

General Catalog 2026-2028



AMERICAN EDUCATIONAL COLLEGE – GENERAL CATALOG

Revised May 1, 2026

This catalog applies to all campuses of American Educational College.

A printed version of this catalog may be requested at any of the institution's campuses.

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PO BOX 62
Bayamón, PR 00960
787-798-1199
www.amedcopr.com

CATALOG DISCLAIMER

Any information contained in this Catalog is subject to change. **American Educational College** reserves the right, when deemed appropriate: (1) to change or modify its tuition and fees; (2) to withdraw, cancel, reschedule, or modify any course, program of study, diploma, or any requirement related thereto; and (3) to change or modify any academic or institutional policy. Changes to the information in this Catalog and new academic regulations will be published as applicable. It is the responsibility of each student to determine the current information relevant to their program—particularly regarding compliance with diploma requirements—by frequently reviewing registration bulletins, the Institution's websites, and consulting with their Academic Dean, Campus Director, the Office of Academic Affairs, or other student service offices such as the Registrar or Financial Aid. Every effort is made to provide accurate and pertinent information in preparing this Catalog; however, **American Educational College** assumes no responsibility for errors or omissions.

This Catalog is published in Spanish and English. In the event of any conflict in interpretation, the Spanish version shall prevail. The Administration of **American Educational College** reserves the right to revise or change regulations, fees, tuition charges, general fees, service fees, and other costs, among others. The Institution and its representatives reserve the right to change study programs, courses, diploma requirements, and any other regulations affecting students whenever deemed necessary or convenient, without prior notice.

Admission to the College grants students the right to enroll only in those programs and courses established in the Catalog in effect at the time of admission or in any subsequent Catalog during the academic period. The Administration reserves the right to eliminate any course or class due to insufficient enrollment or to phase out any academic program.

Student enrollment implies compliance with all College regulations. It is the student's responsibility to be informed of these regulations and the academic requirements of their program. Any substitution, validation, or exception to any academic requirement or regulation requires official written approval from the appropriate institutional officer.

It is the policy of this College not to discriminate against any person in any of its institutional operations for any of the following reasons: race, color, age, gender, religion, nationality, marital status, physical appearance, political affiliation, physical disability, socioeconomic level, or others.

President's Message

The purpose of this Catalog is to guide you through the complex student experience. In it you will find information such as the history of **American Educational College**, our mission, philosophy, academic and administrative organization, student services, and the different academic programs offered in our Institution.

Our mission, philosophy, objectives, and student services are directed toward the student's development as a person and as a professional giving them basis for a solid academic preparation.

To obtain success you only need effort and determination during the course of your own development.

In this context you will receive beneficial and satisfying information to become an effective professional, whether in the private or public sector of this country.

Your goal will be accomplished as a consequence of your efforts.

I offer my congratulations and best wishes to you for choosing to become a part of **American Educational College**.

A handwritten signature in blue ink, reading "Joaquín E. González Pinto". The signature is stylized and includes a large flourish at the beginning.

Joaquín E. González Pinto
President

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History of American Educational College

American Educational College was founded by Professor and Economist, Joaquín E. González Pinto, on September 29, 1981, the date on which it obtained the Certificate of Incorporation granted by the Department of State of Puerto Rico. This institution arose as a concern of our President, in his efforts to improve the quality of education at the post-secondary technical level.

From the date of its founding, its incorporator has been given the difficult task of organizing what we know today as **American Educational College**, "AMEDCO".

In 1982, the first office of **American Educational College** was established in the Gallardo Tower Building in Bayamón, Puerto Rico.

During the months of September and October 1982, the physical plant of our first educational center was acquired at 65th Infantry Avenue in the El Comandante Plaza Shopping Center, in the city of Carolina, Puerto Rico.

In November 1982, the Puerto Rico Department of Public Instruction, today known as the Department of Education of Puerto Rico, granted a license to operate as a private institution at the post-secondary non-university level. This authority was later assigned by law to the Puerto Rico Board of Education and currently to the Department of State, Office of Registration and Licensing of Educational Institutions.

By 1985, the institution was accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) based in Washington D.C., recognizing our academic excellence and administrative capacity, granting us accreditation as a commercial institution at the post-secondary non-university level.

In 1985, the U.S. Department of Education recognized our academic programs and administrative capabilities, authorizing us to participate in Title IV Financial Aid programs, programs that we have maintained to date. **American Educational College** was recognized in the continental United States as an accredited post-secondary non-college educational institution.

During the year 1985, our institution inaugurated its new facilities in the Condominium Las Torres Sur in the city of Bayamón, Puerto Rico; facilities that were used until the year 1988, when as a consequence of an increase in enrollment and with the purpose of offering greater physical and academic facilities to our students, we moved in the year 1989 to the old facilities of the Federal Building on Highway Number 2 in Bayamón, Puerto Rico, physical plant in which we remained until the year 2004.

In 1999, the General Education Council of Puerto Rico approved the authorization license to operate an **American Educational College** campus in the city of Toa Alta, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said campus. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Toa Alta Campus.

In 2003, the General Education Council of Puerto Rico approved the authorization license to operate an **American Educational College** campus in the city of Vega Alta, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said campus. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Vega Alta Campus.

In 2005, **American Educational College**, Bayamón Campus, inaugurated its new and modern facilities located at 45 Santa Cruz Street, in the city of Bayamón, Puerto Rico.

In 2005, the General Council of Education of Puerto Rico approved the authorization license to operate a learning site of **American Educational College** in the city of Ciales, Puerto Rico. This license authorizes our institution to operate at the post-secondary non-university level. Subsequently, the accrediting agency, Accrediting Council of Independent Colleges and Schools (ACICS) accredited the programs to be offered at said center. In addition, the Federal Department of Education ratified the application submitted by **American Educational College** to administer Title IV financial aid programs at the Vega Alta Campus, Ciales Satellite Center.

In 2014, **American Educational College**, acquires new and modern facilities in the town of Ciales, to operate a campus in the future.

By the year 2018, the institution made a transition process of national accrediting agency and was accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) based in Arlington, Virginia, granted us an accreditation as an institution at the post-secondary non-college level. At the end of 2018, due to the impact of Hurricanes Irma and Maria on the island, the institution closed its facilities at the Ciales Educational Center.

At present our institution, **American Educational College**, operates its main campus in the city of Bayamón, Puerto Rico; and maintains the operations of its campuses in the cities of Toa Alta and Vega Alta.

Mission, Philosophy and Objectives

Mission

American Educational College translates its educational policy into a humanistic and scientific curriculum to establish naturally dynamic programs, which is constantly under revision. It is imperative that our courses reflect all advances in the scientific, social, moral, and intellectual fields of knowledge.

This Institution maintains as a fundamental principle the conviction that true education must be dynamic, and its objectives directed towards the interest and activity of the student. Essentially, this means that students must educate themselves, but always under the guidance, inspiration and cooperation of this goal. We strive to stimulate the student in the application of the scientific method in the search for universal truth, in the exercise of critical judgment and the proper use of freedom through the knowledge of his or her responsibilities to other members of society. We collaborate with the Puerto Rican community in the training of personnel required by socioeconomic development.

The mission of **American Educational College** is to provide educational services in multiple areas of knowledge in accordance with the labor requirements of private sector businesses and the government.

Philosophy and Objectives

The fundamental principle of our Institution is that an authentic education should be dynamic, and its objectives should be guided towards the interests and activities of the students.

Essentially, this means that students should educate themselves, but under the guidance, inspiration and cooperation of the faculty members. The Institution is merely an instrument to help students achieve their goals.

General Objectives:

American Educational College endeavors to:

1. Encourage the student to apply the scientific method in search of universal truth, his critical judgment, and the good use of his freedom making him conscious of his responsibilities toward other members of society.
2. Collaborate with the community, which serves by training people in the social-economic development that Puerto Rico demands.
3. Provide some educational services in various areas of knowledge and discipline for the Puerto Rican community.

Specific Objectives:

As a result of the general objectives **American Educational College** presents the students with the following specific objectives:

1. Students will receive knowledge through their own efforts using it efficiently and selecting it with a positive and critical sense.
2. Create conscience of their personal values and goals in life.
3. Possess necessary techniques for verbal communication in both English and Spanish.
4. Provide specialized instruction within the curriculum of Business Administration, Computer Science, Paralegal, and Health and Beauty Sciences sufficient to ensure adequate academic preparation in the field of study.
5. To prepare students and a professional level in a short time by using post-secondary courses which will ease job search.
6. Develop and offer programs with the characteristics of professional and technological aspects, which are required in the labor market.

Authorization and Accreditations

State License Government of Puerto Rico

American Educational College is authorized by the **Office of Registration and Licensing of Educational Institutions**, to operate as a private Institution at a post-secondary level under the following licenses: **Bayamon Campus - Number V14-29, Toa Alta Campus- Number V19-01, Vega Alta Campus- Number V21-03.**



**Commonwealth of Puerto Rico State Department
Office of Registration and Licensing of Educational Institutions**

PO BOX 9023271 San Juan, PR 00902-3271

Tel.: (787) 722-2121 | Fax: (787) 641-2573

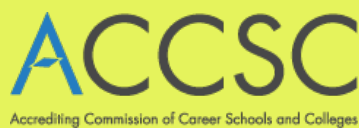
Website: www.ce.pr.gov

NC-SARA Authorization

American Educational College is authorized to participate in the National Council for State Authorization Reciprocity Agreements. <https://nc-sara.org/>

Accreditation ACCSC

American Educational College is accredited by the **Accrediting Commission of Career Schools and Colleges (ACCSC)** to offered diplomas in different specializations.



Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201

Tel.: (703) 247-4212 | Fax: (703) 247-4533

www.accsc.org

US Department of Education Authorization

American Educational College it is recognized and authorized by the US Department of Education to administer Title IV Financial Aid.

Legal Status

American Educational College is a corporation with legal personality, responding to the laws of the Commonwealth of Puerto Rico and registered in September 29, 1981 in the State Department with the number 50,413.

Government

The institution is governed by a Board of Directors whose executive officer bears the title of President of the institution, other officers and agencies appointed by the institution.

Board of Directors

Members:

Joaquín E. González Pinto	President
Evelyn Ortiz Rosado	Treasurer
Kester D. González Ortiz	Sub-Treasurer
Charlene D. González Ortiz	Secretary
* Executive Assistant to the President	Sub-Secretary
Orlando Marrero Sánchez, <i>Admissions Director</i>	Member
*Esther M. Altafulla Carvajal, <i>Financial Aid Director</i>	Member
*Wanda Suro Ortiz, <i>Academic Dean (Bayamon Campus)</i>	Member
*Ángel M. Marrero Calderón, <i>Campus Director Toa Alta Campus</i>	Member
*Ramiro Repollet Soliván, <i>Campus Director Vega Alta Campus</i>	Member

***Will be members of the Board of Directors of the American Educational College as long as they hold the position with the Institution.**

Institution's Organization

American Educational College consists of a technical education system at a postsecondary level composed by departments that have academic and administrative autonomy within the regulations that are established in the Institution and the Corporation.

Executive Officers

Joaquín E. González Pinto M.S., B.A.	President
Evelyn Ortiz Rosado M.S., B.A.	Vice-President of Academic Affairs
Kester D. González Ortiz M.A., B.A.	Vice-President of Human Resources and Operations
Charlene D. González Ortiz M.A., B.A.	Vice-President of Finance and Budgeting
Esther M. Altafulla Carvajal	Financial Aid Director
Olga M. Rivera Soto	Registrar
Orlando Marrero Sánchez	Admissions Director
Wanda Suro Ortiz	Academic Dean Bayamon Campus
Ángel M. Marrero Calderón	Toa Alta Campus Director
Ramiro Repollet Soliván	Vega Alta Campus Director

Faculty

American Educational College has been very careful in selecting highly qualified professionals in the different technical and academic disciplines, based on the responsibility that this Institution has with its student community.

These are distinguished professionals with either a diploma, bachelor's degree, or master's degree and who offer properly prepared lectures in the different specialized areas. This has been done as a result of our concern that students should receive the most accurate and modern education, in order to meet the needs of the business world and our island.

Locations and Facilities

American Educational College is located at the following addresses:

BAYAMÓN MAIN CAMPUS



**#45 Santa Cruz St.
Bayamón, PR 00961**

Mailing Address: PO Box 62 Bayamón, PR 00960

Tels.: (787) 798-1199 / (787) 798-2970/
(787) 798-4720 / (787) 798-4780
Fax: (787) 798-1134

Campus Director: Joaquín E. González Pinto

American Educational College, Bayamón Main Campus, is located in a four-story concrete building. It has ten (10) classrooms, one (1) typing laboratory, six (6) beauty laboratories, one (1) nail technician laboratory, two (2) computer laboratory, two (2) computer repair laboratory, two (2) nail technician laboratory, one (1) pharmacy technician, four (4) practical nursing laboratories, one (1) multimedia laboratory, six (6) distance education laboratory, a learning resource center, administrative offices, faculty office, conference rooms, elevators, storage and bathrooms.

PROGRAMS OFFERED IN THIS CAMPUS

- Administrative Secretary with Medical Billing
- Paralegal Technician
- Pharmacy Technician
- Practical Nursing
- Cosmetology and Styling
- Barbering and Styling
- Nail Technician

TOA ALTA CAMPUS



**#226-228 Muñoz Rivera St.
Toa Alta, PR 00953**

Mailing Address: PO Box 205 Bayamón, PR 00960

Tels.: (787) 870-2552 / (787) 870-5454
Fax: (787) 870-2026

Campus Director: Ángel M. Marrero Calderón

American Educational College, Toa Alta Campus, is located in a two (2) two-story concrete buildings. It has five (5) classrooms, one (1) typing laboratory, four (4) beauty laboratories, two (2) nail technician laboratory, two (2) computer laboratory, one (1) computer repair laboratory, one (1) pharmacy technician laboratory, a learning resource center, administrative offices, faculty office, storage and bathrooms.

PROGRAMS OFFERED IN THIS CAMPUS

- Cosmetology and Styling
- Barbering and Styling
- Nail Technician

VEGA ALTA CAMPUS



**#64 Muñoz Rivera St.
Vega Alta, PR 00692**

Mailing Address: PO Box 205 Bayamón, PR 00960

Tels.: (787) 883-1140 / (787) 883-1142
Fax: (787) 883-1146

Campus Director: *Ramiro Repollet Soliván*

American Educational College, Vega Alta Campus, is located in a two-story concrete building. It has five (5) classrooms, one (1) typing laboratories, three (3) beauty laboratories, two (2) nail technician laboratory, one (1) computer laboratory, one (1) computer repair laboratory, one (1) pharmacy technician laboratory, a learning resource center, administrative offices, faculty office, conference room, storage and bathrooms.

PROGRAMS OFFERED IN THIS CAMPUS

- Cosmetology and Styling
- Barbering and Styling
- Nail Technician

Academic Programs

American Educational College offered residential programs , hybrid programs with requirements of onsite and online courses and 100% online programs.

Academic Programs	Total Credits Hours	Academic Hours	Out of Class Work Hours	Total Contact Hours	Program Length
Administrative Assistant with Medical Billing ¹	54 credits	1500 hr.	330 hr.	1830 hr.	16 months
Paralegal Technician ¹	54 credits	1500 hr.	330 hr.	1830 hr.	16 months
Pharmacy Technician ¹	51 credits	1815 hr.	195 hr.	2010 hr.	16 months
Practical Nursing ¹	49 credits	1620 hr.	270 hr.	1890 hr.	16 months
Cosmetology and Styling	36 credits	1080 hr.	270 hr.	1350 hr.	12 months
Barbering and Styling	36 credits	1080 hr.	270 hr.	1350 hr.	12 months
Nail Technician	25 credits	720 hr.	180 hr.	900 hr.	8 months

Academic Programs by Modality

Academic Program	Residential	Hybrid	100% Online
Administrative Assistant with Medical Billing ¹	✓	✓.	✓.
Paralegal Technician ¹	✓	✓	✓
Pharmacy Technician ¹	✓		
Practical Nursing ¹	✓	✓	
Cosmetology and Styling	✓	✓	
Barbering and Styling	✓	✓	
Nail Technician	✓	✓	

¹ This program is only offered in Bayamon Campus.

Institutional Policies

Student Responsibilities

The goals and objectives of **American Educational College** place the administrative responsibility on the Institution, to formulate and put into practice the disciplinary rules that are appropriate and necessary for the progress of its educational programs and its normal and essential activities. Upon enrollment, the student accepts these rules and the institutional authority to put them into practice, including suspension and expulsion.

American Educational College has the obligation to protect its procedures against any act which may prevent, obstruct or threaten its normal operations. Although this is an inherent authority, the Institution endeavors to detail its expectations as clearly as possible, thereby publishing its rules and regulations. The student, as an individual and a member of the student body, is responsible for complying with each and every one of the rules existing in the Catalog, Student Handbook and any other existing letter or bulletin that has been published by **American Educational College**.

RECOMMENDATIONS FOR STUDENTS



American Educational College recommends that all active and prospective students read, evaluate and understand this catalog before processing their enrollment and signing the Tuition Cost Relationship Contract. That way, you as a student will be able to make an informed decision that is in your best interest.

General Statements

This Catalog contains the principal terms of the formal relation between students and **American Educational College**. No matter the period in force, the Institution reserves the right to admit, readmit, or enroll students each semester separately. The Institution is compromised only for the semester which the student has enrolled and paid the fees.

General Provisions

It is the responsibility of each student to know and comply with the contents of this Catalog. This Catalog is in accordance with the Statutes and Regulations and

may be amended by administrative orders of the President or by the Board of Directors of **American Educational College**, subsequent to its validity.

The institution agrees to publish on the institution's bulletin boards and institutional website any changes in this Catalog.

American Educational College complies with all Federal and Commonwealth Laws pertaining to the civil rights of the students and employees. These include, although they are not limited to the following:

1. Rehabilitation Act of 1973. Section 504, as amended, concerning discrimination practices against handicapped persons.
2. Civil Rights Laws regarding nondiscrimination on the basis of race, color, religious creed, political affiliation, national origin, gender, age, national origin, physical or mental disability, or socioeconomic status.
3. Right to Privacy Act of 1974
4. Section 493-A Law of Higher Education of 1965, concerning student information.
5. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex.
6. The Age Discrimination Act of 1975
7. Title II Americans with Disabilities Act of 1990.
8. Boys Scouts of America Equal Access Act of 2001

Every student or admissions candidate of **American Educational College** who does not understand any section or part of this Catalog can go to the corresponding office to clarify his/her doubts.

Sexual harassment is strictly prohibited and the notification of this will be taken care of according to the internal procedures of the Institution.

American Educational College, recruits its students and employees from all social conditions, gender; and provides its facilities, programs and curricula to all who meet the academic requirements in accordance with the administrative, academic and physical plant capacity of the institution.

The institution does not discriminate on the basis of physical disability, gender, religion, political affiliation, nationality, or socioeconomic status in admission, access to treatment or employment in any of its activities or programs.

