Non-Discrimination Policies

Caribbean University does not discriminate in its educational policies or activities, admissions policies and financial assistance programs on the basis of race, color, sex, age, marital status, national or ethnic origin, religion, disability limitations or status, military or veteran’s status; privileges and programs generally accorded or made available to students at the Institution.

Title IX of the Education Amendments of 1972
(Non-Discrimination on the Basis of Sex)

Caribbean University enforces the policy of non-discrimination on the basis of sex in compliance with Title IX of the Education Amendments of 1972. Title IX requires that the University does not discriminate on the basis of sex in the educational programs and activities. This requirement covers employment therein, and admission there to. Inquiries or alleged injustice regarding the University.

Rehabilitation Act of 1973-Section 504
(Non-Discrimination on the Basis on Disability)

Caribbean University is committed to comply with provisions of Section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant hereto effective June 3, 1977) which prohibits discrimination to each qualified student on the basis of disability in its educational programs and its activities. This policy and requirement of non-discrimination includes admission; access to, and employment at the University. In agreement with section 504 and standing regulations, the University has designated the Vice presidency of Administrative Affairs to coordinate efforts to comply with the requirements and regulations under Section 504. The Vice presidency of Academic and Students Affairs is responsible for providing direct service and assistance to individuals with a disability.
Central Administration

State Road 167 Km 21.2
Bayamon, PR 00960

PO BOX 493
Bayamon PR 00960
Tel. 787-780-0070
1-888-780-0070

Forest Hills
www.caribbean.edu
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GOVERNMENT OF CARIBBEAN UNIVERSITY

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Mr. Hector Horta, Treasurer
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Mr. Julio Cay, Member
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Standing Committees of the Board of Trustees

Executive Committee
Finance Committee
Development Committee
Grievance Appeal Committee

Standing Committees of the University

Admissions Committee
Academic Standing Committee
Curriculum Committee
Library Committee
Professional and Cultural Activities Committee
Complaints and Grievances Committee
Satisfactory Academic Norm Committee
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Ponce Center

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    Prof. Sonia Pacheco

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    Mrs. Damaris Montalvo

Counselor
    Mrs. Virginia Martinez
    Mr. Wilmer Lamboy
ACADEMIC UNITS

Bayamon Campus

The 16 acre main campus of Caribbean University is conveniently located at Highway 167, km 21.2 in a residential-commercial sector. The physical facilities consist of two historic and Hostos buildings. The facilities houses the Library, Audiovisual Center, seven Science laboratories, Infirmary, eight (8) computer laboratories, eight (8) Engineering laboratories, Video conference room, Conservation laboratory, 37 classrooms, administrative offices, cafeteria, gymnasium, tennis and basketball courts, aerobics room and 525 parking spaces.

Carolina Center

The Carolina Center is located in a residential-commercial area in the metropolitan city of Carolina. Physical facilities consist of one story building, which houses twenty-eight (28) classrooms, a Video conference room, two (2) computer laboratories, two (2) Science laboratories and a Nursing laboratory; Library, administrative offices and support services to the student. The annex building houses the Student Center, game room, gymnasium and cafeteria. The buildings are equipped with 73 parking spaces. The central location of the Carolina Center offers accessibility to the population of Carolina and surrounding municipalities.
Vega Baja Center

The Vega Baja Center facilities consist of four (4) buildings, A, B, C and Annex C. The buildings houses twenty-three (23) classrooms, two (2) Science laboratories, Infirmary and three (3) computer laboratories. In addition, a Video conference room, nineteen (19) administrative offices, Student Center, cafeteria, Library, Faculty room, basketball and volleyball courts, sand volleyball court. The Center has 299 parking spaces.

Ponce Center

The Ponce Center located at La Ceiba Avenue #1015 within the central historical zone of this beautiful colonial city. The physical facilities consist of one (1) building that houses twenty-four (24) classrooms, Video conference center, three (3) Science laboratories, four (4) Engineering laboratories, Infirmary, basketball court, Student Center, administrative offices, support services to the student, Library and cafeteria. The Center has 402 parking spaces.
DIRECTORY

Main Campus – Bayamon
Urb. Forest Hills
State Road 167, Km. 21.2, Ext. Forest Hills,
Bayamon, PR 00961
PO BOX 493
Bayamon, PR 00960
Tel. 787-780-0070
1-888-780-0070

Carolina
Ignacio Arzuaga Street #106
Carolina, PR 00985
PO BOX 4760
Carolina PR 00984-4760
787-769-0007

Vega Baja
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Bo Algarrobo, Sector El Criollo
Vega Baja, PR 00693
PO BOX 4258
Vega Baja PR 00694
787-858-3668

Ponce
1015 La Ceiba Avenue
Ponce, PR
PO BOX 7733
Ponce PR 00732-7733
787-840-2955
GENERAL INFORMATION

History of the university

Caribbean University represents the evolution of Caribbean Junior College, established in 1969, in the city of Bayamon, Puerto Rico. It was founded as a private, not-for-profit, co-educational and non-sectarian educational institution. Currently, the University consists of a campus located in Bayamon and three centers located in Carolina, Vega Baja and Ponce. The campus and centers are located so that they can adequately serve the population of Puerto Rico.

Vision

Caribbean University has as a vision to promote social and economic change that aims to increase the personal and intellectual maturity of society by offering a service of education of excellence.

Mission

Caribbean University is committed to the principles of accessibility, comprehensibility and adaptability to meet the needs of the community. It accepts the responsibility to foster in their students respect for human dignity, the ethical and intellectual growth and personal commitment to improve the society.

Statement of Philosophy

Caribbean University visualizes the individual within a humanistic and holistic level, developed in an environment of responsible freedom. Under this philosophy, the institution operates with an open door policy for anyone wishing to continue their educational development at the university level without prejudice of any kind.

Caribbean University’s fundamental belief is that education is a right of every individual, because through this they can develop intellectually acquiring the highest levels of human dignity, freedom, critical thinking, creativity and responsibility. On this basis, the institution provides technical academic programs, Associate, Bachelor and Master Degrees to their students, providing the opportunity for them to develop their talents and skills according to their ability.

Institutional Culture and Values:

Caribbean University, faculty and administration values the following:

- We value an open and honest communication that facilitates accessibility, comprehensibility, adaptability and responsible social leadership.
- We value the protection and promotion of social and individual values, such as freedom, fraternity, equality, peace, social justice, pluralism, respect for ideas, as well as the search for truth, peaceful coexistence and the defense of human rights.
• We value the pursuit of excellence in education, in teaching, in the formation process, in competitive research, in the agile delivery of service and the institutional administrative managerial action.
• We value creative and reflexive thinking, innovation and decision making sustained in evidence.
• We value interdisciplinary collaboration and research as means to responsibly manage and balance our resources, solving problems and multiplying our comprehensions.
• We value academic freedom, education and learning, as a means for holistic development and the success of the human being.
• We value the active participation and sustained by the student in the teaching and learning process since their commencement in university life.
• We value the pursuit of self-sufficiency and the diversity of institutional sources of income in order to reduce dependency on tuition revenue.
• We value an open and universal character and the commitment of the Puerto Rican community with the human, cultural, social, economic and advanced global orientation.
• We value the anticipation and strategically respond to the needs and changing social, economic, educational, demographic and technological demands of the university, national and international community.
• We value the responsibility as a unit of various components of the university’s community, as well as teamwork as a facilitator of the formative process, researcher, innovator and entrepreneurial management.
• We value the transfer and dissemination of knowledge to the intellectual, economic, technological and social advancement of our community.
• We value the integrity and the lucidity in all our actions.
• We value the sensitivity and commitment with the environment by promoting sustainable development.

Accreditation

Caribbean University is licensed by the Puerto Rico Council of Education (CEPR) and accredited by Middle States Commission on Higher Education (MSCHE).

U.S. Department of Veterans Affairs, Puerto Rico Vocational Rehabilitation Administration, and Workforce Investment Act have approved our degrees programs offered by the Institution Act. 15.

Electrical Engineering and Civil Engineering Programs are accredited by the Engineering Accreditation Commission of ABET.
Membership

Caribbean University is a member of the following organizations:

American Association for Higher Education
American Council of Education
Association of Caribbean Universities and Research Institute Libraries
Association of Presidents of Universities of PR
College Entrance Examination Board
Inter-American Organization for Higher Education
Middle States Commission on Higher Education
Puerto Rican Association of External Resources Officers
Puerto Rico Council of Education
National Association Student Financial Aid Administrators
American Association of Collegiate Registrar and Admissions Officer
Interuniversity Athletics League
Hispanic Educational Technology Services
Puerto Rico Museum Association

Agreements

Universidad Iberoamericana (UNIBE) de la República Dominicana
Pontificia Universidad Católica Madre y Maestra de la República Dominicana
University of Health Sciences Antigua
Fundación Universitaria
Iberoamericana Universidad de Alicante
Consejo Iberoamericano en Honor a la Calidad Educativa – Uruguay
ADMISSION

Candidate’s students may apply for admission in any of the two academic semesters that start in August, and January; or for the summer session. Applications for full-time and part-time studies are processed throughout the year. Although applications may be filed at any time, candidates for admission to the freshman class should submit their applications early during their final high school year.

Any student who has submitted an admissions application to Caribbean University, and does not attend the academic term, must complete a new application form if the student is considering to study at a different academic term.

It is the student's responsibility to comply with the admissions requirement, process established by the Institution prior registration. The notification of admission is conditioned upon completion of the admission process and requirements.

In considering an application, the Admissions Office personnel will evaluate all the requirements in order to determine qualification for admission. The University reserves the right to require further testing of any applicant with placement, psychological, achievement, and aptitude tests.

Any person with disabilities may voluntarily take advantage of the benefits of the "Postsecondary Passport of Reasonable Accommodation" as defined by Law No. 250 of 2012 and an extension to the admission process. This process identifies potential academic postsecondary students with disabilities for their admission. For more information, please refer to the Procedure to Attend Students with Disabilities.

Caribbean University offers an open-door admission policy. This policy provides an opportunity to any high school graduate or individual who has approved the State High School Equivalency Examination and has a grade point average of less than 2.00 to enroll in an associate or non-degree programs.

Prospective students which request admission at Caribbean University should comply with the specific requirements of the program in which are interested to be admitted. (See Department Section). The admission technician will consider the admission requirements in addition to a personal interview. These criteria are considered in relation to the ability of the student to meet the demands of Caribbean University programs.

Prospective students are invited to visit the University and discuss their educational plans with an academic advisor or counselor. Application form, catalog or other university information can be located at www.caribbean.edu.
ADMISSION DOCUMENTS AND REQUIREMENTS

The Institution reserves the right not to accept any of the required admission documents, if it understands that they are not valid or they were not obtained from a legitimate entity of secondary education. In addition, the Institution reserves the right to admit, readmit or enroll a student in each academic term.

The Good Standing Certificate is not an admission requirement to any of the undergraduate academic programs. However, it may be required in some practice centers for Bachelor degree programs in Criminal Justice, Nursing and others.

Admission for New Students - Students who initiate their post-secondary experience as a regular student in a program leading to a degree.

New Students Requirements

Associate Degrees/Bachelor Degrees

- Complete an application for admission and pay a non-refundable admission fee.
- Applicants must have a high school diploma or its equivalent.
- High school academic transcript with degree awarded, graduation certificate that includes grade point average or copy of the original high school diploma.
  - **Homeschooling** - Must complete and notarize the document (Home schooled student Certification) which is Available at the Admissions Office and on the website (www.caribbean.edu/admisiones/formularios).
  - **Schools from abroad** - Must present the validation of the degree from the Equivalence Unit of the Department of Education.
- Original Certificate of Immunization (Form P-VAC 3), for students under the age of 21.
- Present evidence of postal address (Energy or Water Bill).
- Comply with the grade point average required by the program of studies, which the student is requesting admission.
  - The Nursing associate program requires an average General admission (GPA) of 2.00. The student who has less of 2.00 can opt for the Practical Nursing Program.
- Present results of the University Admission Test (PAA), which its offers by the College Board or its equivalent, if under 22 years of age. (applies only to the Undergraduate level)*.

  If the candidate obtained a score of 400 or more in the subjects of mathematics, English and Spanish the student must be registered in the courses of the 101 level. Candidates to the Associate Degree in Engineering will be registered in MATH 103.
  
  If the candidate obtained a score less than 400 points in the subjects of mathematics, English and Spanish must be registered in the remedial courses of the 100 level.
- The student admitted under the open door policy that does not present results of the university Admissions Test (PAA) must be registered in the remedial courses; 100 level in mathematics, English and Spanish subjects.

Expresso Caribbean
This division is aimed at the professional adult who seeks to start or finish their professional career in a fast and fit style of life.

- Complete an application for admission and pay a non-refundable admission fee.
- To be 21 years at the moment of request admission.
- Comply with the grade point average required by the program of studies, which the student is requesting admission.
- Present evidence of postal address (Energy or Water Bill).
- Official transcript from the postsecondary university previously studied- If interested in transfer credit must submit the official transcript from the university previously studied. (See Transfer Credit Policy).

Placement Tests

Requirements

- Every student that do not present the university Admissions Test (PAA) results must take the Placement tests in the subjects of Spanish, English and Mathematics. If the score obtained is less than 70%, the students will be enrolled in remedial courses of 100 level.
- Every transfer student from a Post-Secondary University that does not evidence an official transcript having been approved the basic courses of Spanish, English and Mathematics must take the Placement tests. (This applies only to the undergraduate level).

Exceptions

- Students who have approved and present evidence of taking the Advanced Level tests in English, Spanish or Mathematics, with a score of 3 or higher will not have to take the placement test. These students go through the Transfer Credit Policy.
- Students enrolled in the Expresso Caribbean are exempt to take the Placement Test.
- Students enrolled in Caribbean Tec are exempt to take the Placement Test.

All new students enrolled in the undergraduate programs will be required to take the UNIV 100 course except those enrolled in engineering, electronics or drafting programs.

Admission of Transfer Students - A student who has approved one or more courses in other postsecondary or university duly accredited or authorized by the State.
Admission Requirements for Transfer Students

- Complete an application for admission and pay a non-refundable admission fee.
- Original Certificate of Immunization (Form P-VAC 3), for students under the age of 21.
- Official transcript from the postsecondary university previously studied. If the student comes from a Post-secondary Non University Institution, a high school transcript or its equivalent must be submitted.
- Comply with the Grade Point Average and requisites of the program to which the student is requesting admission. If there is no General Point Average accumulated, the overall high school average will be taken into consideration.

Note: For information regarding transfer credit, refer to Caribbean University’s Credit Transfer Policy.

Admission for Special Students - All applicants interested in taking courses, but not in receiving a degree or certificate from Caribbean University may be admitted upon meeting admission requirements.

Admission for Auditing Students - The student requesting permission and is admitted to attend a specific course, and will not receive credits or a grade.

Admission Requirements for Special and Auditing Students

- Complete the Application for Admission and pay the fee (non-refundable) admission. Declare on the application the reason for admission as a Special or Auditing student.
- Submit original Certificate of Immunization (Form P-VAC 3), for students under the age of 21.
- The student may request courses only of the same or lower academic level that possess. For this you must submit a copy of the diploma, degree certificate or transcript of credits with the degree awarded.
- Only up to a maximum of twenty one (21) credits will be allowed.
- Registration is subject to the availability of the courses.
- This type of admission does not guarantee eligibility for admission as a regular student.
- The student interested in being admitted as a regular student must comply with the admission requirements of the program.
- This admission is not eligible for Federal Title IV or State financial aid.

Academic and Student Support Services Orientation

Students who have been admitted to the University are expected to attend the orientation about academic and student support services held prior to the beginning of the academic term. This orientation is conducted each semester and provides an introduction to college life program, University’s policies and regulations, academic counseling, and the opportunity to meet college
officials, faculty advisors, and student orientation leaders. Academic orientation is also strongly recommended for readmitted, transfer, transient students.

**Reactivation of an Admission Application**

Any student, who has submitted an admissions application to Caribbean University but has never attended, may do so by reactivating the original application for one full academic year. Deadline dates for reactivation are the same as for new applications (see Academic Calendar). Students should contact the Admissions Office for reactivation of their applications.

**Validity of Documents**

The Office of Admissions could deny any applicant who presents a false or fraudulent statement or a deliberate omission on his/her application, immunization certificate, residency papers, or complementary document of statement. Should the student be enrolled when such fraud is discover, he/she could be immediately withdrawn (non-refundable), further enrollment denied, and credit earned or degree bases upon such credit invalidated. Actions for this type of offense are handled administratively by the Students Affairs Grievances Committee after notifying to the alleged violator, and a hearing committee.
FINANCIAL AID OFFICE

The Financial Aid Office provides the student the necessary information related to the financial aid available to afford the costs of education. It is also committed to helping students reach their academic and professional goals by providing financial aid, depending upon the availability of funds, to those students who apply and qualify. Funding for these types of aids may come from Federal, state, or private sources.

As established by the Federal Department of Education, it is assumed that the parents or legal guardians of dependent students, and independent students, have the primary responsibility to pay for their education. The Financial Aid will complement the family’s contribution in assisting the student to achieve their academic goals.

Basic Eligibility Requirements

1. To complete annually the Free Application for Federal Student Aid (FAFSA). The Institutional code is 01252500.
2. Been admitted or be enrolled at Caribbean University in an eligible degree or certificate program.
3. Be an American citizen or permanent resident.
4. Be registered with the Selective Service of the Armed Forces of the United States, if you are male, between 18 and 25 years of age.
5. Demonstrate financial need, as established in the United States Department of Education and the Council of Education of Puerto Rico regulations.
6. Meet the requirements of the financial aid requested.
7. Comply with the Satisfactory Academic Progress established by Caribbean University.
8. Must not be in default on any federal student loan (Federal Perkins, Federal Family Educational, Ford Direct Student Loan, Plus) received for study in any post-secondary institution.
9. Should not owe some refund, to any financial aid program (Federal Pell Grant, SEOG, or another program).
10. Submit all required documents at deadlines.

Process to request financial aid

Student must complete annually the following documents in order to be evaluated for financial aid:

1. Complete the Free Application for Federal Student Aid (FAFSA) and submit the answer to Financial Aid Office.
2. Submit all the required documents by Financial Aid Office in the established deadlines.
3. To apply for Student Loans the student must answer ‘Yes’ in the question related to loans in the FAFSA by entering www.fafsa.ed.gov or visiting the Financial Aid Office. In addition, the student must submit and complete all required documents.
4. Transfer student must submit evidence of the approval of the FAFSA from the institution previously attended.

The granting and distribution of Financial Aid are made in a consistent manner considering the financial need of the students and the specific requirements of the different financial aids. The economic need of the students is the basis for the possible granting of financial aid. The allocation of financial aid is subject to the availability of funds that have Caribbean University in the current academic year.

Early applicants have the best opportunity to be considered for all funds. The Free Application for Federal Student Aid (FAFSA) results are used to determine the eligibility for additional financial aid. It is recommended that all students apply for financial aid early each year. It must be noted that an application for financial aid does not guarantee the payment of University bills. It is the student's responsibility to ensure that debts are paid by the deadlines established by the university. The economic aids to those students who meet all eligibility requirements the funds will be credited directly to the account to their respective accounts.

**Cost of Attendance and Financial Need**

The Office of Financial Aid uses the following information to calculate the cost of attendance. When calculating the cost of education, the Office of Financial Aid includes more than just the cost of tuition, fees, room and board. They include an estimate for books, travel and personal expenses as well.

The Federal Department of Education requires that all educational institutions receiving federal Title IV funds use the federal formula to determine which financial aid to offer the students, according to their financial need. The student’s family to subsidize educational expenses defines this as the difference between the estimated costs of studies (Cost of Education) and the total of the expected family contribution (EFC).

If the cost of education is greater than the expected family contribution, this means that the student is eligible because of financial need and can participate in the financial aid programs. On the contrary, if the cost of education is less than the expected family contribution, this means the student is not eligible because of financial need to participate in the financial aid programs. There will be circumstances that the estimated educational budget that was assigned originally could be modified according to certain elements such as for example: the student is enrolled in a semester or that the budget will have to include the summer session.

**Description of the Financial Aid**

**Federal Funds**

1. **Federal Pell Grant** - the United States Government as the basis for student financial aid programs instituted this program. Such financial aid is intended to subsidize educational expenses of the student to complete their degree at the undergraduate level. The amount of financial assistance and the determination of eligibility are processed by the Federal Department of Education Processing
Center. The determination is based on the information submitted by the student’s financial aid application in terms of income, assets, and family, among others.

2. **Federal SEOG Grant** - This program is constituted for students enrolled at the undergraduate level (that have not yet completed the requirements of a bachelor degree). To be eligible for this grant the student must demonstrate financial need. Educational institutions, in compliance with federal regulations, must give priority to eligible Federal Pell Grant students and with an expected family contribution of zero.

3. **The Teacher Education Assistance for College and Higher Education Grant (TEACH)** - This grant program offers up to a maximum of up to $8,000 per year to students who intend to teach in private or public schools, whether primary or secondary, serving students from low-income families. These payments can be distributed according to the academic load in the phases of the current year. Students must maintain a minimum overall cumulative average of 3.25. The academic programs that qualify are Mathematics, Science, International Languages (not Spanish), Special Education and Reading Specialist. Those students interested in participating in this financial assistance, will be required to sign a contract, which must be fulfilled within a period of eight years from the date of graduation. Any student not fulfilling this commitment during the established time, the amount paid will be converted to a Federal Direct Loan not sub-subsidized, with interest accrued from the date on which the first payment of the Grant was disbursed.

4. **Federal Work Study Program (FWSP)** - The Federal Work Study Program provides the opportunity to participating students to perform tasks for which they receive a salary to help pay education expenses. The student has the opportunity to work in various departments of the university and public agencies. The salary is made monthly at the beginning of the following month, according to the hours worked. Wages under this program is the federal minimum wage that is in effect. The student must comply with the requirements and responsibilities stipulated in the contract signed to become a participant of the program.

5. **Federal Direct Loans** – The Federal Direct Loan Program offers subsidized and unsubsidized loans. The subsidized loan is awarded considering the students financial need. In this loan, the Federal Government pays the interest accrued while the student is officially enrolled with a course load not less than six (6) credits. The unsubsidized loan is not awarded based on the student’s financial need and the interest will accrue from the time the loan is disbursed until it is paid in full. For both loans, the student must be enrolled in an academic course load not less than six (6) credits. Student loans are payable six (6) months after the students fulfilled all the graduation requirements, lower their academic course load to less than six (6) credits or abandon their studies.
State Funds

1. **Scholarship Program for Academic Talented Students:** This program has the purpose of granting supplementary economic aid to eligible students, with cumulative academic average of 3:00 or more, with economic needs and are enrolled full time.

Institutional Funds

1. **Athletic Scholarships:** Each year the institution offers athletic scholarships to eligible students based on the following criteria:
   - Be a full-time student
   - Excel in any sport, as determined by the Athletic Department
   - Demonstrate financial need, as established by the Office of Financial Aid
   - Maintain a satisfactory academic progress

2. **Dr. Angel E. Juan Scholarship:** The Dr. Angel E. Juan Foundation aims to create a scholarship fund that provides individuals an accessible education of the highest possible level of dignity, freedom, creativity, critical thinking and responsibility, within an optimum environment. The priority of the Foundation is to develop the scholarship fund for undergraduate students continue graduate studies.

Federal Refund Policy (Return of Title IV Funds)

The Higher Education Amendments' of 1998, Public Law 105-244 federal regulation advises educational institutions participating in Title IV funds, the process of calculating financial aid, when a student totally withdraws or abandons their studies. The University must process the recalculation of funds to determine the amount to which the student is entitled and the amount that must be returned to the Federal Department of Education. The student is entitled to receive a percentage of the eligible financial aid, based on the days the student attended classes (days assisted - 7 - days in the academic term). If, when processing the recalculation of financial aid and the percentage in class attendance are greater than 60%, the student is eligible to receive the total amount of financial aid. The university and the student are responsible to return funds not theirs to the Federal Department of Education. The student should visit the Office of Financial Aid for orientation regarding the amount of financial aid he/she is entitled to and the amount that will be needed to return or repay to the Federal Department of Education. The programs administered by the Puerto Rico Council of Education, among others, are governed by this policy.

Once the process of calculating the reimbursement is complete, due to the students total withdrawal from the university, the Office of Financial Aid sends an official communication to the student, informing them of the adjustments made and the effect their withdrawal has on their financial aid.
The sequence for returning the funds is the following:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Perkins Loan
4. Direct Plus Loan
5. Federal Pell
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. TEACH Grants
8. Iraq and Afghanistan Service Grant

SATISFACTORY ACADEMIC PROGRESS

Caribbean University has established the Satisfactory Academic Progress Standard as evaluation criteria to determine the student’s academic achievement. This standard is part of the eligibility requirements to participate in federal, state and institutional financial aid.

EVALUATION CRITERIA

Criteria A - Qualitative Criteria - The student must achieve the required Grade Point Average (GPA) according to the total cumulative credits completed.

Grade System
The University uses the following system of letter grades, grade honor and standard curve for evaluating course:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality of Work</th>
<th>Honor Points</th>
<th>Percentage Equivalent</th>
<th>Standard Curve</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>4</td>
<td>100 – 90</td>
<td>4.00 – 3.50</td>
</tr>
<tr>
<td>B</td>
<td>Above the Average</td>
<td>3</td>
<td>89 - 80</td>
<td>3.49 – 2.50</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>79 - 70</td>
<td>2.49 – 1.50</td>
</tr>
<tr>
<td>D</td>
<td>Deficient</td>
<td>1</td>
<td>69 - 60</td>
<td>1.49 – .80</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>0</td>
<td>59 - 00</td>
<td>.79 - 0</td>
</tr>
</tbody>
</table>

Criteria B - Quantitative Criteria (PACE) – This criterion measures the amount of attempted credits (see definition of term) versus the amount of approved credits (see definition of term). The student must pass the percentage of required approvals. (See examples for the Criteria application)

*The preparatory courses, credit by examination and transfer credits are considered for calculating the qualitative and quantitative criteria.
**Vocational Technical**

<table>
<thead>
<tr>
<th>Accumulated Complete Credits</th>
<th>Criteria A</th>
<th>Criteria B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required GPA</td>
<td>% of required approved credits</td>
</tr>
<tr>
<td>1-20</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>21-33</td>
<td>1.80</td>
<td>66.67%</td>
</tr>
<tr>
<td>34-48</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Example - Criteria A**

**Student does not comply with SAP**

Cosmetology Program Student  
Has 18 accumulated credits  
Obtained a GPA of 1.40

**Standard Application**

Credits to enroll in next term: 12  
Accumulated complete credits: 18 +12 = 30  
Required percent: 1.80 (According to table)  
% of approved credits: 21/30 = 70%  
Required percent: 66.67% (According to table)

**Example – Criteria B**

**Student does not comply with SAP**

Cosmetology Program Student  
Has 18 attempted credits  
Has 9 approved credits  
% of approved credits: 9/18 =50%

**Standard Application**

Credits to enroll: 12  
Attempted credits: 18+12=30  
Approved credits at the end: 9+12= 21

**Associate Degree**

<table>
<thead>
<tr>
<th>Accumulated Credits</th>
<th>Criteria A</th>
<th>Criteria B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required GPA</td>
<td>% of required approved credits</td>
</tr>
<tr>
<td>3-24</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>25-48</td>
<td>1.65</td>
<td>66.67%</td>
</tr>
<tr>
<td>49-60</td>
<td>1.85</td>
<td>66.67%</td>
</tr>
<tr>
<td>61+</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Example Criteria A:**

**Student does not comply with SAP**

Student belongs to the Associate Degree  
Has accumulated 24 credits  
Earned a GPA of 1.40

**Standard Application**

Credits to enroll in the next term: 12  
Accumulated complete credits: 24 +12 = 36  
Required percent: 1.65(According to table)
Bachelor’s Degree

Example – Criteria B

<table>
<thead>
<tr>
<th>Accumulated Credits</th>
<th>Criteria A</th>
<th>Criteria B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required GPA</td>
<td>% of required approved credits</td>
<td></td>
</tr>
<tr>
<td>3-30</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>31-60</td>
<td>1.65</td>
<td>66.67%</td>
</tr>
<tr>
<td>61-99</td>
<td>1.80</td>
<td>66.67%</td>
</tr>
<tr>
<td>100+</td>
<td>2.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Student does not comply with SAP
Student belongs to Bachelor’s Degree
Has 24 attempted credits
Has 12 approved credits
% of approved credits: 12/24 = 50%

Standard Application
Credits to enroll: 12
Attempted credits: 24+12=36
Approved credits at the end: 12+12= 24
% of approved credits: 24/36 = 66.67
Required percent: 66.67% (According to table)

The above charts established for students enrolled at short-term programs to comply with the minimum require GPA at the end of each academic term; and for students enrolled at associate and bachelor degrees to comply with the minimum required GPA at the end of each academic year.

Master’s Degree

Example – Criteria A

<table>
<thead>
<tr>
<th>Accumulated Credits</th>
<th>Required GPA</th>
<th>% of required approved credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-18</td>
<td>2.70</td>
<td>60%</td>
</tr>
<tr>
<td>19-31</td>
<td>2.90</td>
<td>66.67%</td>
</tr>
<tr>
<td>32-42</td>
<td>3.00</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Student does not comply with SAP
Student belongs to Master’s Degree
Has 18 approved credits
Earned a GPA of 2.50

Standard Application
Credits to enroll in the next term: 3
Accumulated complete credits: 18+3 = 21
Required percent: 2.90

Criteria C - Maximum Timeframe

The student must complete the requirements of their study program within a maximum equivalent to 1.5 times (150%) credit hours to be eligible for Title IV funds.

Any course attempted by the student, regardless of whether or not part of the credits required for their degree, count against the maximum of 150%. Preparatory courses, although they are considered in calculating the grade point average, will not be considered in assessing the maximum timeframe. For this criterion all validated courses will be considered by other institutions. As the annual assessment is done and the student exceeds 150%, will not be able to continue participating in Title IV funds.
Example - Criteria C:

Criminal Justice Student
The Criminal Justice Program requires 123 credits to complete the degree.
Maximum timeframe: \((123 \times 150\%) = 184.5\) credit hours

DEFINITION OF TERMS

- Incomplete courses - Courses with a grade of incomplete (I) are counted as attempted credits, but not approved.

- Repeated courses – A student may receive financial aid for which they are eligible to repeat courses not approved as long as they do not have exceeded 150% of credit hours. Repeated courses are considered attempted courses and not approved.

- Attempted credits - Attempted credits are those in which the student is enrolled in a regular program. Courses with a grade of F, W, I, AD, R and NP, are considered courses attempted but not approved.

- Approved credits – Are all the attempted credits in which grades of A, B, C, D, K, P, T are obtained.

- Probation – Student status after the Academic Progress Committee evaluates the case and recommends it favorable. The probation is one semester.

- Withdrawal – Courses withdraw within the period stipulated for changes in the academic calendar will not count towards the determination of quantitative criteria. Courses withdraw after the exchange period will be counted as attempted and not approved.

APPEAL PROCEDURE

1. The Satisfactory Academic Progress Standard evaluation is performed at the end of each academic year in May for Undergraduate, June for Graduate, and at the end of each quarter for Vocational Technical School. Students that fulfill the assessment and do not meet with one or more of the academic eligibility criteria will receive a letter from the Financial Aid Director notifying the status of "Non Satisfactory Academic Progress" and the subsequent suspension of economic aids.

2. The student receiving the letter from "Non Satisfactory Academic Progress" is entitled to file an appeal to the Committee of Academic Progress.

3. The form for the appeal process is available in the webpage [www.caribbean.edu](http://www.caribbean.edu) in the Financial Aid Office area, in the area of Consumer Information and/or the “Centro Integral de Orientación y Servicios al Estudiante” (CIOSE) of the Main Campus or Center.
a. In this form, the student should explain briefly why the reason of why it was difficult to maintain a satisfactory academic progress and if there was any change in their situation now that they can achieve a satisfactory academic progress at the next evaluation period. Extraordinary circumstances under which the student may appeal are:

   i. His injury or illness
   ii. The death of a relatives (mother, father, child, brothers or spouse)
   iii. Special circumstances

4. To ensure that your case is evaluated before the beginning of classes, the student must have completed and submitted the appeal form with the relevant evidence to the “Centro Integral de Orientación y Servicios al Estudiante” (CIOSE) from your Campus or Center before the date specified in the Academic Calendar.

5. The appeal process has a trial period of two weeks, so if you do not meet the deadline established in the Academic Calendar, the student is exposed to not being able to accomplish their enrollment on time.

6. If your appeal is approved favorably, the student will be on "Probation" for the next academic term, and may receive financial aid for that term. During the period of "Probation" the student must meet with the Academic Plan agreed to continue to benefit from the financial support of the term.

7. If on completion of the academic term under Probation the student meets the established Academic Plan, can maintain eligibility for financial aid under Title IV until the next evaluation period of the Satisfactory Academic Progress Standard. Failure to comply with the Academic Plan established, the Office of Financial Aid will notify the student that their financial aid will be suspended the next time they enroll. The student may appeal their status again following the process described here.

8. If not favorable, the student may enroll, however, will not be eligible for federal, state and institutional financial aid until it exceeds the standard.

9. A student who does not meet the SAP under Criteria C may be eligible to receive federal aid for up to one year if the appeals process is favorable for it.

**REIMBURSEMENT OF THE COST OF TUITION, FEES AND PAYMENT PLAN**

**Reimbursement of Tuition Charges**

Students who canceling a registration or withdraws totally from an academic term, may be entitled to a full or partial fund, depending on the date.

The reimbursements of tuition fees are as follows:

1. Cancellation of courses before the start of classes …………………………… 100% refund
2. Official withdrawal from the University during the high and low period (first two weeks of classes) ........................... 80% refund of the total credits
3. Official withdrawal from the University after the high and low period before mid-term .............................................. 50% refund of the total credits
4. Official withdrawal from the University after mid-term .............................................. 0% refund
5. Official withdrawal from the University due to call of active Military Service ................................................................. 100% refund
6. Cancellation of the course by the University ................................................................. 100% refund

No reimbursements will be given to students that:
1. Submit a false or fraudulent statement or deliberately commit omissions in their admission documents or in the documents and declarations that accompany admission documents.
2. Have been admitted as temporary students with incomplete records and have not completed them during the first trimester
3. Have not officially withdrawn from the University
4. Suspended for disciplinary reasons
5. Leaves the University pending a disciplinary action
6. Expelled for any other reason
7. Fail to attend classes without notice
8. Have been found guilty of possession, use or sale of prohibited drugs or accused of aggravated assault.

A student who totally withdraws from an authorized program must return their identification cards and permits to the University.

Any student that fails to pay their account on the expiration date may be excluded from all classes, lectures, laboratories, exams, curricular activities and graduation until payment is made or has a satisfactory arrangement. The University may withhold grades, transcripts, degrees and Certificate of Good Standing to any student owing a debt.

**Tuition, Fees and Other Charges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Admissions Application</td>
<td>$ 30.00 (with application) non-refundable</td>
</tr>
<tr>
<td>Undergraduate Readmissions Application</td>
<td>$ 15.00 (with application) non-refundable</td>
</tr>
<tr>
<td>Undergraduate Tuition Fees</td>
<td>$191.00 per credit</td>
</tr>
<tr>
<td>Tuition Fees Engineering Program</td>
<td>$200.00 per credit</td>
</tr>
<tr>
<td>Tuition Fees Nursing Program</td>
<td>$195.00 per credit</td>
</tr>
<tr>
<td>Construction Fee</td>
<td>$ 70.00 per semester</td>
</tr>
<tr>
<td></td>
<td>$ 43.00 per trimester</td>
</tr>
<tr>
<td></td>
<td>$ 43.00 per quarter</td>
</tr>
<tr>
<td></td>
<td>$ 0.00 summer</td>
</tr>
<tr>
<td>General fees full-time (12 credits or more)</td>
<td>$350.00</td>
</tr>
<tr>
<td>General fees, third quarter (9, 10 and 11 credits)</td>
<td>$262.00</td>
</tr>
<tr>
<td>Service</td>
<td>Fee</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>General fees, part-time (under 9 credits)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Change of Class during late registration</td>
<td>$ 6.00</td>
</tr>
<tr>
<td>Change in concentration for the first time</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Change in concentration for the second time</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Health Services</td>
<td>$ 23.00 per semester</td>
</tr>
<tr>
<td></td>
<td>$ 12.00 per term</td>
</tr>
<tr>
<td></td>
<td>$ 0.00 summer</td>
</tr>
<tr>
<td>Student Council</td>
<td>Included in the general fees</td>
</tr>
<tr>
<td>Technology and Communications Services</td>
<td>Included in the general fees</td>
</tr>
<tr>
<td>Parking</td>
<td>Included in the general fees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OTHER CHARGES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation fees, undergraduate*</td>
<td>$125.00</td>
</tr>
<tr>
<td>Academic Transcript</td>
<td>$ 6.00 each</td>
</tr>
<tr>
<td>Academic Transcript (Electronic)</td>
<td>$ 7.75 each</td>
</tr>
<tr>
<td>Removal of an Incomplete (per course)</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>Graduation Certificate</td>
<td>$ 6.00</td>
</tr>
<tr>
<td>Certificate of Cost of Studies</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>Identification card</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Duplicate of Identification Card</td>
<td>$ 7.00</td>
</tr>
<tr>
<td>Duplicate of Class Program</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Integral Seminars Professional Competition – BA in Education</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Integral Seminars Basic Competition – BA in Education</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>Cost of audit students will be 50% of the tuition fee</td>
<td></td>
</tr>
<tr>
<td>Late Enrollment</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>50% the cost of the course</td>
</tr>
<tr>
<td>Charge of account referred to debt-collecting agency</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Returned check fee</td>
<td>$ 25.00</td>
</tr>
<tr>
<td>Duplicate Diploma</td>
<td>$ 50.00</td>
</tr>
</tbody>
</table>

*The graduation fee includes the cost of the gowns, diploma holder, graduation ceremony and others. The fee is non-refundable and must be used in the academic year requesting graduation.*

The University reserves the right to charge a fee for the institutional property used in the course and impose fines for improper use.

**Payment of Fees**

All fees of the academic semester are paid in full. In some cases, with authorization, fees are deferred at the time of registration prior to the first day of classes. The registration is not complete until the student pays all overdue fees.

The payment of fees may be paid in cash, money orders, manager's check or certified checks, ATM or credit cards at the Bursar's Office or by Internet. Failure to pay past due fees, will result in an
administrative drop and/or retention of academic records.

Any student that fails to pay their account on the expiration date may be excluded from all classes, lectures, laboratories, exams, curricular activities and graduation until payment is made or has a satisfactory arrangement. The University may withhold grades, transcripts, degrees and Certificate of Good Standing to any student owing a debt.

All accounts referred by Caribbean University to a collection agency, will have $20.00 fee. If the account is referred for legal action, an extra charge of 30% of the debt. If the case is taken to court, the additional charge is 33%.

Personal checks returned to Caribbean University by the bank, will be charged $25.00.

Payment Plan

The University gives students the privilege to defer payments up to seventy-five percent (75%) of the total tuition and fees if they are not entitled to financial aid, by signing a Payment Plan. If the student is less than 21 years of age, the parent or legal guardian will have to sign the payment plan in conjunction with the student. This means that the student is responsible for paying twenty-five percent (25%) of the total costs the moment the registration process is completed at the Bursar's Office.

1. The student will be granted four (4) installments during the academic term to allow students to comply and finish the payment plan.

2. During summer sessions, the students will have the opportunity of two (2) installments to comply with their payment plan.

3. The active students, the amount due (balance) will be subject to a monthly interest of 1%.

4. The inactive students in academic term (semester, trimester or quarter) the amount due (balance) will be subject to a monthly interest of 2%.

5. Students who do not fulfill their financial commitments established in their registration or payment plan within the specified dates, may be withdrawn from classes and do not have the right to receive services or official university documents until they settle their debt in accordance with Federal Regulations and under the laws of the Commonwealth of Puerto Rico.
REGISTRAR’S OFFICE

The Registrar’s Office is responsible for guarding and protecting the academic records of students. In addition, it monitors to ensure compliance with policies and academic standards established by the Institution. The Registrar's Office is located in the Central Administration building and one in each academic unit (Bayamon, Carolina, Vega Baja and Ponce). The Office is aligned under the Vice-presidency of Academic and Student Affairs.

Academic Sessions

The Institution provides the following academic sessions:

Regular sessions: Classes meet from Monday through Friday from 7:30 a.m. to 10:30 p.m.
Saturday sessions: Classes meet Saturdays from 8:00 a.m. to 5:00 p.m.
Summer Sessions: The summer sessions are in June. Classes meet from Monday through Friday from 8:00 a.m. to 5:00 p.m.

Academic Calendar

The Academic Calendar published by the Registrar’s Office indicates the enrollment dates, beginning of classes, deadlines of Never Attendance, deadlines of withdrawals with “W” and “AD” (Administrative Drop), deadlines of removal incomplete, commencement date, end of classes, and final exam schedule.

Class Standing

Students are classified on the basis of earned academic credit hours as follows:

Freshman: a student who has earned 32 or less credit hours.
Sophomore: a student who has earned 33 to 64 or less credit hours.
Junior: a student who has earned 65 to 96 or less credit hours.
Senior: a student who has earned 97 or more credit hours.

Academic Load

According to their academic load, students are classified as follows:

Full time student – A student enrolled for 12 or more semester credits
Part time student – A student enrolled for either less than 12 semester credits
Part-time students are subdivided as follows:
- Three quarter students enrolled on 9 to 11 credit hour program.
- Half time part-time students enrolled on a 6 to 8 credit hour program.
- Less than half part-time students enrolled for five or less credit hour program.
Academic Credit Hour

The credit hour is often referred to higher education as the unit by which academic work is measured. A credit hour represents a minimum of fifty minutes of supervised or directed instruction in a sixty minute period. One unit of credit hour is usually equivalent to one hour of classroom studies and outside preparation.

Registration

Registration for all students is held at the beginning of each semester as stated in the academic calendar. A student is considered officially enrolled when the completion of the selection of courses and sections are made in the Web Advisor module.

Registration process

The enrollment process begins with academic advising. The Academic Adviser will authorize the course in the E-advising module. Students will register sections for their courses through the web advisor. A student is considered officially enrolled when the completion of the selection of courses and sections are made in the Web Advisor tool.

Late Registration

The student, who has not completed their registration process during the regular registration period, may register in the late registration period that begins on the first day of class by the date specified in the Academic Calendar. The student must pay a late enrollment fee.

Class Schedule

A Class Schedule is published each semester. It presents all courses, offerings, and time tables. Class schedules are posted on bulletins at each campus and Web Advisor module prior to registration periods. The Institution reserves the right to change or eliminate courses, course sections, appointed classrooms, and professors when it is considered necessary due to insufficient student enrollment or other reasons.

