course focuses on the study of chemical equilibrium of acid-base systems, complex formation, and electrochemistry through the use of case studies and problem-solving strategies. In addition, basic statistics applied to analytical data and sampling techniques are presented. The course is developed through lectures, interactive demos, problem solving and oral presentations, among others. Gravimetric, volumetric, and spectrophotometric methods of analysis are studied and applied in the laboratory. One semester, 3 hours of lecture and 4 hours of laboratory per week.

CHEM 351 Organic Chemistry I

4 Credits

Applies quantum mechanics concepts to explain the electronic structure of the carbon atom. Includes the molecular orbit theory, which explains the formation of the covalent bonds in organic molecules. Describes the structural isomerism and the stereochemistry, which provide for the chemical properties of the organic molecules. Nomenclature, structure and reactions of hydrocarbons, alkyls halides, alcohol, ethers and other aromatic compounds are described in this course. Determination of the organic structures using spectroscopy is performed. Laboratory practices include techniques required to analyze the chemical properties of organic molecules, reactions, and synthesis. One semester, 3 hours of lecture, and 3 hours of laboratory per week.

CHEM 352 Organic Chemistry II

4 Credits

Study of the chemical and physical properties of organic compounds as continued from the first part of the course. Groups of compounds such as aromatics, aldehydes, carboxylic acids and derivatives, amines and carbohydrates will be emphasized. Structure, reactions properties and synthesis of the various compounds will be analyzed. Applications and

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important uses of the compounds will be described using literature. The course is developed through lectures, interactive demos, problem solving and oral presentations, among others. Properties, reactions, and synthesis of the compounds will be established through a series of laboratories. One semester, 3 hours of lecture and 3 hours in the laboratory perweek.

CHEM 385 Biochemistry
4 Credits

A study of the biomolecules and organelles that conform the cell to explain their biological function. Describes biomolecules, such as: proteins, carbohydrates, lipids, nucleic acids, and vitamins. Includes the study of the cell structure and the thermodynamic principles that describe the intracellular metabolic processes; biosynthesis and metabolic reactions of biomolecules with emphasis on nucleic acids and processes, such as, replication, transcription and protein biosynthesis. Laboratory practices include techniques, which help to analyze physical and chemical properties of biomolecules. One semester, 3 hours of lecture, and 3 hours of laboratory per week.

PHYSICS

PHSC 203 General Physics I
4 Credits

Course developed from concrete sequential experiences, use of analogies and problem solving to contribute to increase the scientific literacy in the students. This course seeks conceptual understanding by integration among concepts and disciplines and multi-contextual evaluation. The key concepts of this course are the force and its relationship with movement, "spatial" (work) and "time"(impulse) effects and how these concepts reveal the conservation of physical quantities like energy, among others. The concepts of field and potential and the analogy of the gravitational field with the electric field are also studies. One semester, 3 hours of lecture and 3 hours of laboratory per week.

PHSC 204 General Physics II
4 Credits

This course studies the dynamics of distinct entities such as: fluids, heat, electric changes, and waves; the behavior of matter and its energetic character at atomic level are also studied. Emphasis is given on studying analog systems to provide students the opportunity to recognize similar patters among the above-mentioned dynamics; concrete experiences are used in a classroom-lab environment but emphasis is given on abstraction in order for the student to refine this skill. This course also intends to contribute to increase scientific literacy in the students and that they perceive Physics as a toll to interpret the world. One semester, 3 hours of lecture and 3 hours of laboratory per week.

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PHSC 208 Survey in Physical Sciences

3 Credits

This course provides the student with knowledge about the physical world around him. You will know laws that explain why phenomena occur and how these laws apply to varied situations. In this way you will have a look at the broad scope of physics. For this, he will strengthen his knowledge of the language of the discipline; through demonstrations and analysis of experimental data, you will have the opportunity to develop your scientific literacy and understand techniques used in the discipline, including proper reporting. The topics are covered by revealing applications of the laws of physics in the case of movement of particles, fluids and waves, heat, energy in particles and in electric charges and interactions between them, by means of which some physicochemical properties of matter can be explained, and the evolution of the Universe. Students will be assessed using varied instruments, in class and online.

MATHEMATICS

MAGS 110 Foundations of Algebra

3 Credits

Study of algebraic expressions, laws of exponents, equations and inequalities, polynomials, rational expressions, radicals and quadratic equations. Emphasis on problem solving applied to situations of daily life and other areas of knowledge. Technology and information resources should be use in a responsible manner. It focuses on the development of technological and quantitative reasoning competences. The course consists of three (3) hours of lecture per week.

MATH 130 Pre-Calculus I

3 Credits

Study of relations and functions, graphs, polynomial, rational and inverse functions, linear direct and inverse variation, and the binomial theorem. Emphasis is made in applications in biology, chemistry, physics, and engineering, and the use of technology tools to develop mathematical concepts and problems solving. One semester, 3 hours of lecture per week.

MATH 131 Pre-Calculus II

3 Credits

Study of exponential, logarithmic and trigonometric functions, including analytic trigonometry. It also includes topics in analytic geometry such as conic sections and polar coordinates. Emphasis is made in applications in biology, chemistry, physics, and engineering, and the use of technology tools to develop mathematical concepts and problems solving. One semester, 3 hours of lecture per week.

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MATH 201 Basis Statistics

3 Credits

This course includes descriptive statistics topics such as: basic definitions, sampling techniques, frequency distributions and their graphical representations through histograms, line graphs, pie charts, warheads, bar graph, stem and leaf diagram. The measures of central tendency and dispersion are studied. Normal distribution of z values. The concept of simple linear regression and correlation is also included. The calculator and the computer are used responsibly to develop concepts and skills.

MATH 221 Analytic Geometry and Calculus I

3 Credits

This course covers the following advanced mathematic principles: the limit of a function, theorem of limit, continuity, the derivative, differentiation of algebraic, trigonometric and logarithmic functions, applications to physics, fundamental theorem of differential calculus, Ralle theorem, mean value theorem, applications of the derivative to the drawing of curves, assumptions and primitive functions, the properties of Cauchy and Riemann additions, gravity, inertia and pressure centers, Legesgue integral and integration methods. One semester, four hours of integrated lecture and lab.

MATH 304 Introduction to Biostatistics

3 Credits

Study of theory, sampling methods, summarization and graphic representation of data. Measures of central tendencies, location and spread will be determined. Application of probability, combinations and permutations, probability distributions and the central limit theorem. Study of hypothesis testing, confidence intervals, T or Z test, correlations, linear regressions, Chi-square test, and variance analysis through cooperative learning, research projects, concept mapping, and oral presentations. One semester, 3 hours of lecture per week.

MEDICAL TECHNOLOGY

SCMT 400 Introduction to Medical Technology

1 credit

The course conceptualize the issues related to the development of clinical laboratory medicine, including: agencies that regulate the profession of medical technology, requirements for the operation of both institutional clinical laboratories and community and variable work settings for professionals. The course presents the development of technologies applied to the clinical analysis and basic concepts of molecular techniques in use today.

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SCMT 401 Introduction to Clinical Biochemistry I
3 credits
Introduction to the blood and body fluids biochemistry. Specific topics to be addressed are: enzymes, carbohydrates, proteins, iron ions and cations, toxicology, therapeutic and drug abuse. Correlations between clinical and pathological laboratory tests are discussed. The student will demonstrate the purpose and value of diverse formulas and its suitable uses in clinical laboratory and relevance of the rules for quality control.

SCMT 402 Introduction to Clinical Biochemistry II
3 credits
Introduction to the blood biochemistry. Specific topics to be addressed are: lipids, thyroid hormones, functions of the gastrointestinal system and renal homeostasis and electrolyte balance. Correlations between clinical and pathological laboratory tests are discussed. The student will demonstrate the purpose and value of diverse formulas and its suitable uses in clinical laboratory and relevance of the rules for quality control. The course includes conferences and workshops.

SCMT 403 Hematology
4 credits
This course conceptualizes the different blood components that compose the blood and hematopoietic system, including the procedures and techniques used in hematology and phlebotomy. The quality control of hematology and coagulation, blood count and components will be discussed, including: red blood cells indices, differential morphology of red blood cells, and platelets. It will discuss and classify specific tests for the diagnosis of leukemia and lymphomas, disorders of white blood cells and red blood cells; molecular diagnostic techniques will be evaluated and its relevance in the diagnosis of hematopoietic diseases. The cell counts and chemical tests of body fluids will be discussed and the protocols used for clinical assessment and analysis of body fluids. The principles
and techniques of coagulation and the process of fibrinolysis will be discussed. The course includes conferences, case studies and workshops.

SCMT 404 Urinalysis
2 credits
This course covers the essential topics for the complete urinalysis. The course includes physical, chemical and microscopic examination of urine. The physiological aspects and clinical pathology correlation of test are discussed. The confirmation tests, reporting of results and quality control of the entire process will be discussed. The course will include workshops which introduce the student to the physical, chemical and microscopic examination of urine.

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SCMT 405 Immunohematology

3 Credits

The course conceptualizes the topics on the serology of blood groups (ABO) and Rh. The techniques of collection, processing and storage of blood derivatives; immunohematology, the basics of genetics, immunology, antiglobulin test and quality control will be defined and demonstrated. It presents and classifies the causes of complications in transfusions, ethical and legal implications. During the development of the course lectures, case studies and workshops will be included which provide future professionals the opportunity to practice routine and more complex procedures in the pre-transfusion and post-transfusion, including adverse reactions.

SCMT 406 Clinical Microbiology

4credits

This course covers diseases caused by bacteria, fungi and the concept of normal flora. Lifecycle, insolation, symptoms, diagnosis and health controls are studied. Procedures and proper techniques for identification, differentiation, morphology and collection of samples will be discussed. The course will include laboratory trials which will provide students with the basic skills to isolate and identify bacteria and fungi. The student will be trained in differentiation and antibiotic selection depending on the type of pathogenic organism. The importance of molecular diagnosis of infectious pathogens will be discussed.

SCMT 407 Clinical Parasitology

3 credits

This course covers diseases caused by parasites. Life cycles, isolation and identification, symptoms, diagnosis and health checks for parasites are studied. Correct procedures and techniques for the collection of samples will be discussed. The course will include laboratory trials which will provide students with the basic skills to identify parasites. The impact of globalization and the spread of parasites will be discussed.

SCMT 408 Virology

3 credits

This course covers diseases caused by viral agents. The structure, transmission, classification, viral nomenclature, replica, isolation, evolution, resurgence of viral outbreaks and pandemics will be studied; viral diseases, diagnostics and health checks for outbreaks will also be studied. Correct procedures and techniques for the collection of samples will be discussed.

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SCMT 409 Seminar in Medical Technology
1 credit
The components required for the preparation of writing reports in research are discussed. The student will develop basic communication skills, publications analysis, data management, ethics in the profession, use of specialized programs which are necessary for a professional in the field of medical technology. The course will include training workshops in preparation for the certification as a Medical Technologist in both state and national board exams.

SCMT 410 Immunology and Serology
2 credits
The course conceptualizes topics on the study of antibodies in human serum. Students will recognize the various methods currently used for identifying both infectious and pathological conditions in humans. The course will include laboratory trials which will provide students with the basic general skills in the specialty. Quality control will be emphasized to ensure the accuracy and precision of the results generated.

SCMT 411 Operation of Medical Laboratory
2 credits
The course covers all aspects of compliance, Standard Operating Procedures (SOP, for its acronym in English), cost control, procurement of services, specialized certifications and continuing education of personnel, maintenance, calibration and certification of equipment, disposal of biomedical waste, inventory of reagents and chemical reagents and chemical storage, and process of quotation and purchase of materials and equipment.

SCMT 412 Clinical Practice in Hematology Seminar in Medical Technology
2 credits
Clinical practice where students are performing clinical analysis in the specialty of Hematology and Coagulation. Students will apply the knowledge acquired in previous courses related to these topics. Students will analyze representative samples of the daily routine of the facility having a significant number of both, specimens of a healthy population and those with pathological conditions. The student becomes familiar with phlebotomy, automated systems and manual methods, specific calculations of hematological indices; importance of averages, means and quality control required by state and federal agencies. They will be directly supervised by qualified personnel of the facility at all times.

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SCMT 413 Clinical Practice in Immunohematology
2 credits
Clinical practice where students are testing immunohematology. The student will observe the process of bleeding in Blood Bank, processing and storage of pints of blood and blood components. Students conduct general and special blood bank tests, compatibility, coombs, clinical evaluation results from the norm and adverse events resulting in blood transfusion. The student will be practice with automated systems, manual methods and quality control as required by state and federal agencies. They will be directly supervised by qualified personnel of the facility at all times.

SCMT 414 Clinical Practice in Clinical Chemistry
2 credits
Clinical practice where students will be specialize in Clinical Chemistry. The student will apply both manual and automated techniques. They will do special routine tests, evaluate the daily quality control testing and validation. It will use automated equipment and manual methods. They interact with computer systems as required. They will apply the protocols and requirements needed by state and federal agencies to comply with the regulations. They will be directly supervised by qualified personnel of the facility at all times

SCMT 415 Clinical Practice in Microbiology
2 credits
Clinical practice where students will be specialized in Clinical Microbiology. They will use manual and automated methods. The students will do general and special tests. They will focus on the use of computer systems, patterns of susceptibility, infection control and quality assurance as required by state and federal agencies. They will be directly supervised by qualified personnel of the facility at all times.

SCMT 416 Clinical Practice in immunology and serology
1 credit
Clinical practice where students will be specialized in Serology. The student will do manual techniques and automated methods. The students will hold general and special tests. They will pay attention to the validation of tests and monitoring strategies for identifying serologic markers for the diagnosis and monitoring of infectious agents. The students will interact with computer systems as required. They should apply the protocols and requirements needed by state and federal agencies to comply with the regulations of law. They will be directly supervised by qualified personnel of the facility at all times

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SCMT 417 Clinical Practice in Urinalysis
1 credit
Clinical practice where students will be specialized in urinalysis. The student will perform manual techniques currently used in clinical laboratories and automated. The students will do general and special tests, become familiar with quality control. They will pay attention to the validation of tests and monitoring systems automated and manual methods. They will interact with computer systems as required. The students will apply the necessary protocols and requirements requested by the state and federal agencies to comply with the regulations of law. They will be directly supervised by qualified personnel of the facility at all times.

SCMT 418 Clinical Practice in Parasitology and Virology
1credits
Clinical practice where students will be specialized in Clinical Parasitology and Virology. They will use standardized techniques for the isolation and identification of parasites. They will do general and special tests. The methodologies used in the identification of viruses will be discuses; computer systems, infection control and quality assurance as required by state and federal agencies will be presented. They will be directly supervised by qualified personnel of the facility at all times

UNDERGRADUATE RESEARCH

UNRE 201 Undergraduate Research Methodologies
3 Credits
Application of the scientific method to the development of research project. It provides an introduction to the processes such as formulating hypothesis, specific mains, experimental design and statistical analysis. The students will have experience to reading, analyses and discuss articles from scientific journals. Students are required to write a research proposal on a subject of interest. One semester, 3 hours of lecture per week.

UNRE 202 Undergraduate Research II
1 Credit
This course consists of practical research experiences. Each student develops their own research project based on their research proposal developed in UNRE 201. The student will go through all the steps necessary for carrying out a research project. One semester, 1 hours per week.

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UNRE 203 Undergraduate Research III

1 Credit

This course consists of practical research experiences. Each student develops their own research project based on their research proposal developed in UNRE 201. The student will go through all the steps necessary for carrying out a research project. This course provides the student a continuation of his research activities from UNRE Students are required to make presentations to the community. One semester, 1 hours per week.

UNRE 204 Undergraduate Research IV

1 Credit

This course consists of practical research experiences. Each student develops their own research project based on their research proposal developed in UNRE 201. The student will go through all the steps necessary for carrying out a research project. This course provides the student a continuation of his research activities from UNRE Students are required to make presentations to the community. One semester, 1 hours per week.

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DEPARTMENT OF ENGINEERING TECHNOLOGY AND AEROSPACE SCIENCES

MISSION

To facilitate the development of future engineering and aerospace technicians who will effectively and ethically apply, in their work environment in local and/or international communities, their acquired knowledge and their research, problem solving, teamwork, creativity, and leadership skills.

STUDENT OUTCOMES

a. An ability to apply the knowledge, techniques, skills, and modern tools of the discipline to narrowly defined engineering technology activities.
b. An ability to apply knowledge of mathematics, science, engineering, and technology to engineering technology problems that require limited application of principles but extensive practical knowledge.
c. An ability to conduct standard tests and measurements, and to conduct, analyze, and interpret experiments.
d. An ability to function effectively as a member of a technical team.
e. An ability to identify, analyze, and solve narrowly defined engineering technology problems.
f. An ability to apply written, oral, and graphical communication in both technical and nontechnical environments; and an ability to identify and use appropriate technical literature.
g. An understanding of the need for an ability to engage in self-directed continuing professional development.
h. An understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity.
i. A commitment to quality, timeliness, and continuous improvement.

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FACULTY

González Oquendo, Carlos J., Instructor
MS, Electrical Engineering, University of Puerto Rico, Mayaguez Campus
BS, Electrical Engineering, University of Puerto Rico, Mayaguez Campus

Gonzalez Sánchez, Juan, Assistant Professor
PhD, Chemical Physics, University of Puerto Rico, Río Piedras Campus
MS, Physics, University of Puerto Rico, Rio Piedras Campus
BS, Applied Physics to Electronics, University of Puerto Rico, Humacao Campus

Santiago Edgardo, Assistant Professor
MBA, Business and Organizational Security Management, Webster University, Florida
BS, Electronics Engineering Technology, University of Puerto Rico, Bayamon Campus

Salazar Melendez, Gerardo, Instructor
BS, Mechanical Engineering, Universidad de Zulia, Venezuela

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MS, Telecommunication and Network Administration, Universidad del Turabo
BS, Electrical Engineering, Interamerican University of Puerto Rico, Bayamón Campus

Concepción Álvarez, Blanca F.
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BS, Electronic Engineering, University of Puerto Rico, Bayamón Campus

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MS, Urban Planning, University of Puerto Rico, Rio Piedras Campus
BS, Civil Engineering, Caribbean University, Bayamón Campus

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BS, Electrical Engineering, University of Puerto Rico, Mayaguez Campus

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BS, Aeronautical Sciences, Interamerican University of Puerto Rico
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AGI – Advance Ground Instructor
Commercial Pilot, Single Engine land and Multi Engine land

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BS, Electrical Engineering, Polytechnical University of Puerto Rico
MBA, Universidad del Este

Irizarry Ayala, Joshua
BS, Installation and Repair Computerized Systems and Network, Interamerican University of Puerto Rico, Bayamón Campus
AS, Networking Engineering Technology, Universidad del Este

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PROGRAM DESCRIPTION

Electronic Engineering Technology

The Electronic Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communications systems, and power electronic systems. The program is designed to prepare the individual to become a competent electronic technician capable of working and communicating with engineers, scientists, and production personnel. Their work requires the application of scientific and mathematical theory as well as specialized knowledge and skills in some aspect of technology.

Program Educational Objectives

Graduates of the Electronics Engineering Technology Program are expected to attain the following objectives:

1. Apply their knowledge in math, science, and engineering technology to solve technical problems related to electronic systems (electricity, analog and digital circuits, electronic communication, and microprocessor / embedded systems).
2. Manage, interpret, and communicate technical and non-technical documents in cross functional teams.
3. Apply ethical principles and show respect for diversity and culture.
4. Recognize the importance of continually improving their knowledge through continuing education and formal studies.

Networking Engineering Technology

The Networking Engineering Technology curriculum prepares individuals to become engineering technicians who design, install, test, troubleshoot, repair, and modify data communications networks systems such as local area computer networks, wide area computer networks and industrial devices networks within an automation system. The curriculum includes the CISCO Academy courses that will prepare the student for the Cisco Certified Network Associates CCNA professional certification. The graduates from this program will be capable of working and communicating with engineers, scientists, and production personnel. Their work requires the application of scientific and mathematical theory as well as specialized knowledge and skills in some aspect of networks technologies.

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Program Educational Objectives

Graduates of the Networking Engineering Technology Program are expected to attain the following objectives:

1. Apply their knowledge in math, science, and engineering technology to solve technical problems related to CISCO networking systems (LAN / WAN Design, Routing / Switching, Operating Systems, and Networking Protocols).
2. Manage, interpret, and communicate technical and non-technical documents in cross functional teams.
3. Apply ethical principles and show respect for diversity and culture.
4. Recognize the importance of continually improving their knowledge through continuing education and formal studies.

Avionics Engineering Technology

The Avionics program is an Associate of Science Degree in Engineering from a technical and practical perspective that trains high-quality professional technicians with great domain expertise, appropriate manual skills, and effective communication skills. This degree aims to develop the student's capacity to implement a selection of fundamental concepts of Science, Mathematics, Computers, General Engineering and the expertise of Avionics. The program incorporates activities related to the repair and maintenance of navigation equipment, radio communications, radar systems, and other instruments and computers that control the aircraft electronic systems within a dynamic industrial or technical service.

Program Educational Objectives

Graduates of the Avionics Engineering Technology Program are expected to attain the following objectives:

1. Apply their knowledge in math, science, and engineering technology to solve technical problems related to aircraft electronic systems (radar, communications, navigation, and pulse systems).
2. Manage, interpret, and communicate technical and non-technical documents in cross functional teams.
3. Apply ethical principles and show respect for diversity and culture.
4. Recognize the importance of continually improving their knowledge through continuing education and formal studies.

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Professional Pilot Technology

The Professional Pilot program is an Associate of Science Degree in Aviation from a technical and practical perspective that trains high-quality professional pilots with great domain expertise, appropriate manual skills, and effective communication skills. This degree aims to develop the student's capacity to implement a selection of fundamental concepts of Science, Mathematics, General Aviation and the expertise of Aircraft flying. The program incorporates the requisites related to obtain the FAA (Federal Aviation Administration) ratings in Private, Instrument and Commercial Single Engine Pilot.

ADMISSIONS REQUIREMENTS

- Associate in Engineering
  - High school grade point average of 2.00 or above.
  - Passing grades in high school Mathematics.
- Specific requirements for Professional Pilot Technology
  - High school grade point average of 2.5 or above.
  - Passing grades in high school Mathematics with grade C.
  - Passing grades in high school English with grade B
  - Attend an orientation meeting with representatives of the school

GRADUATION REQUIREMENTS

Students must have satisfactorily completed the prescribed number of credits with a grade point average of 2.00 (C) or higher or as required in their program of studies. The graduation GPA for the major will be 2.3 for both the associate and bachelor degrees.

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COURSE DESCRIPTIONS

ENGINEERING TECHNOLOGY

AETP 202 Aircraft Digital Electronics 3 Credits

Study and analysis of different kinds of flying instruments and their relationship with some numerical systems. Boolean algebra and Karnaugh Maps will be used to analyze, design and construct logic circuits, logic gates, combinational circuits, flip- flops, sequential circuits, counters, registers, multiplexers, memory interfaces, microprocessors and computer software designed for use in aircrafts. The course will be conducted through demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. One semester, 3 hours of integrated lecture and lab per week. EETP 202 Co-requisite.

AETP 203 Aircraft Communication Systems
3 Credits

This course will provide to the students the ability to develop, construct and analyze different functions of electronic communication systems. The student will distinguish the concepts of AM, FM and Single Side Band in oscillator circuits, tuning circuits, detectors, radio frequency amplifiers, transmission lines and antennas. The students will analyze and probe the characteristics of the concepts of very high frequency (VHF) and trans-receivers of analog, digital and satellite communication. The course will be conducted through demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: EETP 203

AETP 204 Aircraft Navigation Systems
3 Credits

This course introduces the study and analysis of different kinds of navigation instruments like the very high frequency navigation receiver, the very high frequency omnidirectional range (VOR), the glideslope and marker beacon receivers. The students will analyze the functions of the long-range navigation system, the inertial navigation system, and the global positioning system (GPS). The course will be conducted through demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: AETP 203

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AETP 205 Aircraft Pulse Systems

3 Credits

This course emphasizes the study and analysis of transponders used in air traffic control and distance measure equipment. The students will analyze and design circuits that include encoding, decoding, pulse transmission, reception and signal processing. The course will be conducted through demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: AETP 202

AETP 206 Radar Systems

3 Credits

This course emphasizes the study and analysis of pulse and microwave circuits fundamentals typically applied and used in Radar Systems. The students will analyze the radar systems functions in areas of weather and search. Elements like transmitters, modulators, and receivers, signal processing and other circuits will be focus of study and verification by the students. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis and laboratory practice. The student will do presentations, written reports, solve assign problems and will complete written and practical tests. One semester, 3 hours of lecture. Prerequisite: AETP 203

AETP 207 FCC License Review

1 Credit

This course provides to the students the review of learned concepts and its correspondent application with the objective to be certified by the Federal Communication Commission (FCC) with the General Radio-Telephone Operator and Radar Endorsement Licenses (Elements 1, 3 and 8). It will use the pool of questions available in the FCC web page and the equivalent test using the same scales of passing used by the Federal Agency. To be a graduation candidate, the students must pass this course. One semester, 1 hour of lecture. Prerequisite: Director Approval

ENGI 100 Introduction to Engineering

3 Credits

Introductory required course for all first-year engineering students. Introduction to the various specialties within the engineering profession will be emphasized. The students will be introduced to basic concepts of engineering design, project management and technical communication, laws and ethics of the engineering profession. This course will be based on demonstrations, lecture, case analysis, and responsible use of technology. The student will do presentations, written reports, solve assigned problems, and complete written and practical tests. One semester, 3 hours of lecture per week.

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ENGI 160 Introduction to Engineering Graphics
3 Credits

Course that includes principles of engineering drawing utilizing manual drafting methods, sketching and computer graphics with an introduction to descriptive geometry. The fundamentals of orthographic projection, auxiliary projections, sectioning, dimensioning and tolerances are presented. Isometric and oblique pictorials methods are covered as well as principles of interpretation of engineering drawings, symbols, types of views, and textural symbols. This course will be based on demonstrations, lecture, case analysis, and responsible use of technology. The student will do presentations, written reports, solve assigned problems, and complete written and practical tests. One semester, 3 hours of integrated lecture and lab per week.

ENGI 250 Introduction to Engineering Economics and Management
3 Credits

This course is designed to introduce undergraduate engineering students to the discipline of economics, in general, and principles of engineering economics in particular. While quantitative tools are used throughout the course, the primary focus of the material is on the fundamentals for general engineering economics and business decisions for planning, design, construction, operation, and maintenance. Also, this course will present Basic Engineering Management tools, graphical and mathematical approach of such topics as market equilibrium, elasticity, costs of production, and market structure. This course will be based on demonstrations, lecture, case analysis, and responsible use of technology. The student will do presentations, written reports, solve assigned problems, and complete written and practical tests. One semester, 3 hours lecture per week.

EETP 202 Circuit Analysis I (DC)
3 Credits

This course covers the analysis of passive DC circuits using Ohm's and Kirchhoff's Laws, network theorems, and branch/mesh/nodal analysis. It will include transient analysis of R-C and R-L circuits along with concepts of energy, power, and efficiency. This course will direct the student through each new concept by utilizing a balanced approach of theory and computer simulation lab projects. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. The student will do presentations, written reports, solve assigned problems, and complete written and practical tests. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: MATH 120

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EETP 203 Circuit Analysis II (AC)
3 Credits

This course covers the analysis of alternating current circuits and electromagnetism using Ohm's Law, network theorems, and branch/mesh/nodal analysis. It will include transient analysis of R-C, R-L and RLC circuits along with concepts of energy, power, efficiency, and filters. This course will direct the student through each new concept by utilizing a balanced approach of theory and computer simulation lab projects. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. The student will do presentations, written reports, solve assigned problems, and complete written and practical tests. One semester, 4 hours of integrated lecture and lab per week. Prerequisite: EETP 202

EETP 210 Microprocessors
3 Credits

This course includes an introduction to microprocessors and microprocessor-based systems. The student will learn machine and assembly language programming as well as understand the functions of interrupts and DOS entry points. The physical structure, architecture, and operation of the PC and its various peripheral attachments will be covered as well as PC troubleshooting techniques, board upgrades, and use of diagnostic software. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. The student will do presentations, written reports, solve assigned problems, and complete written and practical tests. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: EETP 215

EETP 211 Electronic Communication Systems
3 Credits

This course covers the fundamentals of electronic communication systems. It focuses a discussion of AM, FM, single side band and digital communications, oscillators, tuning circuits, detectors, radio frequency amplifiers, transmission lines and antennas. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. The student will do presentations, written reports, solve assign problems, will complete written and practical tests. One semester, 4 hours of integrated lecture and lab per week. Prerequisite: EETP 216

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EETP 212 Electronic Technician License Review
1 Credit

This course covers the fundamental topics of the test offered by the Board of Examiners of Electronics Technicians. Included is a discussion of the most relevant concepts in mathematics, physics, regulatory laws, circuits, and safety. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis and computer-generated tests similar to the offered by the Board of Examiners of Electronics Technicians. The student will do presentations, written reports, solve assigned problems and complete written tests. One semester, 1 hour of lecture. Prerequisite: Director approval

EETP 215 Digital Circuits
4 Credits

Analysis and design combinational logic and integrated circuits using Boolean Algebra, Karnaugh maps and logic diagrams. The student will study number systems, binary codes, and code conversions along with flip-flops, multivibrators, decoders, encoders, multiplexers, ADCs, DACs, RAM, ROM and its applications. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis and laboratory practice and responsible use of technology. One semester, 4 hours of integrated lecture and lab per week. Corequisite: EETP 202

EETP 216 Electronic Circuits
4 Credits

Analysis and design of solid-state semiconductor electronic devices; including diodes, bipolar and MOS transistors, zener diode regulators, clippers, clampers, amplifiers, comparators, power supplies and oscillators. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis and laboratory practice and responsible use of technology. One semester, 5 hours of integrated lecture and lab per week. Prerequisite: EETP 203

NETP 202 Networking Basics-CCNA1
3 Credits

Networking Basics-CCNA1 introduces Cisco Networking Academy Program students to the networking field. Emphasis in develop basic knowledge and skills on networks terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, routers programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Networking Basics-CCNA1 is the first of the four courses leading to the CISCO Certified Network Associate (CCNA) certification. One semester, 3 hours of integrated lecture and lab per week.

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NETP 203 Routers and Routing Basics-CCNA2
3 Credits

The study of routers equipment configuration and basics routing techniques. Skill development on how to configure a router, manage CISCO IOS Software, configure routing protocols, and create access lists controlling access to the router. Emphasis is given to initial router configuration, CISCO IOS Software management, routing protocol configuration, TCP/IP, and access control list (ACLs). Routers and Routing Basics-CCNA2 is the second of four CCNA courses leading to the CISCO Certified Network Associate (CCNA) certification. One semester, 4 hours of integrated lecture and lab per week. Prerequisite: NETP 202

NETP 204 Switching Basics and Intermediate Routing-CCNA3
4 Credits

The analysis and study of switching basics and intermediate routing concepts. The students will develop skills on IP addressing techniques, Variable Length Subnet Masking (VLSM), command-line interface configuration of switches, Ethernet switching, and intermediate routing configuration. Topics relative to intermediate routing protocols (RIP v2, single-area, OSPF, EIGRP), Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP), are also discussed. Switching Basics and Intermediate Routing-CCNA3 is the third of four courses leading to the CISCO Certified Network Associate (CCNA) certification. One semester, 4 hours of integrated lecture and lab per week. Prerequisite: NETP 203

NETP 205 WAN Technologies-CCNA4
3 Credits

Study and analysis of Wide Area Networks Technologies, configuration and troubleshooting. Students will acquire intensive skills development on advance IP addressing techniques and knowledge of Network Address Translation (NAT), Port Address Translation (PAT), and DHCP. Topics relative to WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking, are also discussed. WAN Technologies-CCNA4 is the last of four courses leading to the CISCO Certified Network Associate (CCNA) certification. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: NETP 204

NETP 208 Computer and Network Operating Systems
3 Credits

This course covers an introduction to the study of basic concepts, functions and commands of the various operating systems used on computers and networks. The students will develop skills in installation, operation, security management, configuration, fault finding, documentation, and basic "hardware" applied to the operating systems used in computers

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and servers. Among the operating systems used are Windows, Linux and Mac OS among others. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. The student will make presentations, written reports, solve assigned problems and will complete written and practical tests. One semester, 3 hours of integrated lecture and lab per week.

NETP 209 CCNA Security
3 Credits
Cisco Certified Network Associate (CCNA) Security emphasizes in security technologies, installation, troubleshooting, and monitoring for possible vulnerabilities and attacks in the various network devices to maintain the integrity, confidentiality and availability of data. This course will provide students to demonstrate mastery of the technologies that Cisco uses in its security infrastructure. The topics covered in this course enable the student to be certified as CCNA Security. This course will be based on demonstrations, lecture and interpretation of schematics, case analysis, laboratory practice and responsible use of technology. The student will do presentations, written reports, solve assign problems, will complete written and practical tests. One semester, 3 hours of integrated lecture and lab per week. Prerequisite: NETP 205

ETAP 300 Engineering Technology Application Project
1 Credit
The focus of the course is an application project-oriented course for the Electronic Engineering and Networking Technology Program. This is a team-oriented project course. The students will select a real world industrial or technical service project; forms teams as determined by the instructor, apply the knowledge and skills developed through the courses taken earlier in the program study for solving the project problem, and formally present their proposal to the class. Industrial plant visit will be an integral part of the class. One semester, 2 hours of lecture per week. Prerequisite: Director approval.

PROFESSIONAL PILOT TECHNOLOGY

ASCT 100 Aviation Communication
2 Credits
Students will be able to describe air traffic control communication procedures, fundamental differences between radar and non-radar operations, how to communicate with air traffic controllers, and how air traffic controllers sequence and direct aircraft. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 2 hours of lecture per week. Prerequisite: None

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ASCT 101 Aviation Weather
3 Credit

In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Also includes analysis and use of weather data for flight planning. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 3 hours of lecture per week. Prerequisite: None

ASCT 102 Aircraft Systems
3 Credits

Study of the general principles, operation, and application of pneumatic, hydraulic, electrical, fuel, environmental, protection and warning systems. Emphasis on types of aircraft structures and their control systems. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 3 hours of lecture per week. Prerequisite: None

ASCT 103 Physiology and Psychology of Flight
3 Credits

Instruction in flight physiology, the decision-making process, pilot health maintenance, psychological aspects of flight, human behavior as related to the aircraft cockpit, and aeromedical information of significance to flight crews. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 3 hours of lecture per week. Prerequisite: None

ASCT 104 Aviation Safety
2 Credits

Students will develop an attitude and philosophy for accident prevention. Topics include: ideal, practical, personal, and organizational safety procedures and goals; safety philosophies; aircraft accident reports; human factors; and principles of accident investigation, accident prevention programs, and accident statistics. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 2 hours of lecture per week. Prerequisite: None

ASCT 105 Aviation Law and Regulations
2 Credits

This course familiarizes the aviation students with both past and present legislative processes, public opinions, and political climates that have led to the creation of vast bodies of rules and regulations that govern pilots, aircraft owners, and aircraft operators.

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Discussion will include Title 14 CFR (the Federal Aviation Regulations) as set forth by the FAA, and then expand to include rules from other federal agencies such as the DOT, NTSB, TSA, and Congress. Consideration will also be given to state and local entities whose laws affect aviation. This course places special emphasis on current issues in aviation regulation and provides the student the opportunity to take an active role in the rule making process. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 2 hours of lecture per week. Prerequisite: None

ASCT 106 Airport Management
3 Credits

A study of the major functions of airport management including facilities and services, organization, human resources, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 3 hours of lecture per week. Prerequisite: None

ATPP 200 Private Pilot Ground School
3 Credits

This introductory level course provides the classroom instruction in preparation for initial flight training and the FAA Private Pilot Airplane Knowledge Test. Topics include the science of flight, airplane systems and instruments, weight and balance, aircraft performance, meteorology, physiology of flight, basic navigation techniques, radio navigation, the Air Traffic Control system, radio communications and Federal Aviation Regulations. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Private Pilot Airplane Knowledge Test. Students are required to be enrolled in, or have completed, this course prior to beginning Primary Flight training. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 3 hours of lecture per week. Prerequisite: None

ATPP 201 Private Pilot Flight I
1 Credit

This course uses Advanced Aviation Training Devices (AATDs) to familiarize flight students with the basic controls, instruments, communication and navigation radios, and operation of a typical light aircraft used for flight training. Students will “fly” approximately 8 hours and observe approximately 8 hours on the AATDs and may log up to 5 hours of that time towards their Private Pilot certificate as allowed by Federal Aviation Regulations Parts 61

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and 141. The course will be conducted through demonstrations, flight simulator, and responsible use of technology. One semester, 1 hour of lecture per week. Prerequisite: ATPP 200

ATPP 202 Private Pilot Flight II

1 Credit

This course provides the hours needed to meet the first phase of the private pilot training: solo flight. It includes up to 18 hours of dual flight instruction, 2 hours of solo flight (unsupervised), and 10 hours of ground instruction with an FAA approved flight instructor. The course requirements are met when the student successfully solos in the aircraft. The course will be conducted through demonstrations, lab experience (use of aircraft), and responsible use of technology. Student will be evaluated using a rubric provided by the FAA. UAGM- Carolina Campus provides the flight instruction through a contracted flight school. One semester. Prerequisite: ATPP 200

ATPP 203 Private Pilot Flight III

1 Credit

This is the second course needed to complete the training required for the FAA Private Pilot's Certificate. This course provides for the hours needed to meet the second phase of the private pilot training: cross country flight. It includes up to 17 hours of dual flight instruction, 8 hours of solo flight, and 10 hours of ground instruction with an FAA approved flight instructor. The course requirements are met when the FAA issues the student his or her Private Pilot Certificate with Airplane Single-Engine Land Rating. The course will be conducted through demonstrations, lab experience (use of aircraft), and responsible use of technology. Student will be evaluated using a rubric provided by the FAA. UAGM-Carolina Campus provides the flight instruction through a contracted flight school. One semester. Prerequisite: ATPP 202

ATPP 204 Instrument Ground School

3 Credits

This course prepares the student for instrument flight training and the FAA Instrument Airplane Knowledge Test. Topics include aircraft flight instruments, flight by instrument reference, flight physiology, IFR aircraft operations and procedures, aircraft performance, the Air Traffic Control system, radio navigation and charts including standard departure procedures (DPs). Also includes enroute (Lcharts), standard terminal arrival routes (STARs), and instrument approach procedures (IAPs), IFR flight planning, IFR regulations, aviation weather, aviation weather charts, and acquisition of aviation weather. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Instrument Rating Knowledge Test. The course will be conducted through demonstrations,

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lecture, case analysis, and responsible use of technology. One semester, 3 hours of lecture per week. Prerequisite: ATPP 203

ATPP 205 Instrument Flight I
2 Credits
This course uses Advanced Aviation Training Devices (AATDs) to introduce students to basic instrument flying, communications, navigation, holding patterns, and instrument approaches. Students will "fly" approximately 15 hours and observe approximately 15 hours on the AATDs and may log up to 20 total hours – minus any previous simulator time – towards their Instrument Rating as allowed by Federal Aviation Regulations Parts 61 and 141. The course will be conducted through demonstrations, the use of an AATD, and responsible use of technology. One semester. Prerequisite: ATPP 204

ATPP 206 Instrument Flight II
2 Credits
This course provides the flight hours and training needed to earn the FAA Instrument Rating. Topics covered include: basic attitude instrument flying, aviation weather, navigation, and instrument approaches. It includes up to 35 hours of dual flight instruction and 10 hours of ground instruction with an FAA approved flight instructor. The course requirements are met when the FAA issues the student his or her Instrument Rating. The course will be conducted through demonstrations, lab experience (use of aircraft), and responsible use of technology. Student will be evaluated using a rubric provided by the FAA. UAGM- Carolina Campus provides the flight instruction through a contracted flight school. One semester. Prerequisite: ATPP 204

ATPP 207 Commercial Pilot Ground School
3 Credits
This course prepares students for commercial pilot training and the FAA Commercial Pilot Airplane Computer-Based Knowledge Test. This course provides insight into advanced aircraft system such as turbo-charging, high performance engines, retractable landing gear and environmental systems. Weight and balance of larger aircraft, advanced performance charts and maximizing aircraft performance will also be discussed, as will regulations of interest to the commercial pilot. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Commercial Pilot Airplane Knowledge Test. The course will be conducted through demonstrations, lecture, case analysis, and responsible use of technology. One semester, 3 hours per week. Prerequisite: ATPP 206

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ATPP 208 Commercial Pilot Flight I

2 Credits

This course uses Advanced Aviation Training Devices (AATDs) to expose students to a wide variety of operating and flight conditions, advanced flight planning and navigation, in-flight decision making and emergency situations. Students will "fly- approximately 30 hours on the AATDs and may log up to 50 total hours – minus any previous simulator time – towards their Commercial Pilot Certificate as allowed by Federal Aviation Regulations Parts 61 and 141. The course will be conducted through demonstrations, the use of an AATD, and responsible use of technology. One semester. Prerequisite: ATPP 207

ATPP 209 Commercial Pilot Flight II

2 Credits

This is the first of two courses needed to complete the training required for the FAA Commercial Pilot Certificate for Airplane, Single Engine, Land. This course provides the hours needed to meet the first phase of the commercial pilot training: cross- country navigation and flight review. It includes up to 30 hours of solo flight, along with 15 hours of dual flight instruction and 5 hours of ground instruction with an FAA approved flight instructor. The course will be conducted through demonstrations, lab experience (use of aircraft), and responsible use of technology. Student will be evaluated using a rubric provided by the FAA. UAGM- Carolina Campus provides the flight instruction through a contracted flight school. One semester. Prerequisite: ATPP 207

ATPP 210 Commercial Pilot Flight III

2 Credits

This is the second course needed to complete the training required for the FAA Commercial Pilot Certificate for Airplane, Single Engine Land. This course provides the hours needed to meet the second phase of the commercial pilot training: cross- country time-building. It includes up to 40 hours of solo flight time, along with 40 hours of dual instruction including 10 hours in a complex airplane and 15 hours of ground instruction with an FAA approved flight instructor. The course requirements are met when the FAA issues the student his or her Commercial Pilot Certificate with Airplane Single-Engine Land Rating. The course will be conducted through demonstrations, lab experience (use of aircraft), and responsible use of technology. Student will be evaluated using a rubric provided by the FAA. UAGM-Carolina Campus provides the flight instruction through a contracted flight school. One semester. Prerequisite: ATPP 207

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JOSE A. (TONY) SANTANA INTERNATIONAL SCHOOL OF HOSPITALITY AND CULINARY ARTS [ISHCA]

Accredited by:

ACF

ACPHA

JOSÉ A. (TONY) SANTANA INTERNATIONAL SCHOOL OF HOSPITALITY and CULINARY ARTS [ISHCA]

The José A. (Tony) Santana International School of Hospitality and Culinary Arts offers associate and bachelor's degrees. The International School of Hospitality and Culinary Arts has state-of-the-art culinary and bartending laboratory facilities, seven (7) classrooms with data-show and Internet access, a computer laboratory with data-show and smart board, and experienced and dedicated faculty and staff that will provide the highest level of quality and service excellence. The school is committed to develop students individually and professionally. UAGM- Carolina Campus recognizes the need to develop successful professionals through the integration of course theory, laboratories and industry internships in Puerto Rico, the United States, and other countries. The José A. (Tony) Santana International School of Hospitality and Culinary Arts has been recognized as one of the Leading Hotel Schools of the World.

The José A. (Tony) Santana International School of Hospitality and Culinary Arts is in Carolina, Puerto Rico, UAGM- Carolina Campus's main campus and is part of the Ana G. Méndez University System. ISHCA provides a full menu of hospitality programs ranging from certificates to bachelor degree level studies. Through international agreements and strategic partnerships with governmental tourism departments, professional tourism and hospitality associations, and quality colleges and universities, ISHCA and its faculty have developed a global focus for their hospitality & culinary arts students. Most of the professional and concentration courses, of the Hospitality Programs are offered in English. The general component portion of the curriculum is offered in Spanish.

Each of the programs are fully accredited by Middle States Commission on Higher Education, as well as specialized accreditations; the American Culinary Federation Education Foundation (ACFEF) for the Culinary Arts Program and the Accreditation Commission for Programs in Hospitality Administration (ACPHA) for the Hospitality Programs; Hotel Management, Events & Conventions Planning.

MISSION

To provide its graduates with the competencies needed to be successfully employed in the global hospitality industry and to provide the greater community with continuing technical skills and life-long learning opportunities.

VISION

To become the leading educational institution for the hospitality industry in the Caribbean.

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FACULTY

Hospitality Faculty

Corrada Rivera, Ramón, Instructor & Associate Dean
MTA, Sports Management & Event Management, The George Washington University
BA, Marketing, University of Puerto Rico

González Denton, Terestella, Instructor & Dean
J.D. Law, Interamerican University of Puerto Rico
MA, Diplomatic School of Spain
BA, Political Sciences, University of Puerto Rico

Menéndez Fuentes, Rafael, Instructor
MBA, Finance, Interamerican University of Puerto Rico
BA, Hotel & Restaurant Management, University of Puerto Rico

Santiago Font, Zoe, Associate Professor
MTA, Event Management, The George Washington University
BA, Marketing, University of Puerto Rico
PhD, Hospitality Administration, Oklahoma State University

Tapia Rivera, Stanley, Instructor
MBA, Business & Entrepreneurship, Universidad del Turabo
BA, Business Management, UAGM- Carolina Campus

Culinary Arts Faculty

Escobar Contreras, Patricio, Instructor
MBA, Management & Strategic Leadership, Universidad del Este
BS, Culinary Management, Universidad del Este
AOS, Culinary Arts, Culinary Institute of America

Gomez Betancourt, Raul N., Assistant Professor
MS, Hotel & Food Service Management, Florida International University
BS, International Tourism & Hospitality Management, Universidad del Este CERT, Culinary Arts, Universidad del Este

Ibán Cordero, Rosa T., Instructor
MBA, Business Administration, University of Phoenix
BS, Food and Beverage Management, Minor in Events and Convention Planning, Universidad del Este
Commercial Baking and Pastry Certificate, Instituto del Arte Moderno Local and International Cuisine Certificate, Instituto de Banca y Comercio

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López Rivera, Francisco, Instructor
MBA, Management & Strategic Leadership, Universidad del Este
BS, Culinary Management, Universidad del Este
AOS, Culinary Arts, Culinary Institute of America

Maldonado Mir, Edwin, Instructor
BA, Interdisciplinary Studies, University of Puerto Rico
Hotel & Restaurant Administration Specialization, University of Puerto Rico

Méndez López, Nannette, Assistant Professor
MBA, Marketing & International Commerce, Metropolitan University
BS, Hotel & Restaurant Management, University of Puerto Rico
AS, Baking & Pastry, Johnson & Wales University

Ñeco, Rene, Instructor & Program Coordinator Cabo Rojo
BSBA Marketing & Human Resources, University of Puerto Rico
AS Culinary Arts, Culinary Institute of America

Rivera Medina, Christian, Assistant Professor
MBA, Management & Strategic Leadership, Universidad del Este
BS, Culinary Nutrition, Johnson & Wales University
AS, Culinary Arts, Johnson & Wales University

Vargas Sein, Noel, Instructor
BS, Culinary Management, Minor in Food & Beverage, Universidad del Este
AOS, Culinary Arts, Universidad del Este
Culinary Arts Certificate, Escuela Hotelera de PR

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ADMINISTRATIVE STAFF

González Denton, Terestella, Instructor & Dean
J.D. Law, Interamerican University of Puerto Rico
MA, Diplomatic School of Spain
BA, Political Sciences, University of Puerto Rico

Corrada Rivera, Ramón, Instructor & Associate Dean
MTA, Sports Management & Event Management, The George Washington University
BA, Marketing, University of Puerto Rico

Mendez López, Nannette, Assistant Professor & Culinary Arts Program Coordinator
MBA, Marketing & International Commerce, Metropolitan University
BS, Hotel & Restaurant Management, University of Puerto Rico
AS, Baking & Pastry, Johnson & Wales University

Tapia Rivera, Stanley, Instructor & Hospitality Program Coordinator
MBA, Business & Entrepreneurship, Universidad del Turabo
BA, Business Management, Universidad del Este

Balado Rivera, Marie L., Practicum Coordinator
MBA, Human Resources, Universidad del Turabo
BS, Restaurant and Hotel Management, University of Puerto Rico
AS, Hotel Management, University of Puerto Rico

Quiñones López, Reinaldo, Practicum Coordinator
MA, Communications, Minor Advertising, Universidad Sagrado Corazón
BS, Food & Beverage Management, Minor Culinary Management, Universidad del Este

Galarza Vázquez, Zoraida, Student Affairs Coordinator MBA, Administration, Universidad del Turabo
BA, Business Administration, Universidad Metropolitana

Ramos Murillo, Carolina, Student Affairs Coordinator AOS, Culinary Arts, Johnson & Wales University

Tapia, María N., Administrative Assistant
MBA, Human Resources, Universidad del Turabo
BA, Office Administration, Universidad del Este
AS, Physical Education, University of Puerto Rico

Bartemes Miranda, Michael E., Kitchen Manager
BA, Hotel & Restaurant Management, University of Puerto Rico

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Sánchez Pérez, Coral del Mar, Activities Director
BA, Hotel & Restaurant Management, University of Puerto Rico

Santiago Figueroa, Christopher, Activities Chef
BS, Culinary Management, Universidad del Este

Rivera Godoy, Luis, Purchasing Clerk
BS, Culinary Management, Universidad del Este
AOS, Culinary Arts, Universidad del Este
Certificate Degree, Memorial Home Administrator, Antilles School

Caro Ayala, Gabriel, Warehouse
AOS, Culinary Arts, Universidad del Este

Figueroa Pérez, Joel A., Warehouse
BBA, Management, Universidad del Este (in progress)

González, Ada E., Administrative Assistant
BOS, Office Administration, Universidad del Este

López, Tanya, Receptionist
Certificate Degree, Computers, Instituto de Banca & Comercio

Tanco, Joel, Warehouse
Certificate Degree, Computers, Instituto de Banca y Comercio

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PROGRAM DESCRIPTIONS

The José A. (Tony) Santana International School of Hospitality & Culinary Arts offers bachelor's degrees in culinary nutrition, hotel management, event and conventions planning, and Culinary Management. We also offer associate degrees in hotel operations and culinary arts.

Most of the professional and concentration courses in the hospitality program (Hotel and Events) are taught in English. Additional international opportunities are added to the curriculum, allowing students to take internships, student exchange programs and other activities around the globe.

Associate in Science in Culinary Arts

The Associate Degree program in Science in Culinary Arts combines a supervisory base with professional courses, Garde Manger, Baking and Pastry, Cooking Methods and International Cuisine. Emphasis is placed on hands-on practice and the development of specialized skills for work in the field. This program offers options that prepare the student for advancement into entry-level management positions. A Practicum experience of 350 hours is required in a restaurant, convention centers or hotel setting.

Associate in Science in Hotel Operations

The Associate Degree in Hotel Operations is a program designed to prepare students for entry-level managerial positions in the hospitality industry. The curriculum places heavy reliance on experience acquired through a 350-hour Internship in a lodging property. Students who achieve outstanding records may, upon completing this program, apply for admission to the bachelor's degree major in our School.

Bachelor of Science in Culinary Management

This bachelor program is ideal for those students who want to manage its own business, restaurant, or kitchen. This program will combine the professional and concentration courses of culinary arts and the managerial function required to operate and manage a kitchen or restaurant. Emphasis is given in cost control and increasing profits. A Practicum experience of 300 hours is required in a restaurant, convention centers or hotel setting as well as 350 hours in the culinary arts setting. Bachelor of Science in Culinary Nutrition

This academic bachelor program prepares students to perform as culinary nutrition consultants within the hospitality industry. With an increasing trend to eat healthier foods, the culinary nutrition program differs from others offered in the island in the sense that it will teach students the concepts and techniques of culinary arts and flavors while still emphasizing the nutritional value of each ingredients and meals. Management courses are also part of the curriculum.

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Bachelor of Science in Hospitality Management

The Bachelor program is designed to prepare students for direct entry into the hospitality management field. The curriculum reflects world trends in hospitality management through core and specialization courses. This program requires one practicum opportunity for a total of 350 hours of field experience to enhance the student's education. Our Bachelor's degree prepares students with the expertise, commitment and skills for management, operational and support positions in the ever changing hospitality industry. Students have the option of choosing among two majors to pursue specialized hospitality and tourism studies.

Major in Hotel Management

Students learn to perform management functions through related coursework in Rooms Division Management, Revenue Management, Accounting, Hospitality Sales and Marketing, and Casino Operations, among others.

Major in Event and Convention Planning

Students learn to perform management functions through related coursework in Special Events Management, Convention Sales, Exhibits and Trade Show Management, Convention and Events Planning Logistics, and Catering Sales and Operations, among others.

ADMISSIONS REQUIREMENTS

These are in addition to the general admissions requirement at UAGM- CAROLINA CAMPUS.

- High School grade point average of 2.0 for Associate programs
- High School grade point average of 2.0 for Bachelor programs
- Bachelor's Degrees have an additional requirement:
  - College Board results of at least 450 in each area: Spanish, English, and Mathematics

GRADUATION REQUIREMENTS

- All students in the associate or bachelor's degrees must have a minimum overall GPA of 2.00 to graduate.
- All students in the bachelor's degree must have a grade point average of 2.50 in the major courses to graduate.
- Completion of all practicum hours required by the specific program and level.
- If in the Culinary Nutrition or in the Culinary Arts Program, a valid ServSafe certificate is needed to enroll in the practicum courses.

