



**General Catalog 2014-2016(Rev.3/31/2015)
Addendum General Catalog 2014-2016**

Effective Date: March 3, 2015

- The following changes has been made to 2015 Academic Calendar

Beginnings/Levels	Suspension of Educational Activity	Replacement of Educational Activity
	March 5, 2015	March 6, 2015
Traditional-Diploma Programs	Last day of final exam reposition and grades registry.	Last opportunity of final exam reposition. Extension to the faculty members for grades registry and closing of Academic Session.
Traditional-Associate Degree Programs	Classes suspended	Official replacement and/or reposition of classes.
Alternates	Classes and grades registry of the academic mid-term. suspended.	Replacement and/or reposition of classes. Mid-term grades registry by faculty members.

Effective Date: March 23, 2015

- The following information has been modified in the Academic Calendar:

New Start April, 2015

ACADEMIC TERM	APRIL 29, 2015	@	JUNE 26, 2015
29 30 4 5 6 7 11 12 13 14 18 19 20 21 H 26 27 H MT 1 2 3 4 8 9 10 11 15 16 17 18 22 23 24 25 = 32 Meeting Days			
DEGREE		START DATE	April 29, 2015
DIPLOMA		LATE ENROLLMENT PERIOD	April 29 To May 16, 2015
		1ST MID TERM	April 29 To May 27, 2015
		2 ND MID TERM	June 1 To June 25, 2015
Holiday	MEMORIAL DAY		MAY 25, 2015
EVALUATION		DEADLINE FOR PARTIAL WITHDRAWALS	JUNE 22, 2015
DIPLOMA		DEADLINE FOR RETAKING OF PARTIAL EXAMANITATIONS	JUNE 22, 2015
		FINAL EXAMINATIONS	JUNE 23 - 24, 2015
VA STUDENT		Veterans Student Last Day Attendance for the Term	June 24, 2015
		DEADLINE FOR THE RETAKING OF FINAL EXAMANITATIONS	JUNE 25, 2015
		DEADLINE FOR TRANSFER OF LOCATION OR PROGRAM OF STUDY	JULY 9, 2015
		DEADLINE FOR REMOVE INCOMPLETE GRADES	JULY 7, 2015
		LAST DAY OF THE TERM (ADMINISTRATIVE TASKS)	JUNE 26, 2015

Effective Date: May 7, 2015

- **The following changes has been made to the Administrative Staff:**
Page 34

Academic Director- Mrs. Carmen Jusino

Effective Date: May 20, 2015

- **The following changes has been made to the Faculty section:**
Page 245

YAUCO BRANCH CAMPUS

Aponte Estremera, Gilberto. Diploma en Barbería, John Dewey College, Puerto Rico. Belleza, Barbería

Galarza Báez, Enid. Bachillerato en Enfermería, Universidad de Puerto Rico, Puerto Rico, Salud, Enfermería Práctica.

Martínez García, Marillys. Bachillerato en Enfermería, Pontificia Universidad Católica, Puerto Rico. MBA, en Contabilidad, Pontificia Universidad Católica. Salud, Enfermería Práctica.

Negrón García, Francislet. Diploma en Cosmetología, D'Mart Institute, Puerto Rico; Diploma en Estilismo y Diseño Avanzado, Instituto de Banca y Comercio, Puerto Rico. Belleza, Estilismo y Diseño Avanzado.

Ortiz Colón, Yolimit. Certificado en Professional Kitchen and Tableware, Escuela Hotelera de San Juan, Puerto Rico. Artes Culinarias, Cocina Local e Internacional.

Pagán Torres, Tamara. Diploma de Cosmetología, Estilismo Avanzado, Técnica de Uñas, Emma Beauty Academy, Puerto Rico. Belleza, Cosmetología.

Rullan Millie. Diploma de Cosmetología, Emma Beauty Academy, Puerto Rico. Belleza, Cosmetología

Vargas Santana, Wilner. Diploma en Barbería, Instituto de Banca y Comercio, Puerto Rico. Belleza, Barbería

Effective Date: May 28, 2015

- **Tuition Costs and Other Fees:**
Page 87

PROGRAM	*APPLICATION FEE	**PROGRAM COST
Advanced Hairstyling and Design	\$25.00	\$6,530.00
Nail Technology	\$25.00	\$6,530.00

**nonrefundable / **includes \$100 of Register Fee*

Effective Date: June 5, 2015

- **Change made to MASJ 2007, Internship eliminated, must read Externship only:**
Page 179 (Correction made only to English version catalog)

MASJ 2007 Externship (6 credits)

Pre-requisite: MASJ 1000 and Approved all previous courses except: MASJ 1137, ESPA 1005, INGL 1106 and ENFE 1420

This is the final stage of this occupational training program. The students will acquire a practical experience by integrating concepts, techniques, sanitation, and safety measures learned throughout the whole program, to be able to apply therapeutic massage. They will “work” with clients in a make believe environment under the coordination and supervision of a specialist of this field. The student will be evaluated according to established rules. The Clinical Practice is offered in external hospitals or clinical facilities. There is no guarantee of specific sites, days or schedules.

Effective Date: June 5, 2015

- **The following changes has been made to the Faculty section:**
Page 243

AGUADILLA BRANCH CAMPUS

González Acevedo, Aricelis. Bachillerato en Ciencias en Enfermería, Universidad Adventista de las Antillas, Puerto Rico. Salud: Enfermería Práctica.

Noguera Velez, Maria de Lourdes. Diploma en Cocina Local e Internacional, Instituto de Banca y Comercio, Puerto Rico. Artes Culinarias: Cocina Local e Internacional.

Quiñones Orama, Dihara. Bachillerato en Ciencias en Nutrición Culinaria, Johnson & Wales University, Estados Unidos; Grado Asociado en Ciencias Culinarias, Johnson & Wales University, Estados Unidos. Artes Culinarias: Cocina Local e Internacional.

Effective Date: June 8, 2015

- **The following changes has been made to the Surgical Technician program:**
Page 174

TESO 1015 Laser Surgery (1 credit)

Pre-requisite: TESO 1011

This course studies the principles and surgical skills for preparation of laser surgery. It is emphasis on the surgical technologist roles, technical assistance in the preparation and handling of laser equipment for pre, intra and post operatively. The methodology includes visits and observation of medical institutions and hospitals where they used this technology.

TESO 1011 Fundamentals of Surgical Room Technician- I

(4 credits)

Pre-requisite: TESO 1010

This is the first part of a two-serial course covering the fundamentals of the occupation of Surgical Technician focused from the standpoint of its historical background, theories, and concepts. Included are subjects like the role played by the Surgical Technicians in their occupational community, tasks to be performed, skills required to achieve success, job market possibilities, hygiene and safety measures to be applied, ethical and legal implications of errors leading to malpractice, etc. In this first part will emphasis to the presentation and description of the surgical instrument trays for the basic surgery, laparotomy, sutures, needles and coetaneous fastener materials. It will be finalized with the cares procedures for pre, intra and post operation.

TESO 1017 Introduction to Laparoscopic Procedures

(3 credits)

Pre-requisites: TESO 1011

This course introduces students to the conceptual and basic skills in preparation for the laparoscopic surgery. In it emphasizes the identification, description and management of different instruments used in laparoscopic surgery.

TESO 1016 Robotic Surgery

(1 credit)

Pre-requisites: TESO 1011; LTES 1001; LTES 1002

This course studies the robotic technology principles and methods of application in medicine and modern surgery. Topics include: endoscopy, Da Vinci Robotic System and robotic surgery by specialty. The teaching method consists of direct teacher instruction, observation visits to medical institutions and hospitals where they used this technology.