Academic Freedom

American Educational College respects the professional integrity of each member of faculty and administrative staff. Our administrative decisions, under no circumstance, are addressed to limit the right of any member of its faculty to teach using the methodology and strategies suitable and appropriate for that faculty member, as long as the objectives of the institution and the curricular content published in the syllabuses and time distributions of each academic program are fulfilled. However, the freedom of discussion and teaching cannot be, and will not be considered as the right to introduce subjects and material unrelated to the topics of the course, including political proselytism.

Drug and Alcohol Abuse Law



The Federal Drug and Alcohol Abuse Law, enacted in 1988, grants courts the authority to suspend eligibility for federal financial aid when an individual is convicted of possession or distribution of controlled substances.

According to the Higher Education Act, Section 484(r) (34 CFR 668.40), any person convicted in federal or state courts for the sale or possession of controlled substances (drugs) during the period in which they are receiving Title IV funds is automatically disqualified from receiving federal financial aid under Title IV programs. The period of ineligibility to receive federal funds depends on whether the conviction was for sale or possession, as well as the number of offenses committed. For more information, refer to the Student Handbook.

Bullying Prevention Policy

American Educational College recognizes the students' right to personal safety, free of harassment and intimidation (bullying); to study in a sane atmosphere, where respect and consideration prevail among the students, faculty, and administration; to their privacy and personal dignity; to promote the creation of student organizations; to a fair evaluation of their academic performance; to a proper custody of the documents related to their academic history and student life; to select an occupation and profession

freely; to receive career counseling services and other specialized services; to an education that allows them to pursue a higher education or provides labor market access in Puerto Rico and other countries; and to organize and participate in activities at their study center. In terms of this policy, the definition of the act of harassment and intimidation (bullying), is any action performed intentionally, through a gesture, verbal, written, or physical, that frightens students and interferes with their education, their educational opportunities, and their performance in the classroom. For more information, refer to the Student Handbook.

Policy for Students Suffering from Asthma, Diabetes or Other Diseases

In accordance with the provisions of Law Number 56 of February 1, 2006 (Law for the Treatment of Students Suffering from Asthma), as amended by Law Number 224 of 2012 (Law for the Treatment of Students Suffering from Asthma, Diabetes or other diseases) and in order to comply with the requirements of this law, all students shall have the right to self-administer medications for the treatment of their asthmatic, diabetic or other diseases, with the prior consent of their parent, guardian or caregiver.

In order for a student who is asthmatic, diabetic, or who suffers from another disease established by regulation by the Secretary of Health, to self-administer medication for the treatment of his/her condition, the following shall be required:

1. Submit a medical certification attesting that he/she suffers from the condition, the medication used for the treatment thereof, and that he/she has been duly trained to self-administer the medication. In the case of diabetes patients, they will have to administer insulin under the supervision of a properly trained adult.
2. Submit a written Asthma Management Action Plan prepared by their primary care physician and for the use of the necessary medication during school hours.
3. If the student is a minor, a written authorization from the parent or legal guardian must be submitted stating that the student may possess and use the medication while at the institution and/or institution-sponsored activities. The authorization must be accompanied by a copy of a photo identification of the parent, guardian or caregiver.

The medical clearance will apply only to **American Educational College** and is valid for one academic year. If the student transfers to another institution, it is

the responsibility of the parent, guardian or custodian to request a copy of the medical certification to be presented at the other institution. In addition, at the beginning of each school year or if there is a change or a new medical certification, it will be the responsibility of the parent, guardian or custodian to present the updated documents so that the student can make use of this right.

Grievance (Complaints) Policy

The administrative employee, faculty members, and students of **American Educational College** will use the following procedure in order to notify the President or the Vice-President of Academic Affairs any grievance received.

1. Grievance Notification:
 - a. Every administrative employee will submit to the President's office within twenty-four (24) hours after the offense or grievance has occurred, a written and signed document requesting an investigation of this situation.
 - b. Every faculty member and student will submit to the Vice-President of Academic Affairs within twenty-four (24) hours after the offense or grievance has occurred, a written and signed document requesting an investigation of this situation.
2. Procedure to be used by the President or Vice-President of Academic Affairs once the grievance notification is received:
 - a. A committee of five (5) members will be named by the President or Vice President of Academic Affairs, and will be referred to as the grievance notification for evaluation, analysis, and investigation.
 - b. The committee will notify the parts involved that an investigation will be held about the situation presented during the next six (6) days, once the grievance notification is received.
 - c. Once the parts are notified, the committee will have twelve (12) days for an administrative hearing, once the grievance notification is received.
 - d. The parts involved may submit to the committee any written evidence related to the grievance or request a hearing to present the situation.
 - e. The committee may subpoena the parts and

their witnesses for the hearing.

- f. The committee may file any grievance notification once the affected parts request to close the case; or when the parts do not attend the administrative hearing without a justified reason (medical or court certification).
3. The recommendations of the committee are based on the following general principles:
 - a. Burden of Proof
 - b. Preponderance of the proof
 - c. Results of the administrative hearing
 - d. Reasonable doubt. The proofs must be direct or circumstantial but never by reference.
 - e. During the following five (5) days after the administrative hearing, the committee will present a written document with the recommendation to be evaluated by the President or Vice President of Academic Affairs.
 - f. The President will notify the result to the parties involved.
 - g. If the parts involved do not agree with the President's decision, they could appeal or request a case revision within the next seventy-two (72) hours after receiving the notification.

Members of the administration, faculty, or students who disagree with the action taken by the institution may consider contacting the accrediting commission. All complaints must be submitted in writing and authorize ACCSC to share a copy of the complaint with the institution so they may respond to it. You may complete the ACCSC complaint form. The accrediting commission will keep the complainant informed about the status of the complaint and the commission's final decision. Complaints may be submitted to the following address:

Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201

Tel.: (703) 247-4212 Fax: (703) 247-4533

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the institution and may be obtained by contacting:

complaints@accsc.org or visit
<https://www.accsc.org/StudentCorner/Complaints.aspx>.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law enacted in 1974 that protects the privacy of student education records. It applies to **all schools receiving U.S. Department of Education funding**, including public schools in Puerto Rico.

The Act has two parts. First, it gives students the right to inspect and review their own education records, request corrections, halt the release of personally identifiable information, and obtain a copy of their institution's policy concerning access to educational records. Second, it prohibits educational institutions from disclosing "personally identifiable information in education records" without the written consent of the student, or, if the student is a minor, the student's parents. The student must complete the Authorization to Disclose Information form of his/her school record and indicate the information that he/she consents to disclose and which agencies or individuals are allowed to receive that information.

However, there are several exceptions that allow the release of student records to certain parties or under certain conditions. Records may be released without the student's consent: (1) to school officials with a legitimate educational interest; (2) to other schools to which a student seeks or intends to enroll; (3) to education officials for audit and evaluation purposes; (4) to accrediting organizations; (5) to parties in connection with financial aid to a student; (6) to organizations conducting certain studies for or on behalf of a school; (7) to comply with a judicial order or lawfully issued subpoena; (8) in the case of health and safety emergencies; and (9) to state and local authorities within a juvenile justice system.

Family Educational Rights and Privacy Act (FERPA) Policy is fully disclosed in the Student Handbook.

Restrictions on the Use of Social Security Numbers Policy

In accordance with the provisions of Law 186 of September 1, 2006 (Restrictions on the Use of the Social Security Number) and to ensure compliance with legal requirements, the Institution will not display or reveal any student's Social Security Number in any place or on any object visible to the general public for identification purposes. It will not place or publish grade lists, class enrollment lists, or any other lists provided to instructors that include the Social Security Number; nor will it include it in student directories or similar lists, except for confidential internal use. The Institution will also not make it accessible to any person who does not have a legitimate need to know it or who is not authorized to access this information.

Postsecondary Reasonable Accommodation Educational Passport

American Educational College aligns its individualized and evaluative admissions process to meet the needs of students and prospective students with disabilities. The Institution seeks to guarantee reasonable accommodations that are specific and consistent with the disability of the prospective or current student, ensuring that once admitted, they can successfully perform within their limitations throughout their course of study at the institution.

All persons with disabilities have the right, under Article 6 of Law No. 250 of 2012, the Postsecondary Reasonable Accommodation Educational Passport, to voluntarily opt for an extended admissions process. Students will be served under the legal principles, regulations, norms, and procedures established by this law.

American Educational College is committed to appropriately adapting, modifying, and adjusting those elements that allow persons with disabilities to participate in all aspects of educational activities—curricular and extracurricular—including educational, recreational, athletic, and cultural settings as part of the formal learning process, and to function in the educational environment in an inclusive, accessible, and equitable manner.

Protection of Students in the Use and Management of the Internet Policy

American Educational College guarantees the safety and well-being of our student body by prohibiting and restricting the use and management of the internet in classrooms/laboratories, libraries, and study rooms where computers are available for student and faculty use. These areas must remain free of access to pornographic material—including videos, images, text, audio, or any other form of content that may be detrimental to the well-being of our educational community—regardless of the age of our students or employees.

The Institution installs, monitors, and safeguards technological devices for the purpose of filtering and limiting access, and it blocks access to websites containing pornographic, obscene, or otherwise harmful material that may compromise the physical, emotional, or overall developmental safety of students and employees. All students and employees are

subject to the legal principles, regulations, norms, and procedures established under this law.

American Educational College is committed to appropriately adapting, modifying, and adjusting measures that ensure our student community understands and respects the disciplinary procedures applicable to those who violate the rules regarding the use and management of internet resources, or who display or share pornographic or obscene material that undermines the well-being of other students and employees while on the premises or within the facilities of our institution.

Immunization Policy

Immunization Law No. 25, approved on September 25, 1983, as amended, establishes all regulations related to the compulsory immunization of preschool children, students in childcare centers, and students in the Commonwealth of Puerto Rico. Every student must present the official vaccination certificate on the PVAC-3 form (green form) in order to be enrolled in an educational institution. The law also allows for medical exemptions (with medical certification) and justified religious exemptions (through a sworn statement). Personal or philosophical reasons are not permitted.

American Educational College requires that all admitted students under 21 years of age comply with the minimum vaccination requirements established by the Department of Health of the Commonwealth of Puerto Rico.

Copyright Policy

The purpose of this policy is to inform the institutional community about the application of laws protecting original works of authorship. In particular, the Copyright Law of the United States that protects original works of authorship fixed in any tangible medium of expression. Works of authorship include literary works; musical works; dramatic works; pantomimes; graphic works; motion pictures; architectural works; and computer programs or other electronic mediums.

Among the authorship rights recognized and protected by the Copyright Law of the United States is the exclusive right of the owner of a copyrighted work to reproduce or to authorize the reproduction of the copyrighted work. In Puerto Rico, this subject matter is covered by the Intellectual Property Act (31 LPRA 1401 et seq.). The Federal Act applies for protecting economic rights of copyright owners.

American Educational College reiterates its commitment to compliance with each and every one of the legal provisions applicable to this subject matter,

both Federal and State Acts, and undertakes due diligence to ensure that neither employees nor students infringe copyright legislation. **American Educational College** promotes academic and intellectual honesty. Any document used in the institution will be acknowledged and cited adequately in compliance with the regulations on intellectual property and copyright. The institution will not tolerate, under any circumstance, any form of plagiarism of works, writings, and researches or portions, in printed or electronic form, in contempt to the author and his/her rights. Any attempt to steal and pass off intellectual property as one's own, full work or a portion of it, constitutes a violation of the institutional regulations and the individual will be subject to expulsion. For information about how to avoid plagiarism, please visit the Learning Resource Center.

Cyberbullying Prevention Policy

In alignment with efforts to prevent cyberbullying, defined as intimidation through electronic means (text messages, websites, cell phones, social networks, emails, instant messaging, blogs, etc.) **American Educational College** recognizes the right of students to personal safety, free from harassment and intimidation through technology (cyberbullying); to study in a healthy environment; to privacy and personal dignity; to an education that enables them to pursue higher studies or access the job market within and outside Puerto Rico; and to organize and participate in activities at their educational institution.

American Educational College will not allow any student to be subjected to treatment that causes emotional distress or concern. Threats, sexual innuendos, derogatory labels, or the posting of false or defamatory information about any student through electronic media will not be tolerated. If a student at **American Educational College** believes they are being cyberbullied, they have the right to file a complaint with the Academic Dean and/or the Campus Director. Immediate intervention will be provided to the affected student, along with guidance on the proper process for filing a complaint against the offending student.

Gainful Employment Disclosure Policy

In compliance with the regulations required by the United States Department of Education, American Educational College discloses all information related to "Gainful Employment" for each of its training programs in the document titled "**Consumer Information Disclosures.**"

This document contains data about each training program, including: related occupations, level of preparation, costs, employment rate, completion rate, and the cost of books and materials. For more information, you may visit our website at www.amedcopr.com.

Protection for Military Students

American Educational College complies with the requirements established under Law No. 109 of 2003, as amended, which protects the rights of military students. The Institution has implemented policies and procedures for the reimbursement of payments or credits for courses that are dropped. In addition, it offers reasonable and priority accommodations to facilitate the continuity of their studies in the event of changes in their military status.

Standards of Conduct

The primary and basic right of every student is the right to be educated and to acquire knowledge. This right transcends the classroom and encompasses all the possible relations and experiences with his/her classmates, professors and directors of **American Educational College** and its fellow citizens in the community. Similarly, his/her fundamental duty consists in exercising his/her right to education, attending class regularly and punctually and behaving in a proper manner without negatively affecting other members of the academic community in the exercise of their rights or in the fulfillment of their duties.

American Educational College reserves the right to proceed with disciplinary actions against any student who violates the standards of conduct under the Rules and Regulations for Students contained in the Student Handbook.

Suspension or Termination

American Educational College reserves the right to proceed with disciplinary actions against any student who violates the standards of conduct under the Rules and Regulations for Students contained in the Student Handbook. **American Educational College** may suspend and/or terminate any student for any of the following reasons:

- a. Low academic performance index
- b. Non-fulfillment of payment plan
- c. Excessive absences
- d. Health issues
- e. Indiscipline behavior
- f. Breaches of the rules and regulations of **American Educational College**.

Emergency Preparedness Information

Information regarding the Institution's **written Emergency Preparedness Plan** is available for review by all students, faculty, and staff. The official plan outlines procedures for responding to natural disasters, medical emergencies, security threats, and other critical incidents that may affect campus operations.

The complete Emergency Preparedness Plan may be obtained from the following sources:

- The **Office of Academic Affairs**
- The **Academic Dean** and/or **Campus Director's Office**
- The Institution's official website under the **Emergency Preparedness** section
- Printed copies available upon request.

Students are encouraged to familiarize themselves with the plan and to consult the **Emergency Procedures** or **Campus Safety Policies** for additional guidance on how to respond during an emergency.

Admission Policies

The decision to accept or reject an applicant is based on the total picture obtained from all documents submitted by and on behalf of the applicant. Each application is evaluated individually, taking into consideration the applicant's academic qualifications and the results of the initial interview in the Admissions Office, where information is obtained on the applicant's ability and interest in pursuing post-secondary studies. The Office of Compliance will evaluate the documents submitted by the student and the interview with the Recruitment Officer and will make the student's admission decision, based on a complete evaluation of the potential candidate to benefit from the programs, objectives and goals of **American Educational College**.

American Educational College reserves the right to reject admissions whenever it understands that it has reached its full capacity in order to function properly for its students. Although the Institution would like to offer the opportunity of a post-secondary level education to all its potentially qualified applicants, it is limited to a number of students because of its physical facilities and other considerations. It will admit those students who have demonstrated that they will take advantage of the academic program.

Academic Requirements for Admission

Students applying for entrance (admission) to **American Educational College** must:

1. Submit evidence of graduation from the fourth (4th) year of an accredited high school or its equivalent.
2. Appear for an interview, when necessary.

In case the student has difficulty in obtaining evidence of graduation from the fourth year, he/she will be classified as "**admission in process**" until he/she meets the admission requirements and will not be able to begin studies. In case the student delivers the official transcript of credits certifying that he/she completed his/her fourth (4th) year of high school and has not completed the delivery of the additional documentation, he/she may be conditionally admitted and must deliver the documents due in a period not to exceed thirty (30) calendar days from the date of conditional admission.

Students may be admitted to specific programs, following the academic requirements for admission established by the institution. All students admitted with academic deficiency will be classified as "**Conditional Admission**", with prior authorization from the Vice

President for Academic Affairs and must demonstrate satisfactory academic progress in the first semester.

All documents submitted to establish admission eligibility will become the permanent property of the institution and will not be returned. The admission will be valid for a period no longer than two (2) academic semesters. If the student does not enroll for the admission eligibility period, he/she must submit the documents, the admission fee and the application again.

American Educational College reserves the right to admit, readmit, or enroll any student in any class, session, or semester. The admission does not guarantee enrollment. Also, it reserves the right to temporarily, partially, or permanently suspend any student in accordance with the rules and regulations of **American Educational College**.

Admission Process

Students applying for admission must complete the following admission process:

1. Submit the application for admission duly completed and signed by the student. (**The application must be signed by the father, mother or legal guardian if the student is younger than 21 years of age*).
2. Present evidence of graduation from the fourth (4th) year of an accredited high school or its equivalent. A transcript of credits may be requested to ensure that he/she can meet the academic standards required for the curriculum of the requested program.
3. Complete the Health Certificate Form of **American Educational College**.
4. Pay the admission fee of \$ 35.00, **non-refundable**.
5. Submit certificate of vaccination (P_Vac-3 vaccine) for students' younger than 21 years of age (**original**).
6. Visit the Institution to participate in an orientation in order to receive detailed information about the academic program in which he/she wants to be admitted.
7. Attend a facility tour including classrooms, laboratories, Learning Resources Center and administrative offices.

- Attend orientation in the Financial Aid Office to receive information about the available Financial Aid and the requirements to apply for financial aid eligibility requirements.

Once the candidate for admission has submitted the official education evidence, the Admissions Director will refer the candidate's record to the Compliance Office at Central Level, to be evaluated and to decide acceptance or rejection of admission application. If the student is admitted, he/she will be called to the institution to complete the enrollment process.

Admission Requirements to Health Programs

Students applying to Health Programs must submit the following documents with the application for admission:

- Application for Admissions completed and signed by the student (*In case students under the age of 21 years old, the application shall be signed by the parents or legal guardian*).
- Present evidence of graduation from the fourth (4th) year of an accredited high school or its equivalent. A transcript of credits may be requested to ensure that he/she can meet the academic standards required for the curriculum of the requested program.
- Health Certificate provided by **American Educational College**.
- Admission Fee of \$35.00 (*non-refundable*).
- Immunization Certificate (*vaccine P-Vac-3*)
- High School General Average: 1.80
- Interview with the Academic Dean, or the Campus Director, if necessary.

Licensing Requirement

Some academic programs require a license issued by the corresponding Examining Board in order to practice the occupation. The Examining Board may establish additional requirements for admitting the student to the licensing examination.



The educational programs at **American Educational College** have been designed to meet the necessary

requirements for a specific professional license or certification needed for employment in a given profession, or to publicly demonstrate compliance with the established requirements.

