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DISCLAIMER OF RESPONSIBILITY

EDIC College reserves the right to: (1) change or modify the costs pertaining to tuition and fees, (2) remove, cancel, reschedule or modify any study program or course, title, or any other requisite relevant to the previously mentioned, and (3) change or modify any academic policy or other institutional policy, whenever deemed convenient.

Because publishing the Institutional Catalog takes some time, the information included in the Institutional Catalog could be updated while the publishing process is in place. All changes to the information included in the Catalog will be published during the academic term in which the changes occur. Students are responsible for corroborating the information regarding their academic programs, especially that information pertaining to graduation requirements. They can comply with this responsibility by reading information posted on institutional bulletins and the webpage www.ediccollege.edu. They can also visit and consult with professors, counselors, the Academic Director, and personnel at other pertinent offices such as the Registrar’s Office or the Financial Aid Office. In the preparation of this Catalog, a lot of effort is made to provide precise and pertinent information; nevertheless, EDIC does not take any responsibility for errors or omissions in the Catalog.

All information included in this catalog is common to all locations except where is indicated.

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EDIC College does not discriminate against any person because of race, sex, color, genre, religion, age, political beliefs, ethnicity, disability, pregnancy, military or civilian status.
MESSAGE FROM THE PRESIDENT

Welcome to EDIC College. It is an honor for us that you have chosen our Institution to pursue your postsecondary education, a journey that will lead you to become professionals. Our academic and administrative personnel are committed to providing you an excellent educational environment that will allow you to attain the best achievement possible in the program that you have selected.

Our institution has maintained itself as a solid organization, constantly and firmly maintaining its commitment to educate excellent professionals who sustain their commitments with their vocations. We have the technology, equipment, materials, laboratories, and the best resources to prepare future health professionals, according to the true needs of the professions we offer. In this way, we provide our citizens with highly capable human resources who are trained in the most advanced trends currently used in the health care field.

Cordially,

José A. Córdova

President
HISTORY OF EDIC COLLEGE

EDIC College Inc., initially known as Economic Development for Industry and Commerce, Inc. (EDIC), was established in 1982. The educational facilities were located in classrooms rented from the Corporación de Colegios Comerciales Universitarios in Caguas, Puerto Rico.

Its inception as an educational institution was the result of the desire of a group of educators who wanted to provide technical and managerial advice to small business owners as a way to help them establish and develop their businesses.

Initial recruitment of participants was performed as a joint effort with the Right to Employment Administration. The Institution began with the Small Business Administration course in 1985.

In 1987, EDIC was authorized by the Education Department of Puerto Rico to offer the following postsecondary courses: Bank Teller, Travel Agent, Sales and Marketing, Small Business Administration and Finance and Credit.

As a result of its development and with the purpose of expanding its offerings, EDIC College was relocated to what was previously the Caguas Norte Shopping Center in Caguas. Our personnel have vast experience in the field of technical-vocational education.

Having identified the need for an institution that could offer quality academic programs while focusing on the business development of the central and eastern areas of Puerto Rico, our corporation, “Economic Development for Industry and Commerce, Inc.”, undertook the task of creating an organization with this purpose. In 1987, a certificate for incorporation was presented at the Puerto Rico State Department under the name Instituto Vocacional y Comercial EDIC, Inc. As a result, both corporations were merged and all assets of the corporation Economic Development for Industry and Commerce became part of EDIC College. In May 2012, the corporation underwent another organizational change when it was acquired by the investment firm Renovous Partners. The group made several investigations regarding areas of high employability and we reached the conclusion that the Caguas Region was in need of an institution dedicated to offering health related courses. With this in mind, but without forgetting our philosophy, we have developed several educational programs geared toward the health field. The Institution currently offers the following diploma programs: Medical Secretary with
Insurance Billing, Practical Nursing, Medical Emergencies Technician, Respiratory Care Technician, Preschool Teacher Assistant, Veterinary Assistant with Pet Grooming, Laboratory Assistant with Electronic Processing, and Professional Pet Groomer. We offer the following Associate Degree programs: Radiological Technology, Medical Sonography, Optical Sciences, Cardiovascular and Peripheral Vascular Technology, Nursing Sciences and, Pharmacy Technician. In addition, the institution offers at bachelor level the following programs: Bachelor Degree in Health Sciences with concentration in Education and Bachelor Degree in Health Sciences with concentration in Gerontology, Bachelor Degree in Nursing Sciences, and Bachelor Degree in Nursing Sciences RN to BSN (Online).

In December 2013, EDIC College opens its first branch in the Carolina municipality. In January 2017, opens its second branch in the Bayamón municipality.

**ORGANIZATION STRUCTURE**

EDIC College is a private institution authorized and accredited to offer academic programs at the degree and postsecondary levels. It was created to educate adults and youths in areas of high employability through programs that emphasize the use of technology and modern educational techniques. EDIC is a for-profit corporation established under the laws of the Commonwealth of Puerto Rico.

The organizational structure is composed by a Board of Directors and the Administration. The Board of Directors was created by the Chief Executive Officer (President) and it includes high rank managers who have the necessary capacity and qualifications to manage the issues and make complex decisions. The members are:

**Board of Directors**

Mr. Brad Withman  
President

Mr. Atif Gilani  
Secretary

Mr. Frederick Hill  
Treasurer

Mr. José A. Córdova  
Director
Administration

Mr. José A. Córdova
President and Chief Executive Officer

Mrs. Milagros Cartagena
Director of Purchases and Physical Facilities

Ms. Norelis Rodríguez
Human Resources Director

Mrs. Yazmín Rivera
Executive Office Accountant

Mr. Wilfredo Romero
Technology Director

Mrs. Betsy Vidal
Dean of Academic and Student Affairs

Mrs. Tais Laborde
Institutional Marketing Director

Main Institution

Mrs. Wilda Vélez
Main Institution Executive Director

Prof. Iván Escalante
Academic Director

Mrs. Virginia Cartagena
Admissions Director
Mrs. Waleska Vargas
Educational Resources Center Director

Mrs. Iris López
Registrar

Mrs. Ineabelle Cintrón
Bursar Director

Mrs. Carmen Flores
Financial Aid Director

Mrs. Wanda Del Valle
Placement Director

Mrs. Iris Santiago, CPL
Professional Counselor

Prof. Jacqueline Rivera
Auxiliary Academic Director
  Diploma Programs

Dr. José Maldonado
Auxiliary Academic Director
  Associate Programs

**Carolina Non Main Campus**

Mr. Ricardo J. Flores Rivera
Executive Director

Prof. Bethzaida Piñero
Academic Director

Mr. Juan Orengo
Admissions Director

Mrs. Jeanette López
Financial Aid Director

Mrs. Keila Reyes Viera
Registrar
Ms. Raisa Allende
Bursar Official

Mrs. Giselle Garriga
Librarian

Mrs. Karla Sánchez
Placement Director

Mr. David Báez Mojica, CPL
Professional Counselor

Prof. Ilia Ortiz
Auxiliary Academic Director
Associate Degree Programs

Prof. Ivelisse Morales
Auxiliary Academic Director
Diploma Programs

Bayamón Non Main Campus
Mrs. Claribel López
Executive Director

Dr. Heirie Orengo
Academic Director

Mrs. Nancy Llera
Admissions Director

Mrs. Lissa Coll
Financial Aid Director

Mrs. Jeannette Torres
Registrar

Mr. Yazmín Pagán
Bursar Official

Mr. Ángel Figueroa
Librarian
MISSION

EDIC College is an institution of higher education, focused on professions of high labor demand and multiple teaching methods, for the success of our students.