Readmission

It is the process in which a student interrupted studies for one or more semesters and wishes to enroll again to continue studying. Applications for readmission must be filed at the Registrar’s Office before the beginning of the term for which readmission is desired. Students in leave of absence who exceeded the time granted and failed to request an extension will be processed as a readmission student. The readmission form shall be evaluated by the Academics in order to determine if the student complies with the established requirements. The Registrar’s Office will notify the student about the outcome of the application.

Student previously registered at Caribbean University who are presently under disciplinary dismissal must be removed from the status by the Students Affairs Grievances Committee, in order
to be considered by the Registrar’s Office for readmission. Students who have been suspended from Caribbean University for academic reasons, at least one academic term must elapse before they can be considered for readmission, (after the approval of the Academic Standing Committee).

An applicant who is denied readmission may appeal to the Grievances Appeals Committee for a hearing. All elements of procedural due process, as required by the University regulations, will be available.

An applicant whose record or account is in delinquency with the University may be readmitted with the condition that all debts with the institution will be paid in full.

**Readmission requirements:**

- Complete the Readmission form and pay a non-refundable readmission fee. Declare on the application the reason for readmission.
- Comply with the required average and current requirements of the curriculum to which the student is requesting readmission.
- At the moment of readmission, the applicant’s record must be complete, according to the current requirements by the Institution.
- Readmitted students will maintain the last academic status applied during the last attended academic term under the Satisfactory Academic Progress (SAP).
- All readmitted students will be governed by the curricular sequence and the current catalog at the time of readmission.

**Change in Class Schedule (Add-Drop)**

Students can make changes to their class schedule during the drop period that is listed (established/mentioned) in the academic calendar. The student must be officially enrolled in order for the student to make changes in schedule during the drop period. During the drop period, students can add or remove courses and change class sections completing the Add/Drop form, which must be signed and authorized by the Academic Director or Program Coordinator. The form is received and processed at the Registrar’s Office. Students can request a new copy of the modified class schedule at the Bursar’s Office.

**Change of Address**

All students must report postal address changes at the Registrar’s Office. All Institutional notifications are sent to the address provided by the student on their application form; therefore, all changes should be reported as soon as possible. The Institution will not be responsible for undelivered correspondence if the student has not notified the change of address.

**Identification Cards**

Identification cards are issued to students during the registration period in the first semester of residence, and validated thereafter at every registration period of the academic year. ID cards
permit students to use the University facilities and services, and attend all activities open to the student body at no cost or at special rates. The name and student number is printed on the ID card.

**Attendance**

Attendance is compulsory at Caribbean University. Students must not be absent from classes, announced examinations, quizzes, laboratory periods, final examinations or other class activities, unless the reason for the absence is valid and acceptable by the instructor. If for some reason the student has to be absent from scheduled classes or laboratories, it is his/her responsibility to make up the material covered. All matters related to the student's absences, including making up for work missed, are to be arranged with the instructor’s authorization. The instructor is responsible for the guidance and referral of students for counseling regarding possible academic loss due to absences.

**Withdrawal Policy**

The University encourages student’s retention on courses and in the Institution. Advisors should be notified by the student to discuss possible alternatives before the withdrawal of a course. Students desiring to withdraw from a course must submit the "Withdrawal Form" at the Registrar's Office within the academic calendar period established. Withdrawal forms must be filled out completely, approved by the deadline for withdrawal is the last day of classes for the session. After this date, no withdrawals will be processed.

Withdrawal forms must be completed by the student, and processed by the Registrar Office.

**NA (Never attended)**

A student incurs in “never assisted” status or NA once the courses are officially enrolled and he or she does not assist virtually or presently to class during the established Institutional period.

**AD (Administrative Drop)**

An Administrative Drop is certified by the professor once the student fails to attend a course six (6) times consecutively in courses that meet twice a week; or absent three (3) consecutive times in courses that meets one (1) once a week.

**Leave of Absence**

Student currently attending Caribbean University who needs a leave of absence must complete a “Leave of Absence” form one month prior to the effective date. This form is available at the Registrar’s Office.

A student granted a leave of absence is not required to comply with the readmission procedures provided when he/she returns to the University on the date agreed. Failure to return as agreed cancels the leave of absence unless an extension is requested and granted by the Registrar’s Office.
The request for an extension of leave should be submitted to the Registrar’s Office at least one month prior to the ending of the semester agreed upon when the leave was approved.

Special students do not qualify for this permission. All students who apply for the permission within one period less than the stipulated time due to a medical condition, the student must bring evidence to process the application. A student who registers at another institution while on a leave of absence from Caribbean University will not be granted credit for any course taken unless previously approved by the Registrar.

**Declaration of Concentration**

The student declares concentration to one of the programs offered by the Institution when filling the admission form.

**Change of Concentration**

Any student that wishes to change his or her current concentration will have to complete the Change of Concentration form, which has a fee. The deadline for the concentration change is specified on the Academic Calendar. The student must comply with the requirements established for each academic program. *(See to the Change of Program, Concentration, or Specialty policy located at www.caribbean.edu)*

**Transfer from Academic Unit**

Any student, that wishes to transfer from one academic unit to another within Caribbean University’s Centers, must request and complete the Transfer Form at the Registrar’s Office. The student must go to their Program Coordinator/Director to receive an academic orientation. Then the student will submit the document to the Registrar’s Office.

**Final Exams**

The Final exams period will be programmed at the Registrar’s Office and published on the academic calendar. The established time for final exams will be 2 hours.

**Grading System**

The University uses the following system of letter grades and grade honor point for evaluating course:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percent</th>
<th>Honor points</th>
<th>Standard Curve</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>4</td>
<td>4.00-3.50</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
<td>3</td>
<td>3.49-2.50</td>
</tr>
<tr>
<td>C</td>
<td>79-70</td>
<td>2</td>
<td>2.49-1.50</td>
</tr>
<tr>
<td>D</td>
<td>69-60</td>
<td>1</td>
<td>1.49-0.80</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
<td>0</td>
<td>.79-0</td>
</tr>
</tbody>
</table>
Annotation System

The following grade symbols are not given grade honor points:

<table>
<thead>
<tr>
<th>Annotation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Passed</td>
</tr>
<tr>
<td>NP</td>
<td>No pass</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WM</td>
<td>Military Service Withdrawal</td>
</tr>
<tr>
<td>AD</td>
<td>Administrative Drop</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>AU</td>
<td>Auditing</td>
</tr>
<tr>
<td>K</td>
<td>Credit by Examination</td>
</tr>
</tbody>
</table>

The following symbols are used as indicated, but will not be included in the determination of the cumulative grade point average (CGPA).

**P - Pass:** This symbol indicates that credit has been given for satisfactory completion of a course required for the degree.

**NP - No Pass:** This symbol indicates unsatisfactory performance in academic course work necessary for completion of degree requirements. No credit will be given.

**W - Withdrawal:** This symbol indicates that a student was permitted to withdraw from a course without penalty.

**WM – Military Withdrawal:** This symbol indicates that a student is active in the U.S. Armed Forces or the Puerto Rico National Guard.

**AD - Administrative Drop:** This symbol indicates that a student stopped attending to one of his/her courses and did not officially withdraw from the course.

**I - Incomplete-Grade:** This symbol may represent an "I-B", "I-C", "I-D", "I-F", indicating that a student was unable to meet the full requirements of the course for non-academic reasons. Non-academic reasons cover situations such as: serious illness, or an event which makes it impossible for a student to complete the required work. An incomplete will be given to the student only in those cases that owns the final assignment or the final exam of the course. The student must request in writing the desire to be given an incomplete.

In these cases the instructor will grade the student's achievement with an "F" in the final examination for which he/she has been absent and averages the total number of grades earned by the student in the course. The final grade will be reported to the Registrar as an incomplete followed by a grade (e.g., "I-B", "I-C", "I-D", and “I-F”). The student will have until the eighth week of the next semester term to remove the "I" (see Academic Calendar). If the "I" is not removed during the above indicated period, the grade indicated in the incomplete will automatically be recorded by the Registrar on the student's transcript.
AU - Auditing: The auditing category is available for freshman students, regularly enrolled students, and for individuals from the community. Students may not transfer from auditing to credit status or vice versa.

K - Credit by Examination: This symbol indicates that a student is given credit for the course based on successful performance on an examination for this purpose. Credit earned by examination is recorded as "K" if successfully passed (70% or over).

Course Coding System

The Course Coding System is composed by a four alphabetic code that identifies the course material and also has a numeric component of three digits that identifies course level.

- 100-299 Lower division courses (Freshman/Sophomore Level)
- 300-499 Upper division courses (Junior/Senior Level)

Grade Report

At the end of each semester or academic session, the Registrar’s Office will send an email to the students to notify the grades posted in the academic record. The student must access the Web advisor in order to see their grade report that includes the student's semester index and general cumulative index. The University will consider as official all information sent to the student's address as it appears on his/her record.

Credit by Examination

Caribbean University offers students the opportunity to obtain credits for General Education Courses by credit examination. The list of courses are available in the Deanship. Interested students must seek an interview with the Department Head or Coordinator in order to request the test. Students must score over 70% for validation. No point average is given for validated credit.

Repeated Courses

Students will be allowed to repeat any courses if any of these conditions occurs: a failed course, withdrawal, administrative drop, dissatisfied or if the student does not accomplish the grade point average of the academic program required in which he/she is enrolled. Repeat course does not guarantee the eligibility of Title IV financial aid. Although both grades will be recorded on the student's official transcript, only the higher grade will be used in the Grade Point Average (GPA) computation.

Course reactivation

In such cases in which the students have been given an administrative drop he/she could request a course reactivation after the submission of the evidence to the professor. The student must fill out the form given by the Registrar Office in the time establish by the Academic Calendar. The professor and the Academic Dean must evaluate the evidence and authorize the reactivation.
Grade Claim

If a student is not satisfied with his/her grade, he or she will have the opportunity to file a claim objecting the grade. The student will fill the Grade Claim form at the Registrar’s Office in the date established in the academic calendar. The professor will receive the claim, verify all the class requirements, and submit his/her decision to Registrar’s Office. The student will receive the result of the claim.

Change in Grades

A course grade which has been reported by the instructor and recorded by the Registrar's Office cannot be changed except under the following circumstances:

1. **Error in grade** - Any incorrect grade will be changed upon provision of statement written by the instructor indicating that the reported grade was an error. Evidence is required by the Registrar to justify a grade change.

   If a student is not satisfied with his grade, he or she will have the opportunity to file a claim objecting the grade at the Registrar’s Office. The professor will receive the claim, verify all the class requirements and certifies if there was an error on the final grade. In these cases, the professor will submit the form to the Registrar's Office. The change will be updated on the system once is confirmed and certified.

2. **Removal of an Incomplete** - Grade ("I"). A student receiving an "I" is expected to consult the instructor and complete all necessary work within the eighth week of the following semester. If the "I" is satisfactorily removed by the student during time limit, the instructor is required to file the grade change to the Registrar's Office. Grade change must be informed during the time limit, otherwise, the symbol "I" changed to the grade indicated in the incomplete (see Grading System).

3. **Grade Claim** – When the professor accepts the error in grade based on the claim of the student.

Authorization to study in another Institution of Higher Education

Students at Caribbean University (CU) seeking an Undergraduate Degree may request the Academic Dean and Registrar authorization to take courses leading towards his/her degree at another institution of higher education. The Academic Dean will evaluate the description of the courses in order to guarantee the equivalency in Caribbean University. The authorization will be given only if:

- The course(s) to be taken have not been offered in the last two semesters prior to the request
- The student has a minimum GPA (Grade Point Average) of 2.00
- The student is considered a "senior", having 97+ credits earned
A student can take a maximum of 9 credits towards a Bachelor Degree or 6 credits towards an Associate Degree in such manner.

The course(s) must be approved with a grade of “C” or better in order to be threat as a transfer course (T). Students are responsible of requesting official transcripts to be sent to CU from the other institution.

Caribbean University will not be responsible for the courses taken without the prior authorization of the Academic Dean.

**Transfer Credit Policy**

Transfer students must request an evaluation at the Admission Office. The Program Coordinator/Director will evaluate and compare the prior credit to the Institution’s courses.

Only the courses that have equivalency in its contents, which have equal or higher credit hours and were approved with “C” or higher will be validated in accordance to the Academic Program in which the student were enrolled.

Only the maximum of 60% of prior credit will be approved and 50% of the maximum of credits to be approved could be concentration courses. Once evaluated, the student will receive a letter by the Registrar’s Office notifying which courses were approved.

- **Advanced Placement**

Course equivalency allows students to receive university credits based upon their scores in the Advanced Placement Exam submitted by the College Board. Through this option, Caribbean University recognizes the academic achievement of these students and is allowing them to take higher-level courses based on their academic abilities.

**Course Substitution**

Caribbean University allows under certain conditions, the substitution of course. The course substitution will be subject to the table of equivalence provided by the Vice-presidency of Academic Affairs.

**Credit Transcripts and Certificates**

Students can request a copy of their transcript copies. Official transcript copies are sent directly to the agency or institution as requested by the student.

In order to request a transcript, the student must complete and submit a form in the Registrar’s Office or through National Student Clearinghouse web portal located on the Institution’s official web page. The student has the opportunity to request and receive transcript electronically through E-transcript service. No transcripts will be issued without written authorization by the student.
Official transcripts are not given to student under any circumstance. Transcripts are not issued to students that have a financial debt with the institution.

The certificate of degree indicates that the student has successfully completed the graduation requirements.

**Academic standing**

Caribbean University requires that all students demonstrate a good academic standing. The academic standing is used to determine the eligibility of a student to continue their study. At the end of each academic year, the registrar office will determine if the student satisfied the accumulated grade point average as described in the following tables:

<table>
<thead>
<tr>
<th>Associate degree</th>
<th></th>
<th>Bachelor degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completed Credits</strong></td>
<td></td>
<td><strong>Completed Credits</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>GPA</strong></td>
<td><strong>GPA</strong></td>
</tr>
<tr>
<td>3-24</td>
<td></td>
<td>1.65</td>
<td>1.65</td>
</tr>
<tr>
<td>25-48</td>
<td></td>
<td>1.85</td>
<td>1.80</td>
</tr>
<tr>
<td>49 +</td>
<td></td>
<td>2.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Academic Warning**

Students are placed on academic warning if their cumulative grade point average drops below the standards of academic progress established for their class standing. Academic warning is a preventive measure intended to inform the student making unsatisfactory progress of the need to improve study habits and seek additional counseling. Early recognition of a problem warns the students about possible jeopardy to their academic goals. It also provides an opportunity for the students to demonstrate acceptable academic performance. The subsequent action is academic probation.

**Probation**

The student is placed on academic probation by the recommendation of the Academic Standing Committee if at the end of the academic year after being in Academic Warning the students do not satisfy the GPA required. At the end of the first year on probation the Academic Standing Committee could recommend second year probation. Academic probation places the student in jeopardy of academic suspension if he/she doesn’t satisfy the require GPA after the second year on probation.

**Academic Suspension**

A student is placed on academic suspension for one semester if he/she fails to maintain the minimum GPA established after the second year in probation. A student who is suspended may petition the Academic Standing Committee, to review his/her record and consider the reason for poor achievement. If the Committee makes a favorable recommendation, the student is placed on academic probation for the next semester after receiving an academic suspension notice.
Conversely, if the Committee sustains the former decision or if no petition is made by the student after receiving the academic suspension notice, the student is not permitted to enroll at the university for one semester following academic suspension, nor participate in any other activity sponsored by the Institution. Readmission after the mandatory one semester suspension is not automatic.

Removal of Academic Suspension

A student may apply for readmission to Caribbean University at the end of the academic suspension period. The student will be readmitted under academic probation during suspension. After a semester on probation if the student does not satisfy the GPA required the student will be placed on academic dismissal.

Being in Good Standing does not imply eligibility to receive Financial Aid.

Dean's List

The Dean's List is compiled at the end of each academic year and posted on the campuses bulletin boards. This scholastic recognition includes those full-time degree-seeking students who achieve a cumulative GPA of a 3.50 or higher. Part-time degree-seeking students and non-degree students, regardless of academic load, and academic achievement are not entitled to nomination for the Dean's List.

Graduation Requirements

1. Completion of the academic requirements of the enrolled program.
2. Transfer students must approve in residence work 40% of the required program credits and 50% of the required concentration credits.
3. Students will graduate under the program curriculum in which they were admitted. However, if the curriculum was modified after the student’s admission, he/she could request to change his/her curriculum and be evaluated for the change. Curriculums may not be combined.
4. Students must complete and submit graduation form at Registrar’s Office.
5. Graduation request have a non-refundable fee.

Graduation Grade Point Average

The student must approve all required credits under the program enrolled with a general academic index of 2.00, with the exception of some programs, that require an index of 2.50 Engineering and Speech Therapy program and 3.00 for Education programs (From 2016 hereafter).

Concentration Grade Point Average

The Concentration GPA required is 2.30, except for programs that require 2.50 Engineering, Social Work and Speech Therapy programs and 3.00 for Education programs (From 2016 hereafter).
Graduation with Honors

The Institution grants honors to students under associate and bachelor academic programs with an excellent level of academic standing. In order for a student to achieve honorable mention, he or she must have obtained a general GPA of:

- 3.50 - 3.70 – Cum Laude
- 3.71 - 3.89 - Magna Cum Laude
- 3.90 - 4.00 - Summa Cum Laude

Posthumous Degree

In case the student has passed away, the Institution could grant a posthumous degree under the following circumstances:

- Was enrolled at the Institution in his/her last academic term.
- Must be recommended by the Registrar and approved by Vice-presidency of Academic Affairs and Accreditation.

Conferral of Degrees

Degrees are issued in May and December. Formal ceremonies are conducted at the Annual Commencement Exercise in June. All students completing degree requirements are invited to participate in the commencement exercises.

Student Records

Caribbean University in compliance with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Act, protects student’s privacy, academic record and acknowledges student’s rights to verify their academic record. The Institution also enforces privacy thru its Policy of Confidentiality of Academic Records, which is provided at the web at www.caribbean.edu and at the Registrar’s Office.

Student rights under the FERPA Act for Post-secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Act was approved by the United States Congress in 1974. FERPA has certain rights with respect to their academic records.

Student Rights:

1. The student has the right to inspect and review their academic record within 45 days of the day the University receives a request for access. The student should submit to Registrar’s Office a written request that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify students the time and place where the records may be inspected.
2. The right to request an amendment of the academic records that students believe is inaccurate or misleading. Such amendment or correction shall be filed in writing and must specify the issues that need to be changed including student understand the reasons. Failure to do such amendments or corrections, the student will be notified in writing with the right to a formal hearing.

3. The right to consent to disclosure of personally identifiable information contained in the academic record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “legitimate educational interests”. A school official has a legitimate educational interest if the official needs to review an academic record in order to fulfill his or her official responsibilities. The Institution may provide student record information without consent to other educational institutions in which the student interested in enrolling

4. The right to file a complaint with the U.S. Department of Education concerning alleged the University incompliance with the requirements of FERPA. This should be addressed to:

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

Directory of Information

Caribbean University under the provisions of the “Family Educational Rights and Privacy Act of 1974” also known as FERPA, established the following data as Directory Information:

The student will choose between these three categories:

- Category I – name, address, telephone number, dates of attendance and class level
- Category II – name, Concentration, previous institution(s) attended, degree conferred, honor, date and place of birth, participation in sports and activities, height, weight of athletes
- Category III – Not authorize to disclose information

If this form is not received in the Registrar’s Office, Caribbean University will assume that the information mentioned in category 1 of this letter may be released. If the student desires changes, after submitting the form, the student should pass by the Registrar’s Office and complete another form.

The Solomon Amendment and FERPA

The Solomon Amendment requires that institutions to provide directory-type information of students 17 years or older upon request from representative of the Department of Defense for military recruiting purposes. This information, referred to as “student recruiting information, includes: student name, home address, student telephone number, date and place of birth, level of education or degrees received, academic Concentration, and the most recent previous educational institution in which the student was enrolled.
The request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. Any one of these exceptions must be applicable to schools seeking not to comply with Solomon:

- Certification that the institution has maintained a long-standing policy of pacifism based on historical religious traditions.
- Certification that such the information is not collected by the institution
- Certification that each student concerned has formally requested to withhold “directory information” under FERPA to third parties.

Student with Veteran’s Benefit

Caribbean University has all the programs authorized by the Veterans Administration. All veterans and eligible dependents are encouraged to take advantage of the information and referral service of the Office of Veterans Affairs located at the Registrar’s Office. The Office assists veterans in solving problems that might hinder them from pursuing or completing their educational objectives; while also delivering the most up to date information on the education assistance benefits provided by the Department of Veterans (Including Post 9/11 GI Bill, Montgomery GI Bill Selected Service, Montgomery GI Bill Active Duty, REAP, Dependent’s Educational Assistance (DEA), and Vocational Rehabilitation) **. The office opens Monday through Friday, 8:00 a.m. to 5:00 p.m.

In order to comply with those regulation it is expected of those students to achieve their degree by the time they approve the “minimum” number of credit hours required for graduation in his/her specific degree. After they achieve the mentioned “minimum” they can be certified no longer for the veteran’s affair benefits.

Reserve Officer Training Corps (ROTC)

Caribbean University students who wish to participate in the Army Reserve Officer Training Corps program may do so in conjunction with the Department of Military Science at the nearby Bayamon campus of the University of Puerto Rico and Ponce campus. Specific objectives of the Army ROTC program are to attract, select, and identify qualified students to serve as commissioned officers in the active Army or the U.S. Army Reserve; to provide cadets with the understanding in the fundamental concepts and the principles of the National Security and Military Sciences; to develop leadership and managerial potential, and to install a strong sense of personal integrity, honor, and individual responsibility. Further information on career opportunities through the Army-ROTC may be obtained by writing or calling the Department of Military Science at the UPR-Bayamon and Ponce campuses.

Social Security Number Policy

In accordance with Act No. 186 of 2006, Caribbean University establishes that it will not show or display the Social Security number of any student in a visible place or object, nor will be used as student identification.
The Institution will only use the social security number for internal purposes to verify the identity of the students in their admissions application, for financial aid purposes or other reports required by law, and the same will be for legitimate official use.

Caribbean University's administrative offices and the faculty will not publish the social security number in grade lists, list of students enrolled in courses, student directory, or any list, or make it accessible to any person who does not have the need or authority of the data. In addition, the Institution will notify the student, father, mother or legal guardian; under what circumstances the information will be used.
STUDENT LIFE AND SERVICES

General Information

Caribbean University is committed to the ideal that total education involves more than an academic degree. The moral, social, and physical aspects of student life should develop in accordance with the academic achievement. The Students Affairs’ Office or the Campus Director’s Office is responsible for the coordination and direction of all services and activities that support the students’ academic program. These services and activities are designed to maximize the moral, social, and physical development that will enhance the student’s educational experience and personal growth.

Student Orientation and Guidance Center

Guidance and counseling services are available to all students having academic, vocational, occupational, educational, and personal concerns. The role of the advisor is to help the student clarify values, attitudes, interest and aptitudes; explore career opportunities, formulate educational and vocational plans, and assist students who need academic information. The student is guided to identify academic study difficulties, personal problems, and to find possible alternatives in coping with them. For students who require special services, the Guidance and Counseling Office arranges appropriate referrals to the University’s Student Support Services or other off-campus professional agency. Student counseling records are confidential; no information is released to anyone (including family or members of University faculty) without the student’s written consent or approval. Caribbean University students may use all guidance and counseling services at any time during their college years.

Students Council

The Students Council exists as the representative body of the students of Caribbean University. The purpose of the Students Council is to voice students’ opinion; advance the students causes, both socially and academically; promote communication, cooperation, and understanding among students, faculty, and administration; and suggest the necessary improvement for the welfare of the students, and the improvement of the University in general.

The Students Council of Caribbean University represents the interest of students through its standing committees. It is formed by representatives of every academic department. By active participation in the Students Council, or by voicing opinions and ideas through representative students, a student may gain valuable experience in democratic processes, including rights, and duties. Students interested in working with the Council may obtain information from any of its members or from the Students Affairs Office.

Food Services

The University Cafeteria, operated by a concessionaire, provides food services for the University community in its Main Campus and Centers.
Museum of Art Caribbean University (MACU)

The Museum of Art Caribbean University (MACU) began as a center of university education and the appreciation of art and cultural heritage. Its mission is to investigate, expose and educate through the exhibition of works of art, promoting a direct encounter between the artist, the work exhibited and the audience. MACU is also a practice center of interdisciplinary studies where students integrate their knowledge of art, humanities, science, technology and pedagogy. MACU’s goal is to transform the university's education and promote multidisciplinary and critical thinking.

Students Organizations

Caribbean University students will have full freedom to associate and form a bona fide student organization, within the framework of respect and tolerance to help maintain a climate of solidarity and suitable relationships between all the University community members, in accordance with institutional regulations.

Code of Behavior

Caribbean University is firmly committed to the concept of a university as a setting for educational processes, designed to empower students to develop their potential. To assure the availability and continuance of these educational processes, all members of the University community are engaged in avoiding any attempt to impede or interfere with the normal function of the University’s programs and services. Students are admitted to the University with the understanding that they accept the University’s basic principles and codes of behavior. Violators of University regulations, which are contain in the student general handbook are exposed to penalties, including suspension or dismissal. Student general handbook is available at www.caribbean.edu.

Academic Dishonesty

Intellectual honesty is the basis of all academic and scholarship work. The University views any form of academic dishonesty as a serious offense. The Students Affair Grievances Committee is in charge of establishing policy on how to deal with academic dishonesty; and sets guidelines for proceeding with each particular case.

Complaints and Academic Grievances Committee

The Complaints and Academic Grievances Committee considers complaints of arbitrary, capricious, malicious, or otherwise improper actions related to grading, evaluations, and other requirements for credits, or any other academic matter. The Committee cannot intervene in matters covered by the procedures set forth in the Policies of the Board of Trustees and the rules for the maintenance of public order.

The Committee considers only charges of clearly improper academic practices. It will not intervene in disagreements about an instructor's intellectual judgment. Grievances should be brought to the Committee only after previous discussion with the Instructor, Department's Chairperson and Office for Academic Affairs have proven unsuccessful. Grievances must be in writing, including names, dates and other pertinent details, and submitted to the Committee at the
Dean of Student Affairs office. Further information about committee procedures may be obtained from that office.

Safety on Campus

Caribbean University has as a policy to protect the rights of all individuals and ensuring a safe environment for all students, student prospects, employees, employee’s prospects and visitors to the University. The institutional policy concerning campus security responds to the specifications included in the "Code of Federal Regulations" 34 CFR 668.46 (Institutional Security Policies and Crime Statistics) of the U.S. Department of Education and the parameters that have the Jeanne Clery Act (known as the Clery Act).

Each member of the University community and its visitors has the right to be protected from acts of violence and threats. It also has the responsibility to comply with all local, state and federal laws and all rules and regulations of the University aimed at protecting its integrity and safety and that of others. Every individual who has been victim of any criminal violation or other emergency should report such violation immediately to the University authorities in charge of Campus Security and the University guards. Furthermore, they can visit the Chancellor's Office or the corresponding Campus/Center Director. Also, they can communicate immediately call 911, Municipal or State police, or to the University's direct toll free number 1-888-780-0070.

Crime Statistics Institutional Security and Prevention Policy

The Student Right to Know and Campus Security Act Law 101-542 or the Jeanne Clery Act requires that the University collect and disclose the crime statistics and in addition, be kept informed throughout the University community, students and employees prospects and visitors about the criminal incidents that occurred in the institution during the past three calendar years. These statistics include events, if any, of a criminal nature that occur within or outside of the university campus and public property, as defined by the Clery Act. Such information is disclosed annually through a statistical report known as the Campus Crime and Security Survey, required by the Federal Department of Education and is available at www.caribbean.edu

Together to that report, Caribbean University promotes and disseminates its Institutional Prevention and Security Policy which include important aspects such as:

- Prevention of Crimes and assaults
- Domestic Violence Prevention
- Suicide Prevention
- Prevention of the use and abuse of alcoholic beverages and controlled substances.

This information is also available in writing at the Office of Guidance and Counseling in each academic unit.

Convicted Sexual and/or Child Abuse Offenders Registry

http://prcjisweb.gobierno.pr/CjisServices/Forms/Registries/Registry266TermsConditions.aspx contains information of the Public Register of persons convicted of sex crimes or abuse of minors to help citizens understand the possible presence of such offenders in their community. In the Puerto Rico Police Unit there are Coordinators of Unit Offenders and Domestic Violence. Federal law requires that individuals registered as sex offenders, notify the authorities of the State if they are employed by are students of an institution of higher education.

Caribbean University is committed in promoting and maintaining a secure environment and free from any form of sexual harassment or intimation. Each member of the university community must be alert and know that this conduct is prohibited by law and by the University's institutional policies. Caribbean University does not tolerate any conduct of sexual assault or rape of known or unknown individuals, and will take the necessary measures to prevent and correct such acts.

**Alert or Emergency Releases**

As a preventive measure or notification of emergency, the staff in charge of security on campus, shall deliver to the university community the necessary alert and emergency releases (Timely warnings notifications or timely emergency notifications), in cases that warranted in a reasonable time and according to the geographic area defined by the Clery Act.

**Health Services**

The Office of Health Services is in charge of a nursing professional licensed by the State to exercise their profession. The nursing professional contributes health services to the entire university community in the institution through the services of primary emergency medical aid and guidance of individual and collective health. In the Office of Health Services external services are coordinated, during emergency events such as calls to 911, ambulances, firefighters and police. On the other hand, the staff of this office is responsible for coordinating educational campaigns and coordinate blood donations with the pertinent organizations.

**Campus Parking**

Students may park on the campus parking lot available at the University on a first come, first served basis. In order to use the parking facilities on campus, students must furnish the vehicle registration, and the validated student’s academic program. One permit per student is allowed. Decals must be displayed on all vehicles parked on campus.

**Library Services**

The System of Libraries, Educational Resources and Learning at Caribbean University, consist of five units. These are: the main administration offices and four libraries (Bayamon, Carolina, Vega Baja and Ponce) engaged in direct service to the public. All of them are committed to achieving the institutional vision, mission, goals and objectives as leaders in the management of study, teaching, research and services.
In keeping with the institutional mission, the Libraries will contribute to the education of their students, fostering in them the social and cultural values of our people. Furthermore, they will facilitate quality information through the immediate availability of library resources inherent to the academic development of our community.

The libraries’ hours’ service are: Monday to Friday from 7:30 a.m. to 10:30 p.m., Saturday from 8:00 a.m. to 5:00 p.m. Access to the databases is always available through the online library located at the website http://www.caribbean.edu/index.html.

The libraries provide many services for its users at all four campuses. These are:

- **Reference Consultation** – Libraries offer orientations, by telephone and e-mail about the services that the libraries provide to students, professors, administrative personnel and the community.

- **Reserve** – This section of the libraries provides the bibliographical resources that are identified in the course syllabus and any other material that the faculty identifies as necessary for either additional consultation or that support the courses taught in the different academic programs. Loans for these resources are controlled as they are in high demand.

- **Access to databases** – The University community can have access to the databases at the libraries, laboratories and offices at all four campuses. This service is also available 24/7 through the webpage of the university http://www.caribbean.edu/E2_Multidisciplinarias.html.

- **Virtual Reference** – This service can be accessed from the Online Library section of http://www.caribbean.edu/Referencia_virtua3.html. Users can ask questions by filling out the provided form in Internet. Questions should be answered within a period not exceeding three days.

- **Research** – Library personnel provides orientation and/or support to the community in different topics of interest or specific academic research. Users will be able to access or recover information through electronic, printed and/or audiovisual material.

- **Faculty Support** – Library personnel provides orientation, workshop and/or support to the faculty in the different topics of interest or in specific academic research using electronic, printed and/or audiovisual material and equipment. In addition, the librarians evaluate and accept the recommendations made by the professors when they identify educational resources for the development or the actualization of the library collections.

- **SDI (Selective Dissemination of Information)** – The libraries continuously disseminate booklets and leaflets about the services offered. Also, the link to the website of Caribbean University provides access to online library information services, databases, catalog, and links to the lists of the new acquisitions and the staff directory.

- **Formation of Users** – The libraries provide information literacy on different topics of identified by professors and students. These subjects are: the use of Databases, use of the Online Catalogue, and the development of writing skills: term papers, essays, monographic, bibliographies, among other.

- **Inter Library Loan** – Caribbean University maintains an ongoing collaboration with the loan service of resources as part of the Library System. The request will be processed and the user can have the resource, subject to availability.
• **Wireless Network for Internet Access** – The institution provides free wireless internet access in its facilities in Bayamón, Carolina, Vega Baja and Ponce for students, professors and community groups who own laptops, tablets or cellphones.

• **Audiovisual Unit** – This area specializes in the loan and control of equipment and audiovisual resources like cameras, videos, video cameras, DVDs, CD-ROMs, digital projectors, laptop computers and similar items, providing equipment that the academic community requires to enhance instruction. The loans are for professors and students. Due to high demand is recommended to request the equipment in advance.

• **Prints Area** – All the libraries of the Caribbean University have self-service photocopy and printing services for use of the community. This service requires the creation of an account.

• **Collections** – The Collection of printed, audiovisual and electronic media consists of an inventory of nearly 200,000 volumes. Among these, are printed and digital resources like books, journals, magazines, documents, and local and international newspapers. The audiovisual collection is composed of films, videos, CD-ROMs, DVDs, among others. Electronic journals contained in the databases are not included in the inventory of collections.

These library resources are classified according to the rules of the Dewey Decimal Classification (DDC) System and are incorporated to the online catalog for libraries (Mandarin M3). This tool allows students, faculty and administration to browse, search and identify resources that are available in the library. Searches can be performed by author, title of the resource, and subject or keyword. To use the printed and audiovisual materials, academic community should visit one of the Libraries.

Subscriptions to databases and electronic books keep collections up-dated and dynamic. The availability of remote access through the Online Library allows our academic community to evaluate and use library resources 24/7 from home, office or university campus. This alternative has been a great support for courses offered online, orientations, workshops and sharing resources through collaborative arrangements. To benefit from this service, authentication (username & password) is required.

**Athletic Activities**

Caribbean University is a member of the Inter-University League of Puerto Rico (LAI), participating in the following disciplines: athleticism, dance, basketball, baseball, football, weightlifting, judo, wrestling, cheerleading, table tennis and volleyball.

**Students Activities**

Caribbean University regards students’ activities as part of the total academic program, supplemental to the individual students’ programs. The University desires to contribute to the students’ personal growth by encouraging participation in campus-wide activities. The University, with the students’ cooperation and the assistance of student organizations, sponsors a variety of cultural, educational, social, and recreational activities that contribute in broadening the educational experience.
Services for Disabled Students

Caribbean University provides services, including federal and state services accommodations for eligible student with verified disabilities. Services for student are individually designed, and are based on students’ individual needs as identified by a specialist. The Students Affairs Office is responsible for providing assistance and for coordinating services for students with disabilities. It also collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. For additional information regarding services and how to apply for reasonable accommodation, refer to Procedure for Addressing Students with Disabilities located www.caribbean.edu.

Students Housing

Housing facilities are not available at the University. The Guidance and Counseling Office maintains a list of housing accommodations at available nearby areas to students upon request. Students in need of these services must make arrangements for housing.

Students Rights and Responsibilities

Rights

- Educate themselves and the duty to behave in a way that their behavior does not hinder the other members of the university community in exercising their rights or the performance of their duties.
- Request and receive information regarding the Vision, Mission, Goals, Objectives and accreditation of the University, the academic programs and the professor’s credentials.
- Actively participate in the course of study and related activities, exchange concepts and ideas with their professors, express opinions and beliefs, doubts and differences in criteria and be informed of their failures and achievements in academic work. In addition, the student has the right to participate in the activities that are developed in the Institution that promote their personal and professional development.
- Meet with the professor at times specifically agreed, in order to request orientation and clarify aspects of his/her academic work or academic program and receive academic counseling.
- Know the exam results, tests and special work required within a reasonable period of time, preferably not more than two (2) weeks after taken or assigned.
- In the imposition of sanctions for violations of the disciplinary rules identified in Part VIII, Article I on disciplinary rules and procedures, the student will be notified of the nature of the charges, of the evidence based on the same and that they will be given the opportunity to present his/her version of the facts.
- Express in an orderly manner their opinions, beliefs, doubts and differences of criteria, as well as make recommendations through the established mechanisms.
- That their academic records be maintained in compliance with the applicable regulations under the Family Educational Rights and Privacy Acts of 1974, as amended (FERPA). With regard to the academic and disciplinary records, these will be confidential and shall be maintained separately. It may only be made available to persons outside the institution,
provided that the request is in writing, the consent of the student, or in accordance with the law.

- Request information relating to the provisions of the Federal Department of Education about the Student Right to Know and Campus Security Act.
- Receive from their professors, at the beginning of each course, an adequate orientation, in oral or written form. This includes: an explanation of the purposes and objectives of the course, study themes, readings and other work requirements; information on textbooks and other didactic means; the evaluation methods and other relevant aspects.
- Access and enjoyment of all the physical facilities, according to the rules of use.
- Request and receive information regarding available financial aid, the costs and the reimbursement policy that applies when withdrawing from class, payment plans, as well as the information regarding their duties and rights in the financial aspect.
- Participate in the Student Council election under the criteria established in this regulation and to be members of duly certified professional and student associations.

Responsibilities

- It is the responsibility of each student to familiarize themselves, to know and comply with all provisions of this regulation and all the academic and administrative policies of the University. Students are required to read the official announcements and newsletters that are published. In addition, they must observe all regulations or standard to be issued or published through circular letters, formal memoranda or other available to the institution.
- The student must show at all times the due respect and consideration for the members of the university community, so that they can fulfill their functions in an effective manner and in an atmosphere of understanding and harmony.
- The student commits to comply with the academic standards and regulations to conserve and make use of their rights.
- The student will be responsible to comply with the requirements of the course of studies and of the material explained and assigned in his absence.
- The student will be responsible for compliance with all the financial commitments that he/she has contracted with the institution.
- It is the responsibility of all students to cooperate to maintain the cleanliness in the premises of the institution.

Notification of Changes in Catalog

Caribbean University will publish addenda to the catalog each year, as needed. These addenda updates any change in the catalog such as: admission requirements, tuition and fees, programs of study, fields of study, courses, graduation requirements, rules of students conduct, and University policy. Changes will be posted on bulletin boards in all Campuses.
ACADEMIC PROGRAMS

The academic program, together with the philosophy of Caribbean University, agrees that every individual has the right to develop to his/her fullest potential, to respect human dignity and foster the desire for intellectual commitment. It is the Institution's main goal to assist and encourage students in their quest for self-realization through auto-discipline, to develop their ability to think critically, and to exercise their creative potentials.

The curriculum of each academic program is designed to provide students with the knowledge and the skills related to each specific academic discipline. The curriculum is divided into five concentration areas: general courses, core courses, concentration courses, electives, and practice for the academic program that requires it. The credit hours required for graduation vary among degrees and concentrations.
ACADEMIC DEPARTMENTS AND PROGRAM

DEPARTMENT OF LIBERAL ARTS

The Department of Liberal Arts is committed to the intellectual, academic, and social development of the student. The courses are designed to provide the student skills of scientific reasoning, logical mathematician as well as the powers to formulate, analyze, integrate, and apply knowledge. The Department offers preparatory courses in the areas of Spanish, Mathematics and English (100). Students are required to approve the preparatory courses with at least a C grade.

In addition, as part of the benefits for students newly enrolled the Department offers the course, Introduction and Adjustment to university life, which is designed to assist the student in the process of acquiring the skills necessary to succeed in your role as a student. The course also seeks to develop a sense of belonging through various strategies of teaching learning and activities of University work.
DEPARTMENT OF BUSINESS ADMINISTRATION

The development and administration of business have transcended to a global level. All types of business have to create and cultivate a competitive advantage and ensure that puts in effect the basic functions of administration: plan, organize, direct and control. Our Business Administration curriculum is designed to provide the student with the intellectual, social and ethical skills and abilities needed to effectively perform any managerial and leadership position. The student is prepared to face and successfully dominate the basic and advance functional knowledge of the fundamental elements of administration as well the academic and practical expertise required of specific business careers. Our business work experience program offer the opportunity to our students to put in practice the knowledge, skills and proficiencies to manage increasingly intricate and diverse situations in both domestic and international setting. They are prepared to successfully perform in profit-oriented enterprises and not for profit organizations, both public and private.

The Department of Business Administration offers the following academic programs:

- Associate of Sciences Degree in Accounting Administration
- Associate of Sciences Degree in Management Administration
- Bachelor Degree in Business Administration
  Concentration: Accounting
  Management
  Marketing
- Bachelor Degree in Office Systems

Caribbean University has the following Admission Grade Point Average, Graduation and Concentration Grade Point Average of all the programs under this Department.