Requirements for External Practice

Students must complete the documents listed below; otherwise, their practical experience may be suspended. Students must also review the program-specific publications to learn about any additional requirements. Likewise, the providers/centers offering the practical experience may impose additional requirements.

Pharmacy Technician *(to be submitted in the second academic semester)*

- Criminal Antecedents Certificate (*up to practice and the examination date*)
- Health Certificate issued by the Puerto Rico Department of Health. (*VDRL and Tuberculin*)
- HIPAA Certificate (*Offered by the Institution*)
- CPR Card (*Offered by the Institution*)
- Three doses of Hepatitis B

Practical Nursing *(to be submitted before practice enrollment)*

- Uniform
- Criminal Antecedents Certificate (*up to practice and the examination date*)
- Anti-Doping Test (*Negative*)
- Health Certificate issued by the Puerto Rico Department of Health.
- HIPAA Certificate (*Offered by the Institution*)
- CPR Card (*Offered by the Institution*)
- Three doses of Hepatitis B

High School Diplomas



American Educational College has the obligation to evaluate the validity of the diplomas of high schools individually. Our Institution considers valid and accepts any diploma from a public school issued by the Commonwealth of Puerto Rico and/or the United States of America. Also, it will accept any diploma from a private school authorized by the Council of Education of Puerto Rico, or by the State of precedence, in case of a diploma from a school of the United States.

American Educational College reserves the right of admission, if it's understood that the evidence presented is not valid.

Admission of Foreign Students



Foreign students who wish to be admitted in the Institution must comply with all of the general admission requisites. All documentation submitted to the Institution must be legitimized by the consulate. Foreign students must present evidence of their legal status and category in the United States.

If the candidate comes from an Educational Institution from a foreign country, he/she must present a High School Certificate of Equivalency provided by the Puerto Rico Department of Education and its validation unit.

Those students coming from regions under control of the British Government should have approved at least five classes from ordinary level (0) in order to be admitted.

Those who have taken superior studies tests from Oxford or Cambridge may be admitted on the basis of this test. We will also consider for admission, students who have approved the French Baccalaureate, the Latin American Baccalaureate, or any other equivalent.

Admission of Transferred Students

A transfer student is any applicant from another institution or university who wishes to continue his/her studies at **American Educational College**. The transfer applicant must comply with the admission requirements herein before provided and, in addition, must:

1. Complete the validation application.
2. Request an official transcript from a previous post-secondary institution or university. The transcript must be sent by mail to the Admissions Department. The previous institution must be authorized by the Puerto Rico State Department-Office of Registration and Licensing of

Educational Institutions and accredited by a national accrediting agency. A Student Copy may be used for evaluation purposes. However, final validation shall be subject to the receipt of the official transcript.

3. Submit a copy of the current Official Catalog from the previous institution or institutions to the Admissions Department.
 - a) Courses or credits to be validated must be similar to those offered by **American Educational College**, in terms of content, approach and practice.
 - b) The transfer applicant must request validation prior to completing the process of admission.
 - c) Only those courses or credits which final posted grade is "C" (or better) will be considered in the evaluation of the Vice President of Academic Affairs, except for specialization courses, in which the minimum posted grade is "B" from an accredited educational institution.
 - d) Courses to be validated must have a period of validity no longer than five (5) years for both concentration and general courses.
 - e) Validated courses will be reflected in the student's academic record with a "T", without grade. They will not be considered for the general point average, but for the percentage of attempted versus earned credit hours.
 - f) A maximum of 25% of the credits of the chosen program shall be validated.

The amount of credits accepted by this institution (credit validation) will be determined by the Vice President of Academic Affairs.

American Educational College will not validate credits from work experience.

Students of **American Educational College** who want to change or transfer from one campus to another, will get all earned credits validated.

Students of **American Educational College** who want to continue their education in other educational institutions are subject to corresponding determinations of such institutions regarding the number of credits to be validated. Each institution has its own rules and procedures for that matter, and the student is responsible for knowing such institutional academic rules and procedures.

Admission of Special Students

Students who do not wish a certificate or diploma but who wish to attend classes must submit a proper admissions application form. Upon notification from the Admissions Office, the student may enroll as a special student in courses that, in the Vice-President of Academic Affairs opinion, will be beneficial to the student. The candidate for special admission must

present evidence of graduating from high school or its equivalent.

Students admitted under special student status do not qualify for Title IV Financial Aid or any other financial aids administered by the Institution.

Special students, who wish to change their special status to a regular one that leads to a diploma, must meet all the requirements listed in the section on **Admission Requirements and/or Transferred Students**.

Admission to Listeners

Individuals who are not students of **American Educational College** and wish to attend classes as listeners, this means, not taking exams or submitting homework, must submit a health certificate and admissions application form to the Admissions Office, in which the status of listener is requested. After evaluating the application, the Admissions Office will contact the Registrar to verify the availability of spaces in the classes desired, and to authorize the enrollment. Any enrollment of listener students will be made after the enrollment of regular students.

Students admitted under this classification will not receive grades or approved credits and will not be able to request validation of courses under a regular admission.

Students admitted under listeners status do not qualify for Title IV Financial Aid or any other financial aids administered by the Institution.

Independent Study Statement

The Institution does **not** offer or accept **Independent Study** courses in any academic program. All coursework must be completed through the instructional modalities formally approved by the Institution and authorized by the corresponding accrediting and regulatory agencies. Students are required to complete all courses following the established curriculum sequence, delivery format, credits hours, and academic requirements. No exceptions or substitutions through Independent Study are permitted.

Prior Learning Experience Policy

American Educational College does not award credits based on an evaluation of prior learning experiences of incoming students that were acquired outside of formal instruction or education.

Readmission Policy

Any student who has discontinued their studies for more than one semester must apply for readmission at the Registrar's Office, complete the readmission form in its entirety, and pay the corresponding fees at the Treasury Office.

Any student who interrupts their studies at the Institution and is later readmitted into the same academic program—provided that the program has not undergone a curricular revision—will reenter under the same academic progress status they had at the time they suspended their studies. If the student is readmitted into the same program after a curricular revision, or into a different academic program, only the approved credits and grades from the previous program that are required in the new program will be counted toward academic progress.

The student has a period of five (5) years from their last academic semester to request readmission into the same program. After this period, previously earned credits will **expire**, and the student must begin the academic program from the start, initiating a new satisfactory academic progress evaluation.

Any graduate of **American Educational College** who has completed all diploma requirements and wishes to continue studies in a new academic program must apply for admission to the new program through the Admissions Office.

The Vice President of Academic Affairs or the Academic Dean and/or the Campus Director will evaluate the case, taking into account all academic and financial information, and will decide whether to approve or deny the readmission request.

All readmitted students must comply with the academic program and all requirements outlined in the Catalog and other institutional regulations in effect at the time of readmission.

Financial Information

FINANCIAL REGULATIONS 2026

Tuition and Fees:

Itemization of Tuition, Fees and Institutional Costs

I. Admission and Readmission (Not covered by Federal Pell Grant):

A. Admission Fee (Non-refundable)	\$35.00
B. Listeners Admission Fee (Non-refundable)	\$35.00
C. Late Admission Fee (Non-refundable)	\$35.00
D. Continued Education Program Fee (Non-refundable)	\$35.00
E. Readmission Fee (Non-refundable)	\$40.00
F. Late Readmission Fee (Non-refundable)	\$30.00
G. Admission of Special Student Fee (Non-refundable)	\$35.00

II. General Fees (Not covered by Federal Pell Grant):

A. Transcript Fee	\$10.00
B. Incomplete Removal Fee	\$30.00
C. Identification Card Fee (one-time fee)	\$10.00
D. Lost Identification Card Fee	\$10.00
E. School Insurance Fee	\$155.00
F. Graduation Fee	\$100.00
G. Extracurricular Activities Fee	\$165.00
H. Learning Resource Center Fee	\$265.00
I. Deferred Payment Plan Fee	\$15.00
J. Cancellation Fee	\$100.00
K. Program Changes Fee	\$ 5.00

III. Tuition Fees by semester:

A. Administrative Fees (Not applicable for Continued Education Programs)	
1. Full Time Student per semester	\$400.00
2. Part Time Student per semester	\$400.00
B. Tuition Fee per Semester	
1. Full-Time Student 12 - 18 credits	\$2,928.00
C. Cost per Credit	
1. Part Time Students 11 credits or less	\$244.00
2. Listener Student per credit hour	\$80.00

B. Laboratory Fees:

A. Secretarial Laboratory Fee (Typewriting)	\$235.00
B. Paralegal Technician Laboratory Fee	\$235.00
D. Nursing Laboratory Fee	\$300.00
E. Pharmacy Laboratory Fee	\$250.00
F. Beauty Laboratory Fee (Cosmetology, Barbering and Nail Technician Programs)	\$225.00

Warning

American Educational College reserves the right to revise and make changes in tuition and fees during the academic year, prior notice to the student before the effective date.

The enrollment and admission procedures are essential steps in establishing a relationship between students and the administration. However, it is with the payment of the corresponding fees and tuition costs that this relationship is formalized, semester by semester or term by term. All requirements must be met in order for the student to be considered a "bona fide" student of the institution.

Student Debtors

Any student, who does not fulfill any financial obligation with the **American Educational College**, will not be able to receive a diploma, request credit transcript, grades, or graduation certification. Also, students with debt will not be able to make his/her enrollment or take final exams without previous authorization of the Vice-President of Finance and Budgeting.

Those students who have not fulfilled their payment commitments to the institution will not be recommended for graduation.

Payment of Tuition and Fees

Tuition, fees, and other related charges will be paid in full at the time of enrollment except students who are under a deferred payment plan with the Finance Office.

Any difference between tuition costs and other fees and the financial aid assigned will be paid at the time of enrollment.

Payments will be made through money orders, certified checks, and manager's checks payable to the order of **American Educational College**, debit or credit card (MasterCard or Visa), presenting Pell Grant approval, or in cash.

Late Fees

- A. **Changes in the Official Courses Program** – Changes made to the Course Program within the period of changes and after classes have begun require approval from the Academic Dean and/or the Campus Director, as well as the payment of \$5.00 for each change.
- B. **Removal of Incomplete Fee** – In order to remove an incomplete a fee of \$30.00 is required.

Deferred Payment Plan

A. Rules

1. The student is required to present evidence of **Financial Aid Application**.
2. Students not qualified for **Financial Aid** programs should pay 30% of the total tuition and fees charges.
3. Students are required to pay 15% of the balance of the tuition fee not covered by the **Financial Aid Program**.
4. Additional **\$15.00** initial fee for using the plan of the deferred payment.
5. The student must submit to the institution the Deferred Payment Plan form duly signed between the parties.

Cancellation Policy

All newly enrolled students who have not visited the facilities of the institution, will have the opportunity to cancel the same, without monetary penalties within a period of three (3) working days; after having inspected the facilities and the equipment to be used in their program of studies; this inspection must be made on or before their first day of classes. The institution will reimburse one hundred percent (100%) of the money paid by cash, money order, manager's check or credit card. All payments made by credit card will receive a credit to the credit card.

After the three (3) business days have passed and you have inspected the facilities and equipment to be used in your program of study, but before the first day of classes, you will be entitled to cancel your enrollment and will be charged a cancellation fee of \$100.00. The student will be entitled to a refund if he/she has made payments in excess of \$100.00.

Return of Title IV Funds

American Educational College administers a refund policy in accordance with the provisions of the refund policy and regulations of the Federal Department of Education. The refund policy for Title IV programs requires that, as of the date of withdrawal, last day of class attendance, expulsion or termination, the institution will determine the amount of funds earned to which the institution is entitled. This is based on the amount of time the student attend to class and has no relationship to the student's incurred institutional charges. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the US Department of Education. Both the Institution and the student are responsible for returning unearned Title IV funds. If the amount disbursed to the student is less than the amount

the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The institution must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

The Title IV funds included in the calculation are: Pell Grants, FSEOG, and the State Educational Grant.

Once the Registrar's Office determines the last date of attendance, the institution will use that information to begin the withdrawal process.

This policy is valid for all students and all sessions day and night. For specific dates, see the academic calendar. Any refund or adjustment will be issued to the person or entity that made the payment.

RETURN TO TITLE IV FORMULA

The refund percentage will be determined based on the last date of attendance. This date will be certified by the Registrar's Office.

1. The Institution will determine the date of total withdrawal, official withdrawal and unofficial withdrawal based on the last date of attendance of the student.
2. To determine the number of days of the term, the institution will use the first and the last day of class of the term.
3. The Institution will exclude from the Return calculation described in step two all scheduled breaks of five or more consecutive days in the term.
4. Calendar days completed by the student during the period of enrollment are determined and the resulting figure is divided by the number of calendar days of the semester; this way, the percentage of the period or semester completed by the student is determined.

$$\frac{\text{Total of days completed by the student}}{\text{Total of days of the semester}} = \text{Percentage (\%) completed by the student}$$

5. This percentage is used to determine the amount of Pell Grant funds earned by the student based on the period or semester completed.

$$\begin{array}{r} \text{Percentage (\%) completed} \\ \times \text{ Total of aid disbursed} \\ \hline = \text{ Total earned} \end{array}$$

6. If the percentage is greater than 60%, the percentage earned is 100%. If the percentage is less than 60%, unearned amount will be returned to the United States Department of Education.

$$\begin{array}{r} \text{Total disbursed} \\ - \text{ Total earned} \\ \hline = \text{Unearned funds to be reimbursed} \end{array}$$

7. The order of the return of funds is as follows: Pell Grant, FSEOG, other Title IV aid, and state grants.
8. The institution must return unearned funds no later than 45 days from the determination of a student's withdrawal.
9. Worksheets for calculating the Return of Title IV funds will be available upon request to students at the Financial Aid Office.
10. Any post-withdrawal amount will be applied to the student's account first and, in case of credit, it will be managed as described in the next sentence.
11. If the student's account reflects a credit after the R2T4 calculation, a refund will be made to the student within 14 days from the date of the R2T4 calculation.
12. The student is liable for any balance on his/her account after corresponding adjustments.

NOTE: This policy is applicable to both new and continuing students.

Institutional Refund Policy

Students who totally withdraw (voluntarily or involuntarily) will receive a prorated refund for tuition, administrative and laboratory fees only. The refund rate will be determined by the last date of attendance.

Financial aid funds to be returned to the United States Department of Education by the Institution and the student are calculated separately based on attendance rate and elapsed time.

If the student is entitled to a refund, the institution will return the credit balance to the students within fourteen (14) calendar days of the date that the credit balance appears on the student's account.

Academic Policies and Procedures

Registrar's Office

The Office of the Registrar is responsible for registration and enrollment in classes, maintaining all official academic records, issuing official transcripts, and certifying that the student has met all of the graduation requirements. The office will issue Certificates of Enrollment upon request.

Enrollment and Program Changes

Students must enroll at the time designated for this purpose. After enrollment, changes will be made only during the period designated for that purpose in the Academic Calendar. Any program change made during this period will not appear on the academic transcript. After this period, it will be considered a withdrawal and a "W" will appear on the academic transcript. For changes from one section to another, additions, or elimination of courses, the student must comply with the following procedures:

1. **Adding a Course:** To add courses to their programs, students must complete the Drop-Add-Slip indicating the change(s) they wish to make. They must pay the program change fee at the Bursar's Office, present the payment receipt and the completed change form with the approval of the Institution's officials at the Registrar's Office.
2. **Dropping a Course:** To drop out of a course, the student must follow the same steps as described above except for the fee for adding courses.

Change of Address

At the time of enrollment, the student is required to submit his or her mailing address to the Registrar's Office. Any change of address must be reported to the Registrar's Office. If the address is not kept up to date, the administration of the institution will not be responsible for the notifications sent to the students. Any official or other notice mailed to a student's address, as it appears on the student's record, will be considered sufficient notice.

Institutional E-Mail

At the time of enrollment, the student will be assigned an institutional e-mail address and password. It is the student's responsibility to check his/her institutional e-mail on a daily basis, since all official communication from the service offices and with the professor will be through this e-mail. Any official or other type of notification sent to this e-mail will be considered sufficient notice.

Diplomas

All graduated will receive a Diploma and will claim their diploma in the Registrar's Office no later than a year after graduation or termination date. The Institution will not be responsible for the diplomas left in the Registrar's Office after this period of time. All students should have cleared their financial obligations with the Institution before they may receive their diploma. All diploma duplicates have a cost of **\$100.00**.

Elimination of Courses or Classes of a Program

American Educational College will make every reasonable effort to offer courses as advertised, but it reserves the right to eliminate programmed courses or classes when deemed necessary.

Withdrawals: A withdrawal may be **total**, when the student leaves the Institution. It may also be **partial**, when the student drops out of only some courses.

- A. **Total Withdrawal:** May be voluntary, compulsory or administrative
 1. A **voluntary total withdrawal** is performed by the student out of his/her own free will, fulfilling the following requirements:
 - a. Fill out the withdrawal form "Drop-Add-Slip", which is obtained at the Registrar's Office.
 - b. Obtain a written recommendation from the Student Services Coordinator, Academic Dean, or Campus Director.
 - c. To process a withdrawal student should have cleared any documentation missing, books or financial obligation.
 - d. Students who drop out of the Institution without meeting their financial obligations will receive "WA" in all courses at the end of the semester. All financial obligations must be paid in order for a student to receive any administrative service.
 - e. The student will receive "WT" in all courses if he/she has fulfilled the requirements needed for a total withdrawal two (2) weeks prior to the final exams. In other words, (10) working days prior to final exams.
 2. A **compulsory withdrawal** is either temporary or permanent, and it's required by the institution for any of the following reasons:
 - a. Attending the Institution means a possible health risk to the student or to his/her classmates.

b. Failure to comply with the Regulations of the Institution or a serious breach of discipline on behalf of the student.

3. An **administrative withdrawal** is the kind of withdrawal processed by the Institution for reasons such as financial debt, prolonged absence, and other situations where an administrative withdrawal is warranted.

B. Partial Withdrawals: Should be done through the Registrar's Office following these steps:

1. Fill out the "Drop-Add-Slip" that is obtained at the Registrar's Office. This form should be signed by the Academic Dean or Campus Director, the Treasurer, the Financial Aid Officer, Professors, Student Services Coordinator, and the Registrar.
2. Students may withdraw after the second week of class and until the Mid Term with a written consent of the professor, and will receive a "WP". After this date, only exceptional cases will be permitted to withdraw. During the last two weeks of classes or during the final exams no withdrawals are allowed, not even on exceptional cases.

Cancellations



All newly enrolled students who have not visited the facilities of the institution, will have the opportunity to cancel their enrollment without monetary penalties within three (3) working days, after having inspected the facilities and equipment to be used in their program of studies; this inspection must be made on or before their first day of classes.

After the three (3) business days have passed and you have inspected the facilities and equipment to be used in your program of study, but before the first day of classes, you will be entitled to cancel your enrollment and a cancellation fee will be charged.