Effective Date: June 8, 2015

- **The following changes has been made to the Agudilla Branch Campus**
Administrative Staff:
Page 32

Academic Director- Mr. José D. Martínez

Effective Date: June 9, 2015

- **The following changes has been made to the Moca Branch Campus**
Administrative Staff:
Page 33

Interim Academic Director- Mr. José Maldonado

Effective Date: June 9, 2015

- **The following changes has been made to the Faculty section:**
Page 244

MOCA BRANCH CAMPUS

Jimenez Seguinot, Clarissa. Diploma, Estilismo y Diseño Avanzado, Instituto de Banca y Comercio Diploma, Cosmetología, Academia Morales, Puerto Rico. Belleza: Cosmetología.

Morales Villarubia, Jessica. Diploma, Repostería y Confitería Internacional, Escuela Hotelera, Puerto Rico. Artes Culinarias: Panadería y Repostería Internacional.

Reitor Garcia, Stephanie. Diploma, Cocina Local e Internacional, Instituto de Banca y Comercio, Puerto Rico. Artes Culinarias: Cocina Local e Internacional.

Effective Date: June 10, 2015

- **The following changes has been made to the Faculty section:**
Page 244

MOCA BRANCH CAMPUS

Feliciano Acevedo, Alex. Diploma, Barbería, Institute of Beauty Occupation & Technology Course, Puerto Rico. Belleza: Barbería

Jimenez Seguinot, Clarissa. Diploma, Estilismo y Diseño Avanzado, Instituto de Banca y Comercio; Diploma, Cosmetología, Academia Morales, Puerto Rico. Belleza: Cosmetología.

Morales Villarubia, Jessica. Diploma, Repostería y Confitería Internacional, Escuela Hotelera, Puerto Rico. Artes Culinarias: Panadería y Repostería Internacional.

Reitor Garcia, Stephanie. Diploma, Cocina Local e Internacional, Instituto de Banca y Comercio, Puerto Rico. Artes Culinarias: Cocina Local e Internacional.

Effective Date: June 22, 2015

- **The following information has been added to the Admissions Policy section:**
Page 45

Additional Admissions Requirements for the Conversational English Program:

1. The student must have completed a recognized vocational program before the class starting date. To comply with this requirement must submit a copy of the diploma obtained at a post-secondary level accredited institution.
2. Students must take an entrance and exit nationally recognized English comprehension test.

Additional Admissions Requirements for the Preschool Teacher Assistant Program:

1. Certificate of verification of the Sexual Offenders' Registry.

Effective Date: June 22, 2015

- **The following information has been added to the Academic Offering section:**

CONVERSATIONAL ENGLISH

Conversational English Program is an instructional program for individuals whose dominant language is not English. The principal objective of the program is to increase the English language proficiency of eligible students or professional who have pre-existing vocational knowledge, skills or training, but they English speaking deficiency limits them to integrate to the labor force, finding a new job, getting a promotion or a transfer overseas, or of going on foreign business.

The program is based on an integrated-skills approach with listening, speaking, reading, writing and grammar components. Fluency and accuracy in both spoken and written English are emphasized. This is a 36 credit/hours program with a length of 8 months or 32 weeks leading to a Diploma. The institution administers an entrance and exit nationally recognized test of English comprehension (Berlitz Proficiency Test). Testing at the beginning of the program will determine students' class placement according to the results. However, the final or exit test results will reflect the students language ability and proficiency.

The placement of the student will be based on the following score:

- 80 to 223: Basic user, introductory or beginner level
- 224 to 363: Basic user, intermediate or basic conversation level
- 364 to 503: Independent user, passing level
- 504 to 643: Independent user, advanced or independent level
- 644 to 783: Proficient user, autonomous level
- 784 to 800: Proficient user, advanced level

The program offer three levels of study ranging from basic to advance. To complete the Conversational English program, students can earn 9 credits by session and they must meet the level of course content by completing all requirements of the course before credit can be earned. Courses are based on English speaking proficiency requirements and grades system. Completion of all program courses is required for graduation.

TERM	CODE	TITLE	CREDITS
I	ENGL 1000	Conversational English- Basic	3
	LENG 1000	English Communication Lab: Basic	3
	PRON 1000	Pronunciation and Accent Reduction	3
		Total Credits	9
II	ENGL 1001	Conversational English- Intermediate	3
	LENG 1001	English Communication Lab: Intermediate	3
	VOCB 1001	Reading and Vocabulary I	3
		Total Credits	9
III	ENGL 1002	Conversational English- Advanced	3
	LENG 1002	English Communication Lab: Advanced	3
	VOCB 1002	Reading and Vocabulary II	3
		Total Credits	9
IV	BUSS 1000	Business English	3
	LENG 1010	English Writing Workshop	3
	VOCB 1003	Advanced Reading and Vocabulary	3
		Total Credits	9
		Total Credits	36

COURSE DESCRIPTIONS: CONVERSATIONAL ENGLISH

COURSE TITLE: Conversational English- Basic

COURSE CODE: ENGL 1000

CREDITS: 3

PRE-REQUISITES: English-speaking deficiency results in the entrance exam

This course is designed for students who obtain an English-speaking deficiency results in the entrance exam. The course goal is to improve their conversational English skills, with emphasis in the listening comprehension and speaking abilities. The course will accomplish this through weekly English discussions, debates, role-playing activities, speeches, field trips, and various other activities in which the students will be able to practice conversational English. Students will be placed in the respective level of conversational English based on his/her level of knowledge and comprehension according to the entrance exam results. The placement of the student will be based on the following score:

- 80 to 223: Basic user, introductory or beginner level (Level 1 – 3)
- 224 to 363: Basic user, intermediate or basic conversation level (Level 4)

COURSE TITLE: English Communication Lab: Basic

COURSE CODE: LENG 1000

CREDITS: 3

PRE-REQUISITES: Concurrent with ENGL 1000 / English-speaking deficiency results in the entrance exam

The English language lab focuses on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the course of ENGL 1000. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

COURSE TITLE: Pronunciation and Accent Reduction

COURSE CODE: PRON 1000

CREDITS: 3

PRE-REQUISITES: English-speaking deficiency results in the entrance exam

The course introduces central themes relating to sound patterns and pronunciation in English language. Students will be given the opportunity to acquire knowledge and understanding of the production of sounds, and to acquire the skills necessary to describe, define and transcribe consonants, vowels and certain non-segmental features such as stress and rhythm. This course also includes individualized attention to accent reduction. The instructor works with students to help them modify their accent problems.

COURSE TITLE: Conversational English: Intermediate

COURSE CODE: ENGL 1001

CREDITS: 3

PRE-REQUISITES: ENGL 1000

This intermediated-level class will continue to develop your skills in speaking, reading, writing, vocabulary and grammar. Class work will include lectures, group discussion, and a variety of tests, quizzes, and written assignments. The course focuses to improve students' ability to communicate in English in all areas with a focus on writing and speaking in different styles appropriate to different communicative contexts.

COURSE TITLE: English Communication Lab: Intermediate
COURSE CODE: LENG 1001
CREDITS: 3
PRE-REQUISITES: Concurrent with ENGL 1001

The English language lab will continue to focus on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the **course of ENGL 1001**. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

COURSE TITLE: Reading and Vocabulary I
COURSE CODE: VOCB 1001
CREDITS: 3
PRE-REQUISITES: PRON 1000

This is the first reading and vocabulary course in the program. It's to help students to improve their reading skills and vocabulary. The class will explore literature through fiction and non-fiction, drama, short stories, and poetry. Active participation in class and effort on homework assignments will be necessary to pass the class.

COURSE TITLE: Conversational English: Advanced
COURSE CODE: ENGL 1002
CREDITS: 3
PRE-REQUISITES: ENGL 1001

This advanced-level class will continue to develop student skills in speaking, reading, writing, vocabulary and grammar. It uses the most advanced teaching techniques of language functions. Class work will include lectures, group discussion, and a variety of tests, quizzes, and written assignments.