VISION

Be recognized as a dynamic institution seeking new markets and leader for his programmatic accreditations, quality standards, and innovation in teaching methods.

INSTITUTIONAL OBJECTIVES

EDIC College supports its philosophical aims by establishing the following general objectives:

1. Maintain an academic offer that includes technical, high-skill postsecondary and degree programs to develop the cognitive, affective and procedural skills necessary for the student to meet the changing demands of the labor market and stimulate him to continue expanding his horizons so that they can contribute effectively to society.

2. Implement and constantly evaluate various teaching methods in order to recommend educational strategies, relevant and tempered to our offer, which complement the use of clinical simulation, traditional and distance education, as well as blended learning, for problem solving, project development and through
community bonding to reinforce the learning and teaching processes of students in order to achieve the specific objectives of each program.

3. Train the student through an educational competencies based model that considers clinical simulation in all its dimensions as a main teaching strategy and which in turn requires exposing students to analogous situations that they will face in their professional environment in order to exhibit the basic, professional and specific competences of their area of studies.

4. Develop in the student the ability to incorporate the knowledge and skills acquired through general and liberal education as well as those acquired in the applied sciences courses with the intention of configuring a skillful citizen capable of transferring and applying his knowledge to the academic, professional and daily life to face the challenges of the current changing society.

5. Encourage the student to develop a positive attitude towards life and to recognize the value of work, as well as their own capacity to be employed or self-employ themselves, to be the protagonist of their own life and to carry out those activities aimed at promoting their development as sensitive, responsible and empathetic beings.

6. Expose the student to the technological advances arising as a discovery of science and face him in a practical way through skill laboratories and practice internships that strengthen their preparation to contribute positively to the society in which they live.

7. Establish effective communication with employers to identify areas of greater labor demand in order to develop programs that meet the needs of the employment market in the region.

8. Identify the needs of the employers of the region and develop skills, knowledge and competences in the student through the offering of academic programs in health careers in high demand with the highest quality standards.
PHYSICAL FACILITIES

EDIC main institution is located on Rafael Cordero Avenue, Génova Street in Urb. Caguas Norte. The Institution has 12 classrooms, 2 computer laboratories, and 13 laboratories dedicated to health programs. The Institution also has an educational resources center (library), student services offices, a cafeteria and a parking lot for students, administrative personnel, and faculty.

The Institution offers the following programs on these premises:

1. Respiratory Care Technician
2. Veterinary Assistant with Pet Grooming
3. Laboratory Assistant with Electronic Processing
4. Professional Pet Groomer
5. Associate Degree in Radiological Technology
6. Associate Degree in Medical Sonography
7. Associate Degree in Optical Sciences
8. Associate Degree in Cardiovascular and Peripheral Vascular Technology
9. Associate Degree in Nursing Sciences
10. Associate Degree in Pharmacy Technician
11. Bachelor Degree in Health Sciences with concentration in Education
12. Bachelor Degree in Health Sciences with concentration in Gerontology
13. Bachelor Degree in Nursing Sciences
14. Bachelor Degree in Nursing Sciences RN to BSN (Online)

EDIC College also has a Learning Site located at Plaza Centro Business Center on Rafael Cordero Avenue since September 2009. This site has 10 classrooms, 4 laboratories used by the health programs and 2 computer laboratories. In addition, these facilities have a Learning Center with library services, student services offices, and parking for students, administrative personnel, and faculty. Because these facilities are located in the Plaza Centro Mall, our students, employees and visitors can benefit from having meals in the food court.

*The following academic programs are offered at the Learning Site:

1. Medical Secretary with Insurance Billing*
2. Preschool Teacher Assistant*
3. Medical Emergencies Technician*
4. Practical Nursing*

*These programs are currently offered in Caguas Main Campus because we are rebuilding the facilities due to Hurricane Maria occurred in September 2017.

Carolina Non Main Campus

The Carolina Non Main Campus is located on Lot #1 of the Victoria Industrial Park in Carolina. These facilities house 17 classrooms, 2 computer laboratories, 1 laboratory for the preschool teacher assistant program, and 11 laboratories for the health programs. It also has an Educational Resource Center (Library), administrative and student services offices, a student center, and parking space for students, administrative personnel, and faculty. In these facilities, all approved programs are offered except the Associate Degree in Optical Sciences and the Bachelor of Science in Nursing RN to BSN (Online).

Bayamón Non Main Campus

The Bayamón Non Main Campus is located on Lot #1 of the Corujo Industrial Park in Bayamón. These facilities house 7 classrooms, one computer laboratory, and 9 laboratories for the health programs. It also has an Educational Resource Center (Library), administrative and student services offices, a student center, and parking space for students, administrative personnel, and faculty. In these facilities, are offered the following programs:

1. Veterinary Assistant with Pet Grooming
2. Practical Nursing
3. Laboratory Assistant with Electronic Processing
4. Professional Pet Groomer
5. Associate Degree in Radiological Technology
6. Associate Degree in Medical Sonography
7. Associate Degree in Optical Sciences
8. Associate Degree in Cardiovascular and Peripheral Vascular Technology
9. Associate Degree in Nursing Sciences
10. Bachelor Degree in Health Sciences with concentration in Education
11. Bachelor Degree in Health Sciences with concentration in Gerontology
12. Bachelor Degree in Nursing Sciences
LICENSES AND ACCREDITATIONS

EDIC College is licensed by the Puerto Rico Council of Education to offer academic programs at the associate and bachelor degree levels, as well as programs conferring diplomas.

EDIC College, Caguas Main Campus, Carolina Non Main Campus and, Bayamón Non Main Campus are institutionally accredited by Accrediting Bureau of Health Education Schools (ABHES) to award Diplomas, Associate and Bachelor Degrees. ABHES is a leader in health education accreditation and has been nationally recognized by the U.S. Secretary of Education.

ABHES is located at 777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043. Its telephone number is (703)-917-9503.