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ASSOCIATE OF SCIENCE IN CULINARY ARTS

Total credits: 71

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101*+ or ENGS 110+ or ENGS 121
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	MAGS 101
BIGS 101+	Environmental Science	3	
Total		**19**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEF 116	Culinary Arts Basic Concepts	3	
HMNG 201	Food & Beverage Management	3	MAGS 101 or MAGS 110
HMNG 220	Purchasing and Menu Development	3	HMNG 201, MAGS 101 or MAGS 110
HMNG 207	Basic of Wines, Beers & Spirits	3	CHEF 116
HMNG 211	Hospitality Ethics	3	HMNG 101 or CHEF 116
HMNG 347	Hospitality Human Resources Management	3	HMNG 211
Total		**18**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEF 104+	Meat Cutting	2	CHEF 116 (in progress)
CHEF 105+	Food Preparation I	3	CHEF 116 (in progress)
CHEF 107+	Food Preparation II	5	CHEF 116, 104, 105
CHEF 200+	Baking I	4	CHEF 107+
CHEF 202+	Garde Manger & Buffet Presentation	5	CHEF 107+
CHEF 204+	Culinary Nutrition	3	CHEF 107+, 200+, 202+
CHEF 206+	Baking II	4	CHEF 200+
CHEF 213+	International Cuisine I	3	CHEF 200+, 202+
CHEF 214+	International Cuisine II	4	CHEF 200+, 202+
CHEP 231	Culinary Practicum (350 Hours)	1	CHEF 200+, 202+, 206+ ,213+
Total		**25**	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.50.*
5. *General Education courses must have a minimum final grade of D and the Professional Component and Major Component must be approved with a minimum of C. Practices courses must have a minimum grade of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT IN HOTEL MANAGEMENT

Total credits: 67

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101*+ or ENGS 110+ or ENGS 121
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	MAGS 101
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
ENGS 246	Conversational English	3	ENGS 102*+ or ENGS 111+ or ENGS 121
Total		**25**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
HMNG 101	Introduction to Hospitality Industry	3	
HMNG 201	Food and Beverage Management	3	MAGS 101 or MAGS 110
HMNG 207	Basic of Wines, Beers and Spirits	3	HMNG 101 or CHEF 116
HMNG 211	Hospitality Ethics	3	HMNG 101
HMNG 259	Hospitality Accounting	3	MAGS 101
HMNG 280	Guest Services	3	HMNG 101
HMNG 290	Spreadsheet & Database Applications	3	
HMNG 347	Hospitality Human Resources Management	3	HMNG 211
HMNG 370	Hospitality Sales & Marketing	3	HMNG 101
HM Elective (Hotel / Events / Culinary)		3	
Total		**30**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
HMHM 300	Rooms Division Management I	3	HMNG 101
HMHM 301	Rooms Division Management II	3	HMHM 300
HMHM 306	Casino Operations Management	3	HMNG 101
HMHM 390	Practicum in Hotel Management (350 hours)	3	HMHM 301
Total		**12**	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests(PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.50.*
5. *Practice courses must be approved with a minimum of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR OF SCIENCE IN CULINARY MANAGEMENT

Total credits: 131

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101*+ or ENGS 110+ or ENGS 120
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	MAGS 101
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
HMNG 101	Introduction to Hospitality Industry	3	
HMNG 201	Food And Beverage Management	3	MAGS 101 or MAGS 110
HMNG 207	Basic of Wines, Beers and Spirits	3	HMNG 101 or CHEF 116
HMNG 211	Hospitality Ethics	3	HMNG 101 or CHEF 116
HMNG 220	Purchasing and Menu Development	3	HMNG 201, MAGS 101 or MAGS 110
HMNG 259	Hospitality Accounting	3	MAGS 101
HMNG 280	Guest Services	3	HMNG 101
HMNG 290	Spreadsheet & Database Applications	3	

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HMNG 347	Hospitality Human Resources Management	3	HMNG 211
HMNG 350	Cost Control for Hospitality	3	HMNG 259
HMNG 360	Hospitality Finance	3	HMNG 259
HMNG 365	Hospitality Law	3	HMNG 101
HMNG 370	Hospitality Sales & Marketing	3	HMNG 101
HMNG 380	Restaurant & Catering Concept Development	3	HMNG 201, 220, 360, 370, COMM 305
COMM 305	Effective Oral Presentations	3	
ENGS 246	Conversational English	3	ENGS 102*+ or ENGS 111+ or ENGS 121
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEF 104+	Meat Cutting	2	CHEF 116 (in progress)
CHEF 105+	Food Preparation I	3	CHEF 116 (in progress)
CHEF 107+	Food Preparation II	5	CHEF 116, 104,
CHEF 116	Introduction to Culinary Concepts	3	
CHEF 200+	Baking I	4	CHEF 107+
CHEF 202+	Garde Manger & Buffet Presentation	5	CHEF 107+
CHEF 204+	Culinary Nutrition	3	CHEF 107+, 200+, 202+
CHEF 206+	Baking II	4	CHEF 200+
CHEF 213+	International Cuisine I	3	CHEF 200+, 202+
CHEF 214+	International Cuisine II	4	CHEF 200+, 202+
CHEF 231	Culinary Practicum (350 hours)	1	CHEF 200+, 202+, 206+, 213+
CHEF 450	Practicum In Food & Beverage Management (300 hours)	3	CHEP 231, CAPC 452
CAPC 452	Restaurant Management Capstone	6	HMNG 380, 350, 370, CHEP 231
Total		**46**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.50.*
5. *General Education courses must have a minimum final grade of D and the Professional Component and Major Component must be approved with a minimum of C. Practices courses must have a minimum grade of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR OF SCIENCE IN CULINARY NUTRITION

Total credits: 129

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101*+ or ENGS 110+ or ENGS 120
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	MAGS 101
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 103 +	Anatomy and Physiology I	4	
BIOL 104 +	Anatomy and Physiology II	4	BIOL 103
CHEF 104 +	Meat Cutting	2	CHEF 116 (in progress)
CHEF 105 +	Food Preparation I	3	CHEF 116 (in progress)
CHEF 107 +	Food Preparation II	5	CHEF 104, 105, 116
CHEF 116	Introduction to Culinary Concepts	3	
CHEF 200 +	Baking I	4	CHEF 107
CHEF 202 +	Garde Manger & Buffet Presentation	5	CHEF 107
CHEF 213 +	International Cuisine I	3	CHEF 200, 202

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CHEM 122 +	Chemistry for Health Sciences	4	MAGS 101, MAGS 110 or MATH 130
BCHM 210	Biochemical Compendium	3	BIOL 104
			CHEM 122
Total		**40**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
CHEP 231	Culinary Practicum (350 hours)	1	CHEF 200+, 202+, 213+
CUNP 420	Culinary Nutrition Internship 1: Administration, Community and Legislation	3	HMNG 259, 290, 347, CHEP 231, STAT 201 or PUHE 201
CUNP 421	Culinary Nutrition Internship II: Clinical and Research	3	CUNU 415, 416, CUNP 420
CUNU 205 +	Food Preparation and Nutrition Facts Analysis	3	CHEF 200, 202
CUNU 250	Nutrition in the Humans Life Cycle	3	
CUNU 300	Menu Planning, Purchase, Facility Design and Cost Control	3	MAGS 101
CUNU 325 +	Food Sciences	4	BIOL 104, CHEF 213, CUNU 205, 300
CUNU 330	Metabolic and Advances Nutrition	3	BIOL 104, BCHM 210
CUNU 350	Community Nutrition	3	CHEF 213, CUNU 205, 250, 300
CUNU 400 +	Holistic Food Preparation	3	CHEP 231, CUNU 330
CUNU 401 +	Nutritional Bakery	3	CHEF 200, 213, CHEP 231
CUNU 415 +	Medical Nutrition – Therapy I	4	CUNU 330, 350, 400, 401, CHEP 231
CUNU 416 +	Medical Nutrition – Therapy II	4	CUNU 415
HMNG 259	Hospitality Accounting	3	MAGS 101
HMNG 290	Spreadsheets and Database Applications	3	
HMNG 347	Hospitality Human Resources Management	3	CUNU 250
STAT 401 or PUHE 201	Business Statistics or Introduction to Biostatistics	3	MAGS 101
Total		**52**	

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Important Notes:

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3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.50.*
5. *General Education courses must have a minimum final grade of D. Practices courses must have a minimum grade of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT MAJOR IN HOTEL MANAGEMENT

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101*+ or ENGS 110+ or ENGS 120
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	MAGS 101
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
HMNG 101	Introduction to the Hospitality Industry	3	
HMNG 201	Food & Beverage Management	3	MAGS 101 or MAGS 110
HMNG 207	Basic of Wines, Beers & Spirits	3	HMNG 101 or CHEF 116
HMNG 211	Hospitality Ethics	3	HMNG 101 or CHEF 116
HMNG 220	Purchasing and Menu Development	3	HMNG 201, MAGS 101 or MAGS 110

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HMNG 259	Hospitality Accounting	3	MAGS 101
HMNG 280	Guest Services	3	HMNG 101
HMNG 290	Spreadsheet and Database Applications	3	
HMNG 347	Hospitality Human Resources Management	3	HMNG 211
HMNG 350	Cost Control for Hospitality	3	HMNG 259
HMNG 360	Hospitality Finance	3	HMNG 259
HMNG 365	Hospitality Law	3	HMNG 101
HMNG 370	Hospitality Sales & Marketing	3	HMNG 101
HMNG 380	Restaurant & Catering Concept Development	3	HMNG 201, 220, 360, 370, C OMM 305
COMM 305	Effective Oral Presentations	3	HMNG 290
ENGS 246	Conversational English	3	ENGS 102*+ or ENGS 111+or ENGS 121
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
HMPS 235	Professional Etiquette for the Hospitality Industry	3	HMNG 280, COMM 305
HMHM 300	Rooms Division Management I	3	HMNG 101
HMHM 301	Rooms Division Management II	3	HMHM 300
HMHM 306	Casino Operations	3	HMNG 101
HMHM 390	Practicum in Hotel Management (350 Hours)	3	HMHM 301
HMHM 400	Revenue Management for the Hospitality Industry	3	HMHM 300, 301
CAPH 460	Hotel Management Capstone	6	HMHM 301, HMNG 370, INGS 101
HM ELECTIVE	Select from the Elective Courses Menu (Area 1, 2 or 3)	12	
Total		**54**	
Elective Courses Menu			
Area 1: Must complete 12 credits	Student would choose 12 elective credits from the Major Components of the Culinary Management and / or the Events and Convention Planning programs.		
Area 2: Sustainable Tourism Entrepreneurship	HSUS 381: Sustainable Tourism/Hospitality Business Planning and Development (Prerequisite HMNG 101) – 3 credits HSUS 385: Environmental Management Systems and Leadership Principles (Prerequisite HSUS 381) – 3 credits HSUS 390: Sustainable Tourism/Hospitality Entrepreneurial Project Development (Prerequisite HSUS 381, 385) – 6 credits		
Area 3: Hospitality Internship Abroad	HIAB 250: Hospitality Internship Abroad – 12 credits The internship must be outside Puerto Rico and complete a minimum of 1,000 consecutive work hours in hospitality (6 months)		

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.50.*
5. *Practice courses must have a minimum grade of B. Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT IN EVENT AND CONVENTION PLANNING

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102 or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101*+ or ENGS 110+ or ENGS 120
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	MAGS 101
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
HMNG 101	Introduction to the Hospitality Industry	3	
HMNG 201	Food & Beverage Management	3	MAGS 101 or MAGS 110
HMNG 207	Basics of Wine, Beers & Spirits	3	HMNG 101 or CHEF 116
HMNG 211	Hospitality Ethics	3	HMNG 101 or CHEF 116
HMNG 220	Purchasing and Menu Development	3	HMNG 201, MAGS 101 or MAGS 110

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HMNG 259	Hospitality Accounting	3	MAGS 101
HMNG 280	Guest Services	3	HMNG 101
HMNG 290	Spreadsheet and Database Applications	3	
HMNG 347	Hospitality Human Resources Management	3	HMNG 211
HMNG 350	Cost Control for Hospitality	3	HMNG 259
HMNG 360	Hospitality Finance	3	HMNG 259
HMNG 365	Hospitality Law	3	HMNG 101
HMNG 370	Hospitality Sales & Marketing	3	HMNG 101
HMNG 380	Restaurant & Catering Concept Development	3	HMNG 201, 220, 360, 370, COMM 305
COMM 305	Effective Oral Presentations	3	HMNG 290
ENGS 246	Conversational English	3	ENGS 102*+ or ENGS 111+ or ENGS 121
Total		**48**	

Major Component

Code	Title	Credits	Prerequisite
HMPS 235	Professional Etiquette for The Hospitality Industry	3	HMNG 280, COMM 305
HMEV 302	Introduction to the Event and Convention Industry	3	
HMEV 310	Convention Sales	3	HMNG 101
HMEV 315	Exhibit & Trade Show Management	3	HMEV 302, HMNG 370
CAPE 404	Convention and Event Planning Logistics Capstone	6	HMEV 302, 406, HMNG 370
HMEV 406	Special Events Management	3	HMEV 302, 310, HMNG 370
HMEV 455	Practicum in Event & Conventions (350 hours)	3	CAPE 404
HM ELECTIVE	Select from the Elective Courses Menu (Area 1, 2 or 3)	12	
Total		**36**	

Elective Courses Menu

Area 1: Must complete 12 credits	Student would choose 12 elective credits from the Major Components of the Culinary Management and / or the Events and Convention Planning programs.
Area 2: Sustainable Tourism Entrepreneurship	HSUS 381: Sustainable Tourism/Hospitality Business Planning and Development (Prerequisite HMNG 101) – 3 credits HSUS 385: Environmental Management Systems and Leadership Principles (Prerequisite HSUS 381) – 3 credits HSUS 390: Sustainable Tourism/Hospitality Entrepreneurial Project Development (Prerequisite HSUS 381, 385) – 6 credits
Area 3: Hospitality Internship Abroad	HIAB 250: Hospitality Internship Abroad – 12 credits The internship must be outside Puerto Rico and complete a minimum of 1,000 consecutive work hours in hospitality (6 months)

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.50.*
5. *Practice courses must have a minimum grade of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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COURSE DESCRIPTIONS

HMNG 101 Introduction to the Hospitality Industry
3 Credits
This course introduces the student to the most important areas within the Hospitality Industry, the professional career options within the industry and the management functions associated with each area. Special importance will be given to Lodging, Food and Beverage, and the Meeting industries. Case studies, group dynamics, teamwork, and class discussions will introduce students to effective management styles, the use of the decision-making process to resolve managerial situations and the development of strategic management thinking skills. Guest speakers from the industry will share their experiences with students. The course will use the Internet as a research tool, e-mail and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations. Prerequisite: None

CHEF 104 Meat Cutting
2 Credits
Overview of the butcher's field and meat fabrication for foodservice operations. Identification will involve primary, secondary and commercial cuts. The student will learn the fundamental techniques for fabricating cuts for professional kitchens by handling the proper tools. Emphasis is in the food exposure to hygiene and sanitation practices and prevention of food borne illnesses. Theoretical presentations and lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. Email will be used for communication purposes. Prerequisite CHEF 116 in progress.

CHEF 105 Food Preparation I
2 Credits
Demonstration of proper use and safely handling of different types of knives. Emphasis will also be placed on vegetable cuts and production of stocks, broths, glazes, thickening agents and sauces. The course will use the Internet as a research tool, the Email as a means of communication and MS Word for papers and projects. Theoretical presentations, demonstrations and extensive participation in lab sessions are used to develop the course. Prerequisite CHEF 116 in progress.

CHEF 107 Food Preparation II
5 Credits
Introduction to fundamental cooking theories and techniques in food preparation. Application of cooking methods will emphasize on sautéing, poaching, steaming, roasting, braising, baking, broiling and frying. The students will learn cooking techniques used as for

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fish, meats, poultries, vegetables, soups and starches. Sauce derivatives, breakfast cookery, plate development, knife skills and proper sanitation practices are also applied in this course. Theoretical presentations, demonstrations and extensive participation in lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. Prerequisite CHEF 116, CHEF 104, CHEF 105.

CHEF 116 Introduction to Culinary Concepts
3 Credits
Introduction to the fundamental of culinary theories. Topics of study includes: gastronomy, evolution in cuisine, equipment identification, culinary terms, kitchen organization and planning, learning of cooking methods, equipment and tools identification, recipe conversion, measurements, weight and general concepts of sanitation. Theoretical presentations, demonstrations and laboratory visits are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. Email will be used for communication purposes. Prerequisite: None

CHEF 200 Baking I
3 Credits
Introduction to the principles and techniques used in the preparation of high-quality baked goods and pastries, with an emphasis on baking principles, fundamental production techniques and evaluation of quality characteristics of baking ingredients. The students will develop an understanding of baking formulas and ratios used to prepare bread and dough. Topics to be covered and practiced include: cake baking and decoration, cookie dough, pie crust and *pate a* choux. Theoretical presentations, demonstrations and extensive participation in lab sessions are used to develop the course. The course will use the Internet as a research tool and MS Words for paper and projects. Prerequisite CHEF 107

HMNG 201 Food & Beverage Management
3 Credits
Overview of the various types of the food & beverage operations in the industry, the different ways to serve food & beverage and the proper ways to deal with the customers and their complaints. The students should understand the infrastructure of the front and back of the house of a restaurant, the different ways of setting the tables and services. Fundamental of administration, marketing and sales, cost control, food production, nutrition, financial and customer service will be explored. Theoretical presentations, case studies and demonstrations will be used to develop the class. The course will use the Internet as a research too, MS Words for paper and projects and emails as means of communication. Prerequisite: MAGS 101/110 or MATH 130

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CHEF 202 Garde Manger & Buffet Presentation

5 Credits

The course will introduce the student to the vocabulary, techniques, methods and history of the Garde Manger kitchen. The course will initiate with the production of dressings, salads and sandwiches. As an intermediated component will be the production of cheese, fruits and crudité platters, vegetables carving and caviar presentation. Students will learn styles of presenting food and buffets through the preparation of hot and cold hors-d'oeuvre, forcemeats, sausages, pates, terrines, galantines and roulades, curing and smoking techniques, Theoretical presentations, demonstration and extensive participation in lab session are used to develop this course. The student will be responsible of planning, organize and present a Grand Buffet using techniques of food styling. The course will use the internet as a research too, MS Words for paper and projects and emails as means of communication. Prerequisite CHEF 107.

CHEF 204 Culinary Nutrition

3 Credits

The course exposes students to basic nutritional concepts, analysis, and implementation, such as calories, carbohydrates, lipids, proteins, minerals, water, vitamins, and their functions. This includes basic preparation of soups, salads, vegetables, poultry, meats, fish, and healthy cooking methods. Students will also be exposed general nutritional baking concepts, skills, and execution. The course is held with presentations, demonstrations, case studies and experience in the laboratory. This course will require the use of Internet as a research tool, MS Word as the basis for the presentation of works and special projects. Prerequisite: CHEF 107, CHEF 200, CHEF 202.

CUNU 205 Food Preparation and Nutrition Facts Analysis

3 Credits

The course introduces students to the culinary nutrition and nutritional value analysis. Students also learn to modify or replace the proteins, fats and carbohydrates through a variety of manufacturing techniques and knowledge in the operation of the ingredients. Moreover, learning to cook effectively to meet the special nutritional needs of the human being at all stages of the life cycle or health conditions that require changes in macro and micronutrients, as well as the consistency of the food. They work in health problems such as heart disease, hypertension, obesity, allergies, and dysphagia, among others. Prerequisite: CHEF 200, and CHEF 202

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CHEF 206 Baking II
3 Credits
The course CHEF 206 focuses on the development of techniques previously learned in the course CHEF 200. Emphasis will be given to the production of complex pastry products such as: chocolate candy, cookies, mousses and Bavarians fillings, frozen desserts, ice cream, silver desserts, cakes and classical international desserts international. The theory is based on the methods and techniques to create more elaborate pastries. Prerequisite CHEF 200

HMNG 207 Basics of Wine, Beers, & Spirits
3 Credits
This course explores the history, classification, methods of production and uses of wines, beers, and spirits. Sensory analysis, product knowledge, basic principles of food and wine pairing, service techniques and alcohol service related to the hospitality industry will be discussed. The course will use the Internet among other research tools, e-mail as means of communication and MS Word and Power Point for papers and projects. Prerequisite: HMNG 101 or CHEF 116 (in Culinary Arts Associate Degree)

HMNG 211 Hospitality Ethics
3 Credits
Debates of the ethical dilemmas commonly encounter by the hospitality employees. Discussion of overbooking regulations, breach of contract, sexual harassment, professional and personal relationships with peers and supervisors, abuse of power, schedule assignation and lies. Emphasis will be placed in the understanding of morale and its implication. The course will be developing through the analysis of case studies, readings, and day-today situations. The course will finalize with the development of a Code of Ethics. It will use the Internet among others research tools, Email as means of communication and MS Word for papers. Prerequisite: HMNG 101 or CHEF 116 (in Culinary Arts Associate Degree)

CHEF 213 International Cuisine I
3 Credits
Exposure to specific gastronomic cultures of Europe through seminars, conferences, demonstrations, menu discussions, investigative research, and recipe preparation and development. Emphasis is placed in traditional and contemporary European dishes of France, Spain, and Italy. Class activities include discussions of historic information about regional traditions, ingredients, cooking techniques, religion, and food and service protocol. The course will use the Internet as a research tool. The course will use the Internet as a research tool, MS Words for paper and projects, Email as means of communication and Power Point for presentation. Prerequisites: CHEF 200, 202

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CHEF 214 International Cuisine II

3 Credits

Exposure to the diverse gastronomic cultures from around the world through seminars, conferences, demonstrations, menus discussions, investigative research and recipes preparation and development. Emphasis is placed in traditional and contemporary dishes of Germany, Austria, England, Greece, Russia, Africa, Middle East, India, Japan, China, Indochina, Korea, US, Mexico, South America and the Caribbean. Class activities include discussions of historic information about regional traditions, ingredients, cooking techniques, religion, and food and service protocol. The course will use the Internet as a research tool. The course will use the Internet as a research tool, MS Words for paper and projects, Email as means of communication and Power Point for presentation. Prerequisites: CHEF 200, 202

HMNG 220 Purchasing and Menu Development

3 Credits

Comprehensive study of the principals involved in the purchasing process and menu development in a quality food and beverage service operation. It includes the understanding of the overall concept of purchasing and receiving practices, to apply knowledge of quality standards and regulations governing food products to the purchasing function and to receive and store food and non-food items properly. Menu planning and development is also covered since one function is dependent upon the other. Topics to be covered include basic concepts of art and graphic design for menus, cost analysis, market trends, nutritional considerations and the persuasive and effective use of language for plate descriptions. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. Prerequisite: HMNG 201, MAGS 101/110 or MATH 130

CHEP 231 Culinary Practicum

1 Credit

Practicum in a commercial foodservice or hospitality establishment approved by the school. The practicum location will be selected from a list of approved centers by the student and practicum coordinator. The coordinator will impart students with a seminar in which they will discuss the different aspects of the practicum, the calendar, resume and professional etiquette, among other topics. The students will apply their theory and practical knowledge under the supervision of a certified chef. Work under pressure, judge accurately flavors and seasoning and application of hygiene and sanitation procedures will be emphasized. This practicum will help in the development of the student's practical and cognitive skills in the planning, preparation and presentation of entire meals. The course

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requires 350 working hours. Two evaluations will be required by the supervisor assigned to each of the two areas to rotate: Pastry and Baking, Hot Food and Cold Food, according to school standards. Prerequisite: CHEF 200, 202, 206 & 213 approved; Valid ServSafe Certificate

HMPS 235 Professional Etiquette for the Hospitality Industry
3 Credits

In this course students will work on their visual and vocal image to develop their ability to address individuals and groups in a professional and dynamic way. They will also be guided to develop a professional image that fits the hospitality industry standards without losing their own identity. Special emphasis will be given to improving the students' vocal range (including projection, diction, pacing, and pitch) and body language (including facial expressions, gestures, posture, and purposeful movement) through hands-on training. This course will help students understand how others form impressions of them based on their voice and body language, learn how to develop and manage their physical appearance and tone to create the desired image, and learn how to control these factors so that they can respond to situations while maintaining a positive attitude. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. Prerequisite: HMNG 280; COMM305

CUNU 250 Nutrition in the Humans Life Cycle
3 Credits

This course focuses on human development throughout life. It compromises from conception to death through a theoretical and practical approach to teaching and learning as part of understanding the human being. In unison, the involved theories concerning how humans grow and develop throughout their cycle of individual and social life is studied. Is heard the human being as an entity that has the ability to understand, learn and modify their lifestyles to a healthy if they are instructed in the proper way according to the necessary adjustments to their chronological age. Planning methods, instructional design, learning (including higher order, critical thinking skills), and classroom management, recognizing the person and the media and other educational materials covered. Prerequisite: INGS 101

HIAB 250 Hospitality Internship Abroad
12 Credits

Students will have the opportunity to apply the acquired skills of previous courses and work experiences in a real-life scenario (hotel, restaurant or event management facilities) working for a minimum of 1000 hours or six months, traveling outside Puerto Rico and

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living in a foreign country. A customized internship plan will be developed by the Internship location and approved by the School to ensure maximization of the experience and objectives accomplishments. This experience will also develop the necessary soft skills in the students, not only interpersonal and leadership skills but also the application of decision making skills while gaining a broader understanding of diversity and globalization. More importantly, students will acquire solid operational and managerial knowledge, building their resumes with strong hospitality experiences and skills. Moreover, students will be immersing to a non-Spanish language, increasing the opportunities to improve their English proficiency or depending on the destination, other foreign languages.

HMNG 259 Hospitality Accounting
3 Credits
Course provides students with the basic accounting concepts and principles in the hospitality industry; hospitality financial data, and the flow of financial information during the complete accounting cycle. Students will have the opportunity to produce and interpret financial statements. Topics covered will include aspects of the restaurant accounting and hotel accounting, among others. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. Prerequisite: MAGS 101/110 or MATH 130

HMNG 280 Guest Services
3 Credits
The exploration of the role of service in a successful hospitality operation. Topics discussed encompass: handling difficult guests, dealing with complaints, developing listening skills, and improving guest satisfaction. Introduction to the service philosophy. The course will use the Internet among others research tools, Email as means of communication and MS Word and Power Point for papers and projects. Prerequisite: HMNG 101

HMNG 290 Spreadsheets and Database Applications
3 Credits
Introduction to tourism business related computerized software applications including spreadsheet, database, presentation and graphics packages. Students will learn how to use the software (Excel, Access, Word, and Power Point) to organize, interpret and present information. The course uses real life situations to prepare and analyze financial information using Excel. Special emphasis is placed on database management and the use of MS Access to create tables, queries and reports of information such as Customers and Employee Database, Accounts Payable, Accounts Receivable, and Inventories. The course will use lectures and assigned laboratory material.

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CUNU 300 Menu Planning, Purchase, Facility Design and Cost Control
3 Credits

In this comprehensive study course on the principles will be in developing nutritional menu, therapeutic approach, different food services, purchasing processes, cost control, and design facilities. Throughout the course you will be given emphasis to aspects of design and menu development, cost analysis, studies assertive language in descriptions, aspects of procurement planning, distribution channels, research on market trends, selection of suppliers, availability of products and specification and identification of these, receipt of materials, food safety, cost control, waste control, inventory, sales control, among others. As part of the course, students will use different nutritional analysis software and expense management data to analyze calories, portions, create recipes and prepare menus. Prerequisite: MAGS 101, MAGS 110 or MATH 130

HMHM 300 Rooms Division Management I
3 Credits

This course presents the functions of the major components hotel lodging systems and rooms division within a hotel within a hotel. Emphasis will be placed in the four stages of the guest cycle (pre-arrival, arrival, occupancy, and departure). The interaction with this division and the other areas of the hotel are explored in relationship to customer service. The course will use the Internet as a research tool, Fidelio software, email as means of communication and MS Word and Excel for papers and projects. Prerequisite: HMNG 101

HMHM 301 Rooms Division Management II
3 Credits

This course presents the student with an in-depth analysis and study of the major components of facilities management and the rooms division within a hotel at a managerial level. Emphasis is placed on the administration of the housekeeping and front office areas. Safety and security issues, human resources challenges, as well as the most important ratios used to assess the hotel operation and financial performance in the division will be analyzed. The course will use the Internet as a research tool, email as means of communication and MS Word, Power Point, and Excel for papers, projects, and presentations. Prerequisite: HMHM 300

HMEV 302 Introduction to the Event and Convention Industry
3 Credits

Analysis of the impact of meetings, events, expositions, and conventions in the hospitality Industry. Study of the history, trends, terminology, types of events, and the planning process. Emphasis will be given to the process of planning an event from the meeting planner's perspective. The course will be developed through the analysis of readings,

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presentations, research, and field trips. The course will use the Internet among other research tools, email and Blackboard as means of communication and MS Word and Power Point for papers and projects. Prerequisite: None

HMHM 306 Casino Operations Management
3 Credits
This course explores the casino composition, its history, types of operation, security, marketing and playing techniques of the table games and slot machines. It will focus on the organizational structure, the rules, and basic operation procedures. The course will be developed with situational analysis, problem solution, theme discussions and simulations. Prerequisite: HMNG 101

HMEV 310 Convention Sales
3 Credits
Explanation of the specialized sales skills required for the event and convention industry. Study of the vocabulary relative to the hotel sales office, the organization of a sales office, the importance of the marketing plan, an in-depth study of each meeting market segment, the audiovisual components, and the roles and responsibilities of convention sales and service managers. The course will feature the process of selling and managing an event from the facility's perspective. Special attention will be given to create successful sales techniques, booking strategies, as well as the review and negotiation of contracts. The course will be developed through presentations, class discussion, and guest speakers. The course will use the Internet among others research tools, email and Blackboard as means of communication and MS Word and Power Point for papers and projects. Prerequisite: HMNG 101

HMEV 315 Exhibit & Trade Show Management
3 Credits
Study of the exhibit and trade show management industry. It provides practical information for designing, marketing, and managing trade shows and expositions. Provides detailed information regarding the exhibit manager role. Prerequisite: HMEV 302, HMNG 370

CUNU 325 Food Sciences
3 Credits
This course will familiarize you with the basic types of processed foods available to consumers, the basic types of processes used to preserve food and basic scientific principles behind these processes. Emphasis will be on the scientific method, applied sciences like microbiology and chemical and physical changes that occur during

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preparation, processing and storage of food products. The student will understand the main concepts of quality control for safety and quality in food processing. Was also familiar with the vocabulary of food technology in order to better understand the food processing literature and assess the safety, advertising, quality and marketing of processed foods. Prerequisite: BIOL 104, CUNU 205, CHEF 213, and CUNU 300 (in progress)

CUNU 330 Metabolic and Advances Nutrition
3 Credits

This course focuses on in-depth study of carbohydrate metabolism being included fiber, proteins, fats, vitamins, minerals, trace elements and water in the human body. Emphasis will be placed on an understanding of the action and interaction of nutrients with other macro and micronutrients and their metabolic consequences. Emphasis will also be discussed to provide understanding of the methodology of research in nutrition with the current literature in the field. The scientific examination of the nature, function and metabolism of energy nutrients in human health and disease. Prerequisite: BIOL 104, and BCHM 210

HMNG 347 Hospitality Human Resources Management
3 Credits

Comprehensive study of human resources, personnel supervision and effective communication as applied to Human Resources Management techniques within hotels, restaurants, events and other hospitality workplaces will be presented. The role, characteristics and skills of a supervisor and the principles of planning, recruitment, selection, staffing and organizing, training, performance management, coaching, counseling and discipline, controlling, delegation and decision making are topics of study. Other topics will include how to resolve conflicts, organizational behavior theories applied to the strategic management of a successful hospitality operation, important behavioral modification factors such as management styles, motivation, job satisfaction, employee empowerment, organizational culture, leadership, team-work, power structure and organizational change, will be discussed and analyzed. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. Prerequisite: HMNG 211 or CUNU 250 (for Culinary Nutrition program)

CUNU 350 Community Nutrition
3 Credits

This course provides the knowledge in the content area of community nutrition. Students are evaluated based on the increase in knowledge about cultural awareness, personal sensitivity, literacy level of nutrition education materials, resources credible nutrition information, community assessment, among others. Emphasis is given to the evaluation

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of the nutritional needs of the community and the design of a nutritional intervention and highlighted the cultural diversity in the United States and Puerto Rico. In addition, the student's ability to locate and evaluate information on food and nutrition practices of various groups in the area where they live is increased. Students will focus on groups of native people and immigrants, ages, ethnicities / races, Native American tribes loosely affiliated groups or people who have a common socioeconomic status, skin color, sex, sexual orientation, gender identity, condition social, political or religious beliefs, feeding practices and dietary patterns. As an example poverty, food insecurity, vegetarian, kosher system will, among others. Prerequisite: CHEF 213, CUNU 205, 250, and 300

HMNG 350 Cost Control for Hospitality
3 Credits

Course provides students with information on the basic principles of effective cost control in food production and service management, accounting systems and budgetary allocations in the hospitality industry. Study and analysis of cost control systems and methods in the areas of purchasing, receiving, storing, issuing and par stock within the Hospitality Industry. Techniques in controlling wages and sales, assessment and reporting on food and beverage control. The focus of the course is on food and beverage cost control concepts and processes including purchasing and receiving control, storing and issuing control, portions and quantities, inventory and daily food cost, actual and standard food costs, menu engineering and analysis, sales control, beverage control and labor control. This course uses basic mathematics and spreadsheet applications on a regular basis. Prerequisite: HMNG 259

HMNG 360 Hospitality Finance
3 Credits

Course provides students with the principles, methods and concepts of hospitality finance, cash management and its importance; the investment decisions regarding hospitality projects and capital expenditures; cash control during the various stages of operations; statement of cash flow; an introduction to feasibility studies, financial ratios analysis and working capital. The course will use the Internet as a research tool, the Email as a means of communications and MS Word for papers and projects. Prerequisite: HMNG 259

HMNG 365 Hospitality Law
3 Credits

This course focuses on elements of business law, mostly torts (negligence), and property law and the effects thereof on the hospitality and tourism industries. It is intended to help the student to develop a practical managerial perspective on how the law applies generally to: the hospitality/tourism company’s policies and practices, minimize the

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negative impact of the legal environment on the company, and foster an attitude of compliance and prevention. The course emphasizes in US Federal law, recognizing that also Puerto Rico law applies to hospitality companies. Students will examine relevant federal and state cases and statutes. The overall objective is to enable students to recognize, analyze, and evaluate legal issues for the purpose managing preventatively and apply appropriate decisions in the workplace. Prerequisite: HMNG101.

HMNG 370 Hospitality Sales & Marketing
3 Credits

This course immerses the students into the functions and principles of hospitality sales and marketing. Students will learn the essential sales and marketing functions. The course incorporates the development of a marketing plan with emphasis on sales and marketing techniques, target marketing, advertising, public relations, and market study and analysis. The course uses the Internet among other research tools, email as means of communication, and MS Word, Excel and Power Point for projects and presentations.
Prerequisite: HMNG 101

HMNG 380 Restaurant & Catering Concept Development
3 Credits

Discussion and conceptualization of the process to open a restaurant or a catering service. It includes financial aspects, marketing analysis and strategies, legal responsibilities, permit process and financial backing to operate. The class requires the preparation of a food and beverage business plan. The course will take place through lectures, presentations and written analysis. Ii includes integration of technology, use of Internet for research, use of email as a communication tool and software such as Word and PowerPoint. Prerequisite: HMNG 201, 220, 360, 370; COMM 305

HSUS 381 Sustainable Tourism/Hospitality Business Planning and Development
3 Credits

This course introduces the student to the fundamental changes that impact business institutions and managerial attitudes towards more sustainable natural resources management. Examines the philosophy, concepts and attitudes prevalent in practices of sustainable tourism in local and global destinations. Emphasis is given to regulations, policies, best practices and certifications in sustainable business planning and development. Guest speakers, field visits, case studies and group projects will be used as learning methodology. The course will use the Internet as a research tool, email and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations. Prerequisite: HMNG 101

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HSUS 385 Environmental Management Systems and Leadership Principles
3 Credits

This course examines the leadership role in the implementation of environmental management systems in a tourism/hospitality operation. Provides the tools to audit resources consumption and discusses strategies for environment conservation. Emphasis is given to the human resources, promotion marketing and financial factors of a sustainable business operation. Actual resources consumption audit will be performed as part of course requirements. Field visits, case studies and group projects will be used as learning methodology. The course will use the Internet as a research tool, e-mail and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations. Prerequisite: HSUS 381

HSUS 390 Sustainable Tourism/Hospitality Entrepreneurial Project
6 Credits Development

This course leads the student to apply the knowledge acquired in previous courses to the development of a tourism/hospitality business that complies with all the characteristics, regulations and certification standards of a sustainable operation. The first phase of the project will include visits to local or international destinations to benchmark sustainable business and evaluate applicable best practices. The second phase will be the actual development of a business plan for a tourism/hospitality enterprise that will be presented to a financing entity. Course evaluations will be based on project financial approval. The course will use the Internet as a research tool, e-mail and Blackboard as means of communication, and MS Word and PowerPoint for projects and presentations. Prerequisite: HSUS 385

HMHM 390 Practicum in Hotel Management
3 Credits

Practicum in a hospitality establishment. The student will work a total of 500 hours in supervision areas within the Hotel Management Area. The practicum location will be selected from the list of approved practice centers by the student and approved by the ISHCA practicum coordinator. The School Practicum Coordinator will impart students with a seminar in which they will discuss the different aspects of the practicum, the calendar, resume and professional etiquette, among other topics. The seminar will be equal a full day or approximately 8 hours of duration. The seminars are mandatory for students and failure to attend will result in the student's automatic drop from the course.
Prerequisite: HMHM 301

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CUNU 400 Holistic Food Preparation

3 Credits

The kitchen is the medium in which food is transformed into healthy and vibrant dishes. This course specializes in the practical experience of preparing dishes that focus on holistic health. They utilize alternative methods for prevention, treatment and health conditions. The course will be using as a base the approach to vegetarian cuisine and athletic SPA. Emphasis is placed on the proper preparation of healthy unprocessed foods to preserve and improve the nutritional value of food. Prerequisite: CHEP 231, and CUNU 330

HMHM 400 Revenue Management for the Hospitality Industry

3 Credits

Designed for students who are interested in higher level managerial positions in the hospitality industry, whom would be responsible for the financial performance of a hotel and formulating tactical pricing decisions to maximize revenues for hospitality organizations. The course will provide students the basic understanding of the revenue management process. Topics covered will include a review of the historical development of revenue management, reservation systems, forecasting demand, inventory control, cost analysis, pricing strategy, channel management, and revenue management tactics, i.e., overbooking, discount allocation, and demand management. Prerequisite: HMHM 301

CUNU 401 Nutritional Bakery

3 Credits

Through this course focuses on the development of techniques previously learned in the course of pastry 1 and how to apply them to the development of nutritious and healthy desserts. Emphasis is placed on the production of baked goods such as replacing, high-fat items for low fat items without losing product quality, quantity, variety and visual appearance thereof. During lab time all areas will be covered from a bakery making bread to making plated desserts. The theory will be based on as substitute ingredients to create healthier desserts and as functional ingredients. Students will use the computer program to analyze ESHA calories and portions of a dessert, like to create new recipes. Prerequisite: CHEF 200, CHEF 213, and CHEP 231

CAPE 404 Convention and Event Planning Logistics Capstone

6 Credits

Hands-on course featuring the planning of a real fundraising special event from beginning to end. It is designed to provide students with the opportunity to apply all the knowledge acquired in previous courses from the concentration and professional components of the program. Emphasis is placed on the student's ability to conceptualize, market, and manage an event project, and their capacity to achieve goals and objectives. The Internet will be

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used for research. MS Word, PowerPoint, Excel, and other open source software will be used for projects, assignments and presentations. Blackboard, email, phone calls, and Box.net will be used to foster communication among stakeholders. Prerequisite: HMEV 302, 406; HMNG 370

HMEV 406 Special Events Management
3 Credits
This course is a step by step guide to planning a fundraising special event. The course will foster teamwork and will allow students to apply their acquired knowledge through assignments and projects. It will use the Internet, among other research tools; email and Blackboard as means of communication and MS Word, Power Point, Excel, and web development applications for papers and projects. Prerequisite: HMEV 302, 310; HMNG 370.

CUNU 415 Medical Nutrition - Therapy I
4 Credits
This course focuses on the study techniques anthropometric, biochemical, dietary and nutritional assessments of individuals. In addition, all management issues of the most common chronicle, metabolic and viral diseases in the population of Puerto Rico are played. Through these studies and analysis, students will be able to understand how to evaluate a patient, writing intervention and apply the full extent of the Medical Nutrition Therapy-in each of the interventions that will be with the patient. Prerequisite: CUNU 330, 350, 400, 401, and CHEP 231

CUNU 416 Medical Nutrition - Therapy II
4 Credits
This course focuses on the study techniques anthropometric, biochemical, dietary and nutritional assessments of individuals. In addition, all management issues of the most common chronic, metabolic and viral diseases in the population of Puerto Rico are played. Through these studies and analysis, students will be able to understand how to evaluate a patient, writing intervention and apply the full extent of the Medical Nutrition Therapy-in each of the interventions that will be with the patient. Prerequisite: CUNU 415

CUNP 421 Culinary Nutrition Internship I: Administration, Community and
3 Credits Legislation
This work experience or supervised course, has been designed to provide graduates a practical learning field experience in professional nutritionist and dietitian different areas. Minimum 500 experience hours in one semester is required. In this course, the same students apply the theoretical knowledge acquired in the different classes on the main

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issues: administration, community (education), and legislation (public health). The student will be exposed to teamwork, variety of foods and cooking methods, while apply administrative procedures, community or education, and legislative or public health. The coordinator will give students a seminar that will analyze the different aspects of practice, rotation calendar, professional resume, etiquette and formality, among other topics. Prerequisite: CHEP 231, HMNG 259, 290, 347, and STAT 201 or PUHE 201.

CUNP 421 Culinary Nutrition Internship II: Clinical and Research
3 Credits

This work experience o supervised course, has been designed to provide graduates a practical learning field experience in professional nutritionist and dietitian different areas. Minimum 500 experience hours in one semester is required. In this course, the same students apply the theoretical knowledge acquired in the different classes on the main issues: clinical and investigation. The student will be exposed to teamwork, variety of foods and cooking methods, while apply clinical and investigation. The coordinator will give students a seminar that will analyze the different aspects of practice, rotation calendar, professional resume, etiquette, and formality, among other topics. Prerequisite: CUNU 415, 416, and CUNP 420

HFBP 450 Practicum in Food & Beverage Management
3 Credits

Practicum in a food service establishment. The student will work a total of 300 hours within the Food and Beverage Area. The practicum location will be selected from a list of approved centers by the student and practicum coordinator. The School Practicum Coordinator will impart students with a seminar in which they will discuss the different aspects of the practicum, the calendar, resume and professional etiquette, among other topics. During the seminar the students will be handed a list of approved practice centers, from which the student will choose 3 options. The seminar will be equal to a full day or approximately 8 hours of duration. Two evaluations will be required by the supervisor assigned to each of the two areas to rotate: front of the house, bar, banquets, purchasing, inventory, supervision, according to school standards. The seminars are mandatory for students and failure to attend will result in the student's automatic drop from the course. Prerequisite: CHEP 231, CAPC 452

CAPC 452 Restaurant Management Capstone
6 Credits

Practical course in which the students apply acquired managerial skills and technical knowledge of all previous courses to create and manage a fully operational restaurant. All students will have the opportunity to role play as restaurant Executive Chef, Sous Chef,

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Restaurant Manager and Assistant Restaurant Manager, while planning and executing all related duties in the front-of-the-house and back of the-house of the School Restaurant Laboratory. Students will also rotate in the various duties required to run an effective operation such as waiter, cook, steward and restaurant host, among other duties and positions. Emphasis will be given to the planning and organization process, including the menu development and costing, food serving size, portion control and quality, the requisition process, methods to control all operational costs, food handling, proper etiquette and overall guest experience and satisfaction. Prerequisite: HMNG 350, 370, 380; CHEP 231

HMEV 455 Practicum in Events & Conventions
3 Credits

Practicum in a hospitality establishment. The student will work a total of 500 hours in areas within the Convention and Event Management Area. The practicum can be in hotels, sports events planning, conventions, or entertainment. The practicum location will be selected from a list of approved centers by the student and practicum coordinator. The Coordinator will impart students with a seminar in which they will discuss the different aspects of the practicum, the calendar, resume and professional etiquette, among other topics. The seminar will be equal to a full day or approximately 8 hours of duration, these are mandatory for students and failure to attend will result in the student's automatic drop from the course. Prerequisite: CAPE 404

CAPH 460 Hotel Management Capstone
6 Credits

Integration of learned managerial skills and strategies through the analysis of management situations in the hospitality industry. The evaluation of strategic solutions to help students review and practice their management knowledge and capabilities will be assess through various methods. Case studies will be used to explore current trends and issues pertaining to the three areas of concentration: hotel, food and beverage and events and conventions planning. In-class discussion of current hospitality issues evaluating its impact to the hospitality industry both, locally and internationally. Emphasis is placed on the students' abilities to investigate, analyze and discuss these issues through oral and written work. Students will be guided in their effort to find a supervisory managerial level job in the hospitality industry. Prerequisite: HMHM 301; HMNG 370; INGS 101

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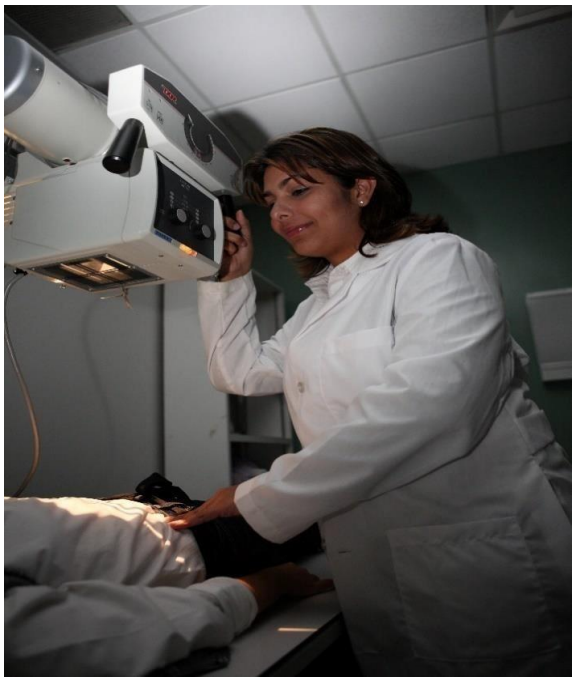
SCHOOL OF HEALTH SCIENCES



Accredited by:

ACEN
Accreditation Commission for Education in Nursing

SCHOOL OF HEALTH SCIENCES

The School of Health Sciences is ascribed to the Office of the Vice-Chancellor for Academic Affairs. It offers undergraduate programs such as; professional certificates, associate, and bachelor's degrees. Continuing education activities are also given with the proper credits or certificates.

The academic programs answer to the socioeconomic reality and complement the theory with the practice. This is possible by means of the integration of the professional community, industry, the government sector, and the community in general, by means of strategic alliances and collaboration agreements. The use of the advanced technology is one of principal teaching tools that support the academic and the service to the student's activities.

The School of Health Sciences at UAGM- Carolina Campus offers and collaborates with the community in the development of an environment that will foster an ambiance for study in harmony with the Institutional vision and mission. The continuous education to different professional sectors and sponsoring of professional development activities complete this ambiance of studies. The School of Health Sciences is a community of learning and dynamics in search of the highest educational ideal.

VISION

The School of Health Sciences at UAGM- Carolina Campus, aspires to be recognized as an academic and community leader in health promotion, disease prevention and advanced technology for diagnosis, treatment and care of Puerto Rican and international communities.

MISSION

Our commitment is to improve the health and quality of life of Puerto Ricans and the international community through excellence in education in Health Sciences that promotes academic, social, ethical and moral development of students.

We will promote the integral growth of high quality accredited academic programs at the undergraduate and graduate level, to respond to the development of health professionals who can expand their personal, professional and research opportunities.

Our programs will promote community engagement and public service, social growth of the students, and the excellence in health services and quality life in our society.

GOALS

The School is committed to fulfill its mission through the following goals:

1. Promote health through a commitment to the national community.
2. Promote high quality, academic programs in health-related professions that respond to the needs of society, and that broaden the personal and professional opportunities, as well as the social growth of the students.
3. Promote the understanding and acceptance of cultural diversity inherent in society.
4. Promote an administrative system that facilitates and supports student services and the teaching staff.

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5. Support faculty development in agreement with the philosophy of quality and the educational community.

OBJECTIVES

1. Develop continuing education activities.
2. Organize activities for the dissemination of health information to the different sectors of the community.
3. Promote undergraduate, scientific, social, and epidemiological research.
4. Strengthen the academic offerings through the development of programs.
5. Maintain the specialized, up-to-date equipment.
6. Continue to develop the international dimension in the areas of health.
7. Support the acceptance of cultural, social and international differences within the educational community.
8. Develop the administrative structure that supports student services and the teaching staff.
9. Develop strategies to increase student retention and assist those students who are at risk of leaving school.
10. Promote faculty development.
11. Recruit and retain faculty members with the academic degree and specialization necessary for each of the disciplines of the School.

FACULTY

Aponte Rosado, Abel, Assistant Professor
Nursing DNP, University of Massachusetts

Arroyo Colón, Sherleen, Instructor
MSN, University of Puerto Rico, Medical Sciences Campus

Arroyo Vázquez, José D. MS, Instructor
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Astacio Méndez, Ana I., Assistant Professor
ARRT (R), RT, BHS, MPH, MPA, Ed.D. Nova Southeastern University

Bascos Irizarry, Eloy, Instructor
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Blanco Fiol, Roberto M., Instructor
BA, Pharmacy Technician, University of Puerto Rico,

Córdova Acosta, Ynés, Assistant Professor
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De Jesús Bonilla, Verónica, Instructor
MSN, Caribbean University of Puerto Rico,

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Fernández Mora, Rosa M., Associate Professor
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Galindez Tanco Marta, Instructor
MSN, University of Puerto Rico, Medical Sciences Campus

Girona González, Carlos, Instructor
MPH, BS, University of Puerto Rico

Guzmán Flores, Norma I., Instructor
BS, MHSA, Universidad del Este,

Lebrón Salas, Adalberto, Instructor
RT (R), BS, MBA Hospital Administration, Columbia Central University

Martinez Arroyo, Aurea, Instructor
MS, Pontifical Catholic University of Puerto Rico,

Martinez Rivera Willmarie, Instructor
MSN, Universidad Metropolitana

Medina Rodriguez Omaira, Instructor
BS, Pontifical Catholic University of Puerto Rico,

Moctezuma Rodríguez, Norma I., Assistant Professor
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Ortiz López, Vanessa M., Assistant Professor
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Ortiz Rivera, Héctor M., Instructor
MSN, National University College

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Rivera Ortiz, Migna, Instructor
MSN, JD, Pontifical Catholic University of Puerto Rico

Rodriguez Avilés, Vionette V., Instructor
PhD, Carlos Albizu University

Román Sánchez, Katia, Instructor
MSN, University of Puerto Rico, Medical Sciences Campus

Rosa Rivera, Migdalia, Instructor
MSN, University of Puerto Rico

Rosa Rodriguez, Tito A., Instructor
MSN, Universidad Metropolitana

Sánchez Muñiz, Ana, Instructor
MS, Pontifical Catholic University of Puerto Rico

Torres Pabón, Fransuás, Instructor
RRT, BS, Central University of the Caribbean

Torres Rosario, Arilda, Instructor
MSN, Pontifical Catholic University of Puerto Rico

Vega Martinez, Geraline N., Instructor
MSN, National University College

Zapata Gómez, Rosa, Instructor
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Zayas Hernández, Ana O., Assistant Professor
BS, EdD, Nova Southeasthern University

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ADMINISTRATIVE STAFF

Ortiz López, Vanessa M., Dean and Assistant Professor
Ed.D., Nova Southeasthern University

Parrilla Díaz, Sarahí, Administration Director
MBA, Universidad Metropolitana

Pérez Rivera, Tayra J., Nursing Department Director and Assistant Professor
Ed.D., Nova Southeasthern University

Colón Torres, Rosemary, Administrative Assistant
BOS, Universidad del Este

López Merced, Yamira, Administrative Assistant Nursing Department
BOS, Universidad del Este

Martinez Rivera Willmarie, Clinical Coordinator, Nursing Department
Universidad Metropolitana,

Nazario Pagán, Denise, Radiology Technology Program coordinator
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Ruiz Astacio, Lucely, Clinical Coordinator Radiology Technology Program
RT, MPH, University of Puerto Rico

Torres Pabón, Fransuás, Medical Sonography Academic / Clinical Program Coordinator and Instructor
RRT, BS, Central University of the Caribbean

Rodriguez Avilés, Vionette V., Pharmacy Technician Program Coordinator and Instructor
MS., PhD, Carlos Albizu University

Reyes García, Israel, Director of Student Affairs
BOS,University of Puerto Rico

Martínez Santana, Marly Ann, Student Affairs Coordinator
BOS, Universidad del Este

Sánchez López, Lydia E., Laboratory Technician
BSN, University of Puerto Rico, Medical Sciences Campus

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PROGRAM DESCRIPTIONS

Radiologic Technology

The Radiologic Technology Program is one of the academic programs of the School of Health Sciences from UAGM- Carolina Campus. It was created in 1980, to meet the needs of highly specialized personnel in the field of radiologic technology, so that they can meet the demand of service demanded by the community. Their commitment is to provide the Puerto Rican society with trained radiologic technologists in the provision of radiological quality services by offering an Associate Degree in Radiologic Technology and a bachelor's degree in Radiological Sciences with Mayor in Computerized Tomography with Magnetic Resonance Imaging.

It has a highly skilled and competent faculty in their professional field with vast clinical and teaching experience, committed to the mission and goals of the program. Students admitted to the program come from high school, private schools, or transfer from another university to study de bachelor's degree. During their professional training are exposed to a variety of clinical experiences.

The program includes public and private clinical facilities that possess the highest technology in order that students attain their competencies.

The curriculum provides the experiences necessary for students develop skills for solution of problems, communication, critical thinking, research, mathematics, and technology so that they can participate effectively as members of the interdisciplinary team of health. The curriculum allows the incorporation of innovative strategies in the teaching-learning process.

As part of its social commitment the Faculty of the program offers professional advice to other institutions within and outside Puerto Rico, works with the Board of Examiners of Radiologic Technologists in Diagnostic Imaging and Radiotherapy Technologists of Puerto Rico and participates in continuing education activities.

Program Goals

Goal #1: Promote the development of the competencies required in the field of radiologic technology in accordance with technological advances in our students "Student Learning Outcomes"

- Students will have a high level of satisfaction by learning
- Students will demonstrate a high proficiency in technology in the workplace

Goal #2: Prepare professionals with the skills required to work effectively with other professionals in an interdisciplinary team of health "Student Learning Outcomes"

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- The students will know teamwork.
- Students will play in the workplace according to the standards of ethics, patient care and fulfilling the laws of confidentiality and privacy of the patient.
- Students demonstrate professionalism and empathy with the patients.

Goal #3: Facilitate the development of critical thinking, problem solving, and effective communication skills in our students "Student Learning Outcomes"

- Students will be competent in criticism and radiographic evaluation
- Students will be effective in its communication with patients and staff

Goal #4: Offer a full curriculum and prepare our students to pass Puerto Rico and United States Board Exams "Student Learning Outcomes"

- Students will keep the average number of courses completed in 80%
- Graduated 80% of students admitted to the program
- Students passed the exam of Puerto Rico with an average of 75%
- Students passed the exam of United States in his first attempt

Medical Sonography

The program of Associate Degree in Medical Sonography prepares students to be professionals within the health care area, enabled to work with highly technological equipment and with a certified physician, be able to contribute to the diagnosis of different medical conditions.

Through this program the student will acquire the competencies necessary to work in different medical scenarios and will be enabled to perform ultrasound studies of the abdomen, gynecological, obstetrical area and of small parts.

In the Medical Sonography baccalaureate, the student will acquire the competencies necessary to work in different hospital scenarios and will be able to perform ultrasound studies of the abdominal, gynecological, obstetrical area, of small parts, blood vessels and adult heart.

Medical Sonography Professional Standards

The students admitted to the Medical Sonography program medical must show skills and abilities according to the standards listed below:

1. Ability to communicate with a wide variety of people being able to monitor and determine the patient's needs, by detecting and responding appropriately to emergency situations.
2. Ability to read, writes, record and document patient information according to the standards of ethics.
3. Possess analytical skills to process information, to transfer knowledge of a situation to another and to establish priorities in tasks that are assigned.

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4. Critical thinking that help them to make safe and reliable judgments related to the diagnostic patient information.
5. Ability to use both hands, wrists and shoulders with repetitive and prolonged way, keep standing 80% of the time, distinguish sounds, view and properly distinguish colors and shades of gray.
6. The medical Sonographer must possess strength, flexibility, and physical ability to provide safe and effective care to the patient or client.
7. Ability to operate sophisticated equipment, organize and execute sonographic procedures in proper sequence. Own emotional and mental health to run multiple tasks concurrently and to manage different patient's emotions.

Pharmacy Technician

The Program of Associate Degree in Pharmacy Technician of UAGM, aspires to develop students with the knowledge and necessary skills to perform as an important component of the teamwork of a pharmacy. The students will have the opportunity to acquire knowledge through didactic courses directed to know the most important aspects of this field. The program will also provide the opportunity to develop the techniques and skills that will enable the student to work with a high level of competitiveness.