COURSE TITLE: English Communication Lab: Advanced
COURSE CODE: LENG 1002
CREDITS: 3
PRE-REQUISITES: Concurrent with ENGL 1002

The English language lab will continue to focus on practical exercises through the use of technology and computer software to strengthen the areas of grammar, vocabulary and phonology worked in the **course of ENGL 1002**. This laboratory includes lessons, written production, reading, listening comprehension, pronunciation and examination test for each lesson.

COURSE TITLE: Reading and Vocabulary II
COURSE CODE: VOCB 1002
CREDITS: 3
PRE-REQUISITES: VOCB 1001

This is the second reading and vocabulary course in the program. It's continued to help students to improve their reading skills and vocabulary. The class will explore literature through fiction and non-fiction, drama, short stories, and poetry. Active participation in class and effort on homework assignments will be necessary to pass the class.

COURSE TITLE: Business English
COURSE CODE: BUSS 1000
CREDITS: 3
PRE-REQUISITES: ENGL 1000, 1001 and 1002

Business English skills are needed for people doing business with English-speaking countries, working in local companies that use English in the workplace, or working overseas. The course includes practical application of basic language usage skills with emphasis on fundamentals of business writing and oral communication in business context. Active participation in class and effort on homework assignments will be necessary to pass the class.

COURSE TITLE: English Writing Workshop
COURSE CODE: LENG 1010
CREDITS: 3
PRE-REQUISITES: ENGL 1002; LENG 1002

This course will provide the basics of American English grammar and writing. The class focuses on helping students improve their English and writing skills, by using proper grammar rules and writing guidelines that are essential building blocks for creating clear and understandable thought processes and ideas.

COURSE TITLE: Advanced Reading and Vocabulary
COURSE CODE: VOCB 1003
CREDITS: 3
PRE-REQUISITES: VOCB 1002

Advanced Reading and Vocabulary is the high level course in a sequence of three reading courses. It is designed to prepare students for reading in their workplace. Emphasis is on critical and analytical skills, and advanced reading strategies for reading professional level textbooks, novels and periodicals. Students will continue to expand their vocabulary. Active participation in class and effort on homework assignments will be necessary to pass the class.

GRAPHIC DESIGN

The program of Graphic Design provides the student the opportunity to acquire the knowledge and skills to plan, analyze and create visual solutions to communication problems. **The students will learn the principles and techniques of color, typography, illustration, photo management, printing and sketching**, which will help to create arguments for the visual communication. **Also, includes the element of multimedia design, Web and social networking**, as innovative aspects of the career. The course of fundamentals of Management provides aspects related to entrepreneurship focused on the development, establishment and management of small and medium enterprises in the graphic design industry. The graduate of this program can serve as Graphic Designer or Artist at publishers, marketing and public relations agencies, and business enterprises with establishments or on the Web.

SESSION	CODE	TITLE	CREDITS
I	GDAR 1000	Graphic Design Principles	3
	LITE 1000	Computer Literacy	3
	ESPA 1005	Basic Spanish	3
		Total Credits	9
II	OPCO 2095	Computer's Operating Systems (Macintosh)	3
	GADE 1021	Basic Typography	3
	GADE 1002	Sketch Techniques	3
		Total Credits	9
III	GADE 1031	Digital Photography for Advertising	3
	GDAR 1021	Color Theory	3
	TEMA 1021	Scanning and Digital Image Manipulation	3
		Total Credits	9
IV	GADE 1032	Publications Digital Design	3
	GADE 1033	Commercial Digital Design	3
	GDAR 1022	Creativity in Graphic Design	3
		Total Credits	9
V	GADE 1034	Design for Multimedia and Web	3
	GADE 1035	Graphic Design in Publicity	3
	GADE 1037	Post Production and Video Editing	3
		Total Credits	9
VI	TEMA 1022	Digital Reproduction	3
	GADE 1038	Studio Portfolio	3
	ADMI 2032	Business Administration and Management	3
		Total Credits	9
		Total Credits	54

COURSE DESCRIPTIONS: GRAPHIC DESIGN

GDAR 1000: Graphic Design Principles

Credits: 3

Pre-requisite: None

The course provides students with the design principles and the basis for a good design. Examining issues of graphic composition, typography, use of colors and symbols and reproduction materials. It also studies the history of design and what is its role and importance in society and how it has evolved in the area of visual communication.

LITE 1000: Computer Literacy

Credits: 3

Pre-requisite: None

This course offers students the opportunity to learn the historical development of computers and their impact on society, the same components and functions, terminology, operating systems, Internet basics, networking, word processing, database data and future projections. This course is designed for students interested to learn about the management of a computer for the simplification of jobs and tasks, as well as initiating its knowledge in the field of computing.

ESPA 1005: Basic Spanish

Credits: 3

Pre-requisites: None

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

GADE 1002: Sketch Techniques

Credits: 3

Pre-requisite: None

The student learns drawing techniques that will help in the creative process, promotion of ideas and design project presentations. The course develops the techniques of sketching in function to show the customer a possible graphic solution to their visual communications problem, as well as the designer explore alternatives and illustrate ideas on paper or computer.

OPCO 2095: Computer's Operating Systems (Macintosh)

Credits: 3

Pre-requisite: None

Students will learn about the disk operating system OS X and the role of all on the MAC. In this hands-on class students will use OS X and MAC commands to browse the contents of hard disks, and organize files and directories. Copying and moving files and formatting storage media will also be covered.

GADE 1021: Basic Typography

Credits: 3

Pre-requisite: None

The course aims to the student to learn what the typography is, its parts and how to select a font, depending on the work that wants to perform, the message that wants to communicate and what type of consumer is directed. The student learns the basis to use the letters in a composition, both to communicate ideas as to configure the visual aspect of the piece of visual communication.

TEMA 1021: Scanning and Digital Image Manipulation**Credits: 3****Pre-requisite: Concurrent with GADE 1031**

The course engages the student in the productive processes of the graphic design, emphasizing management and optimization of the images through the manipulation of them. The course exposes the student to the Photo Shop program, related to the management and optimization of images as a tool of treatment for images.

GADE 1031: Digital Photography for Advertising**Credits: 3****Pre-requisite: Concurrent with TEMA 1021**

The course aims the student to enter in the use of the digital camera as an instrument of work. It will work different commercial photography techniques such as: focus, composition and lighting. The student may also manipulate these digital images in the Adobe Photoshop program, and then use them in its own designs.

GDAR 1021: Color Theory**Credits: 3****Pre-requisite: None**

The course exposes students to different theories of color and its application in graphic design, both in print and on screen. The student will make a historical approach, entering then into a geographic perspective. The course will be based on the foundations of semiotics.

GDAR 1022: Creativity in Graphic Design**Credits: 3****Pre-requisite: GADE 1002**

Ongoing, is developed through case studies where students have to use their creativity, applied to solve marketing problems, advertising and visual communication. It will encourage the use of creative ideas and have the opportunity to work with learned techniques such as sketching and photography.

GADE 1032: Publications Digital Design**Credits: 3****Pre-requisite: GADE 1021**

In this course, the student becomes acquainted and learns the tools provided by Adobe InDesign to create publications such as newsletters, newspapers and magazines. The course includes topics such as performing layout and editorial layout. The student learns to create both corporate publications and modern editorials.

GADE 1033: Commercial Digital Design**Credits: 3****Pre-requisite: None**

The Commercial Graphic Design course will introduce the students to use artistic techniques to effectively communicate ideas and information to business and customer audiences via illustration and other forms of digital or printed media. Topics will emphasize career exploration, concept design, tools and various forms publishing mediums. The student will learn to use the tools of Adobe Illustrator to create and manage vector images for the production of commercial advertising pieces such as business cards, flyers, brochures, postcards, banners, logos and more.