ASSOCIATIONS

EDIC College is member of the following associations:

1. Career Education Colleges and Universities (CESU)
2. Puerto Rico Manufacturers Association
3. Puerto Rico University Technical Network (Red Técnico Universitaria de Puerto Rico)
4. Puerto Rico Association of Colleges Registrars and Admissions Officers (PRACRAO)
5. Puerto Rico Association Student Financial Aid Association (PRASFAA)
6. Puerto Rico Association of Private Education (Asociación de Educación Privada de Puerto Rico)
7. Corporation of University Resources for Drugs, Alcohol, and Violence Alert (Corporación de Recursos Universitarios de Alerta a las Drogas, Alcohol y Violencia – CRUSADA, Spanish acronym)

APPROVALS

1. Training Provider – Vocational Rehabilitation
2. Training Provider - Work Investment Act (WIA)
3. Approved for veterans training (Caguas Main Campus).
ADMISSIONS OFFICE

The Admissions Office is responsible for receiving, evaluating, and processing all admission applications of future students interested in pursuing studies in our Institution. Personnel working at this office are available to provide orientation about the academic offerings, duration of the academic programs, employment opportunities, and admission requirements.

Admission Policy

EDIC College has an admission policy that provides individuals with the opportunity to pursue postsecondary studies through our diploma programs, associate degree programs, and bachelor degree programs. Anyone interested who can benefit by continuing their studies at our institution must meet the admission requirements. Once individuals complete and comply with the admission process, they can begin their studies in the selected program, which will initiate them in the process of becoming professionals.

Policy for Verifying High School Documents in the Admission Process

As part of its admissions policy, EDIC College verifies the origin of documents that prove that students have completed high school.

Upon presentation of evidence of how students obtained their high school diploma, the official refers to the document used by the Council on Education of Puerto Rico which gives the valid license dates for the public schools or private schools to determine whether the date of graduation or completion agrees with the schools’ license dates. If the information is correct, the high school completion evidence is accepted. If the information provided by the applicants does not agree with the information provided by the CEPR, the students are referred to their schools for information.

Certifications from high school will be accepted only by exception when a particular case deserves so.
EDIC College, as part of its admissions policy, verifies high school documents in the admission process for students coming from accelerated schools. This policy applies to all new students who come directly from high school or transfer and that their high school diploma is from an accelerated school. This means that a student who comes from another post-secondary institution, but who brings his transcript of high school credits and reflects that he / she comes from an accelerated school, will apply the policy of Verification of the Validity of the Diploma of Higher School for Students from Accelerated Schools.

Through the established procedure, the following will be verified:
1. The validity of the accelerated school's license from which the student comes.
2. The validity of accelerated school diplomas.
3. That the students coming from those schools completed their studies in accordance with the applicable requirements of the Puerto Rico Council of Education (CEPR).

Documents to be delivered by the student from an accelerated school in addition to the diploma:
1. The transcript of accelerated school credits.
2. The transcript of credits from the school where studied, prior to entering the accelerated school.

Once verified the documents delivered by the student and the validity of them the institution will determine their admission to the institution.

Admission Requirements for New Students in Diploma Programs

1. Have graduated from high school or have some equivalent studies.
2. Submit an admission application. (A $25.00 non-reimbursable admission fee will be charged to the student’s account.)
3. Submit, with the application, an official credits transcript of the subject matters passed and the grades obtained in each class. Classes should reflect the study program at the secondary level or its equivalent as it currently complies with the Puerto Rico educational system graduation requirements.
a. Equivalents to the high school credit transcript accepted by the Institution include tests passed at the Extension Division of the Department of Education known as the GED (General Education Development Test) and copy of the diploma.

4. When a student cannot produce a credits transcript or the results of equivalency tests, the diploma will suffice and an exact copy will be made as evidence of the high school degree. These students are admitted as regular students; however, tutoring courses are recommended during the first semester because there is no way of evidencing their grade point average (GPA) for their high school studies.

5. Students who have completed high school outside Puerto Rico and the United States must submit evidence from the Puerto Rico Department of Education of the validation and acceptance of their academic credentials.

6. In the event that the student has studied at post-secondary level and wishes to validate credits in transfer, must present the transcript of credits of the educational institution post-secondary. Anyone under 18 years of age must be accompanied by a parent or tutor.

8. Students’ high school GPA must be 2.00 or higher.
   a. Students who not meet the minimum 2.00 GPA is recommended to take tutoring for the course during the first semester according to the schedule of programmed sections.

8. Applicants will be interviewed by the Admissions Officer or by designated personnel.

10. Applicants under 21 must submit the Immunization Certificate from the Health Department.

11. Applicants that do not submit all the required documentation will be identified as Provisional Admissions, and they will have 30 days after the first class day to submit the documents.

If students do not complete the process within the specified timeframe, enrollment will be cancelled and the student will not be eligible for financial aid programs administered by EDIC College.
a. Students admitted to a Diploma Program with a provisional classification will not receive materials, or uniforms until they have completed their student file at the Admissions Office.

**Admission Requirements for New Students in Associate’s Degree**

1. Submit an admission application. (A $25.00 non-reimbursable admission fee will be charged to the student’s account.)

2. Be a high school graduate or have an equivalent academic background with a grade point average of 2.50 or higher.

3. Applicants with an average between 2.30 and 2.49 have the right to request admission to a program and undergo an interview process. If the interview is satisfactory, admission as regular students is granted.

   a. The Institution is committed to providing tutoring and any academic assistance, including orientation and counseling requested.

4. Submit, with the application, a credits transcript of the subject matters passed and the grades obtained in each class. Classes should reflect the study program at the secondary level or its equivalent as it currently complies with the Puerto Rico educational system graduation requirements.

   a. Equivalents to the high school credits transcript accepted by the Institution include tests passed at the Extension Division of the Department of Education known as the GED (General Education Development Test) and copy of the diploma.

5. If the student comes in transferring from a post-secondary institution, may use the minimum average (2.50) required for evaluation and determination of eligibility for the academic program requested as a new student.

6. In the event that students who have studied at the postsecondary level and want to validate credits transfer, must submit a credit transcript from the educational institution from which they are transferring.

7. Anyone under 21 must submit the Immunization Certificate (P-VAC-3 Form).
8. Anyone under 18 years of age must be accompanied by a parent or tutor.

9. Applicants must be interviewed by the Admissions Officer or by designated personnel.

10. Applicants must complete a written interview.

11. Applicants that do not submit all the required documentation will be identified as Provisional Admissions, and they will have 30 days after the first class day to submit the documents.

   If students do not complete the process within the specified timeframe, enrollment will be cancelled and the student will not be eligible for financial aid programs administered by EDIC College.

Additional Admission Requirements for New Students in Pharmacy Technician program

1. To be admitted to the program of Pharmacy Technician the student must accompany with the application for admission a Penal Antecedents Certificate (original).

Admission Requirements for Students with Prior Experience in the Field of Optical Sciences - Associate Degree in Optical Sciences

Individuals who request admission to the Associate Degree in Optical Sciences program must comply with the requirements established for associate degree programs. Applicants for the associate degree in Optical Sciences must comply with the standards established for associate degree programs.