The pharmacy technician is the professional that helps the pharmacist to dispatch medication prescribed by the doctors, under the supervision of the authorized pharmacist. The auxiliary is qualified to work in the hospital pharmacy, community pharmacy, as well as any other licensed distributor of pharmaceutical products.

The dispatch of meds implies a series of activities in sequence that consists among others in: taking care of the patient; receive and interpret the received prescription; select the product, as well as the appropriate delivery package; to verify dose; to prepare simple solutions, ointments and other pharmaceutical preparations; to carry out suitable labeling using computerized systems and computation of prices.

Standards of the profession

Improve health and quality of life of Puerto Ricans and the international community, through excellence education that promotes academic, social, and ethical development of students.

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NURSING DEPARTMENT

The bachelor's in Nursing Sciences program with concentration in Intensive Care and Emergency Room is designed to develop in the student the knowledge base and necessary skills to perform effectively and efficiently as a general nurse. He/she will also possess basic knowledge of nursing care offered to patients hospitalized in the areas of Intensive Care and Emergency Room. The program's graduates will possess an ample and critical understanding of nursing care at this level and will be trained to be responsible professionals in the delivery of the highest possible quality nursing care. The graduates will be able to operate as a general nurse in a variety of scenarios, particularly Intensive Care and Emergency Room, aside from contributing to strengthening and developing the general health environment.

MISSION

The Nursing Programs at UAGM, shares the institutional and the School of Health Sciences mission and made the following mission: Develop Associate Degree and Bachelor Professional of Science in Nursing, with the knowledge and skills necessary, including the use of high technology to be excellence leaders in nursing, national and international. In addition, they are committed to the promotion, prevention and maintenance of the health of individuals, families and communities through the application of the nursing process, critical thinking and evidence-based practice.

VISION

The Nursing Program at UAGM- CAROLINA CAMPUS aspires to be the best program in Puerto Rico, preparing professional leaders with the abilities, aptitudes, skills, and essential knowledge to meet the care needs of individuals, families, and communities.

PHILOSOPHY OF NURSING PROGRAM

The philosophy of the nursing program is part of the overall values of the Ana G. Méndez University System, the mission of the School of Health Sciences, the Standards of Practice of Nursing College of Nursing Professionals of Puerto Rico, the laws that regulate the practice, social trends highlighted in the field of health and beliefs of the faculty of UAGM- CAROLINA CAMPUS Nursing Program.

The philosophy of the Associate in Science in Nursing and the Bachelor in Science in Nursing is aimed at training nursing graduates, professionals highly competitive in the service area and demonstrates ethical-legal and moral responsibility to individuals, families and communities to which it gives service. The faculty defined the following core concepts as:

Nursing- is a science and an art that guides its interventions on prevention, promotion, restoration, and rehabilitation of health of human beings at different stages of growth and development. Integrates principles and knowledge of the biological, psychological, humanistic, and nursing knowledge construction, inherent in their academic level. In

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addition, nursing practice requires the application of the nursing process, communication, professional behavior, and the use of best practices to provide care to individuals, families, and communities, framed in Marjorie Gordon's Nursing Theory. Assist the human being in meeting their needs (functional health patterns). Collaborate and coordinate nursing care to individuals, families, and communities as an integral part of the multidisciplinary health team.

Human Being - is unique, complex, and multidimensional with values, beliefs that forms part of a family, community, and a culturally diverse society. It is a being with biophysical, psychological, social, and spiritual needs that contribute to their health, quality of life, and development of their potential. Have the right to be independent, make decisions, dignity, and respect.

Health - is a dynamic state through life, where biophysical, psychological, social and spiritual aspects affect the satisfaction of functional health patterns, maintaining a continuous human health and disease.

Teaching-learning process - is the continuous and dynamic cognitive, psychomotor, and affective development process. The construction of knowledge, skills, attitudes, and values are demonstrated through a comprehensive transformation of the student. The faculty and students develop a collaborative relationship that facilitates the construction of knowledge, self-direction, and professional growth. The students are actively involved in the process and takes responsibility for their academic success. Knowledge, attitudes, and values acquired allow them to adapt to changing situations in society and globalization.

STUDENT LEARNING OUTCOMES (SLO)

Nursing faculty of the School of Health Sciences identified six outcomes for each program (ADN and BSN). The SLO and skills for both programs were selected by the faculty to reflect the concepts established in the philosophy of the program. These are:

- Communication (oral, written, technology)
- Professionalism
- System based- practice, safety and quality improvement
- Patient-centered care
- Evidenced Based Practice (Research)
- Critical Thinking

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Public Health

The Associate in Science in Public Health is a unique program in Puerto Rico which provides multiple conceptual skills to effectively work in projects related to strategic goals set by the Department of Health and the US Department of Human Services in Healthy People 2020 in the public and private sector. This program is in accordance with UAGM-CAROLINA CAMPUS mission that establishes: "*improve the health and quality of life of Puerto Ricans community by means of an education of excellence that promotes the academic, social and ethical development of the students*".

Graduates of the associate degree will be able strengthen the competences to help in public health problems from a perspective of health promotion and health education. They will be able to work providing direct or indirect services to individuals, families, groups, organizations, and communities. In addition, the program provides a way for health services workers with a certificate degree to get a college degree to further advance in their career goals. It also provides a starting point for students interested in other health related careers.

ADMISSIONS REQUIREMENTS FOR NEW STUDENTS:

In addition to the general admissions requirement at UAGM- CAROLINA CAMPUS:

- Before beginning clinical practice, the student must be 18 years old.
- Applicants for the nursing program must be 18 years old on or before September 30 of the current year.
- Applicants should submit a minimum of 400 points in the Math and English areas of the College Entrance Examination Board (CEEB) scores. The English, Spanish, and Math courses will be assigned according to the results of the College Board Entrance Exam or the CREE Placement Test.
- High School grade point average of 2.0 for Associate programs in:
- Public Health
- High School grade point average of 2.5 for Associate programs in:
- Medical Sonography
- Radiologic Technology
- Nursing
- Pharmacy Technician
- High School grade point average of 2.5 for Bachelor programs in:
- Computerized Tomography with Magnetic Resonance
- Medical Sonography
- Nursing
- Interview and/or orientation meeting (established by each program Director/Coordinator) for the following programs:
  (During the interview process the applicants for Nursing, Medical Sonography, Radiologic Technology and Pharmacy Technician program will be ask to write an essay)
  - Nursing
  - Medical Sonography

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- Radiologic Technology
- Pharmacy Technician

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

In addition to the transfer students' admittance policy at UAGM- CAROLINA CAMPUS:

- Applicants must be 18 years old by December 31 of the current year or older.
- Previous college grade point average of 2.5 for Associate programs in:
  - Radiologic Technology
  - Medical Sonography
  - Pharmacy Technician
  - Nursing
- Previous college grade point average of 2.0 for Associate programs in:
  - Public Health
- Previous college grade of C in Biology, Physics, Chemistry, or equivalent for Associate programs in:
  - Radiologic Technology
  - Medical Sonography
  - Pharmacy Technician
  - Nursing
  - Public Health
- Previous college grade of C in Math, Algebra, Pre-Calculus and Calculus for Associate programs in:
  - Radiologic Technology
  - Medical Sonography
  - Pharmacy Technician
  - Nursing
  - Public Health
- Previous college grade point average of 2.5 for Bachelor programs in:
  - Radiologic Technology
  - Medical Sonography
  - Nursing
- Previous college grade of C in Biology, Physics, Chemistry or equivalent for Bachelor programs in:
  - Radiologic Technology
  - Medical Sonography
  - Nursing
- Previous college grade of C in Math, Algebra, Pre-Calculus and Calculus for Bachelor programs in:
  - Radiologic Technology
  - Medical Sonography
  - Nursing

All the transfer students requesting admission for Medical Sonography, Radiologic Technology, Pharmacy Technician and Nursing Programs, will be interviewed and oriented by director, coordinator, or faculty of the program.

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GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The graduation requirement for the Associate Degree in Pharmacy Technician Programs is a general grade point average of 2.0 and for the major component are 2.5.

The graduation requirement for the Associate Degree in Medical Sonography, Radiologic Technology and Nursing Programs is a general grade point average of 2.0 and for the major component are 2.5.

The graduation requirement for the bachelor's degree programs is a general grade point average of 2.0 and for the major component are 2.5.

CLINICAL PRACTICE DOCUMENTATION REQUIREMENTS

- Evidence of Hepatitis B Vaccine
  - First Injection - At any given time
  - Second Injection - At least one month after the first dose
  - Third Injection - Six months after the first dose
- Evidence of Varicella Vaccine
  - First injection – at any given time
  - Second injection- 4 to 8 weeks after the first dose
  - If the student has suffered from chickenpox they are not required to get vaccinations, however proof of immunity will be required
- Influenza vaccine (annual) - The influenza vaccination is an annual vaccination using a vaccine specific for a given year to protect against the highly variable influenza virus.
- Respirator Fitting Test
- Cardiopulmonary Resuscitation Certificate for Health Care Providers
- HIPAA Certification (annual renewal)
- Health Certificate (annual renewal)
- Criminal Record Clearance Certificate
- Must present validation document for certificates issued online
- University identification card Two 2x2 Photos

Other documents and certifications may be required based on individual Clinical Affiliation requirements.

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ASSOCIATE IN SCIENCE IN RADIOLOGIC TECHNOLOGY

Total credits: 78

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
Total		**16**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 101	Introduction to Biological Sciences	3	
HESC 111	Computers in Medical Informatics	2	RADI 101, 103
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 115
HESC 126	Anatomy and Physiology for Health Professions II	4	BIOL 115, HESC 125
Total		**13**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
RADI 101	Introductions to Radiological Sciences	2	
RADI 102	Radiological Physics I	3	MAGS 110
RADI 103	Medical Terminologies	3	
RADI 104	Radiological Physics II	3	RADI 102
RADI 107	Radiographic Positioning I	3	HESC 125, RADI 101
RADI 108	Radiographic Positioning II	3	RADI 107
RADI 109	Radiographic Positioning III	3	RADI 108
RADI 121	Patient Care	2	HESC 125, RADI 101, 103
RADI 200	Radiobiology and Radiology Protection	3	RADI 104, 213
RADI 212	Pathology, Evaluation and Radiographic Critique	3	RADI 108
RADI 213	Principles of Radiographic Exposure and Processing	3	RADI 102
RADI 214	CR & DR Image Acquisition and Display	3	RADI 104, 213
RADI 215	Pharmacology	3	MAGS 101
RADI 230	Clinical Practicum I	1	HESC 125, RADI 101, 103
RADI 231	Clinical Practicum II	1	RADI 107, 230
RADI 255	Introduction to Imaging Modalities	2	
RADI 330	Clinical Practicum III	1	RADI 231
RADI 331	Clinical Practicum IV	1	RADI 330
RADI 380	Radiologic Technology Seminar – Registry review	6	RADI 200, 109, 330, 212
Total		49	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE IN SCIENCE MEDICAL SONOGRAPHY

Total credits: 70

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral or communication Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101		3	
Total		**13**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 101	Introduction to Biological Sciences	3	
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 101
HESC 126	Anatomy and Physiology for Health Professions II	4	BIOL 101, HESC 125
HESC 231	Cross Sectional Anatomy I	4	HESC 126
HESC 232	Cross Sectional Anatomy II	4	HESC 231
Total		**19**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
SONO 100**	Introduction to Medical Sonography and Patient Care	3	
SONO 102	Techniques and Protocols in Sonography	2	SONO 100
SONO 110	Compendium of General Physics	3	MAGS 101, SONO 100
SONO 234	Ultrasound Physics and Instrumentation I	2	SONO 110
SONO 235	Ultrasound Physics and Instrumentation II	2	SONO 234
SONO 238	Abdomen Sonography and Laboratory	3	SONO 110, HESC 125
SONO 240	Small Parts Sonography and Laboratory	3	SONO 234, 238, 247
SONO 242	Gynecology Sonography	3	SONO 234, 238, 252
SONO 247**	Clinical Education I	1	SONO 110
SONO 248**	Clinical Education II	1	SONO 247
SONO 249**	Clinical Education III	1	SONO 248
SONO 250	Sonography in Obstetrics I	3	SONO 238, 252, 234, HESC 231
SONO 251	Sonography in Obstetrics II	2	SONO 242, 250
SONO 252	Pathology and Medical Terminology	3	SONO 102, HESC 125
SONO 256	Seminar and Student Project in Medical Sonography	3	SONO 238, 242, 250
SONO 260	General Sonography Review	3	SONO 238, 242, 250
Total		**38**	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *** These courses must be approved with a minimum of B.*
9. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE IN SCIENCE IN PHARMACY TECHNICIAN

Total credits: 73

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
BIGS 101+	Environmental Science	3	
Total		**16**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
PHAR 212	Pharmaceutical Administration	3	
PHAR 210	Pharmaceutical Calculations I	3	MAGS 101 or MAGS 110*
PHAR 211	Pharmaceutical Calculations II	3	PHAR 210
PHAR 226	Pharmacotherapy for Pharmacy Technicians I	3	
PHAR 227	Pharmacotherapy for Pharmacy Technicians II	3	PHAR 226
PHAR 228	Pharmacotherapy for Pharmacy Technicians III	3	PHAR 226
PHAR 230	Pharmaceutical Technology I	3	PHAR 210
PHAR 230 L	Laboratory of Pharmaceutical Technology I	3	PHAR 210, 230, concurrent
PHAR 231	Pharmaceutical Technology II	3	PHAR 210, 211, 230
PHAR 231 L	Laboratory of Pharmaceutical Technology II	3	PHAR 211, 231 concurrent
PHAR 233	Posology	3	PHAR 211
PHAR 250	Hospital Pharmacy	2	PHAR 210
PHAR 251	Prescription Dispensing and Pharmaceutical Specialties I	3	PHAR 228, 231, 233, 255
PHAR 252	Prescription Dispensing and Pharmaceutical Specialties	3	PHAR 251
PHAR 255	Pharmaceutical Legislation	3	PHAR 212
PHAR 256	Supervised Practice in Pharmacy I	4	PHAR 211, 227, 228, 233, 255
PHAR 257	Supervised Practice in Pharmacy II	4	PHAR 256
PHAR 258	Practicum Seminar	2	PHAR 256
Total		**54**	
Electives			
Code	**Title**	**Credits**	**Prerequisite**
ELECTIVA	Elective	3	
Total		3	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Clinical practice courses PHAR 256 and PHAR 257, must be approved with B or more.*
7. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
8. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
9. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE IN SCIENCE IN NURSING

Total credits: 71

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
Total		**13**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 101	Introductions to Biological Sciences	5	
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 101
HESC 126	Anatomy and Physiology for Health Professions II	4	HESC 125
HESC 207	Microbiology for Health Sciences	4	
PSYC 226	Evolutional Psychology	3	
Total		**18**	
Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
NURS 102	Fundamentals of Nursing	5	
NURS 103	Basic Principles of Pharmacology	4	MAGS 101 or MAGS 110
NURS 104	Maternal – Child Nursing	5	NURS 102, 103, 202
NURS 201	Pediatric Nursing	5	NURS 102, 103, 104, 202, 203
NURS 202	Medical – Surgical Nursing I	5	NURS 102
NURS 203	Medical – Surgical Nursing II	5	NURS 102, 103, 202
NURS 204	Psychiatric Nursing	5	NURS 102, 103, 104, 202, 203
NURS 215	Pathophysiology for Nursing	3	HESC 125, HESC 126
NURS 206	Nursing Seminar for ASN	3	NURS 102 - 215
Total		**40**	

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3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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ASSOCIATE OF SCIENCE IN PUBLIC HEALTH

Total credits: 52

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
BIOL 101	Introductions to Biological Sciences	3	
Total		**16**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 101
HESC 126	Anatomy and Physiology for Health Professions II	4	HESC 125
SOSC 228	Interpersonal Relations	3	
Total		**11**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
EPID 200	Fundamentals of Epidemiology	3	MAGS 101
PUHE 200	Fundamentals of Public Health	3	
PUHE 220	Communication in Health	3	
PUHE 221	Determinants of Health	3	
HESC 201	Medical Terminology	3	HESC 125
HESC 203	Human Sexuality	3	
HESC 210	Patient Care for Health Professionals	3	HESC 201
HESC 220	Project in Community Health	4	PUHE 200, 220 HESC 210, EPID 200,
Total		**25**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN RADIOLOGICAL SCIENCES MAJOR IN COMPUTERIZED TOMOGRAPHY AND MAGNETIC RESONANCE IMAGING

Total credits: 128

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 121
MAGS 101	Basic Mathematics I	3	
MAGS 110*	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
SOGS 202+	State – Government & Human Being	3	
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 101	Introduction to Biological Sciences	3	
HESC 231	Cross Sectional Anatomy I	4	BIOL 115, HESC 125, 126
HESC 232	Cross Sectional Anatomy II	4	BIOL 115, 231 HESC 125, 126
HESC 111	Computers in Medical Informatics	2	RADI 101, 103
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 101
HESC 126	Anatomy and Physiology for Health Professions II	4	HESC 125
HESC 200	Computer Image Creation and Analysis	3	
Total		**24**	

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Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
RADI 101	Introductions to Radiological Sciences	2	
RADI 102	Radiological Physics I	3	MAGS 101, 110
RADI 103	Medical Terminologies	3	
RADI 104	Radiological Physics II	3	MAGS 101, 110, RADI 102
RADI 107	Radiographic Positioning I	3	RADI 101, HESC 125
RADI 108	Radiographic Positioning II	3	BIOL 115, HESC 125, 126, RADI 101, 103, 107
RADI 109	Radiographic Positioning III	3	BIOL 115, HESC 126, RADI 101, 103, 107, 108
RADI 121	Patient Care	2	HESC 125, RADI 101, 103
RADI 200	Radiobiology and Radiology Protection	3	RADI 104, 213
RADI 212	Pathology, Evaluation and Radiographic Critique	3	RADI 108
RADI 213	Principles of Radiographic Exposure and Processing	3	RADI 102
RADI 214	CR & DR Image Acquisition and Display	3	RADI 104, 213
RADI 215	Pharmacology	3	MAGS 101
RADI 230	Clinical Practicum I	1	HESC 125, RADI 101, 103
RADI 231	Clinical Practicum II	1	BIOL 115, HESC 125, RADI 101, 103, 107, 230
RADI 255	Introduction to Imaging Modalities	2	
RADI 311	Computerized Tomography Physics	2	RADI 102, 200
RADI 312	Magnetic Resonance Imaging Physics	2	RADI 311
RADI 313	Compared Pathology I	2	RADI 311
RADI 314	Compared Pathology II	2	RADI 313
RADI 315	Imaging Protocols and Procedures in Computerized Tomography, and Magnetic Resonance	4	
RADI 330	Clinical Practicum III	1	BIOL 115, HESC 125, RADI 101, 103, 107, 230, 231
RADI 331	Clinical Practicum IV	1	BIOL 115, HESC 125, RADI 101, 103, 107, 230, 231, 330
RADI 380	Radiologic Technology Seminar – Registry review	6	RADI 200, 103, 330
RADI 440	Clinical Education with Seminar V	1	RADI 311
RADI 441	Clinical Education with Seminar VI	1	RADI 440
RADI 490	CT Professional Review	2	RADI 311
RADI 495	MRI Professional Review	2	RADI 312
Total		**67**	

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Important Notes:

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3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN SCIENCE IN GENERAL MEDICAL SONOGRAPHY MAJOR IN ADULT VASCULAR AND ECHOCARDIOGRAPHY TECHNOLOGY

Total credits: 126

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 121
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
SOGS 202+	State – Government & Human Being	3	
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**34**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 101	Introductions to Biological Sciences	3	
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 101
HESC 126	Anatomy and Physiology for Health Professions II	4	HESC 125
HESC 231	Cross Sectional Anatomy I	4	HESC 126
HESC 232	Cross Sectional Anatomy II	4	HESC 231
HESC 335	Cardiovascular Anatomies and Physiology	3	HESC 231, 232
Total		**22**	

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Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
SONO 100**	Introduction to Medical Sonography and Patient Care	3	
SONO 102	Techniques and Protocols in Sonography	2	SONO 100
SONO 110	Compendium of General Physics	3	MAGS 101, SONO 100
SONO 234	Ultrasound Physics and Instrumentation I	2	SONO 110
SONO 235	Ultrasound Physics and Instrumentation II	2	SONO 234, 110
SONO 238	Abdomen Sonography and Laboratory	3	SONO 100, 102, 110, HESC 125
SONO 240	Small Parts Sonography and Laboratory	3	SONO 234, 238, 247
SONO 242	Gynecology Sonography	3	SONO 234, 238, 252
SONO 247**	Clinical Education I	1	SONO 100, 102, 110
SONO 248**	Clinical Education II	1	SONO 247
SONO 249**	Clinical Education III	1	SONO 248
SONO 250	Sonography in Obstetrics I	3	SONO 234, 238 252
SONO 251	Sonography in Obstetrics II	2	SONO 250, 242
SONO 252	Pathology and Medical Terminology	3	SONO 100, 102, HESC 125
SONO 256	Seminar and Student Project in Medical Sonography	3	SONO 238, 242, 250
SONO 260	General Sonography Review	3	SONO 238, 242, 250
SONO 334	Vascular Physics and Instrumentation	3	SONO 235
SONO 336	Vascular Technology I	3	HESC 335, SONO 334
SONO 336 (L)	Laboratory of Vascular Technology I	2	HECS 335, SONO 334
SONO 337	Vascular Technology II	3	SONO 336
SONO 337 (L)	Laboratory Vascular Technology II	2	SONO 336L
SONO 338	Techniques and Protocols for Adult Echocardiography	3	HESC 335, SONO 334
SONO 340+	Adult Echocardiography	3	HESC 335, SONO 338
SONO 341***	Adult Echocardiography II	2	SONO 338
SONO 342	Cardiac Pathophysiology	3	SONO 338, 340
SONO 347	Vascular Technology and Echocardiography Clinical Education I	1	SONO 334, 336 HESC 335,
SONO 348	Vascular Technology and Echocardiography Clinical Education II	1	SONO 347
SONO 349	Vascular Technology and Echocardiography Clinical Education III	1	SONO 348
SONO 400+	Advance General Sonography Seminar	2	SONO 337, 340
SONO 401	Comparative Imaging	3	SONO 235, 256
Total		**70**	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*
9. *** This courses must be approved with a minimum of B.*
10. **** Integrated courses and laboratory.*

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BACHELOR IN SCIENCES IN NURSING

Total credits: 123

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication Or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College or English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College or English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 121
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
SOGS 202+	State – Government & Human Being	3	
Total		**28**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
BIOL 101	Introductions to Biological Sciences	3	
NUTR 101	Introduction to Nutrition	3	
HESC 125	Anatomy and Physiology for Health Professions I	4	BIOL 101
HESC 126	Anatomy and Physiology for Health Professions II	4	HESC 125
HESC 207	Microbiology for Health Sciences	4	
CHEM 122	Chemistry for Health Sciences	4	MAGS 101
PUHE 201	Introduction to Biostatistics	3	MAGS 101 or MAGS 110
PYSC 226	Evolutional Psychology	3	
Total		**28**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
NURS 102	Fundamentals of Nursing	5	
NURS 103	Basic Principles of Pharmacology	4	MAGS 101 or MAGS 110
NURS 104	Maternal – Child Nursing	5	NURS 102, 103, 202
NURS 201	Pediatric Nursing	5	NURS 104, 203
NURS 202	Medical Surgical Nursing I	5	NURS 102
NURS 203	Medical Surgical Nursing II	5	NURS 102, 103, 202

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NURS 204	Psychiatric Nursing	5	NURS 102, 103, 104, 202, 203
NURS 215	Pathophysiology for Nursing	3	HESC 126
NURS 300	Physical Assessment	4	HESC 126, NURS 202
NURS 320	Community Nursing	5	PUHE 201, NURS 300
NURS 380	Basic Principles of Research	3	PUHE 201, NURS 300
NURS 402	Emergency and Intensive Care Nursing	6	NURS 380
NURS 422	Nursing Seminar	3	NURS 300, 440
NURS 440	Administration and Leadership in Nursing	3	NURS 380
NURS 480	Practicum	6	NURS 402, 440
Total		**67**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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COURSE DESCRIPTIONS

HEALTH SCIENCES

BIOL 101 Introductions to Biological Sciences
3 Credits
This course is designed to provide instruction in the fundamentals of basic chemistry, macromolecules, cell and tissue structure and function. It prepares health science students with a basic science background and knowledge to better understand the anatomy and physiology course. It is a prerequisite for HESC 125. One semester, 3 hours per week.

HESC 111 Computers in Medical Informatics
2 Credits
This course is designed to summarize and integrate the didactic and clinical experience with the computers. Also, to know the basic components in a computer and the programs the students will use in Clinical settings. In addition, the student will learn to identify the medical codes assigned to the diagnoses in the medical orders.

HESC 125 Anatomy and Physiology for Health Professions I
4 Credits
The course offers fundamental concepts of anatomy and human physiology. The relationship between structure, function, and its integration within the different systems of the human body are emphasized. The course covers the basic principles of biochemistry and cellular biology including the integumentary, skeletal, muscular nervous and endocrine systems. The course incorporates pathological conditions, medical terminology, and other more common diagnostic exams for different conditions. One semester, 3 hours of lecture and 3 hours of Laboratory per week.

HESC 126 Anatomy and Physiology for Health Professions II
4 Credits
The course offers fundamental concepts of anatomy and human physiology. The relationship between structure, function, and its integration within the different systems of the human body are emphasized. Pathological conditions, diagnostic exams and diagnosis and treatment will be discussed. The course covers the basic principles of biochemistry and cellular biology, the circulatory (cardiovascular and lymphatic), respiratory, digestive, in UAGM- Carolina Campus, reproductive, and urinary systems. The course incorporates medical terminology and exams in order to recognize structures, pathologies or illnesses. The responsible use of technology is encouraged. One semester, 3 hours of lecture and 3 hours of Laboratory per week.

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HESC 200 Computer Image Creation and Analysis
3 Credits

This course introduces the concepts and principles of computer technology. Describes the use and adaptation of computers in the different modalities of diagnostic images. Emphasis is given to image enhancement and reconstruction, as well as optical storage technology and restoration systems. In addition, the applications in the information and administration system used in radiology are studied. This course will last one semester, 3 hours per week.

HESC 207 Microbiology for Health Sciences
4 Credits

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

HESC 231 Cross Sectional Anatomy I
4 Credits

The Sectional Anatomy 1 course emphasizes the study of the gross anatomy of the abdomen, pelvis and inferior limb of the human body in transverse (parallel and angular), sagittal, and coronal sections. Through an active and participative setting (that includes socialized discussions, power points presentations, cooperative work with models, drawings, plates, X rays, sonography, CT and MRI images, and internet sites; assignments, oral reports) the course guide students to establish and describe relations between structures, particularly among soft tissues and skeletal constants, observe, describe and analyze the section under study, recognize normal and abnormal anatomy, classify the section as transverse, coronal or sagittal, and identify with criteria both the structures present and the body area where the section is located.

The students will discover and understand the course content through diverse science processes, and exhibit responsibility for completing on time course's tasks, duties and commitments with peers. They will use writing, oral presentation and drawings as a way to describe, analyze and evaluate what anatomical sections communicate, to build a functional anatomical/technical vocabulary, to categorize, compare and contrast, make inferences, and present arguments to sustain and refute their opinions. They will use diverse strategies to solve problems and apply the information learned to new situations.

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HESC 232 Cross Sectional Anatomy II
4 Credits

Sectional Anatomy 2 emphasizes learning and understanding the gross three- dimensional anatomies of the regions of the head, neck, vertebral column, thorax and upper extremity of the human body, in transverse, sagittal and coronal sections. Through an active teaching/learning environment students were guided to, in the regions mentioned above: a) identify if a section is transverse, sagittal or coronal; b) correlate structures, particularly those of soft tissue, and skeletal constants, c) identify structures, in different sectional planes; d) observe a transverse, sagittal or coronal section and mentally reconstruct the three dimensional relationships of the area recognizing normal and abnormal relationships among corporal structures, and the level at which the section was taken, and e) given a gross dissection of a region visualize the appearance and the relationships in the planar sections. Active teaching/learning in this course will be achieved through socialized discussions, power points presentations, cooperative work with models and planar sections, drawings, oral presentations and writing. Writing and oral presentation were used to analyze what the planar sections, and sonograms, CT and MRI images, showed in order for students to: build a functional/technical vocabulary, to relate information through comparisons and contrasting, and to present arguments that sustain their opinions regarding a problem or a new situation presented to them in an image of the head, neck, vertebral column, thorax and upper extremity of the human body. The course requires students to be responsible for their own learning and for completing adequately and on time the assigned duties.

HESC 335 Cardiovascular Anatomies and Physiology
3 Credits

The course is an in-depth study of cardiovascular anatomy and physiology, with emphasis in venous and arterial hemodynamics. This course also includes discussion of the pathophysiological basis of cardiovascular disease. Prerequisites: BIOL 231-232 and SONO 334 concurrently.

RADIOLOGY TECHNOLOGY

RADI 101 Introductions to Radiological Sciences
2 Credits

During Introduction to the Radiological Sciences the aspects related to the profession are discussed, providing an overview of the fundamentals of the radiography and the role of the physician in the health system. In addition, the professional responsibilities of the radiologic technologist, their principles, practice, policies of health organizations, the code of ethics and the laws that regulate the profession will be examined. The course will last one semester, 2 hours per week.

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RADI 102 Radiological Physics I

3 Credits

This course provides students with the basic knowledge of physics applied to radiology. These include the study of matter, energy, the electromagnetic spectrum, and ionizing radiation. The concepts of electricity, magnetism and electromagnetism are discussed, including radiation protection and the units of radiation. The course will last one (1) semester, three (3) hours per week. Prerequisite: MAGS 101, MAGS 110

RADI 103 Medical Terminologies

3 Credits

In this course the medical terminology and abbreviations pathology related to vocabularies and related body systems are discussed. Anatomy and physiology of the human body and the use of suffixes and prefixes in medical terminology will also be discussed. The course will include discussion of pathology coding book ICD coding according to editing. The course will last one (1) semester, three (3) hours per week.

RADI 104 Radiological Physics II

3 Credits

This course continues discussing the basic concepts of physics applied to radiology. In this second part, the function of the X-Ray imaging system, its components and how to control the voltage applied to X-Ray tube will be discussed. In addition, the X-Ray tube, its internal and external structure, the causes and prevention of failure will be discussed. With this knowledge the student will understand the interactions that occur inside the X-Ray tube and how the X-rays are produced. The course will last one (1) semester, three (3) hours per week. Prerequisite: MAGS 101, MAGS 110, RADI 102

RADI 107 Radiographic Positioning I

3 Credits

The content of this course provides students with the knowledge necessary to perform radiographic procedures related to the chest, abdomen, upper limb, and lower limb. Evaluation of the diagnostic images is also considered. Patient positioning, related anatomy, terminology associated with positioning and radiographic projections are discussed. The development of the necessary skills and competencies is incorporated through laboratory practice and the use of digital applications. Didactic and laboratory practices are required to gain the required proficiency and skills for these competencies. Responsible use of technology is fomented. The course will last one (1) semester, three (3) hours per week. Prerequisites: BIOL 101, HESC 125, RADI 101, RADI 103

RADI 108 Radiographic Positioning II

3 Credits

This course comprises the study of the shoulder girdle, thorax, pelvis and hips. It also includes special radiographic studies, the use of fluoroscopy and contrast media. The discussion of related anatomy, pathology, exposure factors and positioning skills will be included. The development of the necessary skills and competencies is incorporated through laboratory practice and the use of digital applications. Didactic and laboratory practices are required to gain the required proficiency

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and skills for these competencies. Responsible use of technology is fomented. The course will last one (1) semester, three (3) hours per week. Prerequisite: BIOL 101, HESC 125, HESC 126, RADI 101, RADI 103, RADI 107

RADI 109 Radiographic Positioning III

3 Credits

This course is a study of the vertebral column and skull. The discussion of related anatomy, pathology, exposure factors and positioning skills will be included. The development of the necessary skills and competencies is incorporated through laboratory practice and the use of digital applications. Didactic and laboratory practices are required to gain the required proficiency and skills for these competencies. Responsible use of technology is fomented. The course will last one (1) semester, three (3) hours per week. Prerequisite: BIOL 101, HESC 125, HESC 126, RADI 101, RADI 103, RADI 107, RADI 108

RADI 121 Patient Care

2 Credits

This course introduces the student of radiological technology to the development of responsibilities and competencies necessary to work with neonatal, pediatric, adult, and elderly patients. Topics include ethical and legal aspects of the profession, patient management, interpersonal communication skills, infection control, body mechanics in patient transfer and removal, clinical history and patient education. Pharmacological aspects will be discussed in the use and management of contrast media, venipuncture techniques and patient management in emergencies or acute conditions. The student will develop skills in taking and observing vital signs. This course will last one semester, 2 hours per week. Prerequisites: BIOL 101, HESC 125, RADI 101, HESC 125, RADI 101

RADI 200 Radiobiology and Radiology Protection

3 Credits

This course content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Also, content presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. This course will last one semester, 2 hours per week. Prerequisites: MAGS 101, MAGS 110, RADI 102, RADI 104, RADI 213

RADI 212 Pathology, Evaluation and Radiographic Critique

3 Credits

This course content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Addiction content evaluation, analysis of radiographs pertaining to the anatomical region studied and evaluation of the quality on the radiographic image. This course will last one (1) semester, three (3) hours per week. Prerequisites: RADI 107, 108, HESC 125, HESC 126

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RADI 213 Principles of Radiographic Exposure and Processing

3 Credits

This course focuses on the principles of x-ray production, radiographic exposures including prime factors of radiographic quality and their effects on each other and the radiograph, as well as the equipment and to produce these effects. The relationship between the prime factors of exposure and the accessories that affect radiographic density/brightness will be emphasized. The curriculum includes detailed instruction in the control of exposure and image quality using mAs, kVp, SID, geometric factors, auto timing devices, grids, screens, beam restrictors, and filters. The course will last one (1) semester, three (3) hours per week. Prerequisites: MAGS 101, MAGS 110, RADI 102

RADI 214 CR & DR Image Acquisition and Display

3 Credits

The content of this course is to offer the student a knowledge and understanding of the components, principles and operation of the acquisition systems found in diagnostic radiology. Identify the causes that influence the management of exposure factors and imaging equipment. Compare digital images versus film images from screens. DICOM standards and the operation of PACS systems will be discussed. In addiction establish a basic knowledge about the quality assurance program; giving emphasis to quality control tests performed on radiological exposure and radiographic equipment. This course will last one semester, 3 hours per week. Prerequisites: MAGS 101, MAGS 110, RADI 102, RADI 104, RADI 213.

RADI 215 Pharmacology

3 Credits

Content provides basic concepts of pharmacology like anatomy, physiology, pathophysiology, pharmacokinetics and pharmacodynamics and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized. The course will last one (1) semester, three (3) hours per week.

RADI 230 Clinical Practicum I

1 Credit

A competency-based clinical experience that integrates the student's cognitive and psychomotor skills of students in the realization of radiographic procedures. In this clinical experience the student will observe and assist the radiographer on their daily shores. The student will acquire the skills in the realization of all radiographic procedures done in the imaging department. Formalize knowingly tasks associated with procedures of chest, abdomen, and upper and lower extremities. Students must complete 100 clinical hours minimum. Prerequisite: BIOL 101, HESC 125, RADI 101, RADI 103

RADI 231 Clinical Practicum II

1 Credit

A competency-based clinical experience that integrates the student's cognitive and psychomotor skills of students in the realization of radiographic procedures. In this clinical experience the student will observe and assist the radiographer on their daily shores. The student will acquire the skills in the realization of all radiographic procedures done in the imaging department. Formalize

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knowingly tasks associated with procedures of chest, abdomen and upper, lower extremities, bony thorax, shoulder girdle & specialized studies. Students must complete 100 clinical hours minimum and pass successfully the Pre-requisites courses to continue into the next level. Prerequisites: BIOL 101, HESC 125, RADI 101, RADI 103, RADI 107, RADI 230.

RADI 255 Introduction to Imaging Modalities

2 credits

This course is an introductory course where students will learn basic concepts of new modalities in radiology and their use in the field of Diagnostic Medicine. Among the modalities to be discussed are: Computed Tomography or CT, MRI, Sonography or Ultrasound, Digital or Vascular Angiography, Digital Radiology, Mammography, Nuclear Medicine, Radiotherapy, among others. The course includes lectures by external and internal resources of the university experts in the area, group discussion, cooperative work, supplementary readings, and reports of the different modalities. This course will last one semester, 2 hours per week.

RADI 311 Computerized Tomography Physics

2 Credits

Introduction to physical processes and instrumentation for imaging by Computed Tomography (CT). It will emphasize the physical processes of linear attenuation, types of crawlers, collimation, filtration, detectors, image quality, depending on the computer in the creation of the image and other physical and clinical factors involved in creating the images. This course will last one semester, 2 hours per week. Prerequisites: RADI 102, RADI 200

RADI 312 Magnetic Resonance Imaging Physics

2 Credits

This course is designed to provide students with basic knowledge of physics and instrumentation process for creating Magnetic Resonance imaging. Emphasis will be given to the interaction of electromagnetic waves and magnetic fields used to create the digital image. The concepts of Magnetic Resonance, Pulse Sequence, relaxation times and contrast media are highlighted. Also, will be included a basic overview for the ARRT certification examination. This course will last one semester, 2 hours per week. One semester, 2 hours per week. Prerequisites: RADI 102, RADI 200, RADI 311.

RADI 313 Compared Pathology I

2 Credits

Comparison and contrast of images and pathologies obtained through computed tomography (CT) and magnetic resonance imaging (MRI). Deep study of the quality of images, tones, contrast, anatomical pathological delineation, medical terms, human body systems, effects of tissues and masses on images, as well as learning protocols to follow in case of findings diseases. The anatomical areas to be discussed are: Skull, Brain, and Neck

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and Torax. This course will last one semester, 2 hours per week. Prerequisite: RADI 311

RADI 314 Compared Pathology II
2 Credits
Comparison and contrast of images and pathologies obtained through computed tomography (CT) and magnetic resonance imaging (MRI). Deep study of the quality of images, tones, contrast, anatomical pathological delineation, medical terms, human body systems, effects of tissues and masses on images, as well as learning protocols to follow in case of findings diseases. The anatomical areas to be discussed are: Abdomen, Pelvis, Spine and musculoskeletal system. This course will last one semester, 2 hours per week. Prerequisites: RADI 311, RADI 312, RADI 313

RADI 315 Imaging Protocols and Procedures in Computerized Tomography,
4 Credits and Magnetic Resonance
This course is based on the discussion of the clinical procedures used in Computed Tomography (CT) and Magnetic Resonance (MRI) studies. It analyzes the tracking techniques used to demonstrate anatomical and pathological areas. It discusses the basic equipment, parameters, positions and procedures used to develop a quality study. Techniques to minimize artifacts, education and interaction with the patient, precautions in the administration of contrast medium, safety and radiological dose are also part of the course. The course will be developed through lectures, teamwork, application of concepts, case analysis, visits to laboratories and responsible use of technology. This course will last one semester, 4 hours per week.

RADI 330 Clinical Practicum III
1 Credit
A competency-based clinical experience that integrates the student's cognitive and psychomotor skills of students in the realization of radiographic procedures. In this clinical experience the student will observe and assist the radiographer on their daily shores. The student will acquire the skills in the realization of all radiographic procedures done in the imaging department. Formalize knowingly tasks associated with procedures of chest, abdomen and upper, lower extremities, bony thorax & specialized studies, vertebral column & skull. Students must complete 180 clinical hours minimum and pass successfully the Prerequisites courses to continue into the next level. Prerequisites: BIOL 101, HESC 125+, RADI 101, RADI 103, RADI 107, RADI 230, RADI 231

RADI 331 Clinical Practicum IV
1 Credit
A competency-based clinical experience that integrates the student's cognitive and psychomotor skills of students in the realization of radiographic procedures. In this clinical experience the student will observe and assist the radiographer on their daily shores. The student will acquire the skills in the realization of all radiographic procedures done in the

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imaging department. Formalize knowingly tasks associated with procedures done in the conventional radiology field. Students must complete 180 hours minimum and pass successfully the Pre-requisites courses to continue into the next level. Prerequisite: BIOL 101, HESC 125+, RADI 101, RADI 103, RADI 107, RADI 230, RADI 231, RADI 330

RADI 380 Radiologic Technology Seminar -Registry review
6 Credits

This course is designed to summarize and integrate the didactic and clinical experience components in radiologic technology program. In this, will be discuss and review the concepts learned by the student in all Radiologic Technology classes. The students will be preparing for the Puerto Rico and National Examination the American Registry of Radiologic Technologists (ARRT). Cases studies will be used to enhance critical thinking and computed mock tests will be integrated as part of the registry review. This course will last one semester, 6 hours per week. Prerequisites: all RADI courses.

RADI 440 Clinical Education with Seminar V
1 Credit

This course is a competency – based clinical experience that intensifies the cognitive, affective and psychomotor skill level of students performs CT imaging procedures. Students can access the educational materials, examination facilities and personnel necessary to competently achieve content objectives. Objectives include demonstration and observation of an activity, after which the student assists in performing the activity. The student can perform the activity under direct and indirect supervision to gain experience and expertise. Students must complete 200 clinical hours minimum and pass successfully the pre- requisite course to continue into the next level. One semester. 1 credits

RADI 441 Clinical Education with Seminar VI
1 Credit

This course is a competency – based clinical experience that intensifies the cognitive, affective, and psychomotor skill level of students performs MR imaging procedures. Students can access the educational materials, examination facilities and personnel necessary to competently achieve content objectives. Objectives include demonstration and observation of an activity, after which the student assists in performing the activity. The student can perform the activity under direct and indirect supervision to gain experience and expertise. Students must complete 200 clinical hours and pass successfully the prerequisites courses to continue into the next level. One semester. 1 credit. One semester twenty-one hours per week.

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RADI 490 CT Professional Review

2 Credits

This course is designed to summarize and integrate the didactic and clinical experience components in the Computed Tomography and Magnetic Resonance bachelor degree. The students will be preparing for the Commonwealth of Puerto Rico and The American Registry of Radiologic Technologists (ARRT) board exams for Computed Tomography. This course will last one semester, 2 hours per week. Prerequisites: RADI 311

RADI 495 MRI Professional Review

2 Credits

This course is designed to summarize and integrate the didactic and clinical experience components in the Computed Tomography and Magnetic Resonance bachelor degree. The students will be preparing for the Commonwealth of Puerto Rico and The American Registry of Radiologic Technologists (ARRT) board exams for Magnetic Resonance. This course will last one semester, 2 hours per week. Prerequisites: RADI 312

MEDICAL SONOGRAPHY

SONO 100 Introduction to Medical Sonography and Patient Care

3 Credits

The course introduces the Medical Sonography student with the roles and tasks of a Sonographer. It covers concepts such as: Origins of the Diagnostic Medical Sonography, Abilities and Skills desirable in sonographer candidates, and career advantages. The course also introduces to the different sonographic specialties, the staff sonographer administrative duties, and responsibilities with patient care. Concepts such as patient movement, and transfer, aseptic techniques, vital signs, first aid cardiopulmonary resuscitation, legal aspects, cardiac arrest, are emphasized. One semester, 3 hours per week. Prerequisites: Admission to Medical Sonography Program and HESC 125 concurrently.

SONO 102 Techniques and Protocols in Sonography

2 Credits

This course presents the basic concepts and terminology, as well as guidelines protocols for the ultrasound examination. Topics include scanning techniques, patient position, images and diagnostic criteria used to make a preliminary report. One semester, 2 hours per week. Prerequisites: SONO 100, HESC 125+ and HESC 126+ and SONO 110 concurrently.

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SONO 110 Compendium of General Physics

3 Credits

The course introduces basics subjects of general physics, such as: the study of measurement systems, dynamics, energy saving and work, heat and temperature, fluids, light and sound waves, electricity, and magnetism. The course focus is primarily directed to physics concepts, although it includes numerical problems and simple application exercises. Prerequisites: MATH 120, SONO 100 and SONO 102 concurrently.

SONO 234 Ultrasound Physics and Instrumentation I

2 Credits

Course designed to understand acoustic concepts such as oscillation, acoustical waves, reflection & refraction of sound waves. During the course the student learns all the processes produced from the interaction between sound waves and the different human tissues. One semester, 2 hours per week. Prerequisite: MATH 120, SONO 110, HESC 125+-126+ and SONO 238 concurrently.

SONO 235 Ultrasound Physics and Instrumentation II

2 Credits

The course presents different ways to operate the Diagnostic Ultrasound equipment. It includes Amplitude, Brightness, and real-time modes. Along the course many concepts are discussed related to Doppler Physics and the Biological Effects of the Diagnostic Ultrasound. One semester, 2 hours per week. Prerequisite: SONO 110, SONO 234, SONO 238 and SONO 247.

SONO 238 Abdomen Sonography and Laboratory

3 Credits

The course emphasizes the clinical procedure and interpretation in sonographic examinations of the abdomen. Includes the ultrasound evaluation of the Gallbladder (GB), Liver, Spleen, Kidneys, Adrenals, Pancreas, and other abdominal organs. Normal anatomy and pathology of the abdomen will be discussed, as seen in a sonogram. One semester, 2 hours of laboratory per week and 3 hours of lecture per week. Pre-requisite: SONO 100, SONO 102, SONO 110, HESC 125+ - 126+ and BIOL 231 and SONO 234 concurrently.

SONO 240 Small Parts Sonography and Laboratory

3 Credits

The course emphasizes the clinical procedures used in diagnostic medical sonography of the small parts examinations. Includes the techniques and sonographic evaluation used to examination of structures like the: Thyroid, Parathyroid, Carotid Vessels, Scrotum and Testicles, Breast, Prostate, Popliteal Area, and other glands. One semester, 2 hours of laboratory per week and 3 hours of lecture per week. Prerequisite: SONO 100, SONO 238, SONO 234-235, SONO 242, SONO 250, SONO 247 and SONO 248.

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SONO 242 Gynecology Sonography
2 Credits
This course covers all the clinical examinations involved in diagnostic ultrasound gynecologic procedures. The student will be able to recognize normal pelvic anatomy and gynecologic pathology seen in a pelvic sonogram. as well as the normal renal anatomy and its pathologies. Relevant laboratory tests will be studied, as well as the signs and symptoms related to the disease process of each organ. Emphasis is given to different imaging techniques. One semester, 2 hours of laboratory per week and 3 hours of lecture per week. Prerequisites: SONO 238, SONO 252, SONO 234, SONO 247 and HESC 231.

SONO 247 Clinical Education I
1 Credit
This is the first of three clinical education's courses. In this course the student learns by observing the different sonographic procedures made along the clinical practice. The student will have the opportunity of see different sonographic procedures, scanning techniques and instrumentation used for patient's evaluation. The course's purpose is exposing the student with all tasks performed by a professional sonographer in a clinical field. One semester. Prerequisite: SONO 100, SONO 102, SONO 110 and SONO 234 and SONO 238 concurrently.

SONO 248 Clinical Education II
1 Credit
This second clinical experience demands an active role of the student. This phase of clinical education emphasizes in the performance of sonographic studies with direct supervision of a medical sonography professional. The student will have to participate in the performance of different sonographic procedures to evaluate patients by using the appropriate scanning techniques. One semester. Prerequisite: SONO 247, SONO 238, SONO 234 and HESC 231.

SONO 249 Clinical Education III
1 Credit
This clinical education course is designed to give the student time and opportunity to practice doing different sonograms with minimal supervision. The students must possess the skills needed to make abdominal and gynecological sonograms. The course will prepare them to develop the skills needed to practice these studies and learn how to do obstetrical and small parts examinations. One semester. Prerequisite: SONO 247, SONO 248, SONO 238, SONO 242 and SONO 250.

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SONO 250 Sonography in Obstetrics
3 Credits
The course emphasizes the clinical procedures in diagnostic ultrasound obstetrics examinations. This course covers concepts such as: fetal growth and development, fetal measure, evaluation of fetal wellbeing and the scanning techniques used to evaluate pregnancy in Trimesters. One semester, 3 hours per week. Prerequisites: SONO 238, SONO 252, SONO 234, HESC 231 and SONO 242 concurrently.

SONO 251 Sonography in Obstetrics II
2 credits
This course emphasizes advanced terms of obstetric sonography including fetal echocardiography, genetic sonography and a variety of pathologies associated with genetics. Innovating modalities like tridimensional echocardiography and use of Doppler in cardiovascular anomalies are discussed as well. One semester, 2 hours per week. Prerequisites: SONO 242 and SONO 250.

SONO 252 Pathology and Medical Terminology
3 Credits
This course is designed for the discussion of human physiology and pathology of the different body systems as seen sonographically. A discussion of the pertinent medical terminology, pathologic aspects and its association with patient clinical history and the sonographic features are also included. One semester, 3 hours per week. Prerequisite: SONO 100, HESC 125+ - 126+ and HESC 231, SONO 238 and SONO 234 concurrently.

SONO 256 Seminar and Student Project in Medical Sonography
3 Credits
The course is designed to promote interest in clinical and bibliographic research among the program students. During the course are discussed journal articles and clinical cases performed by the students. Each student will be assigned with a research work which intends to extend its knowledge in all ultrasound areas in which he or she is involved during the clinical education. One semester, 3 hours per week. Prerequisite: SONO 238, SONO 242, SONO 250, SONO 247, SONO 248 and SONO 249 concurrently.

SONO 260 General Sonography Review
2 Credits
This course serves as a review in preparation for the American Registry of Diagnostic Medical Sonography (ARDMS) examinations. Students will be given exercises in the areas of Abdomen, OB/Gyn and Small parts. The student will take “mock registries” of the different specialties. Prerequisites: SONO 238, SONO 242, SONO 250 and SONO 240 and SONO 249 concurrently.

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SONO 334 Vascular Physics and Instrumentation

3 Credits

This course emphasizes the Vascular Physics Principles and the use and function of the Doppler Instruments. Detailed evaluation of Doppler physics, including Color, Spectral, and Power Doppler principles will be covered, as the artifacts and image optimization methods associated with these techniques. The physics and laws that govern blood flow in the circulatory system will be also emphasized. One semester, 3 hours per week. Prerequisite: SONO 234-235, SONO 250, SONO 242 and SONO 249.

SONO 336 Vascular Technology I

3 Credits

This course studies the circulatory system anatomy and pathophysiology as seen in a B-Mode, Doppler and physiologic studies techniques. Protocols commonly used to evaluate the Carotid System (Extra and Intracranial), venous, arteries (Upper and Lower extremities) and abdominal vasculature will be discussed. One Semester, 3 hours of lecture and 2 hours of Laboratory. Prerequisites: BIOL 335, SONO 334 and SONO 347 concurrently.

SONO 337 Vascular Technology II

3 Credits

Course directed to the uses of non-invasive vascular exams for the diagnosis of peripheral and abdominal venous diseases. Emphasis on the different modalities used to evaluate the leg and abdominal vessels. Examination protocols, patient history and physical findings and the validation test are discussed. Clinical experience and laboratory sessions are required. One Semester, 3 hours of lecture and 2 hours of Laboratory. Prerequisites: HESC 335, SONO 334, SONO 336 and SONO 347.

SONO 338 Techniques and Protocols for Adult Echocardiography

3 Credits

Study of the ultrasound instrumentation principles, modes of operation, operator control options, scanning motion and planes used in adult cardiac scanning examination. It covers, subjects such as: patient history, preparation and physical signs, also, the Doppler versus Color Doppler protocols used to evaluate the adult heart. One semester, 2 hours lecture and one hour of laboratory. Prerequisites: SONO 334, HESC 335 and SONO 336 concurrently.

SONO 340 Adult Echocardiography with Laboratory

3 Credits

This course explains the adult cardiac anatomy, physiology, and pathology. Scanning techniques and protocols using 2-D, M-Mode as well as Color and pulsed Doppler are also covered. Special attention will be given to most use cardiac measurements and calculations. One semester, 3 hours of lecture and 2 hours of Laboratory. Prerequisites: HESC 335, SONO 334, SONO 336, SONO 338, SONO 347 and SONO 337 concurrently.

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SONO 341 Adult Echocardiography II
2 Credits
The course is designed to provide practice for the performance of ultrasounds of the adult heart. Emphasis is given to scanning techniques of adult echocardiography, image optimization and the instrumentation used. Through the cardiac images, different calculations and measurements can be obtained to identify a normal study or the presence of pathologies. One semester, 3 hours of lecture and Laboratory. Prerequisites: SONO 338

SONO 342 Cardiac Pathophysiology
3 Credits
Study of cardiac pathologies, their physiological symptoms, outcomes, and their echo sonographic appearance. Special attention will be given to the valves diseases, cardiomyopathies, coronary artery disease, neoplastic and inflammatory processes, and other cardiac conditions. During the course other subjects are covered such as: cardiac trauma, prosthetic heart valves and congenital heart diseases. One semester, three hours lecture. Prerequisites: HESC 335, SONO 338, SONO 334 and SONO 340.

SONO 347 Vascular Technology and Echocardiography Clinical Education I
1 Credit
Supervised off-campus clinical education to provide the student with the skills for vascular scanning and sonographic evaluation. Requires 120 hours of practice during the semester. Prerequisites: SONO 249, HESC 335, SONO 334 and SONO 336 concurrently.

SONO 348 Vascular Technology and Echocardiography Clinical Education II
1 Credit
Supervised off-campus clinical education to provide the student with the skills for vascular scanning and sonographic evaluation of cerebral circulation, abdominopelvic region, grafts, stents and arteriovenous fistulas. Requires 120 hours of practice during the semester. Prerequisite: SONO 336, SONO 347 and SONO 337 concurrently.

SONO 349 Vascular Technology and Echocardiography Clinical Education III
1 Credit
Supervised off-campus clinical education to provide the student with the skills for adult heart scanning and sonographic evaluation. Requires 120 hours of practice during the semester. Prerequisites: SONO 336, SONO 337, SONO 338, SONO 347 and SONO 348.

SONO 350 Vascular Technology and Echocardiography Clinical Education IV
1 Credit
Supervised off-campus clinical education to provide the student with the skills for adult heart scanning and sonographic evaluation. Requires 120 hours of practice during the semester. Prerequisites: SONO 338, SONO 340, SONO 347, SONO 348 and SONO 349.

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SONO 400 Advance General Sonography Seminar
2 Credits
This course is designed to integrate clinical and theoretical experiences. A summary of ultrasound modalities is presented. A review of scanning techniques, skills and protocols for each area are emphasized. This course provides an opportunity so students can put into practice what they have learned in their previous sonography courses. One semester, 2 hours of lecture and Laboratory. Prerequisites: SONO 235 and SONO 256.

SONO 401 Comparative Imaging
3 Credits
The course studies the uses and applications of the different diagnostic Imaging modalities. Emphasis will be given to the analysis of images in Computed Tomography, Magnetic Resonance Imaging, Radiological Technology and Nuclear Medicine as compared with Medical Sonography. The student will be able to recognize the indications and importance of each diagnostic study. Prerequisite: SONO 234, SONO 235, SONO 249 and SONO 334.

PHARMACY

PHAR 210 Pharmaceutical Calculations I
3 Credits
In this course the aspects related to the solution of problems of pharmaceutical nature are discussed: foundations of measures and calculations, reasons and proportions, metric system, apothecary and avoirdupois systems, domestic system, conversions between system and the interpretation of prescriptions. One semester, 3 hours per week. Prerequisites: MAGS 101

PHAR 211 Pharmaceutical Calculations II
3 Credits
In this course the following aspects related to the solution of problems of pharmaceutical nature are discussed: preparations of percentage, increase and reduction of formulas, concentration and dilution, pediatrics dosage, thermometry, parenteral preparations and calculations related to filling prescriptions. One semester, 3 hours per week. Prerequisite: Pharmaceutical Calculation I (PHAR 210).