No Shows (NS)

This policy will apply to new and continuing students. Any student who completes the enrollment process for a semester or academic period, but he/she never attends classes during the late enrollment period, his/her enrollment will be automatically cancelled and a cancellation charge of \$100.00 will be applied.

Academic File Transcripts

An official transcript is requested to determine employment or educational eligibility.

A **non-official** transcript is given to the student for personal use only, and it's marked as a "Student's Copy". **American Educational College** does not accept any responsibility for the accuracy of non-official transcripts once they have been given out.

No transcripts will be given to a student who has a financial debt with the Institution. A fee of five (\$10.00) dollars is charged for each transcript the student requests. Transcripts requests must be made with at least two (2) weeks in advance.

Diplomas Offered

A. Secretarial Science Diploma with specialization in:

1. Administrative Assistant with Medical Billing

B. Paralegal Technician Diploma

C. Cosmetology and Styling Diploma

D. Barbering and Styling Diploma

E. Nail Technician Diploma

F. Pharmacy Technician Diploma

G. Practical Nursing Diploma

Academic Calendar

The Academic Calendar year includes three (3) semesters. The semesters are from August to December, January to April, and May to August. Each semester lasts fifteen (15) to seventeen (17) weeks. Class sessions in the academic units of the Institution are offered during the day and night.

The institution adopts an open calendar according to the needs of the institution or Agency requesting the training, in which the semester can start in any month of the year, but it always has the same duration as previously mentioned.

Day Session

Classes meet Monday through Friday, from 8:00 am to 5:00 pm.

Evening Session

Classes meet from Monday through Thursday, from 5:00 pm to 10:30 pm.

Hybrid Session

Classes meet Monday through Thursday from 5:00 p.m. to 10:30 p.m. in virtual modality, and one day per week in face-to-face modality.

100% Virtual Session

Classes meet Monday through Thursday from 5:00 p.m. to 10:30 p.m. in virtual modality.

Average Class Size

The size of an average didactic class, as well as of the laboratory/workshop, is fifteen (15) to twenty (20) students per session, but never exceeding 25 students per session.

Academic Norms

Credit Hours per Semester

ACCSC accepted Credit Hour Equivalent:

1 Credit Hour per Semester (SCH) = 45 Units

- 1 Contact Hour of Theory = 2 units
- 1 Contact Hour of Laboratory = 1.5 units
- 1 Contact Hour of Practice = 1 unit
- 1 Contact Hour of Out-of- Class Work = 0.5 units

The equivalency accepted by the US Department of Education for the conversion of clock hours to credit hours for Title IV financial aid eligibility.

Credit Hours	Contact Hours
1 credit	30 didactic hours
1 credit	30 laboratory hours
1 credit	45 practice hours

Grading and Honor Points

All students will receive a letter grade. The evaluation system includes all relevant methods of analysis such as written and oral exams, class presentation, and written work. For a more exact evaluation of the material learned, points are assigned to each grade. The scale is as follows:

GRADING	DESCRIPTION	PERCENTAGE	HONOR POINTS
A	Excellent	100-90	4.00 Per credit
B	Above Average	89-80	3.00 Per credit
C	Average	79-70	2.00 Per credit
D	Below Average	69-60	1.00 Per credit
F	Failure	59- 0	0.00 Per credit
WP	Partial Withdrawal	N/A	N/A
WT	Total Withdrawal	N/A	N/A
WA	Administrative Withdrawal	N/A	N/A
WF	Academic Withdrawal	N/A	N/A
INC	Incomplete	N/A	N/A
T	Transfer Credits	N/A	N/A

Incomplete – “INC.”

It is a provisional grade, granted by the professor to a student who has maintained an average grade during the course, but has not been able to take the final exam for reasons beyond his/her control, or who has not completed the work assigned in the course. This grade must be removed within forty-five (45) academic days after the beginning of the next academic semester. Grades of "INC" that are not removed during the prescribed period will automatically become "F".

Any student earning a grade of "INC", prior to removing their incomplete and taking the final exam, midterm exam or submitting any written work, must pay a \$30.00 fee to the **American Educational College** Treasurer's Office.

Incomplete: Students of the Pharmacy Technician Program

Students who have not completed their practice hours by the end of the semester, due to inconveniences with the preceptor, will receive an Incomplete Grade "Inc." and shall complete practice hours with the authorization of the Academic Dean and/or Campus Director. There are no fees for removing the Incomplete Grade.

Students who have not completed their practice hours due to health reasons or for the death of a family member (parents, spouse and children), will receive an Incomplete Grade "Inc." and will continue with his/her practice hours with the authorization of the Academic Dean and/or Campus Director. In this case, to remove the incomplete

the student shall pay a **\$30.00** fee at the Treasurer's Office of **American Educational College**.

Grading Point Average

The Grade Point Average is obtained by dividing the total number of honor points achieved by the total number of course credits completed or attempted, including the credits of any course where the student has obtained an "F". If the student repeats a course where he/she had "F" and obtains a greater grade, the previous "F" will not count for his/her grade point average.

If the student repeats courses, regardless of the previous grade, the grade of the second attempt will prevail.

The student receives his/her grades at the end of each semester.

Attendance Rules

Absenteeism



In order to maintain a good academic progress, the Institution requires regular class attendance and punctuality. The student is responsible for complying with the requirements of the course disclosed in the syllabus.

A student who has more absences than twice the number of credit hours in any course will be referred to the Campus Director or Academic Dean by the professor and they will evaluate the situation and may instruct the student to withdraw from the class.

Leave of Absence

The student may request a leave of absence from the Institution. The Institution may grant the leave of absence under the following circumstances:

- a. Long-term illness, temporary disability, or maternity.
- b. Death or illness of a relative (parents, spouse and children).
- c. Accident-causing temporary disability.

The student must fill out the Leave of Absence Form at the Registrar's Office, and will have to submit all the required evidence. Once the leave of absence is granted, a maximum of fifteen (15) will be conceded to the student.

The student will be responsible for the material covered in class. The student will also be responsible for requesting tutoring or academic assistance to the Academic Dean or Campus Director, if needed.

If the student never returns to the Institution, the total withdrawal will be registered on the last day of attendance. Every Leave of Absence will be authorized only by the Academic Dean and/or the Campus Director, and will be registered by the Registrar.

Making-Up Academic Work

Students will be responsible for making-up all work missed. Any make-up work agreement must be authorized by the professor and the Academic Dean or Campus Director. Making-up practice hours must be authorized by the practice center (externship site) and by the practice coordinator. Make-up work must be completed before the end of the semester.

Repeated Classes

Every student will have the right to repeat a course when he/she doesn't feel satisfied with the grade obtained, but the student will have to take into consideration if he/she is studying under the U.S. Department of Education Title IV Funds. A student who has failed a class will be allowed to repeat the class using the Pell Grant until he/she passes the class. Once the student passes the class, he/she will be allowed to repeat it only once (using the Pell Grant) to obtain a better grade. All attempts will count for the Satisfactory Academic Progress. In case of a course being eliminated, it will be replaced by the new course created through the curriculum revision or by another course approved by the Vice President of Academic Affairs. Any repeated course approved after having completed the course, will not be considered for computing the grade point average (GPA), or the general average. The last grade obtained in a repeated course, will be the one considered for calculating the general point average.

Graduation

All candidates for graduation must comply with the minimum requirements established by **American Educational College** in order to receive their Diplomas. During the semester prior to graduation, students will have to make arrangements with the Academic Dean and/or Campus Director for evaluating their academic records and filling out the request for graduation form.

In order to receive their diplomas or certificates, all candidates for graduation must have a minimum GPA of 2.00 and a minimum of 2.00 of general average in their specialization courses, and a minimum of "C" in their specialization courses.

Punctuality and attendance is expected at the graduation ceremony.

Any of the following may result in a change to the student's expected graduation date:

- Withdrawal from required courses
- Accumulation of multiple Incompletes
- Failure of required courses
- Inability to enroll in sequential or prerequisite courses
- Limited course availability in future terms

When a delay is identified, the institution will update the student's **Academic Progress Evaluation** and adjust the projected graduation date accordingly.

The Registrar's Office or Academic Affairs will issue a **written notification** via institutional email.

The notice will include:

- The reason for the change (withdrawal, incomplete, failure, or SAP impact)
- The revised expected graduation date
- Required courses that must be repeated or completed
- Any impact on financial aid eligibility

Students will be required to meet with an **Academic Dean and/or Campus Director** to review the updated academic plan. The advisor will assist the student in developing a revised course sequence to return to good academic standing.

Honors

Diplomas will be granted with honorable mentions to students who have completed satisfactorily their studies in this Institution.

The requirements of general average with honors on a 4.00-point scale are:

Summa Cum Laude 3.75
Magna Cum Laude 3.50
Cum Laude 3.25

These honors will only be granted to those students who have completed 75% of the enrolled credits in this Institution.

Satisfactory Academic Progress Policy

American Educational College of Puerto Rico, in conformity with its academic rules; the Corporation Fiscal Policy; the Regulations of the Federal Department of Education; the Regulations of our accrediting agency; and those established by the Council of Education of Puerto Rico, proclaims and adopts this Satisfactory Academic Progress Norm.

In **American Educational College** the Satisfactory Academic Progress is understood as the requirement that must be fulfilled by any student registered and enrolled in an academic program toward a diploma. The student must comply with the number of credits required for a semester with a GPA in accordance with the averages presented in this Catalog.

American Educational College requires that any student enrolled full time; three quarters (3/4); half time (1/2); and less than half time (> 1/2), must demonstrate satisfactory academic progress. For more information, refer to the Charts of Satisfactory Academic Progress presented in this Catalog, according to each academic program.

Student Classification According to Academic Load:

Academic Load - Credits	Classification
12 credits or more	Full Time
11 credits to 9 credits	Three quarters Time (¾)
8 credits to 6 credits	Half Time (½)
5 credits or less	Less than Half Time

Applicability

Every student enrolled in **American Educational College** will have to comply with the Satisfactory Academic Progress Policy. Students will be evaluated at the end of every academic term. Also, they will have to complete the established number of credits at the end of each academic term, according to the Charts of Satisfactory Academic Progress.

The charts establish the minimum requirements for the average of accumulated credits for each academic program. The academic progress of each student will be evaluated cumulatively based on the standards presented on the charts. The Satisfactory Academic Progress Evaluation Form will be maintained in each student's academic record.

Maximum Time Frame

Every student will have to complete the academic program in a maximum period of 1.5 times the duration of

it in order to obtain the Diploma. In case of failure to comply with this stipulation, the student will be suspended and will not be eligible for Title IV funds for the rest of the academic program.

Total Credits by Program Length	Maximum Time Frame required in Credit Hours	Maximum Time Frame required in Semesters (Full Time Students)
25	38	3
36	54	5
49	74	6
51	77	6
54	81	6

The maximum period of time allowed for a student to complete the academic program will be determined based on the total amount of credits enrolled by semester.

Academic Standards, Warnings, and Probation

Academic Standards

Every student must comply with the Satisfactory Academic Progress Rules applicable to his/her academic program. The student must maintain a minimum average established in the charts, in addition to completing satisfactorily the 67% of the enrolled credits of each academic term.

Academic Warning

Any student who does not meet the minimum standards of Satisfactory Academic Progress will automatically be placed on academic warning. During the warning period, the student will be eligible to receive federal financial aid in accordance with the provisions established by the Office of Financial Aid, U.S. Department of Education, and those of the Accrediting Agency. To be re-classified as a regular student, the student must meet the minimum GPA requirements at the end of the semester on academic warning. The student who is placed on academic warning is recommended to visit the Academic Dean and/or Campus Director to evaluate the need for an academic plan to help him/her meet the established Satisfactory Academic Progress standards.

Academic Probation

Every student, who after being placed on academic warning, fails to fulfill the minimum standards of the Satisfactory Academic Progress will be placed on Academic Suspension. During this period, the student will be ineligible for receiving Federal financial aid with the established dispositions of the Financial Aid Office, United States Department of Education, and the Accrediting

Agency. The student can choose between the following options if he/she decides to continue studies:

1. The student that understands his/her academic condition obeys to an academic and/or administrative error, or a critical situation that prevented him/her from complying with the Academic Progress Policy, might request an appeal in front of the Appeals Committee within the next five (5) days from the day the probation notification is received.

The case will be evaluated and if the appeal is accepted, the student will be placed on academic probation, will be able to continue studies during the next academic semester and will be eligible to receive federal financial aid in accordance with the provisions established by the Office of Financial Aid, U.S. Department of Education and those of the Accrediting Agency.

The student who has been placed on academic probation, the Academic Dean and/or Campus Director will discuss an academic plan and will identify the necessary resources to help the student comply with the Satisfactory Academic Progress established standards.

The student classified under Academic Probation, who complies with the minimum standards of the Satisfactory Academic Progress, will be reclassified as a regular student during the next semester.

1. **Extended Enrollment** - The student will be able to choose to continue his/her studies through an extended program.

During this period of time, the student will not be eligible to receive federal financial aid, and will be responsible for any financial agreement with the Institution.

Every student enrolled in the extended program should correct his/her academic deficiencies, such as repeating failed courses in order to comply with the Satisfactory Academic Progress.

The student who has been placed on an extended program, the Academic Dean and/or Campus Director will discuss an academic plan and the necessary resources to help the student comply with the Satisfactory Academic Progress established standards.

The students classified under the Extended Enrollment who complies with the minimum standards of the Satisfactory Academic program, will be reclassified as a regular student for the next semester.

Every student who is enrolled in a regular or extended program, and has not exceeded the

Maximum Time Frame, will obtain his/her diploma. Every student who has exceeded the Maximum Time Framework will obtain a grading certification or an academic transcript, but never a diploma or a graduation certification.

Appeal Procedures and Evaluation of Critical Situations

Every student has the right to appeal an institutional determination regarding his/her failure to comply with the Satisfactory Academic Progress, if that student understands that determination is incorrect due to an administrative and/or academic error. Also, the student will be able to inform of any critical situation that allegedly prevented him/her from complying with the Satisfactory Academic Progress rules.

The critical situations to be considered for not applying the Satisfactory Academic Progress rules and be eligible for receiving Federal Financial Aid are the followings:

1. Student's prolonged illness.
 - a. The student will have to submit medical evidence.
2. Prolonged illness of a student who is a head of household and has created a real difficult economic situation at home.
3. Problems altering the family unit such as: divorce of parents, death of a parent, spouse, siblings, or children.
4. To have been ordered to serve at the ARMY.
5. Changes at work.

All the credits in which the student has been enrolled will be considered as attempted credits, even the following classifications:

WP	Partial Withdrawal
WT	Withdrawal
WA	Administrative Withdrawal
WF	Academic Withdrawal
Inc.	Incomplete
F	Failure

The registrar will evaluate the students' academic records, and will submit a list of the students who are not complying with the Satisfactory Academic Record.

General Procedures for Submitting an Appeal

Every student who understands his/her academic condition is due to an academic and/or administrative error or a critical situation that impaired his/her ability to comply with the Policy of Satisfactory Academic Progress, will be able to request an appeal procedure at the Appeals Committee within the next five (5) days of the date in which the notification of probation or suspension is received.

- A. The procedure for requesting an appeal will be:
1. The student will submit the application for appeal accompanied by document evidence at the Vice President of Academic Affairs' office.
 2. The Vice President of Academic Affairs will convoke a meeting with Committee members within a period of ten (10) workdays to evaluate the submitted application.
 3. The Committee will evaluate the application for appeal.
 4. The Vice President of Academic Affairs will notify the student of the determination of the Appeals Committee in writing and will send a copy to the Registrar's Office and the Financial Aid Office.

Reinstatement Policy

If the student, after taking courses in the extended enrollment program, demonstrates that he/she is academically motivated and prepared to continue with the program, the student may be reinstated as a regular student. The reinstatement will be based on the student's grade point average GPA and the satisfactory percent of completed courses, which were in effect at the evaluation point where the student lost his/her regular student status. Once reinstated as a regular student, the student will be placed under academic evaluation for that semester and will be eligible for Federal Financial Aid.

If the student notifies the Institution of his/her wish to be reinstated in **American Educational College**, he/she will wait for an evaluation period in order to be considered for reinstatement. The student must be interviewed by the Vice President of Academic Affairs, the Academic Dean, or the Campus Director.

Remedial and Incomplete Courses

American Educational College does not offer remedial courses. Incompletes must be removed within the first forty-five (45) days of the next semester. If the incomplete is not removed, it will automatically become an "F", and will affect the student's GPA and the Satisfactory Academic Progress.

Students of the Pharmacy Technician Program that have not completed their practice hours may exceed this

period of time, and circumstances of each student will be evaluated individually.

Student Withdrawal

Every student who withdraws from American Educational College due to unsatisfactory academic progress, the Institution shall proceed with the Federal Refund Policy. If at the time of withdrawal, the student was not eligible for not complying with the Satisfactory Academic Progress, and the student decides to continue studies; he/she will be classified as a student with no Satisfactory Academic Progress and will not be eligible for federal financial aid. These students will be responsible for paying tuition and fees for their courses.

Repeated Courses and Withdrawals

Every student who wishes to repeat or withdraw from one or various courses, these will be considered as attempted courses in order to determine the satisfactory percent of completed courses.

Transfer of Credits

Credits transferred from other institutions will be determined before the student processes an enrollment at American Educational College. All students requesting transfer credits from another institution and whose request is granted, will be credited once they have approved thirty (30) or more credits at the institution. All credits transferred will NOT be considered as courses attempted and approved to determine Satisfactory Academic Progress.

Change of Academic Program

Any student who is enrolled in an academic program and wishes to change programs will only be considered for Satisfactory Academic Progress if the courses attempted are repeated in both programs and are validated for the new academic program.

Second Academic Program

Any student who, after having completed the academic program in which he/she is enrolled, and wishes to begin a second academic program, a new Satisfactory Academic Progress evaluation will be started. The courses attempted and the CGPA of the first program do not count for the evaluation of the second academic program.

Leave of Absense

Time granted for a Leave of Absense will not be included for calculating the maximum length of the program.

Satisfactory Academic Progress Tables

The tables include the maximum time allowed for a full-time student to complete the academic program.