If the student does not meet the average requirement (2.50) of admission, he / she may be admitted if he meets all the requirements described below:

1. Applicants with a general point average between 2.00 and 2.29 have the right to request admission to the program and undergo an interview.
   a. The Institution is committed to providing tutoring and any academic assistance, including orientation and counseling requested.
   b. Applicants must have five (5) years’ experience in the field of optical sciences (laboratory experiences and experience in dispensing products).
2. Applicants must be 23 years of age or older.

3. Applicants must undergo an interview with the Program Lead Instructor.

**Admission Requirements for New Students in Bachelor’s Degrees**

1. Submit an admission application. (A $25.00 non-reimbursable admission fee will be charged to the student’s account.)

2. Be a high school graduate or have an equivalent academic background with a grade point average of 2.50 or higher.

3. Proof of the high school diploma or its equivalent. Equivalents to the high school credit transcript accepted by the Institution include tests passed at the Extension Division of the Department of Education known as the GED (General Education Development Test) and copy of the diploma.

4. If the student comes in transferring from a post-secondary institution, may use the minimum average (2.50) required for evaluation and determination of eligibility for the academic program requested as a new student.

5. Applicants with an average between 2.30 and 2.49 have the right to request admission to a program and undergo an interview process. If the interview is satisfactory, admission as regular students is granted.
   
a. The Institution is committed to providing tutoring and any academic assistance, including orientation and counseling requested.

6. Submit, with the application, a credits transcript from accredited institution of the subject matters passed and the grades obtained in each class.

7. Anyone under 21 must submit the Immunization Certificate (P-VAC-3 Form).

8. Anyone under 18 years of age must be accompanied by a parent or tutor.

9. Applicants must be interviewed by the Admissions Officer or by designated personnel.

10. Applicants must complete a written interview.
11. Applicants that do not submit all the required documentation will be identified as Provisional Admissions, and they will have 30 days after the first class day to submit the documents.

If students do not complete the process within the specified timeframe, enrollment will be cancelled and the student will not be eligible for financial aid programs administered by EDIC College.

Additional Admission Requirements for New Students in Bachelor’s Degrees in Health Sciences with concentrations in Education and Gerontology

1. Hold an Associate Degree or 60 credits in postsecondary credits with at least 33 semester credits in a health sciences field with a grade point average of 2.50 or higher.
2. Satisfactorily complete courses in the areas specified below at an accredited post-secondary college or university.

Required General and Liberal Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English*</td>
<td>6 Semester</td>
</tr>
<tr>
<td>Spanish*</td>
<td>6 Semester</td>
</tr>
<tr>
<td>Social Sciences or Humanities*</td>
<td>6 Semester</td>
</tr>
<tr>
<td>Sciences*</td>
<td>3 Semester</td>
</tr>
<tr>
<td>Mathematics*</td>
<td>3 Semester</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24 Semester</strong></td>
</tr>
</tbody>
</table>

*These may be taken during the first year the student is enrolled in the program.
Additional Admission Requirements for New Students in Bachelor’s Degree in Nursing Sciences RN to BSN (On line)

EDIC College offers distance education in the modality of online courses to students enrolled in Bachelor’s Degree in Nursing Sciences (RN to BSN).

The Institution adopted the definition of Distance Education provided by the Puerto Rico Council of Education as the theoretic framework. It expresses the following:

- Distance education is a teaching and learning methodology through which students and faculty are located in different physical spaces. The students are in a non-academic environment the majority of the time to perform their academic activities.

- The teaching and learning process can be asynchrony or synchronic with the use of information and communication technology. (Puerto Rico Council of Higher Education, 2008)

In order to be considered for bachelor admission, applicants must comply with the following requirements:

1. Hold an Associate Degree in Nursing Sciences.
2. Hold a permanent and current Nursing RN License.
3. A grade point average of at least 2.50 in nursing courses.
4. Satisfactorily complete courses in the areas specified below at an accredited post-secondary college or university.

**Required General Courses**

- **English***: 6 Semester Credit - Hours
- **Spanish***: 6 Semester Credit - Hours
- **Social Sciences***: 3 Semester Credit - Hours
Mathematics*  3 Semester Credit – Hours

Total  18 Semester Credit - Hours

These may be taken during the first year the student is enrolled in the program.

**General Regulations for Admission to Distance Education Program**

1. An admission test is not necessary. Admission requirements are identical to the requirements of any face-to-face course, except for the following:
   a. Access to broadband internet is recommended for students who wish to participate in online courses (i.e., students should have access to DSL or Cable TV).
2. Students should have the following knowledge and skills:
   a. Use of computer systems
   b. Use of email and browsers (internet navigation)
   c. Use of basic Office programs (Office, Open office, etc.)
3. For the student to access the platform optimally, you must ensure that your computer or electronic device has the following: Flash Player, Adobe Reader (PDF), Java, Google Chrome or Mozilla Firefox, Edge and Internet Explorer.

**Distance Education Tuition Fees**

There are no additional fees for enrollment in online courses. Course fees are the same as fees for face-to-face courses.

**Admission Requirement for Special Students**

Special students are those who desire to take specific courses within an academic program. Special students must meet the following requirements:

1. Submit an admission application. Pay $25.00 non-reimbursable admission fee at the Bursar’s Office.

2. Specify in the admission application that the purpose of enrollment is professional development.
GENERAL DOCUMENTS REQUIRED FOR PRACTICE

The following documents are not required of students admitted to EDIC College; however, we deem it is necessary to list the documents so that students can locate these documents while taking their courses. Awareness of these requirements will facilitate that students begin their practice (externship) in a timely manner without interrupting the progress of their studies:

1. CPR (Cardio Pulmonary Resuscitation) Certificate (original)
2. Penal Antecedents Certificate (original)
3. Health Certificate (original)
4. HIPAA Act Certificate
5. Hepatitis B Vaccine
6. Varicella Vaccine
7. Flu Vaccine
8. Nose and Throat Culture
9. Law 300

Note: Documents required for practice may vary according to the study program. Please refer to the Study Program for detailed information regarding specific requirements for your practice.

TRANSFER CREDITS POLICY

The courses that students have passed in other postsecondary institutions or universities will be considered individually for acceptance. The institution reserves the right to accept courses approved in other institutions.

Acceptance of courses approved in other institutions will be subject to the following considerations:

1. Students must submit to the Registrar’s Office a request for evaluation of the courses they wish to transfer.
2. Students must pay a $100 fee for validation of transfer credits at the Bursar’s Office.
3. The courses taken at another institution that are to be accepted for transfer will have to have a grade of "C" or better. In those courses where the particular policy for the desired program includes a minimum grade, this will be taken into consideration when applying the transfer of credits policy.
Courses in which the student obtained a "D" or "F" will not be considered for transfer.
4. The courses must have the same or greater value in credits.
5. Courses submitted for evaluation should be equivalent to those offered in the program of studies requested by the student or acceptable equivalents.