PHAR 212 Pharmaceutical Administration
3 Credits
This course includes a historical background of the pharmacy, its principles and evolution through time to the present day. The course is designed to provide the student with the basic business management skills, the laws and regulations applicable to the operational aspects of a commercial drugstore. The relations with the suppliers, patients, management and other personnel of the community pharmacy are studied. It includes the study of the hospital pharmacy as a component or department of the hospital or similar institution,

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which provides its health services to both inpatients and outpatients. The students through stud The students through study cases evaluate facts for the purchase, management and maintenance of a drugstore. One semester, 3 hours of lecture per week.

PHAR 226 Pharmacotherapy for Pharmacy Technicians I
3 Credits
This is the first of a three parts course that integrates the basic knowledge in anatomy, physiology, pathophysiology and pharmacology necessary to carry out effectively the functions of a pharmacy technician described in the Puerto Rico Law # 247 as of September 2004. Emphasis is given not only to the pharmacologic part where the student is familiarized with the generic and trade names of the drug, but also safe and effective use of medicines of more demand today. One semester, 3 hours of lecture per week.

PHAR 227 Pharmacotherapy for Pharmacy Technicians I I
3 Credits
This is the second of a three parts course that integrates the basic knowledge in anatomy, physiology, pathophysiology and pharmacology necessary to carry out effectively the functions of a pharmacy technician described in the Puerto Rico Law # 247 as of September 2004. Emphasis is given not only to the pharmacologic part where the student is familiarized with the generic and trade names of the drug, but also safe and effective use of medicines of more demand today. One semester, 3 hours of lecture per week. Prerequisites: PHAR 226.

PHAR 228 Pharmacotherapy for Pharmacy Technicians I II
3 Credits
This is the third of a three parts course that integrates the basic knowledge in anatomy, physiology, pathophysiology and pharmacology necessary to carry out effectively the functions of a pharmacy technician described in the Puerto Rico Law # 247 as of September 2004. Emphasis is given not only to the pharmacologic part where the student is familiarized with the generic and trade names of the drug, but also safe and effective use of medicines of more demand today. One semester, 3 hours of lecture per week. Prerequisites: PHAR 226.

PHAR 230 Pharmaceutical Technology I
3 Credits
This course presents the different types of dosage forms and drug delivery systems. The aspects related to the drug bioavailability, and route of administration for different dosage forms are discussed. Emphasis is given to the physicochemical properties, formulations, preparation methods, preservation packaging and storage of the different types of dosage forms and drug delivery systems discussed. One semester, 3 hours of lecture per week. Prerequisite: PHAR 210.

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PHAR 230 L Laboratory of Pharmaceutical Technology I
3 Credits
This laboratory type course offers students the opportunity to put into practice the knowledge acquired in the Pharmaceutical Technology I course. It familiarizes the student with the basic equipment and materials required in a community or hospital pharmacy for the preparation of compounding drugs. Examples of different dosage forms that are prepared are: solutions, syrups, tinctures, emulsions, lotions, ointments, suppositories, among others. One semester, 3 hours of lecture per week. Corequisite: PHAR 230, Prerequisite: PHAR 210, PHAR 230 concurrent

PHAR 231 Pharmaceutical Technology II
3 Credits
This is a continuation course that presents the different types of dosage forms and drug delivery systems. The aspects related to the drug bioavailability, and route of administration for different dosage forms are discussed. Emphasis is given to the physicochemical properties, formulations, preparation methods, preservation packaging and storage of the different types of dosage forms and drug delivery systems discussed. The categories of over-the-counter products and the role of the Pharmacy Technician in the dispatch and management of these products are also discussed. One semester, 3 hours of lecture per week. Prerequisite: PHAR 210, PHAR 211, PHAR 230.

PHAR 231 L Laboratory of Pharmaceutical Technology II
3 Credits
This laboratory type course offers students the opportunity to put into practice the knowledge acquired in the Pharmaceutical Technology II course. It familiarizes the student with the computer system used in community or hospital pharmacies for proper billing of different dosage forms discussed in the course. The correct way of administration, management, and interpretation of prescriptions of dosage forms is discussed and practiced. Examples of dosage forms discussed are: ophthalmic products, optic products, nasal products, pharmaceutical aerosols, and topical oral products, among others. One semester, three hours of lecture per week. Co- requisite: PHAR 231, Prerequisite: PHAR 210, PHAR 211, and PHAR 230

PHAR 233 Posology
3 Credits
Study of the activities related to the filling of facultative prescriptions. The student will apply concepts studied on dose, administration routes, drug concentration and interactions. Emphasis is given in the prescription interpretation, correct labeling and instructions to the patient. One semester, 3 hours lecture. Prerequisite: PHAR 210, PHAR 211

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PHAR 250 Hospital Pharmacy

2 Credits

The course is a comprehensive study of the pharmaceutical services provided by the pharmacy to the hospital departments in concern. The content includes analysis and evaluation of the drug distribution systems. It also emphasizes in-patients and outpatients dispensing procedures that govern the safe administration of drugs and biological. Computers in hospital pharmacy, intravenous additives system, hyper alimentation and other special topics are also evaluated. One semester, two hours of lecture per week. For third year students. Prerequisites: PHAR 210.

PHAR 251 Prescription Dispensing and Pharmaceutical Specialties I

3 Credits

This course includes the discussion of all the activities related to the prescription dispensing procedures. Topics included are prescription interpretation, product selection, prescription preparation, packaging and labeling. Instruction to the patient in regard to proper use of the medication, possible interactions and proper storage and disposition are discussed. Emphasis is given to the study of the different product specialties such as, generic drugs, trade names and over the counter drugs. One semester, 3 hours of lecture per week. Prerequisites: PHAR 210-211, PHAR 226-227-228, PHAR 230-231, PHAR 233, PHAR 255.

PHAR 252 Prescription Dispensing and Pharmaceutical Specialties II

3 Credits

This is a continuation course that includes the discussion of all the activities related to the prescription dispensing procedures. Topics included are prescription interpretation, product selection, prescription preparation, packaging and labeling. Instruction to the patient in regard to proper use of the medication, possible interactions and proper storage and disposition are discussed. Emphasis is given to the study of the different product specialties such as, generic drugs, trade names and over the counter drugs. One semester, 3 hours of lecture per week. Prerequisites: PHAR 210-211, PHAR 226-227-228, PHAR 230-231, PHAR 233, PHAR 251, PHAR 255.

PHAR 255 Pharmaceutical Legislation

3 Credits

This course presents the laws related to the production, distribution of pharmaceutical products and other substances sold by the community drugstore under the Commonwealth of Puerto Rico and the United States Government. It also discusses the laws and regulations that affect the pharmacy profession. One semester, 3 hours of lecture per week. Prerequisite: PHAR 212.

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PHAR 256 Supervised Practice in Pharmacy I

4 Credits

This course offers the student a hands-on experience in a real pharmacy work environment. The pharmacy practice will be performed in a community drugstore and/or a hospital pharmacy. The practice will be supervised by a licensed pharmacist of the institution in which the practice is performed, and by the supervising professor. Twenty hours of practice per week, for a minimum total number of 500 hours per semester. Prerequisite: PHAR 210-211, PHAR 226-227, PHAR 228, PHAR 230-231, PHAR 233, PHAR 255. PHAR 251 concurrent.

PHAR 257 Supervised Practice in Pharmacy II

4 Credits

This is a continuation course that offers the student a hands-on experience in a real pharmacy work environment. The pharmacy practice will be performed in a community drugstore and/or a hospital pharmacy. The practice will be supervised by a licensed pharmacist of the institution in which the practice is performed, and by the supervising professor. Twenty hours of practice per week, for a minimum total number of 500 hours per semester. Prerequisite: PHAR 210-211, PHAR 226, PHAR 227, PHAR 228, PHAR 230, PHAR 231, PHAR 233, PHAR 255, and PHAR 256. PHAR 252 concurrent.

PHAR 258 Practicum Seminar

2 Credits

This seminar-style course is intended to provide the student the opportunity to review all the knowledge acquired in approved courses and during the first phase of practical experience to prepare them to take their state exam. Emphasis will be on those aspects relevant to the state exam for pharmacy technicians such as mathematics pharmaceutical, pharmacotherapy, technical, administrative, and legal aspects of pharmacy practice. Prerequisite: PHAR 210-211, PHAR 226, PHAR 227, PHAR 228, PHAR 230, PHAR 231, PHAR 233, PHAR 251, PHAR 256.

NURSING

NURS 102 Fundamentals of Nursing

5 Credits

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

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NURS 103 Basic Principles of Pharmacology

4 Credits

The learner is provided with the knowledge base and basic skills of medication administration. General concepts of pharmacology, pharmokinetics and pharmodynamics as well as different measurement systems such as the metric, apothecary and home system are discussed. The use basic math skills such as proportions, ratios in dosage calculation are discussed in the administration of medications through different routes. The course includes two (2) lecture hours a week and two (2) hours of skills lab a week where the student will be required to demonstrate and perform procedures with anatomical models. Prerequisites: MATH 120.

NURS 104 Maternal-Child Nursing

5 Credits

This course focuses on the theoretical concepts of the nursing process in the satisfaction of the women's basic needs, before, during and after pregnancy. Emphasis on concepts of preconception care and the normalcy of pregnancy is discussed and its implication to a healthy pregnancy outcome. Factors that affect maternal-child well-being as well as immediate newborn care are also discussed. The course includes a three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary, and tertiary health care settings. Prerequisites: NURS 102, NURS 103.

NURS 201 Pediatric Nursing

5 Credits

This course offers the learner the knowledge base regarding growth and development theories, the family issues, and ethical/legal aspects of pediatric nursing care. It provides the learner with the necessary skills to provide nursing care in the identification of situations that affect the health of the infant, child and adolescent and how these may affect growth and development and the family homeostasis. The course includes a three (3) lecture hours and six (6) hours of clinical practice a week in primary, secondary, and tertiary health care settings. Prerequisites: NURS 101-104, NURS 202-203,

NURS 202 Medical-Surgical Nursing I

5 Credits

The course is based on the inherent principles of nursing care to individuals, family and community in different states of growth and development where the emphasis is placed on the basic needs that are interfered with in both the adult and the old. The apprentice is presented with the physiological and pathological changes that occur holistically in the different systems. The basic interfered needs discussed in this first part of the course include: fluid and electrolyte balance, perioperative disorders, oxygenation, cardiovascular, hematological, immune, nutritional and elimination gastrointestinal. Emphasis is placed on using the nursing process to estimate, plan, implement, and evaluate the nursing care provided. The course includes 3 hours of theoretical classes and

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6 hours of clinical practice per week in primary, secondary and tertiary health scenarios. Prerequisite: NURS 102.

NURS 203 Medical-Surgical Nursing II
5 Credits
The course is based on the inherent principles of patient care for individuals, family and community in different states of growth and development where the emphasis is placed on the basic needs that are interfered with in the adult and old. The apprentice is presented with the physiological and pathological changes that occur holistically in the different systems. The interfered health needs discussed in this second part of the course include: genitourinary elimination, reproductive and gynecological systems, including sexually transmitted diseases (STDs), intergumter, skeletal muscle, sensory and perceptual, endocrine, metabolic, and management during emergencies and disaster situations. The emphasis is also placed on using the nursing process to estimate, plan, implement, and evaluate the nursing care provided to individuals, families, and communities who present common and recurrent health disturbances. The course includes 3 theoretical class hours and 6 hours of clinical practice per week in primary, secondary and tertiary health scenarios. Prerequirements: NURS 102, NURS 103 NURS 202.

NURS 204 Psychiatric Nursing
5 Credits
This course discusses the basic and fundamental concepts and theories regarding mental health including importance of promoting mental health and factors that may affect mental wellbeing. Medical-legal aspects of mental health care are also discussed. Emphasis is placed on the nursing process to identify alterations in the mental health of individuals, family, and community. It focuses on the alterations in mental health such as stress and crisis intervention, anxiety, somatomorphic, cognitive, affective, schizophrenic, auto-destructive, and eating disorders. Suicide, sexual behavior disorders, infant and adolescent mental disorders and patient reactions to terminal diseases and death are also discussed. Emphasis is placed on the importance on the therapeutic communication skills necessary to satisfy the altered basic needs identified. The course includes two (2) lecture hours and six (6) hours of clinical practice a week in diverse mental health care settings. Prerequisites: NURS 101-104, NURS 202, NURS 203.

NURS 206 Nursing Seminar for ASN
3 Credits
This course aims to lead students to review the knowledge gained through their years of study and provide the necessary tools that will enable them to pass the state nursing board exam successfully. Health alterations in the different stages of growth and development in the areas of Medicine and Surgery, Mental Health, Maternal Child, and Pediatric nursing are structurally reviewed under the conceptual framework applied to the examination of the licensing Nursing Board of Puerto Rico which includes physiological integrity, social

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integrity, safety and efficient care environment, and promotion and maintenance of health. The course includes three (3) hours of theory weekly. The course includes three (3) hours of theory weekly. Prerequisites: NURS 102, NURS 103, NURS 201, NURS 202, NURS 203, and NURS 204.

NURS 215 Pathophysiology for Nursing
3 Credits
This course is designed for the student to understand the pathophysiological disruptions in the normal functioning of the human body during its life cycle. It has the opportunity to analyze the subjective and objective manifestations of the common health problems that result from bad environmental, genetic and stress related adaptations. The nursing process is applied in a systematic and organized way, focusing on the identification of functional or dysfunctional patterns, as well as in the treatment of the individual's or groups' unique responses to the actual or potential health alterations. The course includes three (3) hours of theory. Prerequisites: HESC 125+ - 126+.

NURS 300 Physical Assessment
4 Credits
This course is designed to prepare students with the basic knowledge and skills necessary for the gathering and analysis of data for the health assessment. Emphasis is placed on the application of the nursing process during the physical examination. The role of the nurse during the health assessment as well as the essential pathophysiological mechanisms of diverse health problems is discussed with emphasis in the identification of abnormal findings. The course prepares the students to evaluate and analyze findings from the comprehensive health assessment in order to establish a nursing diagnosis. The course requires two (2) hours of lecture and two (2) hours of skills laboratory a week. Prerequisites: HESC 125+, 126, NURS 101- NURS 204.

NURS 320 Community Nursing
5 Credits
This course is designed to train students with the concepts, skills and nursing attitudes necessary for the promotion of the health and disease prevention of individuals, family and community through their different stages of growth and Development. The educational role, counseling and patient advocate is emphasized. The ethical, moral and factors that influence or cause deviations from health in the community based on the use of the nursing process are discussed. The concepts of epidemiology and biostatistics are also discussed to identify deviations in health in community groups. Different levels of nursing care are discussed with an emphasis on the concepts of primary care in order to help students recognize the importance of public health in promoting and self-care maintenance activities in individuals, family and community. . The course includes three 3 hours of conference and six 6 hours of clinical practice a week in the health community. Prerequirements: NURS 102 – 300, PUHE 201, NUTR 101.

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NURS 380 Basic Principles of Research
3 Credits
Research is a discipline necessary to establish cause-and-effect between variables for the purpose of explaining and predicting phenomena. The formal and systematic process for carrying out a method of scientific analysis is considered. In line with technological changes, students in professional nursing need to start by knowing the research process and the scientific method so that they can understand the importance of research in improving the practice of Profession. The methodological foundations of the research process help to develop an inquisitive and critical mind to intervention problems by improving the quality of care for individuals, families and society. Prerequirements: PUHE 201

NURS 402 Emergency and Intensive Care Nursing
6 Credits
This course is designed for students to acquire knowledge, skills, and competencies to provide nursing care to clients who are in critical care in the emergency room or intensive care units. Students get prepared to care for patients in all stages of growth and development, while experiencing critical health conditions that put his life at stake. The student learn about triage, estimated and immediate care, wound management, pain management, care of the dying, emergency management, arrested patient management, legal and ethical issues, client and family education, as well as the role of the nurse in intensive care, in light of technological advances of the 21st century and the role of nurses in situations of child abuse, sexual abuse, domestic violence, substance abuse and mental emergencies. Related with the most significant trauma emergencies such as car accidents, head trauma, spinal cord, chest, gastrointestinal, renal and genitourinary. It also discusses emergency care to special populations (obstetric, pediatric, and geriatric), medico-surgical emergencies, such as respiratory, cardiovascular shock, neurological, infectious, environmental, toxicological, gynecological, ENT and eye. It emphasizes critical deviations health such as cardiovascular, pulmonary, neurological, renal, gastrointestinal, and endocrine, in addition to scientific knowledge and the use of patterns Marjorie Gordon functional level, to make an estimate and plan the care required. The course includes four (4) hours of theory and six (6) hours of clinical practice weekly in various intensive care units. Prerequisites: NURS 101 - 380, NUTRI 101.

NURS 422 Nursing Seminar
3 Credits
This course integrates the knowledge and skills of nursing. It advises the students on the steps to take when preparing to take tests, and the rationale for identifying possible correct answers and distracters. This course is intended as a guide to help students develop and refine the techniques of analysis, evaluation, and reflection, as needed in different interactions nurse/or-patient. Allows students to identify areas of strengths and weaknesses, helping you to pay particular attention to their individual needs when

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preparing to take the bar examination. The course requires three (3) lecture hours a week. Prerequisites: NURS 101 – NURS 440.

NURS 440 Administration and Leadership in Nursing
3 Credits
In this course the student acquires knowledge regarding the administrative and supervision role of the professional nurse. Concepts regarding the development of the leader and manager role as well as legal and ethical issues are discussed. The student is presented with different administrative theories and styles including knowledge pertaining to healthcare organization and structure, the importance of communication and motivation, conflict management and the management of stress at the organizational level. Emphasis is also given to concepts regarding the selection, development and evaluation of staff, management of personnel needs and problems, problem solving and decision making, staffing, and scheduling, care delivery strategies and managing costs and budgets. Institutional risk management and quality assurance programs are also discussed. The course requires three (3) lecture hours a week. Prerequisites: NURS 101 – NURS 380.

NURS 480 Practicum
6 Credits
This course is designed for the student to be able to integrate the acquired knowledge throughout his/her academic preparation. The student will be required to perform as a leader and change agent in the management of nursing care provided to clients in diverse nursing situations. The student will be able to choose the learning experiences they understand will enhance their professional development. Prerequisites: NURS 101 – NURS 440.

PUBLIC HEALTH (FOR NURSING)

PUHE 201 Introduction to Biostatistics
3 Credits
Basic concepts and principles of statistics applied to life and health. Emphasis in the basic techniques used in scientific research, primarily in areas of health education and public health. Analysis of the major statistical concepts such as: the scientific method and the statistics method and others. One semester, 3 hours per week. Prerequisites: MATH 120 or 130.

HEALTH SCIENCES (Program)

EPID 200 Fundamentals of Epidemiology
3 Credits
This course is aimed to studying the basic principles and methods of epidemiology; and its application to the field of public health. It promotes the use of critical thinking relevant to

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health surveillance and understanding of the basic epidemiologic concepts and techniques. Prerequisites: MATH 120 or 130.

HESC 201 Medical Terminology
3 Credits
This course is an introduction to the basics of medical terminology. It includes the study of prefixes, suffixes, roots, combinations, special finishes, plural forms, abbreviations and symbols established by the American Medical Association and used by health professionals. The course is designed to establish relations between systems and knowing word parts used to build or analyze new terms. It provides the opportunity to decipher unfamiliar terms and emphasizes the lexis, morphological and semantic components of the medical language. Emphasis is given to the application of coding techniques (ICD-10) in medical billing. Prerequisite HESC 125+

HESC 210 Patient Care for Health Professionals
3 Credits
Patient Care for Health Professionals is intended to train students who does not provide clinical care, the essentials of the patient care and management. It includes taking and basic interpretation of vital signs, hygiene procedures, aspects related to the transfer of patients. It provides space for reflection on the ethical considerations of healthcare; and proposes different strategies for making decisions and solving problems. Emphasis on safety, communication, and teamwork for the health professional in multidisciplinary settings. Prerequisite HESC 201

HESC 203 Human Sexuality
3 Credits
This course is aimed at the scientific study of the multiple dimensions of human sexuality from an integral perspective. Encourages the critical and ethical discussion of the conception of sexuality and the changes produced in the contemporary world. The biological, psychosocial and historical dimensions are analyzed, as well as the new tendencies of the study of human sexuality that include changes in lifestyles, cultural, especially the media and their influence on the vision of human sexuality. Topics include sexual research and its theoretical perspectives, fundamental aspects of sexual anatomy and its physiology, sexually transmitted diseases, reproductive sexuality, the development of interpersonal sexual skills and sexual behavior in our society. It also emphasizes the similarities and differences in the diversity of cultures in the world in terms of sexual rights, freedom, dignity and equality of all human beings. The course will be developed on the theoretical basis of the study of sexuality, research, development of interpersonal sexual skills, responsible use of technology is encouraged.

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HESC 220 Health Community Project
4 Credits
This course promotes students to demonstrate the cognitive, affective and psychomotor competences in public health acquired through their experience in the program. It allows students to work as a team by identifying needs, planning and designing a community intervention in health. The preparation of a portfolio that includes all the strategies carried out for the development of the community intervention as well as the oral presentation of the results of the project is required. Prerequisite PUHE 200, HESC 210, EPID 200, PUHE 220

PUHE 200 Fundaments of Public Health
3 Credits
This course introduces students to the discipline of public health. It provides the historical profile of the development of public health, the ethical principles, as well as allows you to identify the agencies or organizations that intervene in public health locally and internationally. This course provides theoretical-practical elements in the main areas of health that are: epidemiology, biostatistics, environmental health, social and behavioral sciences, and administration of health services. It allows the student to reflect on the aspects that threaten public health and establish strategies aimed at health promotion and disease prevention. Various teaching and assessment strategies are used to stimulate the student's critical-creative thinking in public health.

PUHE 220 Health Communication
3 Credits
This course defines the basic components of health communication. It prepares the student with the key elements that makes health communication a dynamic process in the scope of health promotion and disease prevention. The course allows students to develop awareness of the importance of verbal, nonverbal and written communication in diverse healthcare scenarios.

PUHE 221 Health Determinants on the Early
3 Credits
In this course, students will develop cognitive skills, values and skills that are required in the care and intervention with elderly people. Responds to health care from a comprehensive perspective that brings the aging of the population worldwide and in Puerto Rico. Development of health interventions with emphasis on the development of cultural competence and cultural sensitivity towards the elderly.

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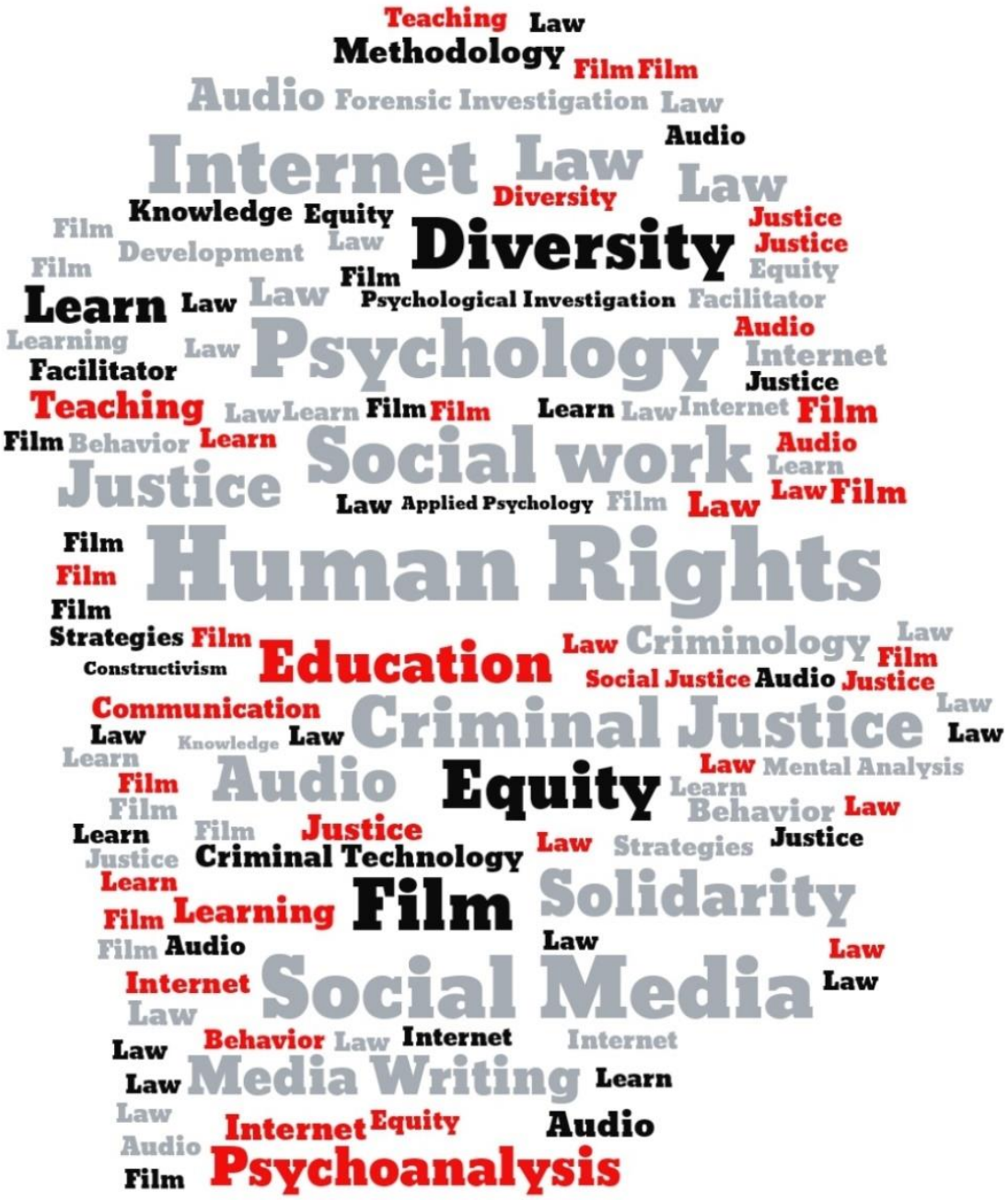
SCHOOL OF SOCIAL AND HUMAN SCIENCES



SCHOOL OF SOCIAL AND HUMAN SCIENCES

The School of Social and Human Sciences offers graduate and undergraduate degrees, as well as general education courses. The School also houses three specialized units: the Department of General Education, the Department *of Social Work* and the *Department of Education.*

VISION

The School of Social and Human Sciences is a learning community that is committed to offering high quality education that promotes the continuous development of its students.

MISSION

The School of Social and Human Sciences mission fosters the development of well-rounded individuals who are creative, enterprising, and committed to the community; citizens who demonstrate and appreciate the values of justice and equity; respect the diversity and the dignity of others; and value culture, the arts, and the environment.

The School promotes the academic and professional development of faculty and students by incorporating research, information skills, technology, internationalization, and assessment in all academic areas. Through a constructivist teaching-learning process, the curriculum stimulates critical thinking and creative skills

Students will be capable of successfully performing in their professional, social, cultural, political, and economic environments and engaging in local and international settings, within the global, changing world.

GOALS

1. Promote the professional development of the faculty and students to contribute in attaining the School's mission.
2. Offer a multidisciplinary curriculum that guarantees the quality of its offerings and is geared towards the professional advancement of the student.
3. Promote research and investigation within and among the student body and faculty.
4. Promote student development through a variety of teaching strategies, support services, research experiences, co-curricular activities, and practices in the workplace.
5. Develop and improve decision-making skills, problem-solving skills, oral and written expression, teamwork, and leadership skills.
6. Foster the development of national and international alliances and collaborative agreements.

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ADMISSIONS REQUIREMENTS

In addition to the general admissions requirement at UAGM-CAROLINA CAMPUS:

- High School grade point average of 2.0 for Bachelor in:
  - Criminal Justice, Social Work, Psychology and Communications

GRADUATION REQUIREMENTS

The graduation requirement for all bachelor's degree programs is 2.00:

- Criminal Justice, Paralegal Studies, Social Work, Psychology, and Digital Communications and Media/Multimedia.
- The graduation requirement for all Teacher Preparation programs is 3.00

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DEPARTMENT AND PROGRAM DESCRIPTIONS

Department of General Education

Created in 2017, after extensive institution-wide discussions and analysis, the new Departament of General Education organizes all courses connected with the general education component—including, Humanities, Social Science, basic Math and Environmental Science, as well as Spanish, English, and other foreign languages—into a single department. Furthermore, the new curricular structure seeks to strengthen the knowledge and skills required by a university graduate of the 21st century from three fundamental principles: a constructivist pedagogical vision that understands learning as much more than the accumulation of information; a socio-humanist direction that values diversity and the environment; and a competency-based curriculum that includes student experiences and his or her socio-cultural background.

Department of Social Work

The social work professional promotes social change, problem solving in human relationships and the empowerment of people to enhance their well-being. Utilizing theories of human behavior and social systems, social work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to the field. The social work professional offers a variety of services to individuals, families, groups, and communities. Graduates are offered an array of experiences in the various fields of social work, so they may provide those services upon graduating. Graduates from the Program may seek professional licensing provided by the Board of Examiners of Social Workers of Puerto Rico. The subgraduate program and master programs are accredited by the federal *Council of Social Work Education*.

Department of Education

The Department of Education is home to the UAGM- CAROLINA CAMPUS undergraduate and graduate academic programs that prepare teachers, educational leaders, and other professionals in education. It is also responsible for the fundamental and professional courses for obtaining the corresponding State Teaching Certification (Professional Pedagogical Component).

The Department guides and collaborates with those initiatives that are inherent to its body of knowledge, including the graduate programs in Education. In addition, it promotes the integration of purposes between different units that offer programs and projects in education, at the main campus, at the Off-Campus locations, as well as in the School of Professional Studies (AHORA). The Department goal is to use continuous assessment as an effective means of objective and true decision-making. According to the Institutional Mission, the learning paradigm, along with the constructivist educational approach, and the cognitive-humanistic theoretical framework, are the core of the pedagogical operation of the Department of Education.

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Criminal Justice

The Criminal Justice System is composed of the agencies that deal with social control, such as, the Justice Department, Correctional Department, Police Department, and the Court System. Although these departments work independently, they share a common interest: to control crime while upholding justice.

The study of Criminal Justice is related to the nature and scope of crime, as well as, the reactions to those who infringe on the law. The curriculum includes the study of crime and the factors that lead to delinquency. Human behavior is emphasized in aspects of public policy and the role that citizens play in the democratic and judicial processes. Graduates from this program will have the ability to work in the public or private sector. They will be provided with the most recent and innovative knowledge within the field of criminology, sustained by courses that cover the Penal Code, Evidence, Juvenile Delinquency, Administration of Public Security, and the Correctional System, among others.

Communications

Digital Communication and Media/Multimedia

Media plays an important social role that, yet, is constantly evolving. The program prepares communication professionals with a solid grounding of general culture, who are fluent in digital technology and media convergence and able to adjust to the ever-changing communication paradigm shifts in the Internet. Graduates of this program can work in any media outlet (e.g. print magazines, newspapers, online publications, radio television or film). They can also work in public relations, advertising, marketing, and social media fields. The Program includes training in entrepreneurship to allow students to acquire the necessary knowledge to create their own media company. .

Psychology

The graduate of this program will be a professional with the necessary skills that will allow him/her to conduct research on human behavior. The curriculum emphasizes prevention and mental health care services. The program seeks to develop responsible and informed leaders who will foster community education geared towards finding needed solutions to a wide range of social problems.

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DEPARTMENT OF GENERAL EDUCATION

VISION

Empower students with the necessary tools to interact with their environment as committed and socially responsible citizens.

MISSION

The Department of General Education mission is to promote the socio-humanistic formation of students so as to convert them into socially responsible citizens with an international vision, capable of making informed decisions from a critical perspective in an ever-changing society. This will be achieved through a constructivist curriculum focused on the development of the competencies necessary for professional and personal success.

FACULTY

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GENERAL EDUCATION COMPETENCY-FOCUSED COURSES

ENGLISH

ENGS 101 Basic College English I: Speaking, Reading, and Writing in English
3 Credits

This course focuses on the development of the basic oral communication, reading comprehension, and writing competencies. Oral communication competencies developed in this course will lead to understanding, interpreting, and expressing ideas verbally and nonverbally. Reading comprehension competencies will focus on fluency, comprehension, and text analysis. Writing competencies will include sentence development, grammar, punctuation, spelling, and the introduction to paragraph writing. It is designed to develop the student's ability to express thought coherently and effectively in oral and written forms through the responsible use of technology and information resources. As a requirement of the course, students will be assigned additional tasks through an online laboratory as an integral part of their academic work in the course. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

ENGS 102 Basic College English II: Speaking, Reading, and Writing in English
3 Credits

This course focuses on the development and strengthening of basic oral communication, reading comprehension, and writing competencies. The focus of this course is on the refinement of oral communication competencies by engaging students in verbal and nonverbal interactions. Reading comprehension competencies will focus on analysis of fiction and non-fiction texts. Writing competencies will include the development of the basic essay structure following the writing process and adequate grammar usage. It is designed to develop the student's ability to express thought coherently and effectively in oral and written forms. Students will be assigned additional tasks through an online laboratory as an integral requirement of the course. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve ENGS 101 as a prerequisite for this course.

ENGS 110 Intermediate College English I: Speaking, Reading, and Writing in English
3 Credits

This course emphasizes oral communication, reading comprehension, and writing competencies. An integrated language arts approach will be used in this course. The ability to organize one's thoughts, to express them simply and clearly, and to observe the standards and conventions of language usage will be developed. Reading comprehension competencies will focus on analysis of fiction and non-fiction texts. Writing competencies will include the development of different types of paragraphs leading to the writing of essays using the writing process and adequate grammar usage. Short research projects will be developed through the responsible use of technology and information resources. The

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course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

ENGS 111 Intermediate College English II: Speaking, Reading, and Writing in
3 Credits English

This course emphasizes oral communication, reading comprehension, and writing competencies. Students will work with a variety of strategies for generating ideas for writing, planning, and organizing material, intended to prepare students for the demand of college writing, focusing on reading critically and incorporating source material in student's own writing. By differentiating between rhetorical styles, students in this course will compose appropriate types of essays, building upon the paragraph development skills acquired in ENGS 110. Research projects will be developed through the responsible use of technology and information resources. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve ENGS 110 as a prerequisite for this course.

ENGS 120 Advanced College English I: Speaking, Reading, and Writing in
3 Credits English

This course provides intensive practice at an advanced level to strengthen the oral communication, reading comprehension, and writing competencies. It also combines intensive reading with critical analysis of informational texts, responding to different types of rhetorical writing styles, such as: expository, descriptive, narrative, persuasive, argumentative, and comparison/contrast. By differentiating between rhetorical styles, students in this course will compose appropriate types of essays and will be required to write a research paper on a current issue. Research projects will be developed through the responsible use of technology and information resources. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

ENGS 121 Advanced College English II: Speaking, Reading, and Writing in
3 Credits English

This course provides intensive practice at an advanced level to strengthen the oral communication, reading comprehension, and writing competencies. These competencies will be strengthened through the study of the different literary genres. Emphasis is placed on reading and analysis of an extensive variety of authors and types of literature. It is an intensive reading course. It provides for response writing and discussion as teaching and learning techniques. The course requires the integration of technological devices in the production of written texts, critical analysis, and oral presentations. Research projects will be developed through the responsible use of technology and information resources. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve ENGS 120 as a prerequisite for this course.

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ENVIRONMENTAL SCIENCES

BIGS 101 ENVIRONMENTAL SCIENCE
3 Credits
This course studies the main issues related to Environmental Sciences: ecosystems, biodiversity, population balance, management of natural resources, energy, and pollution, among others, from the perspective of sustainable development. These issues will be discussed in the context of Puerto Rico, while at the same time considering an overall worldwide view. Emphasis is placed on the development of knowledge, skills, and critical thinking, through analysis of current environmental problems, which allow the student to evaluate and propose solutions using scientific literacy. In addition, it facilitates the development of skills related to research, new technologies, and effective communication. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

HISTORY

HIGS 201 Puerto Rico History and Culture
3 Credits
This course analyzes the historical evolution of contemporary Puerto Rico from the end of the 19th Century to the beginning of the 21st Century. The economic, social, political, and cultural processes, as well as the challenges that precede the development of our contemporary conscience will be discussed. Cultural productions that are contextualized in their diversity, expressions, and legacy. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

HIGS 202 History of Puerto Rico
3 Credits
This course is a historical analysis of the economic, political, demographic, social and cultural processes experienced in Puerto Rico during the 19th and 21th centuries. It addresses the geographical context, causes and effects as described in the current historiography. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

HIGS 203 History of the United States
3 Credits
This course analyzes the emergence and development of the United States of America from the colonial period to the 21th century. It includes the study of the geographical environment and its changes as a result of settlements. Critical analysis of the economic, demographic, socio-cultural and political changes that contributed to the development of the nation will be discussed. The course is competency-focused and will develop the

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competences of critical thinking, internationalization and global awareness, research and information skills, and effective communication. It also encourages the responsible use of technology and information. This course is designed for Education majors.

HUMANITIES

HUGS 201 Development of Western Thought
3 Credits
This course analyzes representative aspects of Western culture from a transdisciplinary perspective from its origin in the classical period to modern times. The evolution of thought as substantiated from the critical analysis of literary, philosophical, artistic, filmed, scientific and historical works is emphasized. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

HUGS 210 Contemporary Cultural Diversity
3 Credits
This course focuses on cultural diversity in European countries where French, Italian, and German is spoken, as well as in other Asian cultures. It addresses geo-political, religious, artistic, and traditional manifestations and fosters effective communication, critical thinking, internationalization, global conscience, and research and information skills. The course is focused on competencies development and encourages the responsible use of technology and information.

INFORMATION LITERACY

INGS 101 Research Information Literacy
3 Credits
This course analyzes the principles and processes comprised of information literacy skills. It promotes the application of these skills in a research project to generate new knowledge or improved understanding. Research methodologies, search, evaluation, and understanding of contents are emphasized. The use of information in an effective, legal, and ethical way is stressed. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve MAGS 101 as a prerequisite for this course.

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MATHEMATICS

MAGS 101 Basic Mathematics I
3 Credits
This course studies integer numbers, fractions, decimals, ratios, proportions and percentages. It includes statistical concepts such as interpreting graphs and measures of central tendency and introduction to algebra. Emphasis is placed on problem solving applied to situations of daily life and other areas of knowledge. It focuses on the development of technological and quantitative reasoning competences. The course includes laboratory practice. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

MAGS 102 Basic Mathematics II
3 credits
This course covers topics in problems solving, concepts of theory of sets and logic. It includes measurement and concepts of probability, geometry and algebra. Emphasis on problem solving applied to situations of daily life and other areas of knowledge. Technology and information resources should be use in a responsible manner. It focuses on the development of technological and quantitative reasoning competences. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. The course consists of three (3) hours of lecture per week. This course is designed for Education majors.

SOCIAL SCIENCES

SOGS 201 Human Being & Social Conscience
3 Credits
This course studies the social theories that address the social interaction and the socialization process of human beings. Critical analysis of social life, with human beings as agents of social change, is analyzed. Emphasis is placed on the development of a social conscience, which presumes the understanding of needs and the contribution to others. The course promotes student's better understanding and self-image. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

SOGS 202 State-Government & Human Being
3 credits
Critical analysis of political organizations that considers the state, society, and the individual as its axis. The course examines issues related to political and economic organizations, as well as, as the citizenship dimensions of human beings. Economic concepts such as neoliberalism, globalization, and geopolitics are analyzed. The course emphases on

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competencies development and encourages the responsible use of technology and information.

SPANISH

SPGS 101 Basic Spanish I: Reading, writing, and oral communication
3 Credits

This course develops speaking and writing basic skills. It includes the study and critical analysis of oral and written texts from the dimensions of understanding and textual interpretation. Emphasis is placed on the writing process from sentence to paragraph and paragraph to the composition. Production of oral and written texts that consider linguistic and grammatical structures, integration of technology and information skills. Contextualization of effective communication considering the cultural aspect. The course will be offered using the following teaching strategies: conceptual maps and networks, thematic discussions, illustrations, problem solving, discussion forums, analogies, among others. The course requires 1.5 hours of laboratory weekly. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

SPGS 102 Basic Spanish II: Reading, writing, and oral communication
3 Credits

This course focuses on the analysis and interpretation of texts with emphasis on the study of the main techniques and resources used by the authors. Students will prepare oral reports, arguments, critical reflections, essays and compositions in a consistent and cohesive manner supported by technology and information skills. The basic principles of writing for research are included. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve SPGS 101 as a prerequisite for this course.

SPGS 110 Intermediate Spanish I: Reading, writing, and oral communication
3 Credits

This course offers discussion, reflection, and critical analysis of reading selections. Emphasis is placed on the writing process from paragraph to short essay, taking into account the linguistic structures, cohesion, and coherence. Application of the principles of writing for research are included. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. The course requires 1.5 hours of laboratory weekly.

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SPGS 111 Intermediate Spanish II: Reading, writing, and oral communication
3 Credits
This course emphasizes the critical interpretation of texts in their socio-cultural contexts through the practice of reading, writing, and speaking skills. Analysis of the writing techniques and resources used by authors is included. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve SPGS 110 as a prerequisite for this course.

SPGS 120 Advanced Spanish I: Reading, writing, and oral communication
3 Credits
This course will use readings that encourage critical and creative thinking to develop the fundamental competencies for oral and written communication. The principles of grammar and logic will be applied in the elaboration of written and oral texts. Writing will be promoted as a process supported by research. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge.

SPGS 121: Advanced Spanish II: Reading, writing, and oral communcation
3 Credits
This course examines the strategies that allow for effective communication as presented in readings and the creation of various types of discourse. Methods and styles of writing in the preparation and development of written and oral texts is emphasized. Students will determine and establish the relationship between a hypothesis and supporting arguments in brief essays and in writing for research. They will examine different structures of texts and the proper use of the connectors. Technology and bibliographic resources will be integrated in an ethical and responsible way. The course is competency-focused and encourages the responsible use of technology and information skills to generate new knowledge. Students must approve SPGS 120 as a prerequisite for this course.

ADDITIONAL COURSES OF THE SCHOOL OF SOCIAL AND HUMAN SCIENCES

ART

ART 101 Art Appreciation
3 Credits
This course is designed to develop a broad understanding of the basic principles of art. The elements of art, with special emphasis on plastic arts are studied. The student will also gain aesthetic appreciation of great masterpieces.

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ART 105 History of Art
3 Credits
This course is a study of visual arts and their relation to history and culture. The student will gain appreciation of the great masterpieces in sculpture and painting and will learn to recognize the stylistic forms of the various historical periods. The course includes visits to museums, expositions and exhibits of works of art.

ECONOMICS

ECON 123 Elementary Principles and Problems of Economics
3 Credits
This course places emphasis on microeconomics, particularly the theory of firms and markets. It provides a condensed vision of modern macroeconomic theory, including the problems of physical and monetary policy that are pertinent to economic systems.

ECON 124 Economics for Engineering
3 Credits
This course is designed to introduce undergraduate engineering students to the discipline of economics, in general, and principles of engineering economics in particular. Utilizing economic theory and applications, this course will present a rigorous graphical and mathematical treatment of such topics as market equilibrium, elasticity's costs of production, and market structure. While quantitative tools are used throughout the course, the primary focus of the material is on the fundamental engineering economics for manufacturing decision-making and project evaluation.

ECON 125 Analysis and Interpretation of Economic Reviews
3 Credits
The course is designed to provide the students with knowledge of key economic issues and debates, emphasizing the Puerto Rico and US economies. Basic principles of economic theory and analysis are presented, focusing on critical issues that impact societal economic wellbeing and ignite debates and controversies on government policies and the activities of various social actors. The course emphasizes learning about official and private sources of information on key economic issues and debates, such as publications specializing in economic statistics and analytical studies of the Puerto Rico economy.

ECON 253 Economy of Puerto Rico
3 Credits
This course provides an analysis of the characteristics and trends of the Puerto Rican economy. Special emphasis is placed on the main structural elements in the economy: the roles of agriculture, manufacturing, banking, construction and other services in the production, distribution and use of economic resources. The course also emphasizes

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production and national income indexes; and the government's role and the economic relationship between Puerto Rico and the United States.

ENGLISH

ENGL 217 English for Allied Health Professions
3 Credits
The course enables health professionals to more effectively comprehend oral and written English in a health care setting. Emphasis is placed in increasing knowledge of terminology related to health care professions. Strengthening fluency in oral communication and writing records and reports is also included. Grammar is reinforced as an integral part of language. The course will provide opportunities for communicative activities and role-play, research, and integration of technology to enhance oral and written presentations.

ENGL 225 Introduction to Linguistics
3 Credits
This course offers a scenic view of basic language theories and approaches and their effects on the thought processes. It includes fundamental phonological, morphological, and syntactic concepts, and their application with second language learners. Moreover, special emphasis will be placed on the application of teaching activities and strategies according to each theory or approach. Research projects will be developed through the responsible use of technology. This course is required for teacher candidates in the TESL program. (Not an independent study course.)

ENGL 226 Grammatical Structure of English
3 Credits
An in-depth study of linguistic principles, syntactic functions, parts of speech, clause patterns, and punctuation will be studied. It also covers linguistic processes. Designed for English teachers. The course will be developed through practical exercises, research, and drills in order to strengthen the students' proficiency level. This course is required for teacher candidates in the TESL program. (Not an independent study course.)

ENGL 230 Introduction to Literary Genres
3 Credits
Introduction to literature through the study of the different literary genres. Emphasis is placed on reading and analysis of an extensive variety of authors and types of literature. Intensive reading course. Provides for response writing and discussion as teaching and learning techniques. Research projects will be developed through the responsible use of technology. This course is required for teacher candidates in the TESL program. (Not an independent study course.)

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ENGL 246 Conversational English
3 Credits
This course provides intensive speaking and listening practice in everyday situations in order to strengthen and increase fluency and accuracy. Topics of general interest relative to aspects of the process of communicating, such as verbal and nonverbal communication, are discussed. Oral presentations, role-playing, and group discussion are used. Research activities will be developed through the integration of technology by individual or group work.

ENGL 275 Writing for the Professional World
3 Credits
The course strengthens English writing competencies, grammar principles, and technical vocabulary in the workplace scenario. Principles of professional writing, rhetorical elements and strategies, verbal and nonverbal processes, as well as cultural differences are discussed. Emphasis on formal, informal, internal, and external professional communication is given. Students are required to submit an array of documents to suit different field-related purposes using an adequate writing style. The importance of technological resources and applications to support professional communications is emphasized. Collaboration and teamwork are encouraged.

ENGL 310 English Phonetics
3 Credits
This course studies the phonetic system of the English language and the identification of the organs used in the production of sounds. The International Phonetic Alphabet (IPA) is used in discussing the consonant and vowel system. Techniques and methods used to correct deficiencies in pronunciation are also discussed in detail. This course is required for teacher candidates in the TESL program. (Not an independent study course.)

ENGL 360 Contrastive Analysis of English and Spanish
3 Credits
This course compares the phonemic and phonetic systems of English and Spanish. Correction techniques and methods to work with pronunciation problems of students learning English as a Second Language will be discussed in detail. Class discussions, simulations, and question and answer sessions will be stressed. This course is required for teacher candidates in the TESL program. (Not an independent study course)

ENGL 362 American and British Literature
3 Credits
Reading and analysis of the principal American and British authors. The evolution of American and British thoughts and literary styles are studied. This is an intensive reading course. It provides for response writing and discussion as teaching and learning techniques.

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Research projects will be developed through the responsible use of technology. This course is an elective for teacher candidates in the TESL program.

FOREIGN LANGUAGES

FRENCH

FREN 103 Introduction to Basic French I
3 Credits
Introduction to the French language with an emphasis on communication skills, addressing the diverse linguistic aspects of the French-speaking world, as well as its cultural characteristics. The course also includes competencies in reading, writing, and speaking skills and combines practical and theoretical approaches, applying language acquisition strategies in individual and group learning. The course provides basic skills for studying, information sharing, travel, and. It is a prerequisite for FREN 104.

FREN 104 Introduction to Basic French II
3 Credits
Elementary level French with emphasis on conversational skills. Stress is given to basic conversation applied to real-life situations. Research skills are developed through the study of French culture. The course uses films, documentaries, songs, and group activities, such as, simulations and interviews. The responsible use of emails to correspond in French with faculty and students is used as an instrument of technological communication. Students must approve FREN 103 as a prerequisite for this course.

GERMAN

GERM 103 Basic German I
3 Credits
Application of basic grammar and the fundamental aspects of the German language, as well as the analysis of cultural aspects of German-speaking countries. Students will apply the structures of oral and written communication at an elementary level, in everyday situations. The course will develop skills in reading, writing, listening, speaking, and culture. The course will integrate original and adapted materials, and promote oral and written individual and cooperative work. It is a prerequisite for GERM 104

GERM 104 Basic German II
3 Credits
Second-level application of basic grammar and the fundamental aspects of the German language, as well as the analysis of cultural aspects of German-speaking countries. Students will apply their knowledge through the recognition of oral or written structures

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discussed and practiced in class and be able to communicate at an elementary level in everyday situations. The course will be developed through the use of original and adapted materials. It also will assess student continuous performance. Students must approve GERM 103 as a prerequisite for this course.

ITALIAN

ITAL 101 Basic Italian I
3 Credits
Beginning course in the fundamentals of Italian expression and communication. The course provides basic functional literacy in Italian. In particular, students will learn proper pronunciation and correct spelling, and be able to use basic conjugation and useful vocabulary. It is a prerequisite for ITAL 102.

ITAL 102 Basic Italian II
3 Credits
Second level, beginning course in the fundamentals of expression and communication for those who have had limited training in the Italian language. The course will continue to develop basic, functional Italian literacy. In particular, students will learn proper pronunciation and correct spelling, and they will be able to communicate at an elementary level in everyday situations. Students must approve ITAL 101 as a prerequisite for this course.

MANDARIN

MAND 101 Mandarin Chinese I
3 Credits
Basic course on the fundamental aspects of the Mandarin Chinese language, as well as about general aspects of the Chinese culture. Students will be able to use the language at a basic level and will be able to communicate situations. Students will be able to recognize and use a number of Chinese characters. It is a prerequisite for MAND 102.

MAND 102 Mandarin Chinese II
3 Credits
This course will continue to build on the language skills offered in Mandarin Chinese I and provide students with information about the fundamental aspects of the Mandarin Chinese language, while integrating aspects of the Chinese culture. Students use the language at a basic level and will be able to act and communicate in everyday situations. Students will be able to recognize and use a certain number of Chinese characters. Students must approve MAND 101 as a prerequisite for this course.

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PORTUGUESE

PTUG 103 Basic Portuguese I
3 Credits
This course uses and applies basic grammar of the Portuguese language, as used in Brazil, and examines different cultural aspects of Brazilian culture. Students will apply their knowledge through the recognition of oral or written structures discussed and practiced in class. They will be able to communicate at an elementary level in everyday situations. The course will be developed through the use of original and adapted materials. It is a prerequisite for PTUG 104.

PTUG 104 Basic Portuguese II
3 Credits
This course will continue to analyze and apply grammar and basic aspects of the Portuguese language, as used in Brazil, and examines different cultural aspects of Brazilian culture. Students will apply their knowledge through the recognition of the structures discussed and practiced in class and communicate at an elementary level and in everyday situations. The course will be developed through the use of original and adapted materials. Students must approve PTUG 103 as a prerequisite for this course.

GEOGRAPHY

GEOG 203 Cultural Geography
3 Credits
This course is a study of the development and distribution of cultural elements in the world. Emphasis is placed on the critical organization of knowledge and its application in the comprehension of the surrounding environments. Special consideration is placed on the impact of diverse human groups, cultural ecology, migratory movements, and changes in culture, customs, religious beliefs and values. Focus on cultural diversity is used as an instrument to value the importance of individual and community quality of life. The course will be developed through ethnographic research, case analysis, team work, and reflections on the individual's place on the planet. Responsible use of technology will be encouraged.

HUMANITIES

HUMA 224 Contributions of the Great Civilizations of the World: Old, Medieval, and Modern
3 Credits
This course offers theoretical and critical analysis of the principal historical, social, political, and economical processes of the great civilizations of humanity—European, African, Asian, and Amerindian, from the ancient classic Greek-Roman and Medieval Ages to the modern and postmodern stages. The course also examines the principal cultural, philosophical, and

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religious contributions that have influenced Puerto Rican society. The course is carried out through research, ethnographic, geopolitical and socio-economic analysis of classical and modern writings, and the integration of technology. The course will be framed by general value judgments applied to the Puerto Rican society.

HUMA 230 Appreciation of the Arts and Music
3 Credits
This course studies four principle art forms: architecture, sculpture, painting, and music. It emphasizes the fundamental resources of communication and expression of each and analyzes works of art from artistic and spectator perspectives. The course will be carried out through the use of conceptual mapping, cooperative work, field trips, reflections, and research projects with the responsible use of technology.

PHILOSOPHY

PHIL 205 Philosophical and Sociological Foundations of Science
3 Credits
This course presents a critical analysis of the principles of knowledge and human nature from a socio-cultural perspective. It studies the evolution of scientific endeavor from a historical-critical dimension that understands the development of scientific knowledge within the complex web of social practices, institutions and power relations. Students will evaluate the main philosophical and epistemological foundations, as well as diverse perspectives with respect to the meaning of knowledge, scientific knowledge, and the relationship between science and society. The course is developed through the critical analysis of readings, Internet research, presentations, monographs, essays, and case studies.

POLITICAL SCIENCE

POSC 350 Dynamics of International Political Relations
3 Credits
Study of the field of international relations and its application of practices, concepts, and problems. Relations among governments, organizations, and individuals and their social, political, and economic connections are examined, taking into consideration the levels of cooperation and conflict in the context of globalization. The course is developed through research, the use of the Internet, group work, and reflective critiques.

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SOCIOLOGY

SOCI 203 Elementary Principles of Sociology
3 Credits
This course will study the individual and his relationship with his environment and social organizations, and the nature of this relationship. The course will also examine the development, functions and influences of interaction, changes and social processes.

SOCI 215 Culture and Folklore of Puerto Rico
3 Credits
This course analyzes the basic cultural manifestations of the Puerto Rican people and their arts, traditions, literature, music, paintings, sculpture, and national festivals as they relate to the development of the historical processes from the 16th Century to the present. The course will be framed by general value judgments and applied to the Puerto Rican society. The course will be developed through field trips, research, and cooperative group work. The responsible use of technology will be encouraged.

SOCI 216 Contemporary Social Problems
3 Credits
This course focuses on critical, theoretical, and empirical examinations of social problems, their classification as deviant behavior and subsequent informal and formal social controls. The course includes the influence of the social media in the construction of social problems. Comparative analysis of local and global problems, their possible solutions by means of citizen action and governmental structures that generate responsive public policy are examined. Analysis of readings and simulation exercises, case studies, statistical analysis, responsible use of technology, and the study of public policies related to the course will be used.

SOCI 225 Sociology of Deviant Behavior
3 Credits
This course examines the social construction of crime, taking into consideration the process by which criminal problems are generated. Emphasis is placed on the constructs of deviant behavior within a historical and contemporary framework and the social and symbolic construction of crime by analyzing videos, literature, and music. Topics, such as behavioral controls, civil rights, normal behavior, deviant behavior, crime, and the relationship between criminal and victim, will be discussed throughout the course.

SOCI 330 Sociology of Marriage and Family
3 Credits
This course will analyze marriage as a system and its influence on the family and society. Different modes of prevention and therapeutic interventions are studied for successful professional intervention with the marital couple and the family.