GADE 1034: Design for Multimedia and Web**Credits: 3****Pre-requisite: Concurrent with GADE 1037**

This course focuses on the design, development, implementation, testing and updating of effective interfaces based on the principles of graphic design, interactivity and utility for the user. The course will develop themes related to navigation systems, CSS, visual hierarchy, basic animations, preparing images for web, and file transfer protocols. Will be highlighted the conceptual development and structure, together with the interactivity and design aesthetics. Also, discusses designs for advertising campaigns in social networks, benefits and business applications. We will study the different social networks and Web advertising promotion.

GADE 1035: Graphic Design in Publicity**Credits: 3****Pre-requisite: None**

In this course the student will know what is advertising and how graphic design is part of it. The student may create pieces to simulated advertising campaigns, using the programs and tools learned in previous courses.

GADE 1037: Post-Production and Video Editing**Credits: 3****Pre-requisite: Concurrent with GADE 1034**

The course aims to introduce students to the different formats of making videos, emphasizing the making of advertisement. Students will learn focus concepts, composition and motion pictures. Will be used video editing tools such as Adobe Premier and After Effects.

TEMA 1022: Digital Reproduction**Credits: 3****Pre-requisite: TEMA 1021**

In this course, students will delve into the processes of graphic reproduction. We will discuss the specifications for the different methods of commercial reproduction. Will have the opportunity to review previous work and prepare for printing. The course discusses issues such as paper, ink and finishing processes, its advantages and disadvantages.

GADE 1038: Studio Portfolio**Credits: 3****Pre-requisite: TEMA 1021, GADE 1032, GADE 1033, GADE 1034, GADE 1035, GADE 1037**

In this course, the teacher assesses the work done by students in different courses of the program and offers recommendations for improvement. In addition, students create supplementary pieces necessary to assemble a professional portfolio and digital portfolio. This can be used after graduation as business card to potential employers. Also, we discuss issues such as job interview and resume preparation.

ADMI 2032: Business Administration and Management**Credits: 3****Pre-requisite: None**

This course is designed to introduce students to the basic principles of the field of Business Administration and Management. We will discuss the administrative process and its components such as planning, organization, direction, control and decision making. It includes the study of classical schools and major theories of management, types of managers, functions, challenges of an administrator and use of technology in business management.

PRESCHOOL TEACHER ASSISTANT

The program of Preschool Teacher Assistant provides students with the knowledge and skills necessary to attend and share the educational work of the preschool teacher. It includes the study of new trends, teaching methods, evaluation techniques and the application of laws and educational standards for this level in Puerto Rico. In addition, trains students in the assembly processes, organization, supervision and control of a preschool center.

The emphasis of the curriculum program is based on diverse teaching methodologies and teaching techniques that allow the student to be part of activity planning, selection and use of resources and materials that encourage the development of children. The practical phase of the course develops in our laboratory (simulation of a pre-school), where they perform case studies, demonstrations and real educational activities that encourage motor development, cognitive, emotional, social, linguistic and creative expression in preschool children. In addition, we study the principles of nutrition, first aid techniques and integration of technology as a support tool in the teaching and learning process.

The graduate of this program may serve in positions such as Preschool Teacher Assistant or other similar positions in different educational sceneries, preschool care centers and their own business.

SESSION	CODE	TITLE	CREDITS
I	EDUC 1000	Principles of Preschool Education	3
	ESPA 1005	Basic Spanish	3
	EDUC 1005	Childhood, Family and School	3
		Total Credit	9
II	ENFE 1420	Human Development	3
	TECN 1000	Fundamentals of Educational Technology	3
	EDUC 1010	Psychomotor Development in Children	3
		Total Credit	9
III	INFA 1000	Organization of a Preschool Center	3
	EDUC 1011	Social / Emotional and Cognitive/Moral Development in Children	3
	SALD1000	Preschool Health and Nutrition	2
	ENFE 1611	Emergency Situations and First Aid	1
		Total Credit	9
IV	EDUC 1012	Curricular Design and Instructional Materials	3
	EDUC 1500	Preschool for Exceptional Children	3
	EDUC 1013	Stimulation and Language Development	3
		Total Credit	9
V	EDUC 1014	Children's Literature	3
	JUEG 1000	Play and Creative Expression	3
	Eval 1000	Assessment in Preschool Education	3
		Total Credit	9
VI	SEMI 1000	Occupational Seminar	2
	MAET 1000	External Practice	7
		Total Credit	9
		TOTAL COURSE CREDITS	54

COURSE DESCRIPTIONS: PRESCHOOL TEACHER ASSISTANT

EDUC 1000 PRINCIPLES OF PRESCHOOL EDUCATION

3 CREDITS

Prerequisite: None

Historical background of preschool education, social, cultural and its advances in knowledge related to the development and early learning process. We will discuss the main philosophical currents and their influence on curriculum models for preschool, legislation, standards and structure of public and private education system. Discussion and analysis of the Organic Law of the Department of Education in Puerto Rico.

ESPA 1005 BASIC SPANISH

3 CREDITS

Prerequisite: None

This course will focus on strengthening, refining and enriching the basic skills of oral and written expression. It will also put more emphasis on more basic vocabulary for a more complete, comprehensive, and controlled reading and writing skills. It will also stress on hyphenation rules, accentuation, punctuation, capitalization, and spelling.

EDUC 1005 CHILDHOOD, FAMILY AND SCHOOL

3 CREDITS

Prerequisite: None

A study of the relationship between the child, family, community, and educators, including a study of parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Effective listening and spoken techniques in parent/teacher conferences are developed along with communicating skills. The intellectual and emotional growth of children and parents will be taught as well as learning how to develop strategies for managing stressful situations and child abuse and current family life issues.

ENFE 1420 HUMAN DEVELOPMENT

3 CREDITS

Prerequisite: None

The course covers the aspects of growing and normal development of the human at different ages, his/her basic needs, health exams and vaccination, and the proper medical, loving care, and behavior changes.

TECN 1000 FUNDAMENTALS OF EDUCATIONAL TECHNOLOGY

3 CREDITS

Prerequisite: None

This course is designed to introduce students with the basic learning theories and principles as bases in the design, development, implementation and evaluation of instruction using educational technology. They are exposed to both traditional and innovative technologies to facilitate and foster meaningful and effective learning. Researches and field observation on the effectiveness of any supporting material in teaching are utilized to further enhance and facilitate the delivery of instruction in the teaching-learning process.

EDUC 1010 PSYCHOMOTOR DEVELOPMENT IN CHILDREN**3 CREDITS****Prerequisite: None**

The major theories of psychomotor development and the application to the development of the young child. Particular emphasis is placed on the positive development of motor skills.

INFA 1000 ORGANIZATION OF A PRESCHOOL CENTER**3 CREDITS****Prerequisite: None**

This course discusses the process of planning, organization, regulation, supervision and control of pre-school care center. Emphasis is given to the required state permits for the installation of a facility, structure, space allocation, furniture, schedules, academic staff, administration and types of services provided by care facilities that approach to encourage comprehensive development in children.

EDUC 1011 SOCIAL-EMOTIONAL AND COGNITIVE-MORAL DEVELOPMENT IN CHILDREN**3 CREDITS****Prerequisite: ENFE 1420**

This course presents theoretical and practical concepts related to the socio-emotional development. In social development issues discuss the trade between a person and the others, which should encourage appropriate development of the basic processes of child's identity, self-esteem, autonomy, expression of feelings and social integration. Educational activities will be undertaken to present the issues of values, norms and customs that are key in children's learning. The family is the context in which the child acquires his first experience, but in the environment or school, is where he begins his biggest socialization process.

SALD 1000 PRESCHOOL HEALTH AND NUTRITION**2 CREDITS****PRE-REQUISITE: ENFE 1420**

This course aims to present the fundamentals and basic components of infant nutrition. We discuss issues related to the importance of good nutrition on growth and development of children, the nutritional value of foods and their influence to prevent and treat disorders and diseases. It includes the study of common diseases and accidents that occur during the preschool years, preventive methods and action at school. We finish the course with detailed discussion of the role of preschool education on the health care of children served.

