Pontifical Catholic University of Puerto Rico
Mayagüez Campus
NUTC Institute

Post Secondary Non University Technical
Certificates Programs Catalog
"NUTC Programs"
2019 - 2024

NUTC Institute, PUCPR, Mayagüez Campus

Dr. Jorge Ivan Velez Arocho, President

Dr. Leandro Colón Alicea, Vice President for Academic Affairs

Dra. Olga Hernández de Patiño, Rector

Administration: Dr. Frank Jimmy Sierra Cortés, Dean of Academic Affairs, Prof. Cándida González Cebollero, Associate Dean for Administrative Affairs, Prof. Alejandro Ruiz Caíno, Associate Dean of Student Affairs, , Prof. Edwin Ramos Cabán, Library Director, Prof. Karen G. Morales Rodríguez, Director of the NUTC Programs Institute & Continuing Education Coordinator, Ponce and Mayagüez Campus Lcda. Camen Nydia Cardona Torres, Legal Advisor and Special Projects.

INTRODUCTION

The Pontifical Catholic University of Puerto Rico is an institution of higher education co-educational, non-profit, closely linked to the Catholic Church of Puerto Rico. Its main purpose is to serve Puerto Rico as a Catholic entity. The faculty members are made up of religious and lay graduates of universities in the world, ensuring universal dimension. Furthermore, due to its geographical location at the midpoint between the two Americas, the Catholic University aims to contribute to dialogue between the two cultures.

The catalog presents a more explicit description of the University. The first part is general information and tries to trace their character. The second, which is essentially reference and describes in detail the non-university programs offered by the University at the NUTC Institute. The catalog serves to provide relevant information to students aspiring to enter their classrooms at Mayagüez

Students of undergraduate and law school should consult the catalog published separately in regard to their rules and special programs. Very important is to take into account the supplementary nature of these catalogs and have knowledge of both the special and general rules as explained in this document. The rules and procedures specified in this catalog are those that apply to all students of the University.

Canonically Established

The Catholic University of Puerto Rico was canonically erected by the Holy See on 15 August 1972. This ecclesiastical acknowledgment implies the application of the rules of Canon Law and Decrees of the Sacred Congregation for Catholic Education. Later, dated January 25, 1991, the Congregation conferred the title of Pontifical. This new distinction ratified, officially, the

authenticity of the Catholic University of Puerto Rico as a genuine Catholic institution of the church.

CHARTER

The Pontifical Catholic University of Puerto Rico has an absolute charter granted by the Board of Regents of the State University of New York from February 27, 1959.

ACCREDITATION

University academic programs of the Pontifical Catholic University of Puerto Rico are accredited by the Higher Education Council of Puerto Rico and the Middle States Association of Colleges and Secondary Schools. Short Program non university has the authorization of the CEPR, accreditation of MSCHE and the Department of Education of Puerto Rico. In addition, the USDE has the authorization for the corresponding disbursement of financial aid.

GENERAL INFORMATION

HISTORY

The Mayagüez Campus is a young academic institution. Given its dynamism, rapid development and growth, it has become an option for higher education in the west of Puerto Rico. In 1961, was established as an Educational Outreach Center of the then Catholic University of Puerto Rico. In 1982 was awarded the official title of Center, later becoming the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico in 1996. In the academic year 1989-1990 the current facilities were opened in the city of Mayagüez, Puerto Rico.

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico offers its services to two groups of students: traditionally high school graduates and adult students usually take evening courses. These students largely come from low-income families with limited opportunities for personal and professional growth. This population segment has at the Mayagüez Campus of the Pontifical Catholic University of Puerto Rico, the opportunity for a quality higher education, according to the institutional mission.

An additional population is served in graduate programs whose beginnings date back to August 1998 in the form of semester and from August 2004 in the form of quarter.

Between 2005 and 2010 a series of technological expansion projects were conducted under the Federal Proposal Title V Individual curricular expansion and integration of new academic programs. With this proposal we worked with the integration of technology as a teaching strategy in courses.

LOCATION

The Mayagüez Campus is located on 482 South, Ramón Emeterio Betances Street, Mayagüez, Puerto Rico 00680; Postal Address: PO Box 1326, Mayagüez, 00681. Phone: 787-834-5151. Fax: 787-986-7026

ADMINISTRATION

The Mayagüez Campus of the Pontifical Catholic University of Puerto Rico is administered by a Rector who represents the campus in the University Senate, the University Board, Academic Council Curriculum Committee Institutional, Institutional Recruitment Committee and the Administrative Board. The following officers will help the Rector in the administration: the Dean of Academic Affairs, Associate Dean for Administrative Affairs, the Associate Dean of Student Affairs. Each school has a Director including the Graduate Program, Library and the Short Courses Institute. Other officers will complete the administrative body.

MISSION

The Mission of the Pontifical Catholic University of Puerto Rico is to celebrate and promote the life and dignity of the human person and educate them according to Gospel values in the disciplines of scientific knowledge updated to build a local and global world.

In our daily work we embody the values of the Gospel to illuminate students in their scientific, business and cultural social activity as well as the physical and human environment around us.

PUCPR FACULTY

The Pontifical Catholic University of Puerto Rico offers academic programs in three areas: Ponce, Arecibo and Mayagüez. Courses are also offered in Bayamón.

NUTC INSTITUTE

Prof. Karen G. Morales Rodríguez, Director

NUTC Institute is established under the Vice President for Academic Affairs but has its corporate headquarters in Mayagüez and an extension in Student House in San Germán.

MISSION OF THE NUTC INSTITUTE

NUTC Institute is responsible for establishing programs of certified technicians Non University in areas of high labor demand. This Institute is designed to create short careers programs that help

students meet their academic needs, achieve employment in order to be a living example of a Christian citizen with high ethical values and competitive beings in the workplace.

GOALS OF NUTC INSTITUTE

1. Programs provide short courses that meet the present and future needs and market demands of technical jobs in PR,
2. Meet the need for students who want accelerated short programs as alternative studies.

OBJECTIVES OF THE NUTC INSTITUTE

1. Train students with the skills necessary to compete effectively in the technical market.
2. Develop highly qualified professionals in technical and professional skills, moral and Christian values.
3. Develop diversity of offerings in a short time that satisfies the need for employment in the country.
4. Provide support services that contribute to academic and occupational success of people of all ages.

PERSONELL

In order to fulfill the strategic plan of the institution, the Campus has a number of human resources that provide guidance, academic coordination, financial assistance, counseling, professional and spiritual guidance. The most valuable and important resource available to the Campus, is its employees, as it has a qualified faculty. This faculty has the academic preparation required and necessary for each of the concentrations and specializations offered and as required by accrediting agencies for institutions of postsecondary education and higher education experience. As administrative support staff the Campus has 52 full-time employees and part-time service, guidance and counseling to serve our students.

Physical facilities and equipment

The Mayagüez Campus is conveniently located in the southern part of the city of Mayagüez, easy access to the main road PR-2R and minutes from the commercial and government centers in the city of Mayagüez. The campus is beautiful with trees, plants and tropical flowers that create an atmosphere of peace and tranquility conducive to study. The Mayagüez campus buildings are modern, simple architecture, and prepared with equipment that support the academic offerings, with facilities for people with disabilities. The teaching buildings are the Monsignor Ulises Casiano Building, Student Center Building, Technology Center and the newest building: EUTHAC.

MONSIGNOR ULISES CASIANO BUILDING

The main building is the headquarters of the administration of the campus. The third level is the office of Rector, Dean of Academic Affairs and Dean of Administrative Affairs. At the third level

computer labs and secretarial, laboratories Natural Science and Optics are located, in addition to the Health and Safety Office. On the second level is the Dean of Student Affairs and other administrative offices such as the Office of the Director of Schools, Chaplaincy Office, Professional Counseling, Night Office, Office Reproduction and faculty offices. At the first level the library is located, the CETEA Tutoring Center, the Institute of Continuing Education and Short Career Institute.

STUDENT CENTER BUILDING

In the Student Center building Chapel, a laboratory of strength for physical education, games room, language lab, laboratory for the Culinary Arts program and hotels and restaurants, lounges electronic classes for master's programs and lounges is located classes for high school courses and an amphitheater and the Office of Graduate Program.

TECHNOLOGY BUILDING CENTER

Technology Building Center include labs and computer technology, laboratory English and the front dispensary nursing; on the second floor warehouse and workspace physical plant.

ESCUELA UNIVERSITARIA DE TURISMO, HOTELERÍA Y ARTES CULINARIAS (EUTHAC)

Newest building with classrooms and laboratories serving the Certificate , Associate and Bachelor Programs in Culinary Arts as well as the Associate and Bachelor Program in Hotel and Restaurants.

OTHER FACILITIES

These facilities serve to promote academic, social, cultural and recreational-sports activities. The campus has a walking trail, two tennis courts and a soccer field, also comfortable space for parking vehicles for administration, faculty, students and visitors. For site security, security cameras are installed around campus and security guards control access to the campus.

LIBRARY

Prof. Edwin Ramos Cabán, Director

Mission and Goals

The Library aims to contribute to the achievement of the mission and goals of the Mayagüez Campus of PUCPR, and in particular to achieve the highest aspiration of "developing a highly competent professional with vast humanistic, scientific, Christian and technical knowledge" that will enable them to perform in both the functional aspect, as well as in their life circumstances which we hope to achieve contributing to the development of an individual capable of "learning to learn".

Our primary mission is to support the educational process by strengthening collections aligned with the priorities of the curriculum and fortify service areas; especially instructional services of the Library. Focus on teaching bibliographic research skills and development of competencies for in information management (Information Literacy) will be provided.

The Library has set the following objectives for the achievement of our aspirations:

1. Develop, organize, maintain collections aligned with the curricular offerings and provide quick and effective access to resources.
2. Help students to develop research and information management skills (Information Literacy) through an effective training program.
3. Achieve maximum utilization of resources and services by the university community.
4. Optimize audiovisual services providing the equipment and resources necessary to strengthen teaching as required by the new technology.
5. Strengthen administrative processes and provide the Library the necessary resources for offering an excellent service to the university community.

Library Staff

The library has a highly trained and committed staff to provide service for the Institution. The library currently has three full-time professional librarians and one part-time professional librarian, a full-time Assistant Librarian and two part-time librarians.

Physical facilities

The library of Mayagüez is located on the first floor of the main building. It has two main assistance areas which offer quality service to our university community and the community in general. Information services include: Reserve Circulation and Audiovisual; and the area that includes magazines, periodicals, reference and a Digital Resource Center.

Service Times

The library maintains the following schedule during the regular semester:

Monday to Thursday	8:00 a.m. to 10:00 pm
Friday	8:00 am - 6:00 pm
Saturdays	8:00 a.m. to 12:00 md
	1:00 pm - 4:00 pm

NOTE: In occasions such as academic breaks, summer sessions, special periods and other special schedule will be planned and informed to the academic community. On official holidays the library will offer services from 3:00 pm to 10:00 pm.

Bibliographical Collection

The library has two main rooms divided as: Information Services including collections of Circulation, Audiovisual and Reserve, and another room for Serials including: Magazines, Reference and Digital Research area.

Circulation collection features 32.463 titles and 36.153 printed volumes. It also has an online database of books known as e-Books retrievable via the Internet with approximately 24,000 titles in full text. The reference collection has 4,235 titles and 4,985 volumes. Magazine collection has 347 titles by subscription, free and donated. In the Audiovisual area the collection consists of 1,094 titles and 11,913 pieces in different formats such as 16mm films, VHS, slides, filmstrips, audio cassettes, DVD, among others.

The library of Mayagüez has several online databases available to the university community via the Internet with remote access. Among the databases available online include: EBSCO Host, ProQuest Direct, HW Wilson, Social Work Abstracts, HAPI, E-Books, Infotract, Legislative Reference, Index of Puerto Rico Newspapers, Magazines Index Puertorriqueñas and Adendi.com.

Services

Services offered by the Library include: photocopying machines services, Information Literacy services through a training program using service inter-library loans, electronically book loans services, among others. Included in the collection are documents of Census data of Puerto Rico and the United States since 1996. In addition, the Library has specialized equipment for people with physical limitations such as Braille typewriter with printer for the benefit of this population.