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Admission GPA</th>
<th>Graduation GPA</th>
<th>Concentration GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Sciences Degree in Accounting Administration</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
<td>2.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Associate of Sciences Degree in Management Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree in Business Administration</td>
<td>2.00</td>
<td>2.00</td>
<td>2.30</td>
</tr>
<tr>
<td>Concentration: Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor Degree in Office Systems</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
ASSOCIATE OF SCIENCES DEGREE IN ACCOUNTING ADMINISTRATION

Minimum Requirements:

33 credit hours in General Courses
29 credit hours in Core Courses
12 credit hours Concentration Courses

General Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102</td>
<td>Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101-102</td>
<td>Introduction to College Mathematics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101</td>
<td>Mathematics of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 111-112</td>
<td>Elementary Accounting I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>STAT 115</td>
<td>Elements of Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>MANA 181</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121</td>
<td>Principles and Problems in Economics</td>
<td>3</td>
</tr>
<tr>
<td>MARK 133</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Business Communication in Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 201</td>
<td>Business Communication in English I</td>
<td>3</td>
</tr>
</tbody>
</table>

Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 201</td>
<td>Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCO 202</td>
<td>Intermediate Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>ACCO 203</td>
<td>Cost Accounting I</td>
<td>4</td>
</tr>
</tbody>
</table>

*All new students will be required to take the UNIV 100 course.
ASSOCIATE OF SCIENCES DEGREE IN MANAGEMENT ADMINISTRATION

Minimum Requirements:

33 credit hours in General Courses
29 credit hours in Core Courses
12 credit hours in Concentration Courses

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101-102 Basic Course in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 101-102 Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102 Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102 Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101-102 Introduction to College Mathematics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>COSC 101 Introduction to Computer Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 101 Mathematics of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 111-112 Elementary Accounting I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>STAT 115 Elements of Statistics I</td>
<td>3</td>
</tr>
<tr>
<td>MANA 181 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121 Principles and Problems in Economics</td>
<td>3</td>
</tr>
<tr>
<td>MARK 133 Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 201 Business Communication in Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 201 Business Communication in English I</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MANA 131 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>MANA 266 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MANA 303 Fundamentals of Production Management</td>
<td>3</td>
</tr>
<tr>
<td>MANA 306 Personnel Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

*All new students will be required to take the UNIV 100 course.*
BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BBA)
CONCENTRATION: ACCOUNTING

Minimum Requirements:

43 credit hours in General Courses
50 credit hours in Core Courses
28 credit hours in Concentration Courses
6 credit hours in Electives
6 credit hours in Practice

General Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102</td>
<td>Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>GESC 101</td>
<td>Fundamentals of General Sciences</td>
<td>4</td>
</tr>
<tr>
<td>MATH 101-102</td>
<td>Introduction to College Mathematics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 209-210</td>
<td>History of Puerto Rico I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCO 101</td>
<td>Mathematics of Accounting</td>
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</tr>
<tr>
<td>ACCO 111-112</td>
<td>Elementary Accounting I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>STAT 115-116</td>
<td>Elements of Statistics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MANA 181</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ECON 121-122</td>
<td>Principles and Problems of Economics</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 201-202</td>
<td>Business Communication in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 201-202</td>
<td>Business Communication in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MARK 133</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BANK 231</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>MANA 131</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BULA 204</td>
<td>Business Law</td>
<td>3</td>
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</table>

Concentration Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 201-202</td>
<td>Intermediate Accounting I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>ACCO 203</td>
<td>Cost Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACCO 205</td>
<td>Income Tax Procedures (Puerto Rico Taxes)</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 304</td>
<td>Principles of Auditing</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 305</td>
<td>Federal Taxes I (U.S. Taxes)</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 310</td>
<td>Advanced Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 381</td>
<td>Computer Applications in Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>
Elective Courses

Elective courses may be taken from the other Concentrations of the Business Administration Department, if the student has already approved the prerequisites. Courses from other Departments may qualify as electives if requirements are met: (1) the course is related to the Business Administration field, (2) the prerequisites of the course has been approved, and (3) an authorization from the Business Department Head is furnished.

Practice

MANA 383  Business Work Experience  6

Total Credit Hours Required for Graduation  134

Those students interested in obtaining the certified public accountant license must have 16 additional credits for a total of 150 credits. The students must approve the following courses.

- ACCO 306 Federal Income Tax II  3
- ACCO 309 Managerial Accounting  3
- ACCO 412 Business, Ethics and Professional Responsibility for candidate to CPA  3
- ACCO 413 Audited Financial Statements Reports  3
- ACCO 414 Accounting for non Profit Institutions  4

*All new students will be required to take the UNIV 100 course.
BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BBA)
CONCENTRATION: MANAGEMENT

Minimum Requirements:

- 43 credit hours in General Courses
- 50 credit hours in Core Courses
- 28 credit hours in Concentration Courses
- 6 credit hours in Electives
- 6 credit hours in Practice

Total: 133

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 101-102 - Basic Course in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 101-102 - Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102 - Study of Western Culture</td>
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<tr>
<td>SOSC 101-102 - Introduction to Social Sciences</td>
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<tr>
<td>GESC 101 - Fundamentals of General Sciences</td>
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<tr>
<td>MATH 101-102 - Introduction to College</td>
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<tr>
<td>ENGL 201-202 - Business Communication in</td>
<td>3-3</td>
</tr>
<tr>
<td>COSC 101 - Introduction to Computer Sciences</td>
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<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>ACCO 101 - Mathematics of Accounting</td>
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<tr>
<td>ACCO 111-112 - Elementary Accounting I-II</td>
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<td>STAT 115-116 - Elements of Statistics I-II</td>
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</tr>
<tr>
<td>MANA 181 - Principles of Management</td>
<td>3</td>
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<tr>
<td>MARK 133 - Fundamentals of Marketing</td>
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<tr>
<td>ECON 121-122 - Principles and Problems in</td>
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</tr>
<tr>
<td>SPAN 201-202 - Business Communication</td>
<td>3-3</td>
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<tr>
<td>ENGL 201-202 - Business Communication</td>
<td>3-3</td>
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<tr>
<td>MANA 131 - Human Relations in Business</td>
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</tr>
<tr>
<td>BULA 204 - Business Law</td>
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<td>BANK 231 - Money and Banking</td>
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<table>
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<th>Concentration Courses</th>
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<tr>
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<td>MANA 306 - Personnel Administration</td>
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<tr>
<td>MANA 308 - Wages and Salary Administration</td>
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<td>MANA 310 - Administration in Business and</td>
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<tr>
<td>Society</td>
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<tr>
<td>MANA 312 - Labor Law and Legislation</td>
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<td>MANA 324 - Managerial Decision Making</td>
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<td>Management</td>
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</table>
Elective Courses

Elective courses may be taken from the other Concentrations of the Business Administration Department, if the student has already approved the prerequisites. Courses from other Departments may qualify as electives if requirements are met: (1) the course is related to the Business Administration field, (2) the prerequisites of the course have been approved, and (3) an authorization from the Business Department Head is furnished.

Practice

MANA 383 Business Work Experience 6

*All new students will be required to take the UNIV 100 course.
BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BBA)
CONCENTRATION: MARKETING

Minimum Requirements:

- 43 credit hours in General Courses
- 50 credit hours in Core Courses
- 27 credit hours in Concentration Courses
- 6 credit hours in Practice
- 6 credit hours in Elective Courses

<table>
<thead>
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<th>General Courses</th>
<th>Credit Hours</th>
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<tr>
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<td>MARK 133</td>
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<td>ECON 121-122</td>
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<td>SPAN 201-202</td>
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<tr>
<td>ENGL 201-202</td>
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<tr>
<td>MARK 308</td>
<td>International Marketing</td>
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<tr>
<td>MARK 309</td>
<td>Sales Management</td>
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<td>MARK 310</td>
<td>Marketing Research</td>
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**Practice**

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<td>Business Work Experience</td>
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**Elective Courses**

Elective courses may be taken from the other Concentrations of the Business Administration Department, if the student has already approved the prerequisites. Courses from other Departments may qualify as electives if requirements are met: (1) the course is related to the Business Administration field, (2) the prerequisites of the course have been approved, and (3) an authorization from the Business Department Head is furnished.

*All new students will be required to take the UNIV 100 course.*
BACHELOR DEGREE IN OFFICE SYSTEMS (BOS)

Minimum Requirements:

- 3 credit hours in Introduction and Adjustment to University Life
- 40 credit hours in General Courses
- 33 credit hours in Core Courses
- 36 credit hours in Concentration Courses
- 6 credit hours in Internship
- 12 credit hours in Suggested Elective Courses

130

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPAN 101-102 Basic Course in Spanish I-II</td>
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<td>ENGL 101-102 Basic Course in English I-II</td>
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<tr>
<td>HUMA 101-102 Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
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<tr>
<td>SOSC 101 Introduction to Social Sciences I</td>
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<tr>
<td>GESC 101 Fundamentals of General Sciences</td>
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<tr>
<td>MATH 101-102 Introduction to College Mathematics I-II</td>
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<tr>
<td>HUMA 215 History of Puerto Rico</td>
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<td>ENGL 217 Oral and Written Communication in English</td>
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<table>
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<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>ENGL 201-202 Business Communication in English I-II</td>
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<tr>
<td>SPAN 201-202 Business Communication in Spanish I-II</td>
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<tr>
<td>OSAD 125 Elementary Keyboarding</td>
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<td>ACCO 111 Elementary Accounting I</td>
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<td>ECON 121 Principles and Problems in Economics</td>
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<td>OSAD 113 Spanish Speedwriting Systems</td>
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<td>OSAD 104 English Speedwriting-Transcription</td>
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<thead>
<tr>
<th>Concentration Courses</th>
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<tbody>
<tr>
<td>OSAD 126 Documents Production I</td>
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<tr>
<td>OSAD 214 Spanish Transcription</td>
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<tr>
<td>OSAD 225 Documents Production II</td>
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<tr>
<td>OSAD 280 Records Management</td>
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<tr>
<td>OSAD 325 Office Information Systems</td>
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<tr>
<td>OSAD 326 Spreadsheets &amp; Electronic Presentations</td>
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<tr>
<td>OSAD 380 Office Procedures and Administration</td>
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<tr>
<td>OSAD 424 Database &amp; Office Publishing</td>
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<tr>
<td>OSAD 425 High Technology Office</td>
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<td>Course Code</td>
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<tr>
<td>MANA 131</td>
<td>Human Relations in Business</td>
</tr>
<tr>
<td>MANA 181</td>
<td>Principles of Management</td>
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<tr>
<td>MANA 306</td>
<td>Personnel Administration</td>
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**Internship**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>OSAD 383</td>
<td>Internship in Office Administration</td>
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**Suggested Elective Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
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<td>Law Office Management</td>
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<tr>
<td>OSAD 289</td>
<td>Medical Office Management</td>
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<tr>
<td>OSAD 290</td>
<td>Ethics and Etiquette for Professional</td>
<td>3</td>
</tr>
<tr>
<td>COSC 130</td>
<td>Web Page Design and Implementation</td>
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</table>
DEPARTMENT OF ALLIED HEALTH SCIENCES

The Department of Allied Health Sciences provides the opportunity to graduate professionals in health related areas, in order to meet local needs and overall needs of the society. The Department of Allied Health Sciences has with a faculty highly qualified and selected to ensure academic excellence and the development of ethical values in their undergraduate students in General Sciences, Speech-Language Therapy and Nursing.

Students who graduate from a Bachelor's degree in General Sciences, can work in any area that involves knowledge of Sciences and also allows them to pursue doctoral studies in areas related to health, such as medicine, dentistry, optometry, pharmacy, public health, among others.

The students of Bachelor’s degree in Speech - Language Therapy can work as a therapist in special populations especially with communication problems, under the coordination of a speech pathologist.

Students associated with a concentration in Nursing may complete their studies in 2 and a half years, and can work in health institutions or continue their studies leading to bachelor degree, who in turn after completing their studies are holistically trained to serve the society.

The Department of Sciences to the Allied Health offers the following academic programs:

- Associate Degree of Science in Nursing
- Bachelor Degree of Science in Nursing
- Bachelor Degree in Sciences
  - Concentration: General Sciences
- Bachelor Degree in Sciences
  - Concentration: Speech-Language Therapy

Caribbean University has the following Admission Grade Point Average, Graduation and Concentration Grade Point Average of all the programs under this Department.

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Admission GPA</th>
<th>Graduation GPA</th>
<th>Concentration GPA</th>
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<tbody>
<tr>
<td>Associate Degree of Science in Nursing</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
<td>2.00</td>
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<tr>
<td>Bachelor Degree of Science in Nursing</td>
<td>2.50</td>
<td>2.00</td>
<td>2.30</td>
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<td>Bachelor Degree in Sciences</td>
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<td>2.00</td>
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<tr>
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<td>Concentration: General Sciences</td>
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</tr>
<tr>
<td>Concentration: Speech-Language Therapy</td>
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</table>
ASSOCIATE DEGREE OF SCIENCE IN NURSING (ASN)

Minimum Requirements:

- 3 credit in Introduction and Adjustment to University Life
- 21 credit hours in General Courses
- 16 credit hours in Core Courses
- 36 credit hours in Concentration Courses
- 76 credit hours in General Courses

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<tbody>
<tr>
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<tr>
<td>ENGL 101-102 Basic Course in English I-II</td>
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<tr>
<td>MATH 101 Introduction to College Mathematics I</td>
<td>3</td>
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<tr>
<td>PSYC 101 Introduction to Psychology I</td>
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</tr>
<tr>
<td>COSC 101 Introduction to Computer Sciences</td>
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<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>BISC 101 Introduction to the Study of Biological Sciences I</td>
</tr>
<tr>
<td>BIOL 301 General Microbiology</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry</td>
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<tr>
<td>BIOL 304 Human Anatomy</td>
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<table>
<thead>
<tr>
<th>Concentration Courses</th>
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</thead>
<tbody>
<tr>
<td>NURS 101 Introduction to Nursing</td>
</tr>
<tr>
<td>NURS 102 Basic Skills in Nursing</td>
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<tr>
<td>NURS 103 Pharmacology in Nursing</td>
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<tr>
<td>NURS 205 Nursing Process within the Conception Birth and Neonatal Care</td>
</tr>
<tr>
<td>NURS 207 Process with Children and Adolescent</td>
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<td>NURS 309 Process with Adults and the Elderly I</td>
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<td>NURS 310 Mental Health and Psychiatry Nursing</td>
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<tr>
<td>NURS 311 Process with Adults and the Elderly II</td>
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</table>

Student must approve courses in Mathematics, Sciences and Concentration Courses with a minimum grade of “C”.

72
**BACHELOR DEGREE OF SCIENCE IN NURSING (BSN)**

**Minimum Requirements:**

- 3 credit in Introduction and Adjustment to University Life
- 36 credit hours in General Courses
- 27 credit hours in Core Courses
- 52 credit hours in Concentration Courses
- 9 credit hours in Practice
- 6 credit hours in Suggested Elective Courses

<table>
<thead>
<tr>
<th>General Courses</th>
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<tbody>
<tr>
<td>SPAN 101-102</td>
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<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
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<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-11</td>
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<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology I</td>
</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
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<td>SOSC 103</td>
<td>Introduction to Sociology</td>
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<td>SPAN 213</td>
<td>Oral and Written Communication in Spanish</td>
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<tr>
<td>MATH 101-102</td>
<td>Introduction to College Mathematics I-II</td>
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<table>
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<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BISC 101</td>
<td>Introduction to Biological Sciences I</td>
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<tr>
<td>BIOL 301</td>
<td>General Microbiology</td>
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<td>CHEM 101-102</td>
<td>General Chemistry I-II</td>
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<td>Human Physiology</td>
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<td>Basic Elements of Bio-Statistics</td>
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<table>
<thead>
<tr>
<th>Concentration Courses</th>
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<tbody>
<tr>
<td>NURS 101</td>
<td>Introduction to Nursing</td>
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<tr>
<td>NURS 102</td>
<td>Basic Skills in Nursing</td>
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<td>NURS 103</td>
<td>Pharmacology in Nursing</td>
</tr>
<tr>
<td>NURS 205</td>
<td>Nursing Process with Conception, Birth and Neonatal Care</td>
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<tr>
<td>NURS 206</td>
<td>Health Physical Assessment in Nursing</td>
</tr>
<tr>
<td>NURS 207</td>
<td>Process with Children and Adolescent</td>
</tr>
<tr>
<td>NURS 208</td>
<td>Principles in Research and Evaluation</td>
</tr>
<tr>
<td>NURS 309</td>
<td>Process with Adults and the Elderly I</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Mental Health and Psychiatry Nursing</td>
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<tr>
<td>NURS 311</td>
<td>Process with Adults and the Elderly II</td>
</tr>
<tr>
<td>NURS 412</td>
<td>Family and Community Health</td>
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</table>
NURS 413  Process with Patient of Critical, Chronic and Terminal Diseases  5

**Practice**

NURS 414  Practicum  9

**Suggested Elective Courses**

NURS 235  Principles of Moral and Ethics in Nursing  3
NURS 111  Communications and Leadership in Nursing  3

Student must approve courses in Mathematics, Sciences and Concentration Courses with a minimum grade of “C”.
# BACHELOR DEGREE IN SCIENCE (BS)
# CONCENTRATION: GENERAL SCIENCES

## Minimum Requirements:
- 3 credits in Introduction and Adjustment to University Life
- 36 credits hours in General Courses
- 54 credits hours in Core Courses
- 26 credits hours in Concentration Courses
- 8 credits hours in Suggested Elective Courses
- 6 credits hours in Free Elective Courses
- Total: 133

## General Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
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<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
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<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 215</td>
<td>History of Puerto Rico</td>
<td>3</td>
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<tr>
<td>SOSC 101-102</td>
<td>Introduction to the Social Sciences I-II</td>
<td>3-3</td>
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<tr>
<td>MATH 101-102</td>
<td>Introduction to College Mathematics I-II</td>
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## Core Courses

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<td>SPAN 215-216</td>
<td>Introduction to the Literary Genres I-II</td>
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<tr>
<td>BISC 101-102</td>
<td>Introduction to the Study of Biological Sciences I-II</td>
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</tr>
<tr>
<td>MATH 133-134</td>
<td>Pre-Calculus I-II</td>
<td>3-3</td>
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<tr>
<td>MATH 230</td>
<td>Calculus I</td>
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<tr>
<td>CHEM 101-102</td>
<td>General Chemistry I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>CHEM 201-202</td>
<td>Organic Chemistry I-II</td>
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<tr>
<td>PHYS 201-202</td>
<td>General College Physics</td>
<td>4-4</td>
</tr>
</tbody>
</table>

## Concentration Course

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
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<td>General Zoology</td>
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<tr>
<td>BIOL 203</td>
<td>Ecology</td>
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<tr>
<td>BIOL 301</td>
<td>General Microbiology</td>
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<tr>
<td>BIOL 304</td>
<td>Human Anatomy</td>
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<tr>
<td>BIOL 305</td>
<td>Human Physiology</td>
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<tr>
<td>BIOL 403</td>
<td>Genetics</td>
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<td>BIOL 407</td>
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Suggested Elective Courses

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<th>Course Title</th>
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<td>CHEM 317</td>
<td>Quantitative Chemical Analysis</td>
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<tr>
<td>BIOL 202</td>
<td>General Botany</td>
<td>4</td>
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<tr>
<td>BIOL 212</td>
<td>Cytology</td>
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<tr>
<td>BIOL 302</td>
<td>Bacteriology</td>
<td>4</td>
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<tr>
<td>BIOL 306</td>
<td>Evolution</td>
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<td>BIOL 401</td>
<td>Embryology</td>
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<tr>
<td>BIOL 405</td>
<td>Parasitology</td>
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<td>BIOL 318</td>
<td>Immunology</td>
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<tr>
<td>PHYS 301</td>
<td>Modern Physics</td>
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Free Electives 6
BACHELOR DEGREE IN SCIENCE (BS)
CONCENTRATION: SPEECH – LANGUAGE THERAPY

Minimum Requirements:

- 3 credits in Introduction and Adjustment to University Life
- 45 credits hours in General Courses
- 28 credits hours in Core Courses
- 34 credits hours in Concentration Courses
- 9 credits hours in pre practice and clinical practicum
- 6 credits hours in Suggested Elective Courses
- 3 credits hours in free elective courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
<td>3-3</td>
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<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
<td>3-3</td>
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<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102</td>
<td>Introduction to the Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101-102</td>
<td>Introduction to College Mathematics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 217</td>
<td>Oral and written Communication in English</td>
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</tr>
<tr>
<td>SPAN 213</td>
<td>Oral and Written Communication in Spanish</td>
<td>3</td>
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<tr>
<td>PSYC 101-102</td>
<td>Introduction to Psychology I-II</td>
<td>3-3</td>
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</table>

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BISC 101-102</td>
<td>Introduction to the Study of Biological Sciences I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>SPAN 215</td>
<td>Introduction to Literary Genres I</td>
<td>3</td>
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<tr>
<td>STAT 117</td>
<td>Basic Elements of Bio-statistics</td>
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<tr>
<td>EDUC 200</td>
<td>Human Growths, Development and Learning</td>
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<tr>
<td>EDUC 462</td>
<td>Nature and Needs of the Exceptional Child</td>
<td>4</td>
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<tr>
<td>SPLAT 305</td>
<td>Correction of Reading and writing deficiencies</td>
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<tr>
<td>SOWO 310</td>
<td>Methods and Techniques of Scientific Social Research</td>
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Concentration Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPLAT 202</td>
<td>Speech and Language Development</td>
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<tr>
<td>SPLAT 204</td>
<td>Anatomy and Physiology of the Speech and Hearing Mechanics</td>
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<tr>
<td>SPLAT 206</td>
<td>Speech and Language Disorders</td>
<td>3</td>
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<tr>
<td>SPLAT 300</td>
<td>Applications of Computers to Speech and Language Therapy</td>
<td>3</td>
</tr>
<tr>
<td>SPLAT 302</td>
<td>Articulation Disorders</td>
<td>3</td>
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<tr>
<td>SPLAT 304</td>
<td>Fluency Disorders</td>
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<tr>
<td>SPLAT 306</td>
<td>Hearing Disorders</td>
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</table>
SPLAT 308  Voice Disorders  2
SPLAT 310  Sing Language  3
SPLAT 312  Aural Rehabilitation  3
SPLAT 315  Oral Anomalies, Cranium-Facial & Neuromotor Difficulties  3
SPLAT 316  Professional Issues in Speech- Language Therapist  3

Pre Practice and Clinical Practice

SPLAT 390  Clinical Observation in Speech and Language Disorders (Pre-Practice)  3
SPLAT 489-490  Clinical Practicum in Speech and Language Disorders I-II  3-3

Suggested Electives

SPLAT 350  Early Interventions in Children & Family  3
SPLAT 351  Technological Assistance and the Speech & Language Therapist  3
SPLAT 352  Autism Spectrum Disorders  3
SPLAT 301  General Linguistic  3

Free Electives  3
DEPARTMENT OF SOCIAL AND HUMAN SCIENCES

The Department of Social and Human Sciences offers various branches of knowledge of human behavior and social research. We have as commitment to train professionals with skills, attitudes, and values which enables them to exercise as agents of change to contribute and strengthen the development of the society.

Our mission; that the student take the responsibility of promoting respect for human dignity, ethical, intellectual development and commitment to facilitate social change.

The Department of Social and Human Sciences offers the following academic programs:

- Associate Degree of Arts in Human Services
- Associate Degree of Arts in Police Sciences
- Bachelor Degree of Arts in Social Work
- Bachelor Degree of Arts in Criminal Justice

The students will have the ability to complete studies in four components related to human behavior. The first is the Associate Degree in Human Services which aims to prepare student for two years in order to continue their studies in the Bachelor level in the area of human behavior. The Associate Degree in Police Science is aimed to train professionals who can exercise in agencies of social control.

The Bachelor of Social Work offers the theoretical frameworks, knowledge and strategies for intervention with individuals, groups, and community in the social welfare system, and human behavior. A Bachelor Degree in Criminal Justice plans to develop a specialist in the areas of prevention, rehabilitation, projection of the crime and juvenile delinquency. The latter, promotes that the student continue graduate studies through our Master's Degree in Criminal Justice.

Caribbean University has the following Admission Grade Point Average, Graduation and Concentration Grade Point Average of all the programs under this Department.

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Admission GPA</th>
<th>Graduation GPA</th>
<th>Concentration GPA</th>
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<tbody>
<tr>
<td>Associate Degree of Arts in Human Services</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
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<td>n/a</td>
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<tr>
<td>Associate Degree of Arts in Police Sciences</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
<td>2.00</td>
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<td>Bachelor Degree of Arts in Social Work</td>
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<tr>
<td>Bachelor Degree of Arts in Criminal Justice</td>
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<td>2.00</td>
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</table>
ASSOCIATE DEGREE OF ARTS IN HUMAN SERVICES (AA)

Minimum Requirement:

3 credit in Introduction and Adjustment to University Life
39 credit hours in General Courses
12 credit hours in Core Courses
18 credit hours in Concentration Courses
72

General Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
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<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102</td>
<td>Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Introduction to College Mathematics I</td>
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</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 213</td>
<td>Oral and Written Communication in Spanish</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 101-102</td>
<td>Introduction to Psychology I-II</td>
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Core Courses

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<tr>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOSC 103</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 215</td>
<td>Statistical Methods in Social Sciences</td>
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<tr>
<td>PSYC 204</td>
<td>Social Psychology</td>
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<tr>
<td>SOWO 268</td>
<td>Introduction to Social Work</td>
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Concentration Courses

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOWO 212</td>
<td>Introduction to the Study of Child Abuse</td>
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<tr>
<td>SOWO 217</td>
<td>Introduction to the Study of Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>SOWO 274</td>
<td>Social and Economic Problems of PR</td>
<td>3</td>
</tr>
<tr>
<td>SOWO 306</td>
<td>Social Policy and Social Welfare System</td>
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<tr>
<td>SOWO 350</td>
<td>Human Behavior in the Social Environment</td>
<td>3</td>
</tr>
<tr>
<td>SOWO 382</td>
<td>Ethics, Professional Relation and Intervention in Social Work</td>
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</table>

Student must approve Concentration Courses with a minimum grade of “C”.

80
**ASSOCIATE DEGREE OF ARTS IN POLICE SCIENCES (AA)**

**Minimum Requirements:**

- 3 credit in Introduction and Adjustment to University Life
- 39 credit hours in General Courses
- 27 credit hours in Concentration Courses
- 69

<table>
<thead>
<tr>
<th>General Courses</th>
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<td>SPAN 101-102 Basic Course in Spanish I-II</td>
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<tr>
<td>SOSC 101-102 Introduction to Social Sciences I-II</td>
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<tr>
<td>MATH 101 Introduction to College Mathematics I</td>
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<td>COSC 101 Introduction to Computer Sciences</td>
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<td>HUMA 101-102 Study of Western Culture and Civilization I-II</td>
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<td>PSYC 101-102 Introduction to Psychology I-II</td>
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<td>HUMA 215 History of Puerto Rico</td>
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<tr>
<td>POSC 102 Introduction to the Criminal Justice System</td>
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<tr>
<td>POSC 109 Introduction to Criminal Investigation</td>
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<tr>
<td>POSC 204 Penal Law and Systems</td>
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<tr>
<td>POSC 207 Law of Evidence and Court Procedures</td>
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<tr>
<td>CRJU 216 Dealing with Alcohol and Drug Abuse</td>
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<tr>
<td>CRJU 301 Juvenile Delinquency and Law</td>
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<tr>
<td>CRJU 322 History and Interpretation of Dactiloscopy</td>
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<tr>
<td>CRJU 323 Classification and File of Fingerprints</td>
<td>3</td>
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<tr>
<td>CRJU 350 Criminal Procedure</td>
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BACHELOR DEGREE OF ARTS IN SOCIAL WORK (BA)

Minimum Requirements:

3 credit in Introduction and Adjustment to University Life
52 credit hours in General Courses
15 credit hours in Core Courses
31 credit hours in Concentration Courses
12 credit hours in Practice
9 credit hours in Suggested Elective Courses

<table>
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<td>HUMA 101-102 Study of Western Culture and Civilization I-II</td>
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<td>SOSC 101-102 Introduction to Social Sciences I-II</td>
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<tr>
<td>GESC 101 Fundamentals General Sciences I</td>
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<tr>
<td>MATH 101 Introduction to College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 206 History of United States</td>
<td>3</td>
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<tr>
<td>HUMA 215 History of Puerto Rico</td>
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<tr>
<td>COSC 101 Introduction to Computer Sciences</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 217 Oral and Written Communication in English</td>
<td>3</td>
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<tr>
<td>SPAN 213 Oral and Written Communication in Spanish</td>
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<tr>
<td>PSYC 101-102 Introduction to Psychology I-II</td>
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<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>SPAN 215 Introduction to Literary Genres I</td>
<td>3</td>
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<tr>
<td>SOSC 103 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 215 Statistical Methods in Social Sciences</td>
<td>3</td>
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<tr>
<td>PSYC 204 Social Psychology</td>
<td>3</td>
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<tr>
<td>SOWO 268 Introduction to Social Work</td>
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<thead>
<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>SOWO 274 Social and Economic Problems of Puerto Rico</td>
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<tr>
<td>SOWO 306 Social Policy and Social Welfare System</td>
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<tr>
<td>SOWO 310 Methods and Techniques of Scientific Social Research</td>
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<td>SOWO 350 Human Behavior in the Social Environment</td>
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<td>SOWO 352 Family as the Social System</td>
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<td>SOWO 382 Ethics, Professional Relation and Intervention in Social Work</td>
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<tr>
<td>SOWO 492</td>
<td>Methodology in Social Work I</td>
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<td>SOWO 494</td>
<td>Methodology in Social Work II</td>
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<td>SOWO 495</td>
<td>Social Work with Communities and Small Groups</td>
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<td><strong>Practice</strong></td>
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<td>SOWO 496</td>
<td>Seminar and Social Work Practice I</td>
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<tr>
<td>SOWO 497</td>
<td>Social Work Practice II</td>
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<td><strong>Suggested Elective Courses</strong></td>
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<tr>
<td>SOWO 210</td>
<td>Health and Human Ecology</td>
</tr>
<tr>
<td>SOWO 211</td>
<td>Introduction to the Study of Sexually Transmitted Diseases</td>
</tr>
<tr>
<td>SOWO 212</td>
<td>Introduction to the Study of Child Abuse</td>
</tr>
<tr>
<td>SOWO 213</td>
<td>Violence in the Contemporary Puerto Rican Society</td>
</tr>
<tr>
<td>SOWO 217</td>
<td>Introduction to the Study of Gerontology</td>
</tr>
<tr>
<td>SOWO 218</td>
<td>Supervision and Administration in Social Work</td>
</tr>
<tr>
<td>SOWO 219</td>
<td>Human Sexuality</td>
</tr>
<tr>
<td>SOWO 304</td>
<td>Comm. &amp; Interv. in the Social Work</td>
</tr>
<tr>
<td>CRJU 301</td>
<td>Juvenile Delinquency and Law</td>
</tr>
<tr>
<td>EDUC 208</td>
<td>Psychological Foundations of Education</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Human Growth, Development and Learning</td>
</tr>
<tr>
<td>EDUC 324</td>
<td>Sociological Foundations of Education</td>
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<td>EDUC 328</td>
<td>Philosophical Foundations of Education</td>
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<tr>
<td>POSC 102</td>
<td>Introduction to the Criminal Justice</td>
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<tr>
<td>PSYC 335</td>
<td>Child Psychology</td>
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</table>

Student must approve Concentration Courses with a minimum grade of “C”. 
BACHELOR DEGREE OF ARTS IN CRIMINAL JUSTICE (BA)

Minimum Requirements:

- 3 credit in Introduction and Adjustment to University Life
- 52 credit hours in General Courses
- 9 credit hours in Core Courses
- 41 credit hours in Concentration Course
- 6 credit hours in Practice
- 12 credit hours in Suggested Elective Courses

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 101-102 - Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 101-102 - Basic Course in Spanish I-II</td>
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</tr>
<tr>
<td>HUMA 101-102 - Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102 - Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>GESC 101 - Fundamentals General Sciences I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 101 - Introduction to College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 206 - History of United States</td>
<td>3</td>
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<td>HUMA 215 - History of Puerto Rico</td>
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<tr>
<td>COSC 101 - Introduction to Computer Sciences</td>
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<td>PSYC 101-102 - Introduction to Psychology I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>ENGL 217 - Oral and Written Communication in English</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 213 - Oral and Written Communication in Spanish</td>
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<table>
<thead>
<tr>
<th>Core Courses</th>
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<tbody>
<tr>
<td>SPAN 215 - Introduction to Literary Genres I</td>
<td>3</td>
</tr>
<tr>
<td>SOSC 103 - Introduction to Sociology</td>
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<tr>
<td>SOSC 215 - Statistical Methods in Social Sciences</td>
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<table>
<thead>
<tr>
<th>Concentration Courses</th>
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<tbody>
<tr>
<td>POSC 102 - Introduction to Criminal Justice System</td>
<td>3</td>
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<tr>
<td>POSC 109 - Introduction to Criminal Investigation</td>
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<tr>
<td>POSC 204 - Penal Law and System</td>
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<td>POSC 207 - Law of Evidence and Court Procedures</td>
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<tr>
<td>CRJU 216 - Dealing with Alcohol and Drug Abuse</td>
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<td>CRJU 301 - Juvenile Delinquency and Law</td>
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<td>CRJU 350 - Criminal Procedure</td>
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<td>CRJU 400 - Civil Rights &amp; Constitutional Law</td>
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<td>CRJU 404 - Criminology and the Rehabilitation Process</td>
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<tr>
<td>CRJU 407 - Special Laws</td>
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<td>CRJU 410 - International Criminal Justice System</td>
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<tr>
<td>SOWO 310</td>
<td>Methods and Techniques of Scientific Social Research</td>
</tr>
<tr>
<td>PSYC 204</td>
<td>Social Psychology</td>
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**Practice**

<table>
<thead>
<tr>
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<tr>
<td>CRJU 416</td>
<td>Criminal Justice Practice</td>
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**Suggested Elective Courses**

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<thead>
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<tbody>
<tr>
<td>CRJU 321</td>
<td>Logical and Legal Analysis</td>
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<tr>
<td>CRJU 322</td>
<td>History and Interpretation of Dactiloscropy</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 323</td>
<td>Classification and File of Fingerprints</td>
<td>3</td>
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<td>CRJU 327</td>
<td>Latent fingerprint development, classification and fingerprint file</td>
<td>3</td>
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<tr>
<td>CRJU 326</td>
<td>Forensic Photography</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 335</td>
<td>Law and Society</td>
<td>3</td>
</tr>
<tr>
<td>CRJU 412</td>
<td>Controversial Issues in the Criminal Justice Systems</td>
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<tr>
<td>CRJU 414</td>
<td>The Criminal Justice System in the United States</td>
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</table>
DEPARTMENT OF EDUCATION

The study programs leading to a Bachelor of Arts Degree in Education have been designed to provide the students with a broad background in general education, including its philosophical, psychological, and sociological foundations and understanding of children, youngsters, and adults. It also emphasizes the necessary skills and methods, which govern the teaching-learning process.

The offerings are in charge of a faculty specializing in the disciplines mentioned above. Academic programs are directed to the formation of a quality professor that is able to effectively contribute to produce the changes that are deemed desirable in the students aware of the challenges facing education in Puerto Rico and able to cooperate in the process of change to improve the quality of life.

Practice Centers in public schools are provided for the students of the Department of Education. In these centers students develop awareness of the real experiences of the teacher in the classroom. They also have the opportunity to observe and work with the incorporation of the teaching technology.

The Department of Education offers the following academic programs:

- Bachelor of Arts in Education with concentration in Elementary Education
- Bachelor of Arts in Education with concentration in Teaching Physical Education
- Bachelor of Arts in Education with concentration in Special Education

Under the specification of the Department of Education of Puerto Rico, Caribbean University has the following Admission Grade Point Average, Graduation and Concentration Grade Point Average of all the undergraduate education programs.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Admission GPA</th>
<th>Graduation GPA</th>
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<td>2016-2017 hereafter</td>
<td>2.50</td>
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Student must approve the following Courses with a minimum grade of “B”.

- EDUC 208 - Psychological Foundations of Education
- EDUC 200 or EDUC 210 – Human Growth, Development and Learning
- EDUC 324 - Sociological Foundations of Education
- EDUC 328 - Philosophical Foundations of Education
- EDUC 336 - Evaluation and Measurement
BACHELOR OF ARTS DEGREE IN EDUCATION (BAE)
CONCENTRATION: ELEMENTARY EDUCATION

Minimum Requirements:

- 3 credits in Introduction and Adjustment to University Life
- 46 credit hours in General Courses
- 21 credit hours in Core Courses
- 52 credit hours in Concentration Courses
- 6 credit hours in Free Elective Courses
- 128 credit hours

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
</tr>
<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
</tr>
<tr>
<td>HUMA 101-102</td>
<td>Western Culture and Civilization I</td>
</tr>
<tr>
<td>SOSC 101</td>
<td>Introduction to Social Sciences I</td>
</tr>
<tr>
<td>GESC 101</td>
<td>Fundamentals for General Sciences</td>
</tr>
<tr>
<td>MATH 101-102</td>
<td>Introduction to Colleges Mathematics I-II</td>
</tr>
<tr>
<td>HUMA 215</td>
<td>History of Puerto Rico</td>
</tr>
<tr>
<td>HUMA 206</td>
<td>History of United States</td>
</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
</tr>
<tr>
<td>ENGL 217</td>
<td>Oral and Written Communication in English</td>
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<tr>
<td>SPAN 213</td>
<td>Oral and Written Communication in Spanish</td>
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<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 215</td>
<td>Introduction to Literature I</td>
</tr>
<tr>
<td>SPAN 215</td>
<td>Introduction to Literary Genres I</td>
</tr>
<tr>
<td>EDUC 208</td>
<td>Psychological Foundations of Education</td>
</tr>
<tr>
<td>EDUC 200</td>
<td>Human Growth, Development and Learning</td>
</tr>
<tr>
<td>EDUC 324</td>
<td>Sociological Foundations of Education</td>
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<td>EDUC 328</td>
<td>Philosophical Foundations of Education</td>
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<tr>
<td>COSC 221</td>
<td>Application of Computers in Education</td>
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<tr>
<th>Concentration Courses</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EDUC 205</td>
<td>Teaching the Fine Arts</td>
</tr>
<tr>
<td>EDUC 225</td>
<td>Development of Critical Thinking Skills</td>
</tr>
<tr>
<td>EDUC 241</td>
<td>Health and Physical Education in Elementary School</td>
</tr>
<tr>
<td>EDUC 401</td>
<td>Methods and Techniques in the Teaching of English in Elementary School</td>
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<tr>
<td>EDUC 405</td>
<td>Methods in reading and Writing in the Elementary School</td>
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<td>Course Code</td>
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<tr>
<td>EDUC 402</td>
<td>Methods and Techniques in the Teaching of Social Studies in Elementary School</td>
</tr>
<tr>
<td>EDUC 306</td>
<td>Children Literature</td>
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<td>EDUC 336</td>
<td>Evaluation and Measurement</td>
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<tr>
<td>EDUC 354</td>
<td>Diagnosis and Correction of Reading Deficiencies</td>
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<tr>
<td>EDUC 349</td>
<td>Grammar and Composition in Elementary School</td>
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<tr>
<td>EDUC 462</td>
<td>Nature and Needs of the Exceptional Children</td>
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<tr>
<td>EDUC 371</td>
<td>Workshop in Educational Technology</td>
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<tr>
<td>EDUC 403</td>
<td>Methods and Techniques in the Teaching Mathematics in the Elementary School</td>
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<tr>
<td>EDUC 404</td>
<td>Methods and Techniques in the Teaching of Sciences in Elementary School</td>
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<tr>
<td>EDUC 413</td>
<td>Pre-Teaching Practice Methods, Strategies and School Laws</td>
</tr>
<tr>
<td>EDUC 429</td>
<td>Teaching Practice in Elementary Education</td>
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**Free Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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</tbody>
</table>
BACHELOR OF ARTS IN EDUCATION
CONCENTRATION: TEACHING PHYSICAL EDUCATION
(LEVEL K-6)

Minimum Requirements:

- 3 credits in Introduction and Adjustment to University Life
- 37 credit hours in General Courses
- 26 credit hours in Core Courses
- 63 credit hours in Concentration Courses
- 9 credit hours in Elective
- 138 General Courses

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BISC 101 Introduction to the Study of Biological Sciences</td>
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<tr>
<td>COSC 101 Introduction to Computer Sciences</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 101-102 Basic Course in Spanish I-II</td>
<td>3</td>
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<tr>
<td>ENGL 101-102 Basic Course in English I-II</td>
<td>3-3</td>
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<tr>
<td>HUMA 101-102 Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
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<tr>
<td>SOSC 101-102 Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101 Introduction to College Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 206 History of United States</td>
<td>3</td>
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<td>HUMA 209 History of Puerto Rico</td>
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<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 103 Principles of Human Anatomy and Physiology</td>
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<tr>
<td>COSC 221 Application of Computers in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 208 Psychological Foundations of Education</td>
<td>3</td>
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<tr>
<td>EDUC 210 Human Growth, Development and Learning</td>
<td>3</td>
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<tr>
<td>EDUC 324 Sociological Foundations of Education</td>
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<tr>
<td>EDUC 328 Philosophical Foundations of Education</td>
<td>3</td>
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<tr>
<td>EDUC 336 Evaluation and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 462 Nature and Need for Exceptional Child</td>
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<td>with Technology Assistance</td>
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### Concentration Courses

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<tr>
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<td>Vigorous Human Movement I – Fundamental Movements</td>
<td>3</td>
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<td>ERDEF 202</td>
<td>Vigorous Human Movement II- Precision</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 203</td>
<td>Vigorous Human Movement II- Strike and Field</td>
<td>3</td>
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<tr>
<td>ERDEF 204</td>
<td>Vigorous Human Movement IV- Net or Wall</td>
<td>3</td>
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<td>ERDEF 205</td>
<td>Vigorous Human Movement V – Invasion Groups</td>
<td>3</td>
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<td>ERDEF 206</td>
<td>Vigorous Human Movement VI – Measurement &amp; Marks</td>
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<td>ERDEF 207</td>
<td>Vigorous Human Movement VII – Risk and Ecological Adventure</td>
<td>3</td>
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<tr>
<td>ERDEF 209</td>
<td>Physical Activity for the well-being and the physical benefit</td>
<td>3</td>
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<td>ERDEF 211</td>
<td>Physical Developments and Motor Learning</td>
<td>3</td>
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<tr>
<td>ERDEF 216</td>
<td>Physical Education for Youths with Special Needs</td>
<td>3</td>
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<tr>
<td>ERDEF 312</td>
<td>Anatomy and Kinesiology Related to Vigorous Movement</td>
<td>3</td>
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<td>ERDEF 313</td>
<td>Physiology of Human Movement</td>
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<tr>
<td>ERDEF 315</td>
<td>Socialization and Development of the Character</td>
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<tr>
<td>ERDEF 317</td>
<td>Evaluation, Investigation and Physical Education</td>
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<td>ERDEF 318</td>
<td>Legal Management and Aspects in the Physical Education Recreation and Sports</td>
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<td>ERDEF 320</td>
<td>Rate, Corporal Expression and Formative Gymnastics</td>
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<td>Pre-Intern in Physical Education</td>
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<tr>
<td>ERDEF 410</td>
<td>Program Design of Physical Education K-6 Level</td>
<td>3</td>
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<tr>
<td>ERDEF 412</td>
<td>Methodology of K-6 Education</td>
<td>3</td>
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<tr>
<td>ERDEF 490</td>
<td>Educational Practice in the Education of the Physical Education K-6 Level</td>
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### Elective Courses

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ERDEF 201</td>
<td>Vigorous Human Movement I – Fundamental Movements</td>
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<td>ERDEF 202</td>
<td>Vigorous Human Movement II- Precision</td>
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<td>ERDEF 203</td>
<td>Vigorous Human Movement II- Strike and Field</td>
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<td>Vigorous Human Movement IV- Net or Wall</td>
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<td>ERDEF 205</td>
<td>Vigorous Human Movement V – Invasion Groups</td>
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<td>ERDEF 206</td>
<td>Vigorous Human Movement VI – Measurement &amp; Marks</td>
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<tr>
<td>ERDEF 207</td>
<td>Vigorous Human Movement VII – Risk and Ecological Adventure</td>
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<td>ERDEF 209</td>
<td>Physical Activity for the well-being and the physical benefit</td>
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<td>ERDEF 211</td>
<td>Physical Developments and Motor Learning</td>
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<td>ERDEF 216</td>
<td>Physical Education for Youths with Special Needs</td>
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<td>Anatomy and Kinesiology Related to Vigorous Movement</td>
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<td>Physiology of Human Movement</td>
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<td>ERDEF 315</td>
<td>Socialization and Development of the Character</td>
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<td>Evaluation, Investigation and Physical Education</td>
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<td>Rate, Corporal Expression and Formative Gymnastics</td>
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<td>Program Design of Physical Education K-6 Level</td>
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<td>Methodology of K-6 Education</td>
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<tr>
<td>ERDEF 490</td>
<td>Educational Practice in the Education of the Physical Education K-6 Level</td>
<td>6</td>
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</tbody>
</table>