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SOCI 335 Ethics, Morality, and Society
3 Credits
Scientific and philosophical analysis of the classic and modern axioms related to ethics, morality, and individual and collective human behavior. The course is also the study of the ethical and moral foundations of society, with special attention to the relation between the individual and his/her personal codes of conduct when faced with those held by the community. Emphasis is on the analysis of ethical, moral, and self-concepts, as well as how they are modeled, internalized, and how they impact the vision of a responsible life in society, education, economy, religion, government, and professions. Emphasis is given to the appreciation of value diversity, within the perspective of a global society. The course will be developed through the study of theoretical contributions and their application to real and hypothetical situations and problems, teamwork, discussion groups, reflections, ethnographic research, and use of the Internet. Responsible use of technology will be encouraged.

SOCI 360 Sociological Imagination
3 Credits
Scientific and philosophical study of the theoretical foundations of sociology, with emphasis on the integration of the individual within the group, within different groups and with social change. Analysis of the importance of the creation of social reality and its diverse structures to comprehend the impact of society on the individual. Discussion and reflection of the theoretical contributions of the studies of social groups and their implications in the everyday life of the student, as a social being and as a future professional. Collaborative work, research on diverse cultures and their respective formal and informal organizations will be some of the strategies used. Responsible use of technology will be encouraged.

SOCIAL SCIENCES

SOSC 228 Interpersonal Relations
3 Credits
This course is a philosophical and theoretical study of human and interpersonal relations from behavioral perspectives, starting with the individual and ending with his/her relationships with others. Emphasis will be given to motivational skills, conflict management, decision making, problem solving, and ethical reflections, among others. The course will be carried out through case analysis, research, reflective exercises, group dynamics, and teamwork. The responsible use of technology will be encouraged.

SOSC 230 Political and Economic Systems
3 Credits
This course will study the theories and concepts of political and economic systems. The challenges that formal governments face and their interaction with a global political and

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economic system will be analyzed. Emphasis is placed on economic policies, political culture, and the institutionalization and application of these to the political environment of a country. The course is developed through research, case studies, analysis of political and economic cases and processes, and their application. Responsible use of technology will be encouraged.

SOSC 250 Statistics in Social Sciences
3 Credits
Introduction to statistical methodology as applied to social sciences. Basic statistical concepts and techniques are introduced, as well as scientific and graphical presentation of data and its analysis.

SOSC 258 Research Techniques in Social Sciences
3 Credits
This course introduces the application of all scientific techniques for research and investigation in the social sciences. Emphasis is placed on the basic procedures for gathering data, establishing the problem and hypothesis, analyzing, interpreting and applying findings. Prerequisites: SOSC 250

SPANISH

SPAN 240 Literature and Diversity
3 Credits
The concept of diversity is studied within the literary context of different genres, as well as appreciation and analysis of literary productions from the perspectives of gender, race, ethnic origin and social class, among others. Emphasis is on the analysis of customs, beliefs, traditions, and life styles of the groups under study. The course will be developed through critical reflections, research, oral and written presentations, collaborative work, and the responsible use of technology.

SPAN 275 Advanced Writing in Spanish
3 Credits
This course includes the study and analysis of the metacognitive and cognitive processes of the written text. Integration of the information skills (research, evaluation, and synthesis) and basic research methodology, as well as planning and organizing strategies for the development of summaries, expository, and argumentative essays will be emphasized. The course requires the integration of the computer in the production of written texts, critical reflections, and the presentation of a portfolio.

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DEPARTMENT OF SOCIAL WORK

PROGRAM DESCRIPTION

The Social Work Program promotes socio-economic equity and justice, as well as the more efficient and unbiased functioning of existing social systems and arrangements. Social workers apply theories of human behavior and social systems to intervene at critical junctures where people interact with their environments. Human rights and social justice principles are fundamental themes in the Program. Graduates of the Program are trained to provide a wide-range of need-assessments and services to individuals, families, groups, organizations and communities.

Graduates of the Program are highly skilled managers of both, public and private social service systems, in order to better serve different clienteles and constituencies. Services include: appropriate referrals, direct services, short term therapies, crisis interventions, information gathering, planning, administration and evaluation of social services. Social workers analyze legislation and social policies in order to make recommendations for improving the quality of life of all citizens. Graduates of Social Work may seek professional licensing from the Social Work Board of Examiners at the State Department of Puerto Rico.

VISION

To be recognized in Puerto Rico, the Caribbean and the United States as a Social Work program of excellence.

MISSION

To prepare competent Social Work professionals committed to social justice, human rights and the defense of diversity in all its manifestations. Our graduates will demonstrate critical thinking skills with the capacity to communicate effectively and conduct research related to their practice; will be capable of integrating entrepreneurship, self-management and technology in their work and will self-identify as active citizens in a global world in constant change, committed to the social transformation of Puerto Rico, the Caribbean and the United States.

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FACULTY

Acosta Hernández, Griselles, Professor
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MA, Criminal Justice, Interamerican University of Puerto Rico, Ponce

De Jesús Rosa, Iván, Assistant Professor
PhD, Social Work with Specialization in Public Policy, University of Puerto Rico, Río Piedras Campus

Delgado Pereira, Iris, Associate Professor
PsyD, Clinical Psychology, Pontificia Universidad Católica de Puerto Rico, Ponce Campus
MSW, Clinical Services and Administration, Interamerican University of Puerto Rico, Metropolitan Campus

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MSW, Direct service, Interamerican University of Puerto Rico, Metropolitan Campus

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MSW, Social Work, Direct Service, Interamerican University of Puerto Rico, Metropolitan Campus

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Santiago Orria, Astrid, Associate Professor
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ADMINISTRATIVE STAFF

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MBA, Universidad del Este-SUAGM

López Torrales, Norma, Administrative Assistant
BA, Administrative Secretary, Universidad del Este-SUAGM

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BACHELOR IN SOCIAL WORK

Total Credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110*	Introduction Seminar and Student Professional Development	1	
SPGS 101+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102+ or ENGS 111 or ENGS 121	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English		
MAGS 101 or MAGS 110	Basic Mathematics I or Foundation of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third Language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
SOCI 203	Elementary Principles of Sociology	3	
BIOL 115	Introduction to Human Biology	3	
PSYC 121	Introduction to Psychology I	3	
PSYC 122	Introduction to II	3	PSYC 121
SOCI 216	Contemporary Social Problems	3	
ECON 125	Analysis and Interpretation of Economic Reviews	3	
PSYC 350	Psychopathology	3	PSYC 121, 122
SPAN 275	Advanced Writing in Spanish	3	
SOSC 250	Statistics in Social Sciences	3	MAGS 101 or MAGS 110
PSYC 423	Physiological Psychology	3	PSYC 122
Total		**30**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisites**
SOWO 230	Introduction to the Social Work Profession	3	
SOWO 240	Communication and Interview Skills	3	SOWO 230
SOWO 270	Diversity and Social Justice	3	SOWO 230
SOWO 280	Human Behavior in Social Environment (infancy, childhood, adolescence)	3	SOWO 270
SOWO 300	Legal and Ethical Aspects in Social Work	3	SOWO 270
SOWO 310	Methodology I (Individuals and Families)	3	SOWO 330
SOWO 330	Human Behavior in the Social Environment II (Adulthood, elders, and death)	3	SOWO 280
SOWO 332	Methodology II (Groups)	3	SOWO 310
SOWO 335	Social Politics and Social Work	3	SOWO 230, SOWO 270
SOWO 336	Social Work Documentation	3	SOWO 240, SOWO 300
SOWO 337	Crisis Intervention	3	SOWO 240, SOWO 330
SOWO 355	Methodology III (Communities & Organizations)	3	SOWO 332
SOWO 365	Administration and Supervision in Social Work	3	SOWO 230
SOWO 370	Research Method in Social Work	3	SOWO 230, SOSC 250
SOWO 470	Seminar and Field Practicum I	3	ALL SOWO except SOWO 365, 370
SOWO 471	Seminar and Field Practicum II	3	SOWO 470
Total		**48**	
Electives	**Title**	**Credits**	**Prerequisites**
	Free Elective	3	
	Concentration Elective (SOWO)	3	
Total		6	
Concentration Elective Courses	**Title**	**Credits**	**Prerequisites**
SOWO 292	Social Work and Human Rights	3	SOWO 230
SOWO 294	Social Work and Environmental Issues	3	SOWO 230
SOWO 296	Social Work and Health Aide	3	SOWO 230
SOWO 400	Special Topics in Social Work	3	SOWO 230

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Important Notes:

1. *New students are required to take the SPDE 110 seminar during the first week before the start of classes. Late enrollment students must complete it during the semester.*
2. *+ Course with laboratory or workshop.*
3. ** Students will be placed according to the results of the University Admission Test (PAA), administered by College Board, or the Institutional Placement Test*
4. *The first concentration course is SOWO 230. Students may not take any other concentration course without first having approved this one.*
5. *Admission requirement is a high school grade point average of 2.00.*
6. *Practicum requirements: a minimum of 86 credits must be approved; required General Education and Medular Component courses approved with a 2.50 or more; and 3.00 average in concentration courses (these are approved with minimum C).*
7. *Second year students must obtain an academic evaluation with the program coordinator before completing the enrollment process.*
8. *Students enrolling in courses from other academic programs must comply with the corresponding prerequisites.*
9. *Students transferred from other university institutions must comply with the norm of residence in the UAGM.*

ADMISSIONS REQUIREMENTS TO THE PROGRAM

These are in addition to the general admission requirements at. UAGM-Carolina Campus.

- High School grade point average of 2.0.

GRADUATION REQUIREMENTS FOR THE PROGRAM

A general grade point average of 2.30 is required for graduation.

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COURSE DESCRIPTIONS

SOWO 230 Introduction to the Social Work Profession
3 Credits

Introductory course to the Social Work field. Throughout the course, basic field-related concepts and their historical and philosophical development will be discussed. The relationship between social work and other fields will be examined, also. In addition, this course will also discuss the code of ethics that guides the profession, social work-related settings, values, and intervention methods.

SOWO 240 Communication and Interview Skills
3 Credits

This course is designed to train students in the development of basic verbal and non-verbal communication techniques, used during the social intervention processes. Throughout the course, students will examine the interaction process between an interviewer and an interviewee, with keen awareness to ethical considerations. In addition, students are expected to apply communication skills in different scenarios where social services are offered. Students must approve SOWO 250 as a prerequisite for this course.

SOWO 270 Diversity and Social Justice
3 Credits

This course examines the life-situations of "special" and vulnerable populations in Puerto Rico. The course addresses the explanations and motivations behind such vulnerabilities and their impacts on vulnerable populations. The course also focuses on the integration of ethical and legal aspects of the social work professional when working with the vulnerable populations.

SOWO 280 Human Behavior in Social Environment (infancy, childhood, adolescence)
3 Credits

This course is the first in the sequence of human behavior and social environment. The course examines human behavior and its relationship to the social environment in the developmental stages of childhood, adolescence and youth, within a holistic framework. Psychoanalytic, learning, cognitive, sociobiological and contextual perspectives will be discussed. These theories and models facilitate the student understanding of the influence of bio-psychosocial and spiritual systems in different social systems. The course also discusses the various aspects affecting the well-functioning of human beings. Students will apply the ethical values of professional social work to be considered in intervention at every stage.

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SOWO 300 Legal and Ethical Aspects in Social Work
3 Credits

This course is focused on the understanding of the socio-historical background that initiated the ethical and legal values of the social work profession. Student will familiarize themselves with the Professional Code of Ethics of Puerto Rico and with the National Association of Social Workers (NASW) Code of Ethics. Legal aspects in the profession are exposed, as stated in the current laws of Puerto Rico. The course prepares students' skills to apply the Code of Ethics and to be able to recognize its importance in the professional practice. It emphasizes the importance of identifying and behaving as ethical Social Workers when providing services to different populations.

SOWO 310 Methodology I (Individuals and Families)
3 Credits

The course aims to expose students to the primary theoretical elements, methodologies, and instruments for professional interventions with individuals and families. During the teaching-learning process, students are stimulated to develop the skills needed to be able to intervene in situations with individuals and families. They will be able to recognize the different levels of intervention, from preventive to remedial. The course promotes the understanding of the different models and theoretical frameworks that address familiar and individual functioning. Primarily, it describes how individuals' function in their contexts from a bio psychosocial approach. In relation to the systemic elements, students will recognize the impact provoked by injustice, inequality, racism, discrimination, and violence against individuals and families. Through the course, students will develop the necessary competencies to comply with the ethical and accreditation standards that are established for the profession.

SOWO 330 Human Behavior in the Social Environment II (Adulthood, elders, and death)
3 Credits

Continuation of SOWO 280. Study of human behavior and the relation with the social environment in the developmental stages, from mid adulthood to old age and death, within a holistic conceptual framework. The general theory of system, the Generalist approach, the Erik Erikson Psychosocial Theory, the Ecological Theory, and the mourning stages of lost by Elizabeth Kubler Ross are covered. These theories and models facilitate student's understandings of the influence of the psychosocial and spiritual factors in the different social systems. Students will apply the ethical values of the professionals of social work to be considered in the intervention during the different stages.

SOWO 332 Methodology II (Groups)
3 Credits

This course explores the process of formation, maintenance, and evolution of groups, from the perspective of the social work professional. The course aims to develop the

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professional competencies necessary for effective interventions with social work groups. Emphasis is given to the commitment of the social worker towards social justice, equality, and respect of human rights, as well as to the ethical and legal responsibilities of the social worker towards oppressed and marginalized populations.

SOWO 335 Social Politics and Social Work
3 Credits
This course examines the current socio-political status of Puerto Rico. The origins of the welfare-state, up to the impacts of current globalization and neoliberal trends, are discussed. The socioeconomic conditions of the country and their relations to the services offered to vulnerable populations-- children, senior citizens, single female head of families, among others—are examined. Emphasis is given to the ethical and legal responsibilities of social work professionals to offer adequate and relevant social services.

SOWO 336 Social Work documentation
3 Credits
The documentation of cases is a required skill for the practice of social work. To meet the challenges of ever-changing practice settings, social workers must be prepared to document every intervention in an effective and precise form. The overall objective of this course is to help students develop the necessary case-documentation skills in the micro, mezzo, and macro service levels for different agency-related scenarios. Through the course, students will have the opportunity to improve the necessary skills for documentation of case records, progress notes, and service plans. Students will learn, also, to document information related to diversity, ethics and social justice issues. The course highlights the relationship between empirical research, practice, and documentation to help students develop goals and service plans appropriate to the client needs.

SOWO 337 Crisis Intervention
3 Credits
This course trains students in the process of crisis intervention. Students learn the theories related to the stages of crisis and are instructed in crisis intervention models and respective techniques. Throughout the course, students understand the different types of crises, along with the scenarios that offer support. In addition, they will apply crisis intervention models in high-risk populations, as well as to situations related to suicide, sexual abuse, substance abuse, loss, and violent institutional behavior.

SOWO 355 Methodology III (Communities)
3 Credits
This course exposes students to social work within communities and organizations. It examines the intervention models at the macro level, including: community organization, social action, social planning, social policy analysis, and other ways to achieve changes at

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the structural level and throughout society. In addition, it emphasizes the social worker's commitment to social justice, equity and respect for human rights, in order to maximize opportunities for the oppressed and marginalized groups to participate in the socio-political and economical life of contemporary Puerto Rico. The course addresses the ethical and legal responsibilities of the social work professional toward these groups.

SOWO 365 Administration and supervision in social work
3 Credits
This course explores the basic principles of management and supervision in social services. It provides an overview of effective administrative practices in service agencies. Also, special emphasis is given to the importance of supervision in the professional development plan in social work.

SOWO 370 Research Method in Social Work
3 Credits
Introduction to the application of the techniques and methods of scientific social research. The course emphasizes the concepts and procedures of quantitative and qualitative research, applicable to the social work practice, with a focus on the development of the social worker's social research skills. Topics include the development of research, theoretical approaches, ethics in research, the elements of diversity in research, discussion, comparison, the application of quantitative and qualitative designs, sampling, design of research instruments, and data collection. The course facilitates the development of skills and fundamental knowledge for design and research in social work.

SOWO 470 Seminar and Field Practicum I
3 Credits
The supervised practicum I course offers undergraduate, social work students the experience of direct service training. Students will analyze the ethical and legal values of the profession, based on equity, welfare, and social justice. They will have the opportunity to experience work in various public or private agencies in Puerto Rico. As social worker trainees, they will be able to intervene with individuals, groups, families, communities, and organizations. At the initial stages, students will be guided to familiarize themselves into the dynamics of the social work practice scenario, obtaining knowledge about the organization's policies, service philosophies, and institutional procedures. Students will use the generalist model to develop skills for professional performance by analyzing the relationship between human behavior and environment from an eco-systemic perspective. At the same time, students will integrate research into their professional training by attending a three-hour, weekly practicum seminar in social work, supervised by a professional at the student's practice site.

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SOWO 471 Seminar and Field Practicum II
3 Credits
The supervised practicum II course undergraduate, social work students the experience of intensive and rigorous direct service training in stringent, complex and intense interventions. Students will analyze the ethical and legal values of the profession, based on equity, welfare, and social justice. They will have the opportunity to experience various public or private agencies in Puerto Rico. As social worker trainees, they will intervene with individuals, groups, families, communities, and organizations. In this final stage of training, students are expected to master the dynamics of the practicum scenarios by applying the knowledge of institutional philosophies of services, policies, and procedures. Students will use the generalist model in their professional performance by analyzing the relationship between human behavior and environment from an eco-systemic perspective. At the same time, students will integrate research into their professional training by attending a three-hour, weekly practicum seminar in social work, supervised by a professional in the discipline at the student's practice site.

CONCENTRATION ELECTIVE COURSES

SOWO 292 Social Work and Human Rights
3 Credits
Elective course within the Bachelor´s Degree Program in Social Work. Students are exposed to the critical analysis of the historical evolution of human rights and in a professional practice. Emphasis is placed on the philosophical, political, economic, and social foundations of human rights. The course examines the different types of rights and their relation to the political, social, and economic development of modern nations. This course links human rights and the work of international organizations and is based on competencies that integrate responsible use of technology to support learning activities.

SOWO 294 Social Work and Environmental Issues
3 Credits
Climate change, environmental justice and sustainable development of society are addressed. The course strives for the development of a general professional practice, aimed at direct intervention and the defense of environmental rights. It examines the relationship between history, theory, and practice of environmental social work through critical analysis, dialogic, and participatory approaches. The course is competency-based and will integrate the responsible use of technology to support your learning activities.

SOWO 296 Social Work and Health Aide
3 Credits
This course exposes the student to critically evaluate the contribution of the state in the provision of public health services. Emphasis is given to conceptual mapping of public

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health, studying the laws applicable to the provision of services, and the rights of patients. The course takes into account the integration of the generalist social worker into interdisciplinary health teams, as well as his or her training in determinants in health services. The course is based on the development of competencies and integrates the responsible use of technology to support their learning activities.

SOWO 400 Special Topics in Social Work
3 Credits

Elective course within the Bachelor´s Degree Program in Social Work. Each semester, the course will address changing and relevant topics applicable to the profession. The course provides the opportunity to deepen, discuss, reflect, and critically analyze a specific social work topic. Students are further prepared for a future general professional practice that utilizes research to substantiate interventions and evaluates how different situations affect the practice of social work in Puerto Rico and the world. The course is based on the development of competencies that integrate the responsible use of technology to support its activities.

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DEPARTMENT OF EDUCATION

PROGRAM DESCRIPTION

The Department of Education is home to the UAGM- CAROLINA CAMPUS undergraduate and graduate academic programs that prepare teachers, educational leaders, and other professionals in education. It is also responsible for the fundamental and professional courses for obtaining the corresponding State Teaching Certification (Professional Pedagogical Component).

The Department guides and collaborates with those initiatives that are inherent to its body of knowledge, including the graduate programs in Education. In addition, it promotes the integration of purposes between different units that offer programs and projects in education, at the main campus, at the Off-campus locations, as well as in the School of Professional Studies (AHORA). The Department goal is to use continuous assessment as an effective means of objective and true decision-making. According to the Institutional Mission, the learning paradigm, along with the constructivist educational approach, and the cognitive-humanistic theoretical framework, are the core of the pedagogical operation of the Department of Education.

VISION

We aspire to be recognized as teacher preparation programs and professions allied to education of excellence that meet international quality standards.

MISSION

The Department of Education is an academic community committed with the promotion of the comprehensive and professional development of our students as citizens of the world in constant transformation. We strive to contribute to best practices and emerging educational processes related to education, through the creation of academic programs in the areas of teacher preparation programs and professions allied to education.

PRINCIPLES

The principles that guide the academic programs of the school of education are as follows:

- Justice
- Equity
- Integrity
- Solidarity
- Respect diversity
- Freedom of thought and action
- Responsibility and social commitment

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GOALS

To achieve the mission, the school is dedicated to developing the educational environment to achievement of the following strategic goals:

1. Provide the student an environment academically transformative and services achieve their full development and integral.
2. Develop in the student the knowledge, skills, and attitudes pedagogical and professional necessary, with an emphasis on academic literacy, educational foundations, information management; as well as, in concentrations, through a flexible and up-to-date curriculum in constructivism.
3. Obtaining accreditation specialized in the academic offerings.
4. Maintain an active and dynamic faculty who develops pedagogical activities, including research, publications.
5. Keep and continue to develop strategic alliances and collaborative agreements in the community that enable the strengthening the academic programs.
6. Encourage students and faculty the development of research skills, the responsible use of technology, community engagement, internationalization, and entrepreneurship, framed in a socio-humanistic formation.

SPECIALIZED ACCREDITATION

The Teacher Preparation Program has obtained the professional accreditation from the **Teacher Education Accreditation Council (TEAC**) for seven (7) years (2015-2021). This accrediting agency belongs to the **Council for Accreditation of Educator Preparation (CAEP).** This accreditation demonstrates the commitment of the TPP- UAGM- CAROLINA CAMPUS to prepare teachers of excellence with high quality performance.

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FACULTY

Aponte Medina, Vanessa, Instructor
MA Ed, Curriculum and Teaching in Early Childhood Education, Universidad del Este, Carolina Campus

Bayuelo Flórez, Ezequiel de J., Associate Professor
EdD, Curriculum and Teaching in Science, University of Puerto Rico, Rio Piedras Campus

Fernández García, Holvin, Instructor
MEd, Teaching Physical Education

Figueroa Camacho, Julio, Instructor
MA Ed, Physical Education, Universidad Metropolitana, Cupey Campus

Huertas Solá, Mildred, Professor
EdD, Curriculum and Teaching in Science, University of Puerto Rico, Rio Piedras Campus

Martínez Plana, Mayra, Associate Professor
PhD, Psychology, University of Puerto Rico, Rio Piedras Campus

Santiago Santana, Juan R., Instructor
MEd, Management in Leisure Services

ADMINISTRATIVE STAFF AND SUPPORT PERSONNEL

Pérez Cordero, Gladys, Department Director
EdD, Education Administration and Leadership, Dowling College
MEd, TESL, University of Puerto Rico, Río Piedras Campus

Urbina Fuentes, Carmen A., Director
MS, Administrative Education- Postsecondary Level,
Universidad del Este, Carolina Campus

Meléndez Bayala, Denisse, Academic Coordinator
MBA, Management, Universidad del Turabo

Cariño Carmona, Amalia, Administrative Assistant
BOS, Office System, Universidad del Este

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PROGRAM DESCRIPTIONS

Bachelor of Arts in Education
Preschool and Primary Education (4 thru 8 years)

The alumni of the Bachelor of Arts in Education with a major in Preschool and Primary Education may have several employment opportunities working with children from four (4) to five (5) years (Preschool) and five (5) to eight (8) years (Primary). Graduates may work directly with children in public and private centers and schools. Those that work as teachers for the Department of Education will work at the following levels: preschool and primary (K-3 grades). They will also have employment opportunities with programs such as Head Start, preschools and public and private preschool centers. Alumni will also develop knowledge, skills, attitudes, and experience to be qualified to establish their own preschool center.

Bachelor of Science in Education
Physical Education (K-12)

The Physical Education Program of the School of Education offers a diverse curriculum aimed at the integral development of future teachers. This bachelor's degree aimed at developing professionals capable of working in physical education at Puerto Rico Department of Education from K-12 levels, integrating modern scientific concepts of exercises, movement, group sports, individual and team sports, as well as other manifestations of human movement. The Program's alumni will be qualified as excellent educators that perform effectively in educational related areas, such as public and private schools, health services organizations, institutions related to sports, as well as the general community.

This model allows the future physical education teachers the professional skills with a scientific base, broad curricular schemes, and a wide repertory of experiences of teaching and learning. The model will include knowledge of the scientific base that will allow the physical educator a broad understanding of the processes of growth and development from birth to adolescence. The broad knowledge of curricular schemes from early childhood to secondary levels will allow physical educators to detect the needs of their students, be they physical, cognitive, or affective and motor, in addition to enriching the formal curriculum with its movement activities.

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Bachelor of Arts in Education
Teaching English as a Second Language Elementary Level

The student who graduates from this program will be an academically well-prepared professional that will perform with success and will contribute favorably to the development of ESL teaching in the nation's elementary level. The student's profile is based on legislation and the public policy documents that correspond to the program along with the NCLB regulations for Highly Qualified Teachers. In order to be considered highly qualified, teachers must have a bachelor's degree, full state certification or licensure, and prove that they know each subject they teach. To demonstrate competency, teachers must prove that they know the subject they teach by having a major in the subject they teach, credit equivalent to a major in the subject, passage of a state developed test, an advanced certification, or a graduate degree.

Bachelor's in Arts in Education
Teaching English as a Second Language Secondary Level

The student who graduates from this program (either level) will be an academically well-prepared professional that will perform with success and will contribute favorably to the development of ESL teaching in the nation's secondary level. The student's profile is based on legislation and the public policy documents that correspond to the program along with the NCLB regulations for Highly Qualified Teachers. To be considered highly qualified, teachers must have a bachelor's degree, full state certification or licensure, and prove that they know each subject they teach. To demonstrate competency, teachers must prove that they know the subject they teach by having a major in the subject they teach, credit equivalent to a major in the subject, passage of a state developed test, an advanced certification, or a graduate degree.

Bachelor's in Arts in Education
Teaching English as a Second Language Secondary level

The student who graduates from this program (either level) will be an academically well-prepared professional that will perform with success and will contribute favorably to the development of ESL teaching in the nation's secondary level. The student's profile is based on legislation and the public policy documents that correspond to the program along with the NCLB regulations for Highly Qualified Teachers. To be considered highly qualified, teachers must have a bachelor's degree, full state certification or licensure, and prove that they know each subject they teach. To demonstrate competency, teachers must prove that they know the subject they teach by having a major in the subject they teach, credit equivalent to a major in the subject, passage of a state developed test, an advanced certification, or a graduate degree.

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Bachelor of Arts in Special Education (K-12)

The student who graduates from this program will be academically well prepared to work as a special education teacher in elementary and secondary level. This program will form a citizen with a base on knowledge about the behavior and development of the human being, especially on exceptional children and adolescents. The student who pursuit this major, develops the necessary skills, knowledge, and values to manage the professional demands of this field according to the sensibility, law and legislations that protect this population. Through this program, it is expected that the educator contributes to improve the quality of life of the exceptional population, to develop effective communication skills and identify solutions for social problems. In addition, it is expected that the educator develops a comprehensive and tolerance attitude towards the cultural diversity and respect to the human being.

Bachelor of Arts in Recreation and Sports

The students who graduate from Recreation and Sports will be academically well prepared with the proper, knowledge, skills, and attitudes to provide professional services regarding adequate supervision, employee communication, planning management and legal aspects on the labor stage, local and internationally. They will have the knowledge to transmit the importance of solving the inner necessity in everyone to use their free time in a positive way promoting healthy activities to grow in the community. They can work in any environment teaching the citizen how to get out of the ordinary and stressful labors activities to reconstruct and revitalize their body and mind through the Recreation and Sports. They have the tools to work with active or passive recreation activities to cope with all the ages as part of the diversity. Where there are people, there can be a professional of Recreation and Sport teaching activities for life.

Bachelor of Arts in Personal and Sports Trainer

The student's that successfully comply with the requirements of the Bachelor of Arts in Personal Trainer or Coaching, will have the great opportunity to fill the necessity of certified professionals in sporting activities to different private or public communities in Puerto Rico and other countries in America. They will be academically prepared to provide professional services in mental, technical, theoretical, and physical training to the participants (individual or group) in an organize sport program. In the actual sport industry, our students will have an entrepreneur vision to evaluate where they will have a greater opportunity for jobs through creative thinking and knowledge of a variety of sports and physical training programs. They will receive the proper experience to act as supervisor, coaches or administrative in sporting areas in different environments.

MINORS

Important Notice: The student has the economic responsibility to cover the costs of the courses that are considered as minors.

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Teaching of Infants and Toddlers (0-3 years)

UAGM- Carolina Campus is the only post-secondary education institution in Puerto Rico that offers the certification of Teaching of Infant and Toddlers for those teachers, in-service and pre-service, who wants to develop additional competencies in this field. The twenty-one credits (**21 credits**) cluster of courses recommended by the School of Education are offered in the eight weeks part of term modality. A student who wants to pursue this cluster obtains a minor in this field.

TEACHER PREPARATION PROGRAM REQUIREMENTS

Special rules and remarks for all candidates, applicants and students enrolled in any major of the teacher preparation program at the undergraduate level at UAGM- Carolina Campus must be admitted with a high school GPA of 2.90 and above.

1. Due to constant new requirements and accountability initiatives from the US Department of Education, the PR Department of Education, the PR Council of Education and other agencies, accreditation agency CAEP, School's curricula, rules and regulations, and requirements could experience changes in many instances during any given period or cycle of the academic year. The School officials will communicate any changes that take place affecting the students teaching and learning processes immediately.
2. Students are responsible for meeting any new requirement and share it with future teachers~~'~~ colleagues (Please, see Student's Rules and Regulations Manual). Please, visit our Office or ask Program officials or faculty for any doubts.
3. According to the Puerto Rico legislation and in compliance with the Puerto Rico's Department of Education 2012, Regulation for Teacher Certification Bulletin; "to obtain a permanent teaching credential/license, every candidate must pass the teacher certification examination board titled "*Pruebas para la Certificación de Maestros de Puerto Rico"* (PCMAS by their Spanish Acronym), (*Puerto Rico Teacher Examination Certification). The College Board for Puerto Rico and Latin America administers this examination*.

The Department of Education of the Commonwealth of Puerto Rico establishes that the future teacher candidate must possess a 3.00 Graduation Index to apply for a teaching position in the public school system.

1. All courses in the pedagogical and concentration components of each academic program must be approved with a minimum of "B".
2. All students in each academic program must approve a Pre-Practicum course before applying for the Practicum.
3. All Practicum and Seminar courses shall be taken concurrently. Department officials and faculty would assign practicum centers and schools.

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4. All Education students who are going to take the PCMAS *(Puerto Rico Teacher Examination Certification - Prueba para la Certificación de Maestros* –) administered in March of each year, must take and approve two capstones courses: EDUC 435-Interdisciplinary Seminar and EDUC 436-Pedagogical Integration Seminar in order to enroll in the Practicum and Seminar courses.
5. The School of Education is not responsible for students taking the Teaching license certification (*Pruebas para la Certificación de Maestros* PCMA'S) without the requirements and authorization by the Dean.

REQUIREMENTS FOR OTHER PROGRAMS ALLIED TO EDUCATION

Admission requirements

- High School grade point average (GPA) of 2.00.

GRADUATION REQUIREMENTS OF ALL TEACHER EDUCATION PROGRAMS

The students must have satisfactorily completed the prescribed number of credits with a grade point average (GPA) of 2.00 (C) or higher. All graduation requirements are subject to change from one academic year to the next in accordance to state mandatory regulations. The Institution must meet and comply with these regulations in order to graduate the students from the education degree program they are studying.

GRADUATION REQUIREMENTS OF OTHER PROGRAMS ALLIED TO EDUCATION

The students must have satisfactorily completed the courses in the major component with a grade point average (GPA) of 2.30 or higher.

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COURSE DESCRIPTIONS

EDUCATIONAL PROFESSIONAL COMPONENT

EDUC 171 Human Growth and Development I
3 Credits
Interdisciplinary study of human development from conception through middle childhood. The course integrates the physical, cognitive, socio-emotional, and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the socio-historical, cultural, and educational context. The course is developed through case analysis and observations of the developing child.

EDUC 172 Human Growth and Development II
3 Credits
Interdisciplinary study of human development from adolescence through adulthood. The course integrates the physical, cognitive, socio-emotional, and moral dimensions of the individual and their implications for educational practice. It analyzes the development from cases that are contextualized in the socio-historical, cultural, and educational context. The course is developed through case analysis and observations of the developing person. Prerequisites: EDUC 171

EDUC 202 Integration of Technology in Education
3 Credits
The study of the systematic integration of technology in the design of teaching and learning, the management and use of technological resources, and the assessment of learning in a technology integration environment. The course is based on the development of instructional activities that meet the ISTE technology standards (International Society for Technology in Education) including the identification and management of trusted sources of information and their adaptation to the curriculum. The course is offered in a computer lab environment that fosters interactivity and the use of technology.

EDUC 204 Nature and Needs of Exceptional Children and Inclusion 3 Credits
Introductory course to the study of historical, legal, service, and inclusion dimensions of the exceptional student. Discussion of the etiology, characteristics, and manifestations of the identified conditions. Emphasis on the teacher's responsibility to accommodations and modifications for inclusive classroom or in a less restrictive environment. The course is developed through case analysis and observations in the school setting.

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EDUC 205 Introduction to Assistive Technology
3 credits
General knowledge about assistive technology for individuals with disabilities. Analysis of legal foundations and theoretical considerations in which equipment availability and assistive technology services are the resources to promote the participation of independent living at home, school, work, or community. Identification, description and classification of assistive technology equipment and services with the purpose of improving the functional capabilities of persons in order to improve their quality of life. Field and laboratory experiences are required. The course is offered in a computer lab environment. Prerequisites: EDUC 204

EDUC 300 Psychological Foundations of Education
3 credits
Study of psychology in the school context. Analysis of the fundamental psychological aspects of education and the teaching-learning process. The course emphasizes human development, individual variation, the theoretical and practical aspects of learning, motivation, intelligence, and effective strategies in the classroom, which are important for the process of teaching and learning. The course is developed through case analysis and observations in the school setting. Prerequisites: EDUC 171-172.

EDUC 305 Sociological Foundations of Education
3 Credits
Analyzes sociological foundations and their relation to the educational process. Examines social problems that affect educational development. Interrelations between culture, education, social change, social groups, school, and community. Allows the opportunity to explore current social problems and how these influence the educational process, the immediate community, and socio-cultural changes. Prerequisites: SOGS 201

EDUC 403 Curriculum Design
3 Credits
Evaluation and practice of methodologies, techniques, and approaches to curriculum design in school level (K-12). Discussion of curriculum design models. Study and analysis of curriculum guides (by disciplines), standards of the educational curriculum (K-12). Reflection in critical- creative thinking, construction of knowledge (constructivism paradigm) and the competencies, skills, and attitude domains. EDUC 300, EDUC 305, EDUC 420.

EDUC 409 Planning and Evaluation of Teaching-Learning Process
3 Credits
Instructional planning with emphasis on writing operational objectives, lesson planning, and evaluations techniques. Deals with the principles and foundations of evaluation,

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measurement, and assessment of the learning process in all educational levels. Includes application, interpretation, and analysis of results within the learning process.

EDUC 410 Teaching of Mathematics at the Primary Level (K-3)
3 Credits
Study of the philosophy, principles, foundations, and methodology in teaching mathematics in the primary level (K-3). Analysis and discussion of the mathematics curriculum of the Puerto Rico Department of Education in K-3. Emphasis on the comprehension, interpretation, and mastery of the mathematics' content at the primary level. Planning and integration of strategies, materials, technology, and assessment in teaching and learning processes in mathematics. Prerequisite: MAGS 101-102

EDUC 411 Teaching of Science at the Primary Level (K-3)
3 Credits
Development of the basic concepts on the biological, physical, terrestrial, and space sciences. Study and analysis of concepts about the nature of science developing different strategies, methods, and techniques inherent to teaching at the primary level (K-3). Design and discussion of activities focused on the methods of: reflection, discovery and knowledge construction. Prerequisites: BIGS 101

EDUC 412 Teaching of Social Studies at the Primary Level (K-3)
3 Credits
Analysis of the Social Studies in the primary level (K-3) such as, means of formation of an integral citizen within a democratic society. Reflection, skills of critical-creative thought and construction of knowledge within the context of the civic action and Puerto Rican culture. Study of curriculum guides, standards, texts, and references, as well as, other educational resources. Awareness, application and assessment of techniques, methodologies, and approaches in the education of the social studies. Prerequisite: SOGS 201

EDUC 413 Teaching English as a Second Language at the Primary Level (K-3)
3 Credits
Study and analysis of the curricular framework and the standards of English as a second language in the primary level (K-3). The analysis and interactive presentations of diverse methodologies, approaches, and techniques are emphasized for this course. Students will align the curriculum content and grade level expectations to design simulations and practical interventions for the K-3 level. Reflections of critical creative skills and construction of knowledge from the linguistics skills domain are emphasized.
Prerequisites: ENGS 102, ENGS 111 or ENGS 121.

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EDUC 414 Language Arts in Primary Level (K-3)
3 Credits
Study and analysis of the curriculum guides and standards for the education of language arts at the primary level (K-3). Evaluation and praxis of the methodologies, techniques and approaches for the linguistics and literature in this level. Emphasis on grammar and oral practice, reading and writing skills for the primary levels. Reflection, skills of critical-creative thought and construction of knowledge from the domain of the Spanish linguistics skills. Awareness, application and assessment of techniques, methodologies, and approaches in the education of the Spanish like second language. Prerequisites: SPGS 102, SPGS 112 or SPGS 121.

EDUC 420 Philosophical Foundations of Education
3 Credits
Interdisciplinary perspective of historical, philosophical, cultural, and social foundations, taking as point of departure fundamental debates and problems in education, which have directed changes throughout time. It provides a reference (interpretative, normative, critical, and creative) to link educational foundations to practice. Educational philosophies (traditional, modern, and contemporary) are compared and analyzed. Implications and applicability of philosophical theories on problems and controversies of present education are viewed. Philosophical principles that guide the educational system in Puerto Rico, in terms of philosophy and policy are assessed. Prerequisites: HUGS 201.

EDUC 435 Interdisciplinary Seminar
3 Credits
Seminar that blends socio-humanistic and scientific, academic knowledge that students have developed during their teacher preparation courses. Discussion and analysis of trends, methods and innovations related to fundamental knowledge and communication competencies of the future teacher in his/her local and global context. Emphasis on case studies, problem solving, themes discussion and application of technology. Prerequisites: Department authorization.

EDUC 436 Pedagogical Integration Seminar
3 Credits
Seminar that blends all professional and academic knowledge that students have developed during their teacher preparation courses. Involves discussion and analysis of trends, methods and innovations related to field of education. Prerequisites: Department authorization.

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EDUC 517 Supervision of Instruction in Student Teaching
3 Credits
Study theories, models and trends of the instructional process and its practical applications. Importance of the evaluations and supervision processes in student teaching. For teachers who want to perform as cooperative, preceptor or tutor teacher. Pre-requisite: Department authorization.

EDUC 518 Recertification in Supervision of Instruction in Student Teaching
1 Credit
Study theories, models and trends of the instructional process and its practical applications. Importance of the evaluations and supervision processes in student teaching. For teachers who want to re-certificate as cooperative, preceptor, or tutor teacher. Prerequisite: School's authorization.

PRESCHOOL AND PRIMARY EDUCATION

ECED 173 Introduction to Early Childhood Education (0-8 years)
3 Credits
The course offers an overview of the field of early childhood education. Aspects such as: history, legislation, public policy, philosophy, curricula, and the early childhood profession are analyzed. A proper understanding of the reasons, rationale, importance, and objectives of early childhood education in contemporary society and in the next decades are addressed. Discussion of the early childhood education professionals: characteristics of early childhood educators, alternative careers within the field, learning styles, code of ethics, and professionalism.

ECED 200 Play and Arts as Educational Strategies (0-8 years)
3 Credits
Emphasis on games and arts in early childhood education and the relation with development and appropriated practices of 0-8 years. Exploring and planning how the content areas support the use of games and arts as an educational strategy included in the different theories. Importance of the teacher's role as center for the teaching and learning process in early childhood (0-8 years). Use of manipulatives and simulations as part of the assessment process.

ECED 201 The Family as Principal Axis of a Community of Learning (0-8 years)
3 Credits
Reflection and analysis of diverse families' integration to the early childhood education. Emphasizes the importance of the active participation of the family in the education of children. Include the assessment of knowledge and cultural experiences that the family provides to the educational, socio emotional and linguistic development of the child.

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ECED 308 Management of the Early Childhood Education Environment (0-8 years)
3 Credits

Provides a strong foundation about design, management, and interpersonal relationship in the learning environment. Interaction between environment and significant learning is addressed.

ECED 309 Infant and Toddler Curriculum (0-3 years)
3 Credits

Develops awareness of the importance of the first three years of life in the development of a child's potential and in terms of the individual's learning processes. Designing, planning, and implementing educational appropriate practices, based on developmental theories, which will enable early childhood educators to provide optimal learning environments for infants and toddlers, is stressed.

ECED 310 Perceptual-Motor Development, Learning and the Brain
3 Credits

Theories on the development of the human brain are studied. Current research related to this field is examine. Educational implications of these theories on the processes of child development and learning, as well as, their impact on modern pedagogy are analyzed.

ECED 311 Cognitive and Logic – Mathematical Development (0-8 years)
3 Credits

Comprehension and analysis of the cognitive development, structures, and processes of preschool and primary children, including logic-mathematical development. Enables these professionals to facilitate development through planning appropriate curricula.
Prerequisite: MAGS 102

ECED 330 Design and Management of Physical and Socio-emotional Environments in Infants and Toddlers
3 Credits

Study and analysis of the physical and socio-emotional environments in the infants and toddlers' development centers. Design aspects that impact the socio emotional development of this population. Experiences to apply knowledge and skills. Includes the importance of the environment in the comprehensive development of the child and the creation of inclusive scenarios.

ECED 331 Integration and Participation of Family in Infants and Toddlers Care Centers
3 Credits

Awareness to future teachers about the importance of the family in the educational scenario of the children. Self-reflection about the diversity concept in the families (their beliefs, acceptance degree, multiculturalism, gender, respect, socio-economical level,

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among others). Design, administration, and analysis of research instruments for care centers and the infant/toddler development.

ECED 332 Development of Language and Early Literacy in Infant and Toddlers
3 Credits

Development of the language and the communications skills in infant and toddlers. Discussion and analysis about the importance of an enriched linguistic environment for the development of the language and early experiences with the reading-writing domain. Planning and demonstration of diverse activities with emphasis in the linguistic development at this level.

ECED 333 Establishment and Management of Educational Centers for Infants, Toddlers and Preschoolers
3 Credits

Planning, organization and evaluation of early childhood care centers and its development for infants, toddlers, and preschoolers. Reflection analysis and praxis about the necessary processes and documentation for the center's operation. Preparation of a proposal for the establishment of an early childhood care center and its development for infants, toddlers, and preschoolers.

ECED 441 Pre-practicum in Preschool and Primary Education
3 Credits

The course offers a learning opportunity focusing on observation, reflection and integrating the theory to the practicum in preschool and primary education (0-8 years). It proposes to the student's diverse learning and teaching dimensions under the tutoring of an experienced teacher. The course promotes that the students reflect and experiment with the teaching process along with the newest strategies and methodologies regarding curriculum, planning, evaluation, assessment, research, and fundamental specialization areas. Required time is 100 hours distributed in 85 hours in an educational center or school and 15 hours in the seminar. Prerequisites: Department authorization.

ECED 442 Seminar in Teaching Practice
1 Credit

Discussion, analysis, and evaluation of the responsibilities and situations arising in Early Childhood Education and Primary levels during student teaching practice. Designed to enrich and complement the day-to-day practicum experience. Prerequisite: Department authorization. Concurrent with ECED 443 or ECED 444.

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ECED 443 Practicum in Preschool Education Level (0-4 years)
3 Credits
This is the final phase of the professional preparation in a specialized field as a future preschool education (0-5 years) teacher candidate. It is the clinical experience where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teachers are presented with scenarios in which they can rehearse the educative experiences promoting the physical, social, emotional, and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with ECED 442.

ECED 444 Practicum in Primary Education Level (K-3)
3 Credits
This is the final phase of the professional preparation in a specialized field as a future primary education teacher candidate (K-3). It is the clinical experience where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teachers are presented with scenarios in which they can rehearse the educative experiences promoting the physical, social, emotional, and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with ECED 442.

PHYSICAL EDUCATION

PHED 100 History and Philosophy of Physical Education
3 Credits
The course deals with the analysis and evaluation of the diverse historical and philosophical backgrounds of physical education. It also includes the discussion of its origin and evolution. It emphasizes in the philosophical models of physical movement education and its trajectory to academic and sports competencies philosophical models. Some clinical visits are required.

PHED 211 Theory, Skills, and Teaching of Individuals Sports
3 Credits
Basic principles and execution techniques of the individual sports such as: track and field, tennis, swimming, and gymnastics, among others, with biomechanical analysis of the skills in each sport. Discussion of the principles and basic concepts of individual sports and the design and implementation of teaching-learning experiences. Study of the recommended modifications for elementary level includes health and safety aspects.

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PHED 213 Kinesiology and Physical Education Foundations
3 Credits
The course deals with the study of the human body throughout its systemic anatomy. It also concerns with joints movement, muscular- skeletal actions, and biomechanics with emphasis on the basic principles of the exercise physiology. The course requires some practical sessions.

PHED 217 Adapted Physical Education
3 Credits
The course is about teaching adaptation of physical education based on the specifications of students with special needs. Emphasis on the program's designs for students with special needs. The course proposes the development and improvement of the physical condition of the human body throughout sensory-motor, psychomotor, and perceptual-motor activities. It provides physical education laboratory experiences creating situations in different environments for almost every type of physical limitation.

PHED 221 Theories, Skills and Teaching of Group Sports
3 Credits
Basic principles and execution techniques of group sports such as: basketball, volleyball, soccer, and baseball, among others. It relies on biomechanical analysis of the skills in these sports with discussion of the principles and basic concepts of collective sports and in the design and implementation of teaching/learning experiences. The study of the recommended modification for elementary level includes health and safety aspects.

PHED 240 Health, Safety and Well-Being in Physical Education
3 Credits
The course relies on the analysis of children and youth health and welfare models and the way to apply these models to the instructional design of physical education. It deals with the design and execution of the physical fitness aptitude for elementary and secondary students. It promotes responsible, personal and social behavior that respects self and others in physical activities, environment, stress management, drugs and alcohol use and abuse and exercise. The course promotes the use of "American College of Sports Medicine" (ACSM), American Red Cross and "National Association of Athletic Trainers" (NATA) standards, among others.

PHED 301 Anatomy and Physiology for Physical Education
3 Credits
Study of the fundamental concepts of human anatomy and physiology for physical education teachers. It emphasizes the structure-function relationship of all systems in the human body with a clear understanding of how these systems integrate to achieve homeostasis. Pathological conditions, diagnosis, testing and treatment will also be

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discussed to enhance understanding of normal body functions. Basic principles of cellular biology and biochemistry as well as the following systems: integumentary, skeletal, muscular, and nervous (including special organs and senses), and endocrine. Notion of the basic systems: circulatory, respiratory, immune, digestive, and reproduction.

PHED 311 Methodologies and Curriculum in Physical Education (K-6) 3 Credits

The intent of this course is to promote curricular content and design for grades K-6. Emphasis on the use of curricular guides and planning using appropriate practices. It emphasizes the annual and daily planning, motor skills, rubrics, using learning and teaching styles, conflict solving, discipline and group controls techniques. It requires practice sessions and field experiences.

PHED 321 Methodologies and Curriculum in Physical Education (7-12) 3 Credits

The intent of this course is to promote curricular content and design for grades 7-12. Emphasis on the use of curricular guides and planning using appropriate practices. It emphasizes in annual and daily planning, motor skills, rubrics, using learning and teaching styles, conflict solving, discipline and group controls techniques. It requires practice sessions and field experiences.

PHED 331 Evaluation and Measurement in Physical Education 3 Credits

The course relies on an analysis of qualitative and quantitative methods of evaluation and measurement in Physical Education. It considers diverse assessment in cognitive-motor and sporting movement's execution. It also deals with the introduction of basic test construction, data analysis and statistics procedures. In the course, they have the opportunity to examine the latest investigation findings and their application in the teaching of physical education.

PHED 340 Management and Supervision of the Physical Education 3 Credits

Analysis of the physical education models in management and supervision. Emphasis in budget, acquisition and equipment maintenance, recruitment and retention of the human resources, physical facilities analysis, and safety features using safety standards. Throughout the course, they design programmatic activities, such as, casual day, intramural and interschool tournaments, and health fairs, among others.

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PHED 406 Pre-practicum in Physical Education
3 Credits
The course offers a learning opportunity focusing in observation, reflection and integrating the theory to the practicum in physical education k-12. It proposes to the student's diverse learning and teaching dimensions under the tutoring of an experience teacher. The course promotes that the students in a reflective way go through live scenery experimenting the teaching process along the newest strategies and methodologies regarding the curriculum, planning, evaluation, assessment, research, and specialization fundamental areas. Required time is 100 hours distributed in 85 hours in an educational center or school and 15 hours in seminar. Prerequisites: Department authorization.

PHED 409 Seminar Teaching Practice in Physical Education (K-12)
1 Credit
Discussion, analysis and evaluation of the responsibilities and situations arising in physical education student teaching practice K-12. Designed to enrich and complement the practicum experience. Prerequisites: School's authorization. Concurrent with PHED 410 or PHED 411.

PHED 410 Practicum in Physical Education Elementary Level (K-6)
3 Credits
This is the final phase of the professional preparation in a specialized field as a future physical education teacher candidate (K-6). It is the field experiences where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teacher are presented with sceneries in which they can rehearsals the educative experiences promoting the physical, social, emotional and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with PHED 409.

PHED 411 Practicum in Physical Education in Secondary Level (7-12)
3 Credits
This is the final phase of the professional preparation in a specialized field as a future physical education teacher candidate (7-12). It is the field experiences where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teacher are presented with scenarios in which they can rehearse the educative experiences

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promoting the physical, social, emotional and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with PHED 409.

SPECIAL EDUCATION

SPED 101 Teacher Preparation in Special Education
3 Credits
History of the special education and its legal bases, the concept of inclusion and assistive technology, as well as the procedures to identify and to serve students with impairments. Critical discussion of the legislative, judicial, and present matters that belong to the special education process. Self-reflection of personal and necessary professionals' attributes for the work with students with impairments. Evaluation of experiences designed to help in the learning of the students with impairments. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 103 Learning Disabilities
3 Credits
Study of concepts, theories, discipline standards, characteristics and issues related to students who display specific learning disabilities. Analysis of foundation knowledge essential to understanding the nature and needs of individuals with learning disabilities and contextual influences, especially for pre- and in-service classroom teachers and related professionals. Reflection of recent developments and research findings, current issues, and the general structure of educational intervention programs. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 203 Nature, Needs and Behavior Modification of Student with Attention
3 Credits Disorder Deficit
Analysis of the social, psychological, physiological, and emotional weaknesses that characterize a student with deficit of attention. Emphasis in the development of individualized educational programs appropriate educational practices in the special education classrooms and/or in the regular setting. Study of the interdisciplinary contribution required for the effective transition of the student to the school life and work. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

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SPED 204 Nature, Needs and Behavior Modification of Gifted Student
3 Credits

Study of the social, emotional, and cognitive characteristics of the gifted student. Analysis of the diverse programs and theories related to the education of this population. Emphasis in the development of projects for its education. Field observations experiences in schools specialized in the education of gifted students with talents. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 205 Integration of the Fine Arts in Special Education
3 Credits

Application of music, theater, corporal movements, visual arts and other manifestations of the fine arts in the design of effective educational planning and strategies for special education students. Practice, case studies, curriculum development and field observation experiences. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 208 Methodology, Adaptations and Adjustment in the Teaching of
3 credits Mathematics (K-12)

Methodology, adaptations, and adjustment in the teaching of mathematics for the student of special education K-12. Emphasis in the application of instructional methods and techniques of teaching and learning. Development and design of curriculum in mathematics with attention to the individual differences. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 210 Methodology, Adaptations and Adjustment in the Teaching of
3 Credits Reading and Writing in the Elementary Level (K-6)

Methodology, adaptations, and adjustment in the teaching of reading and writing for the student of special education in the elementary level (K-6). Emphasis in the application of instructional methods and techniques of teaching and learning, including whole language approach. Development and design of curriculum in Spanish with attention to the individual differences. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 211 Methodology, Adaptations and Adjustment in the Teaching of
3 Credits Reading and Writing in the Secondary Level (7-12)

Methodology, adaptations, and adjustment in the teaching of reading and writing for the student of special education in the secondary level (7-12). Emphasis on the application of instructional methods and techniques of teaching and learning, including comprehension

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and analysis skills. Development and design of curriculum in Spanish with attention to the individual differences. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 295 Evaluation and Assessment in Students with Special Needs
3 Credits
Study of the evaluation methods of the student with special needs. Analysis and evaluation protocols of the exceptional student for the development of assessment process at the initial and during the school year. Study of the relation of the processes of evaluation and assessment, the federal and state laws of academic achievement and the development of the Individualized Educational Program (PEI). Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology.

SPED 300 Neuroscience of Learning
3 Credits
Introduction to the study of the neuro-scientific learning phenomena. Analysis of the close links between brain function and learning of the exceptional student with an emphasis on executive functions. The course is based on case, research, and recent literature reviews on how the brain is organized for learning.

SPED 302 Methodology of Teaching in Special Education (K-12)
3 Credits
Analysis of Individualized Education Plan (PEI-Spanish acronym), strategies, methods, and teaching techniques for special education students K-12. Includes observations in real school scenarios where students with different special needs are attended. Emphasis in daily planning and teaching simulations. Curriculum modifications and learning strategies for the teaching of students with special needs K-12. Use of case analysis, observations, action research, planning, modification and adaptations, and portfolios. Also, responsible use of technology as a working tool.

SPED 404 Pre-practicum in Special Education (K-12)
3 Credits
The course offers a learning opportunity focusing in observation, reflection and integrating the theory to the practicum in special education (K-12). It promotes the student's diverse learning and teaching dimensions under the tutoring of an experience teacher. The course promotes that the students in a reflective way go through live scenery experimenting the teaching process along the newest strategies and methodologies regarding the curriculum, planning, evaluation, assessment, research, and specialization

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fundamental areas. Required time is 100 hours distributed in 85 hours in an educational center or school and 15 hours in seminar. Prerequisites: Department authorization.

SPED 405 Teaching Practicum in Special Education (K-12)
3 Credits
This is the final phase of the professional preparation in a specialized field as a future special education teacher candidate (K-12). It is the field experiences where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teacher are presented with sceneries in which they can rehearsals the educative experiences promoting the physical, social, emotional and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with SPED 406.

SPED 406 Seminar on Teaching Practicum in Special Education (K-12)
1 Credit
Discussion, analysis and evaluation of the responsibilities and situations arising in the student teaching practice. Designed to enrich and complement the practicum experience. Application, observations, analysis and development of assessment instruments and planning lessons; also, responsible use of technology. One semester, two hours biweekly. Prerequisites: Department authorization. Concurrent with SPED 405.

TEACHING ENGLISH AS A SECOND LANGUAGE

ENED 105 Introduction to Teaching English as a Second Language
3 Credits
This course is introductory to the teaching of English to English Language Learners (ELLs). It provides basic teaching elements for professionals to be successful in the teaching of English as a Second Language. It includes the history of methodologies used to teach English as a Second Language; contemporary approaches to teaching and assessing reading, writing, listening, and speaking; and the design of instructional units and lesson plans. Research projects will be developed through the responsible use of technology.