25 CREDITS PROGRAMS			Maximum Time Frame (MTF)
SEMESTER	1 SEMESTER	2 SEMESTER	3 SEMESTER
CREDITS ENROLLED	12 CREDITS	25 CREDITS	38 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 17 CREDITS	67% 25 CREDITS
REQUIRED GPA	1.50	2.00	2.00

36 CREDITS PROGRAMS				Maximum Time Frame (MTF)	
SEMESTER	1 SEMESTER	2 SEMESTER	3 SEMESTER	4 SEMESTER	5 SEMESTER
CREDITS ENROLLED	12 CREDITS	24 CREDITS	36 CREDITS	48 CREDITS	54 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 16 CREDITS	67% 24 CREDITS	67% 32 CREDITS	67% 36 CREDITS
REQUIRED GPA	1.25	1.50	2.00	2.00	2.00

49 CREDITS PROGRAMS					Maximum Time Frame (MTF)	
SEMESTER	1 SEMESTER	2 SEMESTER	3 SEMESTER	4 SEMESTER	5 SEMESTER	6 SEMESTER
CREDITS ENROLLED	12 CREDITS	25 CREDITS	37 CREDITS	49 CREDITS	62 CREDITS	74 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 8 CREDITS	67% 17 CREDITS	67% 25 CREDITS	67% 33 CREDITS	67% 42 CREDITS	67% 49 CREDITS
REQUIRED GPA	1.25	1.25	1.50	2.00	2.00	2.00

51 CREDITS PROGRAMS

51 CREDITS PROGRAMS					Maximum Time Frame (MTF)	
SEMESTER	1 SEMESTER	2 SEMESTER	3 SEMESTER	4 SEMESTER	5 SEMESTER	6 SEMESTER
CREDITS ENROLLED	13 CREDITS	26 CREDITS	38 CREDITS	51 CREDITS	64 CREDITS	77 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 9 CREDITS	67% 17 CREDITS	67% 25 CREDITS	67% 34 CREDITS	67% 43 CREDITS	67% 51 CREDITS
REQUIRED GPA	1.25	1.25	1.50	2.00	2.00	2.00

54 CREDITS PROGRAMS

54 CREDITS PROGRAMS					Maximum Time Frame (MTF)	
SEMESTER	1 SEMESTER	2 SEMESTER	3 SEMESTER	4 SEMESTER	5 SEMESTER	6 SEMESTER
CREDITS ENROLLED	15 CREDITS	29 CREDITS	42 CREDITS	54 CREDITS	68 CREDITS	81 CREDITS
MINIMUM CREDITS APPROVED REQUIRED	67% 10 CREDITS	67% 19 CREDITS	67% 28 CREDITS	67% 36 CREDITS	67% 46 CREDITS	67% 54 CREDITS
REQUIRED GPA	1.25	1.25	1.50	2.00	2.00	2.00

Distance Education

Distance Education Requirements

I. Mission and Policy Compliance

All Distance Education programs are consistent with the school mission and is subject to the school policies.

II. Academic Quality

All Distance Education programs or classes must provide academic rigor, quality, and assessment of student learning objectives consistent with face-to-face programs or classes offered by the School. Accordingly, instructors must hold Distance Education students to academic standards consistent with those to which students participating in face-to-face instruction are held, and provide syllabi containing rubrics for evaluating student learning expectations.

To maintain consistent academic quality across the institution, course syllabi, scheduled learning outcomes and evaluations of course effectiveness for Distance Education classes will be evaluated by the School according to standards consistent with face-to-face classes.

III. Method of Delivery

Distance Education programs or classes are offered only in Puerto Rico and **may not** be offered in states where the School has not obtained State Authorization to provide such programs or classes.

All Distance Education programs or classes must use the school online Learning Management System (Moodle) to deliver content. Other external websites and tools may be employed for a given class at the instructor's discretion, but the foundation of the class must be accessible (or linked) through the School online Learning Management system (Moodle). Regardless of the modality used, a reasonable effort must be made to assure that all class content be accessible to persons with disabilities.

All Distance Education instructors must comply with federal law and the School [Copyright Policy](#) in the preparation and delivery of Distance Education course material.

IV. Student Identity Verification

The school must authenticate the identity of all online students. At a minimum, all Distance Education students must be required to use a unique username and password, obtained through the school, in order to access Distance Education class materials. Usernames and passwords are obtained through the

normal course of the enrollment process. Sharing usernames and passwords is a violation of this policy, and also may constitute a violation of the Student Academic Dishonesty Policy.

Instructors must verify the identity of all students prior to beginning any on-campus examination(s) or participating in any face-to-face class activities, and may require that students present formal institutional student ID.

V. Institutional Support

To promote consistency in academic and learning objectives and support, Distance Education students are eligible for available school resources, including but not limited to services provided by the following offices:

- **Student Services Coordinator:** Students may visit campus to receive face-to-face student services. Students who cannot come to campus can receive advising and referrals over the telephone, via e-mail, or via other electronic means. In such instances students should contact their specific campus to obtain their student service coordinator contact information.
- **Learning Resource Center:** Students may receive support from the Learning Resource Center in person, by email, or by phone.
- **Disability Accommodations:** Students who need accommodations for disabilities must be registered with the Academic Dean and/or Campus Director.
- **Technology Assistance:** For technological assistance other than a disability accommodation, contact the IT Coordinator in person, by email, or by phone.

VI. Student Requirements

Distance Education students will be held to the same academic standards as students participating in face to face instruction, and are subject to the Student [Academic Dishonesty Policy](#) and other [Student Conduct Policies](#).

Distance Education students also must be aware of other relevant policies and academic regulations, including those pertaining to admission, registration, enrollment, refund of student charges and transfer of credit.

VII. Attendance Policy for Online Division Programs and Courses

American Educational College recognizes students have varied personal and professional responsibilities in addition to their obligations as students and as a consequence many elect to complete a program through distance learning. **American Educational College** provides academic flexibility and diversity to meet the needs of students varied learning styles. Learning is a combination of individual study and engagement with other students in a structured learning environment. Therefore, **American Educational College** expects that students meet their academic obligations with a high level of responsibility and timeliness, while on the other hand, expects faculty to maintain flexibility to meet student needs.

To stay in compliance with state and federal regulations, **American Educational College** is required to maintain accurate attendance records in all courses. Online courses are no different from classroom courses in this regard, however, attendance is monitored in a different manner. Student "attendance" in online courses will be defined as active participation in the course and academic activities.

Online courses will, at a minimum, have weekly activities to monitor student participation. Students are primarily responsible for class attendance and are expected to complete course required activities each week by the required deadline. Students are encouraged to review the course syllabus and timeline for details of required activities that constitute active participation. Failure to meet attendance expectations may result in an administrative withdrawal.

Participation is captured and recorded as the Last Date of Attendance (LDA) in the student attendance record and updated with each consecutive academically-related activity. In the event of a student-initiated or administrative withdrawal, the LDA is used as the official date of withdrawal.

Students are expected to communicate with the respective faculty, in advance, when an absence will occur. It is at the discretion of the faculty member to accept late assignments or to allow make up work due to absences.

Students that want to drop one or all courses after the end of the add/drop period (see academic calendar), should refer to the school withdrawal policies.

Instructors and staff must take the same care with Distance Education students' education records as they do with students in face-to-face settings.

VIII. Distance Education Technical Requirements Information

American Educational College uses Moodle Learning Management System Platform as the technological tool to support its online courses. Moodle and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

a. Minimum technical requirements to use Moodle

Institutional E-mail Account

This institutional email account is being used to login using the Moodle Platform, student portal, email account, contact professors, classmates and to receive official notifications from the Institution. (Do not mix it up with your personal e-mail.)

Operating Systems

- Windows 7 and newer
- Mac OSX 10.10 and newer
- Linux – ChromeOS

Mobile Operating System Native App Support

- iOS 12 and newer (versions vary by device)
- Android 5.0 and newer

Computer Speed, Processor and Peripherals

- Use a computer 5 years old or newer when possible
- 1GB of RAM minimum
- 2GHz processor minimum
- Audio Card (integrated)
- Webcam
- Headset for virtual class sessions and develop audio presentations

Internet Speed

- Minimum of 512kbps
- Wired connection preferable. Wireless connections are sensitive to weather changes; thus, they are unstable and may cause trouble when you are working or taking a test in the platform.

Browser Compatibility

- Chrome 80 and 81
- Firefox 74 and 75 (Extended Releases are not supported)
- Internet Explorer 11 (Windows only—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality)
- Edge 80 and 81 (Windows only)
- Safari 12 and 13 (Macintosh only)

Mobile Browsers Compatibility

- iOS

- Safari Chrome
- Photon Flash Player (supports Flash)

- Android

- Chrome
- Internet
- Firefox

Financial Aid Policies

Financial Aid Office

American Educational College grants financial aid within the limits established for the management of funds available from federal and state sources, for students who fulfill the established requirements for receiving such aid.

Purpose of the Financial Aid Program

The purpose of the Financial Aid Program is to provide such aid to those students who are able to prove financial need, which is determined by an approved needs analysis. The assignment of financial aid may be a combination of federal and state funds. The students who are interested in applying for the financial aid programs must complete the Free Application for Federal Student Aid (FAFSA).

Instructions to Applying for Financial Aid

Students must apply for financial aid each academic year.

Students can apply for financial aid through the Financial Aid Office at the Institution. The application forms may be obtained through the Financial Aid officers.

The Financial Aid Application Form must be submitted by the student with the Application for Admission, in cases of new students.

Any person interested in obtaining detailed information of the eligibility requirements and the application assessment process shall refer to the Students' Financial Aid Manual and/or visit the Financial Aid Office.

Financial Aid Funds come from the Federal Government of the United States with a percent (%) of funds from **American Educational College**, to match those federal programs stipulating such procedure.

Federal Funds

The federal funds for financial aid will be available as grants, student loans, or work compensation, in those years in which the Congress of the United States assigns them.

Financial Aid Programs

Federal Pell Grant - This program was instituted by the U.S. Government as a foundation for student financial aid programs. The original name was Basic Education Opportunity Grant - BEOG. The applicant may apply directly on the Federal Student Aid application form distributed by the Office of Financial Aid or through the FAFSA website <https://studentaid.gov/h/apply-for-aid/fafsa>. Program eligibility is communicated directly to the applicant. The applicant receives a Student Aid Report (SAR) that must be submitted immediately to the Financial Aid Office at **American Educational College**.

American Educational College receives electronically the information included in the SAR, if the student specifies in the application that will study at **American Educational College**, and authorizes the Institution to receive such information. The advantages for the applicant are:

1. If the application is not approved, or if information was omitted during the approval process, the Director of the Financial Aid Office will be ready to assist the student, and communicate with the student before he/she receives the response to the application by mail. The Financial Aid Office will correct the error electronically.
2. If the application is approved, the letter offering financial aid will be ready at the beginning of the enrollment process, probably before.
3. The disbursement process is faster.

The Director of Financial Aid will determine the amount of money for which the participant is eligible using a formula that considers the cost of education, the academic load and the eligibility index. Pell Grant eligibility expires when the student completes the requirements to earn a bachelor's degree for the first time. Beginning July 1, 2012, every student will be eligible to receive federal financial aid for a maximum of six (6) years or six hundred percent (600%), for full-time students.

The Federal Department of Education calls the Lifetime Eligibility Used (LEU) scholarship utilization rate. The student must apply by July 1 of each year.

Federal Supplementary Educational Opportunity Grant (FSEOG) - American Educational College distributes this grant to students who have not completed a bachelor's degree. The students with exceptional economic need are eligible for this program. The students who benefit from the Pell Grant have priority. The Federal

Government funds for this program increase with the contribution of **American Educational College**.

Federal Work-Study Program (FWSP) - The Federal Government funds for this program increase with the contribution of **American Educational College**. A job is assigned to the participant students, where they will receive a salary that will help to pay their education expenses. If possible, the job assigned will be related to their field of specialization. The institution will place students in a community service program, and a work-study program.

Commonwealth of Puerto Rico – Office of Registration and Licensing of Educational Institutions (BETA) - The purpose of this Program is to grant supplementary financial aid to eligible students enrolled full-time in technical-vocational programs, associate degrees or baccalaureate degrees with an academic average of 3.00 or higher, whose annual family income does not exceed the ceiling established in the regulations of the BETA program. It will supplement the financial aid received by students through federal programs and other programs of the Government of Puerto Rico or private financial aid programs.

The funds for this aid come from the Commonwealth of Puerto Rico, and the institution is responsible for allocating them to eligible students. To determine the eligibility of students participating in this program, the institution will use the financial need analysis provided in the federal regulations under the Federal Pell Grant Program of Title IV of the Higher Education Act of 1965, as amended.

The aid granted will never exceed the student's financial need after deducting other financial aid he/she may be receiving.

Pell Grant Eligibility Policy

A new federal law has limited the amount of Federal Pell Grant funds you can receive over the course of your lifetime to the equivalent of six (6) years of Pell Grant funding. Since the maximum amount of Pell Grant funds you can receive each year is equal to one hundred percent (100%), the six (6) year equivalent is six hundred (600%).

Clock-Credit Hour Conversions for Federal Student Aid

When some states and accrediting agencies approve programs, they also approve the number of credits in the programs. The credits approved by states and accrediting agencies are not necessarily the credits for FSA purposes. For FSA purposes, the number of credits in the program will be those determined by the following conversion formula:

- ✓ A semester or trimester hour must include at least 30 in-class clock hours of instruction.

Student Services

Learning Resource Center

Our institution provides support services to the learning process through the Learning Resource Center (LRC). In line with pedagogical approaches, the CRA includes a reference area, circulation, printed and non-printed educational materials, audiovisual equipment, computers, and clippers, which are essential to reinforce classroom teaching and contribute to the achievement of institutional purposes. The student's cognitive development is complemented through reference books and texts, magazines, newspapers, virtual library, and other means of written, audiovisual and Internet communication and in this way, students will acquire educational information worldwide, communicating with the different libraries in Puerto Rico and the United States.

Students are expected to develop learning abilities and skills in order to increase their knowledge acquisition through the learning resources available at the LRC.

Please refer to the Policies, Procedures and Services Manual of the Learning Resources Center.

Student Service Coordinator

American Educational College has a Student Services Program to serve all our students. Our primary objective is to support the student in his/her academic development, by helping him or her manage personal situations and providing him or her with tools necessary to complete his/her education.

Services provided are offered individually or in groups, based on the needs of students. The student services coordinator offers group consultation to all incoming students. In this consultation, all students receive all the information concerning the institution, in addition to general information and of general interest. Also, other consultation sessions are scheduled during the course of their studies, based on their needs.

All students who voluntarily request will benefit from consultation services. The student services coordinator and Faculty continuously monitor the attendance and academic progress of the student. This office also provides consultation and refers students to different resources in the community, which they can benefit from, as long as the referral has been accepted by the student.

Orientation and Placement Services

American Educational College has a job placement office which provides orientation to the student about the world of work and available job offers. This office offers guidance on job search techniques, interview techniques, student resume, among others.

American Educational College refers to job interviews for those students who express such desire and comply with the minimum requirements for the employer's position.

American Educational College does not guarantee employment for its graduates.

Student's Organization

- **AEDSI:** Information Systems Student Association
- **AFUSO:** Office Systems Future Professionals Association
- **AEAC:** Business Administration Student Association

Academic Programs

Administrative Assistance with Medical Billing

The Secretarial Sciences Program with Specialization in Medical Secretary responds to the needs of our professional medical class to having highly qualified and trained personnel.

This program is oriented to provide the student with the necessary professional skills and general education to acquire secretarial positions in hospitals, clinics, doctors' offices, pharmaceuticals, health departments, and other medical agencies, private or public.

Students will study patient's records and different health plans in Puerto Rico and billing process.

The Program will analysis the different emergencies in a medical office, use of the emergency equipment and preventive measures, as well as typing skills.

Requirements for Administrative Secretary with Medical Billing:

General Education Courses	12 credits
Apply General Education Courses	8 credits
Professional Courses	34 credits
TOTAL CREDITS	54 credits

General Education Courses	12 credits
ESP 101 Basic Spanish	4 credits
ING 201 Conversational English	4 credits
MET 101 Methodology	4 credits

Apply General Education Courses	8 credits
ESP COM 201 Business Spanish	4 credits
COMP 103 Microsoft Excel® Spreadsheet Software for Secretaries	2 credits
RP 101 Poise and Charm	2 credits

Professional Courses	34 credits
CIE SEC 101 Filing	4 credits
CIE SEC 201 Basic Typewriting I	1 credit
CIE SEC 202 Basic Typewriting Laboratory I	2 credits
CIE SEC 203 Basic Typewriting II	1 credit
CIE SEC 204 Basic Typewriting Laboratory II	2 credits
CIE SEC 205 Intermediate Typewriting	1 credit
CIE SEC 206 Intermediate Typewriting Laboratory	2 credits
CIE SEC 207 Advanced Typewriting	1 credit
CIE SEC 208 Advanced Typewriting Laboratory	2 credits
CIE SEC 217 Office Techniques	4 credits
CIE SEC 219 Introduction to Word Processing	3 credits
CIE SEC 221 Secretarial Practice	4 credits

Professional Courses	34 credits
TM 209 Medical Secretarial and First Aid Techniques	2 credits
TM 210 Health Plans and Billing Process	2 credits
TM 211 Health Plans and Medical Service Codification	1 credit
TM 212 Computerized Billing	1 credit
TM 213 Rules and Regulations of the HIPAA Law	1 credit

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
CIE SEC 201	Basic Typewriting I	1
CIE SEC 202	Basic Typewriting Laboratory I	2
ESP 101	Basic Spanish	4
ING 201	Conversational English	4
MET 101	Methodology	4
Semester Total Credits		15

SECOND SEMESTER

Code	Course	Credits
CIE SEC 203	Basic Typewriting II	1
CIE SEC 204	Basic Typewriting Laboratory II	2
CIE SEC 101	Filing	4
ESP COM 201	Business Spanish	4
TM 209	Medical Secretarial and First Aid Techniques	2
TM 211	Health Plans and Medical Service Codification	1
Semester Total Credits		14

THIRD SEMESTER

Code	Course	Credits
CIE SEC 205	Intermediate Typewriting	1
CIE SEC 206	Intermediate Typewriting Laboratory	2
CIE SEC 217	Office Techniques	4
CIE SEC 219	Introduction to Word Processing	3
TM 210	Health Plans and Billing Process	2
TM 213	Rules and Regulations of the HIPAA Law	1
Semester Total Credits		13

FOURTH SEMESTER

Code	Course	Credits
CIE SEC 207	Advanced Typewriting	1
CIE SEC 208	Advanced Typewriting Laboratory	2
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries	2
TM 212	Computerized Billing	1
RP 101	Poise and Charm	2
CIE SEC 221	Secretarial Practice	4
Semester Total Credits		12

Paralegal Technician

This program develops in the students the theoretical skills and the practice so they can perform some of the duties done in a law office, allowing lawyers to share their responsibilities.

During this program, the student will study the legal office techniques, legal redactions, the function of the property registry office, in the secretary's office of the courts of Puerto Rico, the aspects of a legal research, and other functions pertaining to this profession.