Elective courses may be taken from the other Concentrations of the Physical Educational Department, if the student has already approved the prerequisites. Courses from other Departments may qualify as electives if requirements are met: (1) the course is related to the Educational field, (2) the prerequisites of the course have been approved, and (3) an authorization from the Educational Department Head.
BACHELOR OF ARTS IN EDUCATION
CONCENTRATION: TEACHING PHYSICAL EDUCATION
(LEVEL 7-12)

Minimum Requirements:

- 3 credits in Introduction and Adjustment to University Life
- 37 credit hours in General Courses
- 26 credit hours in Core Courses
- 69 credit hours in Concentration Courses
- 3 credit hours in Elective

138 credit hours

General Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>BISC 101</td>
<td>Introduction to the Study of Biological Sciences</td>
<td>4</td>
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<tr>
<td>SPAN 101-102</td>
<td>Basic Course in Spanish I-II</td>
<td>3-3</td>
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<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
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<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
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<td>SOSC 101-102</td>
<td>Introduction to Social Sciences I-II</td>
<td>3-3</td>
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<tr>
<td>HUMA 206</td>
<td>History of United States</td>
<td>3</td>
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<tr>
<td>HUMA 209</td>
<td>History of Puerto Rico I</td>
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</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
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<tr>
<td>MATH 101</td>
<td>Introduction to College Mathematics I</td>
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Core Courses

<table>
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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>BIOL 103</td>
<td>Principles of Human Anatomy and Physiology</td>
<td>4</td>
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<td>COSC 221</td>
<td>Application of Computers in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 208</td>
<td>Psychological Foundations of Education</td>
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</tr>
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<td>EDUC 210</td>
<td>Human Growth, Development and Learning</td>
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</tr>
<tr>
<td>EDUC 324</td>
<td>Social Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 328</td>
<td>Philosophical Foundations of Education</td>
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</tr>
<tr>
<td>EDUC 336</td>
<td>Evaluation and Measurement</td>
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<tr>
<td>EDUC 462</td>
<td>Nature and Need for Exceptional Child with Technology Assistance</td>
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Concentration Courses

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<th>Title</th>
<th>Credit Hours</th>
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<tr>
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<td>Vigorous Human Movement I – Fundamental Movements</td>
<td>3</td>
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<td>ERDEF 202</td>
<td>Vigorous Human Movement II- Precision</td>
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</tr>
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<td>ERDEF 204</td>
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<tr>
<td>ERDEF 205</td>
<td>Vigorous Human Movement V – Invasion Groups</td>
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<tr>
<td>ERDEF 206</td>
<td>Vigorous Human Movement VI – Measurement</td>
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<td>Credits</td>
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<tr>
<td>ERDEF 207</td>
<td>Vigorous Human Movement VII – Risk and Ecological Adventure</td>
<td>3</td>
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<tr>
<td>ERDEF 209</td>
<td>Physical Activity for the well-being and the physical Benefit</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 210</td>
<td>Development of Programs Vigorous Movement</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 211</td>
<td>Physical Development and Motor Learning</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 216</td>
<td>Physical Education for Youths with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 312</td>
<td>Anatomy and Kinesiology Related to Vigorous Movement</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 313</td>
<td>Physiology of Human Movement</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 315</td>
<td>Socialization and Development of the Character in Experience of Movement</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 317</td>
<td>Evaluation, Investigation and Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 318</td>
<td>Legal Management and Aspects in the Physical Education Recreation and Sports</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 319</td>
<td>Ludic Experience in the Child’s Educational Process</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 321</td>
<td>Principles of Arbitration</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 322</td>
<td>Sport Development Process</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 329</td>
<td>Pre-Intern in Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 411</td>
<td>Design of Programs of Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>ERDEF 413</td>
<td>Methodology of Education 7-12</td>
<td>3</td>
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<tr>
<td>ERDEF 491</td>
<td>Educational Practice in Physical Education Level 7-12</td>
<td>6</td>
</tr>
</tbody>
</table>

**Elective Courses**

Elective courses may be taken from the other Concentrations of the Physical Educational Department, if the student has already approved the prerequisites. Courses from other Departments may qualify as electives if requirements are met: (1) the course is related to the Educational field, (2) the prerequisites of the course have been approved, and (3) an authorization from the Educational Department Head.
**BACHELOR OF ARTS IN EDUCATION**  
**CONCENTRATION: SPECIAL EDUCATION**

**Minimum Requirements:**
- 46 credit hours in General Courses
- 27 credit hours in Core Courses
- 52 credit hours in Concentration Courses
- 6 credit hours in Elective Courses

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102 Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 101-102 Basic Course in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102 Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101-102 Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>GESC 101 Fundamentals of General Sciences</td>
<td>4</td>
</tr>
<tr>
<td>MATH 101-102 Introduction to College Mathematics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 209-210 History of Puerto Rico I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 206 History of United States</td>
<td>3</td>
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<tr>
<td>COSC 101 Introduction to Computer Sciences</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 215-216 Introduction to Literature I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 215-216 Introduction to Literary Genres I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>EDUC 208 Psychological Foundation of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 210 Human Growth, Development and Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 324 Sociological Foundation of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 328 Philosophical Foundation of Education</td>
<td>3</td>
</tr>
<tr>
<td>COSC 221 Application of Computers in Education</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 205 Teaching the Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 241 Teaching Health Physical Education in Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 400 Methods in reading and Writing in the Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 410 Methodology and in the Curriculum Teaching of Mildly Handicapped</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 309 Special Education for Pre-School Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 336 Evaluation and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 353 Nature and Needs of the Mildly Handicapped Child</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>EDUC 359</td>
<td>Neurological and Sensorial Functions and its Implications in Education</td>
</tr>
<tr>
<td>EDUC 367</td>
<td>Physical Education and Recreation for Children with Impediments</td>
</tr>
<tr>
<td>EDUC 371</td>
<td>Workshop in Educational Technology</td>
</tr>
<tr>
<td>EDUC 375</td>
<td>Remedial Procedures for the Correction of Children with Specific Learning Disabilities</td>
</tr>
<tr>
<td>EDUC 376</td>
<td>Evaluation and Measurement Techniques in the Teaching of the Middy Handicapped Child</td>
</tr>
<tr>
<td>EDUC 390</td>
<td>Parents Involvement and Legal Aspect in Special Education</td>
</tr>
<tr>
<td>EDUC 415</td>
<td>Pre-internship in Methods and Techniques in Special Education</td>
</tr>
<tr>
<td>EDUC 431</td>
<td>Internship in Special Education</td>
</tr>
<tr>
<td>EDUC 462</td>
<td>Nature and Needs of Exceptional Children</td>
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</table>

**Elective Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC 225</td>
<td>Development of Critical Thinking Skills</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 402</td>
<td>Social Studies in Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 403</td>
<td>Seminar on Mathematics in Elementary School</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 404</td>
<td>Seminar on Curriculum and Methods in Teaching of Sciences in Elementary Schools</td>
<td>3</td>
</tr>
</tbody>
</table>
DEPARTMENT OF ENGINEERING AND INFORMATICS TECHNOLOGY

Philosophy and Objectives

The philosophy and goals of the Department of Engineering and Informatics Technology follows the philosophy of Caribbean University included in the General Information Chapter of this Catalog.

Goals

The Institution will develop new academic programs to serve traditional university expectations as well as comprehensively addressing new emerging demands of the community and society at large. The programs in the department contribute to the academic and scholastic excellence at all levels.

The department of engineering and informatics technology offers a two and a half years associate of Science Degree in Drafting and Engineering Technology; a two years associate of science degree in computer programming; a five years bachelor of science degree in Civil Engineering; a five years bachelor of science degree in Electrical Engineering; a five years bachelor of science degree in Industrial Engineering; a four years bachelor of science degree in computer science Concentration on Computing Programming. The programs are offered in both, Bayamon and Ponce campuses, with exception of the Bachelor of Science degree in computer programming, which is offered only at Bayamon campus.

The department primary goal is to improved student learning and growth by providing all students with cost effective, high quality education and a meaningful growth experience while attending Caribbean University.

The Department of Engineering and Informatics Technology have the following primary objectives:

- To provide students with state-of-the-art engineering and computing study programs.
- To develop and maintain a highly qualified and motivated instructional staff.
- To deliver to the job market and society in general, a well-rounded and highly motivated professional, with the ability to function and assume leadership positions in an ever-changing society and workplace.
- To prepare highly competent professional personnel.

The Department of Engineering offers the following academic programs:

- Associate of Science Degree in Drafting and Engineering Technology
- Associate of Sciences Degree in Computer Programming
- Associate of Sciences Degree in Electronics Engineering Technology
- Bachelor of Science Degree in Civil Engineering
- Bachelor of Science Degree in Electrical Engineering
- Bachelor of Science Degree in Industrial Engineering
- Bachelor of Science Degree in Computer Concentration: Computer Programming
Caribbean University has the following Admission Grade Point Average, Graduation and Concentration Grade Point Average of all the programs under this Department.

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Admission GPA</th>
<th>Graduation GPA</th>
<th>Concentration GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Science Degree in Drafting and Engineering Technology</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
<td>2.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Associate of Sciences Degree in Computer Programming</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
<td>2.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Associate of Sciences Degree in Electronics Engineering Technology</td>
<td>Open Doors Policy (less than 2.00 GPA)</td>
<td>2.00</td>
<td>2.30</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Civil Engineering</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Electrical Engineering</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Industrial Engineering</td>
<td>2.50</td>
<td>2.50</td>
<td>2.50</td>
</tr>
<tr>
<td>Bachelor of Science Degree in Computer Concentration: Computer Programming</td>
<td>2.00</td>
<td>2.00</td>
<td>2.30</td>
</tr>
</tbody>
</table>
ASSOCIATE DEGREE PROGRAMS

Associate of Science Degree in Drafting and Engineering Technology

The Associate of Science Degree in Drafting and Electronics Engineering Technology has been designed to provide the students with the basic concepts and skills in the field of drafting and other Engineering Technology related areas. The courses include mathematics, technical and construction drawing, surveying and construction.

The Associate of Science in Electronics Engineering Technology has three areas of emphasis:

- Drafting
- Electronics
- Surveying
- Building Constructions

Objectives:

A few years after graduation, graduates of the Associate of sciences in Engineering Technology - Drafting from Caribbean University will:

1. Acquire the necessary mathematical concepts and skills in drafting and knowledge in basic surveying.
2. Acquaint the students with the various mathematical problems in technical drawing.
3. Develop the ability to work as a technician in engineering related fields.
4. Develop responsibility and awareness of the importance of their assistance to architects, engineers and surveyors.

Student Outcomes

It is expected that by the time of graduation, our students will have:

a. an ability to apply knowledge of mathematics, science and engineering
b. an ability to design and conduct experiments, as well as to analyze and interpret data
c. an ability to design a system, component, or process to meet desired need within realistic constrains such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
d. an ability to function on multidisciplinary teams
e. an ability to identify, formulate, and solve engineering problems
f. an understanding of professional and ethical responsibility
g. an ability to communicate effectively
h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
i. a recognition of the need for, and an ability to engage in life-long learning
j. a knowledge of contemporary issues
k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
ASSOCIATE OF SCIENCES DEGREE
IN DRAFTING AND ENGINEERING TECHNOLOGY (AS)

Minimum Requirements:
- 15 credit hours in General Courses
- 11 credit hours in Core Courses
- 37 credit hours in Concentration Courses

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>ELECT SH</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 136</td>
<td>Pre-Calculus</td>
</tr>
<tr>
<td>CHEM 101</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>GEEN 111</td>
<td>Introduction to Engineering &amp; Technology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GEEN 105</td>
<td>Engineering Graphics and Design</td>
</tr>
<tr>
<td>GEEN 107</td>
<td>Engineering Drawing &amp; Computer Design</td>
</tr>
<tr>
<td>GEEN 108</td>
<td>Computer Graphics and Design II</td>
</tr>
<tr>
<td>CIEN 314</td>
<td>Principles of Surveying</td>
</tr>
<tr>
<td>ENTE 102</td>
<td>Construction Materials</td>
</tr>
<tr>
<td>ENTE 323</td>
<td>Building Construction Drawing I</td>
</tr>
<tr>
<td>ENTE 325</td>
<td>Building Construction Practice I</td>
</tr>
<tr>
<td>ENTE 330</td>
<td>Drawing Presentation Techniques</td>
</tr>
<tr>
<td>ENTE 334</td>
<td>Building Construction Drawing II</td>
</tr>
<tr>
<td>ENTE 336</td>
<td>Building Construction &amp; Inspection Practice II</td>
</tr>
<tr>
<td>ENTE 346</td>
<td>Building Construction and Specifications</td>
</tr>
</tbody>
</table>
**Associate of Sciences Degree in Computer Programming**

The Associate of Sciences Degree in Computer Programming has been designed to provide the students with the basic concepts and skills in the field of computer programming and other computer Technology related areas. The courses include mathematics, programming languages, data structures, database, program web applications, repairmen principles, and business, commercial and educational applications. The Associate of Science in Computer Technology has two areas of emphasis:

- Programming Language
- Data Base

**Objectives:**

The program intends to achieve five basic objectives:

1. To prepare students who Concentration in computer sciences for an entry level position in industry and science careers.
2. To appraise students career opportunities and options available as a result of their training.
3. Develop the ability to work as a technician in computing related fields.
4. Develop in the student a practice where he or she accepts challenges in acquiring mastery of innovative methods in the computational field of study.
5. Provide the student with the latest versions of computer applications in order to be vanguard with the requirements of today's competitive job market and integrate telecommunications as a vital means for professional development.
ASSOCIATE OF SCIENCE DEGREE IN COMPUTER PROGRAMMING (AS)

Minimum Requirements:

3 credit hours in Introduction and Adjustment to University Life
30 credit hours in General Courses
10 credit hours in Core Courses
27 credit hours in Concentration Courses

70 Credit Hours

General Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102</td>
<td>Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101-102</td>
<td>Introduction to College Mathematics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 101-102</td>
<td>Basic Courses in Spanish I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>HUMA 101-102</td>
<td>Study of Western Culture and Civilization I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SOSC 101</td>
<td>Introduction to Social Science I</td>
<td>3</td>
</tr>
<tr>
<td>COSC 101</td>
<td>Introduction to Computer Sciences</td>
<td>3</td>
</tr>
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</table>

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 111</td>
<td>Elementary Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>COSC 112</td>
<td>Microcomputer Application in Business</td>
<td>3</td>
</tr>
<tr>
<td>COSC 115</td>
<td>Fundaments of Programming Logic</td>
<td>3</td>
</tr>
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</table>

Concentration Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSC 204</td>
<td>C Language and Programming</td>
<td>3</td>
</tr>
<tr>
<td>COSC 207</td>
<td>Visual Basic I</td>
<td>3</td>
</tr>
<tr>
<td>COSC 206</td>
<td>Data Base of Management</td>
<td>3</td>
</tr>
<tr>
<td>COSC 210</td>
<td>Operating System</td>
<td>3</td>
</tr>
<tr>
<td>COSC 231</td>
<td>Basic Principles of Repairment and Maintenance of Computer</td>
<td>3</td>
</tr>
<tr>
<td>COSC 272</td>
<td>JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>COSC 215</td>
<td>Web Page Design and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>COSC 307</td>
<td>Systems Analysis and Design I</td>
<td>3</td>
</tr>
<tr>
<td>COSC 315</td>
<td>Networks and Computing Center</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate of Science Degree in Electronics Engineering Technology

The Associate Degree in Science in Electronics Engineering Technology is designed to provide technical depth on traditional areas of electronics incorporating (Analog, Digital Instrumentation, PLCs amount others) and allow options in trending areas like Embedded Systems, Renewable Energy and Electronic Aerospace Systems. Basic courses in languages, mathematics, sciences and a socio humanistic component reinforce the fundaments required to integrate in such a promising professional career.

Objectives

A few years after graduation, graduates of the Associate of sciences in Engineering Technology - Drafting from Caribbean University will:

1. Demonstrate their knowledge in the analysis and design principles of electrical and electronic systems.
2. Analyze, build, testing, operation, and maintenance of electronics systems by considering, safety standards, codes, regulations, and available modern technology.
3. Communicate effectively both oral and written.
4. Be able to adapt to technological and social changes to remain relevant to their electronics technician profession.

Student Outcomes

It is expected that by the time of graduation, our students will have:

1. An ability to apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined engineering problems appropriate to the discipline;
2. An ability to design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline;
3. An ability to apply written, oral, and graphical communication in well-defined technical and non-technical environments; and an ability to identify and use appropriate technical literature
4. An ability to conduct standard tests, measurements, and experiments and to analyze and interpret the results; and
5. An ability to function effectively as a member of a technical team.
ASSOCIATE OF SCIENCES DEGREE
IN ELECTRONICS ENGINEERING TECHNOLOGY (AS)

Minimum Requirements:
15 credit hours in General Courses
17 credit hours in Core Courses
24 credit hours in Concentration Courses
6 credit hours in Technical Electives
62

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-102 Basic Course in English I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>SPAN 101 Basic Course in Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 Introduction to College Mathematics</td>
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</tr>
<tr>
<td>ELECT SH Socio Humanistic Electives</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 136 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 101 General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>GEEN 111 Introduction to Engineering &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>GEEN 107 Engineering Drawing &amp; Computer Design</td>
<td>3</td>
</tr>
<tr>
<td>COSC 115 Fundamentals of programming logic</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTE 103 Electrical Circuits</td>
<td>4</td>
</tr>
<tr>
<td>ENTE 200 Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELEN 350 350 Logic Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>ELEN 300 Programmable Logic Controllers (PLCs)</td>
<td>3</td>
</tr>
<tr>
<td>ELEN 301 Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>ENTE 341 Applied Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ELEN 363 Embedded Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested Elective Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTE 215 Electrical Installations and Illumination</td>
<td>3</td>
</tr>
<tr>
<td>ENTE 216 Electro mechanics</td>
<td>3</td>
</tr>
<tr>
<td>ENTE 218 Electronic Aerospace Systems</td>
<td>3</td>
</tr>
<tr>
<td>ENTE 342 Electronics Engineering Technology Practice</td>
<td>3</td>
</tr>
<tr>
<td>ELEN 218 Special Topics in Electrical Engineering</td>
<td>3</td>
</tr>
<tr>
<td>ELEN 343 Renewable Energy</td>
<td>3</td>
</tr>
<tr>
<td>INEN 432 Robotics &amp; Automated System</td>
<td>3</td>
</tr>
</tbody>
</table>
BACHELOR DEGREE PROGRAMS

Bachelor of Science Degree in Civil Engineering

The civil engineer transforms our environment through design, construction, maintenance and inspection of infrastructure to provide the community with civil works that meet its needs in an ethical, sustainable and cost-effective manner. The courses include an educational program of technical depth and breadth as well as a broad liberal education.

The Bachelor of Science in Civil Engineering has four areas of emphasis:

- Design and analysis of structures
- Systems and transport ways
- Water treatment and resources
- Soil mechanics

Mission

Civil Engineering joins the mission of the university, which is committed to the principle of accessibility with the most disadvantaged, comprehensiveness in its offerings, and adaptability to satisfy the needs of the community served. The Institution is also committed to the development of intellect and social ethics. In addition, it accepts the responsibility of fostering among its students respect for human dignity and their personal commitment towards improving society.

Program Educational Objectives:

A few years after graduation, graduates of the bachelor of sciences in Civil Engineering from Caribbean University will:

1. Evaluate, analyze, design, develop or make decisions over CE projects by considering safety standards, codes, regulations, ethics, resource optimization, costs and available technology within environmental, economic, social and political contexts.
2. Communicate effectively in both English and Spanish, and work in diverse, global and multidisciplinary teams.
3. Extend their learning process through lifelong professional development or other graduate education.
4. Become leaders in their profession and be involved in professional state board and associations.

Student Outcomes

It is expected that by the time of graduation, our students will have:

a. an ability to apply knowledge of mathematics, science and engineering
b. an ability to design and conduct experiments, as well as to analyze and interpret data
c. an ability to design a system, component, or process to meet desired need within realistic constrains such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
d. an ability to function on multidisciplinary teams
e. an ability to identify, formulate, and solve engineering problems
f. an understanding of professional and ethical responsibility
g. an ability to communicate effectively
h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
i. a recognition of the need for, and an ability to engage in life-long learning
j. a knowledge of contemporary issues
k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
BACHELOR OF SCIENCES DEGREE IN CIVIL ENGINEERING (BSCE)

Minimum Requirements:

- 21 credit hours in General Courses
- 40 credit hours in Core Courses
- 15 credit hours in General Engineering
- 52 credit hours in Concentration Courses
- 9 credit hours in Suggested Elective Courses

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<tr>
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<tr>
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<td>CIEN 322 Fluid Mechanics</td>
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<td>CIEN 405 Introduction to Hydrology</td>
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<td>CIEN 411 Curve Design and Highway Location</td>
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CIEN 482  Civil Engineering Capstone II  3

**Suggested Elective Courses**

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<td>Fundamentals of Bridge Design</td>
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<td>CIEN 403</td>
<td>Design of Masonry and Wood Structures</td>
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<td>Soil Improvement</td>
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<td>Advanced Geometric Design &amp; Highways</td>
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<td>CIEN 414</td>
<td>Transportation Engineering</td>
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<td>CIEN 445</td>
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<td>Building Construction and Specifications</td>
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<td>GEEN 108</td>
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<td>GEEN 310</td>
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<td>GEEN 356</td>
<td>Lecture of Construction Documents</td>
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<td>CIEN 495</td>
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<tr>
<td>MEEN 302</td>
<td>Thermodynamics for Engineers</td>
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</table>

**OR INEN OR ELEN COURSES WITH THE COORDINATOR OR DIRECTOR'S APPROVAL**

All engineering, mathematics and science courses must be approved with a grade of C or better.
**Bachelor of Science Degree in Electrical Engineering**

The electrical engineer studies, designs and monitors systems and/or equipment in the areas of power, communications, controls and computers to provide the community engineering works to meet its needs in an ethical, sustainable and cost-effective manner.

The Bachelor of Science in Electrical Engineering has four areas of emphasis:
- Power systems
- Communications
- Control systems
- Computers

**Mission**

Electrical Engineering joins the mission of the university, which is committed to the principle of accessibility with the most disadvantaged, comprehensiveness in its offerings, and adaptability to satisfy the needs of the community served. The Institution is also committed to the development of intellect and social ethics. In addition, it accepts the responsibility of fostering among its students respect for human dignity and their personal commitment towards improving society. The courses include an educational program of technical depth and breadth as well as a broad liberal education.

**Program Educational Objectives:**

A few years after graduation, graduates of the bachelor of sciences in Electrical Engineering from Caribbean University will:

1. Demonstrate their knowledge and depth of understanding for the analysis and design principles of electrical and electronic systems.
2. Analyze, design and manage EE projects by considering, safety standards, codes, regulations, resource optimization, costs, available modern technology within environmental, economic, social and political constraints.
3. Communicate effectively, oral and written, in both English and Spanish, and work in diverse, global and multidisciplinary environments.
4. Able to adapt to technological and social changes to remain relevant to their EE profession.

**Student Outcomes**

It is expected that by the time of graduation, our students will have:

a. an ability to apply knowledge of mathematics, science and engineering
b. an ability to design and conduct experiments, as well as to analyze and interpret data
c. an ability to design a system, component, or process to meet desired need within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
d. an ability to function on multidisciplinary teams
e. an ability to identify, formulate, and solve engineering problems
f. an understanding of professional and ethical responsibility
g. an ability to communicate effectively
h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
i. a recognition of the need for, and an ability to engage in life-long learning
j. a knowledge of contemporary issues an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
BACHELOR OF SCIENCES DEGREE IN ELECTRICAL ENGINEERING (BSEE)

Minimum Requirements:
- 21 credit hours in General Studies
- 40 credit hours in Core Courses
- 19 credit hours in General Engineering
- 48 credit hours in Concentration Courses
- 9 credit hours in Elective Courses in Engineering

<table>
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<th>General Courses</th>
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<tr>
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<thead>
<tr>
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<tr>
<td>ELEN 340 Electronics Engineering I</td>
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<td>ELEN 350 Logic Circuits I</td>
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<tr>
<td>ELEN 363 Embedded Systems</td>
<td>4</td>
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<tr>
<td>ELEN 401 Electronics Engineering II</td>
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<td>ELEN 405 Electromagnetics I</td>
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<td>ELEN 410 Electrical Machines</td>
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<td>ELEN 412 Communications Engineering</td>
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<td>ELEN 420 Control Engineering</td>
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<td>ELEN 430 Electrical Installations Design</td>
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### Suggested Elective Courses

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<td>ELEN 425</td>
<td>Digital Control Systems</td>
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<td>INEN 432</td>
<td>Robotics and Automated Systems</td>
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<td>ELEN 300</td>
<td>Programmable Logic Controllers (PLCs)</td>
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<td>ELEN 301</td>
<td>Instrumentation</td>
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<td>Industrial Electronics Design</td>
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<td>ELEN 434</td>
<td>Power Plant</td>
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<td>ELEN 435</td>
<td>Power Electronics Applications and Design</td>
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<td>Electric Power Systems Protection Design</td>
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<td>Electrical Power Distribution Systems</td>
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<td>ELEN 218</td>
<td>Special Topics in Electrical Engineering</td>
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<tr>
<td>MEEN 302</td>
<td>Thermodynamics for Engineers</td>
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OR CIEN OR INEN COURSES WITH THE COORDINATOR OR DIRECTOR’S APPROVAL

All engineering, mathematics and science courses must be approved with a grade of C or better.
Bachelor of Science Degree in Industrial Engineering

The industrial engineer integrates personnel, machinery and materials for increased efficiency in manufacturing and service industries to provide the community with goods or services that meet its needs in an ethical and sustainable manner. The courses include an educational program of technical depth and breadth as well as a broad liberal education.

In Caribbean University, the Bachelor of Science in Industrial Engineering has four areas of emphasis:
- Facilities planning and design
- Production systems
- Quality control
- Work measurement and design

Mission

Industrial Engineering joins the mission of the university, which is committed to the principle of accessibility with the most disadvantaged, comprehensiveness in its offerings, and adaptability to satisfy the needs of the community served. The Institution is also committed to the development of intellect and social ethics. In addition, it accepts the responsibility of fostering among its students respect for human dignity and their personal commitment towards improving society.

Program Educational Objectives:

A few years after graduation, graduates of the bachelor of sciences in Industrial Engineering from Caribbean University will:

1. Demonstrate their knowledge and depth of understanding of Industrial Engineering analysis and system design principles in engineering practice.
2. Able to design, develop, implement and improve integrated systems, processes or components that may include people, materials, information, and equipment with the highest social and environmental ethical standards.
3. Communicate effectively, oral and written, in both English and Spanish, and work in diverse, global and multidisciplinary teams.
4. Extend their learning process through lifelong professional development or other graduate education.

Student Outcomes

It is expected that by the time of graduation, our students will have:

a. an ability to apply knowledge of mathematics, science and engineering
b. an ability to design and conduct experiments, as well as to analyze and interpret data
c. an ability to design a system, component, or process to meet desired need within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
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f. an understanding of professional and ethical responsibility
g. an ability to communicate effectively
h. the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
i. a recognition of the need for, and an ability to engage in life-long learning
j. a knowledge of contemporary issues
k. an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
BACHELOR OF SCIENCES DEGREE IN INDUSTRIAL ENGINEERING (BSIE)

Minimum Requirements:
21 credit hours in General Studies
40 credit hours in Core Courses
19 credit hours in General Engineering
43 credit hours in Concentration Courses
9 credit hours in Suggested Elective Courses
132

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<td>GEEN 214  Engineering Mechanics</td>
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<td>GEEN 221  Mathematical Methods for Engineering</td>
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<td>CIEN 304  Strength of Materials</td>
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<td>INEN 301  Industrial Organization &amp; Managing</td>
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<td>INEN 314  Work Measurement &amp; System Design</td>
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<td>INEN 320  Probability and Statistics II</td>
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<td>INEN 323  Engineering Economy</td>
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<td>INEN 401  Operation Research I</td>
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<td>INEN 403  Systems Simulations</td>
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<td>INEN 411  Quality Control</td>
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<td>INEN 412  Production Planning</td>
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<td>INEN 420  Lean and Six Sigma</td>
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<td>INEN 423  Cost Analysis</td>
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<td>INEN 432  Robotics and Automation System</td>
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<td>MEEN 333</td>
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<td>INEN 501</td>
<td>Supply Chain Management and Logistics</td>
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<td>INEN 405</td>
<td>Computer-Based Information Systems</td>
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<tr>
<td>INEN 413</td>
<td>Production Planning II</td>
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<tr>
<td>INEN 502</td>
<td>Smart Automated Systems</td>
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<td>INEN 414</td>
<td>Design of Experiments</td>
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<td>INEN 514</td>
<td>Reliability</td>
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<td>INEN 503</td>
<td>Quality Assurance Tools</td>
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<tr>
<td>INEN 410</td>
<td>Human Resources Management</td>
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<td>INEN 450</td>
<td>Project Management</td>
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<tr>
<td>CIEN 436</td>
<td>Construction Management</td>
</tr>
<tr>
<td>GEEN 108</td>
<td>Computer Graphics and Design II</td>
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<tr>
<td>GEEN 310</td>
<td>Engineering Undergraduate Research</td>
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<tr>
<td>INEN 483</td>
<td>Pharmaceutical Process Validation</td>
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<tr>
<td>INEN 495</td>
<td>Industrial Engineering Practice</td>
</tr>
<tr>
<td>INEN 490</td>
<td>Special Topics in Industrial Engineering</td>
</tr>
<tr>
<td>MEEN 302</td>
<td>Thermodynamics for Engineers</td>
</tr>
</tbody>
</table>

OR CIEN OR ELEN COURSES WITH THE COORDINATOR OR DIRECTOR'S APPROVAL

All engineering, mathematics and science courses must be approved with a grade of C or better.
Bachelor of Science Degree in Computer Science concentration in Computing Programming

The Bachelor of Sciences Degree in Computer Science concentration in Computing Programming has been designed to provide the students with the basic concepts and skills in the field of computer programming and other computer Technology related areas. The courses include mathematics, programming languages, data structures, database, program web applications, repairmen principles, networks, and business, commercial and educational applications.

The Bachelor of Science in Computer Science has four areas of emphasis:

- Data Base
- Programming Language
- Computer Applications
- Network and Computing Center

Objectives:

The program intends to achieve six basic objectives:

1. To prepare students who Concentration in computer sciences for an entry level position in industry and science careers.
2. To appraise students career opportunities and options available as a result of their training.
3. To develop the ability to work as a technician in computing related fields.
4. To develop in the student a practice where he or she accepts challenges in acquiring mastery of innovative methods in the computational field of study.
5. To provide the student with the latest versions of computer applications in order to be vanguard with the requirements of today's competitive job market and integrate telecommunications as a vital means for professional development.
6. To prepare professionals with a social-humanistic base with scientific, technological, cultural, ethics and social attributes that can be developed in the technological field of programming and computing systems.
**BACHELOR OF SCIENCE DEGREE IN COMPUTER (BS)\nCONCENTRATION IN COMPUTER PROGRAMMING**

**Minimum Requirements:**

- 3 credit hours in Introduction and Adjustment to University Life
- 40 credit hours in General Courses
- 39 credit hours in Core Courses
- 45 credit hours in Concentration Courses
- 9 credit hours in Suggested Elective Courses
- 136

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENGL 101-102 Basic Course in English I-II</td>
<td>3-3</td>
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<tr>
<td>SPAN 101-102 Basic Course in Spanish I-II</td>
<td>3-3</td>
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<tr>
<td>HUMA 101-102 Study of Western Culture and Civilization I – II</td>
<td>3-3</td>
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<tr>
<td>SOSC 101-102 Introduction to Social Sciences I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 101-102 Introduction to College Mathematics I-II</td>
<td>3-3</td>
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<tr>
<td>ENGL 217 Oral and Writing Communication in English</td>
<td>3</td>
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<tr>
<td>COSC 101 Introduction to Computer Sciences</td>
<td>3</td>
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<tr>
<td>GESC 101 Fundamentals of General Sciences</td>
<td>4</td>
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<table>
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<tr>
<th>Core Courses</th>
<th>Credit Hours</th>
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<tr>
<td>COSC 112 Microcomputer Application in Business</td>
<td>3</td>
</tr>
<tr>
<td>COSC 115 Fundaments of Programming Logic</td>
<td>3</td>
</tr>
<tr>
<td>ACCO 111-112 Elementary Accounting I-II</td>
<td>4-4</td>
</tr>
<tr>
<td>ECON 121-122 Principles and Problems in Economics I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 133-134 Pre-Calculus I-II</td>
<td>3-3</td>
</tr>
<tr>
<td>MATH 230 Calculus I</td>
<td>4</td>
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<tr>
<td>SPAN 201-202 Business Communication in Spanish I-II</td>
<td>3-3</td>
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<tr>
<td>STAT 330 Statistical Analysis and Design</td>
<td>3</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Concentration Courses</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COSC 204 C Language and Programming</td>
<td>3</td>
</tr>
<tr>
<td>COSC 206 Data Base of Management</td>
<td>3</td>
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<tr>
<td>COSC 207 Visual Basic I</td>
<td>3</td>
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<tr>
<td>COSC 208 Visual Basic II</td>
<td>3</td>
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<tr>
<td>COSC 210 Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>COSC 231 Basic Principles of Repairment and Maintenance of Computer</td>
<td>3</td>
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<tr>
<td>COSC 272 JAVA Programming</td>
<td>3</td>
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<tr>
<td>COSC 307 Systems Analysis and Design I</td>
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<td>Course Code</td>
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<tr>
<td>COSC 309</td>
<td>Data Structures</td>
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<tr>
<td>COSC 315</td>
<td>Network and Computing Center</td>
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<tr>
<td>COSC 215</td>
<td>Web Page Design and Implementation</td>
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<tr>
<td>COSC 410</td>
<td>Artificial Intelligence</td>
</tr>
<tr>
<td>COSC 413</td>
<td>Computer Architecture</td>
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<td>COSC 419</td>
<td>Project Design</td>
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**Practice**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COSC 420</td>
<td>Practice</td>
<td>3</td>
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**Suggested Elective Courses**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COSC 308</td>
<td>System Analysis Design II</td>
<td>3</td>
</tr>
<tr>
<td>COSC 320</td>
<td>Computer Business Commercial Application</td>
<td>3</td>
</tr>
<tr>
<td>COSC 321</td>
<td>Computer Control and Audit</td>
<td>3</td>
</tr>
<tr>
<td>COSC 417</td>
<td>Decision Support and Expert System</td>
<td>3</td>
</tr>
<tr>
<td>COSC 221</td>
<td>Application of Computers in Education</td>
<td>3</td>
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COURSE DESCRIPTIONS

ACCO 101  MATHEMATICS OF ACCOUNTING  3
Fundamentals of mathematics, short methods in addition, subtraction, multiplication, and division; solution of accounting problems; study of annuities, bonds, amortization, interest, commission, and bank discounts.
Three (3) hours of lecture per week.

ACCO 111  ELEMENTARY ACCOUNTING I  4
Fundamentals of accounting; complete accounting cycle and adjustment preparation; analysis of the worksheet and financial statements. Also work with special journals, subsidiary ledges, bank accounts and inventory valuations.
Four (4) hours of lecture per week.

ACCO 112  ELEMENTARY ACCOUNTING II  4
Pre-requisite: ACCO 111
The course deals with tangible and intangible assets, payroll, partnership and corporate accounts. It also has an introduction to the basic concepts of cost accounting and its applications in departmental manufacturing operations.
Four (4) hours of lecture per week.

ACCO 201  INTERMEDIATE ACCOUNTING I  4
Pre-requisite: ACCO 101 and ACCO 112
Presents a review of accounting processes or accounting cycle, studies in detail the basic financial statements, compound interest and future and present value, measurement of income and costs. Valuation cash and receivable of inventories, property plant and equipment and intangible assets.
Four (4) hours of lecture per week.

ACCO 202  INTERMEDIATE ACCOUNTING II  4
Pre-requisite: ACCO 201
Valuation of liabilities and investments, capital structural of corporations, and other special topics as accounting for income taxes, pensions, and lease contracts. It also works with the statement of cash flow.
Four (4) hours of lecture per week.
ACCO 203  COST ACCOUNTING  4
Pre-requisite: ACCO 112


Four (4) hours of lecture per week.

ACCO 205  INCOME-TAX PROCEDURES -PUERTO RICO TAXES  3
Pre-requisite: ACCO 112

History, objectives and procedures related to income taxation. Statutes; including exclusion and deduction, of gross income; credits allowed; returns related to corporation, partnerships, individuals, and others. Emphasis is given to Income Tax Return forms preparation and the analysis of particular cases. It studies the basic differences between local and federal law.

Three (3) hours of lecture per week.

ACCO 304  PRINCIPLES OF AUDITING  3
Pre-requisite: ACCO 202

Principles of audit practices and procedures currently used in audit engagements. Accepted accounting practice emphasized specially auditor's duties and responsibilities, sampling and other auditing techniques.

Three (3) hours of lecture per week.

ACCO 305  FEDERAL TAXES I (U.S. TAXES)  3
Pre-requisite: ACCO 112

A detailed presentation of theory and procedures in the preparation of Federal Income Tax returns for individuals, corporations, successions, and trusts.

Three (3) hours of lecture per week.

ACCO 306  FEDERAL INCOME TAXES II  3
Pre-requisite: ACCO 112

Includes a comprehensive discussion of the tax law related to partnerships, corporations, and estates, considering investment planning for company tax efficiency.

Three (3) hours lecture per week.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCO 309</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>3</td>
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<td>Pre-requisite: ACCO 112</td>
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<td></td>
<td>Use of accounting data in planning and controlling the business activities of the firm. Attention is given to the quantitative aspects of management as well as to the human behavior in the organization. <strong>Three (3) hours of lecture per week.</strong></td>
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<td>ACCO 310</td>
<td>ADVANCED ACCOUNTING</td>
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<td>Pre-requisite: ACCO 202</td>
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<td></td>
<td>Discussion of accounting theory that impacts organizations with headquarters or subsidiary operational and financial structures. Presentation and disclosure of earnings per share; combination of cooperate entities and consolidations. <strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>ACCO 381</td>
<td>COMPUTER APPLICATION IN ACCOUNTING</td>
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<td>Pre-requisite: ACCO 310</td>
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<td></td>
<td>Theory and practice on the application of computers to accounting processes; introduction to Peachtree or Quickbooks accounting softwares. <strong>One (1) hour of lecture per week. Three (3) hours laboratory.</strong> Lab Fee: $55.00</td>
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<tr>
<td>ACCO 412</td>
<td>BUSINESS LAW AND PROFESSIONAL RESPONSIBILITY</td>
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<td>Pre-requisite: ACCO 304-for candidates CPA</td>
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<td></td>
<td>This is a comprehensive business law and professional responsibility course including contracts, sales, secured transactions, bankruptcy, legal aspects of partnerships and corporations, states and trusts, federal securities regulations, real and personal property fire and casualty insurance, ethics and professional responsibilities and the accountant professional liability. <strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>ACCO 413</td>
<td>AUDITED FINANCIAL STATEMENTS REPORTS</td>
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<td>Pre-requisite: ACCO 305</td>
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<td></td>
<td>Preparation of the audit report by the independent auditor, the management representation letter, inquiry of the client's lawyer in relation to legal matters. Confirmations to debtors, creditors and banks, letters for underwriters and communicating internal control reportable conditions to the audit committee, required by federal and state government agencies. <strong>Three (3) hours of lecture per week.</strong></td>
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</table>
ACCO 414  ACCOUNTING FOR NONPROFIT INSTITUTION  4

Pre-requisite: ACCO 310

Covers advanced accounting principles and practices for profit institutions, including government, hospitals, colleges and universities, and voluntary health and welfare organizations.

**Four (4) hours of lecture per week.**

ARTS 101  APPRECIATION OF ART  3

This course is designed to integrate creative concepts with other disciplines or areas of study. It will provide the student with a basic contextualization of the appreciation of art. It includes artistic techniques like drawing, painting, and engraving used in the creation of two-dimensional art; and creative concepts such as composition, proportion, perspective, and color theory. It will provide a dynamic space for individual expression.

**Three (3) hours of lecture per week.**

AUTI 101  AUTISM SPECTRUM DISORDER  2

The Autism Spectrum Disorder course provides instruction on the developmental stages of the autistic child. It highlights the importance of early intervention, inclusion of the child with Autism and management of situations with it. It also includes the study of theories and laws that impact this population.

**Two (2) hours of lecture per week.**

BANK 231  MONEY AND BANKING  3

The principles underlying the organization, operation, and management of money; credit, banking institutions, the Federal Reserve System and Federal Deposit Insurance Corporation and their application to the Puerto Rico banking system.

**Three (3) hours of lecture per week.**

BISC 101  INTRODUCTION TO THE STUDY OF BIOLOGICAL SCIENCES I  4

The course includes an introduction to the general principles of biology with emphasis on structure, function, and heredity from animals and plants. The following general concepts are discussed in detail: the history of biology, living matter, the chemical basis of life, the cell, energy and cell metabolism and protein synthesis.

**Three (3) hours of lecture per week and a two (2) hour laboratory per week.**

Lab Fee $70.00
BISC 102  INTRODUCTION TO THE STUDY OF BIOLOGICAL SCIENCES II  4

Pre-requisite: BISC 101

The course includes an introduction to the general principles of biology with emphasis on structure, function, and heredity of both animals and plants. The following general concepts are discussed in detail: sexual reproduction, heredity, evolution, ecology, classification of living organisms and the body of vertebrates.

Three (3) hours of lecture per week and a two (2) hour laboratory per week.
Lab Fee: $70.00

BIOL 103  PRINCIPLES OF HUMAN ANATOMY AND PHYSIOLOGY  4

Pre-requisite: BISC 102 (Except for Physical Education Program Pre Requisite: BISC 101)

Structure of the human body, and the physiology and interrelationship of the system of the human body.

Three (3) hours of lecture and a two (2) hour laboratory per week.
Lab Fee: $120.00

BIOL 201  GENERAL ZOOLOGY  4

Pre-requisite: BISC 102

Biology of the Concentration groups of animals. It emphasize; structure and function, treating, aspects of diversity, reproduction, development, ecology, behavior, evolution and taxonomy.

Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 202  GENERAL BOTANY  4

Pre-requisite: BISC 102

Survey of the main groups of plants from the standpoint of their structure, development and reproduction. Emphasizes evolutionary relationships as revealed by comparisons in body organization and life history of living and extinct forms.

Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 203  ECOLOGY  4

Pre-requisite: BISC 102

Study of ecosystem factors and organizations in terrestrial, fresh water and marine environments.

Three (3) hours of lecture and a three (3) hours laboratory of field trip per week.
Lab Fee: $120.00
BIOL 212  CYTOLOGY  4
Pre-requisite: BISC 102, CHEM 102

Extensive study of comparative cellular morphology and physiology, and an introduction to recent advances in the field.
Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 301  GENERAL MICROBIOLOGY  4
Pre-requisite: BISC 102 (Except Nursing Program-Pre-requisite: BISC 101)

The study of microorganisms with emphasis on morphology, physiology, genetics, taxonomy and control, and their relation to sanitation, food, water and health.
Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 302  BACTERIOLOGY  4
Pre-requisite: BIOL 301
This course introduces the morphology, chemistry, physiology and genetics of bacteria. Emphasis is placed on the economic importance and relationship to human well-being.
Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 304  HUMAN ANATOMY  4
Pre-requisite: BISC 102 (Except Nursing Program-Pre-requisite: BISC 101)

A study of the structure of cells, tissues, organs, and their interaction in the systems of the human body.
Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 305  HUMAN PHYSIOLOGY  4
Pre-requisite: BIOL 304

The study of all the human systems and their interaction. Chemical principles related to physiology are included.
Three (3) hours of lecture and a three (3) hours laboratory per week.
Lab Fee: $120.00

BIOL 306  EVOLUTION  3
Pre-requisite: BIOL 201 and BIOL 202

The processes and patterns of organic evolution, emphasis in plants and animals phylogeny of selected groups and the evolutionary history of the Earth and Universe.
Three (3) hours of lecture per week.
**BIOL 318  IMMUNOLOGY**  4  
Pre-requisite: BIOL 301, CHEM 102 and BIOL 305

An introduction to recent advances in the field. Basic principles and mechanisms of immunology including cellular interactions, cellular immunity, genetics control, immunoglobulin structure and function.  
**Three (3) hours of lecture and a three (3) hours laboratory per week.**  
Lab Fee: $120.00

**BIOL 401  EMBRYOLOGY**  4  
Pre-requisite: BIOL 201

A descriptive course emphasizing maturation of germ cells, fertilization and organ genesis. Descriptive concepts of development are supplemented by the use of experimental methods.  
**Three (3) hours of lecture and a three (3) hours laboratory per week.**  
Lab Fee: $120.00

**BIOL 403  GENETICS**  4  
Pre-requisite: BIOL 201

Seeks to account for the resemblances and differences of characteristics due to heredity, their source and their development. Basic principles of genetics and their application to plant and animal breeding. Also organic evolution, evidence, theories and its importance as related to genetics and genetics are studied.  
**Three (3) hours of lecture and a three (3) hours laboratory per week.**  
Lab Fee: $120.00

**BIOL 405  PARASITOLOGY**  4  
Pre-requisite: BIOL 201, BIOL 301

Morphology, taxonomy, ecology, lifecycles, and control of parasites. Special emphasis is given to the parasite host relationship.  
**Three (3) hours of lecture and a three (3) hours laboratory per week.**  
Lab Fee: $120.00

**BIOL 407  SEMINAR**  2  
Pre-requisite: BIOL 403

This course is designed to provide experience in carrying out library research in scientific topics using the latest journals and database systems available. The students must present an oral and written report, using guidelines provided by the professor. Classmates will evaluate works presented.  
**Two (2) hours of lecture per week.**
BULA 204  BUSINESS LAW  3

Study of legal aspects of common business transactions with particular concern to legislation in Puerto Rico. Special attention is given to contracts, sales, agency and negotiable instruments.

Three (3) hours of lecture per week.

CHEM 101  GENERAL CHEMISTRY I  4

Study of principles and fundamental concepts of chemistry: the atomic structure, the chemical bonding, the periodic classification of elements, the chemical formulas and equations. The gases laws as well as the principles of chemical reactions are presented and thermochemical processes are analyzed. The electronic configuration and periodicity of elements are determined. The molecular and electronic geometry and the orbital molecular theory are described. Application exercises are performed in the laboratory according to the studied concepts.

Four (4) hours of lecture and a three (3) hours laboratory per week.

Lab Fee: $150.00

CHEM 102  GENERAL CHEMISTRY II  4

Pre-requisite: CHEM 101

Study of principles and fundamental concepts in chemistry such as: the liquid and solid states, and different ways of expressing concentration. It emphasizes speed of reaction and chemical equilibrium, acid-base equilibrium, and solubility equilibrium. The thermodynamics processes are described. The concept of oxidation-reduction with the electrochemistry is related.

Application exercises are performed in the laboratory according to the concepts studied.

Four (4) hours of lecture and a three (3) hours laboratory per week.

Lab Fee: $150.00

CHEM 201-202  ORGANIC CHEMISTRY I-II  4

Pre-requisite: CHEM 102 and MATH 134

A systematic study of the compounds of carbon and hydrogen and their substitute nomenclature, stereochemistry. Theories of different compounds with emphasis on the mechanism of the reactions and the use of important compounds. The synthetic methods available for preparation of aliphatic, aromatic, and other compounds are discussed.

Four (4) hours of lecture and a three (3) hours laboratory per week.

Lab Fee: $150.00

CHEM 301  BIOCHEMISTRY  4

Pre-requisite: CHEM 202

The chemistry of the constituents of living matter including carbohydrates, lipids, proteins, nucleic acids, enzymes, vitamins, minerals and the relationship of these to processes. Laboratory practices will emphasize the use of modern technological analysis.

Four (4) hours of lecture and a three (3) hours laboratory per week.

Lab Fee: $150.00
CHEM 317 QUANTITATIVE CHEMICAL ANALYSIS 4
Pre-requisite: CHEM 102, MATH 134 and COSC 101

A course designed to study the chemical methods applied in quantitative analysis; formulation and properties of precipitates. Theory of neutralization; redox titration with emphasis in industrial analysis.

Four (4) hours of lecture and a six (6) hours laboratory per week.
Lab Fee: $300.00

CIEN 301 STRENGTH OF MATERIALS I 3
Pre-requisite: GEEN 212

This course emphasizes the study of the stress and strain caused by axial, torsional and flexural loads. It focuses in the determination of maximum stress and strain on both statically determine and indeterminate elements by applying different analysis methods. Include the application of shear and moment diagrams as design principles, considering temperature effects and stress concentration. Introduce to engineering design concepts, like allowable stress and safety factor.

Three (3) hours of lecture per week.

CIEN 302 STRENGTH OF MATERIALS II 3
Pre-requisite: CIEN 301

This course focuses on analysis methods for combining stresses and its applications to identify the maximum allowable stress and strain on structural elements. Includes the analysis of elements submitted to combined loads, column analysis and the study of statically determinate and indeterminate beams, as well as, different failure theories for design applications.

Three (3) hours of lecture per week.

CIEN 303 STRUCTURAL ANALYSIS I 4
Pre-requisite: CIEN 304

This course emphasize on the analysis of statically determinate structures: reactions, shear, and moment; truss analysis; deflections; influence lines and moving loads. Analysis of gravity load distribution on structures, as well as, computation of earthquake and wind loads according to actual code provisions. Analytical and numerical solutions for statically indeterminate structures by slope-deflection method. The course emphasizes the use of structural analysis software.

Three (3) hours of lecture and three (3) hours of computation per week.
Lab fee: $150.00

CIEN 304 STRENGTH OF MATERIALS 3
Pre-requisite: GEEN 214

Introduction to the mechanics of deformable bodies. Study and analysis of stresses and strains on connections and bar elements subjected to axial, torsional, and transverse loads. Internal forces as stress resultants; shear force and bending moment diagrams. Analysis of structural elements
subjected to combined stresses. Transformation of stresses, Mohr’s Circle. Column stability analysis and buckling.

Three (3) hours of lecture per week.

CIEN 311 ELEMENTARY SURVEYING 3
Pre-requisite: MATH 133

Introduction to typical measurement performed in surveying and coordinate systems. The course focuses on the interpretation of field measurements to develop survey plans. It includes measurement units, the operation and use of basic surveying instruments and their applications. 
One (1) hour of lecture and five (5) hours laboratory, computation period of field work per week.
Lab Fee: $150.00

CIEN 312 ADVANCED SURVEYING 3
Pre-requisite: CIEN 311

Application of advanced surveying techniques to perform a topographic survey, and mapping. Students apply errors theory in survey measurements and calculations. Introduction to basic concepts of coordinate systems: true meridian determinate and Global Position System (GPS).
One (1) hour of lecture and five (5) hours laboratory, computation period of field work per week.
Lab Fee: $150.00

CIEN 313 MATERIALS FOR ENGINEERS 4
Pre-requisite: CHEM 101 and PHYS 201

This course introduces the study and analysis of the behavior and properties of engineering materials. The relationship between microstructure, chemical composition and processing and its effect on the material properties are evaluated. Mechanical failure, degradation, testing, between others principles for metals, ceramics, polymers and composites are discussed with emphasis on materials selection for different applications.
Three (3) hours of lecture and three (3) hours of computation per week.
Lab fee: $150.00

CIEN 314 PRINCIPLES OF SURVEYING 3
Pre-requisite: MATH 136

The course covers practical experience in use of surveying equipment, methods of surveying and mapping technology with some exposure to GPS. The students will learn to use the interpretation of the field measurements to develop survey plans, topographic maps, profile drawings, and cross-section drawings using drafting procedures, techniques, and tools required for the survey office works. Students will learn basic mathematical concepts, measure distances, transverse calculations and computations, and computation of areas and volumes, also basic concepts of coordinate systems: true meridian determinate and Global Position System (GPS). Also, this course covers the basic concepts of geographic information systems (GIS).
One (1) hour of lecture and a five (5) hours laboratory, computation period of field work per week. Lab fee: $150.00

**CIEN 322**  
**FLUID MECHANICS**  
Pre-requisite: CIEN 304 and MATH 304

This course emphasizes in the applications of the fundamental laws and theorems of fluid mechanics to solve engineering problems. The course will provide the student with a fundamental background in the statics and dynamics of fluids. It discusses definitions, properties, typical analysis methods of fluid mechanics and its applications in engineering, including dimensional analysis and its applicability in flow modeling. 
**Three (3) hours of lecture and three (3) hours of computation per week.** Lab fee: $150.00

**CIEN 400**  
**CITY PLANNING PRINCIPLES**  
Pre-requisite: Approval of Department Director or Program Coordinator

This course is an introduction to local and regional planning. It includes zoning and land use, considering social, economic, transportation and environmental factors. The course emphasizes on planning history, basic urban design principles, contemporary issues that affect cities and sustainable development. 
**Three (3) hours of lecture per week.**

**CIEN 401**  
**DESIGN OF STEEL STRUCTURES**  
Pre-requisite: CIEN 303

This course discusses the fundamentals of stress analysis, both elastic and inelastic strains due to axial, bending and shear loads. The course focuses on the design of steel structural elements, including tension members, bolted connections, welding, compression members, beams and steel joists. 
**Three (3) hours of lecture and three (3) hours of computation per week.** Lab fee: $150.00

**CIEN 402**  
**REINFORCED CONCRETE DESIGN**  
Pre-requisite: CIEN 303

Fundamentals of stress analysis and design of reinforced concrete elements; bending, shear and combined loading effects. Design of reinforced concrete structures using the Ultimate Strength Design Method. 
**Three (3) hours of lecture and three (3) hours of computation per week.** Lab fee: $150.00
CIEN 403 DESIGN OF MASONRY AND WOOD STRUCTURES 3

Pre-requisite: CIEN 303

Properties and characteristics of wood; beams, columns, trusses, connectors, and diaphragms. Properties of masonry, working stress and strength design, and seismic design requirements.

Three (3) hours of lecture per week.

CIEN 405 INTRODUCTION TO HYDROLOGY 3

Pre-requisite: CIEN 322

This course introduces the study and analysis of the hydrology cycle, probability theory, probability distributions, hydrologic and hydraulic flood routing, analysis and use of hydrologic concepts in design.

Three (3) hours of lecture per week.

CIEN 410 AIR POLLUTION CONTROL 3

Pre-requisite: CIEN 322

The course introduces the concept of air pollution engineering, providing an in-depth treatment of combustion, the formation of particulate matter and other pollutants, the principles of aerosol behavior, and basic theories of the removal of particulate and gaseous pollutants from effluent streams. Also, this course is designed to introduce students in the critical analysis of the air pollution control field and the technical and regulatory aspects involved.

Three (3) hours of lecture per week.

CIEN 411 CURVE DESIGN AND HIGHWAY LOCATION 3

Pre-requisite: CIEN 314 and MATH 319

The course is expected to give the student the ability to localize highways and compare between alternatives. Design parameters and strategies for safe and cost effective horizontal and vertical curves (and curve transitions) will be covered. An understanding of highway superelevation and cross-sections, along with its relationship with the mass diagram will be discussed. A special project combining all the courses topics is required.

Three (3) hours of lecture and three (3) hours of laboratory, computation per week.

Lab fee: $150.00

CIEN 412 HIGHWAY ENGINEERING 3

Pre-requisite: CIEN 411

An understanding of highway systems, including classification, planning, administration, vehicle characteristics, pavement design, freeways and geometric design will be provided. The student will develop the ability to design flexible pavements, and apply queuing theory, traffic flow analysis and level of service analysis.

Three (3) hours of lecture per week.
CIEN 413  ADVANCED GEOMETRIC DESIGN OF HIGHWAYS  3
Pre-requisite: CIEN 412

Introduction to advance highway geometric design; functional classification, elements of design, design criteria; cross section elements; highway types and access controls; intersection design elements and procedures; at grade and interchanges; and construction work zone.
Three (3) hours of lecture per week.

CIEN 414  TRANSPORTATION ENGINEERING  3
Pre-requisite: CIEN 411

Introduction to highway transportation, highway system, classification, planning statistics, traffic flow a queuing theory, highway capacity and level of service analysis, traffic control and analysis at signalized intersections, and travel demand.
Three (3) hours of lecture per week.

CIEN 415  PRINCIPLE OF HYDRAULICS  3
Pre-requisite: CIEN 322

This course introduces the analysis and problem solving in hydraulic modeling, hydrostatics, pipe flow, pipelines pipe networks, pumps, open channel flow, hydraulic structures, water measurement devices, and hydraulic similitude.
Three (3) hours of lecture per week.

CIEN 416  SOLID WASTE ENGINEERING AND MANAGEMENT  3
Pre-requisite: CIEN 428

This course covers engineering and scientific concepts and principles applied to the engineering and management aspects of municipal solid waste to protect human health, and the environment, and the conservation of limited resources through resource recovery and recycling of waste material.
Three (3) hours of lecture per week.

CIEN 417  WATER RESOURCES ENGINEERING  3
Pre-requisite: CIEN 322 and MATH 319

Water sustainability, water budgets, control volumes, pipe flows, hydrologic measurements, storm hydrographs, reservoir capacity, flood control, open channel flow, water resources management.
Three (3) hours of lecture per week.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CIEN 418</td>
<td>SITE PLANNING PRACTICE</td>
<td>3</td>
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<td>Pre-requisite: CIEN 314</td>
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<td></td>
<td>Application of the design techniques of site design including the use of civil software design program to create models integrating sub disciplines of the profession. Development of construction plans, cost estimates, and specifications are required for the final project. <strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>CIEN 420</td>
<td>PRE-STRESSED CONCRETE DESIGN</td>
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<td></td>
<td>Pre-requisite: CIEN 402</td>
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<td>The course introduce to the design of prestressed concrete structural elements. It focuses in the flexural design of prestressed concrete elements. Include shear strength design, crack control, tension members, and compression members considering prestressed engineering codes and standards. <strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>CIEN 425</td>
<td>FUNDAMENTALS OF BRIDGE DESIGN</td>
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<td></td>
<td>Pre-requisite: CIEN 401 and CIEN 402</td>
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<td></td>
<td>Introduction to fundamental concepts of highway bridges design using the engineering codes and standards. Emphasize the implementation of American Association of State Highways and Transportation Officials (AASHTO) standards and specification as relevant procedures/parameter for bridges design. Also include designs procedures of both, the American Concrete Institute (ACI) and the load and resistant factor design (LRFD). <strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>CIEN 427</td>
<td>WATER TREATMENT AND POLLUTION CONTROL</td>
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<td>Pre-requisite: CIEN 426</td>
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<td>This course introduces the study of water quality management, water and wastewater treatment, air pollution effects and control, solid waste engineering, hazardous waste management, agriculture and environment and noise pollution. <strong>Three (3) hours of lecture and three (3) hours of laboratory per week. Lab Fee: $150.00</strong></td>
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<tr>
<td>CIEN 428</td>
<td>ENVIRONMENTAL ENGINEERING</td>
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<td>Pre-requisite: CHEM 101 and CIEN 322</td>
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<td>This course introduces the study and analysis of water and waste water treatment, and its pollution effects, air pollution effects and control, and noise pollution. The course provides the basic concepts of water quality engineering and water resources, water and wastewater treatment, chemistry and biological processes in environmental engineering, ecological effects of water pollution, material and energy balances, and water quality management. In addition, this course is designed to develop in the student a thorough understanding of domestic and industrial uses of</td>
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water, water supply and water quality standards, applicable environmental laws and regulations, and environmental ethics.

**Three (3) hours of lecture and a three (3) hour laboratory per week.**

**Lab fee: $150.00**

**CIEN 430**  
**MATRIX METHODS OF STRUCTURAL ANALYSIS**  
3

**Pre-requisite: CIEN 421 and GEEN 221**

Study of stiffness and flexibility methods employed for structural analysis. The course provides an introduction to nonlinear analysis, element stiffness matrices and fixed forces for various conditions. It discusses flexibility and stiffness matrices, energy concepts in structures and basic nonlinear analysis concepts for plane trusses.

**Three (3) hours of lecture per week.**

**CIEN 432**  
**FUNDAMENTALS OF GEOLGY AND SOIL MECHANICS I**  
3

**Pre-requisite: CIEN 302**

The course introduce to the geological principles applied to engineering problems: structural geology, and geomorphology. It includes the study of soil’s phase relationships and introduction to effective stresses in a soil mass.

**Three (3) hours of lecture per week.**

**CIEN 433**  
**SOIL MECHANICS II**  
4

**Pre-requisite: CIEN 432**

This course discusses the soils characteristics and its use in engineering. It focuses in the application of soil mechanics concepts, like consolidation theory, settlements and contact pressure, soil bearing capacity, slope stability, compaction and stabilization to determine soil usability. Soil tests include granulometry, Atterberg limits and compaction.

**Three (3) hours of lecture and three (3) hours laboratory per week.**

**Lab Fee: $150.00**

**CIEN 434**  
**GEOTECHNICAL ENGINEERING**  
4

**Pre-requisite: CIEN 304**

This course is design to give civil engineering students a solid basic knowledge in geology and geotechnical engineering. Topics include description and identification of soils, index properties, mineralogical composition, weight-volume relationships and hydraulic properties. Stress and strain in soils. The theory of consolidation, settlements and contact pressure, earth retaining structures, bearing capacity and selection of foundation type, stability of slopes, soil compaction, stabilization and introduction to deep foundations.

**Three (3) hours of lecture and a three (3) hour laboratory per week.**

**Lab fee: $150.00**
CIEN 435  FOUNDATION ENGINEERING  3
Pre-requisite: CIEN 434

Applications of soil mechanics principles to the analysis and design of shallow foundations, retaining walls, pile foundations, and braced cuts. Design criteria: bearing capacity, working loads and tolerable settlements, structural integrity of the foundation element. Damage from construction operations.

Three (3) hours of lecture per week.

CIEN 436  CONSTRUCTION MANAGEMENT  3
Pre-requisite: Approval of Department Director or Program Coordinator

This course is an introduction to construction management. The course presents basic concepts focusing on organizational and contractual approaches to project management. Also, discusses planning and control systems, pre-construction, site investigation, estimating, design, bidding, awards, finances, equipment, materials, labor and safety.

Three (3) hours of lecture per week.

CIEN 437  Deep Foundations  3
Pre-requisite: CIEN 434


Three (3) hours of lecture per week.

CIEN 438  SOIL IMPROVEMENT  3
Pre-requisite: CIEN 434

The course presents the current ground modification techniques to improve soil stability, reduce deformation, control seepage, and increase erosion resistance. It cover loading, drainage and seepage.

Three (3) hours of lecture per week.

CIEN 445  LEGAL ASPECTS OF ENGINEERING  3
Pre-requisite: Approval of Department Director or Program Coordinator

The course examines the legal system’s role in the engineering process. It focuses on basic principles of contracts, tort law, application of legal principles to performance issues, the engineering responsibility in Puerto Rico and other legal principles impacting the design and construction process. The Law of the College of Engineers and Land Surveyors of Puerto Rico and the Board of Examiners, the Planning Board Law, P.R. as well as the Puerto Rico Building Code and regulations are covered.

Three (3) hours of lecture per week.
CIEN 481       Civil Engineering Capstone I                3
Pre-requisite: Approval of Department Director or Program Coordinator. Must have 104 credits approved, including at least 28 concentration credits.

This course is the first part of the Civil Engineering Mayor Design Experience (Capstone Project). At the end of this course, the student is required to complete a feasibility study for a civil engineering problem proposed by the professor or students at the beginning of the course. A professor will be assigned to provide guidance and evaluate students. The project should be made in groups; the scope of the project must be adjusted depending on the group’s size. The students will have several presentations and written reports. The course will end with a written report and the project’s final presentation, open to the whole academic community. The evaluation depends on all the presentations, reports and evaluation of the group work.

One (1) contact hour and eight (8) hours of laboratory, computation per week.
Lab fee: $250.00

CIEN 482       CIVIL ENGINEERING CAPSTONE II               3
Pre-requisite: CIEN 481

This course is the second part of the Civil Engineering Mayor Design Experience (Capstone Project). At the end of the course, the student is required to implement the solution (i.e Feasibility Study) to the problem proposed on CIEN 481. A professor will be assigned to guide and evaluate the students. The project will be made in groups; the scope of the project will be adjusted depending on the group’s size. The students will have several presentations and written reports. The course will end with a written report and the project’s final presentation, open to the whole academic community. The evaluation depends on all the presentations, reports and self-evaluation of the group work.

One (1) contact hour and eight (8) hours of laboratory, computation per week.
Lab fee: $250.00

CIEN 490       SPECIAL TOPICS IN CIVIL ENGINEERING         3

Study special topics of interest to undergraduate students in the area of specialization of civil engineering (structural engineering, geotechnical engineering, environmental engineering, water resources engineering, transportation and highway engineering, construction management engineering), or related fields relevant to engineering practice.

Three (3) hours of lecture per week.
Pre-requisite: Approval of Department Director or Program Coordinator

CIEN 495       CIVIL ENGINEERING PRACTICE                  3
Pre-requisite: Approval of Department Director or Program Coordinator. Must have 102 credits approved, including at least 19 concentration credits

The student will provide a civil engineering solution to a practical or technical problem. The students are required to have a period of practice equivalent to three credit hours during a semester. A professor and tutor will be assigned to supervise, advise and guide the students. It is required to coordinate with the Director of the department or Coordinator, an agency in which the student can
obtain the required work experience. The students are required to prepare an oral presentation and a written report of their work experience.

One (1) hour of seminar/conference and eight (8) hours of practice in industry per week.
Practice fee: $125.00

COSC 101  INTRODUCTION TO COMPUTER SCIENCE  3

General study of the evolution, terminology, and integration of the productivity tools in the management of computers. It summarizes and identifies the Concentration components of an information system. It integrates the management of the Internet and e-mail as learning tools. Through practice, the student understands the use and application of the operating systems, word processors, spreadsheets, tools for the design of presentations and publications. The course promotes the application of safety standards and ethics in the use of information systems.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 112  MICROCOMPUTER APPLICATION IN BUSINESS  3
Pre-requisite: COSC 101

Study of the most commonly used techniques in the use of "software" of productivity. This course discusses the concepts related to the management of data using the programmed: electronic spreadsheet and introduction to databases. This course provides students the tools necessary for the process of analysis of the information at the moment of effective decision-making. Collection, tabulation and data analysis techniques are developed.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 115  FUNDAMENTS OF PROGRAMMING LOGIC  3
Pre-requisite: COSC 101

The course exposes in a simple and detailed manner, the necessary mechanisms to develop the logic of a computer program and its operation. Problems are resolved using logic, inferential mechanisms and design tools such as pseudocodes, Input-Processing-Output (IPO) diagram, decision tree and flowcharts, among others. Algorithms are developed to define the structure of computer programs, including sequential, structured and object-oriented programming.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 204  C LANGUAGE AND PROGRAMMING  3
Pre-requisite: COSC 101

In this course, students will develop programming skills using the C# (C Sharp) language as a platform. Programming techniques for the development of commercial and industrial applications are discussed. The student implements the stages of development of a computer program and strengthens their analytical and logical skills in solving problems. Implements logical algorithms aligned with structured programming. (Object-Oriented Programming - OOP) object-oriented
programming and the design applications in a graphical environment (Graphics User Interface - GUI) are practiced.

**Three (3) hours of lecture per week.**

**Lab Fee: $55.00**

**COSC 206**  
**DATA BASE MANAGEMENT**  
3

**Pre-requisite: COSC 112**

The course teaches the student in the design and management of databases. Learning backup techniques, data recovery and creation of data dictionaries. To develop skills of normalization of database tables. Design logical models of tables and diagrams (Entity Relationship Diagram - ERD). Describes the importance of the use of structured query (Structured Query Language - SQL) language for the management of related databases. The student performs exercises using commands or most common SQL instructions.

**Three (3) hours of lecture per week.**

**Lab Fee: $55.00**

**COSC 207**  
**VISUAL BASIC I**  
3

**Pre-requisite: COSC 115**

This course addresses the Concentration techniques used to design applications, making use of the Visual Basic (VB) language. Provides the student the necessary tools of analysis, design, development and implementation of applications that provide productivity solutions to the company. It integrates, interface design, assigning properties to objects and object programming. The student develops techniques for input and output of data, distinction of the different types of data, instructions of control, cycle, managing files and subroutines.

**Three (3) hours of lecture per week.**

**Lab Fee: $55.00**

**COSC 208**  
**VISUAL BASIC II**  
3

**Pre-requisite: COSC 207**

This is a continuation of the introductory course to the computer Visual Basic programming language. Training for the creation of applications at the commercial or business level, which meet the standards and requirements of the market using databases, modular programming, procedures, functions, variables, global and local parameters, current and formal parameters by value, variables and creating reports and classes. Analysis of potential problems at the enterprise level and the decision-making process to recommend solutions to them, using the Visual Basic language connected to databases.

**Three (3) hours of lecture per week.**

**Lab Fee: $55.00**
COSC 210  OPERATING SYSTEMS  3
Pre-requisite: COSC 101
This course describes the function of the operating systems and how they manage resources in computerized systems. Skills are developed in the installation and management of operating systems focused on the optimization of the performance of the same. It includes the analysis and management of resources, hardware and software required for computer systems. It integrates the study of the evolution of operating systems up to the present.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 215  WEB PAGE DESIGN AND IMPLEMENTATION  3
Pre-requisite: COSC 101
An introductory course in which students will design, and publish a website. At the end of the course the student will have a basic knowledge of JavaScript and HTML, in order to make the webpage more attractive and efficient. This course includes all the aspects of language, including the tags of HTML and the most used platform to develop webpage.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 221  APPLICATIONS OF COMPUTERS IN EDUCATION  3
Pre-requisite: COSC 101
Course aimed in integrating information technology to facilitate the teaching and learning process. It integrates practical exercises as a strategy to maximize the various programs of productivity, such as word processors, electronic spreadsheet, presentations and publication programs. The Internet is used to integrate tools of Web 2.0, commonly used in the educational setting and instructional modules are designed. The fundamentals are studied to manage online education platforms.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 231  BASIC PRINCIPLES OF REPAIRMENT AND MAINTENANCE OF COMPUTER  3
Pre-requisite: COSC 210
The course provides basic knowledge of the function and compatibility between the components of the computer system. The student develops skills to identify components of computer failures and providing assertive diagnosis of such failures, offering solutions; either with replacements of physical components "hardware" programs or "software", thus achieving system efficiency. The course includes the execution of technical tasks of diagnosis and maintenance, in order to prevent system malfunction and perform repair processes when necessary.
Three (3) hours of lecture per week.
Lab Fee: $55.00
COSC 272  JAVA PROGRAMMING  3
Pre-requisite: COSC 115 and COSC 207

In this course the student develops object-oriented applications using the JAVA language programming platform. The course emphasizes the management of the General fundamentals of the JAVA language and its applicability in the current market. The student develops programming skills in JAVA, using the syntax and programming instructions in this language.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 307  SYSTEMS ANALYSIS AND DESIGN I  3
Pre-requisite: COSC 207

The course studies the life cycle of a system (System Development Life Cycle - SDLC) and its components. The processes, procedures, and justifications for the request are analyzed for the project. Analysis tools and their use in the design phase are studied by developing skills of program evaluation and systems design. Practices are performed of form designs, source documents, files structures, structures of database tables, input and output displays, flow charts, among others. The phase of implementation and user training is also discussed.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 308  SYSTEMS ANALYSIS AND DESIGN II  3
Pre-requisite: COSC 307

The phases of development, implementation, support and documentation of an information system, as a continuation of the previous stages of analysis and design are studied. Forms, documents and files structures are produced from data collection processes. Projects are developed according to the requirements established in the analysis and design stages. The implementation phase is met and subsequently passed to the operation and support phase of the system, which is the final phase in the development lifecycle (SDLC). Reporting procedure and documentation of the system is made.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 309  DATA STRUCTURES  3
Pre-requisite: COSC 204

Study of the concepts, methods, and rules that define the forms of organizing and structuring data. Practice the concepts of algorithm with its complexity. It deals with the study and application of linear structures as tables (arrays), linked lists, batteries and glues and non-linear structures as trees and graphs. It also includes search and sorting algorithms.
Three (3) hours of lecture per week.
Lab Fee: $55.00
COSC 315 NETWORK AND COMPUTING CENTER 3
Pre-requisite: COSC 210
The course prepares professionals capable of managing a Computer Center performing the tasks in a network of computers. Devices and equipment necessary for the design of communication networks are recognized. Existing topologies and types of networks according to their functionality and features are identified. Operating systems designed for servers and personal computers are compared. Practical implementation of network infrastructure, installation, configuration and administration of a server are performed. The course encourages application of safety standards and ethics in the use of information systems.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 320 COMPUTER BUSINESS COMMERCIAL APPLICATION 3
Pre-requisite: COSC 112
The development of programming systems for all commercial purposes. High level computer techniques to assist in management such as: billing, payroll, filling, inventory control, cost and other business activities.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 321 COMPUTER CONTROL AND AUDIT 3
Pre-requisite: COSC 307 and STAT 330
The course emphasizes styles, tools and procedures required to establish internal controls in the Department of Information Systems. Concepts and techniques used in a systems audit are examined in general, specifically from the industries point of view and technology. The professional standards in the auditing field are examined with ethical and legal considerations.
Three (3) hours of lecture per week.
Lab Fee: $55.00

COSC 410 ARTIFICIAL INTELLIGENCE 3
Pre-requisite: COSC 307
The history and characteristics of artificial intelligence are studied. The course introduces a descriptive and introductory way the relationship between humans and machines, in modern society and its moral and ethical implications. Robotics, the characteristics of intelligent agents and its importance in the world that surrounds us is studied. The student will schedule expert systems using computer languages, integrating traditional approaches used in decision-making.
Three (3) hours of lecture per week.
Lab Fee: $55.00
COSC 413  COMPUTER ARCHITECTURE  3
Pre-requisite: COSC 231

This course presents a functional overview of the systems equipment, analyzing the organization of components and devices in computer configurations. Study the configuration of computer systems, the principles of "software" of systems and combinations of "hardware" and "software" in the computer architecture. Analysis is performed on the process of data flow path through the "hardware" and "software".

**Three (3) hours of lecture per week.**

Lab Fee: $55.00

COSC 417  DECISION SUPPORT AND EXPERT SYSTEM  3
Pre-requisite: COSC 307

This course is aimed at the design and development of support tools for management decision making using information systems. It emphasizes the importance of support systems in decision-making and expert systems in the process of reasoning and the use of logic in an organization. These systems are applied using simulators, existing and created in the course, thus contributing in making managerial decisions.

**Three (3) hours of lecture per week.**

Lab Fee: $55.00

COSC 419  PROJECT DESIGN  3
Pre-requisite: COSC 206, COSC 307 and Authorization by the Program Coordinator

In this course students put into practice the knowledge and experiences acquired through the curriculum of the program. They develop a project of information systems by integrating analysis and design, programming languages and databases in an efficient way. The working environment and the evaluation of the project system simulate conditions similar to industry and field requirements and related with computing technology.

**Three (3) hours of lecture per week.**

Lab Fee: $55.00

COSC 420  PRACTICE  3
Pre-requisite: COSC 419 and Authorization by the Program Coordinator

The course provides experiences working in a company in the area of information systems. The student has the opportunity to integrate the knowledge acquired in their courses and apply them in a real scenario, demonstrating high professional and ethical standards; at the same time contributing to the achievement of the objectives of the organization. The course includes seminars and practice in an authorized practice center.

**Three (3) hours of lecture per week.**

Lab Fee: $50.00
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CRJU 216</td>
<td>DEALING WITH ALCOHOL AND DRUG ABUSE</td>
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<td>The course is designed to study the legal, medical</td>
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<td>and social aspect of the use and abuse of</td>
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<td>substances and alcohol. The legal and social</td>
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<td>implications of the user’s behavior in our society</td>
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<td>are analyzed.</td>
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<td><strong>Three (3) hours lectures per week.</strong></td>
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<tr>
<td>CRJU 301</td>
<td>JUVENILE DELINQUENCY AND LAW</td>
<td>3</td>
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<td><strong>Pre-requisite: POSC 102</strong></td>
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<tr>
<td></td>
<td>Study of the laws, regulations, public policy, and</td>
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<td>social services that deal with juvenile</td>
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<td>delinquency in Puerto Rico. It focuses causes of</td>
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<td>social problems.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<td>CRJU 321</td>
<td>LOGICAL AND LEGAL ANALYSIS</td>
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<td><strong>Pre-requisites: POSC 204 and CRJU 350</strong></td>
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<td>The course covers the history of judicial thinking,</td>
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<td>legal and logical analysis to make judgments and</td>
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<td>conclusions in accordance with the law. It also</td>
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<td>studies the decisions of the Puerto Rico Supreme</td>
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<td>Court and the organization and composition of the</td>
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<td>General Court of Justice, analyzing the</td>
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<td>importance of the Court of Last Resort. The</td>
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<td>procedures after judgment, as well as the judicial</td>
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<td>interpretation are studied. It evaluates the</td>
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<td>study and analysis of case laws, in matters</td>
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<td>related to the Civil-Penal Law, Criminal-Civil</td>
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<td>Procedure, and Children’s Rights.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<td>CRJU 322</td>
<td>HISTORY AND INTERPRETATION OF DACTILOSCOPY</td>
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<td></td>
<td><strong>Pre-requisite: POSC 109</strong></td>
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<td>This course emphasizes the origin, study, and the</td>
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<td>interpretation of dactiloscropy as a means for</td>
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<td>identifying. It will allow the students identify,</td>
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<td>classify, and interpret the different existing</td>
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<td>CRJU 323</td>
<td>CLASSIFICATION AND FILE OF FINGERPRINTS</td>
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<td><strong>Pre-requisite: CRJU 322</strong></td>
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<td>This course emphasizes studying the proper</td>
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<td>techniques for classifying and filling</td>
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<td>fingerprints for further use. It covers analysis</td>
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<td>of legal aspects about the use of fingerprints in</td>
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<td>CRJU 326</td>
<td>FORENSIC PHOTOGRAPHY</td>
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<td><strong>Pre-requisite: POSC 109</strong></td>
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<td>This course will provide the students experience</td>
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<td>in the use and handling of the 35 mm. camera.</td>
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<td>They will perform photographing initial stages of</td>
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<td>the investigation of a crime scene in which every</td>
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<td>object of possible evidence must be photographed</td>
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<td>before it is removed. Students will experience the</td>
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<td>three photographing stages of any crime scene.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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CRJU 327  LATENT FINGERPRINT DEVELOPMENT, 3  
CLASSIFICATION AND FINGERPRINT FILE

Pre-requisite: CRJU 322

The course will allow the student to know different techniques used for fingerprint lifting and discovering. The course also includes classification and fingerprint archive rules for human being identification.  
Three (3) hours of lecture per week.

CRJU 335  LAW AND SOCIETY 3  
Pre-requisite: POSC 102

The course examines issues related to the law and society. Analyzes and evaluates the importance of in the development of human societies. It compares the different manifestations of the law as an expression of Justice. It is an analysis of the origins of the law and describes the legal changes in accordance with the development of society.  
Three (3) hours of lecture per week.

CRJU 350  CRIMINAL PROCEDURE 3  
Pre-requisite: POSC 102

Study and analysis of the rules and procedures applied to the investigation process of the judicial system in Puerto Rico. Emphasis is given to techniques dealing with arrest, the search of houses with a warrant, the constitutional rights of the accused and others.  
Three (3) hours of lecture per week.

CRJU 400  CIVIL RIGHTS & CONSTITUTIONAL LAW 3  
Pre-requisite: POSC 102

Investigation and discussion of subjects related to civil rights in Puerto Rico. Sample cases are discussed for analysis.  
Three (3) hours of lecture per week.

CRJU 404  CRIMINOLOGY AND THE REHABILITATION PROCESS 3

The course emphasizes the study of the causes of crime, the characteristics of the criminals as well as the methods, which are used to punish and rehabilitate the individual that violates the law. It describes the importance of modern Criminology in the search for possible solutions to the problem of crime. It analyzes the causes of the crime using as reference the main theories that attempt to explain the phenomenon of the crime. The correctional system, the therapeutic strategies and community institutional treatment in order to assess its effectiveness in the process of rehabilitation of the confined is studied.  
Three (3) hours of lecture per week.
CRJU 407  SPECIAL LAWS  3
Pre-requisite: POSC 204

Consist of the study, analysis, and interpretation of the regulations that constitute the special penal laws in our country. It analyses and evaluates the procedures and punishments established according to the infringe articles.

Three (3) hours of lecture per week.

CRJU 410  International Criminal Justice System  4
Pre-requisite: POSC 204 and CRJU 350

A comparative analysis of the present Criminal Justice Systems of England, Japan, France, and Sweden. It evaluates how the Criminal Justice Systems of these Nations determine the way they will face problems related to crime, delinquency, and the administration of justice.

Four (4) hours of lecture per week.

CRJU 412  CONTROVERSIAL ISSUES IN THE CRIMINAL JUSTICE SYSTEMS  3
Pre-requisite: POSC 102

Analysis and evaluation of several works related to the Criminal Justice System.

Three (3) hours of lecture per week.

CRJU 414  THE CRIMINAL JUSTICE SYSTEM IN THE UNITED STATES  3
Pre-requisites: POSC 204 and CRJU 350

Study of the Criminal Justice System in the United States.

Three (3) hours of lecture per week.

CRJU 416  CRIMINAL JUSTICE PRACTICE  6
Pre-requisite: Approval of 100 credits and approval of Program Coordinator

The practice course is an educational-professional experience in Criminal Justice in that the student participates in the functions of the component of the Puerto Rico Criminal Justice System. Students are trained to occupy positions of responsibility in the agencies that make up the system. Students acquire knowledge, integrate and practice what they have learned, to interact directly with the professionals working in the agencies. Students will comply with the rules and procedures established by the Center of Practice, with the instructions and recommendations of their professional liaison and the course professor.

Twenty (20) hours of practice per week.

Practice fee: $125.00
ECON 121  PRINCIPLES AND PROBLEMS OF ECONOMICS  3  
(MICRO ECONOMICS)

Principles of economics affecting production, income and consumption prices. There is emphasis on the interaction among producers and consumers in the free market. 
Three (3) hours of lecture per week.

ECON 122  PRINCIPLES AND PROBLEMS OF ECONOMICS  3  
(MACRO ECONOMICS)

Study of determination, fluctuation, consumption, and stability of national income; domestic and international problems and their effect on the business economy. 
Three (3) hours of lecture per week.

EDUC 200  HUMAN GROWTH, DEVELOPMENT AND LEARNING  3

A study of scientific facts, principles, and processes of human growth from childhood to adult stages and development which support the learning process. 
Three (3) hours of lecture per week.

EDUC 205  TEACHING THE FINE ARTS  3

It includes the curriculum of the elementary school, the methodology and techniques in the teaching of music, arts and crafts and the dramatic arts. It also deals with the creative expression of the fine arts and the materials necessary for its integration. 
Three (3) hours of lecture per week.

EDUC 208  PSYCHOLOGICAL FOUNDATIONS OF EDUCATION  3

A study of the principles of psychology involved in the growth and development of the individual. Theories of learning and teaching processes will be analyzed. It focuses early childhood. 
Three (3) hours of lecture per week.

EDUC 225  DEVELOPING CRITICAL THINKING SKILLS  3

A deep study of principles of critical and dimensional thinking skills and their use in the teaching process. 
Three (3) hours of lecture per week.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDUC 241</td>
<td>TEACHING HEALTH AND PHYSICAL EDUCATION IN ELEMENTARY SCHOOL</td>
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<td><strong>Pre-requisite:</strong> GESC 101</td>
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Concepts and the methodology in the teaching of health and physical education in the elementary school. It emphasizes good health and the modern practice of physical exercises, games, sports, and gymnastics. It stresses the need of mental health too.

**Three (3) hours of lecture per week.**

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<td>EDUC 306</td>
<td>CHILDREN LITERATURE</td>
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<td>Study of different genres and content of literature for children from ancient folklore to modern works. Analysis of representation pieces of literature for children stressing content, critical thinking, and development of values.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<td>EDUC 309</td>
<td>SPECIAL EDUCATION FOR PRE-SCHOOL CHILDREN</td>
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<td><strong>Pre-requisite:</strong> EDUC 208</td>
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This course examines the nature and needs of the mildly handicapped pre-school children. It also includes assessment, mainstreaming, curriculum and methods of instruction.

**Three (3) hours of lecture per week.**

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<th>Course Code</th>
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<td>EDUC 324</td>
<td>SOCIOLOGICAL FOUNDATIONS OF EDUCATION</td>
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The study of education as a social institution and the relationship of school and community. It focuses social changes and studies the role of the school in the process of changes in the society.