ENED 204 Children's Literature in the ESL Classroom
3 Credits
The study and analysis of different genres for children from ancient folklore to modern works. Methods, strategies, and techniques for the teaching of reading in English as a Second Language. Criteria used to select readings for teaching English as a Second Language. Emphasis is given to children's literature to teach and assess reading with the

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balanced literacy approach. Research projects will be developed through the responsible use of technology. Intensive reading and discussion course. Prerequisites: ENGS 121

ENED 205 Adolescent Literature in the ESL Classroom
3 Credits
Study and analysis of literature directed to adolescent readers. Criteria used to select readings to teach English as a Second Language. Methods, strategies, and assessment techniques for the using appropriate age-related readings in English. Emphasis on the balanced literacy method. Research projects will be developed through the responsible use of technology. Intensive reading and discussion course. Prerequisites: ENGS 121

ENED 320 Teaching Reading and Writing in a Second Language
3 Credits
This course emphasizes methods for teaching reading and writing in a second language (English). The whole language, phonics, and balanced literacy approaches, as well as, new emerging techniques are studied and used. Assessment strategies for reading and writing are discussed in detail. Group discussions, simulations and case studies will be emphasized. (Not an Independent Study course) Prerequisites: ENED 204 or ENED 205

ENED 322 English Curriculum and Teaching at the Elementary Level
3 Credits
This course includes the application of teaching-learning theories and instructional models in the process of planning and developing educational activities in the ESL classroom at the elementary level. Students will work with the formulation of objectives, selection of content and planning teaching units in the elementary level based on student's needs along with the elaboration of grade appropriate materials. The relation of academic testing and language skills is emphasized with special focus on the on-going assessments of the development of language skills. Research projects will be developed through the responsible use of technology. (Not an Independent Study course.) Prerequisites: EDUC 403

ENED 323 English Curriculum and Teaching at the Secondary Level
3 Credits
This course includes the application of teaching-learning theories and instructional models in the process of planning and developing educational activities in the ESL classroom at the secondary level. Students will work with the formulation of objectives, selection of content and planning teaching units in the elementary classroom at the secondary level. Students will work with the formulation of objectives, selection of content and planning teaching units in the elementary level based on student's needs along with the elaboration of grade appropriate materials. The relation of academic testing and language skills is emphasized with special focus on the on-going assessments of the development of

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language skills. Research projects will be developed through the responsible use of technology. (Not an Independent Study course.) Prerequisites: EDUC 403

ENED 360 Methods, Materials, and Assessment in the ESL Classroom
3 Credits
This course includes a review of methodologies and instructional material available, and the instruction of techniques of development and/ or adaptation of existing or supplementary materials. The relation of academic testing and language skills is emphasized with special focus on the on-going assessments of the development of language skills. Prerequisites: ENED 322 or ENED 323

ENED 401 Teaching Oral Communication in English Elementary Level
3 Credits
Oral communication strategies for English language learners at the elementary level with emphasis on the development of authentic language use. Study available oral skills assessments and techniques to increase oral proficiency. Teaching strategies will include assessing, diagnosing and the use of "real" communication situations. As part of the course, students will be asked to visit a classroom and listen to oral interactions among students as well as the study of student's pieces and simulation activities. Research projects will be developed through the responsible use of technology.

ENED 402 Teaching Oral Communication in English Secondary Level
3 Credits
Oral communication strategies for English language learners at the secondary level with emphasis on the development of authentic language use. Study available oral skills assessments and techniques to increase oral proficiency. Teaching strategies will include assessing, diagnosing and the use of "real" communication situations. As part of the course, students will be asked to visit a classroom and listen to oral interactions among students as well as the study of student's pieces and simulation activities. Research projects will be developed through the responsible use of technology.

ENED 429 Pre-practicum in TESL in Elementary Level
3 Credits
The course offers a learning opportunity focusing in observation, reflection and integrating the theory to the practicum in the teaching of English as a second language at the elementary level. It proposes to the student's diverse learning and teaching dimensions under the tutoring of an experience teacher. The course promotes that the students in a reflective way go through live scenery experimenting the teaching process along the newest strategies and methodologies regarding the curriculum, planning, evaluation, assessment, research, and specialization fundamental areas. Required time is 100 hours distributed in: 85 hours in an educational center or school and 15 hours in seminar. Prerequisites: Department authorization.

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ENED 430 Practice Seminar in TESL Elementary Level
1 Credit
Discussion, analysis, and evaluation of the responsibilities and situations arising in the English classroom in the elementary level. Research projects will be developed through the responsible use of technology. Designed to enrich and complement the practicum experience. Prerequisites: Department authorization. Concurrent with ENED 431.

ENED 431 Practicum in TESL in Elementary Level
3 Credits
This is the final phase of the professional preparation in a specialized field as a future English as a second language education teacher candidate at the elementary level. It is the field experiences where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teacher are presented with sceneries in which they can rehearsals the educative experiences promoting the physical, social, emotional, and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with ENED 430.

ENED 434 Pre-practicum in TESL in Secondary Level
3 Credits
The course offers a learning opportunity focusing in observation, reflection and integrating the theory to the practicum in the teaching of English as a second language at the secondary level. It proposes to the student's diverse learning and teaching dimensions under the tutoring of an experience teacher. The course promotes that the students in a reflective way go through live scenery experimenting the teaching process along the newest strategies and methodologies regarding the curriculum, planning, evaluation, assessment, research, and specialization fundamental areas. Required time is 100 hours distributed in 85 hours in an educational center or school and 15 hours in seminar. Prerequisites: Department authorization.

ENED 435 Practice Seminar in TESL in the Secondary Level
1 Credit
Discussion, analysis, and evaluation of the responsibilities and situations arising in the English classroom in the secondary level. Research projects will be developed through the responsible use of technology. Designed to enrich and complement the practicum experience. Prerequisites: Department authorization. Concurrent with ENED 436.

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ENED 436 Practicum in TESL in the Secondary School
3 Credits
This is the final phase of the professional preparation in a specialized field as a future English as a second language education teacher candidate at the secondary level. It is the field experiences where the teacher candidates assume the responsibilities to take charge of the tasks performed by the teacher in a real school environment. It constitutes the means to apply the different dimensions of teaching and learning. During the practicum the future teachers are presented with sceneries in which they can rehearsals the educative experiences promoting the physical, social, emotional and intellectual development of the student. The required time is of 250 hours in an educational center or school. Prerequisites: Department authorization. Concurrent with ENED 435.

ENGLISH MAJOR COURSES OFFERED BY SCHOOL OF SOCIAL AND HUMAN SCIENCES

ENGL 225 Introduction to Linguistics
3 Credits
Scenic view of basic language theories, approaches, and their effects on the thought processes. It includes fundamental phonological, morphological, and syntactical concepts, and their application in second language learners. Moreover, special emphasis will be placed on the application of teaching activities and strategies according to each theory or approach. Research projects will be developed through the responsible use of technology. Prerequisites: ENGL 226

ENGL 226 Grammatical Structure of English
3 Credits
In depth study of linguistic principles. Syntactic functions, parts of speech, clause patterns and punctuation will be studied. It also covers linguistic processes. Designed for English teachers. The course will be developed through practical exercises, research, and drills in order to strengthen the students' proficiency level.

ENGL 310 English Phonetics 3 Credits
The study of the phonetic system of the English language. Identification of the organs used in the production of sounds. The International Phonetic Alphabet is used in discussing the consonant and vowel system. Techniques and methods used to correct deficiencies in pronunciation are also discussed in detail. (Not an Independent Study course.) Prerequisites: ENGL 225

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RECREATION AND SPORTS

RESP 170 Introduction to Recreation and Sports
3 Credits
The course deals with a broad study of Recreation and Sports field. The conceptual structure refers to the exploration of concepts such as philosophy, history, and subject of Recreation and Sports. It emphasizes ~~in~~ matters regarding aspects of recreation, leisure, games, and sports.

RESP 206 Legal Aspects of Recreation and Sports
3 Credits
This course relies on the study of the legal aspects and considerations that dominate the profession of recreation and sports. It emphasizes the study of legal aspects relates to the provision of sporting and recreated services, the programs supervision, properties, services negligence, and the plan development for risk management and legality in the process of hiring employees. It is a one semester course.

RESP 209 Individual Sports Aquatics
3 Credits
This course is based on elementary principles of aquatics (swimming pools, rivers, beaches, lakes, sea) movements in individual recreative sporting activities. Acknowledgement and discussion of the basic concepts in the design and implementation of recreative sports experiences for the diverse community served by the Recreation and Individual Sports Program. It emphasizes on identifying the places where the activities can be given. Health and security aspects are included during the technical progressions of the physical activities. It is a one semester course.

RESP 210 Individual Sports Athletics
3 Credits
This course is based on elementary principles of athletics (Track & Field, Triathlon, and Pentathlon) biomechanical movements in recreated sporting activities. Acknowledgement and discussion of the basic concepts in the design and implementation of recreative sports experiences for the diverse community served by the Recreation and Individual Sports Program. It promotes the coordination of identifying the right places and hours to give the activities to the students. Health and security aspects are included during the technical progressions of the physical activities. It is a one semester course.

RESP 211 Individual Sports Gymnastics
3 Credits
This course is based on elementary principles of gymnastics (weightlifting, modern dance, and gymnastics) kinesiology movements in individual recreative sporting activities.

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Acknowledgement and discussion of the basic concepts in the design and implementation of recreative sports experiences for the diverse community served by the Recreation and Individual Sports Program. The course promotes the coordination and proper use of local facilities for the development of classes. Health and security aspects are included during the technical progressions of the physical activities. It is a one semester course.

RESP 219 Group Sports Volleyball & Basketball
3 Credits
This course relies on discussing and practicing the basic concepts in the execution of group sports such as Basketball and Volleyball and other games that can be included in recreational activities. Through the course we expect the development of strategies designing and implementing socio-recreated experiences for the community. The course promotes the study, practice and rules of the fundamental activities in Basketball, Volleyball, and single games as part of the student's integral development. Emphasis is given to the organization and classification of sports and games promoting health and security by participation in sporting and recreational activities.

RESP 220 Group Sports Baseball & Softball
3 Credits
This course relies on discussing and practicing the basic concepts in the execution of group sports such as: baseball, softball and other games that can be included in recreational activities. We expect the development of strategies designing and implementing socio-recreated experiences for the community. The recreational professional has to study, practice and administers ruling of the fundamental activities in baseball, softball and other games as part of the student's integral development. True
the course we emphasize in the organization and classification of sports and games promoting health and security by participation in physical and recreational activities.

RESP 221 Group Sports Soccer and Handball
3 Credits
In this course, we discuss and practice the basic concepts in the execution of group sports such as soccer and handball with other games that can be included in recreational activities. Emphasis is given to the development of strategies designing and implementing socio- recreated experiences for the students promoting the study, practice and rules of the fundamental activities in cooperative sports. The recreational professional has to organize and classify sports and games promoting health and security by participation in physical and recreational activities.

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RESP 222 Outdoor Leisure Activities
3 Credits
This course is based on the study of the relationship between leisure times for the development of activities such as camping, ecologic games with rocks, dirt, sticks, plastics bottles, which can be held in available natural and artificial environments. Emphasizes theoretical and practical aspects of the fundamental activities in cooperative games and proper use of free open spaces as part of the integral development of our citizens to protect our environment and to promote healthy life styles. It is a one semester course.

RESP 223 Organization of Games & Recreation Activities
3 Credits
The course is based on the study of private and commercial recreation and sports as a product to produce income. It emphasizes the study of sports and recreation dominant industries and their social impact in politics, economics of the sports and recreation as a commercial product.

RESP 225 Organization of Tourism & Recreational Activities
3 Credits
During this course, the student will study and analyze the services and processes offered by the government in the development of tourism on the island. Take note of the norms that rule local tourism with information about beaches, tourist guides, hotels, national parks, and others. To promote the integration of cultural and sporting activities and evaluate the impact they might have in the local tourism. It emphasizes the development of job opportunities in the tourism industry learning how to make hotel reservations, coordinate special activities as part of the tourism structure on the island. It is a one semester course.

RESP 228 Psychological Foundations of Recreation & Sports
3 Credits
Course that explores the study of human behavior and mental processes in sports and recreational settings. Analysis of the impact of ludic experiences in the life of a person at different stages of development. Discussion of the application of contemporary psychological theories that maximize athletic performance, such as stress, anxiety, motivation, and mental and emotional control, among others. Emphasis on socially relevant issues and sports, such as the construction of gender and sexual differentiation, as well as the psychological effects of the practice of sport, physical activity and recreation. It promotes the acquisition of skills and their application in the professional context.

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RESP 301 Coordination of Social, Sporting, and Recreation Activities
3 Credits

The course is based on the study of recreation as a social reform and human development instrument for the socially disadvantaged population. It studies the problems, characteristics, and daily realities of the socially disadvantaged population in order to contextualize the use of recreation as a means of preventing social problems. The course helps to promote human development in children, adolescents, and grownups with antisocial behavior. It analyzes the organizational structure that promotes the governmental recreation in Puerto Rico; and how they use recreation as a means of social reform and the way it responds to the population attended.

RESP 302 The Management of Assistive Technology for individuals with
3 Credits Special Needs in Recreation and Sports

The course is related with the application of the necessary modification to adapt recreation and sporting activities to the individual's with special needs. It emphasizes the complying of state law regarding the promotion of recreation and sporting activities for individuals with special needs. Our goal is to be sure that the recreationist acknowledges the cause and effect of the different physicals conditions of the human body as a strategy to plan motor sensory activities enhancing the wellbeing of the individuals. Legal aspects are discussed to assure good social, sporting, and recreational decisions.

RESP 303 Therapeutic Recreation
3 Credits

This course emphasizes the study of recreation and sports as a rehabilitation instrument for integral, emotional development, the proper use of physical health and nutrition as a mean of socialization to the individuals with special needs. It proposes the use of recreational and sporting activities as a key factor in prevention of depression, obesity, and its related diseases due to the lack of movement opportunity in the citizens with special needs. It is a one semester course.

RESP 304 Comparative Recreation
3 Credits

In the following course, we evaluated leisure time as an important social phenomenon and how it impacts our society. It acknowledges that formal and informal education is integrated in the sporting recreated activities used to reach our goals and desired satisfaction on a healthy life style. Emphasize is given to the study of the diversity in other countries regarding the field of recreation and sports. The course promotes to enhance the opportunity of development and success in our professional sporting recreationist students. To emphasize study and discussion of financial and economic aspects regarding the required education component to realize a variety of sporting recreated activities.

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RESP 305 Administration of Recreation & Sports Services
3 Credits
Analysis of administrative concepts applied to leisure, recreation, and sports services. This study of administrator roles and responsibilities in recreation, leisure and sports, includes aspects such as budgeting, marketing, financing, organizational structure, legal aspects, facility operations, maintenance, and crime prevention in public and private agencies.

RESP 307 Design and Development of Recreation and Sports Programs
3 Credits
This course relies on the study of concepts, foundations and models in recreation and sports programs. In it, students examine the life cycle, social trends, needs assessment, program cost analysis, strategies for recreation and sports program implementation, and evaluation.

RESP 309 Leadership & Supervision in Recreation & Sports
3 Credits
In this course, we study about the basic's concepts on up dynamics, leadership and how to supervise volunteers and employees in Recreation and Sports.

RESP 402 Recreation Activities for the Golden Age
3 Credits
The course is based on the study and analysis of sport and recreation as an instrument to use leisure time in the development of the elderly population. Acknowledge the physiological changes due to aging process and the means in which physical activities affect the lifestyles of these citizens. It emphasizes recreation and sporting activities planning and organization for the different privates and governmental institutions where this population resides. It promotes the study of the aging characteristic in order to contextualize the use of recreation and sports as a means to promote healthy lifestyles.

RESP 405 Sports & Recreation and the Impact on the Community
3 Credits
This course is based on the study and application of concepts, designs and quantitative or qualitative investigation analysis. In quantitative investigation, emphasis is given to experimental, quasi experimental investigation and survey correlation. In qualitative investigation, the emphasis is on studies of concepts, design, and field investigation analysis.

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RESP 409 Recreation & Sports Government & Private Practicum
3 Credits

The course offers a learning opportunity focusing on observation, reflection, and integration of the theory to the practicum in recreation and sports. It proposes to the student's diverse learning dimensions under the mentoring of an experienced professional. The course promotes that the students in a reflective way go through live scenarios experimenting the professional practices of recreation and sports newest strategies and methodologies. Required time 250 hours distributed in a private, public, recreational, or sporting center or school. To assign students to Recreation and Sports programs in government and private agencies in order to give them the opportunities to get involved in supervising real experiences as a means of education, to design, lead, evaluate and investigate how to implant recreational and sporting services.

COACHING AND PERSONAL TRAINING

COCH 101 Philosophy, Ethics and Legal Concepts in Sports
3 Credits

Examine, develop, and implement an athlete-centered coaching program philosophy. To provide the coaches with basics conceptual understanding of legal issues related to sports, in order to avoid legal litigation. The course Enhance the effectiveness of the leaders with the application of positive ethical foundation to promote wellness and confidence in their programs.

COCH 103 Sports Coaching, Methodology and Periodization
3 Credits

In the course, the students will examine the foundations of sports coaching and methodology periodization for planning practices, games preparation and games analysis. During the course, they have to compare among all the different periodization or training methodology to identify physical conditions that may predispose athletes to injuries. It emphasizes the coordination and proper use of training load and intensity to establish a conditioning program to meet the needs of each specific sport.

COCH 104 Sports Nutrition 3 Credits

The course is based on the importance of healthy nutrition according to the different necessities and conditions of the athletes and sports population. Students will study about nutrients, available, types of food, and the components of a well-balanced diet according with the food pyramid, among others. It emphasizes good nutrition to prevent diseases and enhance sporting performances. Encourage good nutrition habits for optimal physical and mental performances and overall good health. During the course, there will be discussion on how to keep a caloric intake diary to balance homeostasis and use nutrition as an ergogenic source to enhance athletic performance. It is a one semester course.

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COCH 107 Coaching (Sports Specific)
3 Credits
Apply basic level principles on how to use the appropriate mechanical foundation of sports specific efficiency. In order to promote the athletes' well-being, coaches must keep up to date in their coaching practices by continuing education programs regarding sports sciences. During the course, emphasis will be given to the application of actual and historical scientific information on coaching performance.

COCH 209 Biomechanical and Kinesiology
3 Credits
The course is based on studying actual and historical scientific aspects regarding sports performance and components the affects the execution of physical activities. During the course, the students shall comprehend the movement's elements that enhance the performance of the human body realizing sporting and daily physical activities.

COCH 409 Sport Training Practicum
3 Credits
The course allows the Coach students to use the acquired competencies during their academic preparation. This course is the mean in which the students apply the theory discussed through the last five years into practice. It should be the ideal environment to promote innovation and creativity in the development of educational experiences fomenting the future professional Coach according with the necessities they encounter. The required hours are 250 in an adequate training center.

PETR 105 Sports Strength and Condition
3 Credits
The course studies the athletic strength and physical condition in the development of sporting performance. It includes scientific discussion of the human body structure and the process of how to generate strength to obtain high level on sports performance and good health.

PETR 202 Measurement, Evaluation and Exercises Prescription
3 Credits
The course relies on the study of methods and techniques of evaluation in the prescribed exercises. Students perform the correspondent testing and design the necessary recommendations according to the interpretation of the results. Emphasis is given to anthropometrics basis of the human body structure dimension and how to analyze the components of a program design accordingly.

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PETR 203 Exercises for Special Populations
3 Credits
This course studies a diversity of population and the ways to treat or work with them. General recommendations are given to work with pregnant women, injured, aged people, with condition of the spine, diabetes, heart disease, cancer, arthritis, hypertension, obesity, renal disease, and osteoporosis, among others.

PETR 205 Gym Organizations and Administration
3 Credits
Analysis of administrative concepts applied to the organization of the clients, group of athletes in an effective way in order to assure the best training environment. This course studies the Personal Trainer roles as an administrator and the responsibilities in resistance training and conditioning activities, including sports and aspects such as budgeting, marketing, financing, organizational structure of their facility, legal aspects, facility operations, maintenance, and crime prevention.

PETR 206 Injury, Prevention and First Aid
3 Credits
This course is designed to promote knowledge about the principle and techniques to offer help in emergencies and the specific procedures. Emphasis will be given to attend respiratory emergencies, cardiac conditions, bleeding, injuries, cuts, fractures, intoxication, poisoning, burns, bites, and drowning, among others.

PETR 207 Methodology in Physical Training Periodization
3 Credits
Examine the foundations of physical conditioning methodology in the process of training planning analysis. During the course, the Personal Trainer will be able to identify physical conditions and stress that may predispose the client to injuries. It emphasizes the coordination and proper use of training load and intensity to establish a conditioning program to meet the individual's specific needs. One semester.

PETR 208 Cardiovascular, Muscular and Flexibility Training
3 Credits
The course is based on the study of scientific concepts of cardiovascular, muscular, and flexibility training. Discussion of concepts of physical fitness, cardiovascular endurance, strength and muscular resistance, and flexibility. Analysis of different types of training, benefits, energy systems, exercise prescriptions, variations, and different training progressions. Expose students to active and passive exercise programs.

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PETR 410 Personal Trainer Practicum
3 Credits
The course allows the Personal Trainer students to use the acquired competencies during their academic preparation. This course is the means in which the students apply the theory discussed through the last five years into practice. It should be the ideal environment to promote innovation and creativity in the development of educational experiences. Promote the future professional Personal Trainer according to necessities they encounter. The required hours are 450 in an adequate training center.

GENERAL EDUCATION COURSES OFFERED BY DEPARTMENT OF EDUCATION

HIGS 202 History of Puerto Rico
3 Credits
Historical analysis of the economic, political, demographic, social and cultural processes experienced in Puerto Rico during the 19th and 20th centuries. Addresses the geographical context, causes, and effects as described in the current historiography. The course emphases on competencies development and encourages the responsible use of technology and information.

HIGS 203 History of United States
3 Credits
Analysis of the emergence and development of United States of America from the colonial period to the 20th century. Includes the study of the geographical environment and its changes as a result of settlements. Critical analysis of the economic, demographic, socio-cultural and political changes that contributed to the development of the nation. The course emphases on competencies development and encourages the responsible use of technology and information.

MAGS 102 Basic Mathematics II
3 Credits
Analysis of basic topics of geometry such as angles and their relationships, polygons, circles, solids, area, perimeter, volume, parallelism, and perpendicularity. Includes concepts of algebra such as properties and operations with real numbers, algebraic expressions, equations and linear inequalities in single-variable and linear equations, and the topic of measurement. Emphasis in applications and problem solving. The course includes online laboratory experiences. The course's emphasis is on competencies development and encourages the responsible use of technology and information.

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BACHELOR IN SCIENCE IN PHYSICAL EDUCATION (K-12)

Total credits: 119

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
BIGS 101+	Environmental Science	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
HUGS 201	Development of Western Thought	3	
INGS 101	Research Information Literacy	3	
MAGS 101	Basic Mathematics I	3	
SOGS 201	Human Being & Social Conscience	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103 or HUGS 210	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**34**	
Complementary General Education			
Code	**Title**	**Credits**	**Prerequisites**
HIGS 202	History of Puerto Rico	3	
MAGS 102	Basic Mathematics II	3	MAGS 101
HIGS 203	History of United States	3	
Total		**9**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
EDUC 171	Human Growth and Development I	3	
EDUC 172	Human Growth and Development II	3	EDUC 171
EDUC 202	Integration of Technology in Education	3	
EDUC 204	Nature and Needs of Exceptional Children and Inclusion	3	EDUC 172

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EDUC 205	Introduction to Assistive Technology	3	EDUC 204
EDUC 300	Psychological Foundations of Education	3	EDUC 172
EDUC 305	Sociological Foundations of Education	3	SOGS 201
EDUC 403	Curriculum Design	3	EDUC 300
EDUC 409	Planning and Evaluation of Teaching-Learning Process	3	
EDUC 420	Philosophical Foundations of Education	3	HUGS 201
EDUC 435	Interdisciplinary Seminar	3	Department Authorization
EDUC 436	Pedagogical Integration Seminar	3	Department Authorization
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
PHED 100	History and Philosophy of Physical Education	3	
PHED 211	Theory, Skills and Teaching of Individual Sports	3	
PHED 213	Kinesiology and Physical Education Foundations	3	
PHED 217	Adapted Physical Education	3	
PHED 221	Theories, Skills and Teaching of Group Sports	3	
PHED 240	Health, Safety and Well-Being in Physical Education	3	
PHED 301	Anatomy and Physiology for Physical Education	3	
PHED 311	Methodologies and Curriculum in Physical Education (K-6)	3	
PHED 321	Methodologies and Curriculum in Physical Education (7-12)	3	
PHED 331	Evaluation and Measurement in Physical Education	3	
PHED 340	Management and Supervision of the Physical Education	3	
PHED 406	Pre-practicum in Physical Education	3	Department Authorization
PHED 409	Seminar Teaching Practice in Physical Education (K-12)	1	Department Authorization
PHED 410 or PHED 411	Practicum in Physical Education Elementary Level (K-6) or Practicum in Physical Education in Secondary Level (7-12)	3	Department Authorization
Total		**40**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Test (PAA).*
3. *The general average of graduation is 3.00.*
4. *The minimum general average of major courses for graduation is 3.00.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN ARTS IN EDUCATION MAJOR IN TEACHING ENGLISH AS A SECOND LANGUAGE ELEMENTARY LEVEL

Total credits: 119

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
BIGS 101+	Environmental Science	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
HUGS 201	Development of Western Thought	3	
INGS 101	Research Information Literacy	3	
MAGS 101	Basic Mathematics I	3	
SOGS 201	Human Being & Social Conscience	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**34**	

Complementary General Education			
Code	**Title**	**Credits**	**Prerequisites**
HIGS 202	History of Puerto Rico	3	
MAGS 102	Basic Mathematics II	3	MAGS 101
HIGS 203	History of United States	3	
Total		**9**	

Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
EDUC 171	Human Growth and Development I	3	
EDUC 172	Human Growth and Development II	3	EDUC 171
EDUC 202	Integration of Technology in Education	3	
EDUC 204	Nature and Needs of Exceptional Children and Inclusion	3	EDUC 172
EDUC 205	Introduction to Assistive Technology	3	EDUC 204

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EDUC 300	Psychological Foundations of Education	3	EDUC 172
EDUC 305	Sociological Foundations of Education	3	SOGS 201
EDUC 403	Curriculum Design	3	EDUC 300
EDUC 409	Planning and Evaluation of Teaching-Learning Process	3	
EDUC 420	Philosophical Foundations of Education	3	HUGS 201
EDUC 435	Interdisciplinary Seminar	3	School's Authorization
EDUC 436	Pedagogical Integration Seminar	3	School's Authorization
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
ENED 105	Introduction to Teaching English and a Second Language	3	
ENED 204	Children's Literature In The ESL Classroom	3	ENGS 121
ENGL 225	Introduction to Linguistics	3	ENGL 226
ENGL 226	Grammatical Structure of English	3	
ENGL 310	English Phonetics	3	ENGL 225
ENED 320	Teaching Reading and Writing in a Second Language	3	ENED 204
ENED 322	English Curriculum and Teaching at the Elementary Level	3	EDUC 403
ENED 401	Teaching Oral Communication In English Elementary Level	3	
ENED 360	Methods, Materials, and Assessment in the ESL classroom	3	ENED 322
ENED 429	Pre-Practicum in TESL in Elementary Level	3	
ENED 430	Practicum Seminar in TESL Elementary Level	1	Department Authorization
ENED 431	Practicum in TESL in Elementary Level	3	Department Authorization
English electives	Selected Between These Alternatives: ENED 205, ENED 323, ENED 402	6	Department Authorization
Total		**40**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests(PAA).*
3. *The minimum general average of major courses and graduation is 3.00.*
4. *Courses of the Professional Component and Major Component must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*
8. *Admission requirements: punctuation of 575 or more in the English component from the Admission Test (PAA) or College Board.*

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BACHELOR IN ARTS IN EDUCATION MAJOR IN TEACHING ENGLISH AS A SECOND LANGUAGE SECONDARY LEVEL

Total credits: 119

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
BIGS 101+	Environmental Science	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
HUGS 201	Development of Western Thought	3	
INGS 101	Research Information Literacy	3	
MAGS 101	Basic Mathematics I	3	
SOGS 201	Human Being & Social Conscience	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**34**	
Complementary General Education			
Code	**Title**	**Credits**	**Prerequisites**
HIGS 202	History of Puerto Rico	3	
MAGS 102	Basic Mathematics II	3	MAGS 101
HIGS 203	History of the United States	3	
Total		**9**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
EDUC 171	Human Growth and Development I	3	
EDUC 172	Human Growth and Development II	3	EDUC 171
EDUC 202	Integration of Technology in Education	3	
EDUC 204	Nature and Needs of Exceptional Children and Inclusion	3	EDUC 172
EDUC 205	Introduction to Assistive Technology	3	EDUC 204
EDUC 300	Psychological Foundations of Education	3	EDUC 172

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EDUC 305	Sociological Foundations of Education	3	SOGS 201
EDUC 403	Curriculum Design	3	EDUC 300
EDUC 409	Planning and Evaluation of Teaching-Learning Process	3	
EDUC 420	Philosophical Foundations of Education	3	HUGS 201
EDUC 435	Interdisciplinary Seminar	3	School's Authorization
EDUC 436	Pedagogical Integration Seminar	3	School's Authorization
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
ENED 105	Introduction To TESL	3	
ENED 205	Adolescent's Literature in the ESL Classroom	3	ENGS 121
ENGL 225	Introduction to Linguistics	3	ENGL 226
ENGL 226	Grammatical Structure of English	3	
ENGL 310	English Phonetics	3	ENGL 225
ENED 320	Teaching Reading and Writing in a Second Language	3	ENED 204
ENED 323	English Curriculum and Teaching at the Secondary Level	3	EDUC 403
ENED 402	Teaching Oral Communication in English Secondary Level	3	
ENED 360	Methods, Materials, and Assessment in the ESL Classroom	3	ENED 322, ENED 323
ENED 434	Pre-practicum in TESL in Secondary Level	3	ENED 402
ENED 435	Practice Seminar in TESL the Secondary Level	1	Department Authorization
ENED 436	Practicum in TESL in the Secondary School	3	Department Authorization
English electives	Selected Between These Alternatives: ENED 204, ENED 323, ENED 401	6	Department Authorization
Total		**40**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Student will be placed according to the results of Admission Tests (PAA).*
3. *The minimum general average of major courses for graduation is3.00.*
4. *Courses of the Professional Component and Major Component must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant Prerequisites.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM .*
8. *Admission requirements: punctuation of 575 or more in the English component from the Admission tests (PAA) or College Board.*

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BACHELOR IN ARTS IN EDUCATION MAJOR IN SPECIAL EDUCATION

Total credits: 119

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
BIGS 101+	Environmental Science	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
HUGS 201	Development of Western Thought	3	
INGS 101	Research Information Literacy	3	
MAGS 101	Basic Mathematics I	3	
SOGS 201	Human Being & Social Conscience	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**34**	
Complementary General Education			
Code	**Title**	**Credits**	**Prerequisites**
HIGS 202	History of Puerto Rico	3	
MAGS 102	Basic Mathematics II	3	MAGS 101
HIGS 203	History of United States	3	
Total		**9**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
EDUC 171	Human Growth and Development I	3	
EDUC 172	Human Growth and Development II	3	EDUC 171
EDUC 202	Integration of Technology in Education	3	
EDUC 204	Nature and Needs of Exceptional Children and Inclusion	3	EDUC 172
EDUC 205	Introduction to Assistive Technology	3	EDUC 204
EDUC 300	Psychological Foundations of Education	3	EDUC 172
EDUC 305	Sociological Foundations of Education	3	SOGS 201
EDUC 403	Curriculum Design	3	EDUC 300

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EDUC 409	Planning and Evaluation of Teaching-Learning Process	3	
EDUC 420	Philosophical Foundations of Education	3	HUGS 201
EDUC 435	Interdisciplinary Seminar	3	Department Authorization
EDUC 436	Pedagogical Integration Seminar	3	Department Authorization
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
SPED 101	Teacher Preparation in Special Education	3	
SPED 103	Learning Disabilities	3	
SPED 203	Nature, Needs and Behavior Modification of Student with Attention Disorder Deficit	3	
SPED 204	Nature, Needs and Behavior Modification of Gifted Students	3	
SPED 205	Integration of the Fine Arts in Special Education	3	
SPED 208	Methodology, Adaptations and Adjustment in the Teaching of Mathematics (K-12)	3	
SPED 210	Methodology, Adaptations and Adjustment in the Teaching of Reading and Writing in the Elementary Level (K-6)	3	
SPED 211	Methodology, Adaptations and Adjustment in the Teaching of Reading and Writing in the Secondary Level (7-12)	3	
SPED 295	Evaluation and Assessment in Students with Special Needs	3	
SPED 300	Neurosciences of Learning	3	
SPED 302	Methodology of Teaching in Special Education (K-12)	3	
SPED 404	Pre-practicum in Special Education (K-12)	3	Department Authorization
SPED 405	Teaching Practicum in Special Education (K-12)	3	Department Authorization
SPED 406	Seminar on Teaching Practicum in Special Education (K- 12)	1	Department Authorization
Total		**40**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Test (PAA).*
3. *The general average of graduation is 3.00*
4. *The minimum general average of major courses for graduation is 3.00*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of B.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisites.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN ARTS MAJOR IN SPORTS AND RECREATION

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
BIGS 101+	Environmental Science	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
HIGS 202	History of Puerto Rico	3	
HUGS 201	Development of Western Thought	3	
INGS 101	Research Information Literacy	3	
MAGS 101	Basic Mathematics I	3	
SOGS 201	Human Being & Social Conscience	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral Communication or Intermediate Spanish II: Reading, writing and oral or communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ENTR 300	Introduction to Entrepreneurship	3	
ENTR 301	New Venture Creation	3	
INBU 322	International Business	3	
BUSI 101	Introduction to Business	3	
RESP 170	Introduction to Recreation and Sports	3	
RESP 206	Legal Aspects of Recreation and Sports	3	
RESP 225	Origination of Tour & Recreation Activities	3	
RESP 228	Psychological Foundations of Recreation & Sports	3	
RESP 305	Administration of Recreation & Sports Services	3	
RESP 307	Design and Development of Recreation and Sports Program	3	
RESP 309	Leadership & Supervision in Recreation & Sports	3	
RESP 405	Sport & Recreation and the Impact in the Community	3	
Total		**36**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisites**
RESP 209	Individual Sports Aquatics	3	
RESP 210	Individual Sports Athletics	3	
RESP 211	Individual Sports Gymnastics	3	
RESP 219	Group Sports Volleyball & Basketball	3	
RESP 220	Group Sports Baseball & Softball	3	
RESP 221	Group Sports Soccer and Handball	3	
RESP 222	Outdoor Leisure Activities	3	
RESP 223	Origination of Games & Recreation Activities	3	
RESP 301	Coordination of Social, Sporting and Recreation Activities	3	
RESP 302	The Management of Assistance Technology for individuals with Special Needs in the Recreation and Sports	3	
RESP 303	Therapeutic Recreation	3	
RESP 304	Comparative Recreation	3	
RESP 402	Recreation Activities for the Golden Age	3	
RESP 409	Recreation & Sports Government & Private Practicum	3	Department Authorization
Elective		6	
Total		**40**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Test (PAA).*
3. *The general average of graduation is 2.00*
4. *The minimum general average of major courses for graduation is 2.30*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisites.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN ARTS MAJOR IN PERSONAL AND SPORTS TRAINER

Total credits: 124

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
BIGS 101+	Environmental Science	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
HIGS 202	History of Puerto Rico	3	
HUGS 201	Development of Western Thought	3	
INGS 101	Research Information Literacy	3	
MAGS 101	Basic Mathematics I	3	
SOGS 201	Human Being & Social Conscience	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
Third Language: ITAL 101 or MAND 101 or PTUG 103 or GERM 103 or FREN 103	Basic Italian I or Mandarin Chinese I or Basic Portuguese I or Basic German I or Introduction to Basic French I	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
ENTR 300	Introduction to Entrepreneurship	3	
ENTR 301	New Venture Creation	3	
INBU 322	International Business	3	
BUSI 101	Introduction to Business	3	
PHED 240	Health, Safety and Well-Being in Physical Education	3	
PHED 301	Anatomy and Physiology for Physical Education	3	
RESP 170	Introduction to Recreation and Sports	3	
RESP 206	Legal Aspects of Recreation and Sports	3	
RESP 228	Psychological Foundations of Recreation & Sports	3	
RESP 305	Administration of Recreation & Sports Services	3	
RESP 307	Design and Development of Recreation and Sports Programs	3	

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RESP 309	Leadership & Supervision in Recreation & Sports	3	
RESP 405	Sports & Recreation and the Impact in the Community	3	
Total		**39**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
COCH 101	Philosophy, Ethics and Legal Concepts in Sports	3	
COCH 103	Sports, Coaching, Methodology and Periodization	3	
COCH 104	Sports Nutrition	3	
COCH 107	Coaching (Sports Specific)	3	
COCH 209	Biomechanical and Kinesiology	3	
PETR 105	Sports Strenght and Condition	3	
PETR 202	Measurement, Evaluation and Exercises Prescription	3	
PETR 203	Exercises for Special Populations	3	
PETR 205	Gym Organizations and Administration	3	
PETR 206	Injury, Prevention and Fist Aid	3	
PETR 207	Methodology in Physical Training Periodization	3	
PETR 208	Cardiovascular, Muscular and Flexibility Training	3	
PHED 211	Theory, Skills and Teaching of Individual Sports	3	
PHED 221	Theories, Skills and Teaching of Group Sports	3	
COCH 409	Sports Training Practicum	3	Department Authorization, PHED 406
PETR 410	Personal Trainer Practicum	3	Department Authorization, PHED 406
Total		**48**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Test (PAA).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is2.30.*
5. *Courses of the Professional Component and Major Component must be approved with a minimum of C.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisites.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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Criminal Justice

The Criminal Justice System is composed of the agencies that deal with social control, such as, The Justice Department, Corrections, Police Department, and the Court System. Although these departments work independently, they share a common interest: to control crime while upholding justice. The study of Criminal Justice is related to the nature and scope of crime, as well as, the reactions to those who infringe on the law. The curriculum includes the study of crime and the factors that lead to delinquency. Human behavior is emphasized in aspects of public policy and the role that citizens play in the democratic and judicial processes. Graduates from this program will have the ability to work in the public or private sector. They will be provided with the most recent and innovative knowledge within the field of criminology, sustained by courses that cover the Penal Code, Evidence, Juvenile Delinquency, Administration of Public Security, and the Correctional System, among others.

COURSE DESCRIPTIONS

CRIM 103 Introduction to Criminal Justice
3 Credits
Introductory course in which the origin and development of the Criminal Justice system in Puerto is studied. The class will examine the basic functions of the police, the courts, defense lawyers, the district attorney, the correction facilities and the juvenile justice system. Consideration is given to the study of the crime, as well as the definition, reach and factors associated with crime.

CRIM 104 Introduction to Forensic Investigation
3 Credits
Introductory course of the procedures and techniques used in forensic investigation, focusing in the important aspects of the analysis of the crime scene. The basic principles and concepts used by the professional forensic field are discussed. The students will have the opportunity to apply their knowledge with practical exercises in Forensic Field Investigation.

CRIM 203 General Principles of the Penal Code and Crimes against Individuals
3 Credits
The general principles of the penal code of Puerto Rico are studied. Topics covered include criminal intention, tentative, authors, conspiracy, classification of crimes, criminal concealment, defenses, penalties, aggravating circumstances, and the theory of the physiology of causality. Also, included are crimes against the person and property, case study and jurisprudence. Prerequisite for CRIM 204.

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CRIM 204 Special Penal Laws
3 Credits
Study of the special penal laws that regulate the penal conduct in Puerto Rico, the psychology of juvenile legislation and the study of the law that cover minor offenders. Case study and jurisprudence. Students must approve CRIM 203 as a prerequisite for this course.

CRIM 206 Criminal Procedure
3 Credits
This course is a study of the established procedures for the treatment of lawbreakers. Also covered are the criminal procedures to be followed in the investigation, arrest and the corrective measures applied. Attention is also given to civil rights and key decisions of the Supreme Court. Students must approve CRIM 103 and 203 as prerequisites for this course.

CRIM 320 Criminal Investigation
3 Credits
Study of the origin and evolution of criminal investigations and its application to Puerto Rico. Analysis includes the process of the investigation of the scene of the felony to the judicial process. The course examines basic techniques of scientific interviews, cross examination, and other modern methods for crime investigation.

CRIM 328 Forensic Investigation Techniques
3 Credits
Study of research techniques used in the forensic field. The methods used for the analysis of criminal conduct and the evidence left by the criminal at the crime scene are studied. Emphasizes is given to the process of collecting and packaging evidence at the crime scene, specifically the evidence related to DNA, ballistics, fingerprints, testimony, among others. Students will learn how to correctly perform the process of preparing documentation and evidence to be presented before a magistrate. Students must approve CRIM 104 as a prerequisite for this course.

CRIM 333 Prevention and Sociological Aspects of Criminal Behavior
3 Credits
Sociological, etiologically-based, study of criminal behavior. This course emphasizes in the analysis of the criminal phenomenon, based on sociological and criminological theories of crime. Students will analyze the individual and collective effects of crime. They will also develop proposals and discuss the public policies related to prevention, intervention and treatment of crime worldwide.

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CRIM 335 Ethical Aspects of Justice
3 Credits
This course studies the principles and ethical theories that guide the individual decision making process within the Criminal Justice System. The laws that regulate individual and professional ethical behavior are also discussed and the use of conferences and research in jurisprudence.

CRIM 336 Seminar of Substance Use and Abuse
3 Credits
The course is designed to explore the use and abuse of alcohol, tobacco, and other drugs. The physiological, psychological, and social effects on substance use and abuse are studied and analyzed critically. Particular emphasis is placed on the role and participation of various agencies in relation to prevention, treatment, and control, as well as community impacts.

CRIM 340 The Justice System and Juvenile Delinquency
3 Credits
The course presents a broad vision of juvenile delinquency. The theories relating to the causes of delinquency (nature and extent) are studied in order to analyze the causes of youth illegal behavior within the context of the family, school, and community. Delinquent behavior and due process of the law related to the social institutions in Puerto Rico are discussed. Students examine the social connections of juvenile crime (prevention, treatment, and control), as well as the analysis of the history and role of the juvenile court system. Students must approve CRIM 103 and 203 as prerequisites for this course.

CRIM 415 Evidence, Case Preparation and Testimony
3 Credits
A study of the rules of evidence relating to the judicial process, with emphasis on: hearsay and its exception; how to prepare an effective presentation of a case before a court; and, how to present evidence. Students must approve CRIM 103, 203 and 206 as prerequisites for this course.

CRIM 425 Applied Criminalistics
3 Credits
Study the origin and development of forensic sciences based on the study of the different types of evidence utilized by the criminal investigation. Emphasis is given to the importance of preservation and handing of evidence in the judicial process. Prerequisites: CRIM 320

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CRIM 430 Rehabilitation, Civil Rights and Correctional System in Puerto Rico
3 Credits

Principles of the correction system in Puerto Rico, its philosophy, legal bases, organization and administration of correctional facilities. Included are the areas of penal institutions, community programs, the parole board, community rehabilitation, the bureau of evaluation and counseling, treatment programs, assistance for people confined to penal institutions and the penal officers group. Students must approve CRIM 103 and PALE 105 as prerequisites for this course.

CRIM 432 Criminal Technology, Fraud and Cyber Crimes
3 credits

This course aims to familiarize students with fraud and its definition in the Penal Code, as well as offenses to which the term applies. Also consider the terms for the inhabitants of Cyberspace. Students will learn to apply search and tracking of evidence on computers and digital equipment. Work also includes how to identify, preserve, package and present such evidence in a legal and proper scrutiny in the preservation of the "Chain of Evidence", as well as the study of Federal Law, State & International, applied in the digital computer fraud. Students must approve CRIM 103 as a prerequisites for this course.

CRIM 434 Forensic Psychology in the Criminal Justice System
3 Credits

Studies the application of psychology to legal proceedings. Integrates different types of psychology to the evaluation of witnesses, evidence and presentation of oral evidence in court. Students will learn to use modern techniques of interrogation and psychological interview. They will also apply theoretical knowledge in a dynamic practice in the classroom. Students must approve PSYC 121, 122 and CRIM 103 as prerequisites for this course.

CRIM 436 General Principles of Forensic Sciences
3 Credits

Study of the basic principles of the auxiliary sciences of Criminal Law. Emphasizes the application of science to legal proceedings in the Criminal Justice System, work on issues related to toxicology, anthropology, pathology, chemistry, physics, dentistry, among other disciplines, from a forensic perspective. Applies scientific knowledge to the legal context for the training of forensic expert thinking. Students must approve CRIM 104 and 328 as prerequisites for this course.

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CRIM 475 Supervised Practicum
3 Credits
Practical field experience in which the student will have the opportunity to apply the knowledge and skills gained in a private or public agency connected to the Criminal Justice System. Students must approve CRIM 103, CRIM 203, CRIM 204, CRIM 206, CRIM 320, CRIM 328, CRIM 333, CRIM 335, CRIM 336, CRIM 340, CRIM 415, CRIM 425 and CRIM 430 as prerequisites for this course.

PALE 103 Legal Investigation
3 Credits
Introduction to the techniques and elements of basic legal investigation and the use of computers in legal investigation. Primary and secondary sources of legal rights, the techniques of editing summaries of jurisprudence and memorandum also are examined.

PALE 105 Constitutional Principles
3 Credits
Study of the Constitution of Puerto Rico and the Constitution of the United States of America. Emphasis on the rights, privileges, and immunities comprised in both constitutions.

PALE 205 Introduction to Private Law I
3 Credits
Study of the Civil Code of Puerto Rico and some of its critical topics: family rights, estate, and inheritance. It is a prerequisite for PALE 206.

PALE 206 Introduction to Private Law II
3 Credits
Study of the Civil Laws Code of Puerto Rico in the matters of rights, duties and genuine contracts, and vindictive damages. Students must approve PALE 205 as a prerequisite for this course.

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BACHELOR IN SOCIAL SCIENCES MAJOR IN CRIMINAL JUSTICE

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I:Speaking, Reading, and Writing Intermediate Collegeor English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	

Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
PALE 103	Legal Investigation	3	
PALE 105	Constitutional Principles	3	
PALE 205	Introduction to Private Law I	3	
PALE 206	Introduction to Private Law II	3	PALE 205
SOCI 203	Elementary Principles of Sociology	3	
SOCI 216	Contemporary Social Problems	3	
PSYC 121	Introduction to Psychology I	3	
PSYC 122	Introduction to Psychology II	3	PSYC 121
SOSC 250	Statistics in Social Sciences	3	MAGS 101
SOSC 258	Research Techniques in Social Sciences	3	SOSC 250
Total		**30**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisites**
CRIM 103	Introduction to Criminal Justice	3	
CRIM 104	Introduction to Forensic Investigation	3	
CRIM 203	General Principles of the Penal Code and Crimes against Individuals	3	
CRIM 204	Special Penal Laws	3	CRIM 203
CRIM 206	Criminal Procedure	3	CRIM 103, 203
CRIM 320	Criminal Investigation	3	
CRIM 328	Forensic Investigation Techniques	3	CRIM 104
CRIM 333	Prevention and Sociological Aspects of Criminal Behavior	3	
CRIM 335	Ethical Aspects of Justice	3	
CRIM 336	Seminar of Substance Use and Abuse	3	
CRIM 340	The Justice System and Juvenile Delinquency	3	
CRIM 415	Evidence, Case Preparation and Testimony	3	CRIM 206
CRIM 425	Applied Criminalistics	3	CRIM 320
CRIM 430	Rehabilitation, Civil Rights and Correctional System in Puerto Rico	3	CRIM 103, PALE 105
CRIM 432	Criminal Technology, Fraud and Cyber Crimes	3	CRIM 103, 203
CRIM 434	Forensic Psychology in the Criminal Justice System	3	PSYC 122, CRIM 103
CRIM 436	General Principles of Forensic Sciences	3	CRIM 328
CRIM 475	Supervised Practicum	3	CRIM 103, 203, 204, 206, 320, 328, 333, 335, 336, 340, 415, 425 and 430
Total		**54**	

Important Notes:

1. + Course and Laboratory
2. *Students will be placed according to the results of Admission Tests (PAA).
3. The general average of graduation is 2.00.
4. The minimum general average of major courses for graduation is 2.00.
5. Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.
6. Students enrolled in courses from other academic programs must meet the relevant prerequisites.
7. Students transferring from other universities must comply with the residency requirement at UAGM.

ADMISSIONS REQUIREMENTS

In addition to the general admission requirements at UAGM-Carolina Campus:

- High School grade point average of 2.0 for Bachelor in:
  - Criminal Justice, Social Work, Psychology and Communications

GRADUATION REQUIREMENTS

The graduation requirement for all bachelor's degree programs is 2.30.

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Communications

Digital Communication and Media/Multimedia

Media plays an important social role. Communication professionals must be educated to respond to social changes and the curricula must constantly be adapted to meet these needs. The Communications Program will prepare communication professionals with extensive knowledge of general culture, fluency in digital technology and media convergence, and capacity to adjust to the ever-changing communication paradigm shifts in the Internet. Graduates of this program can work in any media outlet (e.g. print magazines, newspapers, online publications, radio television or film). They can also work on public relations, advertising, marketing, and social media fields. Training includes entrepreneurship courses to allow students to acquire the necessary knowledge to create their own media company.

SOCIAL COMMUNICATION

COMM 101 Theory of Communication
3 Credits

Study and analysis of the processes, concepts and importance of communication from the perspective of humanistic and scientific theories, as well as historical and philosophical foundations. The course examines definitions and models of communication, the use of language, motivation, persuasion, response and other factors that are part of communication processes. The course is developed through discussion of theories, critical analysis of situations, simulations, readings, research, and the use of technology. It is offered one semester.

COMM 102 Introduction to Mass Media
3 Credits

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

COMM 210 Digital Photography
3 Credits

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

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COMM 260 Introduction to Public Relations
3 Credits
Introduction to public relations and analysis of its social impact and functions. The course examines the historical development, structure, and organization of The course examines public relation agencies, as well as the study of the management of communication processes between organizations, internal and external audiences, crisis management, and the importance of public opinion. The course emphasizes ethical principles and social responsibility and is carried out through the use of readings, discussions, research, field trips, and the responsible use of technology. It is offered in one semester.

COMM 270 Introduction to Advertising
3 Credits
Study of fundamentals of advertising and the analysis of their social impact and functions. The course examines the historical development, structure, organization of public relations and advertising agencies, and the phases within the operation of these businesses, as well as, the advertising strategies for consumer persuasion. The course emphasizes ethical principles and social responsibility when designing advertising campaigns and in crisis communication contexts and is carried out through the use of readings, discussions, research, field trips, and the responsible use of technology. It is offered in one semester.

COMM 280 Use and Projection of the Voice
3 credits
Knowledge of voice and organs involved in speech, functions and practical methods to achieve proper vocal technique. The course emphasizes proper projection to achieve compelling communication patterns that instill credibility, clarity and accuracy for broadcasting and messaging. The course combines anatomical knowledge, theoretical and practical work, exercises with diction and projection, and practical applications. Students must approve COMM 101 and 102 as a prerequisite for this course. It is offered in one semester.

COMM 285 Design and Publishing of Web Pages
3 credits
This course introduces students to current tools used to develop Web pages. The course is taught in a laboratory and includes technologies such as HTML and Content Management Systems (CMS), and other complementary technologies. Students must approve COMM 101 and 102 as a Prerequisites for this course. It is offered in one semester.

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COMM 303 Social Media Management and Virtual Communities
3 Credits

This course studies the fundamental concepts of Web 2.0 and social media platforms. It includes the historical development, characteristics, applications, ethical and legal aspects, and the importance of these social platforms within the context of the community manager and social media manager. It emphasizes the use and opportunities that social media platforms bring for planning and management of an online company presence and relations with the public. The course also focuses in the design and development of goals, objectives, strategies, and tactics for designing a social media plan (including social media policies or guidelines) that promotes the management of a positive online corporate reputation. The class is developed through lectures, discussions, case studies, and practical exercises (individual and groups), using social media and other online resources in a responsible way. This class is offered during one semester. Students must approve COMM 101,102, 260 y 270 as a prerequisite of this course.

COMM 304 Social Media Monitoring, Analytics and Evaluation
3 Credits

Knowledge, learning, and application of the most important tools for monitoring, analyzing, and evaluating virtual communities and social media platforms. The course examines the advantages and disadvantages of using quantitative and qualitative approaches for monitoring and evaluating online conversations. Students will implement the strategic social media plan developed in COMM 303 that includes marketing, advertising and/or public relations efforts. In this class, students will demonstrate abilities to work in teams for producing content for multiple social media platforms, managing, engaging, and monitoring communities, and the presentation of an evaluation report of social media efforts. The course provides students with skills in social media data analysis and presentation of results. The class is developed through lectures, discussions, case studies, management, monitoring, and evaluation of practical situations in virtual communities, and other group projects, using social media and other online resources in a responsible way. This class is offered during one semester. Students must approve COMM 303 as a prerequisite for this course.

COMM 310 Communication Research: Methods and Techniques
3 CREDITS

Analysis and application of the basic processes, methods and techniques commonly in use within the field of communications. The course explores problem definition and hypothesis development, research design, from both quantitative and qualitative perspectives, data collection and analysis in traditional settings and in cyberspace. The course is taught through the development of research projects, presentations and responsible use of technology.

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COMM 315 Media Writing I
3 Credits
This course provides the student with the basic writing skills for traditional media: print, radio and television. It also familiarizes the student with the distinctive language of advertising and public relations. It is offered in one semester. Students must approve COMM 102, SPAN 275 and ENGL 275, with B, as prerequisites for this course. It is a prerequisite for COMM 320.

COMM 320 Media Writing II
3 Credits
This course studies the theories, techniques, styles, and formats of writing for digital media in the era of media convergence. Among the platforms studied are: digital media, blogs, microblogs, social networks, among others. It is offered in one semester. Students must approve COMM 315, with B, as a prerequisite for this course

COMM 330 Digital Graphic Design
3 Credits
This course focuses on the great movements of graphic design, its rationale and application in the preparation of sketches, brochures, business cards and posters. In addition, it focuses on the need to find creativity to achieve a greater responsiveness of the public they will spread the message to. Students must approve COMM 210 as a prerequisite for this course.

COMM 340 Digital Audio Production
3 Credits
The study of the principles and techniques of digital audio production. Theoretical aspects of this course present a general vision of Radio as an industry. Sound production's legal, esthetical and managerial aspects are also studied in combination with audience, programming, script writing, equipment and production facilities. This course emphasizes content production. Students will create programming by handling industry standard software. The nature of sound and its theoretical principles will be used in the recording, editing and broadcasting processes for the radio, video and web. Students must approve COMM 102 and COMM 280 as a prerequisite for this course.

COMM 341 Mastering, Mixing and Recording
3 Credits
The study of the principles and techniques of digital audio production. Theoretical aspects of this course present a general vision of radio as an industry. Sound production's legal, esthetical and managerial aspects are also studied, in combination with audience, programming, script writing, equipment and production facilities. This course emphasizes content production. Students will create programming by handling industry standard

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software. The nature of sound and its theoretical principles will be used in the recording, editing and broadcasting processes for the radio, video and web. Students must approve COMM 340 as a prerequisite for this course.