Requirements for Paralegal Technician Program:

General Education Courses	14 credits
Apply General Education Courses	4 credits
Professional Courses	36 credits
TOTAL CREDITS	54 credits

General Education Courses	14 credits
ESP 101	Basic Spanish 4 credits
ING 201	Conversational English 4 credits
MET 101	Methodology 4 credits
PSIC 201	Humans Relations 2 credits

Apply General Education Courses	4 credits
CONT 105	Secretarial Accounting 2 credits
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries 2 credits

Professional Courses	36 credits
CIE SEC 102	Legal Filing 4 credits
CIE SEC 201	Basic Typewriting I 1 credit
CIE SEC 202	Basic Typewriting Laboratory I 2 credits
CIE SEC 203	Basic Typewriting II 1 credit
CIE SEC 204	Basic Typewriting Laboratory II 2 credits
CIE SEC 219	Introduction to Word Processing 3 credits
TL 216	Legal Material Techniques I 2 credits
TL 217	Legal Material Techniques II 2 credits
TP 215	Legal Research 1 credit
TP 216	Law of Evidence 2 credits
TP 217	Legal Redaction 2 credits
TP 218	Filing Process 4 credits
TP 219	Special Law Seminar 4 credits
TP 220	Paralegal Practice 4 credits
TP 221	Legal Aspects of Law Practice 2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
CIE SEC 201	Basic Typewriting I	1
CIE SEC 202	Basic Typewriting I Laboratory	2
MET 101	Methodology	4
TL 216	Legal Mater Techniques I	2
CONT 105	Secretarial Accounting	2
COMP 103	Microsoft Excel® Spreadsheet Software for Secretaries	2
Semester Total Credits		13

SECOND SEMESTER

Code	Course	Credits
CIE SEC 203	Basic Typewriting II	1
CIE SEC 204	Basic Typewriting II Laboratory	2
CIE SEC 102	Legal Filing	4
TL 217	Legal Mater Techniques II	2
TP 217	Legal Redaction	2
TP 221	Legal Aspects of Law Practice	2
Semester Total Credits		13

THIRD SEMESTER

Code	Course	Credits
TP 215	Legal Research	1
TP 216	Law of Evidence	2
TP 218	Filing Process	4
TP 219	Special Law Seminar	4
ESP 101	Basic Spanish	4
Semester Total Credits		15

FOURTH SEMESTER

Code	Course	Credits
CIE SEC 219	Introduction to Word Processing	3
ING 201	Conversational English	4
PSIC 201	Humans Relations	2
TP 220	Paralegal Practice	4
Semester Total Credits		13

Barbering and Styling

In this program the student will learn the necessary skills to do haircuts using the most modern barbering practices. The student will receive the theoretical and practical knowledge in order to be successful in the State Examination Board of Barber Professionals. The student could work as a barber, seller, or as demonstrator of different products for gentlemen's personal care.

This program has specific objectives that the student should meet at the end of the course such as developing skills, abilities, techniques, and knowledge needed to:

- A. Make different haircuts with precision and perfection.
- B. Cut and style beards and moustaches, according to the client's requests.
- C. Provide facial treatments for men.
- D. Give special attention and treatment to the scalp.
- E. Advise and provide adequate information about men's beauty products for men.
- F. Use administrative techniques to manage a barbering salon.

Requisites for the Board of Examiners for the Barbering License:

- Be 18 years old.
- Have taken a barbering course of one thousand (1,000) hours or more in a school recognized by the Department of Education of Puerto Rico; or to have satisfactorily completed a two-year training practice under the supervision of a barber who is authorized by the Board of Barbers and Stylists.
- Submit the exam application together with all required documents and fees.

Requirements for Barbering and Styling Program:

General Education Courses	4 credits
Apply General Education Courses	5 credits
Professional Courses	27 credits
TOTAL CREDITS	36 credits

General Education Courses		4 credits
BARB ES 101	History, Ethics and Law of the Barbering Profession	1 credit
PSIC 202	Interpersonal Relationships	1 credit
IMAG 101	Professional Image	2 credits

Apply General Education Courses		5 credits
BIOL 100	Anatomy and Physiology	2 credits
QUIM 100	Applied Chemistry	2 credits
GER 210	Barbershop Management	1 credit

Professional Courses		27 credits
HIG 105	Hygiene, Sterilization and Sanitation	2 credits
BIOL 101	Dermatology	1 credit
HIG 110	Deep Shampooing and Rinsing	3 credits
MAPE 209	Manicure	2 credits
ADC 102	Hair Straightening and Relaxing	2 credits
DECO TI 104	Hair Color Effects for Gentlemen	2 credits
OND 110	Permanent Waves	2 credits
BARB ES 103	Facial Massage and Treatment for Men	1 credit
BARB ES 201	Hairstyles for Men I	3 credits
BARB ES 205	Hair Styles and Artistic Design for Men	2 credits
BARB ES 203	Haircuts and Hairstyles for Men	3 credits
BARB ES 204	Beard and Mustache Shaving and Maintenance	2 credits
BARB ES 215	Clinic and Examination Review	2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
BARB ES 101	History, Ethics and Law of the Barbering Profession	1
MAPE 209	Manicure	2
IMAG 101	Professional Image	2
BARB ES 204	Beard and Mustache Shaving and Maintenance	2
BIOL 100	Anatomy and Physiology	2
HIG 110	Deep Shampooing and Rinsing	3
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
BARB ES 201	Hairstyles for Men I	3
BARB ES 203	Haircuts and Hairstyles for Men	3
BARB ES 103	Facial Massage and Treatment for Men	1
HIG 105	Hygiene, Sterilization and Sanitation	2
QUIM 100	Applied Chemistry	2
BIOL 101	Dermatology	1
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
ADC 102	Hair Straightening and Relaxing	2
BARB ES 205	Hair Styles and Artistic Design for Men	2
BARB ES 215	Clinic and Examination Review	2
DECO TI 104	Hair Color Effects for Gentlemen	2
GER 210	Barber Salon Administration	1
PSIC 202	Interpersonal Relationship	1
OND 110	Permanent Waves	2
Semester Total Credits		12

Cosmetology and Styling

In this program the student will learn the necessary techniques for managing hair such as: haircuts, washing, rinsing and hair coloring, artistic hairstyles, makeup, discolorations, and dyes. Also, they will study facials, manicure, pedicure, permanents, and the techniques for personal care. Furthermore, the correct procedures in beauty salon management, be a beauty products representative, or to work in a beauty salon; as well as own one once they have acquired the styling license by the Examining Board of Beauty.

The specific objectives of this program are that the student develops the skills and knowledge at the end of this course to:

- A. Make different types of haircuts.
- B. Perform hair removal procedures and apply hair dyes.
- C. Give basic facials and makeup.
- D. Perform different types of artistic hairstyles.
- E. Provide adequate information about beauty products.
- F. Manage a hair salon.

Requisites of the Board of Examiners for the Beauty Specialist License:

- Must be at least 18 years old.
- Have a high school diploma.
- Present original and copy of cosmetology course diploma (for 1,000 or more).
- Submit application with required documents and fees.
- The Board of Examiners gives the student an opportunity to obtain a provisional license under the following requirements:
 - Be at least 18 years of age and a resident of the Commonwealth of Puerto Rico for at least one year upon applying.
 - Present original and copy of beauty specialist diploma.
 - Certification from the Department of Education confirming that the student has passed the eighth grade or its equivalent.

Requirements for Cosmetology and Styling Program:

General Education Courses	2 credits
Apply General Education Courses	5 credits
Professional Courses	29 credits
TOTAL CREDITS	36 credits

General Education Courses	2 credits
COSM ES 101	History, Ethics, and Laws of the Profession of Cosmetology 1 credit
PSIC 202	Interpersonal Relationships 1 credit

Apply General Education Courses	5 credits
BIOL 100	Anatomy and Physiology 2 credits
QUIM 100	Applied Chemistry 2 credits
GER 206	Beauty Salon Management 1 credit

Professional Courses		29 credits
HIG 105	Hygiene, Sterilization and Sanitation	2 credits
BIOL 101	Dermatology	1 credit
HIG 108	Wash, Rinse and Treatment of the Scalp	3 credits
MAPE 208	Manicure and Pedicure	2 credits
ADC 102	Hair Straightening and Relaxing	2 credits
DECO TI 107	Hair Coloring and Color Removal	2 credits
OND 110	Permanent Waves	2 credits
COSM ES 104	Facial Massage and Treatments for Woman	1 credit
COSM ES 201	Hairstyling I	3 credits
COSM ES 202	Hairstyling II	2 credits
COSM ES 204	Hair Cutting and Styling I	3 credits
COSM ES 205	Hair Cutting and Styling II	2 credits
COSM ES 218	Clinic and Board Examination Review	2 credits
MAQ 101	Basic Makeup	2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
COSM ES 101	History, Ethics, and Laws of the Profession of Cosmetology	1
BIOL 100	Anatomy and Physiology	2
QUIM 100	Applied Chemistry	2
MAPE 208	Manicure and Pedicure	2
ADC 102	Hair Straightening and Relaxing	2
HIG 108	Wash, Rinse and Treatment of the Scalp	3
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
COSM ES 201	Hairstyling I	3
COSM ES 204	Hair Cutting and Styling I	3
COSM ES 104	Facial Massage and Treatments for Woman	1
BIOL 101	Dermatology	1
HIG 105	Hygiene, Sterilization and Sanitation	2
MAQ 101	Basic Makeup	2
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
COSM ES 202	Hairstyling II	2
COSM ES 205	Hair Cutting and Styling II	2
COSM ES 218	Clinic and Board Examination Review	2
DECO TI 107	Hair Coloring and Color Removal	2
GER 206	Beauty Salon Management	1
PSIC 202	Interpersonal Relationships	1
OND 110	Permanent Waves	2
Semester Total Credits		12

Nail Technician

The Nail Technician Program in today's world promises to bring an active and strong labor market as it is considered an area of quick development in the beauty field.

The objective is to prepare the student with knowledge, skills and necessary practice in personal care and esthetics of hands and feet. The student is prepared to work as a nail technician, sculptural nails designer in beauty salons, in beauty supply stores, or as the owner of a business as well as home service.

This program complements the theory and practice giving the student the opportunity to learn about anatomy, physiology of hands and feet, nail diseases, professional ethics, manicure, pedicure, acrylic nails (one or two tones), sculptural nails (silk, gelatin and organic resin), commercial nail design, floral, touch ups, handling polishing machine, and others.

Requirements for Nail Technician Program:

Apply General Education Courses	3 credits
Professional Courses	22 credits
TOTAL CREDITS	25 credits

Apply General Education Courses	3 credits
PSIC 204 Interpersonal Relations	1 credit
TEC UN 101 History of the Profession, Professional Ethics and Image	2 credits

Professional Courses	22 credits
GER 208 Nail Salon Management	1 credit
TEC UN 102 Anatomy, Physiology and Terminology	1 credit
TEC UN 103 Salon Hygiene and Safety	2 credits
TEC UN 104 Nail-Skin Disorders and Diseases	2 credits
TEC UN 105 Manicure and Pedicure Laboratory	3 credits
TEC UN 106 Types of Nail Enhancements	4 credits
TEC UN 107 Types of Nail Enhancements Laboratory	3 credits
TEC UN 108 Nail Enhancements Maintenance Laboratory	3 credits
TEC UN 109 Laboratory of Nail Polish, Nail Art Design, and Fantasy Nails	3 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
TEC UN 101	History of the Profession, Professional Ethics and Image	2
TEC UN 102	Anatomy, Physiology and Terminology	1
TEC UN 103	Salon Hygiene and Safety	2
TEC UN 104	Nail-Skin Disorders and Diseases	2
TEC UN 105	Manicure and Pedicure Laboratory	3
GER 208	Nail Salon Management	1
PSIC 204	Interpersonal Relations	1
Semester Total Credits		12

SECOND SEMESTER

Code	Course	Credits
TEC UN 106	Types of Nail Enhancements	4
TEC UN 107	Types of Nail Enhancements Laboratory	3
TEC UN 108	Nail Enhancements Maintenance Laboratory	3
TEC UN 109	Laboratory of Nail Polish, Nail Art Design, and Fantasy Nails	3
Semester Total Credits		13

Practical Nursing

The Program of Practical Nursing is designed under the model of Dorothea Orem, theory of the self-care, where the student acquires knowledge and skills to assist in the self-care of the patient-client and its environment. Discuss the ethical-legal aspects of the Law # 9 of 1987, as amended, Law of Nursing of Puerto Rico and the Regulation # 7533 of 2008, Regulation of the Board of Nursing of Puerto Rico. Includes the functions and responsibilities of Practical Nurse, provides skills in patient caring for the basic needs such as: comfort, rest and sleep, nutrition, asepsis, activity, exercise, hygiene and personal hygiene. The nursing process in the self-care of the adult and elderly adult, children and adolescents, the mother and the newborn, family environment, community and deviations from health-illness under the direct supervision of general nurse. The graduates of the program are eligible to take the Board Exam of Practical Nursing.

Requirements for Practical Nursing Program:

General Education Courses	3 credits
Apply General Education Courses	8 credits
Professional Courses	38 credits
TOTAL CREDITS	49 credits

General Education Courses	3 credits
COMP 208 Data Entry Laboratory	3 credits

Apply General Education Courses	8 credits
MICRO 100 Introduction to Microbiology and Hygiene	2 credits
ANAT 100 Anatomy and Physiology	4 credits
ENFE 103 Electrocardiogram Techniques	2 credits

Professional Courses	38 credits
ENFE 100 Ethical-Legal Aspects and Evolution of the Nursing	2 credits
ENFE 101 Fundamentals of Nursing I	3 credits
ENFE 102 Fundamentals of Nursing II	2 credits
ENFE 104 Medical-Surgical Nursing	2 credits
ENFE 106 Nursing Care of Older Adults	2 credits
ENFE 108 Maternal-Neonatal Nursing	2 credits
ENFE 109 Child and Adolescent Nursing	2 credits
ENFE 110 Biological Sample Management	3 credits
ENFE 111 Mental Health Nursing	2 credits
ENFE 112 Community Health Nurse	2 credits
ENFE 113 Clinical Practicum I	4 credits
ENFE 114 Clinical Practicum II	4 credits
ENFE 115 Seminar	2 credits
ENFE 116 Clinical Practicum III	4 credits
ENFE 117 Geriatric Nursing Care	2 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
ENFE 100	Ethical-Legal Aspects and Evolution of the Nursing	2
ENFE 101	Fundamentals of Nursing I	3
ENFE 103	Electrocardiogram Techniques	2
ANAT 100	Anatomy and Physiology	4
MICRO 100	Introduction to Microbiology and Hygiene	2
Semester Total Credits		13

SECOND SEMESTER

Code	Course	Credits
ENFE 102	Fundamentals of Nursing II	2
ENFE 117	Geriatric Nursing Care	2
ENFE 106	Nursing Care of Older Adults	2
ENFE 108	Maternal-Neonatal Nursing	2
ENFE 113	Clinical Practicum I	4
Semester Total Credits		12

THIRD SEMESTER

Code	Course	Credits
ENFE 104	Medical-Surgical Nursing	2
ENFE 109	Child and Adolescent Nursing	2
ENFE 111	Mental Health Nursing	2
ENFE 112	Community Health Nurse	2
ENFE 114	Clinical Practicum II	4
Semester Total Credits		12

FOURTH SEMESTER

Code	Course	Credits
COMP 208	"Data Entry Lab	3
ENFE 110	Biological Sample Management	3
ENFE 115	Seminar	2
ENFE 116	Clinical Practicum III	4
Semester Total Credits		12

Pharmacy Technician

The Certificate Program in Pharmacy Technician is designed to train the student in basic knowledge and skills necessary to assist the pharmacist in the dispensing drugs and technical and administrative functions, under the provisions of Law No. 247 of 2004, as amended, known as the Pharmacy Law of Puerto Rico.

Provides expertise in pharmaceutical mathematics, laws and regulations governing the profession of pharmacy and drug therapy. The program develops in students' skills such as dispensing prescriptions and medical orders, composition of pharmaceutical preparations according to prescriptions issued by physicians, dentists, veterinarians, and podiatrists. The merchandise management, supply of materials and equipment, cleaning and maintenance of equipment in the workplace, among others is discussed. Upon completing the program and a thousand (1.000) hours of practice necessary for Pharmacy Technician Certificate Exam and obtain the certificate, graduates will be prepared for entry-level jobs as a pharmacy technician under the supervision of a licensed pharmacist in community, institutional pharmacies and others.

Requirements for Pharmacy Technician Program:

General Education Courses	3 credits
Apply General Education Courses	8 credits
Professional Courses	40 credits
TOTAL CREDITS	51 credits

General Education Courses	3 credits
COMP 208	Data Entry Laboratory 3 credits

Apply General Education Courses	8 credits
MATE 103	Pharmacy Math 2 credits
BIOL 102	Human Biology 2 credits
ING 103	Pharmaceutical English 4 credits

Professional Courses	51 credits
FARM 101	Legislation and Administrative Aspects 2 credits
FARM 102	Pharmaceutical Calculations 2 credits
FARM 103	Basics Aspects of Pharmaceutical Chemistry 2 credits
FARM 104	Posology 2 credits
FARM 105	Pharmacology 4 credits
FARM 106	Dispensing Techniques 3 credits
FARM 107	Seminar I 1 credit
FARM 108	Practicum I 4 credits
FARM 109	Practicum II 4 credits
FARM 110	Practicum III 3 credits
FARM 114	Seminar II 1 credit
FARM 115	Practicum IV 6 credits
FARM 116	Practicum V 6 credits

SUGGESTED CLASS SCHEDULE

FIRST SEMESTER

Code	Course	Credits
COMP 208	Data Entry Lab	3
BIOL 102	Human Biology	2
FARM 101	Legislation and Administrative Aspects	2
ING 103	Pharmaceutical English	4
MATE 103	Pharmacy Math	2
Semester Total Credits		32

SECOND SEMESTER

Code	Course	Credits
FARM 102	Pharmaceutical Calculations	2
FARM 103	Basics Aspects of Pharmaceutical Chemistry	2
FARM 104	Posology	2
FARM 105	Pharmacology	4
FARM 106	Dispensing Techniques	3
Semester Total Credits		13

THIRD SEMESTER

Code	Course	Credits
FARM 107	Seminar I	1
FARM 108	Practicum I	4
FARM 109	Practicum II	4
FARM 110	Practicum III	3
Semester Total Credits		12

FOURTH SEMESTER

Code	Course	Credits
FARM 114	Seminar II	1
FARM 115	Practicum IV	6
FARM 116	Practicum V	6
Semester Total Credits		13

Course Descriptions

BEAUTY COURSES

ADC 102 HAIR STRAIGHTENING AND RELAXING

This course will analyze hair and scalp. Necessary and adequate products for hair straightening and reforming procedures will be selected. The student will learn to plan and develop the process to soften curly hair and straightening it to create different hairstyles. The course will cover products and application techniques, reactions and tests, and practice of learned skills. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

BARB ES 101 HISTORY, ETHICS, AND LAWS OF THE BARBERING PROFESSION

This course will study the historical development of barbering as a profession. It will explain the concept of professional ethics; ethical rules of a barber, the rules of good taste and the adequate behavior in a styling salon. Labor laws and regulations governing the profession are studied. The student will complete seven and half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

BARB ES 103 FACIAL MASSAGE AND TREATMENTS FOR MEN

This course will train the student to perform facial massages for men. The student will identify techniques and procedures for performing these massages and will explain their purposes and benefits. The course will study facial cleansing and the products for treating different skin conditions. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

BARB ES 201 HAIRSTYLES FOR MEN I

This course will describe basic hairstyling techniques for men using blow-dryers, diffusers, curling irons and straightening irons. It will explain how to adjust and style synthetic hairpieces for men. The student will practice different hairstyles for men in long, medium and short length hair, including braided, curls and Rasta. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