**Three (3) hours of lecture per week.**

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<td>EDUC 328</td>
<td>PHILOSOPHICAL FOUNDATIONS OF EDUCATION</td>
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This course delineates the historical background and trends of formal education and its philosophical development in Puerto Rico.

**Three (3) hours of lecture per week.**

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<td>EDUC 336</td>
<td>EVALUATION AND MEASUREMENT</td>
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<td><strong>Pre-requisite:</strong> MATH 102</td>
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The criteria of suitable measuring devices, achievement tests, intelligence scales, pupil classification, and diagnosis as the basis for programming remedial teaching are studied. The construction, administration, and interpretation of results and grades with different testing devices are studied. Assessment is included.

**Three (3) hours of lecture per week.**
EDUC 349  GRAMMAR AND COMPOSITION IN ELEMENTARY SCHOOL  3

Pre-requisite: SPAN 102

This course studies the basic principles in communication skills and writing. It emphasizes grammar, and composition. It analyzes curriculum, methods and strategies in teaching at the elementary levels. The teacher's role in assessment is included.

Three (3) hours of lecture per week.

EDUC 353  NATURES AND NEEDS OF THE MILDLY HANDICAPPED  3

Pre-requisite: EDUC 208

Basic course on psychological and educational principles of the Mildly Handicapped Children. It studies the nature and needs of this condition. It emphasizes weaknesses and strengths; educational goals and the techniques used in their teaching process.

Three (3) hours of lecture per week.

EDUC 354  DIAGNOSIS AND CORRECTION OF READING DEFICIENCIES  3

Pre-requisite: SPAN 102

Experience with modern techniques for the diagnosis and correction of reading deficiencies. Emphasis is placed on methodology, the preparation of teaching units, teaching aids, and the use of environmental resources and reading composition.

Three (3) hours of lecture per week.

EDUC 359  NEUROLOGICAL AND SENSORIAL FUNCTIONS AND ITS IMPLICATIONS IN EDUCATION  3

Pre-requisite: EDUC 210

This course will provide substantial information in the study of human neurological and sensorial function. Reviews the relationship between neurological development, sensorial functions and linguistic skills. Consider the abnormalities in the integral development of the child, including emotional side effects.

Three (3) hours of lecture per week.

EDUC 367  PHYSICAL EDUCATION AND RECREATION FOR CHILDREN WITH IMPEDIMENTS  3

Pre-requisite: EDUC 462

This course studies the educational principles of children with impediments giving emphasis to motor skills. It will focus theory, methods, and practice in teaching, exercises, games, songs, rhythms, dance, and other related motor skills.

Three (3) hours of lecture per week.
EDUC 371  WORKSHOP IN EDUCATIONAL TECHNOLOGY  3
This course focuses the development of skills for the use of effective educational technology in the teaching process. It includes modern audiovisual aids, and resources. Evaluation of educational resources, the preparation of teaching devices, and other technology will be practiced. Devices for teaching the handicapped child will be prepared.
**Three (3) hours of lecture per week.**

EDUC 375  REMEDIAL PROCEDURES FOR THE CORRECTION OF CHILDREN WITH SPECIFIC LEARNING PROBLEMS  3
The analysis of the various specific deficiencies special education students present in academic areas such as mathematics, reading and writing. It covers methods used for evaluating specific deficiencies and the possible strategies for correction.
**Three (3) hours lectures per week.**

EDUC 376  DIAGNOSTIC AND EVALUATION TECHNIQUES IN TEACHING OF MILDLY HANDICAPPED CHILDREN  3
Pre-requisites: EDUC 336 and EDUC 309
Examination of assessment and evaluation techniques in teaching handicapped children. It includes the study of administration and test results. And legal aspects of assessing these children.
**Three (3) hours of lecture per week.**

EDUC 390  PARENTS INVOLVEMENT AND LEGAL ASPECTS IN SPECIAL EDUCATION  3
It emphasizes parental counseling and their involvement in the development of the Individualized Educational Program (IEP). Student's development of IEP is required. It covers the legal aspects contained in the Special Education Procedure Manual of the Department of Education.
**Three (3) hours of lecture per week.**

EDUC 401  METHODS AND TECHNIQUES IN THE TEACHING OF ENGLISH IN ELEMENTARY SCHOOL  3
Pre-requisite: ENGL 102
A study of the principles governing the teaching of English as a second language in Puerto Rico. It covers background methods, planning, teaching techniques, language content practice and assessment. Demonstration classes are presented by students.
**Three (3) hours of lecture per week.**
EDUC 402  METHODS AND TECHNIQUES IN THE  3
TEACHING OF SOCIAL STUDIES IN ELEMENTARY
SCHOOL

Pre-requisite: SOSC 101

A study of the content, methodology, curriculum, and techniques in teaching social studies in elementary school. Analysis of the Social Students Curriculum, emphasizing modern trends and Issues. Demonstration classes by students are required. It also includes assessment.
Three (3) hours of lecture per week.

EDUC 403  METHODS AND TECHNIQUES IN THE TEACHING  3
OF MATHEMATICS IN ELEMENTARY SCHOOL

Pre-requisite: MATH 102

Study of the mathematics curriculum for the elementary school. Systematic development of mathematics skills and concepts are analyzed. Methods and techniques in the teaching of mathematics are studied. Preparation and use of instructional material. Lesson planning. demonstrations classes are analyzed. Assessment will be discussed.
Three (3) hours of lecture per week.

EDUC 404  METHODS AND TECHNIQUES IN THE TEACHING  3
OF SCIENCE IN ELEMENTARY SCHOOL

Pre-requisite: GESC 101

This course studies the curriculum methods. Assessment instructional materials and teaching strategies in teaching science at elementary level. Emphasis is given to the scientific method and inquiry in science learning and laboratory experience. Demonstration classes are presented.
Three (3) hours of lecture per week.

EDUC 405  METHODS IN READING AND WRITING IN THE  3
ELEMENTARY SCHOOL

Pre-requisite: SPAN 102

The course studies methods, strategies, content, and materials for the teaching of reading and writing in the Elementary School. It covers problems related to reading and writing readiness. Special attention is given toward developing techniques in reading and writing processes and skills. Demonstrations classes by students are required. It also includes assessment.
Three (3) hours of lecture per week.

EDUC 410  METHODOLOGY AND CURRICULUM  3
TEACHING IN THE TEACHING OF MILDLY
HANDICAPPED CHILDREN

Pre-requisite: EDUC 405

It covers organization curriculum development, planning, methods and materials and the psychological principles necessary for individualized programs. It also includes assessment. It is
specially geared towards the mentally retarded, but it covers adjustments necessary for others mildly handicapped. It compares and contrasts the role of the regular teacher with the special education teacher.

**Four (4) hours of lecture per week.**

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**EDUC 413**

**PRE-TEACHING METHODS AND STRATEGIES**

**3**

**ELEMENTARY SCHOOL**

Pre-requisite: Pre-PCMAS, EDUC 401, 402, 403, 404, 405

Experience that familiarizes the prospective student with the educational system, and the school community. Seminars, visits to schools, class observations, analysis of real learning situations, lesson plan, and school laws and regulations are studied.

**Three (3) hours of lecture per week.**

Lab Fee: $285.00

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**EDUC 415**

**PRE-INTERNSHIP IN METHODS AND TECHNIQUES IN SPECIAL EDUCATION**

**3**

Pre-requisite: EDUC 375, EDUC 390

Clinical and laboratory experiences concerning different environments for learning situations. Lectures, seminars, films and other instructional strategies are carried out.

**Three (3) hours of lecture per week.**

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**EDUC 429**

**TEACHING PRACTICE IN ELEMENTARY EDUCATION**

**6**

Pre-requisite: EDUC 413

Teaching experiences supervised by professional personnel in real classroom situations in elementary schools. Application of learning theories and teaching methods.

**Twenty (20) hours of practice per week.**

Practice fee: $125.00

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**EDUC 431**

**INTERNSHIP IN SPECIAL EDUCATION**

**6**

Pre-requisite: EDUC 415

Teaching experiences supervised by professional personnel in classroom situations of special education. Application of learning theories and teaching methods for mildly handicapped children.

**Twenty (20) hours of practice per week.**

Practice fee: $125.00
EDUC 462  NATURE AND NEEDS OF THE EXCEPTIONAL CHILD  4

Pre-requisite: EDUC 200 (EDUC 210 Only for Special Education and Physical Education)

This course focuses the sociological and psychological needs of exceptional children: the handicapped, and the talented. Federal and local laws are studied.  
Four (4) hours of lecture per week.

ELEN 218  SPECIAL TOPICS IN ELECTRICAL ENGINEERING  3
Requisite: Approval of Department Director or Program Coordinator

Study topics of interest to undergraduate students in the area of electrical engineering.  
Three (3) hours of lecture per week.

ELEN 300  PROGRAMMABLE LOGIC CONTROLLERS  3
Pre-requisite: COSC 115

Introduction to Programmable Logic Controllers (PLC) systems, architecture, programming and its importance in industrial environments. Study of analog and digital inputs and outputs. Description of digital systems and input/output processing. Ladder, instruction list, sequential function charts and structured text programming. Implementation and applications.  
Three (3) hours of lecture per week.

ELEN 301  INSTRUMENTATION  3
Pre-requisite: ENTE 103 or ELEN 310  
Co-requisite: ENTE 200 or ELEN 340

Three (3) hours of lecture per week.

ELEN 310  ELECTRICAL CIRCUITS ANALYSIS I  4
Pre-requisite: PHYS 202, MATH 302

Study of the basic electric concepts of electrical quantities and electric elements. Kirchhoff laws and circuit analysis of resistive circuits. Study of circuit analysis techniques such as node- voltage, mesh- current, source transformation, Thevenin and Norton theorems, and superposition. Maximum Power Transfer. Study of capacitors, inductors and mutual inductance and the analysis of RC, RL and RLC circuits. Introduction to AC circuits. Analysis of circuits using the computer.  
Three (3) hours of lecture and a three (3) hours of laboratory per week.  
Lab Fee: $150.00
ELEN 311  ELECTRICAL CIRCUITS ANALYSIS II  4
Pre-requisite: ELEN 310

Study of linear electric circuits primarily excited by Alternating Current (A.C) sources. Physical-mathematical review of basic circuit elements and its use to build common devices in Electrical Engineering. Study of mathematical tools to be used in practical implementation. Power consumption and three-phase circuits study. Analysis of circuits using the computer.
Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $150.00

ELEN 340  ELECTRONICS ENGINEERING I  4
Pre-requisite: ELEN 310

Study of the semiconductors theory and their characteristic properties. DC and AC analysis of Bipolar Transistors (BJT) and Field Effect Transistors (FET). Analysis and design of electronic circuits and devices that contain diodes and transistors. Study of the difference between BJT and FET. Describe the different types of diodes and transistor in power electronics. Introduction to operational amplifier components and circuits. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $150.00

ELEN 343  RENEWABLE ENERGY  3
Pre-requisite: ENTE 103 or ELEN 310

Description of current world and USA energy demand. Analysis of economic and environmental considerations of current energy sources. Assessment of current implementation and on-going renewable energy systems. Study of fundamentals of different renewable energy systems such as solar, wind, hydro, geothermal, marine energy, and biomass.
Three (3) hours of lecture per week.

ELEN 350  LOGIC CIRCUITS I  4
Pre-requisite: COSC 115
Co-requisite: ENTE 103 or ELEN 310

Study of digital systems and binary numbers. Explain theorems and postulates of Boolean algebra and its application to logic functions. Apply different techniques for the minimization of logic functions. Design of combinational and sequential logic circuits. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $150.00

ELEN 363  EMBEDDED SYSTEMS  4
Pre-requisite: ENTE 103 or ELEN 310 and ELEN 350

Study of structure and classification of embedded system. Identify the architecture and organization of elements in a microcomputer such as CPU, buses, memory and I/O interface. Describe basic peripherals and how use them into a microcontroller. Introduction to programming
a microprocessor or microcontroller. Design microprocessor or microcontroller based system. A
design project is required.
**Three (3) hours of lecture and three (3) hours of laboratory per week.**
**Lab Fee: $150.00**

**ELEN 401**  
ELECTRONICS ENGINEERING II  
**4**

Pre-requisite: ELEN 340

Study of No-ideal effects of Operational Amplifier. Study of low and high frequency responses in
BJT and FETs. Analysis of power amplifiers and discussion of differential, multi-stage amplifiers
and circuits with active load and its implementation in integrated circuits (IC). Study of feedback
circuits and relationship between stability and feedback. A design project is required.
**Three (3) hours of lecture and three (3) hours of laboratory per week.**
**Lab Fee: $150.00**

**ELEN 403**  
LOGIC CIRCUITS II  
**3**

Pre-requisite: ELEN 350

Study of the structural methods for digital systems design. Design of combinational and sequential
systems. Use of programmable logic devices in digital systems design. Analysis and design of
digital system controllers. Computer aided digital systems design and testing using HDL. A design
project is required.
**Three (3) hours of lecture per week.**

**ELEN 405**  
ELECTROMAGNETIC I  
**3**

Pre-requisite: MATH 302  
Co-requisite: ELEN 310

Study of electrostatics and magnetostatics fields. Description of the different types of
electromagnetics materials. Resistance, conductance, capacitance, inductance and magnetics
circuits. Maxwell’s equations and its applications using computing software.
**Three (3) hours of lecture per week.**

**ELEN 406**  
ELECTROMAGNETIC II  
**3**

Pre-requisite: ELEN 405

Interpret the Maxwell’s equations and wave equations. Describe the planes wave in dielectric,
space and conducting media. Infer Power and Poynting vector. Recognize polarization, reflection
and diffraction of waves. Describe transmission lines and apply Smith Chart and impedance
matching. State and apply waveguides and antennas.
**Three (3) hours of lecture per week.**
ELEN 410  ELECTRICAL MACHINES  4
Pre-requisite: ELEN 311 and ELEN 405

Study of machinery principles, transformers and machinery fundamentals. Describe, analyze and
design different type of machinery such as AC, induction, synchronous and DC machinery. Theory
and operation of single-phase and special-purpose motors. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $150.00

ELEN 412  COMMUNICATIONS ENGINEERING  4
Pre-requisite: GEEN 221

Study of the communication systems theory. Spectral analysis using Fourier transform. General
considerations of system response in time-frequency domain. Study of linear and angle
continuous-wave modulation systems. Sampling theory. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $150.00

ELEN 415  ELECTRIC POWER TRANSMISSION SYSTEMS ENGINEERING  3
Pre-requisite: ELEN 405 and ELEN 410

Introduction to the basic concepts of power systems. Study of theory of power transmission, power
generator, and components of power transmission systems. Analyze of concepts power systems
such as load, protection, distribution, transformers and three-phase power. Considerations of
modem power theory and computer-assisted power transmission systems. A design project is
required.
Three (3) hours of lecture per week.

ELEN 416  ELECTRIC POWER SYSTEMS PROTECTION DESIGN  3
Pre-requisite: ELEN 415

Introduction and general components of protection systems. Analysis of power systems during
faults and abnormal disturbances. Systems protection fundamentals. Application of protective
relays in power systems. Grounding principles. Line, generator and transformer protection. Design
of systems.
Three (3) hours of lecture per week.

ELEN 417  INDUSTRIAL ELECTRONICS DESIGN  3
Pre-requisite: ELEN 401 and ELEN 410

Study of basic criteria for the design of electronic measuring instruments. The course focuses on
signal conditioning, terminal equipment interface, noise, random errors and the use of transducer
are included. A design project is required.
Three (3) hours of lecture per week.
ELEN 418  MICROPROCESSORS  4
Pre-requisite: ELEN 401

Study of the architecture and hardware distribution of the microprocessors. Description of the microprocessor operation and their supporting devices. Introduction to low-level programming languages. Design of microprocessor/microcontroller-based systems. A design project is required. **Three (3) hours of lecture and three (3) hours of laboratory, computation per week.**
Lab Fee: $150.00

ELEN 419  ADVANCED MICROPROCESSORS  4
Pre-requisite: ELEN 418

Study of the structural methods for digital systems design. Design of combinational and sequential systems. Use of programmable logic devices in digital systems design. Analysis and design of system controllers. Computer aided digital systems design and testing. A design project is required. **Three (3) hours of lecture and three (3) hours of laboratory per week.**
Lab Fee: $150.00

ELEN 420  CONTROL ENGINEERING  4
Pre-requisite: ELEN 311 and MATH 304

Study the type and representation of control systems. Analysis of control systems and their mathematical models. Study of the control systems characteristics. Analysis of control systems using the computer. A design project is required. **Three (3) hours of lecture and three (3) hours of laboratory per week.**
Lab Fee: $150.00

ELEN 422  DIGITAL SIGNAL PROCESSING  3
Pre-requisite: ELEN 412

This course introduces Digital Signal Processing (DSP) principles, algorithms and applications. It includes the study and application of signal processing techniques and its representation. The course focuses on the application of the Fourier transforms of discrete signals and systems to solve engineering problems and the design of IIR and FIR filters. A design project is required. **Three (3) hours of lecture per week.**

ELEN 425  DIGITAL CONTROL SYSTEMS  3
Pre-requisite: ELEN 420

Introduction to digital control systems, fundamentals and structures. Definition of discrete-time systems and the Z-transform. Discussion of sampling and reconstruction. Analysis of discrete-time system configurations, characteristics and stability. Design of digital controllers. A design project is required. **Three (3) hours of lecture per week.**
ELEN 426  FIBER OPTICS COMMUNICATIONS  3
Pre-requisite: ELEN 412

Study of the three primary components of a fiber optic communication system: optical fibers, optical transmitters and optical receivers. Light wave architecture and design guideline. Design of advanced light wave systems. A design project is required.

Three (3) hours of lecture per week.

ELEN 430  ELECTRICAL INSTALLATION DESIGN  3
Pre-requisite: ELEN 410

Definition of materials, design, wiring methods and protection schemes used in electrical installations. Description of use and installation of transformers. Planning and design of grounding and bonding systems. Design of electrical services for industrial, commercial and residential building.

Three (3) hours of lecture per week.

ELEN 432  ELECTRICAL POWER DISTRIBUTION SYSTEMS  3
Pre-requisite: ELEN 410

Study of modern power distribution systems. Distribution system planning and load characteristics. Application of distribution transformers. Study of primary and secondary distribution systems. A design project is required.

Three (3) hours of lecture per week.

ELEN 433  COMPUTER AIDED CONTROL SYSTEM DESIGN  4
Pre-requisite: ELEN 420

Introduction to computer-aided control systems design. Use of software tools to model, simulate and design control systems. Use modeling and simulation of real industry systems to improve efficiency and reliability. Design of controllers using computer-aided software. A design project is required.

Three (3) hours of lecture per week and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00

ELEN 434  POWER PLANT  3
Pre-requisite: ELEN 410

Study of fundamental concepts in power plant. Description of non-conventional energy resources. Discussion of power plant economics and the relationship with load demands. Analysis and design of conventional power plants. A design project is required.

Three (3) hours of lecture per week.
ELEN 435  POWER ELECTRONICS APPLICATIONS AND DESIGN  3
Pre-requisite: ELEN 401 and ELEN 410

Introduction to power electronics and power computations. Study of power electronics system, such as, rectifiers, DC to DC converters, AC converters and inverters. Analysis and design of power electronics systems such as power supplies, motor drives and others. Apply power electronics in the integration of modern power generators to the grid. A design project is required.  
Three (3) hours of lecture per week.

ELEN 442  DISCRETE MATHEMATICS FOR COMPUTER ENGINEERING  3
Pre-requisite: COSC 115 and ELEN 350

The course study logical and discrete structures in computer science and engineering with emphasis on problem solving skills and algorithms. It covers mathematical reasoning, combinatorial analysis, discrete structures, modeling, algorithmic thinking and applications.  
Three (3) hours of lecture per week.

ELEN 444  COMPUTER ARCHITECTURE  4
Pre-requisite: COSC 204

Introduction to computer architecture including software, hardware and trends in technology, power, energy and cost. Definition of basic computer organization, data flow, instruction fetch and execution set design, microcode, memory systems and pipelining. Study of memory hierarchy design and parallelism to level of instruction, data and threads. A design project is required.  
Three (3) hours of lecture and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00

ELEN 446  DATA STRUCTURE  3
Pre-requisite: COSC 115 and ELEN 350

Study of basic concepts of programming and elementary data structures in a high level language to represent information. Design and analysis of efficient data structures such as stacks, queues, lists, trees and graphs. Analysis and implementation of algorithms such as sort and search. A design project is required.  
Three (3) hours of lecture per week.

ELEN 448  DATABASE DESIGN  4
Pre-requisite: ELEN 446

Introduction to database systems and models such as: entity-relationship, relational, and others. The course covers the design and implementation of databases using data languages emphasizing SQL. Study of basic concepts about storage mechanism and file organization for data persistent and access. Typical database system architectures are defined. A design project is required.  
Three (3) hours of lecture and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00
ELEN 452 PROGRAMMING LANGUAGE 4
Pre-requisite: ELEN 442

Study of the evolution of programming languages. Description of syntax and semantic to define instructions into an algorithm. Definition of data types, statements, and control structures into an algorithm. Study of fundamentals and design of subprograms and functions to solve engineering problems into an algorithmic solution. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00

ELEN 454 OPERATING SYSTEMS 4
Pre-requisite: ELEN 446

Definition of concepts, structures, mechanisms and design principles of Operating Systems (OS). Analysis of processes, multithreading, multiprocessing, microkernels, memory, and system performance. Study of embedded and distributed systems. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00

ELEN 456 SOFTWARE ENGINEERING 3
Pre-requisite: COSC 115 and ELEN 350

Study of fundamental concepts of software engineering. Description of each state of the development cycle. Use of Unified Model Language (UML) to visualize the design of a system. A design project is required.
Three (3) hours of lecture per week.

ELEN 457 ARTIFICIAL INTELLIGENCE 4
Pre-requisite: ELEN 446

Introduction to the concepts and history of Artificial Intelligence (AI). Study of techniques and algorithms to solve search problems including adversarial search (games). Knowledge representation through propositional and first-order logic. Analysis of inference in first-order logic. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00

ELEN 462 COMPUTER NETWORKS 4
Pre-requisite: ELEN 412

Study of fundamental concepts of computer networks such as hardware, software, reference models and examples of networks. Description of each OSI model layer for understands the communication and connection between two or more computers. Analysis of security techniques in computer networks. A design project is required.
Three (3) hours of lecture and three (3) hours of laboratory, computation per week.
Lab Fee: $150.00
ELEN 481 ELECTRICAL ENGINEERING CAPSTONE I 3
Requisite: Approval of Department Director or Program Coordinator. Must have 102 credits approved, including at least 19 in concentration credits

This course is the first part of the Electrical Engineering Mayor Design Experience (Capstone Project). At the end of this course, the student is required to complete a feasibility study for an Electrical engineering problem proposed by the professor or students at the beginning of the course. A professor will be assigned to provide guidance and evaluate students. The project should be made in groups; the scope of the project must be adjusted depending on the group’s size. The students will have several presentations and written reports. The course will end with a written report and the project’s final presentation, open to the whole academic community. The evaluation depends on all the presentations, reports and evaluation of the group work.

One (1) contact hour and eight (8) hours of laboratory, computation weekly.
Lab Fee: $250.00

ELEN 482 ELECTRICAL ENGINEERING CAPSTONE II 3
Pre-requisite: ELEN 481

This course is the second part of the Electrical Engineering Mayor Design Experience (Capstone Project). At the end of the course, the student is required to implement the solution (i.e Feasibility Study) to the problem proposed on ELEN 481. A professor will be assigned to guide and evaluate the students. The project will be made in groups; the scope of the project will be adjusted depending on the group’s size. The students will have several presentations and written reports. The course will end with a written report and the project’s final presentation, open to the whole academic community. The evaluation depends on all the presentations, reports and self-evaluation of the group work.

One (1) contact hour and eight (8) hours of laboratory, computation weekly.
Lab Fee: $250.00

ELEN 495 ELECTRICAL ENGINEERING PRACTICE 3
Requisite: Approval of Department Director or Program Coordinator. Must have 102 credits approved, including at least 19 in concentration credits

The student will provide an electrical engineering solution to a practical or technical problem. The students are required to have a period of practice equivalent to three credit hours during a semester. A professor and tutor will be assigned to supervise, advise and guide the students. It is required to coordinate with the Director of the department or Coordinator, an agency in which the student can obtain the required work experience. The students are required to prepare an oral presentation and a written report of their work experience.

One (1) hour of seminar/conference and eight (8) hours of practice in industry per week.
Lab Fee: $125.00

ENGL 100 PREPARATORY ENGLISH 3

This course is developed to teach the students the basic skills in English as a Second language. It consists of the four Language Arts (Listening, Speaking, Reading and Writing) in grammar context. The course is reinforced with a computerized technology laboratory session. It adapts to
the individual needs of the students by integrating the basic laboratory skills needed to perform successfully at higher levels.
Three (3) hours of lecture per week and two (2) hours of laboratory per week.
Lab Fee: $20.00

ENGL 101 BASIC COURSE IN ENGLISH I

This English course is intended to provide students with the fundamentals of the language and a foundation for advancing through the four required levels of English proficiency. It consists of the four Language Arts (Listening, Speaking, Reading and Writing) in grammar context. The course is reinforced with a computerized technology laboratory session. It adapts to the individual needs of the students by integrating the basic laboratory skills needed to perform successfully at higher levels.
Three (3) hours of lecture per week and two (2) hours of laboratory per week.
Lab Fee: $20.00

ENGL 102 BASIC COURSE IN ENGLISH II
Pre-requisite: ENGL 101

This course provides opportunities to acquire higher proficiency in the use of English as a Second Language (ESL). Grammar skills are stressed through the study of the various parts of speech. It emphasizes on the four Language Arts (Listening, Speaking, Reading and Writing) through the integration of technological resources.
Three (3) hours of lecture per week.

ENGL 201 BUSINESS COMMUNICATION IN ENGLISH I
Pre-requisite: ENGL 102

This course is designed to provide the students with the necessary skills to ensure effective oral and written communication. All four-language skills will be emphasized in this course speaking, listening, writing and reading. Students are made aware of Spanish interferences in the use of the English language while working with diverse business documents. Emphasis is given to business terminology and idiomatic expressions. Computer technology is used to produce documents and search for information using the internet. It includes analysis of the psychological approach necessary in business and job related situations. It provides an overview of the modern office techniques of the modern business world.
Three (3) hours of lecture per week.

ENGL 202 BUSINESS COMMUNICATION IN ENGLISH II
Pre-requisite: ENGL 201

This course is designed to provide the students with the necessary skills to ensure effective oral and written communication. All four Language Skills are emphasized in this course: Listening, Speaking, Reading and Writing. Students are made aware of Spanish interferences in the use of the English language while working with diverse business documents. Emphasis is given to business terminology and idiomatic expressions. Computer technology is used to produce
documents and search for information using the Internet. It includes analysis of the psychological approach necessary in business and job related situations. It provides an overview of the modern office techniques of the modern business world. It also focuses on constructing written business reports, resumes, and business proposals.

**Three (3) hours of lecture per week.**

**ENGL 215**  
**INTRODUCTION TO LITERATURE I**  
Pre-requisite: ENGL 102

This course is intended for developing the necessary skills and techniques for literary analysis. Basic principles in analyzing essays and fiction will be stressed. It focuses mainly on the structure and development of the essay and the literary analysis of short stories. Emphasis is given on critical reading and writing skills.

**Three (3) hours of lecture per week.**

**ENGL 216**  
**INTRODUCTION TO LITERATURE II**  
Pre-requisite: ENGL 215

This course is designed to introduce students to the study of poetry and drama. It covers how to analyze and write about these genres. The use of multiple electronic sources will be integrated in the production of different oral and written activities.

**Three (3) hours of lecture per week.**

**ENGL 217**  
**ORAL AND WRITTEN COMMUNICATION IN ENGLISH**  
Pre-requisite: ENGL 102

This is an immersion course in oral communication with emphasis on specific requirements for appropriate oral production: stress, voice inflection, vocabulary building and pronunciation. Methods and techniques for public speaking are stressed. This course is also designed to provide advanced practice in writing skills in English. Emphasis will be placed on preparing the student toward developing and presenting written reports such as resumes, essays, and papers.

**Three (3) hours of lecture per week.**

**ENTE 102**  
**CONSTRUCTION MATERIALS**  

This course introduces the properties and behavior of the most common materials used in the construction industry. It emphasizes in the study of steel, cement, aggregates and concrete, including practical illustrations of processes and uses of construction materials.

**Three (3) hours of lecture per week.**

**ENTE 103**  
**ELECTRICAL CIRCUITS**  
Co-requisite: MATH 136

Study of the basic electric concepts of electrical quantities and electric elements. Kirchhoff laws and circuit analysis of resistive circuits. Study of circuit analysis techniques. Study of capacitors,

Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $150.00

ENTE 200 ELECTRONICS 3
Pre-requisite: ENTE 103
Co-requisite: MATH 136

Study of the semiconductors theory and their characteristic properties. Operational amplifiers (OpAmp). Study of the difference between Bipolar Junction Transistor (BJT) and Field Effect Transistor (FET). DC Biasing of the BJTs and FETs. Analysis and design of electronic circuits and devices that contain diodes, voltage reference circuits, rectifiers, operational amplifiers, and transistors. A design project is required.

Two (2) hours of lecture and a three (3) hours of laboratory per week.
Lab fee: $150.00

ENTE 215 ELECTRICAL INSTALLATIONS AND ILLUMINATION 3
Pre-requisite: ENTE 103

Understanding the national electrical code and the rules that apply to electrical installations of Puerto Rico and the United States. Study of the basic components involved aerial and underground facilities. Selection and installation of elements interior and exterior lighting for commercial, homes and industries.

Two (2) hours of lecture and a three (3) hours of laboratory per week.
Lab fee: $150.00

ENTE 216 ELECTROMECHANICS 3
Pre-requisite: ENTE 200

Study of the direct current (dc) and alternating current (ac) and their applications. Fundamentals of the theory of magnetism and Electromagnetism used in AC, DC motors, transformers and generators. Study of the differences between single-phase and three-phase connections of the transformers, generators and motors.

Two (2) hours of lecture and three (3) hours of laboratory per week.
Lab fee: $150.00

ENTE 218 ELECTRONICS AEROSPACE SYSTEMS 3
Pre-requisite: ENTE 200 or ELEN 340

Provides an overview of attitude determination and control system (ADACS) for a spacecraft, including payload pointing. Introduction to systems engineering. A design project is required.

Three (3) hours of lecture per week.
ENTE 323  BUILDING CONSTRUCTION DRAWING I  4
Pre-requisite: GEEN 105

The course focuses in the development of preliminary architectural drawings including elaborated plans, elevations, sections and perspectives of architectural details. It includes interpretation of actual construction regulations.
Two (2) hours of lecture and a three (3) hours of laboratory per week.
Lab Fee: $100.00

ENTE 325  BUILDING CONSTRUCTION PRACTICE I  3
Pre-requisite: ENTE 102

The course studies current methods and procedures in building construction, including construction surveys and layouts, construction of simple structural elements, as well as, practical illustrations of inspection practice.
Two (2) hours of lecture and a three (3) hours of laboratory per week.
Lab fee: $100

ENTE 330  DRAWING PRESENTATION TECHNIQUES  4
Pre-requisite: GEEN 107

This course presents the introduction and Application of the Different Drawing Presentation Techniques. The course emphasizes in the use of rendering (shadow, color, blushing, etc.) and model building.
Two (2) hours of lecture and three (3) hours of laboratory per week.
Lab Fee: $50.00

ENTE 334  BUILDING CONSTRUCTION DRAWING II  4
Pre-requisite: ENTE 323

The course presents the development of advanced architectural construction drawing for projects. It discusses the preliminary study of project, including interrelation between owner designer and the “planning board” regulations. It covers individual creativity, professional ethics and rates.
Two (2) hours of lecture and four (4) hours of laboratory per week.
Lab Fee: $100.00

ENTE 336  BUILDING CONSTRUCTION AND INSPECTION PRACTICE II  4
Pre-requisites: ENTE 325

The course studies the building codes requirements, safety measures for protection in construction, construction methods and equipment. It emphasize in local regulations and advantages of inspection practice.
Three (3) hours of lecture and three (3) hours of laboratory per week.
Lab fee: $100
ENTE 341  APPLIED ELECTRONICS  3
Pre-requisites: ENTE 200

AC analysis of Bipolar Transistors (BJT) and Field Effect Transistors (FET). Introduction to power electronics and power computations. Study of power electronics system, such as, rectifiers, DC to DC converters, and inverters. A design project is required.
Two (2) hours of lecture and three (3) hours of laboratory per week.
Lab fee: $150.00

ENTE 342  ELECTRONICS ENGINEERING TECHNOLOGY PRACTICE  3
Pre-requisite: Approval of Department Director or Program Coordinator.
Must have 29 credits approved, including at least 17 concentration credits.

The student will provide an electronics engineering technology solution to a practical or technical problem. The students are required to have a period of practice equivalent to three credit hours during a semester. A professor and tutor will be assigned to supervise, advise and guide the students. It is required to coordinate with the Director of the department or Coordinator, an agency in which the student can obtain the required work experience. The students are required to prepare an oral presentation and a written report of their work experience.
Three (1) hours of lecture and six (6) hours of practice in industry per week.
Practice Fee: $125.00

ENTE 346  BUILDING CONSTRUCTION AND SPECIFICATIONS  3
Pre-requisite: GEEN 107

This course covers general construction methods followed in different types of projects (Earthworks, Roadways, Structures and Water Systems) and emphasize on the principles and techniques applied to the above construction methods for estimating input time, labor, equipment and materials for eventual final cost determination.
Three (3) hours of lecture per week.

ERDEF 201  VIGOROUS HUMAN MOVEMENT I – FUNDAMENTAL MOVEMENTS  3

Experience in fundamental body movements, creative movements, rhythms and dances, floor and rhythmic gymnastics, cheerleading, and aerobic dance choreography. The course considers the strategies and instructional methods that are conscious of the inherent expressive values of body movement. This course is part of the group of courses of the program that enriches future educators.
Three (3) hours of lecture per week.
ERDEF 202  VIGOROUS HUMAN MOVEMENT II - PRECISION  3

Study of the essential aspects in the preparation for the development of the execution of skills and precision games. Includes archery, bowling, passing skills, throws, kicks, and precision movements with arrows, and balls towards a specific target such as basketball hoops and soccer goals. These skills are used in basketball, football, soccer, baseball and similar games. This course is part of the group of courses of the program that enriches the future educator's repertory of movement experiences.

Three (3) hours of lecture per week.

ERDEF 203  VIGOROUS HUMAN MOVEMENT III - HITTING AND FIELDING  3

Games in which hitting and fielding are involved, such as baseball, soccer, and similar games that share the action of hitting and fielding a ball towards open spaces and the strategic placement of players to avoid scoring points. This course is part of the group of courses of the program that enriches the future educator's repertory of movement experiences.

Three (3) hours of lecture per week.

ERDEF 204  VIGOROUS HUMAN MOVEMENT IV – NET OR WALL  3

Vigorous games with nets, walls or dividing lines that share the concept of throwing or shooting in such a way that the opponent cannot return the ball. The players serve and return a ball and scoring is in the opponent's side. Included are ping-pong, tennis, badminton, racquetball, squash, volleyball and "batey" game. This course is part of the group of courses of the program that enriches the future educator's repertory of movement experiences.

Three (3) hours of lecture per week.

ERDEF 205  VIGOROUS HUMAN MOVEMENT V – GROUP GAMES  3

Group games that are characterized by invading territory into the scoring area. The opponents defend their territory by getting the ball and starting their offensive activity. Included are basketball, different kinds of football, handball, and soccer. This course is part of the group of courses of the program that enriches the future educator's repertory of movement experiences.

Three (3) hours of lecture per week.

ERDEF 206  VIGOROUS HUMAN MOVEMENT VI – TRACK AND FIELD  3

Track and field events including "halterofilia", weight lifting, and swimming. This course is part of the group of courses of the program that enriches the future educator's repertory of movement experiences.

Three (3) hours of lecture per week.
ERDEF 207  VIGOROUS HUMAN MOVEMENT VII – 3
ECOLOGICAL ADVENTURES & RISKS

Movement experiences with the feeling of ecological adventures and risks, the Concentrationity of the experiences are outside. Included are walks, (hiking) mountain climbing, orienteering, camping, and water activities. This course is part of the group of courses of the program that enriches the future educator's repertory of movement experiences.
Three (3) hours of lecture per week.

ERDEF 209  ACTIVITIES FOR HEALTH AND WELLNESS 3

Study of the meaning, components and methods of fitness training, oriented towards holistic health and the mastery of movements through the ages of 5 to 19. Includes practice in adequately choosing and using evaluation methods, valuing healthy aptitudes of the disciplines that study human movement.
Three (3) hours of lecture per week.

ERDEF 210  DEVELOPMENT OF VIGOROUS MOVEMENT PROGRAMS 3

Introductory course of physical education at global levels and at Puerto Rico. It covers the scope and contemporary visions in the development of sports activities for youths.
Three (3) hours of lecture per week.

ERDEF 211  PHYSICAL DEVELOPMENT & MOTOR LEARNING 3

Study of the background and advances of the motor behavior in the human vigorous movement scenario with emphasis in the voluntary motor learning. It includes the study of principles, distinctive characteristics, applicable terminology strategies, methods, and instrumentation to facilitate motor skills learning.
Three (3) hours of lecture per week.

ERDEF 216  PHYSICAL EDUCATION FOR YOUTHS WITH SPECIAL NEEDS 3

Study of legal, ethic, and methodological fundamentals in the movement education of children and youths with special needs, both temporary and permanent. It includes practice in the making and implementation of educational individualized plans.
Three (3) hours of lecture per week.

ERDEF 312  ANATOMY & KINESIOLOGY RELATED TO VIGOROUS MOVEMENT 3

Pre-requisite: BISC 101 & BIOL 103

Study of the muscle-skeletal structure in the performance of movement for the physical fitness context and for the acquisition of motion skills. It considers the functional morphology, according
to growing processes and gender development between the ages of 5 to 9 years, as well as the relationship with neuromuscular demands of the physical performance.

**Three (3) hours of lecture per week.**

**ERDEF 313  PHYSIOLOGY OF HUMAN MOVEMENT  3**

Pre-requisite: ERDEF 312

Study of the adaptation and the organism functioning in the energetic, cardio respiratory and neuromuscular order that is produced in the disciplines related to the human movement. These are oriented toward total welfare and a fine physical performance of children and youths from both genders.

**Three (3) hours of lecture per week.**

**ERDEF 315  SOCIALIZATION & DEVELOP OF THE CHARACTER IN EXPERIENCE MOVEMENT  3**

Study of socializing and moral action theories and models in the physical education. It carefully considers strategies in the discipline for the girls’, boys’ and youngsters’ invulnerability harassed by situations of lack of resources, inattention, or community or home violence. The course procures the development of professionals capable to be theorists of their own actions, instead of a critic reproducers of the studied models.

**Three (3) hours of lecture per week.**

**ERDEF 317  EVALUATION, INVESTIGATION IN PHYSICAL EDUCATION  3**

Pre-requisite: EDUC 336

Study of the paradigms on which evaluation, research, measuring, and assessment concepts are founded within the physical education discipline. It also includes evaluation, design and application of techniques as well as the instrumentation applicable to the studying field. The use of programs and technological media is also included. Application exercises in real scenarios are required. **Three (3) hours of lecture per week.**

**ERDEF 318  LEGAL MANAGEMENT & ASPECTS IN THE PHYSICAL EDUCATION - RECREATION AND SPORTS  3**

Study of principles, theories, and different functions related to the administration of physical education programs, recreation and sports within school, community, and minor institutions context. Analysis of the law and rules applicable in the implementation of both programs and projects. Prevention and security aspects in programs implantation are included.

**Three (3) hours of lecture per week.**

**ERDEF 319  LUDIC EXPERIENCE IN THE CHILD’S EDUCATIONAL PROCESS  3**

A The course introduces the phenomenological study of playful activity as a manifestation of
human movement in its physical, mental, emotional and social dimensions. It explores the use of 
the recreational experiences in a variety of forms including the free and creative, folklore, 
cooperation, conditioning and pre-sports games according to their contribution in the process of 
the integral development of the minor.

Three (3) hours of lecture per week.

**ERDEF 320**  
RATE, CORPORAL EXPRESSION & FORMATIVE GYMNASTICS

Study of suitable focuses and methodology for the fomentation and development of exploratory 
rhythmical expression, and in response to dancing structures, as well as corporal control with 
tention, versatility, and quality on floor, space, with equipment and implements. Emphasis in the 
processes and content selection criteria of the corresponding sequence to the particular 
development between the ages of 5 to 12 years.

Three (3) hours of lecture per week.

**ERDEF 321**  
PRINCIPLES OF ARBITRATION

Theoretical and practical consideration of arbitrage and the sport formalization for participants of 
both genders between the ages of 12 to 19 years. The course’s length is distributed in the study 
and practice of the essential aspects of the formalization: ethical, technical, tactical, legal, and 
security aspects. It includes experiences of arbitrage and formalization in various disciplines for 
those ages in schools, communities, institutions, with a critical evaluation of the student’s 
performance as part of the arbitral body from the peers’ point of view and from the teacher or 
course’s instructor.

Three (3) hours of lecture per week.

**ERDEF 322**  
SPORT DEVELOPMENT PROCESS

Study of the methods and means of sports formation, according to the developmental processes 
between the ages of 12 to 19 years, school years from 7th to 9th through a holistic perspective by 
which well-being and the potential efficiency at the best age to achieve it in one or more sports 
disciplines are facilitated. Methodology of athletic training and sport pedagogy are considered.

Three (3) hours of lecture per week.

**ERDEF 328**  
PRE-INTERNSHIP IN SECONDARY PHYSICAL EDUCATION (7-12)

Pre-requisite: ERDEF 411 and ERDEF 413

Clinical and laboratory experiences that familiarize the students with the educational system and 
the school community. Visits to secondary schools, class observations, seminars, lectures, films, 
planning and development of lessons in simulated situations and school laws are covered.

Three (3) hours of lecture per week.

Lab Fee: $285.00
ERDEF 329  PRE-INTERNSHIP IN ELEMENTARY PHYSICAL EDUCATION (K-3)  3
Pre-requisite: ERDEF 410 and ERDEF 412

Clinical and laboratory experiences that familiarize the students with the educational system and the school community. Visits to elementary schools, class observations, seminars, lectures, films, planning and development of lessons in simulated situations and school laws are covered. 
Three (3) hours of lecture per week.
Lab Fee: $ 285.00

ERDEF 410  DESIGNS OF PHYSICAL EDUCATION PROGRAMS FROM LEVELS K-6  3

To study the focus on the curricular models that applies to the physical education programs from kinder to six grades. Development of knowledge attitudes and skills for it design, organization, implantation, and evaluation of programs related to the discipline that study the phenomenon of human movement vigorous in its multiple manifestations. To study the professional recommendations of the rules that can apply. Curricular segment production with technological integration.
Three (3) hours of lecture per week.