ENFE 1611 EMERGENCY SITUATIONS AND FIRST AID**1 CREDITS****Prerequisite: None**

A first aid course which covers the assessment and initial treatment of the patient during emergencies, such as wounds, fractures, hemorrhages, respiratory emergencies, poisoning, burns, bites, drowning, etc. and all types of techniques used in these cases.

EDUC 1012 CURRICULAR DESIGN AND INSTRUCTIONAL MATERIALS**3 CREDITS****Prerequisite: ENFE 1420, TECN 1000, EDUC 1010 and EDUC 1011**

This course studies the principles of preschool curriculum and its implementation by the laws and standards of education in Puerto Rico. This course is designed for students to acquire an overview of new trends and forms of teaching at this level, the development of skills for the design, selection and

evaluation of courses and programs. In addition, we study the criteria for preparation and selection of resources (text books), equipment and materials to develop learning activities for children.

**EDUC 1500 PRESCHOOL FOR EXCEPTIONAL CHILDREN
3 CREDITS**

Prerequisite: ENFE 1420, TECN 1000, EDUC 1010 and EDUC 1011

This course discusses the general characteristics, causes and needs of exceptional children. Emphasis will be given to laws that guarantee their right to education and current services offered in Puerto Rico. Includes visits to various preschool programs, methods, educational strategies and materials that are designed to meet the special needs of this population.

**EDUC 1013 STIMULATION AND LANGUAGE DEVELOPMENT
3 CREDITS**

Prerequisite: ENFE 1420, TECN 1000, EDUC 1010 and EDUC 1011

The study of theories, approaches and educational conditions that stimulate language development in children. We discuss the relationship between language and thought, planning activities to develop listening skills, speaking, understanding, interpretation and vocabulary enrichment. In addition, we analyze the role of teachers and educational assistants in creating an environment that promotes the development of language early in life.

**EDUC 1014 CHILDREN'S LITERATURE
3 CREDITS**

PRE-REQUISITE: LENG 1000

This course studies genres in children's literature to use in educational activities that stimulate cognitive, emotional and linguistic development. We will study in detail the following genres short stories, poetry and children's theater, with emphasis on the Puerto Rican and universal context. Also, will be taught various techniques and creative strategies in various literary genres to implement educational programs.

**JUEG 1000 PLAY AND CREATIVE EXPRESSION
3 CREDITS**

Prerequisite: ENFE 1420

Course designed for the purpose of analyzing the importance of developing creative expression in children at an early age. We study the basics of the new educational models based on the stimulation and development of creativity through, the game, body language (music) and visual arts. The course has a strong practical component based on case discussions, simulations, demonstrations and actual practice in the laboratory.

**EVAL 1000 ASSESSMENT IN PRESCHOOL EDUCATION
3 CREDITS**

Prerequisite: EDUC 1012

Study of trends based on educational evaluation as part of the learning process. It defines the concepts of formative assessment and summative evaluation plans in preschool, data collection and interpretation and application of evaluation results to modify teaching methods and educational materials in preschool. Will discuss the evidence and evaluation techniques used in Puerto Rico for learning and development of children.

**SEMI 1000 OCCUPATIONAL SEMINAR
2 CREDITS**

Prerequisite: None

This course offers the student knowledge and skills necessary to enter the workforce through orientations and workshops on job search, gathering documents and filling out applications, interview preparation, advice on professional image and jobs retention strategies.

**MAET 1000 EXTERNAL PRACTICE
7 CREDITS**

Prerequisite: APPROVED ALL PREVIOUS COURSES WITH EXCEPTION SEMI 1000

The external practice of IBC in the program of Preschool Teacher Assistant allows students to review, integrate and apply knowledge, methodologies and teaching techniques of assistance and support to teachers (Preschool Teacher) learned during the course. The practice will take place outside the institution (outside center) in a classroom or any educational setting in preschool level for a period of eight (8) weeks. It takes 210 hours of practice and compliance with work and assignments to students under the supervision of the Coordinator of Practice (IBC) and the regular school teacher.

Effective Date: June 22, 2015

- **The following information has been added to the Tuition Costs and Other Fees section:
Page 87**

PROGRAM	*APPLICATION FEE	**PROGRAM COST
Conversational English	\$25.00	\$6,575
Graphic Design	\$25.00	\$9,895
Preschool Teacher Assistant	\$25.00	\$9,865

**nonrefundable / **includes \$100 of Register Fee*

Effective Date: June 22, 2015

- **The following information has been added to the Academic Offering by Location section:
Pages 208-224**

The Conversational English program is offered in the following locations:

- Hato Rey MC
- Ponce BC
- Humacao BC
- Bayamón BC
- Caguas BC
- Aguadilla BC
- Moca BC

The Graphic Design program is offered in the following locations:

- Hato Rey MC
- Fajardo BC
- Humacao BC

- Bayamón BC
- Mayagüez BC
- Manatí BC
- Caguas BC
- San Juan(Carolina) BC
- Aguadilla BC

The Preschool Teacher Assistant program is offered in the following locations:

- Hato Rey MC
- Ponce BC
- Guayama BC
- Humacao BC
- Bayamón BC
- Lajas LS
- Barranquitas LS
- Caguas BC
- San Juan(Carolina) BC
- Arecibo BC
- Moca BC

Effective Date: July 1, 2015

- **The following information has been added to the Academic Offering section:**
Pages 90-91, 124-131

**ASSOCIATE DEGREE PROGRAM:
SCIENCES IN NURSING**

The Associate Degree in Sciences in Nursing brings the student the knowledge, skills and professional attitudes to enable them to offer direct nursing care to individuals, families, and the community in clinics and hospitals of our community. This program of study trains professionals capable of using their abilities and knowledge to prevent and mediate with national health problems; bringing changes for common wellness, while performing their professional tasks.

The students graduating from the nursing program qualify to take the exam for the nursing license, required by law in order to practice the nursing profession in Puerto Rico.

GENERAL EDUCATION		CREDITS
ESPA 2101	College Spanish I	3
INGL 2101	College English I	3
MATE 2101	College Mathematics I	3
CISO 2101	Introduction to the Social Sciences	3
HUMA 2101	Introduction to Humanities	3
		15
FUNDAMENTAL EDUCATION		CREDITS
BIOL 2300	Human Biology-Lab	4
COMP 2113	Introduction to Computers	3
BIOL 2201	Microbiology –Lab	4
NURS 2300	Evaluation and Management of Emergency Situations, First Aid	1
NURS 2101	Introduction to Nursing	3
NURS 2203	Medical Record Management	3
		18
CONCENTRATION EDUCATION		CREDITS
LURS 2102	Fundamentals of Nursing	4
NURS 2221	Fundamentals of Nursing Externship	1
NURS 2105	Geriatric Nursing	3
NURS 2106	Community Health	3
NURS 2308	Fundamentals of Pharmacology	3
NURS 2209	Maternal- Child Nursing	3
NURS 2310	Pediatric Nursing	3
NURS 2211	Mental Health Nursing (Psychiatry)	3
NURS 2217	Medicine and Surgery for Adults I	4
NURS 2218	Medicine and Surgery for Adults II	4
NURS 2216	Hospice and the Process of Death	1
NURS 2222	Externship - Phase I	4
NURS 2223	Externship - Phase II	4
		40
TOTAL CREDITS		73

* Externship is conducted at hospital facilities or doctors subject to availability. There is no guarantee of specific centers, days, and schedule.