BARB ES 203 HAIRCUTS AND HAIRSTYLES FOR MEN

The student will be trained in the different basic haircutting techniques for boys and men. The student will analyze the facial features and anatomical shape of the clients, and will learn how to use hairstyling tools, equipment and materials; and the safety and maintenance measures for keeping these tools and equipment in optimal conditions. The student will complete twenty-two and half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

BARB ES 204 BEARD AND MUSTACHE SHAVING AND MAINTENANCE

This course will apply beard and mustache cutting, grooming and care techniques to offer a complete quality service. The correct and safe use of instruments and materials will be taught; safety rules will be indicated, second shave techniques will be described, essential skin problems will be identified and their correction will be planned. Shaving and beard and mustache care procedures will be practiced. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

BARB ES 205 **HAIR STYLES AND ARTISTIC DESIGNS FOR MEN**

PRE-REQUISITE: BARB ES 201

Techniques and resources for creating hair styles will be perfected. Students will use geometric shapes, movements, combinations, and will develop the ability of performing a new creation by using advanced techniques, tools, and necessary equipment in a predetermined period of time. The student will practice shaving techniques for mustache and chin area. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

BARB ES 215 **CLINIC AND EXAMINATION REVIEW**

This course will familiarize the student with all the processes and regulations established by the Examination Board to take the exam. It will offer an intensive preparatory review with emphasis on clinics and practices to reinforce the student's self-assurance and self-confidence about their skills and abilities. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

BIOL 100 **ANATOMY AND PHYSIOLOGY**

The student will acquire basic knowledge of the various functions of the human body systems, and their specific relation to the performance of people in arts and beauty sciences. The student will identify and understand: functions, organs, parts of a cell of the following systems: bone and skeletal, circulatory, muscular, nervous, respiratory, digestive, endocrine, and cellular; and their relation to arts, beauty sciences, and personal care. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

BIOL 101 **DERMATOLOGY**

This course will instruct the student about skin, its structure, function, disorders, treatments, and care. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

COSM ES 101 **HISTORY, ETHICS, AND LAWS OF THE PROFESSION OF COSMETOLOGY**

This course will trace the origin, background, and historical development of cosmetology. It will explain the ethical principles of the profession; ethical rules of a stylist; the rules of a good taste; and adequate behavior in a beauty salon. The course will also study labor laws and regulations of the cosmetology profession. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

COSM ES 104 **FACIAL MASSAGE AND TREATMENTS FOR WOMEN**

In this course the student will learn and apply the techniques and procedures to perform a facial massage for women, and understand its purpose and benefits. The student will be able to identify and use appropriate products for performing the facial treatment according to the different types of skin, and learn about the equipment. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

COSM ES 201 **HAIR STYLING I**

This course will instruct the student about the process of hair analysis. It will describe and study the elements of design using thermal curling irons, blow dryers, curling techniques using rollers, waves, ringlets, and other designs to add finishing touches to hairstyles. The course will also teach in a detailed manner the philosophy of design to promote the development of skills. The student will learn, through theory and practice, how to style, clean, condition, cut, create, and put on wigs, and hair pieces. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

COSM ES 202

HAIR STYLING II

PRE-REQUISITE: COSM ES 201

The student will be familiarized with the diverse techniques accurately applied to different hair styles. Different geometric shapes, movements and combinations will be identified. The time used for performing basic hair styles will be precisely measured. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

COSM ES 204

HAIR CUTTING AND STYLING I

In this course, the student will perform different basic haircuts for women and men. The student will be trained to use correctly haircutting instruments. The student will be instructed in the theory necessary to understand specific haircutting details. The course will include demonstration of each haircut in order to facilitate individual learning of cutting techniques through practice. Also, the course will offer workshops to develop the student's skills and experiences. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

COSM ES 205

HAIR CUTTING AND STYLING II

PRE-REQUISITE: COSM ES 204

In this course, the student will be trained in different advanced haircutting techniques for women. The student will analyze the features and face anatomy of clients; will learn how to use tools, equipment, and materials; will understand the safety measures and proper maintenance to keep the equipment in optimal conditions. Techniques will be developed and perfected through practice with models. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

COSM ES 218

CLINIC AND BOARD EXAMINATION REVIEW

This course will relate the student with all the processes and rules established to take the exam offered by the Puerto Rico Board of Examiners of Beauty Specialists. The course will offer an intensive preparatory review with emphasis on clinics and practices to boost student's self-assurance and confidence in their skills and abilities. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

DECO TI 104

HAIR COLOR EFFECTS FOR GENTLEMEN

The student will be trained in hair color application and effects through partial or total bleaching. The color theory will be introduced using the color wheel in order to change or tone down unwanted hair color effects or results. The student will determine the stages of lightening, color deposit and highlights. They will learn about hair dyes used for gray hair coverage and facial hair. In addition, Practices by means of hair color caps, free hand, frosted, foil and design of urban and artistic haircuts will be developed. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

DECO TI 107

HAIR BLEACHING AND COLORING

The student will be trained in hair coloring and color removal techniques for natural, color treated, or gray hair. The course will discuss hair color charts, and the purpose of changing hair color; it will classify hair coloring and coloring removal products; allergy and color tests; and techniques for choosing and applying hair color. It will describe the effects of chemical hair products; the seven (7) stages of hair bleaching (color removal); and the ten (10) levels of hair color. It will also describe and identify special treatments, highlights, locks, fantasy, and methods for structuring damaged hair, as well as the safety measures to be implemented during a hair coloring procedure. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

HIG 105 HYGIENE, STERILIZATION, AND SANITATION

This course will describe hygiene methods commonly used in beauty salons. It classifies the types of pathogens, and how these pathogens spread affecting the stylist's work area. The course also details the processes and disinfecting products to create a pathogens-free workplace and to prevent the spread of diseases. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

HIG 108 WASH, RINSE, AND TREATMENT OF THE PERICRANIUM

In this course, the student will identify and describe the chemistry of the products used in the procedure of washing and rinsing hair. The student will study the procedures of hair washing and conditioning and the pericranium care needs and treatments. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

HIG 110 DEEP SHAMPOOING AND RINSING

In this course, the student will identify the hair structure, growth and formation as skin coverage. In addition, he/she will describe adequate treatments based on hair and scalp condition. The course will study the chemistry of products used for shampooing and rinsing services. Basic knowledge of electricity will be used. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

IMAG 101 PROFESSIONAL IMAGE

This course will develop the professional image of each student to achieve a positive projection, effective communication with the client and success in the workplace. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

MAPE 208 MANICURE AND PEDICURE

This course will train the student in different manicure procedures and processes using the most advanced techniques for hands and feet care; the proper use of instruments, materials and equipment; sterilization methods and corrective therapies. It will describe formation, composition and structure of nails and will train to perform manicure and pedicure procedures. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

MAPE 209 MANICURE

The student will be trained in the processes and procedures for different types of manicure and the most advanced techniques for the care of hands; the proper use of tools, materials and equipment, sterilization forms and corrective therapies. The course will describe the formation, composition and structure of the nails, and will train to perform a manicure service. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

MAQ 101 BASIC MAKEUP

In this course the student will learn and develop techniques for applying the correct makeup according to the occasion required by the female clientele. The course will cover different types of makeup, shades and corrections, and the use of foundations to create a flawless and glamorous makeup. It will introduce the student to different cosmetic manufacturing companies, and will provide them with comprehensive knowledge for developing an adequate treatment based on the type of face. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

OND 110 PERMANENT WAVES

This course will study and apply basic and advanced techniques to change the structure of the hair. It will discuss the chemical composition of the products to be used, and analyzes the pericranium. It will identify the proper methods to select, block, and process the hair together with the correct formation of hair waves, processing time, selection of curlers, permanent hair wave process and special problems; safety measures required during a chemical process will be applied, and orientation about the waiver of responsibility will be provided. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

QUIM 100 APPLIED CHEMISTRY

This course will provide the fundamental knowledge of the chemistry related to the products and processes commonly used and performed in a beauty salon. It will begin with the study of the course material and its properties and then continue with the theory of acids, bases and the pH scale. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TEC UN 101 HISTORY OF THE PROFESSION, PROFESSIONAL ETHICS AND IMAGE

The course will enable the student to provide a high quality service as a nail technology professional. The student will learn about the historical development of the manicurist to establish it as the foundation of the profession. The different career options in Nail Technology will be analyzed. Students will offer efficient client consultation to select products and services. They will be trained to work with all kind of clients: artists, models, etc. Ethical criteria will be promoted and a good professional image will be maintained. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TEC UN 102 ANATOMY, PHYSIOLOGY AND TERMINOLOGY

In this course, the student will identify the parts of the cell, its composition and reproduction. Students will identify the anatomical structures of the human body. Describe the functions of the human body systems. Describe the structure and composition of the skin. Become familiar with the vocabulary and concepts of the profession. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

TEC UN 103 SALON HYGIENE AND SAFETY

This course is designed to train the student in salon hygiene and safety practices. The student will identify and apply the level of decontamination required for the equipment in order to protect customers' safety. They will keep information about safety parameters, such as: composition of materials, adequate ventilation in the salon, and the risks of being overexposed to fumes. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TEC UN 104 NAIL-SKIN DISORDERS AND DISEASES

In this course, the student will have the opportunity to identify the different types of disorders and diseases of nails and toenails with their corresponding treatments. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TEC UN 105 MANICURE AND PEDICURE LABORATORY

In this course, the student will practice manicure and pedicure processes. The student will demonstrate the proper handling of instruments and equipment, safety and hygiene, and client consultation. They will use the client record history during the evaluation of hands and feet disorders. They will also offer paraffin services and other types of more complex manicure and pedicure procedures in order to increase the variety of services and revenue in the salon. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

TEC UN 106 TYPES OF ARTIFICIAL NAILS

This course will prepare the student on every aspect of sculptured nail technology. The student will list, classify, and demonstrate the appropriate application of different materials. They will analyze the skin to avoid potential allergic reactions to nail products. Students will also identify the cases that require the use electric or manual instruments to ensure customers' safety. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

TEC UN 107 TYPES OF ARTIFICIAL NAILS FOR HANDS AND FEET LABORATORY

In this course, the student will practice the processes learned in course Types of Artificial Nails (TEC UN 106). Students will demonstrate their proficiency in the use of tools and instruments to perform their service in a timely and efficient manner. Also, they will take into consideration client consultation, hygiene and safety processes, history record, and release of liability as essential complements of high-quality service. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

TEC UN 108 NAIL TOUCH-UP LABORATORY

In this course, the student will develop nail maintenance and touch-up skills. During this maintenance service, the student will perform other services, such as: material removal, repair of torn or broken nails, renovation of design and polish. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

TEC UN 109 LABORATORY OF NAIL POLISH, NAIL ART DESIGN, AND FANTASY NAILS

This course will offer students the opportunity to express their creativity, style and personality in the creation of nail designs. They will design fantasy nail art using gems, chains, 3D acrylic nail art, air brush, acrylic nail polish, French manicure, ornamental bows, cellophane paper, gold leaf flakes; marble effect, carved and sculpted, transfer, photo insert, flowers, insects and aquarium, among others. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

SECRETARIAL SCIENCE COURSES

CIE SEC 101 FILING

This course will teach document management and the different classification systems (such as numerical, alphabetical, geographical, decimal and by subject) applied to small and large offices. Students will learn current means to produce, manage, maintain, recover, transmit, and dispose documents, manually and electronically. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

CIE SEC 102 LEGAL FILING

This course will present the different filing methods using the following systems: numerical, alphabetical, geographical, decimal, by subject and other systems used in law firms and related offices. The course will discuss the requirements for a law librarian. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

CIE SEC 201 BASIC TYPEWRITING I

The course will emphasize the development of correct typewriting skills and the learning of touch typing. It will focus on developing touch typing skills with speed and accuracy, applying both skills to different types of office tasks. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

CIE SEC 202 BASIC TYPEWRITING LABORATORY I

In this course, the student will learn the alphabetic, numeric and symbol keyboard. It will require a minimum speed of twenty (20) words per minute with a tolerance of five (5) errors, based on three (3) minute typing tests. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

CIE SEC 203 BASIC TYPEWRITING II PRE-REQUISITE: CIE SEC 201 AND CIE SEC 202

The course will emphasize the development of correct typewriting skills and the learning of touch typing. It will focus on developing touch typing skills with speed and accuracy, applying both skills to different types of office tasks. In addition, the course will emphasize learning the numeric and symbol keyboard. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

CIE SEC 204 BASIC TYPEWRITING LABORATORY II PRE-REQUISITE: CIE SEC 201 AND CIE SEC 202

In this course, the student will develop correct typewriting skills and the learning of touch typing with speed and accuracy, applying both skills to different office tasks. In addition, it will emphasize the learning of alphabetic, numeric and symbol keys. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

CIE SEC 205 INTERMEDIATE TYPEWRITING PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203 AND CIE SEC 204

This course will develop the skills acquired in the Basic Typewriting I and II courses to the maximum. It will emphasize the mastery of basic techniques, formats of letters with envelopes, tabulation of column titles, spaced titles, letters with indentation and tabulation and manuscripts. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

CIE SEC 206 INTERMEDIATE TYPEWRITING LABORATORY PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203 AND CIE SEC 204

This course will develop the skills acquired in Basic Typewriting I and II to the maximum, focusing on the mastery of basic skills and techniques, touch typing with speed and accuracy, application of grammar knowledge to the production work, techniques for preparing business letters, envelopes, tabulation and manuscripts. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

CIE SEC 207 ADVANCED TYPEWRITING PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203, CIE SEC 204, CIE SEC 205 AND CIE SEC 206

This course will develop basic typing skills to the maximum and will take them to a higher level. It will emphasize the effective management of potential situations with complex documents (troubleshooting). The student will complete seven and half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

CIE SEC 208 ADVANCED TYPEWRITING LABORATORY PRE-REQUISITE: CIE SEC 201, CIE SEC 202, CIE SEC 203, CIE SEC 204, CIE SEC 205 AND CIE SEC 206

In this course, exercises will be developed to take to higher levels practical problems in the organization of minutes and personal data sheets. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

CIE SEC 217 OFFICE TECHNIQUES

This course will prepare students to develop a practical understanding of their responsibilities and obligations. It will offer efficient methods to better perform their work. It will provide knowledge of human relations to help in the integration and development in an office environment. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

CIE SEC 219 INTRODUCTION TO WORD PROCESSING

This course will train the student in the use and function of the equipment and the utility program. It will train the student to use its capacity to the maximum, especially in its main functions which are: creating, revising, filing and printing a document. It will present terms that will be applied in the production of exercises. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

CIE SEC 221 SECRETARIAL PRACTICE

In this course, the student will complete 180 hours of direct experience by performing secretarial work in selected offices within the College or in the community. The practice will require a one-hour weekly seminar to accomplish the integration of the practical and theoretical knowledge.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

RP 101 POISE AND CHARM

This course will develop the professional image of the individual through the study and practice of the basic concepts of personal care and appearance and proper behavior, emphasizing towards the workplace. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TM 209 MEDICAL SECRETARIAL AND FIRST AID TECHNIQUES

The course will study medical records for patients and medicine doctors. It will study definitions, writing and pronunciation of medical terms and phrases; the study and analysis of different emergencies that might happen in a medical office; the proper use of the emergency equipment and the study of preventive measures. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TM 210 HEALTH PLANS AND BILLING PROCESS

In this course the student will study the process of defining and organizing the medical record. The student will use the different billing forms and their use. Students will study the different medical plans, types of cards, deductibles and Medicare annual deductible payments. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TM 211 HEALTH PLAN AND MEDICAL SERVICE CODIFICATION

In this course, students will work with the coding of procedures and diagnosis from physician to patient, locating the information in the "ICD-10" and "CPT-4". The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

TM 212 COMPUTERIZED BILLING

In this course, the student will apply the knowledge of previous courses Health Plans and Billing Process, using the computer with the application program. The student will work with medical records, will code procedures and diagnoses, and will bill the different health plans. The student will follow-up and reconcile billing for services offered. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

TM 213 CONTROL AND REGULATIONS OF THE HIPAA LAW

In this course the student will be trained on the current laws (federal and state). They will define the HIPAA Law and will be trained in the areas of the law that concern us and its impact on the practice of medicine and the doctor-patient relationship. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

TL 216 LEGAL MATERIAL TECHNIQUES I

This course will include the definition, writing and pronunciation of legal terms and phrases according to the field of specialization. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TL 217 LEGAL MATERIAL TECHNIQUES II

PRE-REQUISITE: TL 216

In this course, the student will develop the study, analysis, and writing of legal documents and forms; emphasizing the use, objectives and characteristics of each one. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TP 215 LEGAL RESEARCH

PRE-REQUISITE: TL 216

In this course, the student will analyze the fundamentals and legal theory related to precedents and doctrine established by the Supreme Court of Puerto Rico. Students will conduct case research and develop the summary and analysis of jurisprudence. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

TP 216 LAW OF EVIDENCE

PRE-REQUISITE: TL 216

This basic course will study the rules that determine if the evidence is admissible in a judicial proceeding, the procedures for presenting evidence and establishing facts through evidence. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TP 217 DRAFTING LEGAL FORMS

This course will emphasize the proper techniques for drafting legal forms. It will develop the skills for the preparation of these. Students will correctly use the technical-legal vocabulary and the importance of using different sources of references for proper drafting. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

TP 218 FILLING PROCESS

This course will consist of the preparation and transcription of different documents, as well as knowing the different seals that cancel. Students will learn how to determine which copies should be returned. They will also learn the steps to follow from the moment they receive the documents at the attorney's office, as well as the final processing of the documents, so that they are able to begin and finish such work without the need for the attorney to intervene. The student will learn how to file the different documents in the Courts of Justice, as well as in the different instrumentalities of the Bar. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

TP 219 SPECIAL LAW SEMINAR

This seminar will have as its primary objective to discuss the Criminal Code, Corporation Law, Mortgage Law - Family, Obligations and Contracts, Probate, Rules of Civil and Criminal Procedure, and Torts - Family. The subjects will be discussed pointing out the most relevant points, so that the students have a general knowledge of them and become familiar with the legal terms used. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

TP 220

PARALEGAL PRACTICE

In this course, students will put into practice everything they have learned throughout the previous courses, including the definition of legal language, writing of the different legal documents and the filing procedure. The student will have direct experience by performing paralegal work in legal offices in the community. The practice will require a one-hour weekly seminar to achieve the integration of theoretical and practical knowledge.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

TP 221

LEGAL ASPECTS OF LAW PRACTICE

In this course the student will learn the basic principles that govern the ethical practice of law, both for the lawyer and the paralegal technician. They will analyze and discuss the unauthorized practice of law, conflicts of interest, confidentiality, paralegal-client relations, disciplinary procedures, advertising, fees, and inappropriate conduct in the legal office. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