ERDEF 411  PHYSICAL EDUCATION PROGRAMS DESIGN FOR GRADES 7-12  3

The study of the curricular focus and models that apply to physical education in the seven through twelve grades. Development of knowledge, attitude and skills for the design for the organization, implantation, and evaluation related to the discipline. The study of the phenomenon of the vigorous human movement and its multiple manifestations. To study the professional recommendation and rules that applies. Curricular segment production with integrated technology.
Three (3) hours of lecture per week.

ERDEF 412  TEACHING METHODOLOGY K-6  3
Pre-requisite: ERDEF 410

A critical test of the theories and the practices for the implantation of teaching-learning process in physical education in the elementary level. Focus application, models, strategies, techniques, procedures, and quality elements associated to the achievement in the educational objectives in this class orientated as the holistic learning of the elementary level. Learning the documentation making use of technology. It requires real experiences in the working environment.
Three (3) hours of lecture per week.

ERDEF 413  TEACHING METHODOLOGY 7-12  3
Pre-requisite: ERDEF 411

A critical test of the theories and the practices for the implantation of teaching-learning process in physical education in the secondary level. Focus application, models, strategies, techniques, procedures, and quality elements associated to the achievement in the educational objectives in
this class orientated as the holistic learning of the secondary level. Learning the documentation making use of technology. It requires real experiences in the working environment. 

Three (3) hours of lecture per week.

ERDEF 490  TEACHING TEACHER'S PRACTICE 6 EXPERIENCE IN THE TEACHING OF PHYSICAL EDUCATION IN THE K-6 LEVEL

Pre-requisite: EDUC 329, 115 credits approved and 2.50 GPA as well as concentration point average.

Supervise teaching experience by a university professor with the help of a cooperative teacher in the traditional classroom and other scenes for the teaching of physical education in the elementary level. Application of the learning and methodology teaching theories and official appraisements related to the class and real job environment. 

Twenty (20) hours of practice per week.

Practice fee: $125.00

ERDEF 491  PRACTICAL PRACTICE IN THE TEACHING 6 OF PHYSICAL EDUCATION LEVELS 7-12

Pre-requisite: EDUC 328, 115 credits approved and 2.50 GPA as well as concentration point average.

Supervise teaching experiences by a university professor with the aid of a cooperative teacher in a traditional classroom or another environment for the teaching of physical education to secondary level students. Application of the learning and methodology theories in the teaching and official appraisements in the real job environment.

Twenty (20) hours of practice per week.

Practice fee: $125.00

GEEN 104  ENGINEERING DRAWING 3

The course introduces to the field of engineering graphics as a design and documentation tool. Topics include free hand drawing, orthographic projections, points, lines, planes, solids, sections, isometrics, oblique drawing, dimensioning, and feature control symbols.

Two (2) hours of lecture and two (2) hours of laboratory per week.

Lab fee: $100.00

GEEN 105  ENGINEERING GRAPHICS AND DESIGN 3

Pre-requisite: GEEN 104

An introduction to graphical language techniques used in engineering, including the application of basic delineation, symbols and standards to solve engineering space problems. The course includes the application of descriptive geometric principles, like distances and angles between lines and planes; and rotation problems, as graphic design tools in engineering. The students apply vector graphics solutions as engineering analysis and design tools.

Two (2) hours of lecture and two (2) hours of laboratory per week.

Lab fee: $100.00
GEEN 106 COMPUTER GRAPHICS & DESIGN I 3
Pre-requisite: COSC 101 and GEEN 104

This course introduces the fundamentals of computer aid design (CAD) in engineering. It emphasizes in the application of engineering graphics using a CAD software like AutoCad or other similar program.
Two (2) hours of lecture and two (2) hours of laboratory per week.
Lab fee: $115.00

GEEN 107 ENGINEERING DRAWING AND COMPUTER DESIGN 3

The course introduces to the field of engineering graphics as a design and documentation tool. Course includes free hand drawing, drawing techniques and the introduction to computer aid design (CAD) in engineering. It emphasizes in the application of engineering graphics with a CAD software as a tool.
Two (2) hours of lecture and two (2) hours of laboratory per week.
Lab fee: $100.00

GEEN 108 COMPUTER GRAPHICS AND DESIGN II 3
Pre-requisite: GEEN 106

Advanced computer drawing in engineering. The course focuses in Three-Dimensional graphical drawing using a CAD software like AutoCad or other similar program.
Two (2) hours of lecture and two (2) hours of laboratory per week.
Lab fee: $115.00

GEEN 111 INTRODUCTION TO ENGINEERING & TECHNOLOGY 3

This course guides the students in the transition from High School to University, emphasizing in the keys to success in the Study of Engineering and Informatics Technology Programs. It introduces to the use of common software tools such as word processor, spreadsheet and presentation programs. The course introduces to Engineering and Technology as a profession, as well as, discusses the fundamentals of learning and problem solving through a freshman project.
Three (3) hours of lecture per week.

GEEN 212 ENGINEERING STATICS 3
Pre-requisite: MATH 230 and PHYS 201

This course introduces to the analysis of forces and moment systems through force vectors. It discusses the equilibrium laws over particles and rigid bodies, including the study of simple trusses, frames, beam’s internal forces, friction forces, centroid and moment of inertia of geometric sections. Three (3) hours of lecture per week.
GEEN 213                        ENGINEERING DYNAMICS  3
Pre-requisite: GEEN 212

The course introduces to the rigid-body kinematics and kinetics applied to engineering problems. It emphasizes on Newtonian dynamics of particles and rigid bodies, work and energy, impulse and momentum, impact and relative motion of a system of rigid bodies in plane motion.
Three (3) hours of lecture per week.

GEEN 214                        ENGINEERING MECHANICS  3
Pre-requisites: MATH 230 and PHYS 201

Three (3) hours of lecture per week.

GEEN 221                        MATHEMATICAL METHODS FOR ENGINEERING  3
Pre-requisite: MA TH 304

Mathematical methods applied to the specific solution of engineering problems with an introduction to numerical methods and computer software. The topics of study included the solution of linear algebraic equations, vector calculus, matrices, Fourier series, partial differential equations, and numerical analysis. In this course, students apply your knowledge of previous mathematics courses to the solution of a variety of engineering problems.
Three (3) hours of lecture per week.

GEEN 245                        ETHICS FOR ENGINEERING  3

The course focuses on the moral and legal aspects of ethics and the application of these concepts to a variety of engineering disciplines.
Three (3) hours of lecture per week.

GEEN 310                        ENGINEERING UNDERGRADUATE RESEARCH  3
Pre-requisite: Approval of Department Director or Program Coordinator

This course is for undergraduate research under the direct supervision of a faculty member. In this course the students acquire the necessary skills for doing research and showing results. The research topic could be selected by the student and/or faculty.
One (1) contact hour and eight (8) hours of student research per week.
GEEN 356  LECTURE OF CONSTRUCTION DOCUMENTS  3

Pre-requisite:  GEEN 105

A study of construction documents including reading and interpreting of construction drawings and specifications for projects from civil drawings, architectural drawings, structural drawings, mechanical drawings, electrical drawings and finishes.

Three (3) hours of lecture per week.

GESC 101  FUNDAMENTALS OF GENERAL SCIENCES  4

An introductory interdisciplinary course in natural sciences. Emphasis on the general concepts of Biology, Chemistry and Physical Sciences. The course is designed for non-science Concentrations.

Four (4) hours of lecture and a two (2) hours laboratory per week.

Lab fee: $115.00

HUMA 101  STUDY OF WESTERN CULTURE AND CIVILIZATION I  3

The course focuses on theoretical and critical analysis of economic, political, and socio-cultural processes and military conflicts of the great civilizations of mankind. Beginning from the appearance of mankind, the populace of the Near East, the classical Greco-Roman until the beginning of the Middle Ages. The course develops from the research of the Concentration cultural, religious, philosophical contributions and its application to present.

Three (3) hours of lecture per week.

HUMA 102  STUDY OF WESTERN CULTURE AND CIVILIZATION II  3

Pre-requisite:  HUMA 101

This course includes the study of Western civilization, from the Middle Ages to the 21st century. It analyzes the philosophical and cultural thought of the population that make up the so-called Western civilization. Economic, political, and socio-cultural processes and military conflicts of the population of Europe and its influence on the changes experienced by the Western society in our time are identified.

Three (3) hours of lecture per week.

HUMA 206  HISTORY OF THE UNITED STATES (CONDENSED)  3

The course provides a historical background of the economic, political and socio-cultural development of the United States, from its origins to modern times. Emphasis will be given to the development of colonial institutions, constitutional policy, and the democratic system, the rise of capitalism as an economic system and the problems of the American nation in the 21st century. An overview of the contributions made by the American people is presented to humanity.

Three (3) hours of lecture per week.
HUMA 209  HISTORY OF PUERTO RICO I  3

The course studies the geological origins, the environment and the location of the Puerto Rican archipelago in the Caribbean context. Study of the pre-Hispanic cultures and its historical legacy. Stresses the formation and development of the Puerto Rican society from its origins to the 18th century. Study the institutions of colonial government in America and the process of economic development in Puerto Rico. Examines the role of the Church in the formation and character of the Puerto Rican, as well as folklore and the outstanding artistic expressions.
Three (3) hours of lecture per week.

HUMA 210  HISTORY OF PUERTO RICO II  3
Pre-requisite: HUMA 209

The study of the formation and development of Puerto Rican society between the 19th and 20th century. Emphasis will be given on the most important economic events, political and social occurrences during the Spanish Colonial regimen, and after the change of sovereignty to the present.
Three (3) hours of lecture per week.

HUMA 215  HISTORY OF PUERTO RICO  3

Synthesis of economic, political, and socio-cultural processes and armed conflicts in the history of Puerto Rico, from its origins to the present. The discussion of the impact of changes before and after 1898 is integrated. The importance of the geographical location of the Puerto Rican archipelago is analyzed from the 16th to the 21st century.
Three (3) hours of lecture per week.

INEN 301  INDUSTRIAL ORGANIZATION AND MANAGEMENT  3
Pre-requisite: MATH 230

This course introduces to the basic principles of industrial organization and management. Economic analysis, structure of companies, competitive markets, control and design principles, industrial system and models for decision making in engineering are covered. Effective management of resources is emphasized.
Three (3) hours of lecture per week.

INEN 313  WORK SYSTEM DESIGN  4
Pre-requisite: INEN 311

Basic, concepts, strategies and models of work system design. Time and motion studies, design method, human factors, work environments and the implementation of design.
Three (3) hours of lecture and two (2) hour laboratory, computation per week.
Lab fee: $75.00
INEN 314  WORK MEASUREMENT AND SYSTEM DESIGN  4
Pre-requisite:  INEN 301

The course is divided into three main categories. The first part studies the basic concepts, strategies and models for work system design. It discusses the tools that are available for work system design which includes an assortment of graphic displays of data and work-related charts. The second part studies the work measurement systems employed in the industry. It focuses in the application of work systems principles and measurement techniques to improve the work system results. The third part introduces the important topic of ergonomic and how the work design relies on the capabilities and limitations of the human body, exploring the work design in terms of level of illumination and noise and recommended weight load permitted by OSHA.

Three (3) hours of lecture and two (2) hours of laboratory, computation per week.

INEN 320  PROBABILITY AND STATISTICS II  3
Pre-requisite:  MATH 319

The course emphasizes on the application of mathematical testing in engineering. It can be divided into three main categories of study; hypothesis tests, regression analysis and nonparametric methods. The course exposes the student to common software applications such as Excel and Minitab. It is designed to provide the student the necessary knowledge and at the same time expose him to some of the tools that are commonly used in the practice.

Three (3) hours of lecture per week.
Lab fee: $50.00

INEN 323  ENGINEERING ECONOMY  3
Pre-requisite:  MATH 230

Economic analysis related to decision making and engineering projects. Cash flow, annual cost worth, present worth, rate of return, break-even analysis, tax effects, depreciation, replacement and decision under risk and under uncertain conditions.

Three (3) hours of lecture per week.

INEN 401  OPERATIONS RESEARCH I: DETERMINISTIC MODELS  3
Pre-requisite:  MATH 319


Three (3) hours of lecture per week.

INEN 403  SYSTEMS SIMULATION  3
Pre-requisites:  INEN 320 and COSC 115

The course will introduce the basic concepts of computation through modeling and simulation that are increasingly being used by engineers to shorten design cycles, innovate new products, and
evaluate designs and simulate the impacts of alternative approaches. Students will use simulation software to explore a range of programming and modeling concepts while acquiring those skills. They will then undertake a final project that analyzes one of a variety of scientific problems by designing a representative model, implementing it, completing a verification and validation process of the model, reporting the project in oral and written form, and changing the model to reflect corrections, improvements and enhancements.

Two (2) hours of lecture and two (2) hours of laboratory, computation per week.

Lab fee: $75.00

INEN 405 COMPUTER-BASED INFORMATION SYSTEMS 3
Pre-requisites: INEN 314 and COSC 115

This course presents the methods and tools employed to develop a computer base information system for industry. It emphasizes in the theory of communication and information flow, methods of collecting and controlling information, programming and development of information support systems for decision making. It cover the advances in IS and technology in support product design and web-based design environments.

Three (3) hours of lecture per week.

INEN 410 HUMAN RESOURCES MANAGEMENT 3
Pre-requisite: INEN 314

This course examines the role of the human resource professional as a strategic partner in managing today organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are studied. The course introduces to the management of an organization's workforce through the design and implementation of effective human resources policies and procedures.

Three (3) hours of lecture per week.

INEN 411 QUALITY CONTROL 3
Pre-requisite: INEN 320

A comprehensive coverage of modern quality control techniques to include the design of statistical process control systems, acceptance sampling, and process improvement. Foundation principles developed by Juran, Deming and others will be applied. Sampling techniques and control charts will be applied. Concepts of statistical process control will be emphasized throughout. Design of experiments and Taguchi-type methodologies will be applied.

Two (2) hours of lecture and a two (2) hours laboratory, computation per week.

Lab fee: $75.00

INEN 412 PRODUCTION PLANNING 3
Pre-requisites: INEN 320

This course deals with the concepts of design, development, implementation and management of production planning systems, including master production scheduling, aggregate planning, material requirements planning, capacity and inventory planning and production activity control.
The course cover topics like process analysis, project analysis, design of operations, facility planning, forecasting, aggregate planning, inventory control, material requirement planning, and scheduling.  
**Three (3) hours of lecture per week.**

**INEN 413**  
**PRODUCTION PLANNING II**  
**Pre-requisite:** INEN 412

This course delves into some topics of Production Planning I, such as Material Requirement Planning and goes over them in more detail. The course emphasizes in the modern concepts of production control systems and cover topics like Bill of materials, capacity planning, shop floor control, cycle counting, system implementation, master production scheduling.  
**Three (3) hours of lecture per week.**

**INEN 414**  
**DESIGN OF EXPERIMENTS**  
**Pre-requisite:** INEN 320

This course covers the statistical design of experiments for systematically examining how a system functions. Topics covered will include: Introduction to Experiments, Completely Randomized Designs, Blocking Designs, Full Factorial Designs with Two Levels, Fractional Designs with Two Levels and Response Surface Designs.  
**Three (3) hours of lecture per week.**

**INEN 415**  
**INDUSTRIAL SAFETY**  
**Pre-requisite:** CIEN 313

An introduction of Industrial Safety elements and descriptive introduction of the basic requirements of some of the most cited OSHA (Hazard Communication, Recordkeeping, Personal Protective Equipment (PPE), Machine Guarding, Hazards concerning with Material Movements, and Control of Hazardous Energy), focuses on accident prevention. It includes the identification, analysis and control of conditions that can present a safety or health hazard and affect the welfare of the employee or the community. Accident prevention, risk management, industrial hygiene and fundamentals of environmental engineering are emphasized.  
**Three (3) hours of lecture per week.**

**INEN 420**  
**LEAN AND SIX SIGMA**  
**Pre-requisite:** INEN 320  
**Co-requisite:** INEN 411

An introduction of Industrial Safety elements and descriptive introduction of the basic requirements of some of the most cited OSHA (Hazard Communication, Recordkeeping, Personal Protective Equipment (PPE), Machine Guarding, Hazards concerning with Material Movements, and Control of Hazardous Energy), focuses on accident prevention. It includes the identification, analysis and control of conditions that can present a safety or health hazard and affect the welfare of the employee or the community. Accident prevention, risk management, industrial hygiene and fundamentals of environmental engineering are emphasized.  
**Three (3) hours of lecture and two (2) hours of laboratory, computation per week.**
INEN 421  ACCOUNTING FOR ENGINEERS  3  
Pre-requisite: INEN 323

Fundamentals of accounting for management planning and control, cost accounting, budgeting and use of the accounting information in management decisions in Engineering.  
**Three (3) hours of lecture per week.**

INEN 422  WORK MEASUREMENT  3  
Pre-requisites: INEN 312 and INEN 313

Work measurement systems. Time studies, standard data, predetermined time systems, work sampling.  
**Three (3) hours of lecture and two (2) hour laboratory, computation per week.**  
Lab fee: $75.00

INEN 423  COST ANALYSIS  3  
Pre-requisites: INEN 323

The course presents the methods used in industry for budgeting, recording, analyzing and controlling costs. The role of the engineer in profit planning, design and operation of cost systems, standard cost, and financial statement analysis. The course emphasize in the cost analysis for decision making and discuss its importance in the project scheduling.  
**Three (3) hours of lecture per week.**

INEN 432  ROBOTICS AND AUTOMATED SYSTEMS  3  
Pre-requisite: COSC 115

Study the basic concepts in the field of robotics. Study of numerical systems and logical operations required to program a manipulator. Study of mathematics used to describe positions and orientations in 3-space. Study of geometry of mechanical manipulators. Study of the forces and moments required to cause motion of a manipulator. Study of motions of the manipulator in terms of trajectories through space.  
**Two (2) hours of lecture and two (2) hours of laboratory per week.**  
Lab fee: $100.00

INEN 433  FACILITIES PLANNING AND DESIGN  3  
Pre-requisites: INEN 314 and INEN 412

This course covers the strategic facilities planning through detailed facilities layout design. Considerations include product flow, space and activity relationships, personnel requirements, material handling, and layout. Traditional and contemporary issues in manufacturing and their impact on facilities design including receiving, shipping, warehousing, and integration with manufacturing and supporting operations are explored. Facilities planning models and the process of evaluating, selecting, preparing, presenting, and implementing the facilities plan are covered.  
**Two (2) hours of lecture and a one (1) hour laboratory, computation per week.**  
Lab fee: $75.00
INEN 450 PROJECT MANAGEMENT
Pre-requisites: INEN 323

This course highlights various aspects of project management, such as, planning, budgeting, scheduling, resources, allocation, monitoring and controlling and closing of the project. The course will present the application of the theory through manual exercises and using software packages. Three (3) hours of lecture per week.

INEN 481 INDUSTRIAL ENGINEERING CAPSTONE I
Pre-requisite: Approval of Department Director or Program Coordinator. Must have 102 credits approved, including at least 25 concentration credits.

This course is the first part of the Industrial Engineering Mayor Design Experience (Capstone Project). At the end of this course, the student is required to complete a feasibility study for an industrial engineering problem proposed by the professor or students at the beginning of the course. A professor will be assigned to provide guidance and evaluate students. The project should be made in groups; the scope of the project must be adjusted depending on the group’s size. The students will have several presentations and written reports. The course will end with a written report and the project’s final presentation, open to the whole academic community. The evaluation depends on all the presentations, reports and evaluation of the group work. Two (1) hour of lecture and eight (8) hours of laboratory, computation per week.
Lab fee: $250.00

INEN 482 INDUSTRIAL ENGINEERING CAPSTONE II
Pre-requisite: INEN 481

This course is the second part of the Industrial Engineering Mayor Design Experience (Capstone Project). At the end of the course, the student is required to implement the solution (i.e Feasibility Study) to the problem proposed on INEN 481. A professor will be assigned to guide and evaluate the students. The project will be made in groups; the scope of the project will be adjusted depending on the group’s size. The students will have several presentations and written reports. The course will end with a written report and the project’s final presentation, open to the whole academic community. The evaluation depends on all the presentations, reports and self-evaluation of the group work. Two (1) hour of lecture and eight (8) hours of laboratory, computation per week.
Lab fee: $250.00

INEN 483 PHARMACEUTICAL PROCESS VALIDATION
Pre-requisite: INEN 411

This course presents an introduction to the validation of pharmaceutical processes. It considers the development and implementation of a pharmaceutical process validation program. Methods and reasoning behind protocols are discussed, as well as, the FDA Guidance for Industry on Process Validation Principles and Practices. A risk approach from three major sources: contamination, human errors and process-related issues is emphasized, considering the “minimal” requirements for compliance with national and international expectations from regulators or agencies. Three (3) hours of lecture per week.
INEN 490  SPECIAL TOPICS IN INDUSTRIAL ENGINEERING  3  
Pre-requisites: Department Director or Program Coordinator

Study topics of interest to undergraduate students in the area of industrial engineering.  
Three (3) hours of lecture per week.

INEN 495  INDUSTRIAL ENGINEERING PRACTICE  3  
Pre-requisite: Approval of Department Director or Program Coordinator. Must have 102 credits approved, including at least 25 concentration credits.

The student will provide an industrial engineering solution to a practical or technical problem. The students are required to have a period of practice equivalent to three credit hours during a semester. A professor and tutor will be assigned to supervise, advise and guide the students. It is required to coordinate with the Director of the department or Coordinator, an agency in which the student can obtain the required work experience. The students are required to prepare an oral presentation and a written report of their work experience.  
One (1) hour of seminar/conference and ten (8) hours of practice in industry per week.  
Practice fee: $125.00

INEN 501  SUPPLY CHAIN MANAGEMENT AND LOGISTIC  3  
Pre-requisites: INEN 301

The course emphasizes in design and implement supply chains management and logistic aligned with product, market and customer characteristics. The topics covered include concepts such as important supply chain metrics, primary tradeoffs in making supply chain decisions, and basic tools for effective and efficient supply chain management, production planning and inventory control, order fulfillment and supply chain coordination. Also, global supply chain design, logistics, and outsourcing is mentioned.  
Three (3) hours of lecture per week.

INEN 502  SMART AUTOMATED SYSTEMS  3  
Pre-requisites: COSC 115

Study basic concepts and description of a variety smart automation systems applied today in industrial manufacturing. Smart systems involve high level of automated decision making, using computer-integration through a different communication protocols available today that include private and public network using cable or wireless. Topics covers automation systems for each step of the industrial manufacturing process: receiving, production line, quality, packing and storage.  
Three (3) hours of lecture per week.

INEN 503  QUALITY ASSURANCE TOOLS  3  
Pre-requisites: INEN 411

The course introduces quality assurance practices in industry. It emphasizes on the quality assurance tools and components necessary to maintain quality and services. The course discusses
the process to identify a problem in the industry, the staff training requirements of procedures that are revised and integrates evaluative design, as well as, improvement process and audits.

**Three (3) hours of lecture per week.**

**INEN 514**  
RELIABILITY  
3  
Pre-requisites: INEN 320  

The course introduces to reliability engineering. It emphasizes on practical aspects of engineering through an integrated approach to design, engineering and management, through the life cycle of a product. Include different applications for engineering, such as analysis of load, strength and design; as well as, reliability prediction and modeling.

**Three (3) hours of lecture per week.**

**MANA 131**  
HUMAN RELATIONS IN BUSINESS  
3  

The interaction and interpersonal activity of people in the decision making process. Individual leadership and group behavior is analyzed through discussion and case presentations. Managerial and labor relations are examined as related to production, communication and salesmanship.

**Three (3) hours of lecture per week.**

**MANA 181**  
PRINCIPLES OF MANAGEMENT  
3  

Basic management concepts in a business enterprise. The managerial process: planning, organizing, coordinating, directing, and controlling. It emphasizes delegation and decision making.

**Three (3) hours of lecture per week.**

**MANA 266**  
SMALL BUSINESS MANAGEMENT  
3  
Prerequisite: MANA 181, ACCO 112  

Study of problems that involve starting and operating a successful small business: selecting the location, determining how to borrow money, budgeting, credit, controlling inventory, and purchasing. Emphasis is given to the aspects of management that are pertinent to the small business.

**Three (3) hours of lecture per week.**

**MANA 303**  
FUNDAMENTALS OF PRODUCTION MANAGEMENT  
3  
Pre-requisite: STAT 115, ECON 121, MATH 102  

Concepts underlying the production function: plant location, design of manufacturing processes, work simplification and measurement programs; production, quality, cost and inventory control.

**Three (3) hours of lecture per week.**
MANA 306  PERSONNEL ADMINISTRATION  3
Pre-requisite: MANA 181, MANA 131

Study of principles, practices and scientific techniques and devices in the development and operation of an effective personnel program.
Three (3) hours of lecture per week.

MANA 308  WAGES AND SALARY ADMINISTRATION  3
Pre-requisite: MANA 306

Study of wage theory and motivation-to-work theory as related to design of total compensation systems of Concentration organizations. Special attention is given to intrinsic rewards in the development of compensation policies and practices. Included are job evaluation, salary administration, incentive plans and area wage surveys.
Three (3) hours of lecture per week.

MANA 310  ADMINISTRATION IN BUSINESS & SOCIETY  3
Pre-requisite: MANA 181

Provides the opportunity to solve problems about social, economic and technical issues that upper level management face every day in their organization. Develop short- and long – term alternatives to manage those problems.
Three (3) hours of lecture per week.

MANA 312  LABOR LAW LEGISLATION  3
Pre-requisite: MANA 306 OR MANA 308

Modern labor legislation and its effect on the relationship between laborer and management. Increasing role of government through federal statutes and federal agencies. Historical background, principles, procedures and judicial aspects of arbitration process. Nature and function of arbitration, process of arbitration, and arbitration cases are covered.
Three (3) hours of lecture per week.

MANA 324  MANAGERIAL DECISION MAKING  3
Pre-requisite: ACCO 112, MATH 102, STAT 115

A quantitative approach to business decision making. It covers linear programming, transportation problems, optimizing procedures, game theory and economic lot, and other problems.
Three (3) hours of lecture per week.

MANA 381  COMPUTER APPLICATION IN MANAGEMENT  4
Pre-requisites: MANA 181, ACCO 112 and COSC 101
Study of the application of computers in management: planning for the production, decision making process, analysis of management, market and control.
One (1) hours of lecture and a three-hour laboratory per week.
Lab fee: $55.00
MANA 383 BUSINESS WORK EXPERIENCE 6
Pre-requisite: Department Coordinator authorization.

Supervised work in government, non-for-profit organizations or business office. The experience is enriched with readings, report and discussions of related articles. **Fifteen (15) hours of practice per week and one additional hour of conference per week. This course is scheduled on the last semester before graduation.**

Practice fee: $125.00

MARK 111 INTRODUCTION TO PUBLIC RELATIONS 3

The role of public relations in organizations and society; its function as an element of growth in the enterprise field, and as a complement for the marketing and budgeting plans in business and government agencies. A necessary devise that enables the management to establish effective communication with the public or clientele. How successful public relations programs are developed and implemented is analyzed. **Three (3) hours of lecture per week.**

MARK 133 FUNDAMENTALS OF MARKETING 3

Marketing as a business function and a social process. Problems and policies of manufacturers, wholesalers and retailers in the marketing of goods and services. Channels of distribution, unfair competition, functions or roles of departments, market research and analysis. **Three (3) hours of lecture per week.**

MARK 135 FUNDAMENTALS OF RETAILING 3

Pre-requisite: MARK 133

A study of the merchandising functions for the modern retail store, layout, location, management, policy formation, control, publicity, personal practices, and pertinent legislation. **Three (3) hours of lecture per week.**

MARK 201 FUNDAMENTALS OF COMMUNICATION 3

Pre-requisite: MARK 133

Study of the fundamental concepts of marketing, including the social, economic and creative aspects, involved in the work of the advertising agencies and their sub-divisions. Also studied are the basic elements of public relations and the different strategies leading to advertising campaigns through the use of the different media. **Three (3) hours of lecture per week.**

MARK 233 CONSUMER BEHAVIOR 3

Pre-requisite: MARK 133

Seeks to provide the student an understanding of the decision making processes affecting consumer behavior and the general psychology of human behavior. **Three (3) hours of lecture per week.**
MARK 235  FUNDAMENTALS OF ADVERTISING  3
Pre-requisite: MARK 133

Thorough analysis of the fundamentals of advertising, planning, development and implementation, using the management decision making processes.  
Three (3) hours of lecture per week.

MARK 303  SALESMAINSHIP  3
Pre-requisite: MARK 133

General principles of personal selling in both consumer and industrial markets. Specialty selling.  
Three (3) hours of lecture per week.

MARK 306  MARKETING MANAGEMENT  3
Pre-requisite: MARK 133

Studies the principles, functions and practices involved in buying, selling, transporting, storing, grading, distributing and financing of goods. Emphasis is given to the selection, training, supervision, compensation, and stimulation of salesmanship as a profession.  
Three (3) hours of lecture per week.

MARK 308  INTERNATIONAL MARKETING  3
Pre-requisite: MARK 133

A survey of the aspects involved in marketing products and services in the international market including, tariffs, cultural restrictions, business environment and legal restrictions. It presents the function of local and national businesses and how it influences in the stability of the international markets.  
Three (3) hours of lecture per week.

MARK 309  SALES MANAGEMENT  3
Pre-requisite: MARK 133

Studies the organization of sales departments and aspects related to product research, personnel selection and recruiting, including compensation plans, routing, supervision and cost analysis. Included in this course is a discussion of the different problems confronted by sales executives.  
Three (3) hours of lecture per week.

MARK 310  MARKETING RESEARCH  3
Pre-requisites: MARK 135, MARK 201 and MARK 233

It presents and studies the use of the scientific method in gathering, analyzing and interpreting of data. Emphasis is placed on gathering, registering and using data in the decision-making process of marketing strategies. It includes investigation, evaluation and segmentation of marker for designing and implementing an effective public relations program.  
Three (3) hours of lecture per week.
MATH 100 PREPARATORY MATHEMATICS 3

This course explores the basics of mathematical logical language, which will be used in the following mathematics courses. Basic concepts of theory, the properties of the system of real numbers, operation of arithmetic of cardinal numbers, whole numbers, fractions, decimals and percents are studied. This course adapts to the individual needs of students and integrates a math skills laboratory.

Three (3) hours of lecture per week and two (2) hours of laboratory per week.
Lab Fee: $20.00

MATH 101 INTRODUCTION TO COLLEGE MATHEMATICS I 3

This course offers the students the opportunity to prepare to take advanced courses in the area of mathematics, including solving verbal problems. It begins with the study of real numbers, the number line and the concept of order. The rules of exponents, basic operations and factorization of polynomials, solving equations and inequalities with a variable, graphs and basic operations with algebraic fractions is studied. This course adapts to the individual needs of students and integrates a math skills laboratory.

Three (3) hours of lecture per week and two (2) hours of laboratory per week.
Lab Fee: $20.00

MATH 102 INTRODUCTION TO COLLEGE MATHEMATICS II 3
Pre-requisite: MATH 101

This course emphasizes the study of linear equations with two variables, systems of linear equations, radicals, equations with radicals and quadratic equations. In addition, the basic concepts of intuitive geometry are introduced. The solution and application methods are used with oral problems.

Three (3) hours of lecture per week.

MATH 103 INTRODUCTION TO COLLEGE MATHEMATICS 3
Pre-requisite: MATH 100

This course introduce students to the fundaments of algebra, which are essential to continue with pre-calculus course. Basic operations with algebraic expressions and polynomial, factorization, basic operations with algebraic fractions, linear equations with two variables, graphic representation of linear equations, linear equations systems and application problems, operations with radicals, basic concepts of geometry and introduce students to work with complex numbers. The course includes a laboratory of math skills.

Three (3) hours of lecture per week and two (2) hours of laboratory per week.
Lab Fee: $20.00

MATH 133 PRE-CALCULUS I 3
Pre-requisite: MATH – 102

The course introduces the application of the concepts of sets, sets of real numbers, equations and inequalities with and without absolute value, functions, domains tours, graphs of functions,
composition of functions, inverses, and greater quadratic polynomial functions of degree; radical functions and their graphs; rational functions; horizontal, vertical and oblique asymptotes.

Three (3) hours of lecture per week.

MATH 134  PRE-CALCULUS II  3
Pre-requisite: MATH 133

This course is a continuation of the course MATH - 133. Application of the concepts of analytic geometry, exponential and logarithmic functions, trigonometric functions, polar equations and solution of systems of linear equations using matrices.

Three (3) hours of lecture per week.

MATH 136  PRE-CALCULUS  4
Pre-requisite: MATH 103 or MATH 102

Study of functions, domain, values field, graph of functions, asymptotes. Application of analytic geometry concepts, exponential and logarithmic functions, trigonometric functions, polar equations and solution of linear systems equations through matrices.

Three (4) hours of lecture per week.

MATH 230  CALCULUS I  4
Pre-requisite: MATH 134

Introduction to calculus; limit of functions; continuity; derivative of functions; the mean value theorem; ends, Riemann sums; integral; fundamental theorem of calculus; numerical integration; change of variable; transcendental functions; indeterminate forms, L’ Hôpital rule; volumes of solids of revolution and volumes by layers and calculation of work and strength.

Four (4) hours of lecture per week.

MATH 232  CALCULUS II  4
Pre-requisite: MATH 230

This course is a continuation of Calculus I course; advanced techniques of integration: integration by parts, trigonometric integrals, trigonometric substitution and partial fractions. Improper Integrals; ARC length measures; measures of surface area of solids of revolution; introduction to differential equations; parametric functions; calculation applied to parametric functions; Polar coordinates; areas and lengths in polar coordinates; succession; series; power series; tests of convergence for series and Taylor and Maclaurin series.

Four (4) hours of lecture per week.

MATH 302  CALCULUS III  4
Pre-requisite: MATH 232

This course is a continuation of the course Calculus II; three-dimensional coordinate system; vectors and vector products; equations of lines and planes in space; functions of several variables and calculation applied to functions of several variables; vector functions and calculation applied
to the vector functions; multiple integrals and their applications; vector fields; line and surface and
Green and Stokes theorems.

Four (4) hours of lecture per week.

MATH 304  DIFFERENTIAL EQUATIONS  3
Pre-requisite: MATH 302

This course introduces to the solution of differential equations: first order equations, linear
equations with constant coefficients, second order linear differential equations, numerical
methods, series solutions, and existence theorems, systems of simultaneous differential equations,
differential operators and applications.

Three (3) hours of lecture per week.

MATH 319  INTRODUCTION TO PROBABILITY AND STATISTICS  3
Pre-requisite: MATH 230

The course introduces experimental and theoretical statistics. It focuses on the application of
mathematical testing in engineering. The course includes descriptive statistics, samples,
probability distributions, hypothesis tests, correlations and regressions, as well as, elements of
probability, theorems of conditional probability, independent and mutually exclusive events.

Three (3) hours of lecture per week.

MEEN 302  THERMODYNAMIC FOR ENGINEERS  3
Pre-requisite: CHEM 102
Co-requisite: MATH 304

This course introduces the thermodynamic principles. It focuses on the application of the
thermodynamics concepts to the solution of engineering problems relating work and energy. The
content includes the properties of pure substances, first and second law of thermodynamics, basic
gas and vapor cycles, and basic concepts of heat transfer.

Three (3) hours of lecture per week.

MEEN 333  MANUFACTURING PROCESSES  3
Pre-requisite: CIEN 304 and CIEN 313

This course presents the principles of manufacturing processes. Discusses dimensions and
measurements, metal casting, metal forming, metal cutting, rubber processing, glass working,
joining, and soldering, rapid prototyping, injection molding, 3D printing, electronics assembling
and processing, planning and quality control, automation technologies. The course emphasizes in
design considerations as a target to select, develop or improve a specific manufacturing process.

Three (3) hours of lecture per week.

NURS 101  INTRODUCTION TO NURSING  3

The course introduces the student in the field of nursing. Nursing in the social system, as well as
its historical evolution and its dynamic process in our society and new trends are studied. Several
philosophical elements that underlie the principles of nursing practice are studied. The study
includes the system theory, the theory of hierarchy of human needs according to Abraham Maslow, Marjorie Gordon’s, the Dorothea Orem self-care theory, Sister Callista Roy, among others. The student commences in the nursing process application, as well as the roles and functions. The philosophical framework, vision, mission, and organizational structure of Caribbean University’s nursing program is discussed. Explanations of the legal aspects in which the nursing profession is based, and the levels of provision of health services in Puerto Rico is presented.

**Three (3) hours of lecture per week.**

**NURS 102 BASIC SKILLS IN NURSING 5**

This course is oriented towards the primary care. The students have the opportunity to acquire basic skills in procedures in preserving life, health and recovery from disease. Basic skills associated with the procedures of the handling of sterile field will be applied. The student will use the communication process to implement these skills with clients, family, community and the interdisciplinary team in the different health scenarios. In addition, it starts with the nursing estimations and analysis of the findings obtained from the history and system reviews of the client. The knowledge and skills acquired in the course will provide the student the tools needed to assume leadership in offering optimal care to their customers who are in different stages of growth and development.

**Three hours (3) of lecture and six (6) hours of clinical practice per week.**

Lab Fee: $200.00
Practice Fee: $50.00

**NURS 103 PHARMACOLOGY IN NURSING 3**

**Pre-requisites:** MATH 101 and NURS 101

This course provides the student to development skills for medication administration and their relationship in customer care emphasizing pharmaceutical phases, pharmacokinetic and pharmacy-dynamics. Its Concentration focus is directed to the role of nursing in the management and administration of medications through a theoretical basis, as well as the use of laboratory skills, which will help the student to serve and properly administer medications. Calculation and drug dosage according to body systems through the life cycle, as well as the moral-ethics and legal aspects are included.

**Three (3) hours of lecture per week.**

**NURS 111 COMMUNICATION AND LEADERSHIP IN NURSING 3**

In this course, the basic principles of education towards the client, family and community are studied. This helps the promotion and maintenance of health and in the prevention of diseases. Communication as a tool for data collection and as a facilitator of interpersonal relationships is emphasized. In addition, concepts of dynamics group, leadership, theory, role, change and its usefulness within the field of nursing are discussed. It analyzes how these concepts can help provide effective education to the client.

**Three (3) hours of lecture per week.**
NURS 205  NURSING PROCESS WITHIN THE CONCEPTION BIRTH AND NEONATAL CARE  5

Pre-requisites: NURS 101 and NURS 102

This course will emphasize the normal processes that occur through the stage of procreation of the human being, the prenatal period, birth, postpartum and immediate care of the newborn including early neonatal. The factors and more common disorders that alter the health of the mother, family and community during pregnancy and postpartum is studied. Disorders to be considered in this course are based on the morbidity and mortality rates according to the United States and Puerto Rico vital statistics. Nursing services are directed towards women, infants, families and community through the continuous primary, secondary and tertiary health care scenarios. The course includes clinical practice in various scenarios in which health services are provided.

Three hours (3) of lecture and six (6) hours of clinical practice per week.

Lab fee: $150.00
Practice fee: $50.00

NURS 206  HEALTH PHYSICAL ASSESSMENT IN NURSING  3

Pre-requisites: NURS 103 and BIOL 304

This course is designed to provide the nursing student to perform in different health scenarios. It enables them with the basic knowledge to perform a physical examination by identifying the essential of various health problems, pathophysiological processes, with emphasis on the identification of abnormal findings. Conducting diagnoses and nursing interventions are required for intervention with the client. Emphasis is placed on the component content analysis and the development of cognitive, motor, and affective skills related to the taking of the medical history and physical examination. The student will understand the vocabulary and medical terminology.

Three (3) hours of lecture per week.

Lab fee: $150.00

NURS 207  PROCESS WITH CHILDREN AND ADOLESCENT  5

Pre-requisite: NURS 205

In this course, the student acquires knowledge about the different stages of children’s growth and development, from infancy through adolescence. Health disorders that affect growth and development, taking into account social, cultural aspects and public policy are studied. Integrate aspects such as family environment, community resources and laws that guard the health, well-being and the protection of the child in the community. With this knowledge the student, using and integrating the nursing process, may intervene with infants, children, adolescents and family in the phases of prevention, maintenance and health deviation stages, with emphasis on the factors that affect the customers self-care.

Three hours (3) of lecture and six (6) hours of clinical practice per week.

Lab fee: $150.00
Practice Fee: $50.00
NURS 208 PRINCIPLES IN RESEARCH AND EVALUATION 3

Pre-requisite: STAT 117

This course is designed so that students develop basic skills in the process of scientific research and the use in nursing practice. Describes the changes in the principles of research. The student will use and apply the scientific method in the solution of existing problems, integrating the ethical, moral and legal aspects in research. The different roles that the nursing professional plays in the practice of his profession are also discussed. The research process will be used in the analysis and interpretation of the findings in the solution of problems and/or recommendations.

Three (3) hours of lecture per week.

NURS 235 PRINCIPLES OF MORAL AND ETHICS IN NURSING 3

This course is designed to help professionals in nursing address ethical issues and real life dilemmas from the diverse social, cultural, and religious perspectives. It provides the basic knowledge relating to the legislation applicable to the role of nursing and the theoretical frameworks of ethics. Moral aspects of the profession, as well as laws and their implications for the practice of nursing for the decision-making of client, family and community are discussed.

Three (3) hours of lecture per week.

NURS 309 PROCESS WITH ADULTS AND THE ELDERLY I 5

Pre-requisites: NURS 102 and NURS 103

Co-requisite: NURS 207

The course is based on the principles of patient, family and community care in the different stages of growth and development. It emphasizes basic needs affected in the young, middle and older adult. It discusses stages of growth and development, balance of fluids and electrolytes, cardiovascular system, respiratory, integumentary, hematological, immunologic, oncology, as well as care pre-intra - and post - operative. The use of the nursing process is applied to estimate, plan, intervene, and evaluate. It collects information from different disciplines to justify in the scientific way the actions of nursing by providing direct holistic care.

Three hours (3) of lecture and six (6) hours of clinical practice per week.

Lab Fee: $250.00

Practice Fee: $50.00

NURS 310 MENTAL HEALTH AND PSYCHIATRIC NURSING 5

Pre-requisites: NURS 103 and PSYC 101

This course develops basic skills and scientific knowledge of interpersonal relationships, in the practice of psychiatric nursing. It includes the personality, modalities of psychiatric treatment theories and the effectiveness of therapeutic techniques in behavior. Defense mechanisms in the mentally ill and the basic needs are studied. The student is guided in the use of self, through the
relator process and therapeutic communication to offer holistic care. It emphasizes the prevention of mental illness through education and strategies for handling stressors. The course includes clinical practice in various scenarios in which health services are provided.