**ASSOCIATE DEGREE PROGRAM:
SCIENCES IN NURSING**

ESPA 2101 College Spanish I

3 credits

Pre-requisite: None

The College Spanish I course is directed to provide the student the control of the grammatical syntactic and morphological skills, lexical-orthographical and semantics, fundamental areas of the linguistic formation. These aspects are supported in the progressive study from the simple sentence to the paragraph utilizing the comprehensive and interpretive reading as means of study of the orthography and editing based on: the verbal communication, basic linguistic structures (the sentence and the paragraph), spelling practices, reading and analysis of texts.

INGL 2101 College English I

3 credits

Pre-requisite: None

English 2101 will develop in the students an awareness of the importance of English as a universal language. It will develop listening, speaking, reading, and writing skills through the practice of basic structures of the language. It will also develop reading skills through the interpretation and analysis of reading material and through the discussion of selected topics and issues.

MATE 2101 College Mathematics I

3 credits

Pre-requisite: None

This course provides the student with an initial understanding of college level mathematics theory as it relates to the contemporary world. Topics include critical thinking, set theory, logic, number systems, practice and application toward the solution of problems in the operation areas with groups, real numbers, exponentiation, scientific notation, polynomial and other subjects making use of the calculator as a working tool. Other topic includes an introduction to Algebra.

CISO 2101 Introduction to the Social Sciences

3 credits

Pre-requisite: None

Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to.

HUMA 2101 Introduction to Humanities

3 credits

Pre-requisite: None

In this course the origin of the human being is studied and its evolution since the prehistory to history. It includes the study of the cultural contributions of Greece to the Western World with emphasis on the art works, literature and religion.

COMP 2113 Introduction to Computers

3 credits

Pre-requisite: None

This course offers the student the basic knowledge in regard to the history and development of the different equipment used for data processing and the interrelation of the user with the computer to develop and present systems and programs. The introduction to computers course is directed to the student's interest to know how to manage a computer for the simplification of works and tasks, as well as initiating its knowledge in the data processing field.

BIOL 2300 Human Biology - Lab

4 credits

Pre-requisite: None

This course is the study of structure and function of various body systems. We discuss and analyze the anatomy and physiology of the following components and systems: cells, tissues, Integumentary System, Skeletal System, Muscular System, Nervous System, Sensory Organs, Endocrine System, Cardiovascular System, Lymphatic and Immune System, Respiratory System, Digestive System, Urinary and Reproductive System. The practical classes

use the laboratory as a scenario where the student can explore, investigate and visualize the theoretical concepts taught about anatomy and human physiology.

BIOL 2201 Microbiology- Lab

4 credits

Pre-requisite: None

The content of this course is divided into two parts: lectures on the study of general microbiology and practical classes in the laboratory for experimentation and visualization of the microbial world. We discuss topics such as: the discovery of the microbiology, classification of microorganisms, nutrition, culture and microbial metabolism, microscopy, bacteria, viruses and fungi.

NURS 2101 Introduction to Nursing

3 credits

Pre-requisite: None

This course offers the student the opportunity to begin to study the field of nursing. We study nursing in the social system and its historical evolution and dynamic in our society. We delineate various philosophical elements from which emanate the principles of nursing practice; we study the system theory, the theory of hierarchy of human needs according to Abraham Maslow and Self-Care Theory of Dorothea E. Orem, Sister Callista Roy, among others. It includes detailed study of other issues: overview of the nursing program, nursing exercise, and discussion of roles, legal, ethical and moral foundations of nursing and description of the stages of nursing process.

NURS 2300 Evaluation and Management of Emergency Situations, First Aid

1 credit

Pre-requisite: None

This course is designed to provide students with basic principles in the evaluation and management of emergencies and the use of first aid techniques and Automated External Defibrillator or AED. Discuss the incidence, common causes of accidents and prevention as well as the immediate response to natural disasters. It includes the patient's primary assessment, learning situation-specific procedures such as heart conditions and respiratory emergencies, bleeding, wounds, fractures, shock, poisoning, choking, traumatic injuries, burns, bites, drowning.

NURS 2203 Medical Record Management

3 credits

Pre-requisite: None

This course provides the student with learning activities to refine the highest possible level skills in managing the computer system and the theoretical and technical knowledge acquired previously. The use of the templates provided by the system to prepare professional documents including: tables and medical forms and other documents that are performed in a clinical setting. Provide tools to manage the office with control and efficiency. It allows the student to understand the management of electronically medical records by using the Secure EMR program and all of its functions.

NURS 2216 Hospice and the Process of Death

1 credit

Pre-requisite: None

This course offers an introduction regarding the nursing care provided to elderly patients facing a terminal phase. During the course the process of death is studied as a vital part of life which should be addressed in an open and honest way when dealing with the patient, his/her family, and the personnel who assists him/her. The nursing personnel carry out a paramount function in assisting patients who are about to die and the families who suffer as a result of the situation. The emphasis is given to the care provided by nursing personnel taking care of terminal patients who are kept at a hospice which provides a whole approach in regards to their care which includes physical, emotional, social, and spiritual needs. The student is provided with a brief history of origins of the hospice, the law that sets it up, the services provided and, finally, the way they work. Also, the class deals with the role of nursing in this important phase of life as well as family support.

LURS 2102 Fundamentals of Nursing

4 credits

Pre-requisite: NURS 2101

Course content is geared toward the individual's primary care at different stages of growth and development. The student uses skills and therapeutic communication skills to interact with individuals and interdisciplinary team in different health care settings. It includes the study of the following topics: basic skills in nursing practice,

convenience and security of client records and reports; aseptic surgical nursing care, collection of historical data and vital signs. We emphasize on critical analysis of findings from history and review of the individual systems.

NURS 2221 Fundamentals of Nursing Externship

1 credit

Pre-requisite: Concurrent with LURS 2101

Course content is aimed toward apply in a real clinical scenario all the knowledge in handling emergencies and first aid and demonstrate the skills acquired and procedures on the care and management of patients.

NURS 2105 Geriatric Nursing

3 credits

Pre-requisite: NURS 2101

This course provides an introduction to nursing care to elderly and skills related to the elderly in different settings such as hospitals and long-term care. It emphasizes the spiritual aspect psychobiosocial and, in light of the Maslow Hierarchy of Needs, to provide excellent care and provide optimal comfort. In this course, emphasis is placed on the stage of old age and the physical, cognitive, emotional, social and spiritual changes to understand the nature of the actions of the elderly and to implement appropriate nursing interventions, using critical thinking and problem-solving method, thus achieving an excellent care.

NURS 2106 Community Health

3 credits

Pre-requisite: NURS 2101

This course presents to the student an overview of all aspects of community health. The student learns the nurse's role in the detection and treatment of disease. The course will emphasize strategies for prevention and health promotion of family and community. We will study the men interaction with their environment and how they have changed their environment to improve their quality of life. The course will deepen on the environmental sanitation, disease control, personal hygiene and the organization of medical and nursing services for the early diagnosis and prevention of diseases.

NURS 2308 Fundamentals of Pharmacology

3 credits

Pre-requisite: MATE 2101 and BIOL 2300

The course prepares the student to develop basic skills in the administration of drugs and their relationship with the patient. The course discusses the following topics: knowledge about the origin, use, management and calculations needed to solve problems relating to drugs and solutions. In this way drugs can be administered in an optimal and safe to educate the client and family about the proper use of them when necessary. It focuses also on the role of nursing in the management and administration of medicines in a theoretical base and use of laboratory skills that will help students to serve and administer the medication properly. It also discusses basic principles in the phlebotomy process, definition of related terms, medical terminology and laboratory codes and their implications.

NURS 2209 Maternal-Child Nursing

3 credits

Pre-requisite: NURS 2101

This course teaches the normal processes that occur throughout the reproductive years of human beings, the prenatal period, birth, postpartum and immediate care of newborns. It describes the plans of care that should be taught in all periods of human procreation. The factors and most common disorders that interfere with the health of the mother, her family and society are studied in depth. Disorders to be considered in this course are based on mortality rates, according to the last five (5) years vital statistics from the U.S. and Puerto Rico. Nursing services are directed toward human beings and society in primary, secondary and tertiary care settings.