Validation of transfer course applies only to the number of credits approved and not to the grades attained in the courses. This signifies that the grades obtained in these courses will not be considered when calculating average.

EDIC College does not want to set a specific period for the expiration of previous studies because we understand that not all knowledge has the same capacity to expire and because it is possible that individuals have been strengthening this knowledge while performing their work or have participated in professional development training. For this reason, the institution will evaluate each case individually.

Transfer Credit Acceptance Process

1. At the time of applying to the Institution, students must specify postsecondary and university institutions and the transfer courses that want to be evaluated

2. Using the form for validation of courses and the credit transcript submitted by the students, the designated official would evaluate the courses taking into consideration the information previously mentioned. Students receive the original copy of the validation document and the copy becomes part of the student’s record.

3. Once the validation of courses accepted in transfer is completed, the courses will be recorded in the student’s academic record.

4. The maximum number of credits accepted for transfer for diploma programs is nine credits.
Associate and Bachelor’s Programs:

5. The maximum number of credits accepted for transfer for associate and bachelor degree programs is 50% of the total number of credits that the student must complete to comply with the graduation requirements of their academic program.

6. The credits approved through challenge exams or work experience will be considered as part of the credits approved in the institution, and they will not be regarded as part of the transfer policy, which allows transfer of a maximum of 50% of the total number of credits in a program.

7. The student must pass at EDIC College a minimum of 12 credits of professional education component.

CHALLENGE TESTS POLICY
(ASSOCIATE AND BACHELOR’S DEGREES)

Students who are interested in taking the challenge tests must submit an application with the name of the course to be challenged at the Registrar’s Office. The student requesting a challenge exam is presumed to have mastered the skills and content of the course. The challenge test is not a substitute or alternative to completing courses or replenishing courses previously attempted and not approved.

Eligibility Requirements:

1. Students must pay for the challenge test at the Bursar’s Office.
2. Students must submit a challenge test application within the dates established on the academic calendar.
3. Passing grade for the challenge test is 70% minimum.
4. A challenge test will not be considered when considering a student’s average, but it will count toward the number of attempted credits as established in the Satisfactory Academic Progress Policy. The course will be shown as approved/passed, but it will not have a grade.
5. The student is entitled to attempt the challenge test for a course once. If not approved, will need to enroll in the course.
6. Once enrolled in the courses, the student will not have the right to request these courses for a challenge exam.
7. The challenge test is not a substitute or alternative to complete courses or replenish courses previously attempted and not approved.
8. Students can only challenge three courses per semester.
9. The student must approve a minimum of 24 credits of residence at EDIC College.

**ACCREDITATION OF EXPERIENTIAL LEARNING POLICY**  
**(ASSOCIATE AND BACHELOR’S DEGREES)**  
This policy does not apply to Diploma programs

With the assistance of faculty, students prepare a portfolio for this modality. The portfolio includes narratives of professional, personal, and academic aspects focused on work experiences related to the learning outcomes of specific courses. Evidence should be included to sustain the narratives. Students will apply for the courses they want to accredit through experiential learning and the application will undergo an evaluation process. Specialized faculty members within each field are charged with the evaluation process.

Fees for courses evaluated through this modality are not covered by federal funds. Students must pay for both costs when requesting the evaluation.

Requirements:

1. Interview with the Auxiliary Director.
2. Submit evidence of four (4) years minimum experience in the field or a related field.
3. Complete the orientation process.
4. Approved courses will not be considered for general average, but they will count toward the number of attempted credits as established in the Academic Satisfactory Progress Policy. The courses will appear as approved/passed, but it will not have a grade assigned to it.
5. Students will have two semesters to complete the evaluation of courses through this modality (the semester that starts and the following one). Students who withdraw or do not continue in following semester forfeit the opportunity to have courses evaluated under this modality.
6. The student must approve a minimum of 24 credits of residence at EDIC College.
Transfer Credit Acceptance for EDIC College Students

Students graduating from a program or withdrawal students who enroll in a new program must pass a minimum of 24 credits of residence for purposes of overall academic average.

Withdrawal students coming to complete the program that had been withdrawn have to take the courses needed to complete the same.

RE-ADMISSION TO AN ACADEMIC PROGRAM

A student readmitted (reentry) is one that is in withdraw status or suspension and enrolls in the institution again either in the same program that had been withdrawal or in another program.

Students must meet the following requirements:

a. Request re-admission at the Admissions Office.

b. Re-admission is subject to availability of a group of students for the courses.

c. If students have outstanding debts with the institution, they must resolve the financial situation before their re-admission.

d. If students withdraw again and they decide to request re-admission a third time, the applications will be strictly evaluated and will have to be approved by the Re-admissions Committee which is composed by the Academic Director, the Associate Program Director, the Retention Official and representatives from the Registrar’s Office.

e. EDIC College reserves its right to admit or re-admit students to each section or academic term.

f. Students who request re-admission must comply with existing program policies. Students must accept any curricular revision made to the programs.

REGISTRAR’S OFFICE

Personnel from the Registrar’s Office have the following duties and responsibilities:

- Participate in, collaborate with, and supervise the enrollment processes.
• File and maintain student record files.
• Be custodian of student files to maintain confidentiality during each of the processes.
• Provide students with documents they request following the procedures established by the Office.
• Certify students who have met established graduation requirements and expedite students’ certifications for goals achieved.

**Enrollment Process**

The Registrar is custodian of documents related to students’ academic events and establishes the enrollment procedures. Students are considered enrolled at EDIC College when they complete the enrollment requirement and satisfy all the study fees, without it being limited to any special fee. No study program will have official validity without the Registrar’s approval. When students enroll, they are signifying their total approval, acceptance and endorsement of all the academic, administrative and student regulations included in this catalog and other publications and their commitment to accept and observe the rules. Students are responsible for completing all documents handed to them.

**Changes in Class Schedule**

Students enroll on dates established on the academic calendar. Once enrolled, students can make changes to their class schedule within the stipulated timeframe and following the regulations and procedures established for these procedures. All changes must be approved by the Registrar. Students who do not request an official withdrawal will obtain a “W” in the corresponding course and will not receive credit or reimbursement for fees paid in the enrollment process.

**Status Changes**

Students must inform the institution of any changes in their status that alter the information provided on required documents previously submitted and other documents submitted through time.
Grade Reports

The Registrar’s Office will notify students of their academic progress through a grade report at the end of the semester. If students do not agree with the grades obtained during one term, they can request a revision by the third day of class of the following academic term. Requests for grade revisions will not be considered after this three-day period.

Credit Transcripts, Student Certifications and Graduation Certifications

All academic activities related to the students while they study in the Institution are organized in official files for future reference. Credit transcripts include the different courses taken with the corresponding grades. In addition, the credit transcripts include the academic average, which is calculated dividing the total number of honor points by the total number of approved credits. This information is kept in a fireproof vault.