**Three hours (3) of lecture and six (6) hours of clinical practice per week.**

**Lab Fee: $250.00**

**Practice Fee: $50.00**

### NURS 311  PROCESS WITH ADULTS AND THE ELDERLY II  5

**Pre-requisite: NURS 309**

This course discusses the disorders that affect the growth and development of young, middle and older adults. The social, cultural and political aspects are problems and factors that affect customer self-care. Discussed alterations: gastrointestinal, genitourinary, sensory, endocrine, male and female reproductive system, muscle - skeletal and neurological. The course is organized within the framework of the nursing process. In this experience, student performs clinical interventions with community, family, and adult and older patients with alterations in the different systems. Directs the actions through the process of nursing, diagnostic, planning, interventions, and evaluation. Information from different disciplines, scientific way helps the nursing actions to be performed to provide optimum health care.

**Three hours (3) of lecture and six (6) hours of clinical practice per week.**

**Practice Fee: $50**

**Lab Fee: $250.00**

### NURS 412  FAMILY AND COMMUNITY HEALTH  5

**Pre-requisite: NURS 207**

In this course, the student develops knowledge, skills and activities in primary nursing care. Apply theories and concepts that facilitate the study of the family as an integral part of the patient - community. It includes the revision of the principles and concepts of epidemiology, biostatistics and demographics of public health. Discusses the current problems that affect the family and community such as; alcoholism, drug addiction, abuse and misconduct among others. Professionals establish nursing diagnoses relevant to the strengths, needs and performance, family and community levels. Apply legal concepts, humanists and research. Internalize the role of nurses in a culturally diverse and exposed to natural and unnatural phenomena community. Make their clinical practices in different scenarios that provide care to the family and community.

**Three hours of lecture and six hours of community practice per week.**

**Lab Fee: $250.00**

**Practice Fee: $50.00**

### NURS 413  PROCESS WITH PATIENT OF CRITICAL, CHRONIC AND TERMINAL DISEASE  5

**Pre-requisite: NURS 311**

The contemporary study of critical and terminal illnesses according to the United States and Puerto Rico vital statistics is introduced in this course. It provides care in the acute, chronic and terminal
stages of the disease and emphasizes the psychological and spiritual care. Disorders that interfere with the normal functions of the body are studied. Applies the process of nursing according to the stage of growth and development in which the patient is located. Nursing care will be based on theories of nursing and the latest research trends. The course includes clinical practice in various scenarios in which health services are provided.

**Three hours (3) of lecture and six (6) hours of clinical practice per week.**

Lab Fee: $250.00  
Practice Fee: $75.00

**NURS 414 PRACTICUM**  
Pre-requisite: Approval by the Program Coordinator.

The student may integrate nursing practice the changes acquired over the process of nursing, leadership, growth, development and investigative processes. Decisions and problem solving in critically analyzing health situations. It emphasizes care management to the client, family and community. This ensures the necessary competence to function as a nursing professional and agent of change comprising the difference between its role and that of other members of the interdisciplinary team. The course includes clinical practice in various scenarios in which health services are provided.

**Three hours of seminar and eighteen hours of clinical practice per week.**

Lab Fee: $600.00  
Practice Fee: $125.00

**OSAD 104 ENGLISH SPEEDWRITING TRANSCRIPTION**  
Developing of speed writing in English thorough reading, writing and hand transcription. Emphasis the correct use of grammar and punctuation. Requirements at the end of the semester: Take dictation at a speed of 50 words per minute, and transcribe by hand at a rate of 10 words a minute with a minimum of 85% accuracy.

**Four (4) hours of lecture per week.**

**OSAD 113 SPANISH SPEEDWRITING SYSTEMS**  
Develops speed writing skills in Spanish through reading, writing and hand transcriptions. Emphasizes the correct use of grammar and punctuation. At the end of the semester students must be able to take dictation of the least 60 words per minute and transcribe at a rate of 14 words per minute with 85% accuracy.

**Fours (4) hours of lecture per week.**

**OSAD 125 ELEMENTARY KEYBOARDING**  
Course covers the techniques of typing and the correct use of the computer keyboard. Students study and master different keyboarding techniques and user interface: hardware and software. They also learn to operate the keyboard, format basic business documents, simple reports and basic table. At the end of the semester students should be able to type 26 words per minute with a maximum of 5 errors maximum.

**Three (3) hours of lecture per week.**

Lab Fee: $50.00
OSAD 126        DOCUMENTS PRODUCTION I        3
Pre-requisite: OSAD 125

Teaches the techniques for speed and accuracy in keyboarding, emphasizing the application of skills to letter and memo formats, table and tabs to enhance document formats. At the end of the semester students should be able to type 35 words per minute with a maximum of 5 errors.
Three (3) hours of lectures per week.
Lab Fee: $50.00

OSAD 214  SPANISH TRANSCRIPTION        3
Pre-requisite: OSAD 113 and OSAD 126

Development of transcription skills. Emphasis on correct use of the Spanish language, word division, punctuation, spelling, arrangement of letters and proofreading. At the end of the semester students should be able to take dictation at a speed of 70 words per minute and transcript using a computer at a rate of 14 words per minute.
Three (3) hours of lecture per week.
Lab Fee: $50.00

OSAD 225  DOCUMENTS PRODUCTION II    3
Pre-requisite: OSAD 126

Emphasizes the further development of speed and accuracy in Keyboarding; application of skills to letter arrangements, writing of letters in the computer; tabulated business forms reports and manuscripts. Minimum requirement at the end of the course: 40 words per minute with a maximum of 6 errors. Three (3) hours of lecture per week.
Lab Fee: $50.00

OSAD 280  RECORDS MANAGEMENT        3

Introduces the students to the various filing systems with emphasis on the rules of alphabetical, numerical, geographical, subject and other filing systems. Covers control of office documents. Three (3) hours of lecture per week.

OSAD 287  LAW OFFICE MANAGEMENT        3
Pre-requisite: OSAD 126

Studies the techniques, procedures, and terminology frequently used in a law firm and aspects related to the functions and responsibilities of a legal secretary. Three (3) hours of lecture per week.

OSAD 289  MEDICAL OFFICE MANAGEMENT    3

Covers clinical and administrative techniques that are generally used in medical offices, clinics and hospitals. Emphasis is given to the usage and handling of instruments used in a medical office: the microscope, sterilizer, electro-cardiograph, stethoscope, neurological hammer,
ophthalmoscope, thermometer and others. Medical terminology and the proper way to fill out medical forms used at the office are covered.

**Three (3) hours of lecture per week.**

**OSAD 290**

**ETHICS AND ETIQUETTE FOR PROFESSIONAL**

3

Study of the ethics, etiquette, civility, and good manners norms to applied to the economics and professional activities in the public as well as private sectors. Its content is based on the belief that the knowledge and practice of good manners are the base of good social and professional relations.

**Three (3) hours of lecture per week.**

**OSAD 325**

**OFFICE INFORMATION SYSTEMS**

3

Pre-requisite: OSAD 125

Covers the creation and revision professional looking documents such as announcements, letting, resumes, reports, brochures, advert, and newsletters. The student learns all the features of a word processing program.

**Three (3) hours of lectures per week.**

Lab Fee: $50.00

**OSAD 326**

**SPREADSHEETS & ELECTRONIC PRESENTATIONS**

3

Pre-requisite: OSAD 325

Seeks to develop skills to organize data, complete calculations, make decisions, graph data, and develop professional looking reports with a spreadsheet program. The student learns to produce professional looking presentations.

**Three (3) hours of lectures per week.**

Lab Fee: $50.00

**OSAD 380**

**OFFICE PROCEDURES AND ADMINISTRATION**

3

Pre-requisite: OSAD 125

An overview of the modern world of business and today’s office regarding the technological changes of the present time. Emphasis is placed on the role of the secretary; responsibilities, duties and personal skills expected of today’s executive administrative assistant.

**Three (3) hours of lecture per week.**

Lab Fee: $50.00

**OSAD 383**

**INTERNSHIP IN OFFICE ADMINISTRATION**

6

Pre-requisite: Approval of Program Coordinator

Emphasizes the application of secretarial and administrative skills during the last semester of studies. Involves supervised experience in office work to develop initiative and competence in the business office. The student works as an intern in a business, professional, or government office.

**Twenty (20) hours of practice per week and one-hour of lecture per week.**

Practice Fee: $125.00
OSAD 424 DATABASE & OFFICE PUBLISHING 3
Pre-requisite: OSAD 326

The student learns to integrate the applications of word processing, spreadsheet, and presentation and database management programs in a realistic business context.
Three (3) hours of lectures per week.
Lab Fee: $50.00

OSAD 425 HIGH TECHNOLOGY OFFICE 3
Pre-requisite: OSAD 424

Presents a simulated experience in a high technology office. Emphasizes the comprehensive understanding of the advanced features of office computer application programs.
Three (3) hours of lectures per week.
Lab Fee: $50.00

PHYS 201 GENERAL COLLEGE PHYSICS I 4
Co-requisites: MATH 230

An introduction to the basic concepts of Physics with emphasis on kinematics, dynamics, work, energy and elasticity. Development of scientific-mathematics reasoning using simple theoretical models.
Three (3) hours of lecture and a two-hour (2) laboratory per week.
Lab fee: $70.00

PHYS 202 GENERAL COLLEGE PHYSICS II 4
Pre-requisite: PHYS 201 and MATH 230

This course introduces the electrical and magnetics phenomena and the application of these principles on different aspects of daily life. It includes different theoretical models where tools such as algebraic, vector and basic principles of differential calculus are applied.
Three (3) hours of lecture and a two-hour (2) laboratory per week.
Lab fee: $70.00

PHYS 301 MODERN PHYSICS 3
Pre-requisite: PHYS 202, MATH 232

A survey of the basic concepts of relativity theory, and atomic, nuclear and elementary particle physics. Methods of quantum mechanics are also discussed.
Three (3) hours of lecture.
Lab fee: $70.00
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>POSC 102</td>
<td>INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM</td>
<td>3</td>
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<td></td>
<td>The course enables students to learn about the system of Criminal Justice System in Puerto Rico. It describes and analyzes the historical development, legal basis, goals and objectives, organization and current structure of each of the agencies that make up the Criminal Justice System in Puerto Rico. In addition, it offers a general overview of criminal proceedings for adults in Puerto Rico through the referral system.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>POSC 109</td>
<td>INTRODUCTION TO CRIMINAL INVESTIGATION</td>
<td>3</td>
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<td>The Criminal Investigation course emphasizes the study of concepts and research methods. It emphasizes the scene of the crime and the procedures related to the collection of evidence and the application of forensic science to the field of research.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<td>POSC 204</td>
<td>PENAL LAW AND SYSTEMS</td>
<td>3</td>
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<td>Pre-requisite: POSC 102</td>
<td>Study of the dispositions of Law 149 -Penal Code of Puerto Rico. Students have the opportunity to relate themselves with the penal system in our country and determine their effectiveness. Analysis of jurisprudence of the Supreme Court of Puerto Rico.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<td>POSC 207</td>
<td>LAW OF EVIDENCE AND COURT PROCEDURES</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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<tr>
<td>PSYC 101</td>
<td>INTRODUCTION TO PSYCHOLOGY</td>
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<td>The course introduces the basic principles and methods of psychology from a bio psychosocial approach. It includes the analysis of the development of psychology as a science. It emphasizes strategies for research and application of the scientific method, strengthening the development of critical thinking of the problems affecting the individual and society. The biological basis of behavior, sensation and perception, motivation and emotion, thought and language, learning, development lifecycle, memory and social psychology is studied.</td>
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<td><strong>Three (3) hours of lecture per week.</strong></td>
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PSYC 102  INTRODUCTION TO PSYCHOLOGY II  3  
Pre-requisite: PSYC 101  
The course continues the study of the basic principles of psychology. It includes the study of intelligence and personality, the factors that influence their development, theories and its measurement. The effects of stress on physical and mental health, mental disorders, and therapeutic approaches in psychology are studied. It applies the scientific method considering variables such as diversity and the phenomenon of globalization.  
**Three (3) hours of lecture per week.**

PSYC 204  SOCIAL PSYCHOLOGY  3  
Pre-requisite: PSYC 102  
This course focuses on the social and cultural factors that affect human behavior: social perception, attitudes, social influence and social action. Includes the study of pro-social behavior and an approach is made to the nature, causes and the control of aggression. Applying skills of critical analysis, students will recommend alternatives to prevent and address social problems.  
**Three (3) hours of lecture per week.**

SIGN 101  SIGN LANGUAGE  2  
The Sign Language course provides the basic teaching of sign language to facilitate social-cultural interaction between audio-impaired people and listeners. It consists of learning a system of visual gestures and manual codes to express concepts. It also includes the study of theories and laws that impact this population.  
**Two (2) hours of lecture per week**

SOSC 101  INTRODUCTION TO THE SOCIAL SCIENCES I  3  
This course examines and analyzes the content of the social sciences, its history and its relevance and importance in contemporary societies. It discusses the behavior of the individual in relation to the socio-cultural aspects in the development of personality, coexistence patterns and historical changes. It also discusses the contributions of social sciences in the explanation, search for solutions and alternatives as a means of preventing social and human problems. Applies the scientific method in social research, considering variables such as cultural diversity, inequality and the phenomenon of globalization.  
**Three (3) hours of lecture per week.**

SOSC 102  INTRODUCTION TO THE SOCIAL SCIENCES II  3  
Pre-requisite: SOSC 101  
This course studies the principles of human relations in society and discusses the political and economic sciences related to other disciplines in the social sciences. It examines the emergence of the modern state from a historical perspective. Apply scientific methodology in the political and economic research considering the effects on the phenomenon of globalization.  
**Three (3) hours of lecture per week.**
SOSC 103 INTRODUCTION TO SOCIOLOGY 3

This course examines and analyzes the influences of social relations in behavior, focusing on how they are created and the changes that present. It examines the social structure and its effects on the individual and groups in society. Evaluates the performance of the individual in relation to socio-cultural aspects, patterns of coexistence and historical changes. It recognizes the contributions of social science in the search for solutions in the prevention of the social and human problems. Scientific methodology is applied considering variables such as cultural diversity, inequality and the phenomenon of globalization.

Three (3) hours of lecture per week.

SOSC 215 STATISTICAL METHODS IN SOCIAL SCIENCES 3
Pre-requisite: MATH 101

This course studies the basic concepts of the applied statistical methodology for the social sciences. It discusses the process for gathering, organizing and ordering the social information data under study. It practices with the methods of descriptive analysis (measure of central tendency, measure of position, variability, correlation and regression) and the inferential analysis (probability, sampling distribution, binomial distribution, normal distribution, t, f, chi², and others) emphasizing in the selection of the statistics methods in accordance to the variables and objectives of the investigation and the interpretation of the results.

Three (3) hours of lecture per week.

SOWO 210 HEALTH AND HUMAN ECOLOGY 3

The course analyzes the influence of the environment in physical health, social, mental and emotional in Puerto Rico, from the eco-systemic perspective. The conditions of health and its relationship with the social functioning of individuals, groups, families and communities are investigated. It emphasizes the interrelation of various disciplines and the public policy established in the provision of services in different scenarios and populations.

Three (3) hours of lecture per week.

SOWO 211 INTRODUCTION TO THE STUDY OF SEXUALLY TRANSMITTED DISEASES 3

It studies the importance of prevention and treatment of sexually transmitted diseases, and their physical, social, and emotional implications. It also analyses the role of the social worker in the health system.

Three (3) hours of lecture per week.

SOWO 212 INTRODUCTION TO THE STUDY OF CHILD ABUSE 3

The course focuses on the definition, the dimensions and implications of child abuse. The different forms of child abuse and its effect in the short and long term in the lives of victims and their impact
on society are studied. The discussion on public policies relevant to the social situation, as well as the services offered by the state.

**Three (3) hours of lecture per week.**

**SOWO 213  VIOLENCE IN THE CONTEMPORARY PUERTO RICAN SOCIETY**

The course is directed toward the study of violence in Puerto Rico, analyze the causes and the factors that affect this social problem. The models of intervention that uses the social worker for the management of the violent individuals and their families are studied; from a comprehensive and preventive approach.

**Three (3) hours of lecture per week.**

**SOWO 217  INTRODUCTION TO THE STUDY OF GERONTOLOGY**

The course introduces concepts related to Gerontology and Geriatrics. Social considerations and institutional services are examined to elderly people. It includes the role of the Social worker with this population, from the legislative perspective related to the rights of elderly persons. The dimension of sexuality in older persons and the respective changes are analyzed. It describes the biological, psychological and social processes that occur prior to death and the strategies appropriate for the management of the loss.

**Three (3) hours of lecture per week.**

**SOWO 218  SUPERVISION AND ADMINISTRATION IN SOCIAL WORK**

The course emphasizes the acquisition of principles and skills of basic procedures of supervision and administration in the social welfare system. It analyzes the multiplicity of roles that assumes the social worker in the area of supervision.

**Three (3) hours of lecture per week.**

**SOWO 219  HUMAN SEXUALITY**

The course introduces concepts related to human sexuality from a historical, political, social, educational and psychological perspective. Lectures are offered in a panoramic view of the different dimensions that converge on the broad spectrum of human sexuality. It is designed to enrich the vision of the student on the proper management of the sexual diversity that will be demonstrated in their performance as a professional.

**Three (3) hours of lecture per week.**

**SOWO 268  INTRODUCTION TO SOCIAL WORK**

**Pre-requisite: SOSC 102**

The course emphasizes the historical and philosophical development of the profession. It examines the evolution of social welfare systems in various cultural contexts. The student has the opportunity
to assess their interest and ability to become a professional in social work. The ethical values, skills, methodologies, the professional roles and attitudes necessary to practice the profession are discussed and analyzed.

**Three (3) hours of lecture per week.**

**SOWO 274  SOCIAL AND ECONOMIC PROBLEMS OF PUERTO RICO  3**

Pre-requisite: SOSC 102

A systematic analysis of the Puerto Rican contemporary socioeconomic problems and the agencies that provide programs to assist in overcoming them. It covers the social perspectives that assist in understanding the causes of social problems.

**Three (3) hours of lecture per week.**

**SOWO 306  SOCIAL POLICY AND SOCIAL WELFARE SYSTEM  3**

Pre-requisite: SOWO 268

This course covers the study and analysis of the concepts of social policy and social welfare services. It examines the Social Welfare System and its relation to social policy. It emphasizes the values, needs, human and civil rights of individuals and the legislative process in the formulation of the laws.

**Three (3) hours of lecture per week.**

**SOWO 310  METHODS AND TECHNIQUES OF SOCIAL SCIENTIFIC RESEARCH  4**

Pre-requisite: SOSC 215  STAT 117 (Only for Speech Language Therapy)

The course emphasizes the relevance of scientific research in the field of social sciences and of the conduct. The student applies skills, procedures, strategies, methodologies and techniques for the design, verification and exploration of social phenomena. It requires the development of a research proposal.

**Four (4) hours of lecture per week.**

**SOWO 350  HUMAN BEHAVIOR IN THE SOCIAL ENVIRONMENT  3**

Pre-requisite: SOSC 101

The course introduces on human behavior in interaction with the social environment. The transactions and interrelationships between the individual, families, groups and community in close relation to other systems of society are analyzed. The individual is studied in an integrated manner using the systemic perspective, ecological, and organizational roles in addition to other theoretical perspectives necessary for the widespread practice of Social Work.

**Three (3) hours of lecture per week.**
SOWO 352 FAMILY AS A SOCIAL SYSTEM 3
Pre-requisites: SOWO 350 and PSYC102

The course emphasizes the family as part of an interaction social system in the social context. It discusses the structural and functional characteristics, cycle of family life, changes in the family through the time, followed by the economic and social prospects. It also looks at all aspects of family theories and dynamic in the family. With the knowledge acquired through analysis and practice exercises it is expected that the student will be able to speak during the process to help with all kinds of family.

Three (3) hours of lecture per week.

SOWO 382 ETHICS, PROFESSIONAL RELATION AND INTERVENTION IN SOCIAL WORK 3
Pre-requisite: SOWO 268

This course emphasizes the study of concepts, theoretical and methodological frameworks of the social system of services to strengthen the process of professional intervention. It analyzes the Code of Ethics of the Professional Social Work Association in Puerto Rico in the establishment of social intervention. The student starts in the implementation of the skills and techniques required of communication, interviews, writing of histories, and drafting of reports.

Three (3) hours of lecture per week.

SOWO 490 SOCIAL WORK AND THE LAW 3
Pre-requisites: SOWO 274 and SOWO 306

The course provides the student the opportunity to learn about the connection between Social Work and the laws. It emphasizes the operationalization of social policies in various scenarios governed by laws, which govern the provision of human services. The student will learn and analyze laws and issues related to the judicial scenario and its relevance in the ethical-professional role.

Three (3) hours of lecture per week.

SOWO 492 METHODOLOGY IN SOCIAL WORK I 3
Pre-requisites: SOWO 382 and SOWO 352

In this course, the student will apply communication skills, interview and perform assessment in the field of Social Work. It focuses on the identification of social situations that affect the participants and the application of methods of intervention. The student will select the right model to meet the client system. It focuses on the implementation of the models: troubleshooting, intervention with families, ecological and bio-psychosocial.

Three (3) hours of lecture per week.
SOWO 494  METHODOLOGY IN SOCIAL WORK II  3
Pre-requisite: SOWO 492
Co-requisite: SOWO 496

During this course, the student applies knowledge, skills, techniques and strategies related to
the methodology of intervention of Social Work in the support process. It applies theories,
models, and conceptual frameworks, which facilitate the study, analysis, and considering of the
social situations that impact individual, family, groups and communities. It includes a review of
the principles and concepts of the generic approach in social work and problem-solving model
during the process of support. It emphasizes the concepts of crisis intervention, family therapy,
social action and conflict mediation. The students establish ideas on the needs, areas to improve,
strengths, and processes of the population to be attended.

Three (3) hours of lecture per week.

SOWO 495  SOCIAL WORK WITH COMMUNITIES AND SMALL GROUPS  3
Pre-requisite: SOWO 268

The course initiates the student in the study of characteristics and methods of intervention of social
work with small groups and communities. It covers the models of intervention with the
communities, the strategies and techniques for working with both systems. It provides the
knowledge, skills and abilities required of the future social worker to help the small groups and
communities to achieve their social status.

Three (3) hours of lecture per week.

SOWO 496  SEMINAR AND SOCIAL WORK PRACTICE I  6
Pre-requisite: Approval of 100 credits and approval of Program Coordinator

This course provides experiences that will help the student in their development as a professional
in social work. The Manual of Supervised Practice in Social Work from Caribbean University is
studied, analyzing in detail the duties, responsibilities and desirable attitude of the practitioner.
The course integrates the seminar and the practical experience. The seminar offers the opportunity
to review concepts related to the comprehensive social intervention. In the practice experience, the
student begins in the exercise of the profession.

Three hundred (300) hours per semester.
Practice fee: $100.00

SOWO 497  SOCIAL WORK PRACTICE II  6
Pre-requisites: SOWO 492 and SOWO 496. Approval of Program Coordinator.

Internship that provides intensive experience to develop the self-awareness essential to the social
work profession. The course offers the opportunity, and expects the students, to perform as an
Independent beginning professional. All students taking this course must follow the guidelines in
the Practice Manual.

Three hundred (300) hours per semester.
Practice fee: $100.00
SPAN 100 PREPARATORY SPANISH 3

This course reinforces basic spelling skills: use of lyrics doubtful use of questionable spelling, use of uppercase or lowercase letters, accentuation and punctuation rules applying in writing of sentences. In addition, increases the conception and use of the Spanish Lexicon, integrating the analysis of reading with writing simple sentences. The course includes laboratory and technology sessions as complements for the achievement of the objectives, adapted to the individual needs of the students.

**Three (3) hours of lecture per week and two (2) hours of laboratory per week.**

**Lab Fee: $20.00**

SPAN 101 BASIC COURSE IN SPANISH 3

The course introduces the study of the Spanish grammar from the structural point of view grammar, functional, training and integrated perspective. It develops fundamental skills of the language arts. Basic form is introduced the study of the origins of the Spanish and the conceptualization of the linguistic signs. The simple sentence syntactic formation is discussed. The course includes laboratory and technology sessions as complements for the achievement of the objectives, adapted to the individual needs of the students.

**Three (3) hours of lecture per week and two (2) hours of laboratory per week.**

**Lab Fee: $20.00**

SPAN 102 BASIC COURSE IN SPANISH II 3

Pre-requisite: SPAN 101

This course continues the development of written communication skills. It is used as the basis for a structural, functional, training and integrated conception. The syntactic composition of the compound sentence and their different classifications is analyzed. The study of the principles of practical writing, through different types of paragraphs and composition. In addition, it is an introduction to the study and analysis of literary works, the news and advertising texts.

**Three (3) hours of lecture per week.**

SPAN 201 BUSINESS COMMUNICATION IN SPANISH I 3

Pre-requisite: SPAN 102

The course introduces principles of analysis business writing and communication. It develops the grammatical skills necessary for the drafting of documents related to the business world. The student studies the psychological principles of business communication. Explains the basic and complimentary parts of the letter. The resume is drafted, the letter that accompanies the resume and the emails.

**Three (3) hours of lecture per week.**

SPAN 202 BUSINESS COMMUNICATION IN SPANISH II 3

Pre-requisite: SPAN 201

The course consists of writing letters and documents related to the business world. The
psychological characteristics of the style are applied in paragraphs of business letters and discuss grammatical aspects of an effective writing. It explores the format of business documents for the drafting of letters and reports, such as: letter of complaint, sales letter, resignation letter, letter of recommendation, circular letter, memorandum, among other documents. In addition, documents are analyzed and produced related to the business field.

Three (3) hours of lecture per week.

**SPAN 213**  
**ORAL AND WRITTEN COMMUNICATION**  
**IN SPANISH**  
Pre-requisite: SPAN 102

This course introduces the general principles of oral and written communication by setting their differences and methods. It develops the skills necessary to achieve the mastery of oral communication and written communication. In addition, studying the qualities of the style, which ensure effective communication through presentations and reports.

Three (3) hours of lecture per week.

**SPAN 215**  
**INTRODUCTION TO LITERARY GENRES I**  
Pre-requisite: SPAN 102

This course is an introduction to the study of literary genres and literary communication. It intends to associate the student with representative works of the story and the novel. It develops language skills for the comprehension and analysis of works of Spanish literature, Latin American and Puerto Rican. In addition, it presents an approach to various masterpieces of world literature. It is designed so that the student takes a critical stance and demonstrates their literary creativity.

Three (3) hours of lecture per week.

**SPAN 216**  
**INTRODUCTION TO LITERARY GENRES II**  
Pre-requisite: SPAN 215

The course is an introduction to literary genres and associates the student with representative works of essay, poetry and the theatre. The student will study and analyze works of Spanish, Latin American and Puerto Rican literature, as well as texts of world literature that influence these genres. In this process, the theory is necessary for each gender analysis and expands critical thinking of the student, as well as their creativity in writing. In addition, the student will understand literature values for their social, cultural and professional development.

Three (3) hours of lecture per week.

**SPLAT 202**  
**SPEECH AND LANGUAGE DEVELOPMENT**  
Pre-requisite: EDUC 200

This course provide an overview of oral language development and its relationship to the development of social skills, written language, reading and other academic skills. Language characteristics in children with exceptional education needs are described and strategies for improving communication skills in these children are discussed.

Three (3) hours of lecture per week.
SPLAT 204  ANATOMY AND PHYSIOLOGY OF THE SPEECH AND HEARING MECHANICS

Pre-requisite: BISC 102

Structure and function of the organs of hearing and speech as they related to normal and pathological communication: theories of cortical involvements, central and peripheral nervous systems relevant to rehabilitation procedures.
**Three (3) hours of lecture per week.**

SPLAT 206  SPEECH AND LANGUAGE DISORDERS

Pre-requisite: SPLAT 202

This course provides for the study of the behavioral and social aspect of the communication disorders. Include a broad overview of human communication with emphasis on development, diagnosis and treatment.
**Three (3) hours of lecture per week.**

SPLAT 300  APPLICATIONS OF COMPUTERS TO SPEECH AND LANGUAGE THERAPY

Pre-requisite: SPLAT 202

This course provides for the study of application of computer technology for speech/language therapy. Application of technological tools as they relate to screening and treatment in communicative disorders. Student design and develop applications.
**Three (3) hours of lecture per week.**

Lab fee: $55.00

SPLAT 301  GENERAL LINGUISTIC

The course provides skills to students in order to identify alternatives that technological assistance offers to people with significant communication disabilities. General abilities are developed for technological assistance. Necessary experience is acquired to visualized technological assistance such as: the process that facilitates the disable person to perform independent at home, school, and work or community.
**Three (3) hours of lecture per week.**

SPLAT 302  ARTICULATION DISORDERS

Pre-requisites: SPLAT 204 and SPLAT 206

This course includes an introduction to normal aspect of articulation and phonological development, phonological disorders, assessment and remediation of phonological disorders, instrumentation available for acoustical analyses and phonology as it relates to language and dialectal variations. Include clinical observation experience in articulation disorders therapy.
**Three (3) hours of lecture per week.**
SPLAT 304  FLUENCY DISORDERS  2  
Pre-requisites: SPLAT 204 and SPLAT 206  
This course provides for the study of the theories of the cause and onset of fluency disorders such as stuttering and cluttering, discussion and analysis of the assessment and treatment process. Include clinical observation experience in fluency disorders therapy.  
Two (2) hours of lecture per week.  

SPLAT 305  CORRECTIONS OF READING AND WRITING DECFICIENCIES  3  
Pre-requisites: SPLAT 206 and SPAN 102  
This course will provide a general vision of the written language development, reading and other related academic skills. The course will describe language disorders on children with exceptional educative needs and will develop strategies to diagnose and correct reading and writing disorders on children and teenagers with communication disorders.  
Three (3) hours of lecture per week  

SPLAT 306  HEARING DISORDERS  3  
Pre-requisites: SPLAT 204 and SPLAT 206  
This course provides for the study of science of audiologist. Include discussion and analysis of assessment for diagnosis, treatment and management of ear disease and hearing disorders. Include clinical observation experience.  
Three (3) hours of lecture per week.  

SPLAT 308  VOICE DISORDERS  2  
Pre-requisites: SPLAT 204 and SPLAT 206  
This course provides specialized knowledge in the areas of normal and disordered voice production with the primary focus in the physiological bases of dysphonic. Theoretical principles underlying the prevention, assessment and treatment. Include clinical observation experience.  
Two (2) hours of lecture per week.  

SPLAT 310  SIGN LANGUAGE  3  
Pre-requisite: SPLAT 206  
This course is an introduction to American Sign Language and Deaf Culture. It covers basic ASL skills, both receptive (seeing and understanding) and expressive (signing) as well as basic.  
Three (3) hours of lecture per week.
SPLAT 312 AURAL REHABILITATION 3
Pre-requisites: SPLAT 306

This course provides a philosophy and techniques of rehabilitating hearing impaired individuals. Emphasis placed on auditory development and training and application of speech reading techniques. Include clinical observation experience.
Three (3) hours of lecture per week.

SPLAT 315 ORAL ANOMALIES, CRANIUM-FACIAL & NEUROMOTOR DIFFICULTIES 3
Pre-requisites: SPLAT 204 and SPLAT 302

This course provide students with information of the communication problems related to craniofacial abnormalities like cleft palate, cleft lip, craniofacial anomalies, cerebral palsy, among others. The students learn and explore topics related to feeding problems and dysphagia and learn how to manage this population in therapy. This course includes clinical observation.
Three (3) hours of lecture per week.

SPLAT 316 PROFESSIONAL ISSUES IN SPEECH LANGUAGE THERAPIST 3
Pre-requisite: SPLAT 206

This course provide strategies for coping with professional clinical issues and how to deal with these issues appropriately in order to deal with the American Speech-Language-Hearing Association’s Code of Ethics and with the “Ley para Reglamentar el Ejercicio de las Profesiones de Patología del Habla-Lenguaje, Audiología y Terapistas del Habla en PuertoRico” (Ley 77, 3 de junio de 1983). Includes credentialing, malpractice, participation in trials and hearing, marketing, and coping with managed care.
Three (3) hours of lecture per week.

SPLAT 350 EARLY INTERVENTIONS IN CHILDREN & FAMILY 3

This course provides students with the required knowledge to learn and contrast the typical and atypical development growth of infants, toddlers, and children including intervention strategies with the family as primary focus provider.
Three (3) hours of lecture per week.

SPLAT 351 TECHNOLOGICAL ASSISTANCE AND THE SPEECH & LANGUAGE THERAPIST 3

This course provides students with the required abilities to manage the technological assistance equipment, its resources, and evaluation processes. Emphasize the theories, special needs and legal aspects of the technological assistance. Also emphasize the speech therapist role in the intervention, counseling and construction of equipment to fulfill the needs of handicap people and its relationship with the Speech Language Pathologist.
Three (3) hours of lecture per week.
SPLAT 352 AUTISM SPECTRUM DISORDERS 3

The course provides for the study of the social, communicational and behavioral aspects of the continuous Autism disorder. It includes a panoramic vision with emphasis on the development, early identification and treatment.

Three (3) hours of lecture per week.

SPLAT 390 CLINICAL OBSERVATION IN SPEECH AND LANGUAGE DISORDERS (Pre-Practice) 3

Pre-requisite: SPLAT 204, SPLAT 206, SPLAT 302, SPLAT 304, SPLAT 306, SPLAT 308 and SPLAT 316

This course is design as a clinical seminar with directed observation. Introduce the student to the processes through which communication delays and disorders and differences are evaluated and treated. Involves discussions of clinical methodology, analysis of demonstrative therapy and 25 hours direct-guided clinical observation.

Three (3) hours of lecture per week.

Fee: $50.00

SPLAT 489-490 CLINICAL PRACTICUM IN SPEECH AND LANGUAGE DISORDER I-II 3-3

Pre-requisite for SPLAT 489: SPLAT 390
Pre-requisite for SPLAT 490: SPLAT 489

Clinical experience supervised by Licensed Speech and Language Pathologist in approved clinical sites during two semesters. The practicum consists of minimum of 65 hours per semester of direct services to clients between 0-21 years old with communicative disorders. 15 hours in a Clinical Practicum Seminar are required during each semester. Clinical focus is on screening, planning and implementation of treatment procedures or articulation, language, voice and fluency disorders.

Three (3) hours of lecture per week.

Practice fee for each course: $75.00

STAT 115-116 ELEMENTS OF STATISTICS I-II 3-3

Pre-requisite for STAT 115: MATH 102
Pre-requisite for STAT 116: STAT 115

General theory of statistics; procedures for collecting and analyzing data. Graphing frequency distribution and curves, index members and the figuring of correlative statistical methods to solve business problems.

Three (3) hours of lecture per week.

STAT 117 BASIC ELEMENTS OF BIO-STATISTICS 3

Pre-requisite: MATH 102

The use of basic principles of statistics in the health related areas; procedures on collecting and analyzing data, use of the figuring of correlative statistical methods of investigating health problems.

Three (3) hours of lecture per week.
STAT 330 STATISTICAL ANALYSIS AND DESIGN 3
Pre-requisite: MATH 102

Study of general uses of statistics in data analysis. Emphasis is given to the following concepts: description, parameter, probability, sampling and distribution, statistics estimates, correlation and others.
Three (3) hours of lecture per week.
Lab fee: $55.00

UNIV 100 INTRODUCTION AND ADJUSTMENT TO UNIVERSITY LIFE 3

This course aids the student in the process of adaptation to the university level, offering him/her the opportunity to develop a number of basic skills needed to achieve success. The personal, academic and educational adjustment of the student is stressed to facilitate his/her self-realization.
Three (3) hours of lecture per week
FULL TIME FACULTY

BERMUDEZ SANCHEZ, CARLOS, Instructor - Spanish- BA Hispanic Studies, UPR - MA Linguistics, UPR

CAMACHO ALICEA, ISRAEL, Instructor - Business Administration-Management, Marketing- BBA Management, UPR- MBA Management, Turabo University - JD – Law Interamerican University

CARRENO CHAVEZ, ROLANDO, Instructor – Engineering – BS Energy Engineering, National University of Santa, Chambote, Peru – MS Mechanical Engineering, UPRRM – PhD. Mechanical Engineering, West Virginia University

COLON CARPENA, ROSA M., Instructor- Criminal Justice- BA Elementary Education, Pontifical Catholic University of Puerto Rico – MA Criminal Justice, Interamerican University

CORDOBA RODAS, ANGIE, Instructor- Electrical Engineering – BS Mathematics, Escuela Colombina de Ingeniería, Julio Garavito – MS Computer Engineering (Computer System), UPR

CORDERO GARCIA, MARCO A., Instructor – Computer Sciences –BA Computer Sciences, USC- MS Management Information Systems, EDP College

COTTON LOPEZ, HECTOR I., Auxiliary Professor- Criminal Justice- BA Policies Sciences, International Institute of the America – MA Criminal Justice, Interamerican University

DELGADO QUINTERO, RAFAEL, Auxiliary Professor-Management- BBA Accounting, Catholic University of Puerto Rico, MBA- Business Administration (Accounting, Management) Catholic University of Puerto Rico


GALARZA ECHEVARRIA, RAMON A., Auxiliary Professor- General Sciences – BS Biology (Pre-Medical), UPR – MD Medicine, Central University of Este, RD.

GARCIA VILLAMIL, JOSE E., Instructor- Engineering Civil – BS Engineering Civil, Caribbean University - MSCE Engineering Civil, Michigan State University

HERNANDEZ ROMAN, LOURDES, Instructor- Spanish- BA Studies Hispanic, UPR- MA Studies Hispanic, UPR.

INFANTE MENDEZ, RAFAEL, Instructor-Chemistry- PhD Analytical/Physical (Chemistry), University of Nebraska - MS Analytical/Physical (Chemistry), University of Nebraska - BS in Chemistry, UPR

LEBRON CORTES, EMERITA, Instructor - Nursing - BSN Nursing, Pontifical Catholic University of Puerto Rico - MSN Medical Surgical Nursing, Pontifical Catholic University of Puerto Rico

LEON VELAZQUEZ, MADELINE S., Instructor – Chemistry - PhD Chemistry, UPR - MS Chemistry, UPR - BS Chemistry, UPR

LLORENS ALICEA, IDALIA I., Instructor- History - PhD Geography & History, Complutense University, Madrid - BA History, Pontifical Catholic University of Puerto Rico

MANGUAL MIRANDA, MARIANITA, Auxiliary Professor - Educational Technology- BA Sciences (Sociology & Mathematics), UPR – MAE Technology Educational, Caribbean University

MARCUCCI GUTIERREZ, MYRNA M., Instructor-English – BS Secondary Education (English, Studies Social), Pontifical Catholic University of Puerto Rico- MAE Secondary Education (English), University Hartford, Connecticut

MARQUEZ CASTRO, ABIMAEL, Instructor- Engineering – BS Architecture, Environmental Design, UPR – MS Architecture, UPR

MARRERO MARTINEZ, WILFREDO, Instructor – Nursing- BSN Nursing, Caribbean University- MSN Nursing (Gerontology), Caribbean University

MARTINEZ LUGO, LYGIA, Instructor-English – BS English, Interamerican University - MAE, Curriculum English, Caribbean University

McKINLEY LEBRON, LARRY D., Instructor- Education – BS Sciences (Biology), USC- MS Education (Teaching of Science Secondary) Interamerican University

MENENDEZ BERRIOS, NAYRA I., Instructor – Nursing – BSN Nursing, National University College – MSN Nursing (Maternity, Childs, Adolescents), UPRRCM

NIEVES HERNANDEZ, SHEMUEL, Instructor-Spanish- BA Spanish (Secondary Education) UPR – MAE Curriculum - Spanish, Caribbean University

O’FARRILL GARCÍA, ESTEBAN., Instructor-Business Administration- BA Economics, Interamerican University – BBA Management, Interamerican University – MA Economics and Sociology, Interamerican University
PASTOR MARTINEZ, CARLOS C., Instructor - Business Administration - BBA Accounting, Interamerican University – MBA Accounting, Interamerican University

PEREZ SANTOS, VILMA, Instructor - Nursing – BA Nursing, UMET – MSN Nursing (Critical Care), UMET

PEREZ TORRUELLAS, EDNA M., Instructor - Social Sciences – BA Psychology, UPR – MA Psychology, UPR - JD in Law, Interamerican University – PhD Psychology, Carlos Albizu University

RAMOS NIEVES, JOSE A., Instructor – Social Sciences– BA Elementary & Secondary Education, UPR- MA Puerto Rican Studies, Centro Estudios Avanzados de PR y el Caribe

RIVERA MATOS, RUDOLPH, Instructor – Mathematics – BA Education (Mathematics), UPR – MA Education (Mathematics) Interamerican University

RODRIGUEZ DAVILA, ILEANA., Instructor- History – BA System Office Administration, Catholic University of PR – MA Commercial Education, Interamerican University – PhD Philosophy, History, Interamerican University

RODRIGUEZ PAGAN, MICHELLE, Instructor – Social Sciences – BA Criminology, Pontifical Catholic University of Puerto Rico – MSP Clinic Psychology, Pontifical Catholic University of Puerto Rico


SANCHEZ PEREZ, ENRIQUE, Instructor-Mathematics- BA Mathematics, Caribbean University MA Administration and Supervision, UPR- MA Mathematics, University of Phoenix

SANTIAGO MALDONADO, VIRGEN M., Instructor-Spanish- BA Secondary Education (Spanish) - MA School Administration and Supervision, Catholic University of Puerto Rico.

SOTO RIVERA, GLORIA I., Instructor -Business Administration – BA Secondary Education (Commercial Education), UPR – MA Administration Commercial, Interamerican University.

SOUCHET GARCIA, ARLENE, Instructor – Spanish - BA Public Communication, UPR.

TENORIO PEREZ, AIDA L., Instructor –Chemistry- BS Chemistry, Santiago de Cali University MA Secondary Education (Chemistry), UPR.

TORRES TORRES, NEIL O., Instructor - Studies Hispanics- BA Studies Hispanics, UPR – MA Studies Hispanics, UPR

VEGA RIVERA, JOSE R., Instructor -Mathematics- BS Biology (Minor: Chemistry/Mathematics), UPR – MIS Management Information System, EDP College
VELEZ FRONTERA, JOSE I., Instructor -Humanities – BA Social Studies and Spanish, Pontific Catholic University of Puerto Rico – MA School Administration and Supervision, UPR.

VIERA RAMIREZ, MINERVA, Auxiliary Professor - Nursing – BSN Nursing, Interamerican University - MSN Nursing (Mental Health, Critical Care), UPR.