NURS 2310 Pediatric Nursing

3 credits

Pre-requisite: Concurrent with NURS 2209

This course offers to the students of the nursing program, knowledge about the stages of child growth and development. The focus of the course is centered on the importance of children in our society. The disorders affecting growth and development of children are also considered as well as the nursing intervention strategies with the child and his family, from the point of view of prevention, monitoring and health maintenance.

NURS 2211 Mental Health Nursing (Psychiatry)**3 credits****Pre-requisite: NURS 2101 and NURS 2308**

This course provides the student of nursing knowledge, skills and intervention techniques for working with mental disorders experienced by psychiatric clients. In addition, intervention strategies will be examined through the processes of communication, treatment modalities and strategies to promote customer self-care with mental health problems. We discuss in detail the diagnoses of mental disorders, symptoms, treatment techniques and the intervention of the nurse in the processes of promotion and rehabilitation of mental health.

NURS 2217 Medicine and Surgery for Adults I**4 credits****Pre-requisite: NURS 2101, LURS 2102, BIOL 2300 and NURS 2308**

This course provides students with basic knowledge, skills and attitudes for the identification, management and nursing intervention in health interference in medicine and surgery in adults. Emphasis is on professionalism as a strategy to achieve the best patient outcomes in medicine and surgery in adults. Among the topics considered are: care for the elderly from the different aspects of interference and its manifestation in systems such as fluid and electrolyte system, cardiovascular, respiratory, neurological and muscle-skeletal system.

NURS 2218 Medicine and Surgery for Adults II**4 credits****Pre-requisite: NURS 2217**

This course is the second part on the teaching of nursing care in adult medicine and surgery. It continues with the study and application of nursing care in health interference in the individual, family and community. The study and presentation of deviations in various systems of the human body is extended from the young adult to the elderly. Information from various disciplines is shared to scientifically substantiate the various nursing actions to be carried out to provide optimal health care. Among the topics to be working in this second part are the interferences of the: digestive system, metabolic and endocrine system, urinary system, male and female reproductive system, hematological system, sensory and integumentary system.

NURS 2222 Externship – Phase I**4 credits****Pre-requisite: Approved All Previous Courses except NURS 2223**

In this course students will apply all the concepts, knowledge and skills acquired in previous courses. Apply the principles of confidentiality of information, ethical and legal and personal safety and asepsis as learned. Medical terminology will be used as a method of communication and will be applied as documentation to the clinical record. The course applies principles of teaching and learning systematically in patient education and family emphasizing prevention, maintenance and health care. During the externship the student will apply all the knowledge in handling emergencies and first aid and demonstrate the skills and procedures acquired on patient care and management in the following areas: Gynecology and Obstetrics, Pediatrics and Psychiatry.

NURS 2223 Externship – Phase II**4 credits****Pre-requisite: Approved All Previous Courses**

In this course students will apply all the concepts, knowledge and skills acquired in previous courses. Apply the principles of confidentiality of information, ethical and legal and personal safety and asepsis as learned. Medical terminology will be used as a method of communication and will be applied as documentation to the clinical record. The course applies principles of teaching and learning systematically in patient education and family emphasizing prevention, maintenance and health care. During the externship the student will apply all the knowledge in handling emergencies and first aid and demonstrate the skills and procedures acquired on patient care and management in the following areas: Medicine, Surgery and Emergency Room.

**ASSOCIATE'S DEGREE:
REGIONAL AND INTERNATIONAL CUISINE**

The Regional and International Cuisine Associate's Degree Program, offers students the knowledge, technical and indispensable skills that will qualify him/her in the preparation and service industry of food and beverages. This study program is able to foster professionals to apply the techniques and culinary abilities to identify, handle, and solve operating situations in food and beverage establishments, applying the quality foundations in food confection and customer service.

The program delineates the culinary preparation as a basis of the central curriculum component. It also provides the basics of the regional, classical, continental and international cuisine, in order to develop and to optimize the vocational training of the professional student, according to the demands of the gastronomic industry.

GENERAL EDUCATION CREDITS		
ESPA 2101	College Spanish I	3
INGL 2101	College English I	3
MATE 2101	College Mathematics I	3
CISO 2101	Introduction to the Social Sciences	3
HUMA 2101	Introduction to Humanities	3
		15
FUNDAMENTAL EDUCATION CREDITS		
COMP 2113	Introduction to Computers	3
LTUS 2093	Electronic Spreadsheets (Excel)	3
COLI 2101	Culinary History and Culture	2
NUHS 2003	Nutrition, Hygiene and Salubriousness	3
MATE 2010	Mathematics for Culinary Arts	3
MGMT 2101	Management and Supervision of Food and Beverage I	4
MGMT 2102	Management and Supervision of Food and Beverage II	3
MIXO 2116	Principles of Mixology, Enology and Food Paring	3
		24
CONCENTRATION EDUCATION CREDITS		
COCI 2006	Culinary Techniques I (Basic)	3
COLI 2106	Culinary Techniques II (Advanced)	2
COCI 2007	Meat Cutting and Seafood Processing- Lab	3
COLI 2108	Table Services- Lab	3
COCI 2009	Continental Cuisine- Lab	3
COCI 2010	International Cuisine- Lab	3
COCI 2011	Garde Manger- Lab	3
COCI 2012	Baking and Pastry I- Lab	3
COLI 2113	Baking and Pastry II (Advanced)- Lab	3
COLI 2107	Modern Culinary Trends and Healthy Kitchen	3
COCI 2114	Externship	4
		33
TOTAL CREDITS		72

**ASSOCIATE'S DEGREE:
REGIONAL AND INTERNATIONAL CUISINE**

ESPA 2101 College Spanish I

3 credits

Pre-requisite: None

The College Spanish I course is directed to provide the student the control of the grammatical syntactic and morphological skills, lexical-orthographical and semantics, fundamental areas of the linguistic formation. These aspects are supported in the progressive study from the simple sentence to the paragraph utilizing the comprehensive and interpretive reading as means of study of the orthography and editing based on: the verbal communication, basic linguistic structures (the sentence and the paragraph), spelling practices, reading and analysis of texts.

INGL 2101 College English I

3 credits

Pre-requisite: None

English 2101 will develop in the students an awareness of the importance of English as a universal language. It will develop listening, speaking, reading, and writing skills through the practice of basic structures of the language. It will also develop reading skills through the interpretation and analysis of reading material and through the discussion of selected topics and issues.

MATE 2101 College Mathematics I

3 credits

Pre-requisite: None

This course provides the student with an initial understanding of college level mathematics theory as it relates to the contemporary world. Topics include critical thinking, set theory, logic, number systems, practice and application toward the solution of problems in the operation areas with groups, real numbers, exponentiation, scientific notation, polynomial and other subjects making use of the calculator as a working tool. Other topic includes an introduction to Algebra.

CISO 2101 Introduction to the Social Sciences

3 credits

Pre-requisite: None

Upon completion of this course, the student will analyze fundamental concepts of social sciences, starting from the history, evolution, and development of society. Argue issues across disciplines that make up social sciences such as history, anthropology, sociology, and psychology. In addition, students will develop and explain various social content researches based on current problems of the society to which they belong to.

HUMA 2101 Introduction to Humanities

3 credits

Pre-requisite: None

In this course the origin of the human being is studied and its evolution since the prehistory to history. It includes the study of the cultural contributions of Greece to the Western World with emphasis on the art works, literature and religion.

COMP 2113 Introduction to Computers

3 credits

Pre-requisite: None

This course offers the student the basic knowledge in regard to the history and development of the different equipment used for data processing and the interrelation of the user with the computer to develop and present systems and programs. The introduction to computers course is directed to the student's interest to know how to manage a computer for the simplification of works and tasks, as well as initiating its knowledge in the data processing field.