ACADEMICS

Dr. Frank Jimmy Sierra Cortés, Dean of Academic Affairs

Campus Academic Affairs and university faculty are organized under the administration, coordination and supervision of the Dean of Academic Affairs. This office is responsible for planning, organizing, directing, coordinating and evaluating all academic services, including the requirements, procedures, services and reports of the Faculty. Dean is attached directly to the rectory office.

ADMINISTRATIVE AFFAIRS

Prof. Cándida González Cebollero, Associate Dean for Administrative Affairs

Mr. Felix Carmenatty López, Assistant Dean for Administrative Affairs

The Campus Administrative staff are organized under the administration, coordination and supervision of the Dean of Administrative Affairs and her assistant. This office is responsible for planning, organizing, directing, coordinating and evaluating all administrative services, including procedures and security services, purchasing, accounting, physical plant and maintenance. The Dean is linked directly to the rectory office.

STUDENT AFFAIRS

Prof. Alejandro Ruiz Caíno, Associate Dean of Student Affairs

Student Services Program is organized under the administration, coordination and supervision of the Dean of Student Affairs. This office is responsible for planning, organizing, directing, coordinating and evaluating all student services. Dean is associated directly to the Dean of Academic Affairs.

The Student Affairs Office is located on the second floor of the Main Building. Service is available Monday through Thursday from 8:00 am to 8:30 pm, and Friday from 8:00 am to 4:00 pm to serve the entire university community. This is their primary responsibility.

The Mayagüez Campus gives importance to the holistic development of the student. Emphasis is given to the development of the intellect through formal learning by instruction and study. It is also considered the fact that students must develop not only the intellectual aspect, but also the physical, spiritual, emotional and social skills in order to be a successful human being and a Christian professional that contribute positively to our society. Student Services Program also offers a variety of activities that promote the opportunity to develop student interest skills and promote their initiative and leadership.

The Dean of Student Affairs supports the right of students as members of the university to participated student organizations, academic, social, religious, sporting, cultural and recreational groups and activities, this without losing sight of the mission and vision of the institution. All student organization wishing to operate in the Campus must apply for official recognition in accordance with the required rules and regulations.

STUDENT LIFE, SERVICES AND ACTIVITIES

Student Services Program has an educational approach, since its goal is to contribute to the holistic formation of the student. Therefore, their role is educational and naturally the people who run the programs are educators. Programs respond to the mission and goals of the institution and contributes substantially and integrally in achieving them. Programs complement the learning process, providing the student experiences that ordinarily are not offered classrooms or laboratories.

CHAPLAINCY

Rev. Father. Luis Alberto Rodriguez

The Catholic University of PR, by its nature, promote spiritual development of its members by offering all those services that can help them strengthen their faith. We understand that Christianity does not consist of a series of acts, but evidence of the person of Christ who gives meaning to all human activities. Chaplain occupies a central place in university life.

In addition to the daily liturgical services, the chaplain provides spiritual guidance and, together with other priests of the university community, offer their pastoral services to foster growth in Christian values. The main objectives sought to be achieve through the Chaplaincy are:

1. Knowing the reasoned faith at university level and make judgments according to Christian morality.
2. Develop a strong relationship with God through the sacraments and personal and group prayer.
3. Provide testimony to others, of our Catholic faith through various apostolates.

GUIDANCE AND COUNSELING CENTER

Dra. Sandra Morales

Guidance Center, attached to the Dean of Student Affairs, is part of the services offered in the Campus to all students to supplement the formal academic instruction. Program Guidance and Counseling through its multiple resources helps students to adjust to university life. It also provides services to meet their needs and help develop their personal, vocational, occupational and academic potential.

The first year student received a counseling courses for two semesters (Guidance 003 and 004), in groups that meet for an hour weekly. Transfers students received counseling for one semester (Orientation 005), they should preferably take it upon arrival at the University. These orientation courses are graduation requirements.

Service in the personal area:

- Group and individual orientations according to needs of our students.
- Conferences and workshops on topics of personal improvement.
- Referrals to psychologists, social workers, chaplains, vocational rehabilitation, among others.
- Extracurricular activities planning to encourage development of leadership skills within Campus and community outreach activities.
- Advice to student organizations affiliated to the counseling center.

Service in the academic area:

Referrals to tutoring and academic counseling:

- Group guidance on: graduate studies, study and reading habits, effective time management techniques to answer oral examinations and preparation of reports, PUCPR academic programs, how to enroll through the Banner Program, among others.
- Follow-up interview students on academic achievement.
- Referrals to deans, directors and faculty.
- Monitoring and retention strategies for students who do not enroll in counseling courses that don't enroll during the period established by the institution.
- Orientation and distribution of applications for entrance exams to graduate studies such as EXADEP, LSAT, among others.

Service in the occupational area:

- Individual interviews for students have not decided their career
- Administration and interpretation of vocational interest tests.
- Individual and group guidance on issues related to job search.
- Guidance on existing employment opportunities according to the academic offerings of the campus.
- Planning and organizing job fairs and health fairs.

Other services:

- Participation in the registration process, attend to all students in general, but will give special attention to new students.
- Work in departmental and institutional committees.
- Services to special populations: international, athletes, students with limited skills, transferred and students on probation, among others.

PROGRAM FOR HUMAN DEVELOPMENT AND HEALTH PREVENTION

Program for Healthy Human Development and Prevention is coordinated through the Counseling Center, which works in the coordination of prevention activities, student organization, biennial reports and CORE questionnaires are administered.

All efforts to prevent the abuse of controlled substances, alcohol and violence and issues related to stress, conflict management, anxiety and depression are coordinated. Students are provided with educational materials, activities that promote healthy lifestyles, also every two years a CORE (alcohol, drugs, sexuality and campus security) questionnaire is administered to measures lifestyles. . It should be noted that institutional drug and alcohol policies are distributed to all new students during orientation.

DISABILITY SERVICES

Services are coordinated through the Office of the Dean of Student Affairs, it is the Dean who works each particular case, this in coordination with the Office of Institutional Services for disabilities. The Associate Dean of Student Affairs is responsible for providing students with disabilities all services that are available at the institution; once students apply for them.

The institution has established procedures that provide students with disabilities to guarantee reasonable accommodations to be treated and can receive under the ADA and other laws according to their condition.

To receive these services the student must apply in person at the Dean and complete the documentation required by law to receive the services.

Basic Health Services

The Campus has a health service program in order to help maintain the physical health of students and staff

Services are through two registered nurses, one at daytime and one at night. These nurses need to review and monitor the vaccination certificates of students under 21 years of age required by the Department of Health and are responsible for coordinating the necessary assistance in any health emergency that may occur in the university community. This office is responsible for carrying out the protocol for emergency assistance on site and coordination with the 911 if necessary.

SOCIAL AND CULTURAL ACTIVITIES

In the campus there is a variety religious, cultural, social, counseling, recreational, sports activities developed and coordinated by the Dean of Student Affairs.

Recognized student organizations also develop a series of activities, which we can identify as social activities as well as services to outreach the community.

SPORTS

Extracurricular activities and recreational sports are offered by the coordinator, which develops the intramural program, interuniversity and recreational activities. Here the student has the opportunity to participate in a variety of sports of their choice for their enjoyment and recreation. Those who demonstrate superior skills sports, both males and females have the opportunity to participate in the Inter-University Program.

ACADEMIC ACTIVITIES AND EDUCATIONAL ACTIVITIES BY CONTACT HOURS

Academic activities with external and university community that may require certification offered by contact hours, such as workshops, seminars, short courses, conferences, camps, "boot camps" or children's activities are coordinated by the Continuing Education Institute of PUCPR.

ACADEMIC OFFERINGS APPROVED BY THE GENERAL EDUCATION DEPARTMENT

Academic offerings Short Program Courses of Mayagüez are non-university programs that prepare students in a technical or vocational career.
The academic calendar is organized in terms of 15 weeks of classes and they can be offered in day, night, evening, or combined and "weekend college" modalities.

Study Programs

The Mayagüez Campus and San Germán extension include the following non-university academic programs:

- Assistant Medical Office Management - 38 credits - 1.155 hours
- Culinary Arts - 36 credits - 1.230 hours
- Sports Management - 36 credits - 1.200 hours
- Assistant Coroner Investigator- 36 credits - 1.080 hours

ACADEMIC INFORMATION

ADMISSION TO SHORT PROGRAMS

ADMISSION POLICY

Admission policy of the Pontifical Catholic University of Puerto Rico is designed to accept applicants who have successfully completed graduation requirements leading to a high school diploma at an accredited institution or who have passed the examination for high school equivalency (GED) high school . The Pontifical Catholic University of Puerto Rico does not reject or accept any applicant based on race, color, sex, age, creed, national origin or disability.

ADMISSION REQUIREMENTS

- Student has graduated from an accredited school or have completed high school equivalent studies.

- Have a high school grade point average of not less than 1.70 on a 4.00 scale or equivalent.

- Submit an official transcript of high school or its equivalent.

- Copy of social security card.

- Certificate of immunization / vaccines for minors under 21 year of age (P. Vac-3).

- Have completed the Application Form for Certification Programs provided by the PUCPR.

- In cases of technical programs possessing additional requirements, applicants must fully comply.

- Have approved the following minimum high school academic requirements

Minimum academic requirements:

Three Years High School
(6-3-3 Plan)

Subject	units
English 10-11-12	3
Spanish 10-11-12	3
Mathematics	2
Science	1
History	1

Four-Year High School
(Plan 8-4)

Subject	units
English 9-10-11-12	4
Spanish 9-10-11-12	4
Mathematics	3
Science	2
History	2

A student of the Institute of Short Career on any of its programs may apply for admission to a university program if they meet a minimum GPA of 2.00 (For interested in an education program is required a minimum GPA of 2.50 and completion of all requirements of the selected certificate). Application for admission must be submitted to the Admissions Office.

GENERAL PROCEDURE FOR ADMISSION

Complete and submit the application form by mail to Pontifical Catholic University of Puerto Rico, Mayagüez Campus, PO Box 1326, Mayagüez, PR 00681 or in person at the Admissions Office, 482 South Ramón Emeterio Betances Street Mayagüez, PR 00680. Request the high school transcript from which the student graduated and it should be sent directly to the Admissions Office, the copy of the transcript should indicate the approved courses and courses in progress. After graduation applicant must submit an official transcript and graduation certificate with the overall graduation rate. The deadlines for filing application for admission are as follows:

   a. For the first term starting in September - August 15
   b. For the second term starting in January - December 15
   c. For the third term begins in May - April 15

Each application is assessed individually, taking into account additional criteria such as good behavior, academic potential and others. All applicants will receive notification of the status of their application. To enroll must have completed all requirements. Documents received become the property of the institution and are not returned. The Pontifical Catholic University of Puerto Rico reserves the right to refuse admission.

ADMISSION TO TRANSFER STUDENTS

Any candidate for admission by transfer from another institution, the institution will validate up to 25% of its curriculum. The validated courses must have a grade of "C" or better and will not be taken into consideration for the overall average student.

ADMISSION OF TRANSFER STUDENTS

Admission requirements

Any student who has studied in another accredited institution and interested in transferring to the Institute Courses Short Program (ICC) must meet the following requirements:

   1. Filing application for admission using the official form provided by the Office of Admissions.
   2. Be interviewed and evaluated by the Director of the ICC.
   3. Official transcript from the institution of origin.

READMISSION TO COLLEGE

Any student who has interrupted their studies for a term or more, and has not been suspended for disciplinary or academic reasons and interested in resuming their studies, must apply for an

interview with the Director of the ICC. Once interviewed and the Director recommends readmission, they must complete the readmission form in the Registrar's Office and pay the appropriate fee. The application will be evaluated to determine whether the applicant meets the requirements for readmission.

REGISTER OFFICE

FULL TIME STUDENTS

A full-time is anyone who enrolls in all courses for the term according to their academic program and has been enrolled in a course load of 12 credits or more. The Office of Institutional Registrar shall be the custodian of the official transcript.