COMM 350 Management and Planning in Media Business
3 Credits
This course provides students with the necessary tools for the management, planning and organization of a communications company. It examines the challenges and new trends of the communications industry modern development. The course will direct students to integrate management and communications concepts into a social-entrepreneurial strategy. One semester, 3 hours per week.

COMM 400 Legal and Ethical Aspects in Communication
3 Credits
Study of the laws, jurisprudence, and regulations regarding media and analysis of the state and federal jurisdictions as they apply to the immediate context. Emphasis is placed on the values, ethical and moral principles, and their application to the communications field from the individual and the business standpoints. The course also includes discussion of copyright, privacy, slander, defamation, speech rights, obscenity, pornography, and freedom of information. The course is carried out through the use of case analysis, readings, research, presentations, and the responsible use of technology. It is offered in one semester.

COMM 420 DIGITAL VIDEO PRODUCTION AND DIRECTION
3 Credits
Introductory course to the theory and practice of video production and direction. The course offers an integrated perspective of the television business, its role and performance. Theoretical aspects include fundamental concepts of audiovisual production, as well as the managerial elements. The course will also incorporate the development of an audiovisual concept, script writing, the proposal, the production stages, the production crew, equipment, and distribution and marketing of the final product. The practical component of the course includes technical and aesthetical aspects in several audiovisual content creations and the use of recording and digital editing equipment. Students must approve COMM 341 as prerequisite for this course.

COMM 421 Digital Video Production and Post Production
3 Credits
Intermediate to advanced course on digital video and post production. This course offers the aspect of post production at a professional level, script writing, the production stages, the production crew, equipment, and distribution and marketing of the final product. Students will work on many creative projects: performed, written, photographed and

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created digitally. The course is based on independent video making. Assignments, both written and creative, will be based on individual creativity, execution, research, and organization. The practical component of the course includes technical and aesthetical aspects in several audiovisual content creations and the use of recording and digital editing equipment that will supplement the knowledge gained in the previous course. Students must approve COMM 420 as a prerequisite for this course. It is offered in one semester

COMM 430 Multimedia Production
3 Credits
This course focuses on the study and practice of various digital media related to graphic design, websites, photography and video. The course presents the development of the creative arts directed towards converging media and its application in computer graphics arts. In addition, it addresses the complexity of multimedia production, design and technical solutions in hardware and software. It is offered in one semester. Students must approve COMM 210, 280, 285, 330, 320, 341 y 421 as prerequisites for this course.

COMM 440 Digital Portfolio Seminar
3 Credits
This course is devoted to the creation of a portfolio that serves as a register of the aesthetics, talents and differences of a media professional in relation to others. The course leads toward the definition of the student's character in a one-stop repository of the creative tools that will allow the student to communicate the range of his or her talents to potential employers and clients. The course will develop an individualized, creative and functional digital portfolio concept. It will strive towards the completion of a memorable and desirable portfolio through the completion of weekly projects involving the totality of the student's experience and previous work. The course will focus on weekly sessions at the laboratory, critical analyses of specific cases, reading and research, and the intensive and responsible use of technology. It will be offered in one semester. Students must approve all major courses as a prerequisite for this course.

COMM 441 Practice Seminar
3 Credits
Required course. In the seminar, students will work at a business or studio related to communications during a full semester. The course aims to be a practical, real work application and experience of what the student has learned while completing his or her s degree. The student will complete a total of 150 hours: 120 hours in the work scenario, while also completing 30 hours of required meetings with the professor in charge of the course. This will be coordinated in collaboration with private and public agencies in the field of communications. By the end of the course, the student will have completed a portfolio, which will be turned in as their final project. Students must approve COMM 210,280,285,330,320, 341 y 421 as a prerequisite for this course.

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BACHELOR IN COMMUNICATIONS MAJOR IN SOCIAL COMMUNICATIONS IN THE WEB

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
COMM 101	Theory of Communication	3	
COMM 102	Introduction to Mass Media	3	
COMM 260	Introduction to Public Relations	3	
COMM 270	Introduction to Advertising	3	
COMM 310	Communication Research: Methods and Techniques	3	
COMM 350	Management and Planning in Media Business	3	
ECON 125	Analysis and Interpretation of Economics Reviews	3	
ENGL 275	Writing for the Professional World	3	First year English
SPAN 275	Advanced Writing in Spanish	3	First year Spanish
MARK 233	Fundamentals of Marketing	3	
ENTRE 300	Introduction to Entrepreneurship	3	

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HUMA 230	Appreciation of the Arts and Music	3	
PHIL 205	Philosophical and Sociological Foundations of Science	3	
Total		**39**	
Major Component			
Code	**Title**	**Credits**	**Prerequisites**
COMM 210	Digital Photography	3	
COMM 280	Use and Projection of the Voice	3	COMM 101, 102
COMM 285	Design and Publishing of Web Pages	3	COMM 101, 102
COMM 303	Social Media Management and Virtual Communities	3	COMM 101,102, 260, 270
COMM 304	Social Media Monitoring, Analytics and Evaluation	3	COMM 303
COMM 330	Digital Graphic Design	3	COMM 210
COMM 315	Media Writing I	3	COMM 101,102, SPAN 275, ENGL 275
COMM 320	Media Writing II	3	COMM 315
COMM 340	Digital Audio Production	3	COMM
COMM 341	Mastering, Mixing and Recording	3	COMM 340
COMM 400	Legal and Ethical Aspects in Communication	3	
COMM 420	Digital Video Production and Direction	3	COMM 341
COMM 421	Digital Video Production and Post Production	3	COMM 420
COMM 430	Multimedia Production	3	COMM 210, 280,285,320, 330, 340, 420
COMM 441	Practice Seminar	3	COMM 210,280, 285, 330, 320, 340,420
Total		**45**	

Important Notes:

1. *+ Course and Laboratory*
2. *Students will be placed according to the results of Admission Tests(PAA).*
3. *Major courses must be approved with a minimum of 3.00 - B. English and Spanish courses are required to approved with a minimum of B.*
4. *COMM 260 and COMM 270 must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisites.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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Psychology

The graduate of Psychology will be a professional with vast scientific knowledge and skills that will allow him/her to conduct research on human behavior. The curriculum emphasizes prevention and mental health care services. The program develops responsible leaders who will foster community education, geared towards finding solutions for social problems.

COURSE DESCRIPTIONS

PSYC 121 Introduction to Psychology I
3 Credits
This course is an introduction to the scientific study of the fundamental principles that govern human behavior. The concepts and theories related to the development of Psychology as a science; the functioning of the nervous, sensory, motor and endocrine systems, perception, learning and intelligence will be discussed. It is a prerequisite for PSYC 122.

PSYC 122 Introduction to Psychology II
3 Credits
This course is the second part of the introduction to the scientific study of the fundamental principles that govern human behavior. The concepts and theories related to motivation, impulses, feelings and emotions, frustration and conflict, "normal" and "abnormal" behavior, among others, will be discussed. Students must approve PSYC 121 as a prerequisite for this course.

PSYC 210 Human Sexuality
3 Credits
This course will offer the student the opportunity to understand the principles and concepts related to human sexuality, its history and tradition. The contributions made by scholars in this field and also the basic determinants of sexual conduct. Physiology, anatomy and the psychological and cultural aspects of sexuality will be stressed. The different sexual dysfunctions and their origins will be studied. All themes will be discussed within the reality of the Puerto Rican culture.

PSYC 212 Health Psychology
3 Credits
This course serves as an introduction to the practical application of knowledge on basic psychology in the promotion and maintenance of health, with an emphasis on

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the relationship between behavior and organism. In addition, primary prevention techniques for nourishing behaviors, as well as factors that promote quality of life and healthy lifestyles are discussed. The students will be provided with the opportunity to apply what is learned to their clinical environment.

PSYC 222 Adolescent Psychology
3 Credits
Detailed study of the biological, cognitive, moral, emotional and social changes that takes place in the adolescence. Will discuss the context in those changes occur and impact family, school, community and how they affect behavior. In the present course will include the principal theories associated to with adolescence behavior, as discuss in the field of psychology. Throughout the course, will include group discussion, research, case analysis and use of technology.

PSYC 225 Social Psychology
3 Credits
Scientific study of social interactions in the development of personality from the perspectives of psychology and sociology, including relationships with others and with groups within the cultural environment. Emphasis is given to understanding the process of socialization, symbolism, social values, citizenship, behavioral dynamics, group interrelation and cultural context, as well as analysis of how conflicts arise in the workplace as a result of this interaction. Theoretical grounding will be the base for the discussion of readings, personal and workplace case analysis, problem solving, teamwork, and critical reflections. Responsible use of technology will be encouraged.

PSYC 226 Evolutional Psychology
3 Credits
This course is an introduction to the scientific study of the fundamental principles that govern human behavior. The concepts and theories related to the development of Psychology as a science; the functioning of the nervous, sensory, motor and endocrine systems, perception, learning and intelligence will be discussed

PSYC 228 Psychology of Diversity
3 Credits
Study of human and cultural diversity framed on behavioral sciences. Analysis of differences and similarities of the individual human behavior related to ethnic, genre, religion, age, physical condition, sexual orientation, differences on learning, types and levels of intelligence, language, and socioeconomic status, among others. Analysis of psychological, social, economic, and legal implications based on researches related to the subject on diversity. The course will be conducted by the discussion of the

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subjects, researches, case studies, case analysis, the responsible use of technology, and cooperative works.

PSYC 321 Personality Theories
3 Credits
A critical evaluation of the principal psychological theories from their origin to the present, establishing their application to psychotherapy. The concept of personality from psychoanalytic theories, social, epistemological and existentialist is examined.

PSYC 322 Theories and Techniques in Psychotherapy
3 Credits
The purpose of this course is to acquaint students with the theoretical and practical aspects of the most important models within the field of psychotherapy. It focuses on the analysis of the main postulates of classical and contemporary theories in psychotherapy. The course emphasizes the development of therapeutic skills in the management of clinical cases. Students can begin to conceptualize cases using current therapeutic frameworks. The focus is on models that experience, and studies have indicated as the most effective to work with the populations that live in Puerto Rico.

PSYC 324 Psychology and Gender
3 credits
The study of myths, theories and studies related to masculinity and femininity. The course examines the theoretical perspectives related to sex and gender. The concepts of gender are compared and contrasted from the social, educational, cultural, labor, cognitive, individual and discourse analysis perspective.

PSYC 327 Psychology of the Elderly
3 Credits
This course offers the student the opportunity to develop the necessary skills to critically evaluate the psychological theories related to the elderly population, recent research in the field, and their implications. The implications of sensory and perceptual changes, learning, memory, intelligence, personality, and motivation in the daily routines of the elderly will be examined. The course will be carried out through readings, discussions, and research in which the students can apply the acquired knowledge.

PSYC 343 Theories of Learning and Motivation
3 Credits
This course offers the student a general and updated view of the importance that the concepts of learning and motivation have in knowledge and daily activities of the

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human being. The student is encouraged to explore the basic principles that intervene in learning and human motivation and apply them in his personal, family and professional life. The student is oriented to explore and research the latest work done in these fields and apply the obtained knowledge in original research works. The course is developed from the integration of technology, exposure of topics, case studies, semantic maps, collaborative groups and oral presentations on current issues. The responsible use of technology will be promoted.

PSYC 350 Psychopathology
3 Credits
The course offers a comprehensive overwiew of the concepts, history, social aspects and scientific arguments of what is defined as normal behavior in human beings. The course introduces the classification of psychological disturbances and the development of the necessary skills in the use and management of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV).

PSYC 355 Industrial Psychology
3 Credits
Analysis of the fundamental theories, approaches, techniques, and procedures relating to human conduct within the workplace. Study of the principles, practices, methodologies, instruments, and strategies inherent to human conduct in the workplace to achieve business success. The course will be carried out by case studies, critical analyses of recent research, panel discussions on current topics related to industrial psychology in Puerto Rico and other countries.

PSYC 400 Psychological Measurement
3 Credits
Study of the principles of psychological measurement. An introduction to the classical and contemporary theories and practices of psychological measurement is provided. Emphasis is placed on the importance of testing in research and diagnosis. The basic characteristics of a test such as validity, reliability, score conversion, linguistic adaptation and normalization will be evaluated. It offers an overview of the tests used in different fields of psychology, emphasizing its use in Puerto Rico and in special populations. The importance of taking into account the controversies arising regarding the use and interpretation of these and the ethics that govern a psychologist in the use and administration of these tests is highlighted.

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PSYC 423 Physiological Psychology
3 Credits
Physiological Psychology aims to offer a biological explanation of psychological processes. Physiological Psychology focuses on how the systems of the human body, especially the brain, analyzes stimuli and organizes responses (emotional, motivational and cognitive) in a dynamic environment. The course includes an introduction to the neuro-physiological bases of behavior: structure, functioning and neuro-chemistry of human models and their interaction with the processes of sensation, perception, motivation, emotion, learning, reproduction, and psychopathology. Theories and empirical findings related to physiological psychology will be examined.

PSYC 435 Psychology Statistics
3 Credits
Introduction and discussion of the descriptive statistics and their application in the psychological investigation field. Study of the compendium, organization and analysis of facts, such as the sample distribution, as well as statistic models, correlation and simple regression, instrument and validity.

PSYC 450 Seminar in Psychology I
3 Credits
This course is an introduction to the scientific study of the fundamental principles that govern human behavior. The concepts and theories related to the development of Psychology as a science; the functioning of the nervous, sensory, motor and endocrine systems, perception, learning and intelligence will be discussed. Students must approve PSYC 121, 122,225,226,321,322,343,350 and 423 as prerequisites for this course.

PSYC 451 Seminar in Psychology II
3 Credits
This course will offer the student the opportunity to analyze the theories and models of crisis intervention used from a psychological perspective. In addition, discuss aspects of the historical development of the concept and examine the techniques used in crisis management in different scenarios, as well as training techniques on crisis intervention. The course is developed based on the integration of technology, the presentation of topics, case studies, semantic maps, collaborative groups and oral presentations on current issues related to the concept of crisis intervention, focusing on Puerto Rican reality. Students must approve PSYC 450 as a prerequisite for this course.

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BACHELOR IN SOCIAL SCIENCES MAJOR IN PSYCHOLOGY

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
PSYC 121	Introduction to Psychology I	3	
PSYC 122	Introduction to Psychology II	3	PSYC 121
SOSC 250	Statistics in Social Sciences	3	MAGS 101
SOSC 258	Research Techniques in Social Sciences	3	SOSC 250
SOCI 203	Elementary Principles of Sociology	3	
SOCI 216	Contemporary Social Problems	3	
SOSC 228	Interpersonal Relations	3	
PSYC 228	Psychology of Diversity	3	
PHIL 205	Philosophical and Sociological Foundations of Science	3	
ART 101	Art Appreciation	3	
Total		**30**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisites**
PSYC 210	Human Sexuality	3	PSYC 122
PSYC 222	Adolescent Psychology	3	PSYC 122
PSYC 225	Social Psychology	3	PSYC 122
PSYC 226	Evolutional Psychology	3	
PSYC 321	Theories of Personality	3	PSYC 122
PSYC 322	Theories and Techniques in Psychotherapy	3	PSYC 321
PSYC 324	Psychology and Gender	3	PSYC 122
PSYC 327	Psychology of the Elderly	3	PSYC 122
PSYC 343	Theories of Learning and Motivation	3	PSYC 122
PSYC 350	Psychopathology	3	PSYC 122
PSYC 355	Industrial Psychology	3	PSYC 122
PSYC 400	Psychological Measurement	3	PSYC 122
PSYC 423	Physiological Psychology	3	PSYC 122
PSYC 450	Seminar in Psychology I	3	PSYC 122, 210, 225, 226, 321, 322, 343, 350, 400, 423
PSYC 451	Seminar in Psychology II	3	PSYC 450
Total		**45**	
Electives			
Electives	**Title**	**Credits**	**Prerequisites**
HUMA 224	Contributions of the Great Western Civilizations of the World: Old, Medieval, and Modern	3	
Elective		3	
Elective		3	
Total		**9**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PPA).*
3. *The general average of graduation is 2.00.*
4. *The major courses must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisites.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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SCHOOL OF TECHNICAL STUDIES

The School of Professional Technical Studies of Universidad Ana G. Méndez, was initiated in 1997. This academic division was designed in order to attend immediate employment needs of the surrounding community that the university serves. The School not only serves the main campus of the university located in Carolina, but the four Off-campus university centers that serve the municipalities of Yauco, Cabo Rojo, Barceloneta, and Santa Isabel.

MISSION

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

GOALS

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

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

FACULTY STAFF

Ayala Robles, Juan E., Assistant Professor
DMD, Boston University

Morales, María Véaz, Assistant Professor
EdD, University of Puerto Rico

Cifrián, Rosa I., Instructor
MSN, University of Puerto Rico

Rodríguez Gómez, Celinette, Instructor
MSN, Recinto de Ciencias Médicas

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ADMINISTRATIVE STAFF

Maysonet Ocasio, Liz M., Acting Dean
MBA, Universidad Metropolitana

Naveira Carrasquillo, Marilyn, Administration director
BBA, University of Puerto Rico

Quiñones Cancel, Eugenio, Academic affairs coordinator
MPA, University of Puerto Rico

Gorritz Reyes, Carmen Y., Student affairs director
MBA, Universidad del Turabo

Carlos Ortiz Salvá, Student integrated services coordinator
MBA, Interamerican University

Iris Y. González Rivera, Applied sciences laboratory technician
MA, Caribbean University

OFF CAMPUS ADMINISTRATIVE STAFF

Barceloneta - OFF CAMPUS
Vanessa Ruiz Acevedo, Student integrated services coordinator
MBA, Universidad Metropolitana

Cabo Rojo - OFF CAMPUS
Vacant, Student integrated services coordinator

Santa Isabel - OFF CAMPUS
Nimia I. Guzmán Rivera, Student integrated services coordinator
MBA, Universidad del Este

Yauco - OFF CAMPUS
Israel A. Román González, Student integrated services coordinator
BBA, Interamerican University of Puerto Rico

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PROGRAM DESCRIPTIONS

Associate Architectonic Draftsman Technology

The program intended to prepare the student in the preparation of construction plans using the latest computer technology, such as table and AutoCAD drawing, AutoCAD Advanced 3D, Autodesk Revit, line drawing, to-projects, structural design, development models, construction math, reading and interpreting blueprints.

Associate Degree in Applied Sciences in Clinical Dental Assistant with Expanded Functions

The program develops students to face daily challenges in multiple tasks in a dental office, ranging from patient care, record keeping, sterilizing dental instruments, and preparation of the work area for treatment and help dentists during the procedures, among others. Expanded function Dental Assistants develop skills for laboratory tasks, such as making a patient's teeth molds, teeth molding materials, creating temporary crowns or other work related, always under the supervision of dentist.

ADMISSION REQUIREMENTS TO THE DENTAL ASSISTANT AND ARCHITECTURAL DRAFTING PROGRAMS

The following requirements are in addition to UAGM general admissions policy:

- High School grade point average of 2.0 or above for Associate Degree programs in:
  - Dental Assistant
  - Architectural Drafting

GRADUATION REQUIREMENTS FOR ALL PROGRAMS

The graduation requirement for the associate degree programs is a general grade point average of 2.00 and for the major component is 2.00.

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ASSOCIATE ARCHITECTONIC DRAFTSMAN TECHNOLOGY

Total credits: 73

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish I: Reading, Writing, and Oral Communication or Intermediate Spanish I: Reading, Writing, and Oral Communication or Advanced Spanish II: Reading, Writing, and Oral Communication	3	SPGS 101*+ or SPGS 110+ or SPGS 120
ENGS 101+ or ENGS 110 or	Basic College English I or Intermediate College English I Advanced College English I	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101* or ENGS 110+ or ENGS 120
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
Total		**16**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
BUSI 101	Introduction to Business	3	
ART 101	Art Appreciation	3	
Total		6	
Mayor Component			
Code	**Title**	**Credits**	**Prerequisites**
DRAF 111	Table Drawing I	3	
DRAF 111L	Table Drawing Laboratory	2	
DRAF 121+	AutoCAD I with Laboratory	4	
DRAF 122	Table Drawing II	3	DRAF 111
DRAF 122L	Table Drawing II Laboratory	2	
DRAF 231+	AutoCAD II with Laboratory	4	DRAF 121
DRAF 232	Table Drawing III	3	DRAF 122
DRAF 232L	Table Drawing III Laboratory	2	
DRAF 223	Methods, Material, Cost Estimating and Regulation	3	
DRAF 235	Reading and Interpretation of Construction Drawings	3	
DRAF 240	Introduction of the technology for green building	3	
DRAF 241+	AutoCAD III with Laboratory	4	DRAF 231
DRAF 242	Table Drawing IV and Model	3	DRAF 232
DRAF 242L	Table Drawing IV and Model Laboratory	2	
DRAF 234	Mechanical and Industrial Delineation	3	DRAF 231, 232
DRAF 244	AutoCAD and Revit	4	DRAF 241
DRAF 245	Portfolio, Professional Image and Revalidation review	3	DRAF 231, 232, 223, 234, 235
Total		**57**	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.00.*
5. *Courses of the Professional Component and Major Component must be approved with minimum of C.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM*

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COURSE DESCRIPTIONS

Associate in Architectural Delineation Technology

DRAF 111 Drafting I + Laboratory
5 Credits
This course introduces the students to the drafting profession and the basic principles of drafting. Students work with drafting instruments, alphabet lettering, lines, geometric applications, multisided projections, view sections, isometric, oblique, perspective auxiliary views, hand croquets, dimensional pictorials. The work is done on a traditional drafting table. Ten hours per week with laboratory.

DRAF 121 AutoCAD I + Laboratory
4 Credits
This is an introductory course of AutoCAD computer aided drafting software. Students learn the advantages and disadvantages of using computer graphics as well as fundamental capabilities of the basic program, including drawing and editing entities (lines, circles), plotting drawings, working with layers, working with text and dimensional drawings. Prerequisite: DRAF 111.

DRAF 122 Drafting II + Laboratory
5 Credits
This course introduces the students to the elements of architectural drafting, such a learning how to draw and dimension floor plans, elevations (facades) and architectural sections. It includes dimensional drawings. The course concludes with a final project that consists of drawing a residence using class concepts. Ten hours per week with laboratory. Prerequisite: DRAF 111.

DRAF 223 Methods, Materials, Cost Estimating and Regulations
3 Credits
This course introduces the student to the fundamentals of cost estimating and regulations. From the drawings the students estimate the portion of cost of the necessary quantity of equipment. Students work with basic cost estimating formulas for the different areas. It also introduces the students to the basic principles of construction. The students work with different types of building material and construction techniques, floors and walls. A mayor emphasis is placed on the architectural representation of the building elements (how they are drawn). Three hours per week.

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DRAF 231 AutoCAD II + Laboratory
4 Credits
This course is the advanced technique of AutoCAD to create libraries of symbols and to build isometric drawings. The emphasis of the course is to prepare civil drawings (structural), mechanics (plumbing) and power necessary for the preparation of a document of construction. Students will design their own libraries of symbols (pumps, receptacles, switches, etc.) which are necessary for the understanding of the document. Once designed, the students will learn how to use these libraries of symbols already created for "AutoCAD" in the respective drawings. The course concludes with a final project where are elaborated in detail the structural, plumbing and electrical drawings of a two-bedroom residence which the student developed his architectural plans in the course of 121 brand. Prerequisite: DRAF 121.

DRAF 232 Drafting III + Laboratory
5 Credits
In this course the students draw electrical distribution of light and energy of residences, and its plumbing system. The aim is to familiarize the students with the nomenclature and organization of drawings. The students practice at drawing tables. At the conclusion of this course, the student prepares a project that includes a drawing of the areas of structure sections of a building, sanitary and potable water isometrics of a building, and electrical diagrams of a building and other details studied in the class. Ten hours per week with laboratory. Prerequisite: DRAF 122.

DRAF 234 Mechanical and Industrial Delineation
3 Credits
This course introduces the students to the fundamentals of industrial and mechanical drawing through the analysis and physical description of objects. It includes topics as assembling drawings, welding drawings, structural drafting, industrial piping (pipeline, plumbing), air conditioning ducts plans and introduction to civil drawing (typography). The student develops the necessary manipulative skills for the creation of plans through the use of the drawing table and instruments. Prerequisite: DRAF 231, DRAF 232.

DRAF 235 Reading and Interpretation of Construction Drawings
3 Credits
This course is scheduled to train students in reading and interpreting construction drawings. The emphasis of the class is for students to acquire tools of understand and interpret a set of construction plans, organize the set of drawings and learn the meaning of symbols, textures and abbreviations. This course will prepare the student to differentiate between general and specific notes, which are an integral part of the

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construction documents. The course concludes with a final project which where will each student will prepare a sheet set template in AutoCAD. Prerequisite: DRAF 232.

DRAF 240 Introduction to the Technology for Green Building
3 Credits
A forty-five contact hour introductory course to the development of environmentally friendly construction projects. Topics include a historical briefing of sustainable development and the emerging green technologies. Student must develop a brief investigation of the implementation green initiatives in their area or around the world. This is one semester. Course; three hours laboratory class weekly.

DRAF 241 AutoCAD III 3D + Laboratory
4 Credits
This is and advanced course of the AutoCAD program. Students are trained to draw, create and submit drawings in two and three dimensions. Submit levels in different views, using the "layouts". The emphasis of the course is the student to handle tools and commands for the program to make drawings in third dimension, which can be incorporated materials, texture and color. The course concludes with a final project where elaborate drawings in three dimensions to color (renderings). Prerequisite: DRAF 231.

DRAF 242 Table Drawing IV and Model + Laboratory
5 Credits
This course prepares the student in the facets of foundations, situation plans and localization, reading topographic maps, and additional topics on surveying transversal and card calculation. The work is done at a drawing table. The class concludes with a final project in which the student draws the localization of a residence in a level according to the zonification zone and finally the construction of a scale model. Prerequisite: DRAF 232.

DRAF 244 AutoCAD and Revit
4 Credits
This course introduces the students to the use of the new Autodesk application, Revit Architecture. Using Revit, the student will be able to present, digitally and with motion, a virtual visual representation of the interior spaces of a structure designed by the student. This presentation will include movements as those seen in web virtual tours. Prerequisite: DRAF 241.

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DRAF 245 Professional Image and Revalidation Review
3 Credits

This course enables the student to face the work field. It emphasizes the creation of a professional portfolio that includes the work product of the educational experience and prepares it to market himself before professionals in the construction industry. Prerequisite: DRAF 232, DRAF 223, DRAF 234, DRAF 235.

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Associate in Applied Sciences in Clinical Dental Assistant with Expanded Functions

Total credits: 75

General Education			
Code	**Title**	**Credits**	**Prerequisites**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish or Intermediate Spanish or Advance Spanish	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I or Intermediate College English I or Advanced College English I	3	
MAGS 101 or MAGS 110*	Basic Math I or Algebra Foundations	3	
INGS 101	Introduction to Information Literacy and Research	3	
BIGS 101	Environmental Science	3	
Total		**16**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisites**
HESC 125+	Human Anatomy and Physiology	4	BIOL 101
MIBC 200	Dental Medical Billing	2	
BIOL 101	Introduction to Biological Sciences	3	
NUTRI 101	Introduction to Nutrition	3	
Total		**12**	
Mayor Component			
Code	**Title**	**Credits**	**Prerequisites**
DENX 100	Head and Neck Anatomy	3	
DENX 103	Dental Medical Terminology	2	
DENX 101+	Oral Histology and Dental Anatomy	4	
DENX 102	Dental Microbiology	3	
DENX 200	Oral Pathology and Preventive Dentistry	3	DENX 101
DENX 201+	Dental Radiology I	4	DENX 101
DENX 202+	Pre-clinical Dental Practice I	4	DENX 101
DENX 203	Dental Pharmacology	2	
DENX 206+	Dental Radiology II	4	DENX 201
DENX 210+	Pre-clinical Dental Practice I	4	DENX 202
DENX 300 (P)	Clinical Dental Practice I	3	DENX 206, DENX 210
DENX 310 (P)	Clinical Dental Practice II	3	DENX 300 (P)
DENX 301	Dental Emergencies and Primary Care	3	
DENX 305 (S)	Clinical Dental Assisting Seminar	3	DENX 300
DENX 302	Law, Ethics and Dental Office Management	2	
Total		**47**	

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Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests (PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average of major courses for graduation is 2.00.*
5. *Courses of the Professional Component and Major Component must be approved with minimum of C.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM*

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ASSOCIATE IN APPLIED SCIENCES IN CLINICAL DENTAL ASSISTANT WITH EXPANDED FUNCTIONS

DENX 100 Head and Neck Anatomy
3 Credits
This course will emphasize the study of the head and neck with emphasis on study of the structures of the oral cavity, the anatomy of the skull and temporomandibular joint. Includes the study of muscles of mastication, facial expression and its relation to dentistry.

DENX 101 Oral Histology and Dental Anatomy
4 Credits
This course emphasizes in the anatomy of the tooth and tissues and the study of the structure of the teeth in relation to their functional alignment with the dental arches in both dentitions: deciduous and permanent. In histology area, emphasizes in the development of the skull, the tooth and surrounding tissue and tooth eruption process.

DENX 102 Dental Microbiology
3 Credits
This course presents the basic principles of microbiology and sterilization. Provides special attentionn to microorganisms and their relation to sterilization procedures and disinfection. The regulations of the Occupational Safety and Health Agency Administration (OSHA) related to the occupation, will be emphasized. The student will learn the methods for infection control and to prevent disease transmission.

DENX 103 Dental Medical Terminology
2 Credits
This course is a comprehensive study of dental terminology which can be used to prepare for a dental program, career or as a review of dental terms. The course explains the composition of dental terms by exploring prefix, root combination and suffix divisions along with word composition. Common dental procedures and practices are discussed along with disease processes.

DENX 200 Oral Pathology and Preventive Dentistry
3 Credits
The student will learn the most effective methods used to diagnose oral diseases. This course provides basic knowledge in the area of pharmacology. The course prepares the student to recognize signs and symptoms of oral diseases, and how to distinguish them. Prerequisite: DENX 101

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DENX 201 Dental Radiology I + Laboratory
4 Credits
Introduction to principles for developing radiological images needed for the diagnosis and treatment of dental conditions. It emphasizes the basics of radiology and intraoral radiography techniques used to obtain diagnostic images. Requires clinical laboratory experiences. Prerequisite: DENX 101

DENX 202 Pre-Clinical Dental Practice I
4 Credits
This course will complement the learning experiences with laboratory techniques to prepare students in four-handed dentistry. The course includes the adequate handling of dental materials, their properties and techniques required for the proper handling of instruments used. Requires laboratory and clinical experience. Prerequisite: DENX 101

DENX 203 Dental Pharmacology
2 Credits
This course is an introduction to safe administration and classification of drugs used in dentistry. Its goal is to teach the future clinical dental assistant the basic concepts in dental pharmacology and to provide fundamental rational and scientific knowledge of therapeutics. The course has an emphasis on common adverse reactions that can occur in drugs utilized with dental procedures, drug requirements, agencies and regulations.

DENX 206 Dental Radiology II + Laboratory
4 Credits
Course designed for students to make proper use of the bisecting angle technique of intra-oral radiographs with an excellent diagnostic value for the dentist. This course will discuss the extra-oral radiography techniques most often used in dental procedures to diagnose pathological conditions. Requires experience in clinical laboratories. Prerequisite: DENX 201

DENX 210 Pre-Clinical Dental Practice I
4 Credits
In this course students will be exposed to selective laboratory experiences that are performed in different specialties of dentistry. Students will apply theoretical concepts to problem solving. It gives importance to the manipulation of dental materials used in these specialty areas and teaches the student how to give post-operative instructions to patients after a procedure is completed. Requires laboratory and clinical experiences the student will perform competencies according to the program. Prerequisite: DENX 202

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DENX 300 (P) Clinical Dental Practice I
3 Credits
Course will expose the student 120 hours of dental clinical experiences in our dental facilities at Universidad Del Este in Carolina. It will assess the student in the performance of their clinical skills in the area of preventive dentistry, restorative procedures, radiographic exposures, procedures of four-handed dentistry, taking vital signs, charting, post-operative imparting instructions to patients, control and management appointments with proper phone. Prerequisites: DENX 206, DENX 210

DENX 301 Dental Emergencies and Primary Care
3 Credits
This course is designed to improve your ability to plan for, manage and handle office medical emergencies as part of the dental team. Also includes a discussion of the importance of a thorough health history in dealing with medical emergencies, background information on emergencies, vitals and what should be included in office emergency equipment. Also provides scenarios of medical emergency situations and how to handle them.

DENX 302 Laws, Ethics and Dental Office Management
2 Credits
Course designed to provide students with the knowledge and experience to perform in the administrative phase of the dental office. Skills are emphasized communication with patients, appointment control, proper handling of the phone and inventory management systems. It contains principles relating to ethics in the labor phase and with the patient.

DENX 305 (S) Clinical Dental Assisting Seminar
3 Credits
Seminar for the analysis and evaluation of clinical experiences occurred during internal and external clinical externships and how these have helped students in their professional development. Prerequisite: DENX 300 (P)

DENX 310 (P) Clinical Dental Practice II
3 Credits
This course exposes students to 180 hours of dental experiences that may be in general dentistry or some area of expertise to apply their knowledge of four-handed dentistry, radiology and interpersonal relations with patients. It will assess the student in the performance of their skills with patients in clinical procedures performed in the area of maxillofacial surgery, pediatric dentistry, endodontic, periodontics, orthodontics, prosthodontics, and administrative procedures of the dental office. Prerequisite: DENX 300 (P)

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SCHOOL OF PROFESSIONAL STUDIES

ADULT ACCELERATED PROGRAMS

SCHOOL OF PROFESSIONAL STUDIES

ACCELERATED ADULT PROGRAMS (AHORA, Spanish acronym)

Universidad Ana G. Méndez, a pioneer in educational services for adults, continues that tradition by means of the School of Professional Studies (SPS) at the UAGM- Carolina Campus. The School of Professional Studies provides a university environment for the professional adult where the methods of teaching, the academic and administrative services are tailored to meet the genuine needs of this population. The School features its AHORA Program, an accelerated studies program for professional adults that wish to continue their university studies.

HISTORY AND DEVELOPMENT

The School of Professional Studies was established in June 1996. The AHORA Program began classes in September of that year, becoming the first accelerated studies program in Puerto Rico. At first, AHORA was offered at our main campus and one university center. At this time, the School of Professional Studies is offered in the four University Centers, Barceloneta, Yauco, Cabo Rojo, and Santa Isabel. The School of Professional Studies also administers the AHORA Program for the other institutions of the Universidad Ana G. Méndez.

At the beginning, AHORA offered three programs leading to Bachelor's degrees in the accelerated mode. Presently, it has twelve programs leading to this degree.

UAGM- Carolina Campus, through its School of Professional Studies, established branch campuses in the Metro Orlando Campus (MOC) in 2003, the South Florida Campus (SFC) in 2006, and the Tampa Bay Campus (TBC) in 2010. These campuses offer associates, bachelors and master's degrees in the only accelerated Discipline Based Dual Language Immersion Program in higher education in the Nation. In January 2012, the Capital Area Campus (CAC) located in Wheaton, Maryland, and the Dallas Area Campus (DAC) located in Dallas, Texas in 2015 initiated its academic offerings. These branch campuses represent the continuation of the commitment to provide quality access alternatives to a university education for Hispanic adult students through the Accelerated Dual Language Discipline Based Immersion Model, developing language skills in both Spanish and English.

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VISION

We aim to become local and international leaders in accelerated education for adults. We will be recognized for the excellence and pertinence of our academic programs, integrated services, the application of emerging technologies and the strengthening of high-level competencies that will allow students to be effective in a globalized work environment, becoming lifelong learners.

MISSION

The mission of the AHORA Program of the School of Professional Studies is to provide an accelerated educational process to adult students, different from traditional methods of teaching, where their professional experience is incorporated in the classroom to create an interactive, challenging, and dynamic environment. Faculty members with professional experience, specially prepared to work with adults, are educational facilitators in an innovative way. AHORA is designed exclusively for the adult student, offering a professional environment, as well as integrated, personalized, and individualized services.

GOALS

To fullfill this mission, the School of Professional Studies intends to:

1. Promote adults to value continuous learning and increase their contribution to the world of employment.
2. Facilitate adult students to reach their educational goals
3. Create a learning community that facilitates building new knowledge based on and applicable to the professional and personal reality of adults.
4. Provide integrated student services of quality and easily accessible to adult students
5. Recruit and develop personnel that know and effectively meet the needs of the adult student 6. Integrate technology into the academic, service and administrative processes
6. Develop academic offerings that respond to the present needs of the professional and business world
7. Establish a continuous process of feedback and assessment of all the processes and services

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DESCRIPTION OF THE ACCELERATED PROGRAM OF STUDY

The AHORA Program is accelerated because all of its courses are offered in five or eight-week sessions. During each session, classes meet once a week for four hours each week. The accelerated methodology is based on a learning process shared between the professor and the student. Each student receives a module, which serves as a study guide and indicate the assignments and activities that must be completed to prepare for class. Our faculty is specially selected and trained to work with adult students through the accelerated mode, facilitating a class environment where learning is built on experiences and the assignments performed by the students. This model of accelerated studies can be applied to the different academic programs of the institution, to new academic programs or any other academic program where adult students participate.

The courses are offered evenings and Saturdays (morning and afternoon). The student may take a maximum of two classes per session, completing six credits every five or eight weeks. Registration is continuous, with courses beginning eight times a year, and the possibility of completing up to forty eight credits in an academic year. This way, the program provides greater flexibility for students, since they can advance their academic progress or design a class program that conforms to the variety of commitments they may have during the year.

ADMISSIONS REQUIREMENTS

To fulfill its mission and goals, the AHORA Program admits only adult students with academic and professional experience that meet the following requirements:

- 21 years of age or older
- 2 years of work experience
- 12 credits of academic work at the postsecondary level approved or attempted

GRADUATION REQUIREMENTS

All professional and major courses must be approved with the required grade point average in the major courses as required by the school that graduates the student. Detailed information about these programs is available in the section of the school of this catalog. Practicum courses must be approved with a minimum of a “B”.

Graduation Requirements of all Teacher Education Programs

They must have satisfactorily completed the prescribed number of credits with a grade point average of 3.00 (B) or higher and for the major component is 3.0.

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FACULTY

The School of Professional Studies' (SPS) faculty is selected through a specialized and unique process that certifies that they have the capacity to effectively facilitate learning in an accelerated studies program for adults. Over 1,000 professionals have been certified through this process. Faculty members have professional experience with the trends and practices of their field and have, at least, a master's degree in the subject matter. The SPS has a well designed and implemented a Professional Development Faculty Plan. Faculty members received at least 20 contacts hours of professional development. The AHORA Program faculty members, except for the nine regular professors, are all part-time instructors that must have significant professional experience with the trends and practices of their field.

Berdecía Cruz, Zaida, Assistant Professor
PhD, Business and Management Development: Administration of Human Resources, Inter American University of Puerto Rico, San Germán Campus
MPA, Personnel Administration, University of Puerto Rico, Rio Piedras Campus

Correa Escobar, Griselda, Assistant Professor
DBA, Business Administration, Universidad del Turabo, Gurabo, Puerto Rico
MSA, Health Services Administration, Central Michigan University, Mount Pleasant, Michigan

Esquilín Rivera, Sylvia, Assistant Professor
Ed.D. Instruction Technology & Distance Education Nova Southeastern University, Fort Lauderdale, FL
MBA, Human Resources, Universidad Metropolitana, San Juan, Puerto Rico

Iturralde, Luis, Professor
Ed.D. Higher Education, Interamerican University of Puerto Rico
MBA, Business Administration, University of Puerto Rico

Lugo Cáceres, Justo, Assistant Professor
MHSA, Health Service Administration, University of Puerto Rico, Medical Science Campus

Rivera Cordero, Mildred Y., Instructor
MBA, Management, Universidad Metropolitana, San Juan, Puerto Rico

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Rivera Rosario, Carolim M., Instructor
MSW, Social Worker, University of Puerto Rico, Rio Piedras Campus

Rubio Negrón, Esther, Assistant Professor
EdD, Instruction Technology & Distance Education, Nova Southeastern University, Fort Lauderdale, FL
MAEd, Learning Design and Technology, Universidad del Sagrado Corazón, Santurce, Puerto Rico

Vázquez Guzmán, Ericks, Assistant Professor
PhD, International Relations, Universidad Alas Peruanas, Lima, Perú MBA, Management, Universidad Metropolitana, San Juan, Puerto Rico

COURSE MODULES

Students have online access to a module one to two week prior to the start of every course. This module serves as a content and study-planning guide that complements the regular course textbook and materials. Some faculty members need to be certified as Instructional Module Specialist to develop this modules.

Each module includes the course description and objectives, textbook and materials reference, evaluation guidelines and expectations. It also divides the course content into weekly workshops. Each workshop has its specific objectives and recommended activities to meet those objectives. It also specifies the assignments that students must do prior to every workshop. Students devote an average of fifteen hours a week of independent work, depending on the course and weekly objectives.

The faculty prepares modules after receiving 30 hours of specialized training on module development. To prepare modules, faculty must be certified as Instructional Module Specialists.

ASSESSMENT

The School of Professional Studies has a comprehensive Assessment Plan that focuses on assessment of student learning, program effectiveness, and the student satisfaction with programs, services, and the learning environment. SPS uses the results to improve teaching, learning, and services. The plan includes school-wide assessment through the following activities: student portfolio assessment; assessment of student learning by course, midpoint/capstone assessment; end-of-course student evaluation; student representative meetings; and continuous assessment of program activities. Assessment activities are focused on a mission statement, unit level goals that are aligned with institutional goals, objectives, and assessment procedures.

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ADMINISTRATION AND STAFF

The administrative team of the School of Professional Studies is composed by an Associate Vice President and Dean, Academic Associate Dean, Associate Dean at UAGM- Carolina Campus, Counselor, Faculty and Curricular Design Director, Director of Curriculum, Director of Student Services, Assistant Director, Director of Administration, and an Assessment and Research Director.

Mildred Y. Rivera, Associate Vice President and Dean
CQIA, MBA, Management, Universidad Metropolitana

Grisselle Peña, Associate Dean, UAGM- Carolina Campus
MEd, Educational Administration and Supervision, Universidad Metropolitana

Keila Roche León, Associate Academic Dean
MEd, Special Education, Universidad del Turabo

Alma Vega, Director of Curriculum
MA Ed, Educational Computing, Interamerican University of Puerto Rico

Johanna Vivoni, Director of Faculty and Curricular Design
MEd, Curriculum, University of Puerto Rico

Jesús García, Director of Student Services
MC, Mental Health Counseling, University of Phoenix

José Luis Rivera Rivera, Assistant Director
MBA, Marketing, Universidad Metropolitana

Isabel Becerra, Director of Administration
MBA, Marketing, Universidad Metropolitana

Brenda Burgos, Director of Assessment and Research
EdD, Educational Leadership and Organizational Leadership,
Nova Southeastern University

Lucilo Salas Pérez, Counselor
MA Ed., Counseling, Universidad del Turabo

The AHORA Program also has an Student Services Coordinator at each university center

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INTEGRATED SERVICES – ONE STOP SERVICE

The service offered is characterized for being personalized and individual, where together, the student and the program associates, go through the steps from admission to registration, according to the particularity of each student. Due to the integration of the different student services, students can process their admission, preliminary validation of transfer credit for their courses, receive orientation and apply for financial aid, receive personalized academic advising, and complete registration in the offices of the AHORA Program. The AHORA Program personnel also offer orientation about other services available and serve as a liaison to other offices at the UAGM- Carolina Campus.

CREDIT FOR EXPERIENCE

The School of Professional Studies recognizes that not all knowledge is acquired in a classroom. The work place is also a learning center; so, knowledge obtained through experience can be evaluated and validated as university credits.

Students that have extensive knowledge of the content of a course in their program of studies may obtain credit by passing **challenge exams**. They must apply for this at the offices of the AHORA Program. The student will receive a study guide prepared for each exam. Students may also obtain credits for knowledge acquired through their experience by means of a **portfolio**. The portfolio consists of an essay that shows that the knowledge obtained through work experience is equivalent to the knowledge that would be obtained in a classroom at university level. All procedures related to credit for experience closely follow the Council for Adult Experiential Learning (CAEL) guidelines and standards.

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ACADEMIC PROGRAMS OFFERED IN THE ACCELERATED MODALITY ASCRIBED TO OTHER SCHOOLS

Presently, the School of Professional Studies offers accelerated studies for various programs at the UAGM- Carolina Campus. Detailed information about these programs is available in the section of the corresponding School of this catalog.

The offerings of the School of Professional Studies are as follows:

IEN Business School

- Bachelor in Business Administration with major in:
  - Management
  - Accounting
  - Marketing
  - Computerized Information Systems

Department of Education

- Bachelor of Arts in Education with major in Early Childhood and Primary Education

School of Social and Human Sciences

- Bachelor in Social Sciences with major in:
  - Criminal Justice
  - Psychology

- Bachelor in Arts with a major in Social Work

ACADEMIC PROGRAMS ASCRIBED TO THE SCHOOL OF PROFESSIONAL STUDIES ONLY

The following bachelor degree programs are only offered by the School of Professional Studies to the students in the accelerated modality. The course descriptions of the major course component of the bachelor programs are included within this section.

- Bachelor in Public Health with major in Health Services Management
- Bachelor in Business Administration with major in International Logistics Management
- Bachelor in Business Administration withmajor in Organizacional Development

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PROGRAM DESCRIPTION

Health Management Services

Management in Health Services has to do with planning, organizing as well as evaluating the services rendered by organizations in the health care industry. The students that graduate from this program will be qualified tooccupy jobs in the primary or intermediate management levels in the public or the private sector.

International Logistics Management

International Logistic Management is design to prepare professionals to develop succesfully in the primary and secondary management in organizations related to logistics and international and local transportation, as well as companies that import and export goods for consumption in Puerto Rico and the countries with which Puerto Rico has commercial relations.

Organizational Development

This program prepare professionals with the necessary skills to promote organizational development in public and private organizations from the perspective of human talent. Its emphasized in the organizational design integrating internal and external elements that influence the productivity and motivation of employees and can impact the operation of the company.

Finance and Insurance

The professional of this field will be able to use the knowledge and applied skills for decisionmaking in the areas of monetary policy, financial investments and quantitative methodologies associated with finance, banking, securities exchange, and insurance. These allow the students to design programs for financial and/or risk management according to the customer's needs.

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English orIntermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 211	Elementary Accounting I	3	
ACCO 212	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	Internation Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110
Total		**48**	
Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
ENTR 301	New Venture Creation	3	ENTR 300
MANA 210	Management Theory	3	BUSI 101
MANA 213	Human Resource Management	3	BUSI 101
MANA 316	Small Business	3	MANA 213, 233, ACCO 212
MANA 321	Human Resource Supervision	3	MANA 330
MANA 330	Organizational Behavior	3	MANA 213
MANA 401	Business Strategy	3	MANA 440
MANA 404	Labor Relations	3	BUSI 404, MANA 213
MANA 405	Internation Management	3	MANA 330, ECON 402
MANA 440	Operations and Productions Management	3	MANA 210, STAT 401
BUSI 499	Business Simulation	3	18 credits of the professional component
MANA 482	Business Work Experience Practicum	3	21 credits of the major concentration
Total		**36**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *The major general average for graduation is 2.30.*
4. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
5. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
6. *Students transferring from other universities must comply with the residency requirement at UAGM.*
7. *BUSI 499 require 18 credits of the professional component approved. This course is offered in semester.*
8. *MANA 482 require 21 credits of the major concentration approved. This course is offered in semester.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	

Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 211	Elementary Accounting I	3	
ACCO 212	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	
COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121

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COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	Internation Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110
Total		**48**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 295	Managerial Accounting	3	ACCO 212
ACCO 297	Funds Accounting	3	ACCO 212
ACCO 301	Intermediate Accounting I	3	ACCO 212
ACCO 302	Intermediate Accounting II	3	ACCO 301
ACCO 303	Cost Accounting	3	ACCO 212
ACCO 305	Puerto Rico Income Taxes	3	ACCO 212
ACCO 350	Computerized Accounting Systems	3	ACCO 212, COIS 111
ACCO 404	Audit	3	ACCO 302
ACCO 405	Internation Accounting	3	ACCO 302
ACCO 450	Advanced Accounting	3	ACCO 302
BUSI 499	Business Simulation	3	18 credits of the professional component approved
MANA 482	Business Work Experience Practicum	3	21 credits of the major concentration approved
Total		**36**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *The major general average for graduation is 2.30.*
4. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
5. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
6. *Students transferring from other universities must comply with the residency requirement at UAGM.*
7. *BUSI 499 require 18 credits of the professional component approved. This course is offered in semester. MANA 482 require 21 credits of the major concentration approved. This course is offered in semester.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN MARKETING

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Componente Profesional			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 211	Elementary Accounting I	3	
ACCO 212	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Business	3	
COIS 111	Software Applications for Business Administration	3	

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COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121
COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	Internation Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110
Total		**48**	
Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
ENGL 246	Conversation English	3	ENGS 111 or ENGS 121
ENTR 301	New Venture Creation	3	ENTR 300
MARK 305	Creative Selling	3	MARK 233
MARK 306	Consumer Behavior	3	MARK 233
MARK 350	Marketing in Digital Media	3	MARK 233
MARK 351	Advertising and Promotion	3	MARK 233
MARK 401	Strategic Marketing	3	MARK 233
MARK 402	Service Marketing	3	MARK 233
MARK 405	Internation Marketing	3	MARK 233
MARK 420	Marketing Research	3	MARK 233, STAT 401
BUSI 499	Business Simulation	3	18 credits of the professional component approved
MANA 482	Business Work Experience Practicum	3	21 credits of the major concentration approved
Total		**36**	

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Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *The major general average for graduation is 2.30.*
4. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
5. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
6. *Students transferring from other universities must comply with the residency requirement at UAGM.*
7. *BUSI 499 require 18 credits of the professional component approved. This course is offered in semester. MANA 482 require 21 credits of the major concentration approved. This course is offered in semester.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN COMPUTERIZED INFORMATIONS SYSTEMS

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 211	Elementary Accounting I	3	
ACCO 212	Elementary Accounting II	3	ACCO 211
BUSI 101	Introduction to Business	3	
BUSI 325	Business Ethics	3	
BUSI 404	Legal Environment in Businss	3	
COIS 111	Software Applications for Business Administration	3	

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COMM 275	Business Communication and Writing	3	SPGS 102 or SPGS 111 or SPGS 121
COMM 305	Effective Oral Presentations	3	
ECON 402	Managerial Economics	3	
ENTR 300	Introduction to Entrepreneurship	3	
FINA 402	Business Finance	3	ACCO 212
INBU 322	Internation Business	3	
LEAD 415	Leadership and Organizational Innovation	3	
MARK 233	Fundamentals of Marketing	3	
QUME 300	Quantitative Methods for Business	3	MAGS 101 or MAGS 110
STAT 401	Business Statistics	3	MAGS 101 or MAGS 110
Total		**48**	
Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
COIS 215	Programming Logic	3	
COIS 303	Database	3	COIS 215
COIS 306	Programming in Basic	3	COIS 215
COIS 307	Visual Basic II	3	COIS 306
COIS 370	C++ Programming	3	COIS 215
COIS 394	JAVA Programming	3	COIS 215
COIS 405	Programming in Emerging Technologies	3	COIS 215
COIS 450	Systems Analysis and Design	3	COIS 303
CSST 203	PC Troubleshooting and Maintenance	3	
WEBD 401	WEB Programming Tools	3	
BUSI 499	Business Simulation	3	18 credits of the professional component approved
MANA 482	Business Work Experience Practicum	3	21 credits of the major concentration approved
Total		**36**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *The major general average for graduation is 2.30.*
4. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
5. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
6. *Students transferring from other universities must comply with the residency requirement at UAGM.*
7. *BUSI 499 require 18 credits of the professional component approved. This course is offered in semester. MANA 482 require 21 credits of the major concentration approved. This course is offered in semester.*

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BACHELOR IN ARTS IN EDUCATION MAJOR IN PRESCHOOL AND PRIMARY EDUCATION

Total credits: 119

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101	Basic Mathematics I	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
BIGS 101	Environmental Science	3	
SOGS 202	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**34**	
Complementary General Education			
Code	**Title**	**Credits**	**Prerequisite**
HIGS 202	History and Culture of Puerto Rico	3	
MAGS 102	Foundations of Algebra	3	MAGS 101
HIGS 203	History of United States	3	
Total		**9**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
EDUC 171	Human Growth and Development I	3	
EDUC 172	Human Growth and Development II	3	EDUC 171
EDUC 202	Integration of Technology in Education	3	
EDUC 204	Nature and Needs of Exceptional Children and Inclusion	3	
EDUC 205	Introduction to Assistive Technology	3	EDUC 204
EDUC 300	Psychological Foundations of Education	3	EDUC 172
EDUC 305	Sociological Foundations of Education	3	SOGS 201
EDUC 403	Curriculum Design	3	EDUC 300

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EDUC 409	Planing and Evaluation of Teaching-Learning Process	3	
EDUC 420	Philosophical Foundations of Education	3	HUGS 201
EDUC 435	Interdisciplinary Seminar	3	School's Authorization
EDUC 436	Pedagogical Integration Seminar	3	School's Authorization
Total		**36**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
ECED 173	Introduction to Early Childhood Education (0-8 years)	3	
ECED 200	Play and Arts as Educational Strategies (0-8 years)	3	
ECED 201	The Family as Principal Axis of a Community of Learning (0-8 years)	3	
ECED 308	Management of the Early Childhood Education Environment (0-8 years)	3	
ECED 310	Perceptual – Motor Development, Learning and the Brain	3	
ECED 311	Cognitive and Logic – Mathematical Development (0-8 years)	3	
EDUC 410	Teaching of Mathematics at Primary Level (K-3)	3	MAGS 102
EDUC 411	Teaching of Science at Primary Level (K-3)	3	BIGS 101
EDUC 412	Teaching of Social Studies at the Primary Level (K-3)	3	SOGS 201
EDUC 413	Teaching Englis as a Second Language at the Primary Level (K-3)	3	ENGS 102
EDUC 414	Language Arts in Primary Level (K-3)	3	SPSG 102
ECED 441	Pre-practicum in Preschool and Primary Education	3	School's Authorization
ECED 442	Seminar in Teaching Practice	1	School's Authorization
ECED 443 o ECED 444	Practicum in Preschool Education Level (0-4 years) Practicum in Primary Education Level (K-3)	3	School's Authorization
Total		**40**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 3.00.*
3. *The minimum major general average for graduation is 3.00*
4. *All courses of the professional component and the major concentration must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN SOCIAL SCIENCES MAJOR IN CRIMINAL JUSTICE

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
BIGS 101	Environmental Science	3	
SOGS 202	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	

Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
PALE 103	Legal Investigation	3	
PALE 105	Constitutional Principles	3	
PALE 205	Introduction to Private Law I	3	
PALE 206	Introduction to Private Law II	3	PALE 205
SOCI 203	Elementary Principles of Sociology	3	
SOCI 216	Contemporary Social Problems	3	
PSYC 121	General Psycology I	3	
PSYC 122	General Psycology I	3	PSYC 121
SOSC 250	Statistics in Social Sciences	3	MAGS 101 or MAGS