SPANISH COURSES

ESP 101

BASIC SPANISH

This course aims to develop to the maximum the oral and written expression skills that the student has been acquiring throughout his school education. It also aims to offer exercises with which the student can apply the basic skills of accentuation, spelling, morphology, syntax and lexical enrichment. As a final goal of the course, the student will apply the basic skills outlined in the syllabus by completing the module. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

ESP COM 201

BUSINESS SPANISH

In this course the student will develop the skills of writing business and professional documents. Grammatical and linguistic aspects will be strengthened to meet the student's needs at the time of their performance in the workplace. Students will be made aware of the correct use of the Spanish language. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

ENGLISH COURSES

ING 103

PHARMACEUTICAL ENGLISH

This course is designed to enable the student of the Pharmacy Technician program to master language skills in the English language. It will provide the student with terminology and concepts pertinent to the pharmaceutical industry. The student will learn to communicate efficiently in the processes of dispensing, distribution, and consultation of medical prescriptions. In addition, the student will practice the skills of interpretation or decoding of prescriptions. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

ING 201

CONVERSATIONAL ENGLISH

This course will study the basic structures of language in the English language. It will emphasize concepts and terms used in management; their importance in human relations within the regular operation of the company; and the psychological aspects of communication. The student will acquire extensive information about verbal communication; will be trained to handle language in a natural and spontaneous way, in unexpected situations, and summarize literary texts; and will develop conversational skills through lectures and reports. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

MATH COURSES

MATE 103

PHARMACEUTICAL MATH

In this course you will review the basic operations and acquire knowledge about the systems of weights and measures used in pharmacy. You will learn about the different systems as they relate to prescription dispensing. In addition, conversions between systems, preparations to percent and reduction and increase of formulas are included. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ACCOUNTING COURSES

CONT 105 SECRETARIAL ACCOUNTING

In this course, students will study the phases of double entry accounting in commercial entities with emphasis on the use of journals, general and subsidiary general ledger, cash and inventory control and negotiable documents, preparation of adjustment and closing accounts, preparation of financial statements and daily payroll reports. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

MANAGEMENT COURSES

GER 206 BEAUTY SALON MANAGEMENT

This course will transport the student to fulfill two facets of their work life: as an employee or as an administrator. As an employee, the student will be trained in effective job search techniques, interview preparation, completing a resume, job application, and detailing common salary structures in the salon. As a manager, the student will be trained in choosing the most appropriate type of property, selecting a target market, developing an effective workspace, processing permits, and complying with legal requirements. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

GER 208 NAIL SALON MANAGEMENT

This course will develop the techniques of organization and management of a nail salon. It will identify the functions of the administrator, the types of financial organizations, the planning and organization of the business, and the agencies that regulate this establishment. The advantages and disadvantages between managing a nail salon and in-home nail services will be analyzed. In addition, basic accounting topics will be developed to help them manage their accounts, income, expenses, profits, losses, investments, etc. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

GER 210 BARBERSHOP MANAGEMENT

This course will guide the student to prepare him/her to become a barber shop owner, manager or to provide independent booth services. The student will be trained to choose the type of property appropriate to their needs. In addition, the student will learn the sales techniques of barber shop services, cabin products and selection of treatments for their use. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

METHODOLOGY COURSES

MET 101 METHODOLOGY

This course will assist the student in adapting to their studies. Student expectations and goals will be discussed. Study habits, different ways of studying and presentation of oral and written work, and lecture series will be analyzed. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

PSYCHOLOGY COURSES

PSIC 201 HUMAN RELATIONS

This course will help students improve their human relations. Through this course, students will learn to know themselves and work with the physical, intellectual, social and emotional aspects of their personality. Students will develop their leadership and communication skills; important factors for the success of their group or individual integration. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

PSIC 202 INTERPERSONAL RELATIONS

In this course the student will understand and internalize the different aspects involved in developing good interpersonal relationships. Emphasis will be given to efficient conflict management, initiative, motivation, professional skills, verbal expression, personal grooming, good manners, and the establishment of effective guidelines for career success. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

COMPUTER SCIENCE COURSES

COMP 103 MICROSOFT EXCEL® SPREADSHEET SOFTWARE FOR SECRETARIES

This course is focused on the development and creation of spreadsheets (also known as worksheets), using Microsoft Excel® for Windows®. The creation of graphs and business applications for Excel® will be studied, applying the functions of calculating, manipulating and electronically analyzing information, generating reports that help save time and optimize the work in the office. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

NURSING COURSES

ANAT 100 ANATOMY AND PHYSIOLOGY

This course studies the human body as an organized unit with the purpose that the student acquires knowledge of the different body systems, emphasizing the organs that compose it and their functions. The systems discussed are: integumentary system, digestive system, respiratory system, circulatory system, nervous system, endocrine system, urinary system, reproductive system, senses and musculoskeletal system. On the other hand, some of the diseases associated with these are examined. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

ENFE 100 ETHICAL-LEGAL ASPECTS AND EVOLUTION OF NURSING

This course covers general aspects of the historical evolution of nursing, laws and regulations applicable to the nursing profession and ethical issues. It discusses the models and theories of nursing. In addition, the student will become familiar with the health system in Puerto Rico, the nursing process, and the roles and functions of the practical nurse as part of the health team. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 101 FUNDAMENTALS OF NURSING I

This course is designed for the student to acquire knowledge and basic skills necessary for the performance of their functions as a practical nurse as an essential part of the health team. Emphasis will be placed on the intervention in the self-care of the patient-client, their family environment and community. It will discuss concepts such as: safety measures and body mechanics, infection prevention and control, organization and care of the patient's unit, hygiene and vital signs. In addition, the student will become familiar with the concept of education and the assistance of the practical nurse in the documentation of the nursing process. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

ENFE 102 FUNDAMENTALS OF NURSING II PRE-REQUISITE: ENFE 101

This course is designed to continue offering the student basic knowledge and skills necessary to perform their functions as a practical nurse as an essential part of the health team. Study of intervention in patient self-care, family environment and community such as: nutrition and feeding, urinary and gastrointestinal elimination, admission and discharge, physical examination, comfort, rest and sleep, specimen collection, pre and postoperative care, and biopsychosocial needs. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 103 ELECTROCARDIOGRAM TECHNIQUES

This course is designed for the student to acquire basic knowledge and skills in the techniques and procedures for performing an electrocardiogram. It includes: review of cardiocirculatory anatomy and physiology, conduction system, types of arrhythmias, electrocardiogram equipment. In addition, the types and use of the defibrillator are discussed. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 104 MEDICAL-SURGICAL NURSING

This course is designed for the student to acquire basic knowledge and skills in the self-care of the adult client in health and illness. It discusses the pathophysiology of the different systems such as: gastrointestinal, respiratory, endocrine, immunological, musculoskeletal, cardiovascular, integumentary, lymphatic, and respiratory. Emphasis on the intervention of the practical nurse to achieve self-care in adult deviations and health promotion strategies. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 106 NURSING CARE OF OLDER ADULTS PRE-REQUISITE: ANAT 100

This course is designed to acquire basic knowledge and skills in the self-care of the older adult patient-client, their family environment and community. It discusses the physiological and psychosocial changes and problems associated with the aging process. Therapeutic nursing interventions in health alterations and the role of the practical nurse are presented. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 108 MATERNAL-NEONATAL NURSING PRE-REQUISITE: ANAT 100

This course is designed to continue offering the student basic knowledge and skills in the self-care of the mother and neonate, their family environment and community. It discusses the family in the reproductive stage, pregnancy, prenatal care, delivery and complications. Emphasis on the intervention of the practical nurse in the care of the mother and the newborn. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 109 CHILD AND ADOLESCENT NURSING PRE-REQUISITE: ANAT 100

This course is designed for the student to acquire basic knowledge and skills in the self-care of the child and adolescent, their family environment and the community, in health-illness. It discusses the periods of growth and development in the child and adolescent, the normal state of health and deviations in the patient-client. Emphasis on the role of the practical nurse to satisfy the basic needs, promote and prevent health-disease in the infant, child, adolescent and his/her family. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 110 BIOLOGICAL SAMPLE MANAGEMENT

This course is designed for the student to acquire knowledge and skills in transportation, types of anticoagulants used, tubes and the meaning of colors, and handling of safety equipment and materials. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

ENFE 111 MENTAL HEALTH NURSING PRE-REQUISITE: ANAT 100

This course discusses the most common mental conditions, pathophysiology, treatment modalities, and legal aspects. Emphasis on promotion, prevention, maintenance, and rehabilitation in the self-care of the patient, family environment, and community with mental health disorders. It discusses the mental health deviations of adults, adolescents and children. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 112 COMMUNITY HEALTH NURSING

In this course, the student will analyze the health, religious, cultural, social, political and other problems that exist in the individual, family and community. They will discuss the diversity of community health programs and will become aware of their importance for disease prevention, health promotion and rehabilitation of individuals. They will apply the knowledge in clinical practice. The student will apply his/her knowledge to clinical practice. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 113 CLINICAL PRACTICUM I

This course is designed to apply the knowledge and skills acquired in the care of the adult, elderly adult, mother and neonate in the most common health disorders or deviations. Emphasis on meeting the basic needs of the patient-client. Students will perform tasks and skills under direct supervision of a generalist registered nurse according to the plan of care.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

ENFE 114 CLINICAL PRACTICUM II

This course is designed to apply the knowledge and skills acquired in the patient-client care of children and adolescents, their family environment and community in the most common health disorders. In addition, the practical experience exposes the student to patient-clients, their family environment and community with mental health disorders. Group work in the intervention to a community to promote and prevent health-illness. Emphasis on meeting the basic needs of the patient-client. Will perform tasks and skills under direct supervision of a generalist registered nurse according to the plan of care.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

ENFE 115 SEMINAR

The Seminar is designed for the student to acquire knowledge of the different work scenarios and the tasks and responsibilities in each of them. It discusses the preparation of resume, job interview, the procedure and documents required for the application for licensing and registration. In addition, patient care situations are analyzed as part of the practical nursing revalidation review. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

ENFE 116 CLINICAL PRACTICUM III

This course is designed for the student to apply the knowledge and skills acquired in safety, infection control, quality control, equipment management, samples and sample collection procedures. This is done under the supervision of a generalist nurse in different scenarios.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

ENFE 117 GERIATRIC NURSING CARE

Analyzes the origin and historical development of geriatrics as a science and branch of medicine that deals with the study of old age. It studies the different theories of aging and development through which human beings go through, as well as the theorists who built the conceptual frameworks around the subject. The most common diseases in geriatric clients are identified with emphasis on their signs, symptoms, nursing intervention, and the programs and services directed to this population. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

MICRO 100 INTRODUCTION TO MICROBIOLOGY AND HYGIENE

This course is designed for the student to acquire general and basic knowledge of microorganisms, infectious processes, epidemiology concepts, prevention of communicable diseases, most common pathogens, nosocomial infections, and sterilization and disinfection processes. Emphasis on aseptic techniques. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

PHARMACY COURSES

BIOL 102 HUMAN BIOLOGY

This course is designed for the student to acquire the basic knowledge of the organs that compose the human body systems and their functions. It discusses the most common pathophysiology of each system. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

FARM 101 LEGISLATION AND ADMINISTRATIVE ASPECTS

The course provides the student with the basic knowledge and skills in the management of administrative processes that take place in pharmacies such as: merchandise management, medical plans, and others. It discusses the laws and regulations that apply to pharmacy processes such as: Puerto Rico Pharmacy Law, Controlled Substances Law, DACO Regulations, among others. The tasks and responsibilities of the Pharmacy Technician are discussed. The computerized program Rx30 is used. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

FARM 102 PHARMACEUTICAL CALCULATIONS

In this course, the student reviews the basic math skills and acquires knowledge about the systems of weights and measures used in pharmacy such as: metric system, home or English system, and the apothecary system. In addition, it introduces the most commonly used abbreviations in prescriptions and medical orders necessary to solve mathematical problems. It includes conversions between systems, preparations to percent, increase and reduction of formulas, calculation of oral and parenteral doses, intravenous doses, calculations of days of treatment, quantity to be dispensed, are some of the mathematical calculations discussed in this course. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

FARM 103 BASIC ASPECTS OF PHARMACEUTICAL CHEMISTRY

This course is designed for the student to acquire basic knowledge of chemistry. Emphasis is placed on chemical concepts in the pharmaceutical field and the elements present in the most used drugs in pharmacy. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

FARM 104 POSOLOGY

In this course, the student will acquire knowledge and skills related to drug dosage. It includes the study of routes or routes of administration, drug dosage forms, and factors that affect the effect of a drug dose. In addition, you will become familiar with the abbreviations used in the interpretation of prescriptions and medical orders. The calculation of doses and drug interactions is included. The student will complete fifteen (15) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	2 credits
Total Contact Hours:	60
Total Out-of-Class Work Hours:	15

FARM 105 PHARMACOLOGY PRE-REQUISITE: BIOL 102

This course discusses the action of drugs in the human body. It includes the drugs that act in the different body systems. It familiarizes the student with the commercial names, generics or bioequivalent, indications, most important adverse effects, and most common drug interactions. In addition, drugs such as: vitamins, alkaloids, glycosides, vaccines, anti-infective and hormones, among others, are studied. Medicinal plants of Puerto Rico and natural products are discussed. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	4 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

FARM 106 DISPENSING TECHNIQUES PRE-REQUISITE: FARM 101

This course is designed for the student to acquire the necessary knowledge and skills in the techniques of dispensing prescriptions in community pharmacies and medical orders in hospital pharmacies. In addition, students learn skills in the preparation of compounding or extemporaneous prescriptions where they will have experience with the required laboratory equipment and will use computerized systems for dispensing prescriptions. The student will complete twenty-two and a half (22.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	3 credits
Total Contact Hours:	90
Total Out-of-Class Work Hours:	22.5

FARM 107 SEMINAR I

Through the Pharmacy Technician Seminar, the student will have the opportunity to improve skills in the different concentration classes through practice work performed. In addition, the student will become familiar with the important aspects in the preparation and study techniques necessary for the Pharmacy Board Examination. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

FARM 108 PRACTICUM I

PRE-REQUISITE: FARM 106

Apply the knowledge and skills acquired in the classroom on dispensing prescriptions or medical orders. The student must complete 180 hours of practice in a community or institutional pharmacy where he/she will be placed and will be able to perform the duties of a Pharmacy Technician in an actual practice setting under the direct supervision of a licensed pharmacist.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

FARM 109 PRACTICUM II

PRE-REQUISITE: FARM 108

Apply the knowledge and skills acquired in dispensing prescriptions or medical orders. The student must complete 180 hours of practice in a community or institutional pharmacy and will be able to perform the duties of a Pharmacy Technician under the direct supervision of a licensed pharmacist.

Total Credits:	4 credits
Total Contact Hours:	180
Total Out-of-Class Work Hours:	0

FARM 110 PRACTICUM III

PRE-REQUISITE: FARM 109

Apply the knowledge and skills acquired in the classroom on dispensing prescriptions or medical orders. The student must complete 135 hours of practice in a community or institutional pharmacy where he/she will be placed and will be able to perform the duties of a Pharmacy Technician in an actual practice setting under the direct supervision of a licensed pharmacist.

Total Credits:	3 credits
Total Contact Hours:	135
Total Out-of-Class Work Hours:	0

FARM 114 SEMINAR II

Through the Pharmacy Technician Seminar, the student will be able to use the strategies learned to reinforce their knowledge in the area of practice and work. Students will become familiar with important and new aspects of the Puerto Rico Pharmacy Law. In addition, the student will be reinforced with review material for Board Certification Exam. The student will complete seven and a half (7.5) hours of out-of-class-work in order to reinforce and apply the skills and knowledge acquired in class.

Total Credits:	1 credit
Total Contact Hours:	30
Total Out-of-Class Work Hours:	7.5

FARM 115 PRACTICUM IV

PRE-REQUISITE: FARM 110

The student will apply the knowledge and skills acquired from the theoretical classes of the Pharmacy Technician course. He/she will be placed in a pharmacy, hospital or CDT where he/she will complete 270 hours of practice under the direct supervision of a licensed pharmacist.

Total Credits:	6 credits
Total Contact Hours:	270
Total Out-of-Class Work Hours:	0

FARM 116 PRACTICUM V

PRE-REQUISITE: FARM 115

The student will apply the knowledge and skills acquired in dispensing prescriptions. The student must complete 270 hours of practice in a pharmacy, hospital institution or CDT, where he/she will be placed to perform the duties of a Pharmacy Technician under the direct supervision of a licensed pharmacist.

Total Credits:	6 credits
Total Contact Hours:	270
Total Out-of-Class Work Hours:	0

Academic Calendars

ACADEMIC CALENDARS 2025 – 2028

The Administration of **American Educational College** reserves the right to modify, alter, or eliminate any stipulation in the Academic Calendars included in this Catalog.

Academic Semester	Year 2025	
	Beginning Date	Ending Date
January - May	Monday, January 13	Friday, May 9
May - August	Monday, May 12	Friday, August 22
August-December	Monday, August 25	Friday, December 19

Academic Semester	Year 2026	
	Beginning Date	Ending Date
January - May	Monday, January 12	Friday, May 8
May - August	Monday, May 11	Friday, August 21
August-December	Monday, August 24	Friday, December 18

Academic Semester	Year 2027	
	Beginning Date	Ending Date
January - May	Monday, January 11	Friday, May 7
May - August	Monday, May 10	Friday, August 20
August-December	Monday, August 23	Friday, December 17

Academic Semester	Year 2028	
	Beginning Date	Ending Date
January - May	Monday, January 10	Friday, May 5
May - August	Monday, May 8	Friday, August 25
August-December	Wednesday, August 28	Friday, December 15

HOLIDAYS

The dates indicated below are those that the Institution will observe as holidays. The Administration of **American Educational College** reserves the right to modify, alter, or eliminate any stipulation on the holidays included in this Catalog.

MONTH	HOLIDAY
January 1	New Year's Day
January 6	Three King Day
3 th Monday of January	Martin Luther King Jr. Day
3 th Monday of February	President's Day
March 22	Emancipation Day
Last Friday of March or first Friday of April	Good Friday
Last Monday of May	Memorial Day
July 4	Independence Day
July 25	Constitution Day
1 st Monday of September	Labor Day
October 12	Columbus Day
November 11	Veteran's Day
November 19	Discovery of Puerto Rico Day
4 th Thursday of November	Thanksgiving Day
December 25	Christmas Day

I, Joaquín González Pinto, President of **American Educational College**, certify that this Catalog is an official document that governs the operation of the Institution, effective from May 2026 until June 2028.

This Catalog applies to all our campuses, additional locations and campuses additions. The official version is published in Spanish. If there is any conflict in the interpretation, the Spanish version will prevail.



Joaquín E. González Pinto
President

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BAYAMON MAIN CAMPUS

#45 SANTA CRUZ ST.
BAYAMON, PR 00960
787-798-1199

TOA ALTA CAMPUS

#226-228 MUÑOZ RIVERA ST.
TOA ALTA, PR 00953
787-870-2552

VEGA ALTA CAMPUS

#64 MUÑOZ RIVERA ST.
VEGA ALTA, PR 00692
787-883-1140