GRADING INFORMATION

At the completion of each term, the student will receive a grade report containing the index of the term and the accumulated general index. The Registrar's Office will send each student a copy of the report. Any grade that the student presumes to be a mistake in the report should follow the procedure established for such cases. Student claim must not exceed fifteen (15) days after the start of following term. Any right to claim expires after this term.

The student is required to report to the Office of the Registrar any change of address. Short Career Institute will consider all information sent to the student's address as official it appears on his official record official.

CHANGE GRADE

The student has the right to appeal a grade that considers unfair or wrong. In these cases the student must start the process with the Director of the ICC, within no more than fifteen (15) calendar days after the start of classes in the next term. Any right to claim expires after this term. The Director will ask the faculty of the course to examine the case and present evidence of student grades. If after examining the evidence is determined that the student appeal is correct a grade change form should be completed and must be processed by the Registrar's Office. Once change processed the Registrar's Office a notification will be send to the student.

GRADING SYSTEM

Grades are assigned according to the following scale:

Grades	Percent Equivalent	Points of Honor
A	100-90	4.00
B +	89-85	3.50
B	84-80	3.00
C +	79-75	2.50
C	74-70	2.00
C-	69-65	1.50
D	64-60	1.00
F	59-0	0.00

Other notations used in the evaluation system include:

PS	Approved successfully
P.S.	Approved with Deficiencies
NP	Not approved
W	VOLUNTARY WITHDRAWAL
W-1	Military Service
W-2	Sick leave
W-3	Administrative Withdrawal
W-5	Death
WU	Absences
I	Incomplete

EVALUATIONS

In all courses, except practical courses, internships and seminars, a minimum of three evaluations is required.

FINAL EXAMS

The program of final exams is published by the ICC with three weeks in advance. If a student is absent from the final examination for justified reasons, and carries no less than "C -" average, student receives an incomplete "I" that must be removed within the period required by the institution.

ATTENDANCE

School attendance is essential and compulsory for the academic process. The student must meet attendance requirements and / or contact hours as stipulated by the syllabus. Students will be

dropped administratively at the end of the first two weeks of school in the academic term, if they has never attended a course. The professor after receiving class lists will submit concerned student names to the Registrar's Office.

ACADEMIC STANDARDS PROGRESS

Satisfactory Academic Progress standards

The performance of each student is evaluated aligned with the following criteria. To have satisfactory academic progress, is required:

1. Passing of the 70% attempted courses by term.

2. Student has reached the academic level index points required for total accumulated credits completed.

3. Complete the certificate program within a maximum time period of two (2) years.

4. The financial assistance are limited to 150% of the time required to complete the program.

    A. **Qualitative elements:** minimum index points required by accumulated completed credits.

Accumulated Credits Completed	Minimum Average
2-12	1.50
13-24	1.70
25-39	2.00

When a student does not reach the required grade point average the student will enter a probationary period consisting of an additional term with the right to participate in financial aid available for studies, if they qualify.

If the student does not reach the required average at the end of this probationary period it will be suspended for deficiency (low academic) academic progress. However, students who understand that their case should be re-evaluated and showing interest in continuing in the institution will be interviewed by the Director of the ICC and then by the Appeals Committee. This Committee shall be appointed by the Associate Dean of Student Affairs or Rector.

If suspended, the student may apply for readmission to the institution after the academic term ends. Readmission is conditional upon the availability program courses.

The student will be readmitted under the conditions existing at the time when was suspended as well as the cumulative grade point average and approved courses.

A. **Quantitative elements:** the maximum time that a student will have to complete the certificate program will be two (2) years. The financial aid is limited to 150% of the time required to complete the program.

Students must pass at least 70% of the credits attempted for periods of studies (term).

In the computation of attempted credits are included the following categories:

1. Attempted credits
2. Approved credits
3. Credits completed

Attempted Credit: The total course enrollment entered in the student's record and those where the student gets any of the grades of A, B +, B, C +, C, C-, D, F, P, NP, PS, PD, W and I. Also is included transferred credits from other institutions, which are credited without grade. Does not include, however withdrawal courses before or during the repayment period, and that are not listed in the record.

Approved credits: credits in which the student received grades of A, B +, C +, C, C-, D, P, PS, and PD, even if the grade is not accepted to meet program requirements. The courses with I are considered not approved.

Credits completed: number of credits which the student earns grades of A, B +, B, C +, C, C, D, F, P, NP, PS and PD. Grades earned at other institutions are not included in determining index, although the courses could be taken into account for the degree completion. In repeated courses highest grade is taken into consideration obtained.

It is considered to have Satisfactory Academic Progress the student who meets the minimum academic retention rate and conditions that are applicable to the program in which it is registered.

C. Academic Index

Minimum average index specific to certificate courses. Courses in concentration of each certificate must be approved with a minimum grade of C-. In the case of core courses they must be approved with a minimum grade of D.

For graduation purposes please refer to the part of graduation requirements established later in this catalog.

D. Minimum Probation Status Index
 1.49-1.01
 1.00-0.00 - Low Academic

GUIDE TO SATISFACTORY ACADEMIC PROGRESS

Cumulative minimum index rate required for accumulated credits completed

Accumulated Credits Completed	Minimum Average
12	1.50
24	1.70
36	2.00

- Follow all other academic progress standards of the institution. The student's academic progress will be assessed by the Program Director and the Institutional Registrar Officer assigned to evaluate the program.

- The student who does not meet the minimum index score required in the first term will be placed on probation with monitoring by the ICC Director and Counselor. The student who does not meet the probation will be withdraw from the certificate program.

- The student is entitled to claim the withdrawal to the Director of the ICC and will be evaluated by the Academic Dean and in his absence by the Rector of the Campus.

GRADUATION REQUIREMENTS OF CERTIFICATES

Graduation requirements are the following:
- Approve the number of credits required to complete certificate program.

- Accumulate a minimum overall average of 2.00 on a scale of 4.00 points.

- Approve the concentration courses of technical program with a grade of "C -" or more or with a score of 65 or more.

- Core or general approved technical program courses with a grade of "D" or more or with a score of 60 or more.

- Have completed their practice in an authorized center by PUCPR and approve the relevant assessments and established contact hours program for the period established for the student center.

- Not having any debt with the Treasurer's Office, Library or any other office or unit within the institution.

- The Registrar's Office will be responsible for evaluating all students for graduation. This assessment will include verification of grades in concentration courses and core courses;

as well as having completed the term established as necessary for the and Certificate Program.

- The graduation rate is obtained and the general point average shall be established according to the classification of average obtained by the student throughout his performance in the Certificate Program.

Average	Classification
4.00	Academic excellence
4.00 - 3.80	High honor
3.79 - 3.50	Honor

- Students with less than 2.00 GPA will not graduate from the Certificate Program. They must develop their academic plan with the director to repeat those courses that have not completed and fall under probationary status.

CREDIT TRANSCRIPTS AND CERTIFICATES

At the request of the student, official transcripts are issued. These are sent directly to the official, agency or institution indicated by the student. Unofficial copies are also issued, called "Student Copy." The cost of each credit transcript is three ($3.00) dollars, cash and other methods of payment at the time of application. When the student obtains the degree, receives a free copy of the transcript of credits, free of cost. If the student is indebted to the institution, the student can't receive any official document or graduate until payment of debt.

Applications must be filed in writing at the Office of the Registrar. No transcripts shall be issued without the written consent of the student. It normally takes three to five days to process an application. When requests are made during increased service dates in the Registrar's Office, it may be possible that more time is required. The Registrar's Office also issues certifications indicating that the student has met the requirements for graduation and other certifications of study as requested by the student.

STUDENT RECORDS

The Pontifical Catholic University of Puerto Rico, in accordance with the federal Privacy Act Records Academic Student (Family Educational Rights and Privacy Act of 1974) has established the following institutional policy, "the Pontifical Catholic University of Puerto Rico keeps personal records of student on information whose privacy is recognized and protected. Student records are privately owned by the University. Academic records will not be accessible to any person except for the following..:

1. The immediate custodian of the record.

2. Administrative or teaching staff of the University that show "legitimate academic interest" can access records.

3. Persons referred to in Section 9.31 of the Federal Privacy Regulations Student Records, with the exception of what is stated below.

4. The students themselves in accordance with the rules transcribed in the "Manual of Standards and Procedures regarding Privacy Rights of Students Records".

The University will not give access to anyone regarding information that can't identify and violate privacy rights of student except for: any procedure that the student or someone representing the student engage against the University, whether litigation or administrative proceeding. "The University will provide on the other hand, information transcripts requested by an educational institution to show, by supporting documents, that the student applied for admission to study at the institution, even if not actually been admitted to the institution. The custodian shall send a copy of the information transferred to the student with the last address listed on the transcript. The custodian also inform students of their right to request amendments to the record transferred. "

"The student is not entitled to access data on financial or general statements under section 99.2 of the Federal Rules." "The Registrar of the University Administrative Officer will oversee the implementation of this policy in general." "Institutional rules on amendments to record, drawn up in accordance with the Regulation, not be used for the purpose of altering grades or academic assessments as they appear on the student's transcript. For this purpose the student must comply with the rules and processes established at the University. "

NOTIFICATION OF RIGHTS UNDER FERPA LAW FOR POST SECONDARY INSTITUTIONS

FERPA (Family Educational Rights and Privacy Act) gives students certain rights regarding their academic record. The student is entitled to:

1. Inspect and review their transcript within the limit of 45 days from the date on which the University receives a request for access. The student must submit a written request to inspect their file to the registrar, dean, head of department or other designated official. Request (s) must specify part (s) of the file the student want to view. The official designated by the University will make arrangements to meet the request and notify the student day and place appointed for an inspection of the file. If the requested file is not in the custody of the officer to whom the request is addressed, the officer will be responsible for notifying the student the name of the person or officer who must direct the request.

2. Require or amend a record that the student considers incorrect or inaccurate corrected. The student must apply in writing to the official custodian of the record and shall identify what they want to change and express the reasons why the information is incorrect or inaccurate. If the University decides not to amend the record at the request made by the student, the

University will notify the student of the decision and communicate their right to a hearing regarding their request. University students will provide additional information regarding their right to a hearing.

3.   Give approval for personally identifiable information contained in the student's file, except for information that FERPA authorizes to offer without the consent or authorization of the student. One exception which permits information is provided without the student's consent is providing information to university officials who have a legitimate educational interest. It is defined as an official of the university to a person employed by the institution in a position of management, supervision, academic, research or other support position (including security or medical staff); a person or company hired by the University (auditor, attorney or collection agent); a member of the Board of Trustees or a student acting as a member of an official committee (eg. Complaints Committee and Discipline, or helping an officer of the University to fulfill its functions). An official has a legitimate educational interest if the student need to inspect a transcript to fulfill their professional responsibility. The University may provide student records information without consent, to another school in which a student is interested or intends to enroll.

NOTE: FERPA requires institutions to make reasonable efforts to notify the student of the request for information in their file unless the institution has published during the year provide information requested by other universities.

4.   Submit a complaint to the United States Department of Education of America relating to alleged failures of the University to comply with the requirements of FERPA. Complaint should be directed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FACULTY

The Technical Certificate Program (Non University) has a faculty trained to work with motivating the people the program serve. Faculty is certified by the Puerto Rico Department of Education and / or possess their specialty and degrees needed to teach the courses in the contracted area. The faculty will be hired part time, full time or any other agreement contingent to registration numbers required for courses and under the pay scale established for short certificated program at PUCPR.

DISCLAIMER:

This catalog and its programs are effective since June 2, 2014 for all students who enroll in technical programs belonging to the 57-28 V licenses in Mayagüez and 57-28.1 V in the Extension Center in San Germán. Any subsequent alteration must be approved by the CEPR. For any questions you can contact the NUTC Institute at (787) 834-5151, extension 5054 or 5082.