COLI 2101 Culinary History and Culture

2 credits

Pre-requisite: None

In this course the value of the regional and international culinary history is studied, to help to understand the present and the future of service and food preparation. In the process of understanding the culinary inheritance the student will see how to apply the present techniques and how the utensils and equipment have gone transforming. The culture will give a background of the present tendencies in the culinary arts industry.

LTUS 2093 Electronic Spreadsheets (Excel)**3 credits****Pre-requisite: None**

The students in this course will relate with theory and practice of the worksheet program Microsoft Excel. Include the worksheet development in different applications, graphics utilization and data base system. The theoretic concepts in class will be applied in laboratory exercises.

MGMT 2101 Management and Supervision of Food and Beverage I**4 credits****Pre-requisite: None**

In this course, the student will examine entrepreneurial opportunities and the process needed to establish a business. The student will also examine the critical factors related to conceiving, initiating, and developing a business of Food and Beverage.

NUHS 2003 Nutrition, Hygiene and Salubriousness**3 credits****Pre-requisite: None**

The emphasis of this course is in the principles of nutrition; hygiene and salubriousness with the objective of utilize them as regulation for the preparation and elaboration of all types of food. Also studies, the safety regulations in the environment of work and the legal implications in situations of accidents, problems of hygiene and salubriousness in the establishments.

MGMT 2102 Management and Supervision of Food and Beverage II**3 credits****Pre-requisite: MGMT 2101**

This course includes, but is not limited to the financial aspects of study and analysis and marketing strategies; from the facilities and the feasibility study to the equipment and everything needed to operate in terms of patents and permits. This course will prepare, present and defend the preparation of a business plan food and drinks following the standards and provisions of the Small Business Administration and the Government Development Bank. In addition, sustainable development is addressed as part of the procedures, purchasing, manufacturing, waste management to reach a responsible corporate leadership.

MATE 2010 Mathematics for Culinary Arts**3 credits****Pre-requisite: MATE 2101**

This course is designed to offer a review of the basic operations of math (addition, subtraction, multiplication and division) for recipe conversions in cooking and baking. The main focus for this class will be the application in the weighting and measures for its utilization during the conversion of recipes process.

MIXO 2116 Principles of Mixology, Enology Principles and Food Pairing**3 credits****Pre-requisite: None**

This course includes the basic knowledge on the history, preparation and elaboration of the wine, the identification of the greater regions of the world in wine production. It emphasizes itself in the teaching of the tasting of wine for the sensory evaluation and the establishment of the relation among the wine and the food that accompanies it. The history of the cocktails is studied, liquors, firewater and distilled. Besides they will know the main bases for the elaboration of the modern and local cocktails. The students will taste different types of wines and cheeses and develop different recipes using different wines and spirits and practice food pairing.

COCI 2006 Culinary Techniques I (Basic)**3 credits****Pre-requisite: None**

In this course, it is included the elaboration of bases, broths and sauces. Of the sauces, priority to the mother sauces will be given and it's more utilized by-products in the modern kitchen. Likewise, the combination of starches in the making of sauces is covered like the agent of color, flavor and stability in the food prepared. The student will be working on the emulsions and its more common uses.

COLI 2106 Culinary Techniques II (Advanced) 2 credits

Pre-requisite: COCI 2006

This is the second course of Culinary Techniques where the continuous student acquiring the knowledge, skills and techniques related to the use of equipment and instruments performance the work of a chef. This class emphasizes in the advanced preparation of starches and the learning of modern techniques in the making of sauces, soups, consommés and other modern recipes of the current kitchen. It is included, the watching food presentation techniques the nutritious value of each dish concocted.

COCI 2007 Meat Cutting and Seafood Processing- Lab 3 credits

Pre-requisite: None

In this course the student learns and practices the meat cuts used in a menu, according to the National Meat Buyer Guide (primary cuts and portions). The principles of salubriousness are emphasized, safety, the degrees of each cut, storage, the tests and forms of control and the costs that implies each cut. The fish and shellfish cuts management is included and the measures of necessary safety to work with them.

COLI 2108 Table Services- Lab 3 credits

Pre-requisite: None

In this course, the student learns about the banquet presentation in all its variants, the story of banquets and new trends in the caterer. Also, the student learns about the variety of services, functions, managerial tasks of the operation and management of restaurants. The styles to serve are practiced: French, Russian, and American, buffet and all related to the production and food services presentation and beverages. The learning is included and the application of the service principles to the client, sanitation and hygiene.

COCI 2009 Continental Cuisine – Lab 3 credits

Pre-requisite: COCI 2006

In this course the student acquires the knowledge and necessary dexterities to be able to produce established recipes and indigenous of the different continents of the world. The student will discuss and analyze the importance of the continental kitchen in the world of the current gastronomy, the different cultures and his different bequests in the kitchen.

COCI 2010 International Cuisine - Lab 3 credits

Pre-requisite: COCI 2009

This course is focused around the old world cuisines; continues with the study of different cuisines such as: European, African, Asian, Russian, and Mediterranean, among others. The different techniques are taught to characterize each one of these regions of the world and the ingredients that are utilized in their kitchens. It emphasizes in the typical dishes, indigenous ingredients and the different culinary influences in the international cuisine.

COCI 2011 Garde Manger - Lab 3 credits

Pre-requisite: COCI 2006

In this course the student learns to prepare nutritious breakfasts that include the four basic groups of food and they assure the acquisition of energy and less irritability to the clientele that consumes them. The class includes, besides, the design, the elaboration of different dressings, salads, sandwiches (tea, finger, open), appetizers and canapés. The student practices the cheese trays preparation and cold cuts, fruits and vegetable carvings, which are much utilized in buffets of activities in the hotels and restaurants.

COLI 2107 Modern Culinary Trends and Healthy Kitchen 3 credits

Pre-requisite: COLI 2106

This course investigates contemporary approaches to cooking utilizing modern equipment, ingredients and techniques. The module encourages the students to compare fundamental culinary techniques with more modernist approaches. This course introduces the principles of planning, preparation, and presentation of nutritionally balanced meals. Also, the course provides the adaptation of basic cooking techniques to lower the fat and caloric content. Alternative methods and ingredients will be used to achieve a healthier cooking style.

COCI 2012 Baking and Pastry I- Lab**3 credits****Pre-requisite: None**

In this course the student acquires the dexterities to prepare baking and classical pastries utilized commercially in hotels and restaurants. Among others, French pastry shop is prepared, ice creams, cakes, fruit cakes, cookies, bread, etc. The student will learn the appropriate use of the scale, liquid measures and the identification of the baking equipment.

COLI 2113 Baking and Pastry II - (Advanced) - Lab**3 credits****Pre-requisite: COCI 2012**

This is the second course in sequence of baking and pastry; continues perfecting the control of this area and expanding the knowledge in baking. In this second part will emphasize in the preparation of creams, sauces, sorbets, mousse, and works with chocolate, filo dough and plated desserts. The daily presentation of the desserts will offer the student a more realistic vision of the commercial baking, cold and hot. In this class, classical desserts will be added like the *crème brûlée*, among others.

COCI 2114 Externship**4 credits****Pre-requisite: Approved all previous courses**

In this course, the student will have the labor experience of learning what occurs in different working areas in the industry. The students are related in different stations in the kitchen. After she/he completes the task, the student will have a better vision of the demands and expectations in the industry.

Effective Date: July 20, 2015

- **The following information has been changed in all corresponding areas of the catalog:**
Pages 3, 12, 17, 28, 36, 38, 212, 239
 - Instituto de Banca y Comercio-San Juan (Carolina) Branch Campus will read as Instituto de Banca y Comercio- San Juan (Escorial) Branch Campus. This does not represent any changes to the current physical address.