Requests for credit transcripts and any type of certification must be submitted personally or in writing a week in advance at the Registrar’s Office. Credit transcripts, official certifications, and diplomas will not be provided to students with outstanding debts at the Bursar’s Office.

COURSE CODE SYSTEM

- The courses are identified by a code that consists of four letters followed by a three-digit number.
- The letters identify the name of the program or course in English language; the numbers identify the level, area or program and the sequence of the course within the area or program.
- The assignment of numerical codes takes into account the sequence of courses within the program, as well as the level of complexity of the course within the program.
- Online Programs courses that are also offered in residential mode are identified by a four-letter code followed by a four-digit number in order to identify them according to their modality.
Following are the different Academic Levels:

<table>
<thead>
<tr>
<th>Academic Level</th>
<th>Codification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma and Certificate Programs</td>
<td>100</td>
</tr>
<tr>
<td>Associate Degrees Programs</td>
<td>200</td>
</tr>
<tr>
<td>Bachelor Degrees Programs</td>
<td>300 and 400</td>
</tr>
<tr>
<td>Bachelor Degrees Program Online</td>
<td>2000 and 4000</td>
</tr>
</tbody>
</table>

**CREDIT UNIT PROGRAMS**

EDIC College offers credit programs. These programs are founded on semesters and credit hours. One credit is equivalent to 15 lecture hours, 30 laboratory hours, and 45 practice hours. One contact hour has a lapse of 50 minutes in the diploma programs and 60 minutes in the degree programs. Students accumulate the credit value officially assigned to each course.

**ACADEMIC CREDITS**

An associate degree and bachelor degree full-time class schedule is one in which students are enrolled in 12 or more credits in one semester. Students accumulate the credit value officially assigned to each course.

The Carnegie Unit is the measuring unit used to calculate the approximate time for the amount of work represented in the expected learning outcomes. The Carnegie Unit establishes that each theory/lecture hour is equivalent to a minimum of 2 hours’ work outside the classroom.

Diploma programs normally have an academic load between 12 and 24 credits each semester. Students accumulate the credit value officially assigned to each course.

**Clock – Hours to Credit – Hours Conversion**

EDIC College has established the following policy for diploma programs to comply with the federal regulation:
Definition of Clock Hours Conversion/Credit Hours

One credit hour per semester is equivalent to at least 37.5 hours of instruction, including a minimum of 30 class hours or direct instruction. The remaining 7.5 clock hours can include acceptable and documented work performed by students outside the scheduled time for instruction.

POLICY FOR COMPLETING AND EVALUATING STUDENTS’ OUTSIDE WORK

1. The syllabi pertaining to the academic programs were revised to assure that the external learning activities support learning objectives.

2. The learning activities students complete during external work hours include articles, projects, portfolios, and modules.

3. Students receive the course syllabus at the beginning of the program. The syllabus specifies the number of additional external work students must complete in addition to the learning objectives, learning activities and percentage value of the final grade of the program.

4. The professor will guide students and explain the guidelines for the learning activities. The professor will discuss evaluation criteria also.

5. The professor will maintain a register of work performed by students that will certify students’ compliance with external work hours and learning objectives.

6. The professor will hand in the file to the Registrar’s Office. The registers of additional hours performed by students will remain in the Registrar’s Office. The learning activities results performed by students to comply with external work hours will be discussed in the Campus Effectiveness Plan (PEC, Spanish acronym) held yearly.

GRADE SYSTEM

EDIC College has established a grading system to determine the academic grade point average of students in diploma and associate degree programs. This system is also used to determine the required minimum general academic average, satisfactory academic progress, academic distinctions and graduation.
The grading system is illustrated below as it is applied in the diploma and degree programs.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalency</th>
<th>Value</th>
<th>Scale</th>
<th>Percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>4.00 - 3.50</td>
<td>100 – 90</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
<td>3.49 - 2.50</td>
<td>89 – 80</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
<td>2.49 – 1.60</td>
<td>79 – 70</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
<td>1.59 - .80</td>
<td>69 – 60</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>.79 - .00</td>
<td>59 – 0</td>
</tr>
</tbody>
</table>

In addition, EDIC College has established alternate grades used as symbols for specific situations. These alternate grades are shown below:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>R*</td>
<td>Indicates Retaken Override</td>
</tr>
<tr>
<td>P</td>
<td>Approved</td>
</tr>
<tr>
<td>L</td>
<td>Laboratory</td>
</tr>
<tr>
<td>T</td>
<td>Transfer</td>
</tr>
<tr>
<td>#</td>
<td>Indicates Pass/Fail Course</td>
</tr>
<tr>
<td>**</td>
<td>Indicates Retaken Course</td>
</tr>
<tr>
<td>♦</td>
<td>Indicated Associated Course</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
<tr>
<td>TW</td>
<td>Tuition Waiver</td>
</tr>
</tbody>
</table>

The symbols included in the previous chart are used in certain circumstances, but they are not included when determining students’ accumulative academic average. However, they are considered when computing attempted credits vs. approved credits, which can affect the students’ Satisfactory Academic Progress.
The symbols and their corresponding equivalencies are explained below:

➢ **W** - Withdrawal

We recommend that students speak with faculty members and the counselor before making a decision to withdraw.

a) When a student decides to officially withdraw from all the courses in which they are enrolled, the courses appear with a **W** on their record.

b) Students enrolled in associate and bachelor’s degree programs may request a withdrawal of a particular course during the first nine weeks of the academic calendar in which they are enrolled. The course appears with a **W** on their record.

The Institution, through the Registrar’s Office, also processes student withdrawals (W) for the following reasons:

a. Consecutive absences for a 14-day calendar period.

b. Non satisfactory academic progress

c. Improper behavior

d. Health problems

e. Changes in class schedule without the Registrar’s authorization

➢ **R** - Indicates Retaken Override

This symbol indicates that the course was repeated. The last grade in a course will be considered to compute the student’s average.

1. **Diploma Program:** All students enrolled at EDIC College must repeat courses in which they obtain **D, F, or W (Withdrawal)** in order to complete the requirements of their study program.

When students fail a class, the Registrar’s Office requires that the student repeat the failed class during the following academic term.

2. **Associate and Bachelor Degree Programs:** Students who obtain a failing grade (F) in a course must repeat the course the next time the Institution offers the course. All students enrolled in Associate Degree programs who obtain a grade lower than what has been established in the minimum grade policy and who obtain **F or W (Withdrawal)** must repeat the courses to meet the program requirements.
If the Counselor or the Academic Director requires that a student repeat a class because the student received a failing grade in a previous academic period, the student can repeat the class until the required grade is achieved. If a student voluntarily wants to repeat a class because he or she is not satisfied with the grade, the student can only repeat the class once if he or she receives federal funds.

Some courses require a C or higher grade. Students should refer to the listing of requirements for each academic program to identify these courses.

➢ **P** - Approved

This symbol indicates that the students approved the course satisfactorily or that the course was validated (if the course was taken in our Institution). This symbol carries with it academic credits but the credits are not included when computing the students’ general average. These credits are considered when computing attempted credits vs. credit approved.