Post Secondary Non University Technical Certificates Programs

PONTIFICAL CATHOLIC UNIVERSITY OF PUERTO RICO
MAYAGUEZ CAMPUS
PSNU INSTITUTE

PSNU PROGRAMS

CULINARY ARTS TECHNICIAN / CERTIFICATE IN CULINARY ARTS

1. **TOTAL HOURS AND CREDITS:** 1.230 hours, 36 credits

2. **PERIODS:** 3 Terms

3. **MISSION OF ACUL PROGRAM:**
   This program gives students the opportunity to acquire the technical and practical knowledge required for professional chefs of hotels and all kinds of restaurants. Learning will be provided in all areas of haute cuisine worldwide used for the development of future culinary professionals.

4. **PROGRAM OBJECTIVES:**
   A. The student will recognize, describe and operationalize all areas of the kitchen or restaurant.

   B. Students will acquire the knowledge necessary to develop and formulate their own micro-enterprises (restaurants or related area)

   C. The student will contrast the different gastronomic customs worldwide.

   D. The student conceptualize and assimilate the culinary vocabulary used in the food and beverage industry.

   E. The student will formulate and plan different types of menus.

   F. The student will value calculated and the different costs of food and beverage industry and examine through the culinary learned mathematical knowledge.

   G. The student will explain and assimilate the principles of food safety; its causes and effects on food handling.

   H. The student must be able to expose the techniques of serving food in the most recognized styles of the industry, American, French and buffet service including drinks.

   I. The student will apply the principles of customer service and professional ethics; He also considered the importance of teamwork to achieve service excellence.

5. **GRADUATE PROFILE:**
   A. Have the skills to work in the areas of food preparation and beverage, catering preparation of traditional and international food.

B. Having knowledge about the rules and hygiene and sanitation with a focus on the legal responsibility

C. Having the skill in cutting and cooking.

D. Graduates will be prepared to handle and manage either a kitchen or restaurant

6. CURRICULAR SEQUENCE:

FIRST TERM

COURSES	TITLE	HOURS	CREDITS
ACUL 101	History of the Kitchen	30	1
ACUL 102	Hygiene and Food Safety	45	1.5
ACUL 103	Menu Planning	60	2
ACUL 104	Skills development of cuts vegetables, sauces, starches, snacks and salads	90	3
ACUL 105	Purchase of Supplies	45	1.5
MATH 104	Culinary Math	45	1.5
ENGL 104	Conversational English applied to Culinary Arts	45	1.5
FIRST TERM	**7 courses**	**360**	**12**

SECOND TERM

COURSES	TITLE	HOURS	CREDITS
ACUL 106	Skills development of cuts of meat, poultry and fish	90	3
ACUL 107	Breakfasts and Garde Manger	90	3
SPAN 103	Basic Spanish for PSNU	45	1.5
ACUL 109	Basic Pastry Bakery	90	3
ACUL 110	Restaurant Management and Table Service	45	1.5
SECOND TERM	**5 courses**	**360**	**12**

THIRD TERM

COURSES	TITLE	HOURS	CREDITS
ACUL 108	Local and International Cuisine	120	4
ACUL 111	Cost Control on Food and Beverages	30	1
ACUL 112	Customer Service and Professional Ethics in the Culinary Industry	30	1
ACUL 113	Practice in Culinary Arts	240	3
ETRS 100	Entrepreneurism and Self-Management	45	1.5
THEO 002	Christian Attitude	45	1.5
THIRD TERM	**6 courses**	**510**	**12**
TOTAL	**17 courses, 1 practice**	**1,230**	**36**

VOCACIONAL TECHNICAL PROGRAM OR CERTIFICATE IN:

MEDICAL OFFICER ADMINISTRATIVE ASSISTANT

1. **TOTAL HOURS AND CREDITS**: 1.140 hours - 36 credits

2. **PERIODS:** 3 Terms

3. **MISSION OF AOME PROGRAM:**

The mission of the Medical Officer Administrative Assistant Program is to provide properly trained in handling medical office, so that the community receives efficient service in medical offices, laboratories, diagnostic centers, centers bio images and hospitals in the western area and all Puerto Rico.

4. PROGRAM OBJECTIVES:

Program Medical Office Management aims to:

a. Teach the benefits provided by the profession of Administrative Assistant in the area of health
b. Train in the duties, functions and responsibilities of medical office administrative assistant.
c. Be trained in handling office equipment.
d. Guidance on the importance of the following aspects: positive human relations, ethics, confidentiality and discretion of medical affairs office.
e. Treat patients who need to communicate through sign language and English
f. Identify the different documents that are processed in a medical office such as:

- Tracking sheets
- Commonplace book
- Manual billing and electronic medical plans
- Electronic registration file
- To treat patients who need sign language and English
- Complete patient history
- Complete medical forms

g. Teach the correct application of rules in typing, spelling and writing to the various documents that are performed in a medical office.

5. GRADUATE PROFILE

The Graduate student of the Certificate in Medical Officer Administrative Assistant:
a) Manage a private medical office with all related details:
1) Tracking sheets
2) Registration appointments and electronic manual
3) Complete patient history
4) Complete medical forms
5) HIPPA law
6) Emergency Management
7) Management of manual and electronic files
8) Billed to different medical plans manually and electronically
9) Immediate use of Program
10) Knowledge of basic conversational English with attention to customer service.
11) Knowledge of sign language applied to the area of customer service in health services.
b) Work in the administration of a hospital, diagnostic and treatment center and outpatient clinics.

6. CURRICULAR SEQUENCE

FIRST TERM

COURSES	TITLE	HOURS	CREDITS
AOME 140	Keyboarding	90	3
AOME 142	Manual Medical Billing	90	3
AOME 144	Medical Terminology	90	3
MATH 001	Pre- Basic Mathematics	45	3
FIRST TERM	**4 courses**	**315**	**12**

SECOND TERM

COURSES	TITLE	HOURS	CREDIT
AOME 143	Automated Medical Billing	120	4
AOME 145	Human Anatomy and Physiology for Medical Billers	90	3
AOME 141	Document Processing	90	3
AOME 146	Medical Office Management	90	3
SECOND TERM	**4 courses**	**390**	**13**

THIRD TERM

COURSES	TITLE	HOURS	CREDIT
AOME 147	Electronic and Manual File	30	1

AOME 148	Medical Classification and Coding	45	1.5
AOME 149	Electronic Medical Record	30	1
AOME 150	Practice in AOME	150	3.5
THEO 002	Christian Attitude	45	1.5
ENGL 101	Basic Conversational English for PSNU	45	1.5
SPAN 103	Basic Spanish for PSNU	45	1.5
ETRS 100	Entrepreneurship and Self-Management	45	1.5
THIRD TERM	**7 courses, 1 practice**	**450**	**13**
TOTAL	**15 courses, 1 practice**	**1,140**	**38**

VOCACIONAL TECHNICAL PROGRAM OR CERTIFICATE IN:

BAKING AND PASTRY

1. TOTAL HOURS AND CREDITS: 1.125 HOURS - 36 CREDITS

2. PERIODS: 3 Terms

3. BAPA MISSION PROGRAM:

The mission of the Certificate or Technical Program - Vocational in "Baking and Pastry" of NUTC Institute is to contribute to in the training and development of technical, occupational and professional knowledge the area of the bakery, cakes and pastries on the Puerto Rican

restaurant industry, so that they can contribute their knowledge to it, achieve successful performance in hotels and restaurants industry or establish their own business.

4. OBJECTIVES OF BAPA PROGRAMS:

The primary objective of the program is to train competent bakers and confectioners in the professional field of gastronomy. In addition, to encourage the development of new products in the field of bakery, cakes and pastries which in turn allows our graduates to establish their own business in the culinary or hotel and restaurant industry.

5. GRADUATE PROFILE:

Our graduates can perform the functions baker and confectioner with a solid culinary training and develop quality products bakery, "garde manger", baked goods framed in customer service excellence and to the highest rules of hygiene and safety. Our graduate manifest a permanent interest in his personal fulfillment; will promote the work ethic, responsibility, honesty and values in the bakery profession.

6. CURRICULAR SEQUENCE:

FIRST TERM

COURSE	TITLE	HOURS	CREDITS
ACUL 102	Hygiene and Food Safety	45	1.5
BAPA 101	Bakery Basics	90	3
BAPA 102	Pastry Basics	90	3
MATH 104	Culinary Mathematics	45	1.5
SPAN 101	Basic Spanish for PSNU	45	1.5
ENGL 104	Conversational English Applied to Basic Food Industry	45	1.5
FIRST FINISHED	**6 courses**	**360**	**12**

SECOND TERM:

COURSE	TITLE	HOURS	CREDITS
BAPA 103	Sweets, Chocolates	90	3

COURSE	TITLE	HOURS	CREDITS
	and Sugar Elaborations		
BAPA 104	Local and International Pastry	90	3
BAPA 105	Cakes Decoration	90	3
BAPA 107 / (ACUL 109)	Basic and Commercial Baking and Pastry	90	3
SECOND FINISHED	**4 COURSES**	**360**	**12**

THIRD TERM:

COURSE	TITLE	HOURS	CREDITS
THEO 002	The Christian Attitude	**45**	**1.5**
BAPA 106	Dessert Creations for Special Diets	**90**	**3**
BAPA 108	Advanced Commercial Bakery and Pastry	**90**	**3**
ETRS 100	Entrepeneurship and Self Management	**45**	**1.5**
BAPA 109	Practice in BAPA	**135**	**3**
THIRD FINISHED	**5 courses**	**405**	**12**

VOCACIONAL TECHNICAL PROGRAM AND HIGH SKILL OR CERTIFIED IN:

"TECHNICAL AND LEARNING DEVELOPING EARLY CHILDHOOD (0-6 YEARS)"

1. **TOTAL HOURS AND CREDITS:** 1.110 hours - 36 credits

2. **PERIODS:** 3 TERMS

3. **MISSION PROGRAM OF CDLT:**

   The technical program development and learning of early childhood is aimed at achieving comprehensive and occupational development attendant care and pre-school through an interdisciplinary approach to education, health, providing the attendant knowledge and

basic skills education assistance and care children at an early age from 0-6 years. Through this program the focus of education and care to children of early age of 0-6 years will be one aimed at providing services in any scenario either "head starts", schools, day care centers, in the family setting, private Community with cognitive, social, emotional, physical and spiritual interdisciplinary approach to the child.

4. **PROGRAM OBJECTIVES:**

This program aims to train technicians in development and early childhood learning holistically in physical, emotional, social, cognitive, psychological and spiritual development of children of early age dimension. It also helps to improve the quality of care for children 0-6 years old early with incusión special children in Puerto Rico. This program provides the skills needed for child care at an early age in the areas of communication, basic hygiene and personal care, educational and technological assistance.

5. **GRADUATE PROFILE:**

Graduates of the technical program development and learning in early childhood (0-6 years) It will be trained interdisciplinarily; will be able to know and understand the child from an early age, including those with special needs, their development, physical, emotional and educational needs, providing care according to their development and learning. In turn will work in the promotion, dissemination of the importance of early childhood (0-6 years) for the family, school, community and society in general. The graduate will be able to offer direct services, professional care and quality early age children focused on human and Christian values. In addition, it will collaborate with the master in handling situations that may arise in the classroom.