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SOSC 258	Research Techniques in Social Sciences	3	SOSC 250
Total		**36**	
Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
CRIM 103	Introduction to Criminal Justice	3	
CRIM 104	Introduction to Forensic Investigation	3	
CRIM 203	General Principles of the Penal Code and Crimes against Individuals	3	
CRIM 204	Special Penal Laws	3	CRIM 203
CRIM 206	Criminal Procedure	3	CRIM 103, 203
CRIM 320	Criminal Investigation	3	
CRIM 328	Forensic Investigation Techniques	3	CRIM 104
CRIM 333	Prevention and Sociological Aspects of Criminal Behavior	3	
CRIM 335	Ethical Aspects of Justice	3	
CRIM 336	Seminar of Substance Use and Abuse	3	
CRIM 340	The Justice System and Juvenile Delinquency	3	
CRIM 415	Evidence, Case Preparation and Testimony	3	CRIM 206
CRIM 425	Applied Criminalistics	3	CRIM 320
CRIM 430	Rehabilitation, Civil Rights and Correctional System in Puerto Rico	3	CRIM 103, PALE 105
CRIM 432	Criminal Technology, Fraud and Cyber Crimes	3	CRIM 103, 203
CRIM 434	Forensic Psychology in the Criminal Justice System	3	PSYC 122, CRIM 103
CRIM 436	General Principles of Forensic Sciences	3	CRIM 104, 328
CRIM 475	Supervised Practicum	3	CRIM 103, 203, CRIM 204, 206, CRIM 320, 328, CRIM 333, 335, CRIM 336, 340, CRIM 415, 425, CRIM 430
Total		**54**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *The major courses must be approved with a minimum of C.*
4. *The practice course (CRIM 475) must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN SOCIAL SERVICES MAJOR IN PSYCHOLOGY

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
PSYC 121	General Psychology I	3	
PSYC 122	General Psychology II	3	PSYC 121
SOSC 250	Statistics in Social Sciences	3	MAGS 101 or MAGS 110
SOSC 258	Research Techniques in Social Sciences	3	SOSC 250
SOCI 203	Elementary Principles of Sociology	3	
SOCI 216	Contemporary Social Problems	3	
SOSC 228	Interpersonal Relations	3	
PSYC 228	Psychology of Diversity	3	
PHIL 205	Philosophical and Sociological Foundations of Science	3	
ART 101	Art Appreciation	3	
Total		**30**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisite**
PSYC 210	Human Sexuality	3	PSYC 122
PSYC 222	Adolescent Psychology	3	PSYC 122
PSYC 225	Social Psychology	3	PSYC 122
PSYC 226	Evolutionary Psychology	3	PSYC 122
PSYC 321	Personality Theories	3	PSYC 122
PSYC 322	Theories and Techniques in Psychotherapy	3	PSYC 122
PSYC 324	Gender Psychology	3	PSYC 122
PSYC 327	Psychology of the Elderly	3	PSYC 122
PSYC 343	Theories of Learning and Motivation	3	PSYC 122
PSYC 350	Psychopathology	3	PSYC 122
PSYC 355	Industrial Psychology	3	PSYC 122
PSYC 400	Psychological Measurement	3	PSYC 122
PSYC 423	Physiological Psychology	3	PSYC 122
PSYC 450	Seminar in Psychology I	3	PSYC 122, 210, 225, 226, 321, 322, 343, 350, 400, 423
PSYC 451	Seminar in Psychology II	3	PSYC 450
Total		**54**	
Electives			
Code	**Title**	**Credits**	**Prerequisite**
HUMA 224	Contributions of the Great Civilizations of the World: Old, Medieval, and Modern	3	
Elective Free		3	
Elective Free		3	
Total		**9**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *The courses of the major concentration must be approved with a minimum of B. The minimum major general average for graduation is 3.00*
4. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
5. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
6. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN SOCIAL WORK

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
SOCI 203	Elementary Principles of Sociology	3	
BIOL 115	Introduction to Human Biology	3	
PSYC 121	General Psychology I	3	
PSYC 122	General Psychology II	3	PSYC 121
SOCI 216	Contemporary and Folklore of Puerto Rico	3	
ECON 125	Analysis and Interpretation of Economic Reviews	3	
PSYC 350	Psychopathology	3	PSYC 121, 122
SPAN 275	Advanced Writing in Spanish	3	SPGS 102
SOSC 250	Statistics in Social Sciences	3	MAGS 101 or MAGS 110
PSYC 423	Physiological Psychology	3	PSYC 122
Total		**30**	

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Major Concentration			
Code	**Title**	**Credits**	**Prerequisite**
SOWO 230	Introduction to the Social Work Profession	3	
SOWO 240	Communication and Interview Skills	3	SOWO 230
SOWO 270	Diversity and Social Justice	3	SOWO 230
SOWO 280	Human Behavior in Social Environment (infancy, childhood, adolescence)	3	SOWO 230, SOWO 270
SOWO 300	Legal and Ethical Aspects in Social Work	3	SOWO 230,
SOWO 310	Methdology I (Individuals and Families)	3	SOWO 230, 280, SOWO 330
SOWO 330	Human Behavior in the Social Environment II (Adulthood, elders, and death)	3	SOWO 230, 270, SOWO 280
SOWO 332	Methodology II (Groups)	3	SOWO 230, 280, SOWO 330
SOWO 335	Social Politics and Social Work	3	SOWO 230, 270
SOWO 336	Social Work Documentation	3	SOWO 230, 240, SOWO 300
SOWO 337	Crisis Intervention	3	SOWO 230, 240, SOWO 280, 330
SOWO 355	Methodology III (Communities)	3	SOWO 230, 270
SOWO 365	Administration and Supervision in Social Work	3	SOWO 230
SOWO 370	Research Method in Social Work	3	SOWO 230, SOSC 250
SOWO 470	Seminar and Field Practicum I	3	Todas SOWO, except SOWO 365, 370
SOWO 471	Seminar and Field Practicum II	3	SOWO 470
Total		**48**	
Major Concentration Electives			
Code	**Title**	**Credits**	**Prerequisite**
	Elective free	3	
	Elective major (SOWO)	3	
Total		**6**	
Major Concentration Electives			
SOWO 292	Social Work and Human Rights	3	SOWO 230
SOWO 294	Social Work and Environmental Issues	3	SOWO 230
SOWO 296	Social Work and Health Aide	3	SOWO 230
SOWO 400	Special Topics in Social Work	3	SOWO 230

Important Notes:

1. *+ Course and Laboratory*
2. *The student must not take another major course before they approved SOWO 230.*
3. *Is admission requirement to have an overall average of 2.00 of the institution of origin.*
4. *The supervised practice requirements: a minimum of 86 approved credits, approved the required courses of the major component, a minimum of 2.50 of general average, an average of 3.00 for the major concentration. The major concentration courses must be approved with a minimum of C. The practice courses must be approved with a minimum of B.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN PUBLIC HEALTH SCIENCES MAJOR IN HEALTH SERVICES MANAGEMENT

Total credits: 118

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101	Basic Mathematics I	3	
MAGS 110	Foundations of Algebra	3	MAGS 101
INGS 101	Research Information Literacy	3	MAGS 101
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101	Environmental Science	3	
SOGS 202	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**40**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
QUME 300*	Quantitative Methods for Business	3	MAGS 101
ACCO 211*	Elementary Accounting I	3	
COMM 305*	Effective Presentations	3	
COIS 111*	Software Applications for Business Administration	3	
ECON 213*	Principles of Economy	3	
HESC 123*	Occupational Health and Safety	3	
MANA 210*	Administrative Theory	3	
MANA 213*	Human Resources Administration	3	MGMT 101
MANA 330*	Organizational Behavior	3	
PSYC 225*	Social Psychology	3	
PUHE 101*	Introduction to Public Health and Health Education	3	
PUHE 201*	Introduction to Biostatistics	3	MAGS 101

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PUHE 203*	Introduction to Epidemiology	3	PUHE 201
PUHE 210*	Biological Aspects and Human Diseases	3	
STAT 400*	Introduction to Basic Statistic	3	
Total		**45**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
HESM 110**	Health Services Management	3	
HESM 210**	Health Systems & Models	3	HESM 110
HESM 220**	Services Planning and Evaluation	3	HESM 110
HESM 230**	Basic Accounting in Health Industry	3	MAGS 101, QUME 300,
HESM 310**	Economics of the Health Industry	3	ECON 123, HESM 110,
HESM 320**	Basic Finance for the Health Industry	3	HESM 110, MAGS 101
HESM 330**	Legal Aspects in the Health Industry	3	HESM 110, MANA 210, 330, PUHE 101
HESM 340**	Budgeting for the Health Industry	3	MAGS 101, ACCO 211, HESM 110, 220
HESM 350**	Health Services Marketing	3	HESM 110
HESM 410**	Health Information System	3	COIS 111, HESM 110, 230, HESM 310, 320
HESM 420**	Special Topics in Health Services	3	HESM 110, 220, HESM 320, 340
HESM 431**	Seminar in the Health Services Management	3	33 créditos en concentración aprobados
Total		**36**	

Important Notes:

1. *+ Course and Laboratory*
2. *The general average of graduation is 2.00.*
3. *Mathematics and major component courses must be approved with a minimum of C.*
4. *Major component courses must be approved with a minimum of B.*
5. *The minimum average for major courses for graduation is 2.30.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*
9. *HESM 431 require 33 credits of the major component approved.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN INTERNATIONAL LOGISTICS MANAGEMENT

Total credits: 118

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
PGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 108	Accounting I	3	
ACCO 109	Accounting II	3	ACCO 108
BUSS 230	Legal Aspects and Ethics in Business	3	MGMT 101
ECON 140	Sustainable Economy	3	
PORF 101	Portfolio	3	
FINA 215	Finance for Decision Making	3	STAT 210
MGMT 101	Management and Leadership Principles	3	
MGMT 220	Organization and Business Behavior	3	
MGMT 230	Human Resource Management and Diversity Management	3	MGMT 101
MGMT 240	Global Entrepreneurship	3	MGMT 101

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MGMT 250	International Business and Electronic Commerce	3	MGMT 101
MKGT 203	Marketing and Strategic Communication	3	
STAT 210	Applied Statistics I	3	MAGS 101 or MAGS 110
STAT 211	Applied Statistics II	3	STAT 210
TECH 250	Information Technology and Communication	3	
Total		**45**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
LOGI 310	International Trade	3	
LOGI 311	International Trade Finance	3	ACCO 109, FINA 215
LOGI 330	Globalization and International Markets	3	MGMT 250
LOGI 331	Logistics and Transportation	3	LOGI 330
LOGI 332	Product Planning and Control	3	LOGI 331
LOGI 410	Management and Procurement	3	LOGI 332
LOGI 411	Purchase and Material Handling	3	LOGI 410
LOGI 412	Data Analysis and Electronic Transactions	3	LOGI 311
LOGI 413	Negotiation Strategies	3	LOGI 330
LOGI 414	International Logistics Regulatory Compliance Management	3	
Total		**30**	
Elective and Graduation Requirement			
Code	**Title**	**Credits**	**Prerequisite**
	Elective	3	
MANA 431	Seminar	3	30 approved credits of major component
Total		**6**	

Important Notes:

1. *+ Course and Laboratory*
2. ** Students will be placed according to the results of Admission Tests(PEAU).*
3. *The general average of graduation is 2.00.*
4. *The minimum general average for the major courses of graduation is 2.30.*
5. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
6. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
7. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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BACHELOR IN BUSINESS ADMINISTRATION MAJOR IN ORGANIZATIONAL DEVELOPMENT

Total credits: 118

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 120
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research Information Literacy	3	
HUGS 201	Development of Western Thought	3	
SOGS 201	Human Being & Social Conscience	3	
HIGS 201	Puerto Rico History and Culture	3	
BIGS 101+	Environmental Science	3	
SOGS 202+	State – Government & Human Being	3	SOGS 201
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**37**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
ACCO 108	Accounting I	3	
ACCO 109	Accounting II	3	ACCO 108
BUSS 230	Legal Aspects and Ethics in Business	3	MGMT 101
ECON 140	Sustainable Economy	3	
PORF 101	Portfolio	3	
FINA 215	Finance for Decision Making	3	STAT 210
MGMT 101	Management and Leadership Principles	3	
MGMT 220	Organization and Business Behavior	3	
MGMT 230	Human Resource Management and Diversity Management	3	MGMT 101
MGMT 240	Global Entrepreneurship	3	MGMT 101

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MGMT 250	International Business and Electronic Commerce	3	MGMT 101
MKGT 203	Marketing and Strategic Communication	3	
STAT 210	Applied Statistics I	3	MAGS 101 or MAGS 110
STAT 211	Applied Statistics II	3	STAT 210
TECH 250	Information Technology and Communication	3	
Total		**45**	
Major Component			
Code	**Title**	**Credits**	**Prerequisite**
ODHR 203	Strategic Organizational Communication	3	
ODHR 204	Organizational Psychology	3	
ODHR 305	Diversity in the Organizations	3	
ODHR 306	Conflict Resolution and Arbitrage	3	
ODHR 307	Training and Human Resource Development	3	
ODHR 308	Leadership and Organizational Change	3	
ODHR 409	Management Principles of Consultancy in Human Resources	3	ODHR 204
ODHR 410	Organizational Coaching	3	
ODHR 411	Total Quality in Work Scenarios	3	
Total		**27**	
Elective and Graduation Requirement			
Code	**Title**	**Credits**	**Prerequisite**
	Elective	3	
	Elective	3	
MGMT 431	Integration Seminar	3	30 approved credits of major component
Total		**9**	

Important Notes:

1. *The course SPDE 110 is for new freshmen students and will be offered the first week before the start of classes.*
2. *+ Course and Laboratory*
3. ** Students will be placed according to the results of Admission Tests(PEAU).*
4. *The general average of graduation is 2.00.*
5. *The minimum general average for the major courses of graduation is 2.30.*
6. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
7. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
8. *Students transferring from other universities must comply with the residency requirement at UAGM.*
9. *The course MGMT 431 requires 30 credits of the major component approved*

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COURSE DESCRIPTIONS

HEALTH SERVICES MANAGEMENT

HESM 110 Health Services Management
3 Credits
Introduction to the fundamental concepts of management of health services facilities. Application of the administrative processes: organization, direction, control, and evaluation. Emphasis is placed in public policies, health services management status, trends, organization, practices, and issues related to the delivery of health services in Puerto Rico and in the United States.

HESM 210 Health Systems & Models
3 Credits
A study of the systems, models, health policies and the infrastructure of health services in Puerto Rico and in the United States. Emphasis is placed in health reforms and its implication in the delivery of health services to the general population. Includes a review of the historical development and the future of health services. Prerequisite: HESM 110

HESM 220 Services Planning and Evaluation
3 Credits
A study of the historical development of planning and evaluation of health services in Puerto Rico and in the United States with emphasis in its impact in organizations and in communities. Includes the theoretical foundations of planning strategies. Discusses and applies the techniques of evaluation in the health sector. Prerequisite: HESM 110

HESM 230 Basic Accounting in Health Industry
3 Credits
A study of the social, economic, and political developments that have influenced and determined the accounting practices in the health services industry. Reviews accounting procedures and discusses their applications in the health services industry. Actual and hypothetical health services accounting problems will be discussed.
Prerequisite ACCO 110, ACCO 111, HESM 110, MATH 120

HESM 310 Economics of the Health Industry
3 Credits
A study of the modern micro and macro economy applied to health services in the public and private sectors. Emphasis is placed in the situations and issues of health economics.

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Discusses the relationship between the market forces of need and demand of health services. Prerequisites: ECON 123, HESM 110, ACCO 110

HESM 320 Basic Finance for the Health Industry
3 Credits
A study of the financial practices of health services organizations. Also, includes the fundamental methods and techniques for financial administration in the health services industry, including fund distribution, capital management, determination, and assignment of costs service rates. Case studies and applications are provided. Prerequisites: HESM 110, MATH 120

HESM 330 Legal Aspects in the Health Industry
3 Credits
A study of the existing legislation in health services in Puerto Rico and in the United States. Emphasis is placed in the norms that have a bearing in the health services industry. Application experiences through case studies in aspects such as: malpractice, patient rights, informed consent, doctor-patient relationship, accidents, collective bargaining, and ethical and legal issues. Prerequisites: HESM 110, MANA 213, 230, PUHE 101

HESM 340 Budgeting for the Health Industry
3 Credits
A study of budget models, including the corresponding programmatic plans, and budget distribution. Emphasis is placed in goals, objectives, and measurable results. The course provides for the application of budget models and techniques to health services settings. Prerequisites: MATH 120, HESM 220.

HESM 350 Health Services Marketing
3 Credits
In this course, the students develop marketing skills in the health sector. In addition, students developed skills and abilities for strategic management in health organizations in order to develop a marketing plan. Ethical principles related to marketing in health services are discussed.

HESM 410 Health Information System
3 Credits
General introduction to the theory of information systems. The course provides for the application and use of software packages specifically designed for the health services industry for use in microcomputers and in mainframes, and for data collection, services utilization, billing, census, and others. Prerequisite: COMP 110, HESM 110, HESM 230, HESM 310, HESM 320

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HESM 420 Special Topics in Health Services

3 Credits

Analysis and discussion of current issues and trends in the health services industry. Emphasis is placed in critical reading and analysis of case studies. Prerequisites: HESM 110, 220, 320, 340 Concurrent with HESM 430

HESM 431 Seminar in the Health Services Management

3 Credits

In this course the students apply the principles of personnel supervision and learn how to manage the problems associated with it in a department of a Health Care institution. It also emphasis in many issues of legal protection to the patient and to the institution that provide the health care services. In this course the student will practice in many departments of the health care institution. An institutional faculty member will supervise the practicum together with a certified health care administrator. The seminar sessions will place special attention to topics, issues and aspects related to health services administration in the areas of strategic organizational plans and managerial processes. A research project on a related topic is required. Prerequisites: HESM 430. Approval required.

PUBLIC HEALTH

PUHE 101 Introduction to Public Health and Health Education

3 Credits

Introduction to the different conceptions about health, as well as, the basic principles of public health and education. Analysis of the relationships that exist among the four major factors that determine health. Deals with various epidemiologic concepts about health and illness, the natural history of diseases, attention and prevention levels, specific protection measures and health promotion. Emphasis is placed on existing health education models for individual and community intervention.

PUHE 203 Introduction to Epidemiology

3 credits

Studies the occurrence, distribution and causes of diseases in communities using the epidemiologic method. The epidemiologic, as well as, the scientific method are applied to the health-illness process and its causes, particularly transmissible, chronic, mental diseases, and high-risk behaviors. Prerequisite: PUHE 201

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PUHE 210 Biological Aspects of Human Diseases 3 Credits

Develops sound scientific attitudes, the concepts, and the basic biological processes of diseases, such as: inflammation, immunological reactions, regeneration and growth control, fibrosis and necrosis using the scientific method as the tool. Pathogenesis is incorporated to the various perspectives of epidemiology and disease control as they relate to public health. Laboratory experiences promote the application of technology to the study of the principal human diseases and agents that cause them. Prerequisites: PUHE 101

INTERNATIONAL LOGISTICS MANAGEMENT

LOGI 310 International Business
3 Credits

Study of the principles of international trade, exchange rate policies, funding strategies adopted by companies at state and international level. Monetary systems, letters of credit, shipping companies under Cabotage Act, intermediate routes and ports are presented. Applicable regulations and insurance perishable goods, chilled, frozen, and hazardous and /or toxics are discussed.

LOGI 311 International Trade Finance
3 Credits

Analysis of funding models on national and the international trade. This course demonstrates de role and impact of funding models in decision-making and in all stages of the supply chain. Issues of currency and exchange, balance of payments, lines, cards and letters of credit to import and export Tariff applications and contributions/local taxes and credits to matrixes are discussed.

LOGI 330 Globalization and International Markets
3 Credits

Analysis of global and emerging markets. During the course, dynamics adopted by the market to supply common products such as non-traditional sector of emerging consumers is presented. The student will discuss the importance and impact o cultural diversity in markets, payment systems between different regions and countries. The student will acquire a broad overview of the basics related to issues of monitoring and regulations applicable to the international market.

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LOGI 331 Transportation and International Logistics

3 Credits

Conceptualization of the issues related to logistics and transportation of goods. Issued related to service offerings and variable costs related to the type of cargo and means of transport is emphasized. Transportation services are detailed in various categories both state and international, applicable regulations, free trade zones, route relationship between demand and costs for volume, weight and special conditions.

LOGI 332 Planning and Product Control

3 Credits

Study of diversity of products, product packaging, transportation, distribution, arrival to markets (time to market), peak demand and target markets. Compliance mechanisms, prevention and control of financial risk for the merchant and relevant aspects of production per season (seasonal) are presented. Discussion of the regulations applicable to perishable or seasonal items, controlled content and quality controls applicable.

LOGI 410 Procurement Management

3 Credits

This course conceptualizes the process of Procurement Management of products, raw materials and services. The different phases where the Procurement Management shall labor, including: shopping, receipt process, storage, manufacturing, packaging, distribution of demand and markets, availability of materials and/or products discarded are detailed. Principles of manufacturing and packaging are discussed from the point of view of raw materials, components, machinery, spare parts and services, maintenance, regulatory compliance and technical services. After completing the course, the student will learn in detail the principles of packaging, including: regulatory requirements, types of packaging and freight consolidation for land, air and sea transportation.

LOGI 411 Purchase and Material Handling

3 Credits

Analysis of internal needs to establish work plans aimed at achieving effective functioning of operations related to local and international logistics. Emphasis on external commitments based on the history and/or projection of demand for established products and new products is made. Also, its relationship with marketing strategies and target markets for each product or family of products and distribution to various markets is emphasized.

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LOGI 412 Data Analysis and Electronic Transactions

3 Credits

Analysis of computer systems and the role of different agencies both private and government at the state and international trade. At the end of the course, the student will be trained in the interpretation of data and will make projections of market trends. Also, the student is instructed on how to provide support in finance, procurement and distribution as well as marketing and sales.

LOGI 413 Negotiation Strategies in Supply Chain

3 Credits

Systematic and theoretical study of the negotiation process and decision-making applicable to local and international logistics. It will emphasize on how the management can develop and refine their skills of negotiation and consensus with this team in the fiscal and financial aspects, and proper use of assets. Bidirectional communication and effective negotiation processes and decision-making are encouraged.

LOGI 414 Regulatory Compliance Management of International Logistics

3 Credits

This course examines in detail the nature of different existing products or materials on the market and the regulations applied to territories or destinations. Regulations of customs systems, free trade zones and distribution channels available on the primary and secondary markets are discussed. The role of regulatory compliance division of international logistics and international agreements on distribution by countries is presented.

MGMT 431 Integrated Seminar

3 Credits

Comprehensive, theoretical, conceptual and decision analysis approach from the perspective of strategic change. This course allows application of knowledge, skills and abilities acquired in previous courses in order to improve the effectiveness and efficiency of the company. Emphasis is placed on research as an essential element in a strategic context, linked to changes occurring in the economy, technology, labor, business and trends in the discipline of study. The course is based on the analysis of case studies and research from international companies.

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ORGANIZATIONAL DEVELOPMENT

ODHR 203 Strategic Organizational Communication
3 Credits
Introduction to the foundation of strategic organizational communication. This course provides students with an overview of the necessary skills of strategic communication inside organizations. Theories and concepts of strategic communication are discussed and how it integrates other managerial skills such as planning, interpersonal relations, negotiation, and conflict resolution, among others. It emphasizes the application of concepts to real situations for problem solving.

ODHR 204 Organizational Psychology
3 Credits
This course studies theories and psychological principles inside organizations. It focuses in relating basic concepts with the opportunity to increase productivity in the work setting understanding organizational and human behavior and improving individual performance. Topics include teams in organizations, motivation, differences, attitudes and work relevant emotions, stress, leadership and organizational change and development. Students will apply psychological theories to problems and/or work settings.

ODHR 305 Diversity in Organizations
3 Credits
This course presents a variety of theories and perspectives that arise from differences in race, culture, religion, gender, age and other characteristics related to diversity in a job environment. Students will understand how these dimensions affect performance, motivation, productivity and success of organizations. How to face and to change practices such as: stereotypes, prejudices, perceptions and other beliefs that present barriers to reach the competitiveness of individuals and organizations will be discussed. The course emphasizes the interconnection of social and cultural processes to avoid possible factors that might generate discriminatory practices.

ODHR 306 Conflict Resolution and Arbitrage
3 Credits
This course provides students the necessary knowledge for conflict management at all organizational levels. It emphasizes in the development of negotiation skills, arbitration and managing objections in order to develop alternatives that satisfy the interests of all parts. The design of strategies necessary for a successful negotiation process will be studied.

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ODHR 307 Training and Human Resource Development

3 Credits

Needs analysis, design, implementation and evaluation of training and human capital development in work organizations. The course emphasizes the recognition of human talent as a competitive advantage in high performance organizations. Creating a climate of positive and healthy workplace through professional training programs and human capital development, allowing motivate, encourage and provide skills necessary to optimize their performance. Includes topics such as leadership development, motivation and retention, needs analysis, design and management of training.

ODHR 308 Leading Organizational Change

3 Credits

Discussion of the principles and models of organizational changes and the development of skills to lead these changes. Emphasizes on managing effectiveness of organizational change elements and forces that act against these changes. Emphasizes intervention designs and recommendations for strategic changes from a human perspective. Includes topics of effective communication, design of strategic plans, process evaluation, phases of changes implementation and diagnosis.

ODHR 409 Consulting Management Principles of in Human Resources

3 Credits

In this course the student will integrate managerial concepts learned through his/her career education in the area of human resources. Throughout the course the student will develop a consulting strategy to improve the effectiveness of an organization. By integrating managerial concepts, the student will evaluate practices and processes that increase productivity, effectiveness and approach from leaders towards more productive companies in the fundamental areas of human resource management.

ODHR 410 Organizational Coaching

3 Credits

This course provides to the student fundamental knowledge of coaching practices for managerial improvement. Emphasizes the integral approach of human relations in organizations and techniques for the development of organizational coaches. Concepts as leadership, instructing, training and motivating teamwork to achieve goals are discuss. The concepts of empowerment and constant feedback to teams are studied.

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ODHR 411 Total Quality in Work Scenarios
3 Credits
Discussion of the principles and techniques in Total Quality Management (TQM) with emphasis on its application in organizations. This course provides the student the necessary knowledge which enables him/her to become part of TQM programs, either as a participant or as who designs it. This allows him/her to understand a general panorama and the specific details of total quality.

PROFESSIONAL COMPONENT

PORF 101 Portfolio
3 Credits
Designed to help students assess their personal and professional experiences of learning. Integrates theorists of adult education and learning styles, accelerated learning, personal and professional planning and essential principles. Introduces tools to develop critical thinking, research and development of effective oral and written communication. Students will develop a portfolio that integrates their knowledge for personal and professional experiences.

MGMT 101 Managerial Principles and Leadership
3 Credits
This course focuses on modern management principles and major theories and models of leadership. The student will distinguish between the concepts of management and leadership, and will expose business terminology, concepts and current business topics. The course emphasizes the development and orientation towards leadership as well as understand critical related issues. Includes the role and responsibilities of managers and leaders, decision-making at different leadership scenarios, leadership in quality and planning in strategic management.

MGMT 220 Organization and Business Behavior
3 Credits
Study of concepts, theories and practices related to individual and group behavior and their impact on the effectiveness and efficiency of the organization as a system. Analysis and evaluation of mission and vision, organizational structure and design, information and communication technology, policies and practices, power and decision-making, innovation, strategic change and learning, leadership, teamwork and diversity in the company with global focus. Upon completion of the course, the student will apply the integrated model of organizational behavior, through analysis and case assessment, scientific research and current events from a professional and ethical perspective.

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MGMT 230 Human Resources Management and Handling Diversity
3 Credits
Study of models and strategies of management and human resource development from the perspective of diversity in the workplace. Analysis and evaluation of basic fundamentals in strategic planning of human resources to promote and ensure the inclusion of a diverse workforce in all aspects of organizational life. Implementation of theories and strategies of human resources linked to recruitment, selection, training and development, compensation, benefits and incentives, retention and succession of a diverse workforce, aligned to the objectives and business results, changes in the labor market, globalization and competitive advantage.

MGMT 240 Global Entrepreneurship
3 Credits
This course uses prior and new knowledge to understand how entrepreneurs generate new and innovative ideas, products and processes at global level. The student will create and value, through innovation, national and international markets. It will explore different approaches of entrepreneurial organizations considering the skills and attributes needed to succeed in today's global competitive environment.

MGMT 250 International Business and E-Commerce
3 Credits
This course is a comprehensive introduction to international business and management of electronic commerce. Arrangement of international management and technical aspects of electronic commerce will be discussed. The student will analyze the fundamental aspects of international legal regulations, infrastructure for business transactions, the concept of e-readiness and models of e-commerce as a strategy of corporate expansion.

MKTG 203 Marketing and Strategic Communications
3 Credits
This course presents strategies for integrating marketing and communications of the new century for innovative products and services to impact and attract new customers through social network, the Internet and local press. Fundamentals of brand marketing and strategic process come together in new advertising designs, responsible for maintaining the image and reputation of organizations in local and international markets. The processes of interaction with digital communications, media relations, company Web sites and video marketing will be analyzed.

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SCHOOL OF PUBLIC SAFETY

SCHOOL DESCRIPTION

The School of Public Safety specializes in the offering of academic programs to professionalize the personnel of public and private agencies dedicated to public safety. Academic offerings of the school consist of Associates and Bachelor's Degrees and include theory, regulations and technical skills. The school programs offer high-liability courses with specialized equipment, materials and certified instructors, which are unique in Puerto Rico.

VISION

The School of Public Safety will be recognized as the first choice in Puerto Rico, with an international reach, for the ongoing academic and professional development of public safety personnel. The School will excel by the high quality and constant development of its academic areas, as well as for the expertise and experience of their specialized instructors. The School will count with modern, safe and versatile physical facilities where personnel will be able to hone their skills with specialized equipment.

MISSION

The School of Public Safety's mission is to broaden education opportunities in public safety for the personnel of municipal, state, and federal agencies, as well as for ordinary citizens from our communities. The school promotes the professionalization of the public safety personnel with the highest quality standards. In this manner, the school contributes to the social and economic development of Puerto Rico.

GOALS

- To support the professionalization of the public safety personnel of Puerto Rico.
- To offer academic degrees, continuing education and certifications in Public Safety with the highest quality standards, using up-to-date equipment and practices.
- To have faculty educated, trained and certified according to the highest standards of both the Higher Education Institutions and the Public Safety Professions.
- To offer our academic programs in state-of-the-art specialized facilities for public safety training.

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FACULTY

Delgado Velázquez, Juan R., Instructor
Defensive Tactics Instructor
Law Enforcement Vehicle Operation Instructor
Florida Department of Law Enforcement

Ortiz Vega, Carlos U., Instructor
MEd, Adult Education, Universidad Metropolitana

Padilla Acevedo, Jean C., Instructor
MBA, Management and Strategic Leadership, Universidad Metropolitana

Torres Caraballo, Luis A., Instructor
MEd, Technological Integration in Instructional Design, Universidad del Este

ACADEMIC STAFF

Sanabria Rodríguez, Jhon J., Dean
PhD, Community & Prevention Research, Department of Psychology,
University of Illinois at Chicago

Guzmán Santiago, Ángel M., Associated Dean
MBA, Human Resources, Universidad del Turabo

Cruz Vargas, Eleanor, Director
MBA, Marketing, Universidad del Turabo

Lantigua Martínez, Sheila, Academic Coordinator
MBA, Human Research, Universidad Metropolitana

Reyes García, Johanna M., Student Services Officer
MBA, Human Research, Universidad del Este

Figueroa Zambrana, Ángel R., Director of Administration
BA, Marketing, University of Puerto Rico, Arecibo Campus

Miranda Torres, Ivette, Administrative Officer
BBA, University of Puerto Rico, Rio Piedras Campus

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ADMISSIONS REQUIREMENTS

These are in addition to the general admissions requirement at UAGM-CAROLINA CAMPUS.

- High School grade point average of 2.0 for Associate programs in: - Public Safety
- High School grade point average of 2.0 for Bachelor programs in: - Penal Justice

GRADUATION REQUIREMENTS

The graduation requirement for the general grade point average is of 2.0

PROGRAM DESCRIPTION

The Associates Degree in Public Security is a program dedicated to professionalization and training of individuals in security. This program prepares individuals to apply the theory and practice of public safety in their professional work.

The Bachelor's Degree in Penal Justice with major in Security and Protection is a program dedicated to professionalization and training of individuals in security. This program prepares individuals to apply the theory and practice of police sciences and criminal justice in their professional work. It includes the history and theory of law and order agencies, human and community relations, mediation, crime scene investigation, first aid, vehicle operations, use of fire arms and less lethal weapons, and tactical defenses. It also prepares the student in public supervision, juvenile delinquency, tactical planning and criminal intelligence.

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ASSOCIATE DEGREE IN PUBLIC SAFETY

Total credits: 54

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPGS 101+ or SPGS 110 or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I	3	
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
INGS 101	Research and Information Literacy	3	
BIGS 101+	Environmental Science	3	
Total		**15**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
PJPS 108	Basic Ethical Values	3	
PJPS 120	Mediation and Intervention	3	
PSAF 130	Public Management, NIMS y ICS	3	
PSAF 101	Reasonable Use of Force	1	
PJPS 133	Communications Technology in Public Safety	1	
PJPS 204	First Aid	2	
PSAF 120	Physical Training and Well-being	2	
PJPS 214	Scene Investigation	2	
PJPS 210	Integrated Seminar in Criminal Justice Law, Criminal Procedure and Evidence	3	
PJPS 112	Civil Rights and Crises	3	
PJPS 236	Use and Management of less lethal Weapon	2	
**PJPS 240	Use and Handling of Firearms	2	
Total		27	
Electives			
	Elective courses in Public Safety	12	
Electives Menu			
Code	**Title**	**Credits**	**Prerequisite**
PJPS 208	Fitness and Nutrition for Criminal Justice Officials	2	
PJPS 220	Traffic Interventions	2	
**PJPS 224	Vehicle Operation	2	
PJPS 228	Police Patroling I	2	
PJPS 229	Police Patroling II	2	PJPS 228
PJPS 238	Principles of Tactic Operations	2	
PSAF 218	Correctional Management System	2	
PSAF 222	Constitutional Rights and Correction	2	
PSAF 225	Transportation of Inmates	2	
PSAF 226	Administration and Supervision of the Inmate	2	
PSAF 232	Development and Growth of the Inmate	2	
PSAF 234	Probatory, Freedom of Speech and Treatment	2	
PSAF 239	Introduction to Special Criminal Laws	3	
PSAF 219	Introduction to Criminal Intelligence	3	

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PSAF 223	Introduction to Crime, Fraud and Cybercrime	3	
PSAF 227	Intelligence Techniques, Interview and Interrogation	3	
PSAF 237	Introduction to Criminology	3	
PSAF 242	Forensic Investigation Techniques	3	
PSAF 143	Introduction to Forensic Investigation	3	
PSAF 201	Forensic Photography and Planimetry	3	

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BACHELOR IN PENAL JUSTICE MAJOR IN SECURITY AND PROTECTION

Total credits: 121

General Education			
Code	**Title**	**Credits**	**Prerequisite**
SPDE 110	Introduction Seminar and Student Professional Development	1	
SPGS 101*+ or SPGS 110+ or SPGS 120	Basic Spanish I: Reading, writing, and oral communication or Intermediate Spanish I: Reading, writing, and oral communication or Advanced Spanish II: Reading, writing, and oral communication	3	
SPGS 102+ or SPGS 111 or SPGS 121	Basic Spanish II: Reading, writing, and oral communication or Intermediate Spanish II: Reading, writing and oral communication or Advanced Spanish II: Reading, writing and oral communication	3	SPGS 101 or SPGS 110 or SPGS 121
ENGS 101+ or ENGS 110 or ENGS 120	Basic College English I: Speaking, Reading, and Writing in English or Intermediate College English I: Speaking, Reading, and Writing in English or Advanced College English I: Speaking, Reading, and Writing in English	3	
ENGS 102 or ENGS 111 or ENGS 121	Basic College English II: Speaking, Reading, and Writing in English or Intermediate College English II: Speaking, Reading, and Writing in English or Advanced College English II: Speaking, Reading, and Writing in English	3	ENGS 101 or ENGS 110 or ENGS 120
MAGS 101 or MAGS 110*	Basic Mathematics I or Foundations of Algebra	3	
PJPS 132	Information and Communication Technologies for Officers	2	
PJPS 108	Basic Ethical Values	3	
PJPS 116	Intervention with Special Populations	3	
PJPS 120	Mediation and Intervention	3	
BIGS 101+	Environmental Science	3	
Third language: ITAL 101 or PTUG 103 or FREN 103 or HUGS 210	Basic Italian I or Basic Portuguese I or Introduction to Basic French I or Contemporary Cultural Diversity	3	
Total		**33**	
Professional Component			
Code	**Title**	**Credits**	**Prerequisite**
PJPS 204	First Aid for Penal Justice Officers	2	
PJPS 216	Traffic Accident Investigation	2	
PJPS 210	Integrated Seminar in Criminal Law, Criminal Procedure and Evidence	3	
PJPS 214	Scene Investigation	2	
CRIM 204	Special Penal Laws	3	
PJPS 124	Human Relations and Community	3	
PJPS 112	Civil Rights and Crises	3	
STAT 300	Elements of Statistics I	3	MAGS 101 or MAGS 110
SOCI 216	Contemporary Social Problems	3	
CRIM 435	Preparation of Cases and Testimonials in Court	3	
Total		**27**	

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Major Component			
Code	**Title**	**Credits**	**Prerequisite**
PJPS 228	Police Patrol I	2	
PJPS 229	Police Patrol II	2	PJPS 228
PJPS 208	Physical Training and Nutrition for Penal Justice Officers	2	
PJPS 220	Transit Interventions	2	PJPS 229
PJPS 236	Use and Management of Less Lethal Weapons	2	
**PJPS 224	Vehicle Operation	2	PJPS 220
PJPS 238	Principle of Tactic Operations	2	PJPS 229
**PJPS 240	Use and Handling of Firearms	2	PJPS 229
CRIM 305	Criminal Justice Systems of Puerto Rico	3	
CRIM 104	Introduction to Forensic Investigation	3	
CRIM 325	Juvenile Delinquency in Puerto Rico	3	
CRIM 327	Principles of Administration of Correctional Programs	3	
PUAD 203	Personnel Administration in Public Service	3	
PUAD 310	Personnel Training	3	
PUAD 400	Government and Planning	3	
PUAD 405	Public Budget	3	
PUAD 358	Administrative Law	3	
PUAD 231	Management and Supervision of Security and Protection Officers	3	
PJPS 300	Tactical Planning	3	PJPS 238
PJPS 310	Emergency Management System	3	
PJPS 400	Management and Supervision of a Crime Scene	3	
PJPS 410	Criminal Intelligence	3	
Total		25	
Electives	**Title**	**Credits**	**Prerequisite**
	Elective Free	3	

Important Notes:

1. *+ Course and Laboratory*
2. *Students will be placed according to the results of Admission Tests (PEAU).*
3. *Is admission requirement to have an overall average of 2.00 high school.*
4. *** These courses require having a valid license.*
5. *The general average of graduation is 2.00.*
6. *The major courses must be approved with a minimum of B.*
7. *Second year students and up must obtain an academic evaluation from the Program Coordinator before making the registration process.*
8. *Students enrolled in courses from other academic programs must meet the relevant prerequisite.*
9. *Students transferring from other universities must comply with the residency requirement at UAGM.*

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COURSE DESCRIPTIONS

PENAL JUSTICE

PJPS 108 Basic Ethical Values
3 Credits
Study of the basic ethical values and the importance of their application in labor scenarios by security, protection and correctional officers. Discussion of applicable legislation and jurisprudence.

PJPS 112 Civil Rights and Crises
3 Credits
Study of civil rights in Puerto Rico and the United States. The course examines the constitutions of both countries and highlights the Bill of Rights, Privileges, and Immunities within those Constitutions. It prepares students for the effective implementation of strategies for safety and security while ensuring respect for civil rights. Teaching strategies include lecture, discussion, and case analysis.

PJPS 116 Intervention with Special Populations
3 Credits
Study of theoretical and practical aspects related to security officers' interventions, correctional officers protection and intervention with special populations such as children, elderly, victims of domestic violence, ethnic groups and people with mental health or abuse conditions.

PJPS 120 Mediation and Intervention
3 Credits
Mediation promotes communication and understanding between the parties in conflict, offering alternatives to the parties involved. This course includes concepts of conflict resolution, the relevant legislation, communication skills and aspects of the intervention in situations related to the work environment and tasks performed by legal professionals.

PJPS 124 Human Relations and Community
3 Credits
Study of human relationships and the community directed at public safety personnel. The course focuses on the characteristics of the police system working in the community, its relevance and applicability in today's society. It also seeks to develop a sense of commitment to working with communities and the development of preventive and proactive, rather than reactive, or palliative to crime. Teaching strategies include lecture, discussion, and case analysis.

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PJPS 132 Information and Communication Technologies for Officers
2 Credits

Course aimed at studying the evolution of human communication and the application of communication technology to achieve effective management of information. It lays the foundation in the methods of safety and security of communications between individuals and describes the processes of verbal and written interaction in a laboratory.

PJPS 204 First Aid for Penal Justice Officers
2 Credits

Instruct students in the primary care of some medical emergency and public safety personnel as the first rescuer. The student will learn to provide services in settings, which require special knowledge and skills: anatomy, basic physiology of the human body, vital signs, shock or fainting, burns, diabetes, childbirth, epilepsy and stroke. Through practical exercises, students are taught to handle emergencies such as, choking, bleeding, and basic measures of cardiopulmonary resuscitation (CPR).

PJPS 208 Physical Training and Nutrition for Penal Justice Officers
2 Credits

The students will learn different workout routines that will allow them to perform each of their tasks or functions as an agent of law and order. Emphasis is given to holistic physical development, including aspects of nutrition, rest, and exercise.

PJPS 210 Integrated Seminar in Criminal Law, Criminal Procedure and Evidence
3 Credits

Study of the general principles of the Puerto Rico Penal Code, the Special Penal Laws, Rules of Criminal Procedure, and the Rules of Evidence, which govern the area of criminal law in Puerto Rico. The course lays the foundation of the legal rules applicable to minor offenses, special procedures, and exceptions to previously established standards. Main methodology of case study on the techniques of legal hermeneutics.

PJPS 214 Scene Investigation
2 Credits

The study of the history and purpose of criminal investigations and the terminology of this specialty. The course provides instruction in the elements, concepts and fundamental techniques in criminal investigations, such as profile of the delinquent or criminal, emphasizing criminology, crime scene management, development of confidants and informants, and characteristics of an investigator. Practical exercises are carried out.

PJPS 216 Traffic Accident Investigation
2 Credits

This course will discuss the duties, responsibilities, and regulations of drivers mandated by Vehicles and Transit Law of Puerto Rico. Additionally, the student will learn how to apply and enforce this law. Also, the student will understand the different determining factors and legal aspects of accidents in order to conduct traffic accident investigations.

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PJPS 220 Transit Interventions
2 Credits
Discussion of the duties and responsibilities of law enforcement officers, according to the Vehicle and Traffic Law of Puerto Rico and other regulations. The student will know the internal guidelines and protocols to follow in a safe and effective intervention.

PJPS 224 Vehicle Operation
2 Credits
Examination of the operation of motor vehicles on public roads, as established by the Vehicle Traffic Law of Puerto Rico and other regulations. In addition, the student will know and identify the different categories of driving licenses.

PJPS 228 Police Patrol I
2 Credits
The course examines the safety and security skills and techniques of patrol officers, with an emphasis on methods to be used in high-risk situations: techniques of patrol vehicles, safety interventions and structures, foot patrol, responding to crimes in progress, communication and report writing. The course includes practice exercises. It is a pre-requisite for PJPS 229.

PJPS 229 Police Patrol II
2 Credits
This course provides skills to respond to hazardous material incidents, bomb threats, building evacuation, and weapons of mass destruction. Students are introduced to the existence and activities of criminal groups, mobs, and extremist groups. Practical exercises are included. Students must approve PJPS 228 as a pre-requisite for this course.

PJPS 236 Use and Management of Less Lethal Weapons
2 Credits
Study and management of less-lethal weapons, from structure, components and definitions. The student will learn about the different types of less-lethal weapons and how they differ from firearms, as well as the importance of responsible use of these weapons and the proper protection equipment.

PJPS 238 Principles of Tactic Operations
2 Credits
Study and practice in self-defense techniques and use and management of rattan (expandable baton). The student is trained in the techniques and mechanics of arrest and the tactical formations to handle civil unrest and crowd control. Students also will learn how to apply water rescue, as well as procedures applicable in situations of hostage negotiation.

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PJPS 240 Use and Handling of Firearms
2 Credits
This course enables students to handle regulation guns of the Department of the Police of Puerto Rico in a proper and legal. Emphasis is given to the laws, both state and federal regulations and the General Orders of the Police of Puerto Rico, in the use of the weapon. Also, become familiar with the use and management of the Remington shotgun cartridge 12, the Rifle Colt M-16 A-1 and A-2, including tear gas and pepper spray.

CRIM 305 Criminal Justice Systems of Puerto Rico
3 Credits
Study of the origin, development, and history of the criminal justice system of Puerto Rico. The course examines the basic aspects and functions of the police, courts, defense lawyers, prosecutors, correction facilities and the juvenile justice system, highlighting the importance of these components in our justice system. It includes the study of crime, its definition, scope, and related factors, applying the theories that explain the etiology of criminal behavior, the effects of crime in our society, and the mechanisms used by our justice system to reduce it.

CRIM 325 Juvenile Delinquency in Puerto Rico
3 Credits
This course presents a broad overview of juvenile delinquency in Puerto Rico, the United States and European countries. T. It relates the historical process of juvenile delinquency from a social, economic, and political perspective, and its evolution in our modern society. The causes of crime are analyzed in the context of the family, school, and community. The focus is on delinquent behavior and due process of law as it is related to modern institutions. Students will analyze the social dimension of the problem of juvenile crime (prevention, treatment, and control), as well as the functions of the juvenile courts in Puerto Rico, United States and European nations.

CRIM 327 Principles of Administration of Correctional Programs
3 Credits
Principles of the philosophy, legal bases, organization and functioning of the Administration of the Correctional System of Puerto Rico. The course examines penal institutions, community programs, the Parole Board, Community Rehabilitation, Probation and Speech, the Bureau of Evaluation and Counseling, the Office of Service with Prior Notice to Trial, help and treatment programs for inmates in the correctional institutions, the corps of correctional officers, the diversion programs, and the Administration of Juvenile Institutions. Analysis and evaluation of the correctional system of Puerto Rico on the organization and functioning of the Correction Administration and the existing Rehabilitation Programs to propose an intervention plan that will allow the development of an improved constitutional correctional system.

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CRIM 435 Preparation of Cases and Testimonials in Court
3 Credits
Study of the concept of probation related to the judicial process, its essential characteristics, including evidence, privileges and presumptions, and benchmark tests and exceptions. The course prepares students for effective case presentations before a court, using correct handling of evidence.

PJPS 300 Tactical Planning
3 Credits
Examination of the operational and strategic plans aimed at determining the essential resources needed to execute security plans and the effective use of such resources by security agencies.

PJPS 310 Emergency Management System
3 Credits
Analysis and discussion of the Emergency Management System and the different kinds of incidents and emergencies. Study of the Unified Command System and the different levels of operation and communication. The course also examines strategic planning and programming of risk and danger mitigation and response and recovery procedures, inclusive of the private sector, the state government, the municipal government, and the federal agencies.

PJPS 400 Management and Supervision of a Crime Scene
3 Credits
Study and critical analysis of crime management, including theoretical reflections, examinations of the stages in the intervention process, effective strategies and techniques in managing the crime scene by law and order officers in supervision positions.

PJPS 410 Criminal Intelligence
3 Credits
Analysis and evaluation of search strategies and dissemination of information on criminal activity. The course seeks to satisfy the need for information of the security personnel in the prevention, prosecution and judiciary areas. It also provides information on organized crime to implement coordinated actions. Criminal Intelligence is presented as advance knowledge achieved through information processing and timely dissemination.

PUAD 203 Human Resources Management in Public Administration
3 Credits
Study of the theoretical, legal and practical aspects of personnel administration. The Commonwealth Personnel Law (Law number 5 of 1975) and its regulations are studied to gauge their impact on Puerto Rico's public administration practices.

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PUAD 231 Management and Supervision of Security and Protection Officers
3 Credits
In this course students will learn the basic principles of management and supervision of security staff, including supervision styles, types of public agencies and private monitoring strategies. In addition, students will develop skills in planning and logistic aimed at managing security, surveillance, and protection services staff.

PUAD 310 Personnel Training
3 Credits
Discussion and analysis of personnel administration in human resources management. Study of models, approaches and techniques for the design and evaluation of a training program.

PUAD 358 Administrative Law
3 Credits
Study of the doctrines and principles of public administration. Discussion on the relationship between administrative law and the functioning of the executive branch, regarding the state, Law 170, Administrative Uniform Procedure Act, and Law 12, Governmental Ethics Act, and applicable cases.

PUAD 400 Government and Planning
3 Credits
Analysis of the nature, scope, and utility of planning. Examination of current trends in social movements and styles of planning.

PUAD 405 Public Budget
3 Credits
Study of the constitutional, legal and administrative nature of the public budget. Discussion of the budgetary cycle and formulation, execution and control processes. At the end of the course, students will formulate a budgetary petition.

STAT 300 Elements of Statistics I
3 Credits
Introduction to statistics applied to the field of social sciences, focusing on the most relevant descriptive statistics methods.

PSAF 101 Reasonable Use of Force
1 credit
Study of the general principles on the reasonable use of force by public security officials and employees. Decision-making processes (mind set), civil rights and jurisprudence (Federal and State) applicable to the reasonable use of force. Includes practice exercises.

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PSAF 120 Physical Training and Well-Being

2 credits

This course is aimed at the effective development and understanding of physical training by students in relation to their specialty belonging to the ISEP Program. The student will learn to recognize what routine or training plan is most appropriate for him or her. In the same way you will know about the importance of Wellness or (Wellness) and how it will positively affect your performance in the public server field.

PSAF 130 Public Management, NIMS and ICS

3 credits

The fundamental aspects of the operation of the police communication systems and public security will be discussed, obeying the regulations, laws and policies that have been promulgated for their implementation and applicability. In addition, the student will know and identify the different techniques when using communication systems properly.

PSAF 133 Communications Technology in Public Safety

1 credit

The fundamental aspects of the operation of the police communication systems and public security will be discussed, obeying the regulations, laws and policies that have been promulgated for their implementation and applicability. In addition, the student will know and identify the different techniques when using communication systems properly.

PSAF 143 Introduction to Forensic Investigation

3 credit

Introductory course to the study of the procedures and techniques used in Forensic Investigation. It focuses on the important aspects of crime scene analysis from the forensic point of view. The principles and basic concepts used by forensic professionals are discussed. The students will have the opportunity to apply their knowledge with practical field forensic investigation exercises.

PSAF 201 Forensic Photography and Planimetry

3 credits

The course will provide method analysis and photography techniques from a legal perspective. The study of photography as a graphic objective of the condition in which the crime scene is developed. Study the crime scene with the purpose of establishing conditions for the evidence found. Study of the diagram or sketch that is elaborated in the crime scene. The course also provides an establishment of specific crime motives where the results become favorable to solve criminal cases.

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PSAF 218 Correctional Administration System

2 credits

The study of the Correction System, including the purposes, structures of the victim and the inmate. In addition, the different theories and types of situations confronted daily in the correctional field will be studied. Contemporary theories of punishments, corrections and rehabilitation are included, as well as addressing the problems and situations that affect the corrections officer in the extensive field of the Correction System.

PSAF 219 Introduction to Criminal Intelligence

3 credits

Introduction to the analysis and evaluation of search strategies, analysis and dissemination of information about criminal activity. The course presents the students with the purpose of the Criminal Intelligence: to satisfy the need of information of the security personnel in the prevention area, prosecution and judiciary. Criminal Intelligence is presented as advance knowledge achieved through information processing and emphasizes its timely dissemination to contribute to decision-making and to meet safety and welfare.

PSAF 223 Introduction to Crime, Fraud and Cybercrime

3 credits

In this course the student is presented with the term fraud, its definition in the current Penal Code, and the crimes in which the term fraud is applied in the Criminal Justice System. The course also studies the terms applicable to the inhabitants of Cyberspace. You will know how to search and trace evidence in computers and digital equipment. The course discusses the ways to identify, preserve, pack, and present digital evidence in a legal process and the due control to which it must be submitted for the preservation of the "Chain of Evidence". It includes the study of Federal, state and international laws that apply to digital computer fraud.

PSAF 225 Transportation of Inmates

2 credits

The fundamental aspects of the operation of motor vehicles and transportation of inmates will be discussed when traveling on public roads. The regulations and policies that have been promulgated for its implementation and applicability will also be discussed. In addition, the student will know and put into practice the different tactics to drive on the roads. Make proper and legal use of the vehicles assigned to the community of law and order used by the Puerto Rico Department of Corrections. In the course it is recommended an analysis of all the factors or elements that intervene from the exit of the prison institution from which each inmate comes to his final destination.

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PSAF 226 Administration and Supervision of the Inmate
2 credits

Introductory course on supervision techniques for inmates, as well as Criminal Guards and Correction employees. Emphasis will be placed on the specific development of communication methods necessary to work effectively in a correctional institution. The primary goals of the course are: the development of the ability to work in a potentially dangerous environment, the implementation and follow-up of direct orders, the recognition of the manipulation of offenders, methods of observation to be put into practice, knowledge and implementation of body language and how to solve daily work problems within a culturally distinct population.

PSAF 227 Intelligence Techniques, Interview and Interrogation
3 credits

Study of the rules and procedures to collect and use information from informants, witness, victims and defendants.

PSAF 231 Constitutional Law and Correction
2 credits

It is based on the study of the Constitutional Rights of the convicts, for some type of crime in Puerto Rico. It deepens in the analysis of the practices and interventions with the inmates within the penal institutions. In the same way, the foundations of the norms established in the prisons of the country are laid after the Morales Feliciano case and its effects in our jurisdiction. Integrates to the daily discussion in class, the jurisprudence in constitutional matter in force at State and Federal level. The students use the Constitution of the Commonwealth of Puerto Rico and the Constitution of the United States of America as a working instrument.

PSAF 232 Development and Growth of the Inmate
2 credits

In the course, the history of correctional treatment, rehabilitation strategies, philosophies, ideologies and developments related to correctional, organizational and managerial policies and practices will be examined and analyzed. Students will critically focus on theoretical, practical and policy issues related to adult and juvenile offender treatment and rehabilitation programs.

PSAF 234 Probatory, Freedom of Speech and Treatment
2 credits

Comprehensive study of the general principles of probation, parole and community treatment of convicts in Puerto Rico. Work the requirements and effects of the probation. It also analyzes the structure of the Parole Board and its regulations. Explore

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the alternatives of community treatment for convicts and the importance of an effective social reintegration for the achievement of their rehabilitation.

PSAF 237 Introduction to Criminology
3 credits
The course presents the origin and development of forensic sciences, as well as the different types of evidence used in Criminal Investigation. Emphasis is placed on the importance of the preservation and handling of evidence in the judicial process. The definition and scope of forensic sciences are discussed. The study and application of the scientific method in criminal investigation, from an updated and directed approach towards specialized research in scientific-legal techniques.

PSAF 239 Introduction to Special Criminal Laws
3 credits
This course examines and analyzes special criminal laws; for example, legislation on minors, domestic violence and legislation on controlled substances and others. The latter, will focus on public health perspectives to the controlled substances abuse problems. Also, the course will review the general principles of criminal law.

PSAF 242 Forensic Investigation Techniques
3 credits
The study of the investigation techniques used in the forensic field. The will learn the set of methods used for the analysis of criminal behavior and the evidence left by the criminal on the scene. Emphasizes the process of collecting and packing evidence at the crime scene. Specifically in the way in which the evidence related to DNA, ballistics, fingerprints, testimony, among others, is processed. The student will learn to correctly perform the process of documentation and preparation of the evidence to present it to a magistrate.

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