➢ **T** - Transfers

This grade refers to the courses validated by EDIC College that were taken at another institution. The grade refers to academic credits but it does not affect the students’ general average. The courses with T are considered for computing attempted credits vs. approved credits.

➢ **L** - Laboratory

Laboratory courses

➢ **#** - Pass/Fail

Indicates Pass/Fail course

➢ **** - Retaken Course

Indicates Retaken Course

➢ **♦** - Associated course
Indicates approved course in a program and is validated if the student enrolls in another program that offers the same course.

- **IP**  
  **In Progress**
  This symbol indicates that the student did not complete their internship hours within the previous enrolled academic semester.

- **TW**  
  **Tuition Waver**
  This symbol indicates a special semester in which the student completes the hours of practice.

**CHANGE OF GRADE IN A COURSE FOR NOT COMPLYING WITH THE REQUIREMENT OF EXAM OR FINAL WORK**

Any student who understands that merits a review to the final grade in a course is entitled to request a change of it if due to failure to comply with the requirement of exam or final work. Any claim relating to the grade obtained must be made within five (5) working days of the next term to which the grade received.

No claims will be received after the established time.

Process for filing the application:

1. The student must complete the Request for Change of Grade for not complying with the exam or final work requirement in the Office of the Registrar.
2. The student will deliver to professor copy of the application and coordinate a date, time and place to comply with the requirement of exam or final work.
3. The professor must submit to the Registrar Office the Form Change of Grade on or before 10 working days from the date of submitting the Request for Change of Grade made by the student.
4. The Registrar's Office will send the student the answer of the request by mail.
5. If the student does not agree with the result of change of note must request by writing to the Office of the Academic Auxiliary Director program a meeting with the professor to address the revision of the grade. Its request will be answered within 10 working days or less from the date on which it filed the request for review.
REPEATING COURSES - PRIVATE STUDENTS

All students who repeat courses and who do not participate of Title IV funds will be responsible for fees corresponding to repeated courses.

EDIC College allows students to repeat courses as many times as they wish as long as students comply with the satisfactory academic progress policy and the courses are available.

STUDENT EVALUATION SYSTEM

At least four evaluations will be offered in each course. Students will be evaluated through partial tests, final test, external work hours, projects, class participation and reports. Students must present justified cause when they are absent to a test. Students must coordinate make-up tests with the professor.

GENERAL ACADEMIC AVERAGE

To determine the general academic average or general average, multiply the equivalent in honor points of each grade by the number of credits of each course. Divide the product by the total number of credits under consideration. Grades of courses taken at other institutions and those accepted as transfer credits will not be considered for determining the grade point average or other averages.

DETERMINING GENERAL ACADEMIC AVERAGE

The general academic average is computed with all the grades of the courses the student has completed in the institution.

Courses with the following alternate grades are not considered when calculating general academic average:

- W - Withdrawal
- P - Passed
- T - Transfer
- L - Laboratory
- R* - Indicates Retaken Override
WITHDRAWAL PROCEDURE

There are two withdrawal processes. Withdrawals will be processed when a student submits a request or when he or she ceases to attend to classes at the institution.

Any student who wishes to submit a request for withdrawal should:

1. Have an interview with the program Auxiliary Director to search for alternatives attune with the student’s current situation.

2. If a student finally decides to process a withdrawal, he or she must complete the withdrawal document available at the Retention or Counseling Office. The final date of attendance is then determined.

3. Once the withdrawal document is completed, the student will seek the Registrar’s signature at the Registrar’s Office.

4. Then the student will verify the payments he or she has made at the Bursar’s Office and request the Official’s signature on the document.

5. Finally, the student will go to the Financial Aid Office to verify financial aid status and his or her file. The Financial Aid Officer will process the withdrawal and provide the student with a copy of the document. Each office included in the process will also receive a copy of the withdrawal document.

Students who cease attending class at the Institution:

Students who are absent for 14 consecutive days (including Saturdays, Sundays, and holidays) without presenting just cause to their professors will be subject to withdrawal effective the last day of attendance reported to the Registrar’s Office:

1. The Retention Official will submit a weekly attendance report every Friday to the Directors and to the Registrar’s Office.
2. The Retention Official will follow-up with absent students and record on the weekly report all the information he or she collected.

3. The Retention Official will evaluate each situation and will submit a withdrawal for students who have not returned to the institution. Last date of attendance is determined and the withdrawal document is submitted to the Registrar’s Office to complete the process.

4. The Registrar’s Office will examine the withdrawal document and will proceed to process the withdrawal.

5. The withdrawal document will be sent to the corresponding offices (Retention, Registrar, Bursar, and Financial Aid) for the Officials’ signatures and processing the withdrawal.

6. Once the document is completed by all Officials, the Registrar’s Office proceeds to mail a copy of the withdrawal along with a letter to the student notifying the student that he or she was withdrawn from the institution. A copy of the withdrawal and the letter is kept in the student’s file.

FINANCIAL AID OFFICE

Eligibility Requirements

All students interested in receiving funds from some of the financial aid programs must comply with the following requisites, as needed by Financial Aid.

1. Complete the Free Application for Federal Student Aid (FASFA) yearly.

2. Prove financial need

3. Comply with the Satisfactory Academic Progress Regulations.

4. Students must not owe reimbursements of Title IV federal funds and/or they must not be in default of any guaranteed student loans.

5. Selective Service Certification. All male students between the ages of 18 and 25 must be enrolled in the Federal Selective System as a condition to receive financial aid. If the student is older than 25 and has never enrolled in the selective service, he must contact the Selective Service and report the reasons for not having done so.
6. Students must be American citizens or eligible non-citizens.

7. Students must have a high school diploma or its equivalent (GED).

8. Students must have a valid social security number.

Financial Aid Programs

Following are descriptions of the different financial aid programs available to our students:

1. **Federal Pell Grant**

   The Federal Pell Grant is a financial aid for students in postsecondary programs leading to bachelor’s degree, an associate degree, a certificate or diploma. Eligibility for this program is determined by analyzing financial need through a standard formula.

2. **Federal Supplemental Educational Opportunity Grant (FSEOG)**

   The Federal Supplemental Educational Opportunity Grant is awarded to undergraduate students with exceptional financial need. Participants of the Federal Pell Grant with zero EFC are a priority for this program regardless of when they complete their financial aid file.

3. **Federal Work Study Program (FWS)**

   Federal government funds for this program are matched with EDIC College funds. Participants are assigned a job for which they receive a salary that allows them to pay for part of their education expenses. When possible, students are assigned to jobs related to their field of study.

   For qualifying students, the number of work hours is determined by their financial need and class schedule. The work schedule cannot exceed 80 hours a month and the students earn the current federal minimum wage.

   Payments are made once a month to participants of the program. Payments are made approximately 15 workdays after the end of the month.