6. **CURRICULAR SEQUENCE:**

<div align="center">FIRST TERM:</div>

COURSE	TITLE	HOURS	CREDITS

COURSE	TITLE	HOURS	CREDIT
CDLT 100	Psychology of growth and development in Early Childhood (0-6 years)	90	3
CDLT 101	Integration of the Family and the Enviroment in the Development of Early Childhood	90	3
COMP 100	Computer Basics for PSNU	45	1.5
THEO 002	The Christian Attitude	45	1.5
MATH 001	Mathematics for PSNU	45	3
FIRST TERM	**5 COURSES**	**315**	**12**

SECOND TERM:

COURSE	TITLE	HOURS	CREDIT
CDLT 102	Discipline, behavior and social development of the child (0-6 years)	45	1.5
CDLT 103	Language and cognitive development development in early childhood (0-6 years)	30	1
CDLT 104	Intervention special or exceptional children	45	1.5
CDLT 105	Professionalism, duties and ethics of the early childhood development of learning of early childhood (0-6 years)	30	1
CDLT 106	Health and nutrition in early childhood	30	1
CDLT 107	The game and recreation in the motor perceptual development of the child (0- 6 years)	30	1
ENGL 101	Basic Conversational English for PSNU	45	1.5
SIGL 100	Basic and Intermediate Sign language	60	2
ETRS 100	Entrepeneurship and Self Management	45	1.5
SECOND FINISHED	**9 COURSES**	**360**	**12**

THIRD TERM:

COURSE	TITLE	HOURS	CREDIT
CDLT 108	Basic Literacy Skills (0-6 years)	30	1
CDLT 109	Integration of the use of Technology in Education Preschools	30	1
CDLT 110	Methodology and Evaluation of Learning Curriculum Child 0 TO 6 years	30	1
CDLT 111	CPR and First Aid for Child and Adult	30	1
CDLT 112	Administration and Supervision Care Programs, Maternal and Preschools	30	1
CDLT 113	Children's Literature	30	1
CDLT 114	Seminar on the Credentials in Growth and Development of learning in Early Childhood (CDA))	90	3
CDLT 115	Practice as Technical and Learning Development Early Childhood	120	1.5
SPAN 103	Basic Spanish for PSNU	45	1.5
THIRD TERM	**8 COURSES, 1 PRACTICE**	**435**	**12**

VOCACIONAL TECHNICAL PROGRAM OR CERTIFICATE IN:

TECHNICAL IN PRIMARY CARE SERVICES TO ELDERLY WITH OR WITHOUT DIAGNOSIS OF ALZHEIMER / GERONTOLOGY CARE ASISTANT

7. **TOTAL HOURS AND CREDITS:** 1.170 hours - 36 credits

8. **PERIODS:** 3 terms (semester)

9. **MISSION OF ECAT PROGRAM:**

The technical program in primary care services for the elderly with or without a diagnosis of Alzheimer's is aimed at achieving comprehensive and occupational development caregiver through an interdisciplinary approach to health, providing the caregiver

knowledge and basic skills of primary care for the elderly in especially those who have been diagnosed with Alzheimer's. Through this program the focus of care for the elderly will be one aimed at providing services at any stage whether family, private or community. It also allows the caregiver to carry out duties of prevention, health promotion and care of older adults through a professional performance which in turn improves the quality of life for the elderly and dignified as a human being.

Upon completing the program students will be able to serve as technical care and primary services for the elderly, taking care of elderly, caregiver of patients diagnosed with Alzheimer's, housekeeper, nurse assistant (a) practical (a) or assistant nurse (a) graduate, escort personnel in hospitals, elderly companion, caregiver in hospices, nursing homes, geriatric centers, hospitals or focus on providing professional services privately.

10. PROGRAM OBJECTIVES:

This program aims to train caregivers holistically in physical, emotional, social, cognitive, psychological and spiritual dimensions of the elderly especially those who have been diagnosed with Alzheimer's. It also helps to improve the quality of care for the elderly, which provide family, informal caregivers, housekeepers, volunteer programs or community through training theory and practice which in turn professionalize these services care on our island. Promotes and disseminates oriented dissemination of the rights of the elderly and aimed at providing services that give welfare and quality of life information. Helps the caregiver to establish better communication strategies with older adults,

11. GRADUATE PROFILE:

Graduates of the technical program of primary services for the elderly with intervention and care of patients diagnosed with Alzheimer will be capable interdisciplinary; will be able to know and understand the elderly, the aging process, symptoms, physical, emotional and spiritual needs of the elderly. In turn will work in the promotion,

dissemination of the importance of the elderly for the family, community and society in general. It will also be able to provide professional and quality care to older adults diagnosed with Alzheimer focused on human and Christian values.

12. CURRICULAR SEQUENCE:

FIRST TERM

COURSES	TITLE	HOURS	CREDITS
ECAT 100	Fundamentals of Gerontology	90	3
ECAT 101	Basic Skills Care of Elderly	120	4
ECAT 102	Functions, Duties, Decision Making and Stress Management in the Caregiver	90	3
SIGL 100	Basic and Intermediate Sign Language	60	2
FIRST TERM	4 COURSES	360	12

SECOND TERM

COURSES	TITLE	HOURS	CREDIT
ECAT 103	Aspects related to the Communication of the Elderly	45	1.5
ECAT 104	Modification of the Environment, Mobility and Security for the Elderly	45	1.5
ECAT 105	Social Aspects, Quality of Life, Family, Recreation, Spirituality of the Elderly Adult	90	3
ENGL 101	Basic Conversational English for PSNU	45	1.5

MATH 001	Pre- Basic Mathematics	45	3
THEO 002	Christian Attitude	45	1.5
SECOND TERM	**6 courses**	**315**	**12**

THIRD TERM

COURSES	TITLE	HOURS	CREDIT
ECAT 106	Ethical and Legal Aspects for the Caregiver and Rights of the Elderly	45	1.5
ECAT 107	Psychological Aspects, Mental Health and Behavior of the Elderly with Diagnosis of Alzheimer's and other Disorders	45	1.5
ECAT 108	Biological Aspects and Nutrition for the Elderly	45	1.5
ECAT 109	Practice in Primary Care Services for the Elderly	225	3
COMP 100	Basic Computers for PSNU	45	1.5
SPAN 103	Basic Spanish for PSNU	45	15
ETRS 100	Entrepreneurship and Self-Management	45	1.5
THIRD TERM	**6 courses, 1 practice**	**495**	**12**
TOTAL	**16 courses, 1 practice**	**1,170**	**36**

VOCACIONAL TECHNICAL PROGRAM OR CERTIFICATE IN:

DIGITAL GRAPHIC DESIGNER AND WEB PAGE CREATOR

1. TOTAL HOURS AND CREDITS: 1.110 HOURS - 36 CREDITS

2. PERIODS: 3 Terms

3. MISSION OF GDWC PROGRAM:

The mission of the Certificate or Technical Program - Vocational and High Skills "Digital Graphic Design" Short Career Institute of PUCPR, is to meet the need for training in graphic design on the island, from an interdisciplinary and Christian approach. It will also contribute to the development of knowledge of the stages of design and production of digital graphic content pace of development from the perspective of Christian values psychosocial, cognitive and ethical aspects of professional digital graphic design and creators of web pages. This race is based on the acquisition of own fields of graphic production, development of theory and practice in the area of digital graphic design and website creation knowledge skills.

4. OBJECTIVES OF THE PROGRAM:

Our program will enable the student so you can express their art and creativity through the use of graphic design, using the visual impact on publications and websites as a means of responding to specific needs of communication in business and society. Students will acquire basic concepts and techniques of digital graphic design, skills and management of commercial programs, develop knowledge in the area of typography, images, design publications for printing, creation of corporate identity, basic knowledge and practice in the development of web pages.

5. GRADUATE PROFILE:

Graduates of the technical program in digital graphic design and creating web pages possess the skills, competencies and required basic skills so they can become professionals able to create powerful and persuasive visual strategies that enable companies to create corporate identity and effectively communicate its mission through its publications and websites. It will also contribute through the use of creativity in communicating ideas by integrating human, ethical, cultural, economic and topical publications in designing suggestive analysis, reflection and changes to benefit our

society aspects. Our graduates will be one with an artistic individuality of high ethical and critical of his own graphic art digital creations and web pages which in turn will demonstrate the basic mastery of new technologies that use both industries sense. In addition, it possesses an entrepreneurial spirit and self-management that will allow you to develop and lead to personal, economic and professional growth; will promote ethics, responsibility and values in Puerto Rican society.

6. CURRICULAR SEQUENCE:

FIRST TERM:

COURSE	TITLE	HOURS	CREDITS
GDWC 100	Fundamentals of Graphic Design and Typography	90	3
GDWC 101	Methods and Techniques Illustration	90	3
GDWC 102	Editing Digital Images	90	3
MATH 001	Pre Basic Mathematics for PSNU	45	3
FIRST TERM	**4 COURSES**	**315**	**12**

SECOND TERM:

COURSE	TITLE	HOURS	CREDITS
ENGL 101	Basic Conversational English for PSNU	45	1.5
SPAN 103	Basic Spanish for PSNU	45	1.5
GDWC 103	Graphic Design for Publications	60	2
GDWC 104	Digital Animation	60	2
GDWC 105	Graphics and Video Editing with Adobe Premiere	60	2
GDWC 106	Advertising and Marketing Design	30	1
GDWC 107	Design of Logos and Corporate Identity	60	2
SECOND TERM	**7 courses**	**360**	**12**

THIRD TERM:

COURSE	TITLE	HOURS	CREDITS
GDWC 108	Digital Photography	60	2
GDWC 109	Writing of Advertising Texts	30	1
GDWC 110	Creation and Design of Web	90	3
GDWC 111	Practice in Graphic Design	165	3
ETRS 100	Entrepreneurship and Self-Management	45	1.5
THEO 002	The Christian Attitude	45	1.5
THIRD TERM	**5 courses, 1 practice**	**435**	**12**
TOTAL	**16 courses 1 practice**	**1,110**	**36**

VOCACIONAL TECHNICAL PROGRAM OR CERTIFICATE IN:

SPORTS MANAGEMENT

1. **TOTAL HOURS AND CREDITS:** 1200 hours - 36 credits

2. **PERIODS:** 3 Terms

3. **MISSION OF SMGN PROGRAM:**

This program fosters the professional development of personnel working with areas and sports facilities. It is aimed to use the personnel handling gyms, parks, swimming pools, tennis and other athletic contests structures. Emphasis is placed on planning, management and supervision not only facilities but also of staff and clientele same centers.

4. **OBJECTIVES OF THE PROGRAM:**

Developing skills and fundamentals of management in sports fields to improve their organizations and structures for greater effectiveness in their roles and demands of business life.

5. **GRADUATE PROFILE:**

Our graduates have the basic tools to manage, monitor and manage populations related to sports training professional skills.

a. They know and apply management theories and contemporary managers.

b. They will work to improve their ethical areas such as teamwork, and respect for all professionals and sports practitioners.

c. They dominate the legal proceedings and the application of these to the technical and recreational facilities.

d. They are efficient in the areas of marketing and promotion of recreational and sports activities.

e. They will support and work on basic finances of their sports areas. Audits understand and master prepares budgets and revenue expenditure projections.

6. **CURRICULAR SEQUENCE:**

FIRST TERM

COURSES	TITLE	HOURS	CREDITS
SPAN 103	Basic Spanish for PSNU	45	1.5
ENGL 101	Conversational English for PSNU	45	1.5
SMGN 101	Sports Management	90	3
SMGN 102	Ethics in Sport Management	90	3
SMGN 103	Sports Facilities Management	90	3
FIRST TERM	**5 courses**	**360**	**12**

SECOND TERM

COURSES	TITLE	HOURS	CREDITS
MATE 001	Pre-Basic Math	45	3

SMGN 104	Sport and Law	90	3
SMGN 105	Human Resource Management in Organizations and Sport Federations	90	3
SMGN 106	Planning and Scheduling of Recreation	90	3
SECOND TERM	**4 courses**	**315**	**12**

THIRD TERM

COURSES	TITLE	HOURS	CREDITS
SMGN 107	Marketing and Sport Promotion	90	3
SMGN 108	Program Management Pre-Juvenile and Juvenile	90	3
SMGN 109	Sport and Finance	45	1.5
SMGN 110	Practice in the Management of Sports Institutions	210	1.5
TEOL 002	The Christian Attitude	45	1.5
ETRS 100	Entrepreneurship and Self-Management	45	1.5
THIRD TERM	**6 courses**	**525**	**12**
TOTAL	**15 courses**	**1,200**	**36**

COURSES DESCRIPTIONS:

ACUL 101 - HISTORY OF COUSINE - 30 HOURS - 1 CREDIT

It describes the importance of the history and evolution of the kitchen, in different parts of the world. This course is presented in chronological order the emergence of different eras marked by renowned chefs who contributed to the gastronomic development; the emergence of the first restaurant in the world is studied, among others related to the history of the food industry issues.

(2 hours of lecture per week, one term)

ACUL 102 - HEALTH AND FOOD SAFETY- 45 HOURS- 1.5 CREDITS

Course for the different rules and existing laws in handling food. These rules apply in shopping, food storage, preparation and even food display. The course focuses on labor standards in employee safety, hygiene and legal implications.

(3 hours of lecture per week, one term)

ACUL 103- MENU PLANNING - 60 HOURS - 2 CREDITS

This course provides different technicians to develop various menus in different branches of industry. Students will learn to develop certain types of menus such as commercial, industrial and institutional menus.

(4 hours of lecture per week, one term)

ACUL 104 – SKILLS DEVELOPMENT OF CUTS VEGETABLES, SAUCES, STRACHES, SNACKS AND SALADS- 90 HOURS - 3 CREDITS

Course aimed at developing more cuts vegetable used in haute cuisine, the production of rice, different types of potatoes, hot and cold snacks and the most famous and classic salads worldwide. You will know the nutritional value of these foods and cooking methods.

(6 hours of lecture per week, one term)

ACUL 105 – PURCHASE OF SUPPLIES - 45 hours- 1.5 CREDITS

Students will learn the basics of buying and make the right decisions for the company. They apply technology in purchasing methods and a chronological order in perishable and non-perishable food.

(3 hours of lecture per week, one term)

ACUL 106 - SKILLS DEVELOPMENT OF CUTS MEAT, POULTRY AND FISH - 90 HOURS - 3 CREDITS

This course is aimed at all federal and state inspections must be regulated meat, fish and poultry. Emphasis will be placed in grades, temperatures, tests of controls, types of cuts of beef, pork and the most famous cattle in the food industry.

(6 hours of lecture per week, one term)

ACUL 107 - BREAKFAST AND GARDE MANGER - 90 HOURS - 3 CREDITS

Course for making breakfast with eggs, flour, breads, fruits and beverages that accompany these. The student will develop the ability to decorate the breakfast a la carte or buffet.

(6 hours of lecture per week, one term)

ACUL 108 – LOCAL AND INTERNATIONAL CUISINE - 120 HOURS- 4 CREDITS

Course for making different main courses in Puerto Rican cuisine (creative creole). The fusion of different Italian dishes, French, Spanish, Asian and Mediterranean.

(8 hours of lecture per week, one term)

ACUL 109 – BAKERY AND PASTRY -90 HOURS - 3 CREDITS

Course aimed to develop the bakery and classic pastries for hotels and restaurants. It includes new trends in baking.

(6 hours of lecture per week, one term)

ACUL 110 - RESTAURANTS MANAGEMENT AND TABLE SERVICE - 45 HOURS - 1.5 CREDITS

Course for all areas of a restaurant, supervising employees, production, customer service and table service. The creation of a restaurant as a microenterprise.

(3 hours of lecture per week, one term)

ACUL 111 - COST CONTROL IN FOOD AND BEVERAGES - 30 HOURS - 1 CREDIT

Course for learning the process of analysis and establishment costs in drinks and food from a restaurant for sales and costs are effective for the company. You will learn to develop expense reports, payroll, budget analysis, inventory, among others.

(2 hours of lecture per week, one term)

ACUL 112 - CUSTOMER SERVICE AND PROFESSIONAL ETHICS IN CULINARY

INDUSTRY - 30 HOURS - 1 CREDITS

This course will enable students in customer service related to the culinary industry. Students will learn to handle difficult situations of conflict or that arise during the service process and identify the most suitable communication skills to provide and excellent customer service. It will emphasize the importance of professional ethics, characteristics, principles and values that must be distinguished in the development of their work in the culinary industry.

(2 hours of lecture per week, one term)

ACUL 113 - PRACTICE IN CULINARY ARTS - 240 HOURS - 3 CREDITS

The practice is aimed at foreign students can develop and apply all the knowledge acquired in the courses. Each practice facility must meet all the requirements set by the institution.

(16 hours of practice per week, one term)

AOME 140 - KEYBOARDING - 90 HOURS - 3 CREDITS

This course train students in the use of the working parts of the computer. Domain touch keyboard.

Development of basic skills (speed and accuracy), a minimum of 25 words per minute with a

maximum of 6 errors. Application of basic skills and collation in the execution of simple documents.

(6 hours of lecture per week, one term)

AOME 141- DOCUMENT PROCESSING - 90 HOURS - 3 CREDITS

This course is one directed intensifies the emphasis on the development of basic skills at a minimum speed of 32 words per minute with a maximum of 6 errors. Simple letters and special notes, memos, business and medical reports, tables, among others: documents, such as processed.

(6 hours of lecture per week, one term)

AOME 142 - MANUAL MEDICAL BILLING - 90 HOURS - 3 CREDITS

This course will develops basic knowledge and mastery of procedures and skills in manually medical billing and collection plans. The specialties and medical sub-specialties as well as Health Care Reform Programs require effectively training staff in billing. It is taught: a) Concept of medical billing b) Legal aspects of medical billing, c) Management and use of reference books, d) coding diagnoses and procedures, e) Preparation of medical bills, f) Reconciliation of medical bills.

(6 hours of lecture per week, one term)

AOME 143-AUTOMATED MEDICAL BILLING - 120 HOURS - 4 CREDITS

This course is the second in the career specialty and develops basic knowledge and mastery of procedures and skills in medical billing and collection plans electronically. The course takes place in the computer lab and used INMEDIATA program.

(8 hours of lecture per week, one term)

AOME 144 – MEDICAL TERMINOLOGY - 90 HOURS -3 CREDITS

This course emphasizes the teaching of medical terminology related specialties and sub-specialties medical, medical procedures, medical techniques and diseases names.

(6 hours of lecture per week, one term)

AOME 145 – HUMAN ANATOMY AND PHYSIOLOGY FOR MEDICAL BILLERS - 90 HOURS -3 CREDITS

This course explain basic concepts and principles of the parties and functioning of the human body to relate the basic knowledge of the professional in charge of medical billing offices, diagnostic centers, laboratories, and hospitals are taught bio images. In addition, discuss the basic knowledge to apply appropriate medical terminology.

(6 hours of lecture per week, one term)

AOME 146 – MEDICAL OFFICE MANAGEMENT - 90 HOURS - 3 CREDITS

This course discuss how to manage medical office efficiently through the process of planning, organizing, directing and controlling is studied. Medical transcription, handling of patient records, patient registration appointments, recording of financial transactions, communications and medical office own ethical principles taught.

(6 hours of lecture per week, one term)

AOME 147 - ELECTRONIC AND MANUAL FILE -30 HOURS - 1 CREDIT

Study needs to carry a document control system. The way they create, store and retrieve documents and records. Emphasis is placed on numerical file system. Different file systems include; procedures, equipment and materials.

(2 hours of lecture per week, one term)

AOME 148 - CLASSIFICATION AND MEDICAL CODING - 45 HOURS - 1.5 CREDITS

This course introduces students to knowledge related to coding and classification of diseases using the "International Classification of Diseases", 9th and 10th Revision, better known as ICD-9 CM and ICD-10 CM and the "Current Procedural Terminology "CPT.

(3 hours of lecture per week, one term)

AOME 149 - ELECTRONIC MEDICAL RECORD - 30 HOURS - 1 CREDIT

This course is designed to enable the student to know the content of a basic medical records by type and service. It will help you develop the knowledge and handling of different formats where you can abstract information for the release of an invoice complying with the standards under HIPAA confidentiality of medical records in hospital and outpatient services. In addition, students are trained in the management of a program of Electronic Medical Record.

(2 hours of lecture per week, one term)

AOME 150 – PRACTICUM IN AOME - 150 HOURS - 3.5 CREDITS

Students in the third quarter of studio work 150 hours in a medical office. In a one-hour weekly seminar different aspects of their work experiences will be discussed.

(10 hours of practice per week, one term)

BAPA 101 - BAKERY BASICS - 90 HOURS - 3 CREDITS
This course allows the student to know the proper use of yeast and their reactions with different flours, fermentation and cooking processes. The importance of the percentages in the recipes will be emphasized and how to apply them correctly. Different types of breads are made. In addition, international breads, bagels, pizza, Danish pastry, croissant and its varieties will be drawn.
(6 hours of lecture per week, 3 credits)

BAPA 102 - PASTRY BASICS - 90 HOURS - 3 CREDITS

This course examines the history, terminology, utensils and baking equipment. Students will learn how to work in a pastry tools, machine and ingredients with which work is organized, and technical and basic preparations that every good confectioner must master to do his job. In addition, the student is related to the basic knowledge of cooking techniques, use of equipment, ingredients, formulas and recipes management of various cakes and syrups. It also allows the basic fundamentals related to security, management, handling and hygiene in pastry and professional responsibilities pastries are discussed.

(6 hours of lecture per week, 3 credits)

BAPA 103 - ELABORATION OF SWEETS CHOCOLATES AND SUGAR - 90 HOURS - 3 CREDITS

This course discusses the elements related to the preparation of sweets, chocolates and various sugar creations; its qualities, methods and techniques to work them. It also presents all the historical aspects of the development of chocolate, from its manufacture cocoa cultivation and fundamental techniques for proper handling. During the course they will perform various creations with sugar, modeled with chocolate and sugar.

(6 hours weekly lecture, 3 credits)

BAPA 104 - LOCAL AND INTERNATIONAL PASTRY - 90 HOURS - 3 CREDITS

Students will learn the preparation, assembly and decoration local and classic recipes from different countries. Biscuit recipes made with the methods of "creaming" "two stages" and foamed cakes ", soufflés, crepes and frozen desserts practice.

(6 hours weekly lecture, 3 credits)

BAPA 105 – DECORATION OF CAKES - 90 HOURS - 3 CREDITS

In this course, students will develop skills and knowledge to design, build and decorate different

types of cakes running basic, intermediate and professional decorations using basic and advanced techniques. During the course the student will practice make and decorate with toppings such as merengue, fondant, "buttercream", and "pipping" among others.

(6 hours weekly lecture, 3 credits)

BAPA 106 - CREATIONS OF DESSERTS FOR SPECIAL DIETS - 90 HOURS - 3 CREDITS

This course teaches students the development and practice of dessert recipes designed for people diagnosed with diabetes, vegetarian or allergic to gluten.

 (6 hours of lecture per week, 3 credits)

BAPA 107 – BASIC COMERCIAL BAKERY AND PASTRY - 90 HOURS - 3 CREDITS

This course is aimed at developing the bakery and classic pastries for hotels and restaurants. It includes new trends in baking.

(6 hours of lecture per week, 3 credits)

BAPA 108 – ADVANCED COMMERCIAL BAKERY AND PASTRY – 90 HOURS – 3 CREDITS

This course allows the student Compile various traditional advanced commercial biscuits, products made with puff pastry, sorbets and other commercial products trends.

(6 hours of lecture per week 1 term)

BAPA 109- PRACTICE IN BAKERY AND PASTRY - 135 HOURS- 3 CREDITS

External practice in Baking and Pastry is aimed at students to develop and apply all the knowledge acquired in the courses. Each practice facility must meet all the requirements established by the institution and students must meet the set times for practice.

(9 hours of practice per week, 3 credits)

CDLT 100 - PSYCHOLOGY OF GROWTH AND DEVELOPMENT IN EARLY CHILDHOOD (0-6 YEARS) - 90 HOURS - 3 CREDITS

This course discusses the development process stages in the child from conception to early school age (0- 6 years) from physical, social and psychological perspective. In addition, the implications of the problems of development and its effect on the individual educational processes are discussed.

(6 hours of lecture per week 1 term)

CDLT 101 - FAMILY INTEGRATION AND DEVELOPMENT ENVIRONMENT IN EARLY CHILDHOOD - 90 HOURS - 3 CREDITS

This course provides an overview of the important role of parents, family and community child development early childhood (0-6 years). It also trains the student in the intervention of these with the family, welfare and child development (a) early age. The course provides students with the opportunity to self-assessed in terms of their work, personal attitudes, management, intervention with children, family and other related areas. Also it allows students to understand the importance of family in gathering information as a basis for planning and regulating a program that meets the needs and interests of each child in preschool.

(6 hours of lecture per week 1 term)

CDLT 102 - DISCIPLINE, CONDUCT AND SOCIAL DEVELOPMENT CHILD (0-6 YEARS) -45 HOURS - 1.5 CREDITS

The course discusses the importance of the acquisition of techniques for handling child discipline 0-6 years and extensively discusses the role of discipline in their social development.

(3 hours of lecture per week 1 term)

CDLT 103 - LANGUAGE AND COGNITIVE DEVELOPMENT IN EARLY CHILDHOOD (0-6 YEARS) - 30 HOURS - 1 CREDIT

This course introduces the student to a study of language development in children up to 6 years; teaching strategies and interventions that are recommended for proper acquisition of language skills in children are analyzed.

(2 hour lecture per week 1 term)

CDLT 104 -INTERVENTION SPECIAL OF EXCEPTIONAL CHILDREN - 45 HOURS- 1.5 CREDITS

This course discusses federal and state laws governing intervention with exceptional children. Provides service provider future general knowledge base related to different disabilities, and psychological characteristics, emotional, social and educational needs. It includes management strategies and intervention with special children and the process of adaptation activities.

(3 hours of lecture per week 1 term)

CDLT 105- PROFESSIONALISM, ETHICS AND DUTIES OF TECHNICAL DEVELOPMENT AND LEARNING EARLY CHILDHOOD (0-6AÑOS) - 30 HOURS - 1 CREDIT

This course is designed for all professionals working at an early age homes, schools or child care centers. Discusses functions. duties, ethics and professionalism with which this profession should be done, quality standards in the execution of their duties and the ways in which you must show respect for their profession, by early childhood and their families. Help professionals to manage their stress and develop friendly relationships with families and staff work.

(2 hour lecture per week 1 term)

CDLT 106 - HEALTH AND NUTRITION IN EARLY CHILDHOOD - 30 HOURS - 1 CREDIT

Through this course the student will know the basics of health and nutrition in early childhood and the importance of the child (a) to consume food in adequate quantities. It emphasizes the importance of body receives enough nutrients for growth and development to prevent nutritional problems in children such as anemia and malnutrition, among others.

(2 hour lecture per week 1 term)

CDLT 107 - THE GAME AND RECREATION IN THE MOTOR PERCEPTUAL DEVELOPMENT OF THE CHILD (0- 6 YEARS) - 30 HOURS - 1 CREDIT

The course explains the importance of play in child perceptual motor development and the development of the child at an early age. In addition, working with design activities aimed at this motor development, social, physical and intellectual in children (as) preschool; the game as a teaching vehicle is used.

(2 hour lecture per week 1 term)

CDLT 108 - BASIC LITERACY SKILLS - 30 HOURS - 1 CREDIT

Study of the fundamentals, principles and theories related to the teaching approaches - learning literacy in preschool. different perspectives of researchers, authors and specialists in the area are analyzed. It includes clinical experience to provide the future educator with basic techniques used in the preparation of the child (a) preschool for literacy.

(2 hour lecture per week 1 term)

CDLT 109- INTEGRATION OF THE USE OF TECHNOLOGY IN EDUCATION PRESCHOOL - 30 HOURS - 1 CREDIT

The course introduces the student creating strategies for integrating technology materials at the preschool level. The course examines the technological and social changes in recent years and their impact on educational environments. the skills required for the development work with information technology and communication (ICT) and design instruction so you can learn, select, evaluate and effectively use technology in teaching-learning in the preschool.

(2 hour lecture per week 1 term)

CDLT 110 -METHODOLOGY, RESUME AND EVALUATION OF LEARNING CHILD aged 0 to 6 - 30 HOURS CREDIT -1

This course emphasizes the different methods, teaching strategies and different evaluation processes; different types of curriculum and integration of the methodology and evaluation processes of everyday life in educational settings are discussed.

(2 hour lecture per week 1 term)

CDLT 111 - CPR AND FIRST AID FOR CHILD AND ADULT -30 HOURS-1 CREDIT

This course prepares and certifies students in the area of CPR and First Aid to children and adults; also it emphasizes the reasons why these procedures should be applied, explains the causes, signs, symptoms and steps for ideal handling emergency situations.

(2 hour lecture per week 1 term)

CDLT 112 -ADMINISTRATION AND SUPERVISION CARE PROGRAMS, MATERNAL AND PRESCHOOLS- 30 HOURS - 1 CREDIT

strategies to manage and supervise a preschool center and content of the laws applicable to it, the process to obtain permits and licenses, among others analyzed. During this course, the student learns to requirements imposed by the state enterprises care and teaching children. In addition, you will provide the student an overview of how to work with management forecast cash flow (cash budget), cash management and statements of income and expenses; so that it can establish centers and well-targeted programs aimed at meeting the needs of the child at an early age (0-6 years).

(2 hour lecture per week 1 term)

CDLT 113 – CHILDREN'S LITERATURE - 30 HOURS - 1 CREDIT

This course discusses the general principles of children's literature and educational application. It also discusses the methods, appropriate storytelling and creating literary projects techniques.

(2 hour lecture per week 1 term)

CDLT 114 - SEMINAR ON CREDENTIALS IN GROWTH AND DEVELOPMENT OF LEARNING IN EARLY CHILDHOOD (CDA) - 90 HOURS - 3 CREDITS

This course allows the student to be acquired and review concepts can be referred for evaluation to take the CDA credential. The main objective is to achieve comprehensive development and occupational attendant care and pre-school through an interdisciplinary approach to education, health, providing the basic knowledge and skills assistant educational assistance and child care at an early age from 0-6 years.

(6 hours of lecture per week 1 term)

CDLT 115 - PRACTICE AS TECHNICAL DEVELOPMENT AND LEARNING IN CHILDHOOD TEMPRANA- 120 HOURS- 1.5 CREDITS

The student will practice the acquired knowledge and actively participate in the actual scene of a preschool. In the course the student will prepare plans, prepare reports, will be integrated into daily routines and prepare educational materials.

(8 practice hours per week, one term)

COMP 100 - BASIC COMPUTERS FOR PSNU - 45 HOURS - 1.5 CREDITS
The student will have the opportunity to apply basic skills of computer use, you will learn the programs more useful in the market and identify their applications in today's professional environments, acquiring a general notion of use and applicability in the areas of professional development.
(3 hours of lecture per week, one term)

ECAT 100 - FUNDAMENTALS OF GERONTOLOGY - 90 HOURS - 3 CREDITS

In this course the student will learn the concept of aging, their theories and magnitude of population aging. As well as aspects of aging, how it influences the body in daily activities and what changes are associated with aging. It also allows awareness of the support and care that must be provided to the elderly in various scenarios, the guidelines have active and healthy aging is taken. The importance of self-care will also be discussed as a promotional strategy being.

(6 hours of lecture per week, one term)

ECAT 101 - BASIC SKILLS CARE OF ELDERLY - 120 HOURS - 4 CREDITS

In this course students define and conceptualize the concepts elderly patient with Alzheimer's disease, geriatrics, gerontology, primary care, among others related to the discipline of caring for older adults. As part of the course develops the knowledge and skills basically practical nursing but which are necessary for professional performance of the functions of the service technician primary care for the elderly or caregiver such as body mechanics, safety in handling the patient, personal hygiene, physical examination, biopsychosocial needs and principles related to the control of communicable diseases. Learn to assist elderly in feeding, bathing, urinary excretion and gastrointestinal

(8 hours of lecture per week, one term)

ECAT 102 - DUTIES, RESPONSIBILITIES, DECISION MAKING AND STRESS MANAGEMENT IN THE CAREGIVER - 90 HOURS - 3 CREDITS

This course is devoted to explaining the functions, duties and responsibilities of the caregiver. In addition, the importance of managing stress in the caregiver is established; detail and discuss the rights of the elderly.

(6 hours of lecture per week, one term)

ECAT 103 - ASPECTS RELATED TO THE COMMUNICATION OF THE ELDERLY - 45 HOURS - 1.5 CREDITS

This course will provide effective communication skills among the elderly and the caregiver or serviceman primary care. In turn it will provide the necessary skills for caregiving can work with the family of the elderly so that it can be understood as understanding and communicating with the elderly. Students will acquire communication, verbal and gestural skills and develop techniques to optimize listening and mutual understanding. It takes emphasis on the use of humor as a tool of intervention and communication. Alzheimer signals will be introduced and the basics of communication within the context of this disease will be discussed; for when treating these cases.

(3 hours of lecture per week, one term)

ECAT 104 – MODIFICATION OF THE ENVIRONMENT, MOBILITY AND SECURITY FOR THE ELDERLY - 45 HOURS- 1.5 CREDITS

This course presents all the information that establishes the training of the participants on different security measures in the home and in places where there are elderly and / or Alzheimer patients. It also includes specialized information (OSHA) on prevention of falls of elderly people. The changes that are necessary that are made and adjustments that must be carried out in the home or in the places of care are listed according to the stages. We present some of the most common causes of accidents in older adults and Alzheimer's patients in homes. They will learn to identify the risk factors of falls and their consequences. In addition, they may know the importance of changing the environment of patients as a precautionary measure to home accidents and as a means of reducing their own level of stress with the patient.

(3 hours of lecture per week, one term)

ECAT 105 – SOCIAL ASPECTS, QUALITY OF LIFE, FAMILY, RECREATION SPIRITUALITY OF THE ELDERLY ADULT - 90 HOURS - 3 CREDITS

This course provides the information necessary for the caregiver to keep in mind the need to socialize the elderly, to have their family close by and the importance of keeping them occupied. The student will learn how exercise and mental activity help to slow the physical and mental deterioration of the elderly. At the same time, the course familiarizes the student with specific and necessary materials for the well-being of the elderly and will know the importance and role of spirituality in their aging. On the other hand, the student is related to information about support programs and activities that are carried out for the recreation of the elderly or that offer ideas to recreate the elderly and provide quality of life. The case of older adults with Alzheimer's is also discussed and alternatives are offered to recreate them according to their condition.

(6 hours of lecture per week, one term)

ECAT 106 – ETHICAL AND LEGAL ASPECTS FOR THE CAREGIVER AND RIGHTS OF THE ELDERLY - 45 HOURS - 1.5 CREDIT

In this course the legal dispositions that concern the careers are discussed, as well as the moral and ethical conflicts that accompany the care of the elderly with or without Alzheimer's. It also describes the rights of the elderly and the importance of respect for their human dignity. This workshop presents information of a legal nature from the definition of concepts such as guardianship and guardian, along with the rights and responsibilities arising from this particular relationship.

(3 hours of lecture per week, one term)

ECAT 107 – PSYCHOLOGICAL ASPECTS, MENTAL HEALTH AND BEHAVIOR OF THE ELDERLY WITH DIAGNOSIS OF ALZHEIMER'S AND OTHER DISORDERS - 45 HOURS - 1.5 CREDITS

This course presents the characteristics and psychological aspects of the patient, describes the findings on neuropathological characteristics associated with Alzheimer's disease and related disorders. In addition, it explains the findings of clinical pathological studies that facilitate the

criteria for Alzheimer's diagnosis, which allows us to discern between Alzheimer's and other related disorders. In addition, it describes the behavior of patient and analyze how it is associated with the symptoms of the disease. The problematic behaviors of Alzheimer's patients are presented and related disorders. Some of the therapeutic measures are presented to reduce the problems associated with problematic behaviors. The appropriate ways to care for an Alzheimer's patient and strategies to deal with on a day-to-day basis are described.

(3 hours of lecture per week, one term)

ECAT 108- BIOLOGICAL ASPECTS AND NUTRITION FOR THE ELDERLY - 45 HOURS - 1.5 CREDITS

This course discusses the main aspects and biological changes of the elderly of all kinds. This course covers general topics about the role of assistance to the elderly in the area of nutrition and its process either regular or artificial, in the same processes enteral and parenteral nutrition are explained. After completing the course the student must be able to offer this assistance to patients. In addition, the student will explain the importance of the interpretation of the minutes for the preparation of food to the elderly or to follow medical instructions or nutritional claims. Hygienic standards handling thereof are set and the appropriate process either orally or by tube.

(3 hours of lecture per week, one term)

ECAT 109 - PRACTICE IN PRIMARY CARE ASSISTANT SERVICES - 225 HOURS - 3 CREDITS

This course allows the student to perform their practice in an occupational manner; that is, in the real work environment. Through this experience the student will develop in a supervised all the skills learned during the course of the program courses.

(15 hours of practice per week, one term)

ENGL 101 - BASIC CONVERSATIONAL ENGLISH FOR PSNU- 45 HOURS - 1.5 CREDITS

This course is a general basic tools and provides own communication linked to everyday life and situations related to communication and customer service. It also provides students the opportunity to face real operational situations in a professional context. This course concentrates on the study and development of oral skills. Emphasizes vocabulary development through the integration of the four language arts: listening, speaking, reading and writing controlled activities such as dialogues, exercises, dramatizations and dictations are made.

(3 hours of lecture per week, one term)

ENGL 104 CONVERSATIONAL ENGLISH APPLIED TO CULINARY ARTS -

45 HOURS - 1.5 CREDITS

This course is one of a general nature and provides tools communication own specialties linked to service in the food industry with emphasis on related situations communication and customer service. It also provides the student the opportunity to face real operational situations in a context professional related to gastronomy and tourism.

(3 hours of lecture per week, one term)

ETRS 100 - ENTREPRENEURSHIP AND SELF MANAGEMENT - 45 HOURS - 1.5 CREDITS

This course discusses the study of the business process from the moment the new business idea is conceived until it is created. This course focuses on the characteristics of the entrepreneur, finding opportunities and resources necessary to convert business opportunities, so that students learn to evaluate the company and the plans necessary to achieve success in your new venture.

(3 hours of lecture per week, one term)

GDWC 100 - FUNDAMENTALS OF GRAPHIC DESIGN AND TYPOGRAPHS - 90 HOURS - 3 CREDITS

This course trains students in the origin of graphic design, the first forms of writing and the development of printing. In addition, it helps them to recognize the most important typographers

and their contributions to graphic design. In it, the correct use of titles and blocks of text is emphasized and the techniques to develop an original typeface are identified.

(6 hours of lecture per week, one term)

GDWC 101- METHODS AND TECHNIQUES ILLUSTRATION -90 HOURS- 3 CREDITS

The course studies the methods for the creation of digital illustrations using the "Adobe Illustrator" program and the tools included in the program to make illustrations, logos, icons, signage and 3D graphics. Requires laboratory use

(6 hours of lecture per week, one term)

GDWC 102 - EDITING DIGITAL IMAGES- 90 HOURS - 3 CREDITS

In this course we study techniques for editing digital images using the "Adobe Photoshop" program, creating photomontages and color correction, preparing images for advertising. It requires laboratory use.

(6 hours of lecture per week, one term)

GDWC 103 - GRAPHIC DESIGN FOR PUBLICATIONS - 60 HOURS- 2 CREDITS

This course presents the correct ways to accommodate the graphic elements within a page and explains the different ways to present advertising. The "Adobe In Design" program is revised to create magazine articles, books and brochures. In addition, he discusses the techniques of creating a booklet, designing a cover of a book and a magazine, among others. It requires laboratory use.

 (4 hours of lecture per week, one term)

GDWC 104 - DIGITAL ANIMATION- 60 HOURS- 2 CREDITS

The animation course explains and teaches the creation of animations for web and introduces students to the creation of animated designs using the drawing tools required for the creation of them. Different computer programs are recognized, such as "After Effects" and "Flash" and drawing and creation tools are identified.

(4 hours of lecture per week, one term)

GDWC 105 - GRAPHICS AND VIDEO EDITING WITH ADOBE PREMIERE - 60 HOURS- 2 CREDITS

This course discusses the techniques and concepts in video editing with graphics and desktop publishing practices using the "Adobe Premiere" program. It requires laboratory use.

(4 hours of lecture per week, one term)

GDWC 106- ADVERTISING AND MARKETING DESIGN - 30 HOURS- 1 CREDITS

This course introduces the student to advertising design through an approach to the role of advertisers, advertising agencies and using different media. theory and practice and structure of the profession related to the creative process is studied, emphasizing the development and implementation of the visual image, generating ideas, concepts and teamwork.

(2 hours of lecture per week, one term)

GDWC 107- DESIGN OF LOGOS AND CORPORATE IDENTITY - 60 HOURS - 2 CREDITS

This course focuses on the criteria for creating an effective logo through the study of corporate identity and ways to convey ideas using typography and color. Students will learn what corporate identity through all stages; from concept to implementation.

(4 hours of lecture per week, one term)

GDWC 108 - DIGITAL PHOTOGRAPHY - 60 HOURS - 2 CREDITS

The course presents the art of image capture and establishes the basic concepts and principles of photography using practical and theoretical methods. The student will make photo projects and create a professional portfolio.

(4 hours of lecture per week, one term)

GDWC 109- writing texts PUBLICITARIOS - 30 HOURS - 1 CREDIT

Through this course of advertising writing will acquire the skills necessary to sell a product through the words and or to develop writing that appeals to the senses of the listener so that it can reach it. It will also work on strategies to achieve a wording that attracts customers.
(2 hours of lecture per week, one term)

GDWC 110 - CREATION AND DESIGN OF WEB PAGES -90 HOURS - 3 CREDITS

 In this course you study all the stages that make up the creation of a website, and its maintenance. We will work with the techniques used in the current market, including the development of pages with dynamic content, always taking into account accessibility and aesthetics.
(4 hours of lecture per week, one term)

GDWC 111- PRACTICE IN GRAPHIC DESIGN- 165 HOURS - 3 CREDITS

Through this experience the student will be able to exercise their knowledge in a real work area, thus manifesting everything learned in the program. Each student will be supervised and evaluated in the assigned work area.

(11 hours of practice per week, one term)

MATH 001 - PRE- BASIC MATHEMATICS - 45 HOURS - 3 CREDITS

This course is one of general and intensive nature to non-university post-secondary students (PSNU). It is one in which the concepts of basic arithmetic such as are reviewed: addition, subtraction, multiplication and division of positive and negative numbers, decimals, fractions, mixed numbers, decimal notation and verbal skills these problems. We also discuss the issue of rounding, estimation, multiples, divisors, prime factorization, and least common multiple applications.

(3 hours of lecture per week, one term)

MATH 104 – CULINARY MATH - 45 HOURS - 1.5 CREDITS

This course provides the student with a clear understanding of the elements essential math and explores the standard units of measurement and unit conversion, estimation, percentages, ratios, expansion or decreased recipes, application for industry and consumers. The students will learn the metric system, cost and budget.

(3 hours of lecture per week, one term)

SIGL 101 – BASIC AND INTERMEDIATE SIGN LANGUAGE - 60 HOURS - 2 CREDITS

This course is designed for students to acquire the skills necessary to communicate through sign language with the basic vocabulary and intermediate necessary to achieve provide excellent customer service. Students will acquire knowledge of sign language in the alphabet, numbers, family relations, pronouns, verbs, time, emotions, opposites, mental actions, addresses, education, health, among others that will allow you to interact with audio-disabled persons.

(4 hours of lecture per week, one term)

SMGN 101 – SPORT MANAGEMENT - 90 HOURS - 3 CREDITS

Emphasis on principles and industry dynamics. The overall appearance in terms of sport and recreation understanding the similarities and differences in practices and dealings around the world. Contacts events, trends and profiles for this field.

(6 hours of lecture per week, one term)

SMGN 102 - ETHICS IN SPORT MANAGEMENT - 90 HOURS - 3 CREDITS

Philosophy and human behavior related to sport Olympic - historical background of sporting conduct towards right and wrong and justice elements in a healthy competition. Three visions of sporting importance; the government in sport, private sporting feat and Olympic management. What it is the moral preparation and as we play in decision-making process.

(6 hours of lecture per week, one term)

SMGN 103 - MANAGEMENT OF SPORT FACILITIES - 90 HOURS - 3 CREDITS

Emphasis on the essential knowledge of sports facilities, environmental management and control responsibilities, insurance, tax risks. It will work on rules and laws that exist for the use and handling of them. That priorities are recognized at the level of recreation and tourism spaces that encourage physical activity. The use of infrastructure to improve care and rescue services in case of disasters and emergencies.

(6 hours of lecture per week, one term)

SMGN 104 - SPORT AND LAW - 90 HOURS - 3 CREDITS

Course that discusses and examines the laws of the National Olympic Sports System. Includes the regulations of Federations and their components to determine how they affect recreation and competition programs in Puerto Rico and, the use of franchises and endorsements and how they affect the contracts and agreements between their parties. Elements such as doping laws and their repercussion to the athlete are discussed.

(6 hours of lecture per week, one term)

SMGN 105 - HUMAN RESOURCES MANAGEMENT AND SPORTS FEDERATIONS - 90 HOURS - 3 CREDITS

This course emphasizes the psychology of organizations and sports federations. Explains how human resources for learning and practicing sports are used. It also presents the use of effective programs, the DRD and adequacy of its programs to efforts to provide quality services offered at the municipal and state levels and sets out the requirements and quality that require their employees.

(6 hours of lecture per week, one term)

SMGN 106 - PLANNING AND RECREATION PROGRAMMING - 90 HOURS - 3 CREDITS

Identification, organization, design and selection of projects and programs involving recreation, people, tourism and characteristics of the allocated sites, individualized by areas of industrial, municipal and national parks demand.

(6 hours of lecture per week, one term)

SMGN 107 - MARKETING AND PROMOTION SPORTS - 90 HOURS - 3 CREDITS

Emphasis on the use of the theoretical framework that requires the sports marketing. Actual examples will be used and will work on writing and formatting styles for proposals in these areas. Research and recent technological developments take great importance. In these matters inventory for donors and "sponsors", preparation of equipment sales and promotion, retention and product sales or franchise.

(6 hours of lecture per week, one term)

SMGN 108 - PRE – JUVENILE AND JUVENILE PROGRAM ADMNISTRATION - 90 HOURS - 3 CREDITS

This course emphasizes work in sports initiation centers, regional training schools, early detection and training of sports talents. This course will document the action plans and make proposals at management level indicating elements and requirements for these centers. Screening and talent programs will be discussed.

(6 hours of lecture per week, one term)

SMGN 109 SPORT AND FINANCE - 45 HOURS - 1.5 CREDITS

This course discusses the application of basic concepts of finance to sports area. Safe handling of transactions involves a sports business. It includes the value of time and initial audit elements.

(3 hours of lecture per week, one term)

SMGN 110 - PRACTICE MANAGEMENT INSTITUTIONS SPORTS - 45 HOURS - 1.5 CREDITS

Management in the sports industry, recreational organizations or organized sports structures. The practice can develop in non-profit institutions, private institutions or areas of general sport for 210 hours.

(14 hours of practice per week, one term)

SPAN 103 - BASIC SPANISH FOR PSNU - 45 HOURS - 1.5 CREDITS

This course is aimed at all students who have chosen technical careers or college postsecondary programs. It intended that the student, through the study of vernacular develop love and respect for it. Also includes the study of different grammatical structures: syntax, morphology, spelling, lexicology, as well as skills in oral and written communication.

(3 hours of lecture per week, one term)

THEO 002 -THE CHRISTIAN ATTITUDE - 45 HOURS - 1.5 CREDITS

The study of some aspects of morality that helps us to develop and promote responsible and constructive attitude in our society. They know and learn fundamentally aspects of moral conscience, the commandments, freedom and the common good, to know good to do, avoid or cope with various ailments affecting contemporary society (such as abortion, euthanasia, marital infidelity, abuse in the family, corruption and greed).

(3 hours of lecture per week, one term)

ADDENDUM

VETERANS BENEFITS APPROVAL STATEMENT:

The Pontifical Catholic University of Puerto Rico is approved for the training of students under the various GI Bill® Programs.

PONTIFICIA
UNIVERSIDAD CATÓLICA
DE PUERTO RICO

Title 38 United States Code Section 3679(e) School Compliance Form

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

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

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

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

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

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

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

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

Jorge Iván Vélez Arocho- President

_____
Print Name and Title of Official

_____
Signature and Date   *July 22, 2019*