   ➢ All students interested in this program should visit the Financial Aid Office at the Institution and apply for an eligibility evaluation for this federal financial aid.
4. **Direct Subsidized Loans**

Direct Subsidized Loans are available for undergraduate students with financial need. The institution determines the amount that the student can borrow and this amount cannot exceed their financial need.

Subsidized loans in the United States Department of Education pays the interest:
- while the student is enrolled with a minimum load of half-time,
- for the first six months after being out of the institution, known as the grace period, and
- for a period of deferral.

Subsidized loans have a limit of 150% usage. This percentage is multiplied by the total duration of the study program enrolled and the result is all the years that the student has for subsidized loans.

5. **Unsubsidized Direct Loans**

Unsubsidized Direct Loans are available for undergraduate students and bachelors, masters and doctoral degrees. Under this type of loan is not necessary to demonstrate financial need. The institution determines the amount the student can borrow based on their cost of studies and other aid the student receives.

In unsubsidized loans, interest accrues from the first disbursement. The student may choose not to pay interest while studying and / or grace period or for a deferral or forgiveness of debt, but that interest is added to the principal balance of the loan.

**Loan Disbursement**

The institution will apply the funds received to the outstanding balance by the student with the institution. If there is any left over, will be returned to the student within 14 days’ calendars. Before the loan money is disbursed, the student may cancel all or part of the loan at any time by notifying to the institution. After the loan, has been disbursed, the student may cancel all or part of the loan for a certain period. The promissory note of the loan and additional information received from the institution will explain the procedures and the period to cancel a loan.

The student can access [https://studentloans.gov](https://studentloans.gov) to get information in both English and Spanish on subsidized and unsubsidized loans, interest depending on the loan type and amounts that would qualify according to the level of studies.
6. **Scholarship Program for Students with Academic Talent (BETA)**

   It is aimed at benefiting eligible students with financial need, enrolled full time in undergraduate programs (vocational technician, associate degrees or baccalaureates) that have an academic average of 3.00 or more and with annual income not greater than 80% of the median income in the home as established for the corresponding fiscal year based on the Higher Education Council.

7. **Veterans (Caguas Main Campus)**

   Grants for Veterans (Active, National, Dependents). We administer the following chapters:
   
   a. GI Bill (Chapter 30, 33, 35, 1606, 1607)
   b. Tuition Assistant
   c. Figna (National Guard)
   d. Requirements:
      a. Chapter 35 (Forms 22-5490 or 22-5495)
      b. Chapters 30, 33, 1606, 1607 (Forms VA22-1190 or 22-1995 and Form 214)

9. **Technical University Network (RTU, Spanish acronym)**

   This program provides financial aid support to sub-graduate students with economic need who are enrolled in institutions that are part of the Technical University Network. Students eligible for participation will be evaluated based on the financial need analysis of the federal regulation under Title IV of the Law "Higher Education Act 1965".

**CANCELLATIONS**

Tuition will be cancelled for students who are enrolled, (Enrolled) and who notify the institution before or by the beginning of the semester that they will not attend the institution. Students will receive a credit for the cost of tuition.

**NO-SHOWS**

Students will be processed as *No-Shows* if they enroll and have not attended any of their classes by the end of the late enrollment date. This regulation will also apply to students who have attended classes for a few days but who are not been attending any classes at the end of the late enrollment period. Students will receive credit for the cost of tuition.
TITLE IV FUNDS REIMBURSEMENT POLICY

According to regulations regarding Title IV funds determined by the Federal Department of Education, the following policies have been established for students who, after enrolling in eligible programs, withdraw, are expelled or, for some reason do not complete the enrollment period or the program starting from the first day of class of the enrollment period which had been billed.

Title IV regulations require that when students withdraw during a payment period or enrollment period, the amount of financial aid granted to the students at that time will be determined using a specific formula. To determine the amount granted to the students, the institution must consider the number of days elapsed from the beginning of the payment period or enrollment period until the students' last day of attendance (including absences). This number is divided by the total number of calendar days in the payment period or enrollment period. (Institutional recesses of 5 or more consecutive days will be deducted from the total number of calendar days in the payment period or the enrollment period.) If the percentage obtained by using the formula is equal to or higher than 60%, students earn 100% of financial aid for which they were eligible.

If the percentage gained is less than 60% and the financial aid for which they were eligible has already been paid, the institution and the students are responsible for reimbursing the funds for which the student was not eligible. If the financial aid for which the students were eligible has not been disbursed, the students are eligible for to receive financial aid earned after the withdrawal has been processed.

For more information, students should request a copy of the document titled Treatment of Title IV funds: When a Student Withdrawing, which is available at the Financial Aid Office.

CLARIFICATION: This policy can be modified due to new regulations emitted by the Federal Department of Education and the Accrediting Agency. We encourage students to consult bulletins, catalogs, offices, and other institutional media regarding new reimbursement policies in case they would be applicable.

Withdrawal Policy Applicable to Term Programs (Modules)
The Federal Department of Education has established specific disposition for students who process total withdrawals from term programs (modules).

This disposition establishes that when a student withdraws before attending one of the modules in which he or she enrolled, the institution will adjust the academic load to the credits enrolled in the modules to which the student did not attend. The Institution will acknowledge as the official academic load the enrolled credits in the modules the student attended.

Definitions:

Module: The sequential group of enrolled courses for a period of academic studies.

Official Academic Load: Number of credits in which a student enrolls and to which the student attends at least one class.

Withdraw: Process in which a student drops a class or a study program; the process initiated by the Institution when the student does not comply with the established institutional regulations or when a student abandons a course or a study program without granting official notification.

Enrollment Period: Period when a student is actively enrolled and attends the courses he or she selected (normally during one semester).

Additional Dispositions

1. A student who does not attend any classes during the first study Module of the Enrollment Period will be considered as a cancellation and the institution will proceed to cancel all assigned financial aid.

2. A student who attends classes during the first study Module and who processes a total withdrawal from all enrolled classes during the Enrollment Period will be considered as Withdrawal and his or her Official Academic Load will be adjusted only to the courses enrolled to which the student attended during the first study Module.
3. A student who attends to any of the subsequent study Modules and before the last enrolled study Module and decides to Withdraw or who is withdrawn by the Institution, will find that the Official Academic Load will be adjusted to include only the courses that the student attended for the purpose of establishing Official Academic Load.

4. When a student attends all the study Modules for the Enrollment period (including the final Module), the institution considers that the student has attended all of his or her enrolled academic load and it is not necessary to perform any adjustments to the enrolled academic load when calculating a Withdrawal.

5. All eligibility adjustment, academic load, and disbursement of grants from Title IV programs will be processed by calculating R2T4 (Return of Title IV Funds).

INSTITUTIONAL POLICY FOR REIMBURSEMENT

EDIC College has established the following Institutional Reimburse Policy: EDIC College will use the calculation sheet established by the Federal Education Department (R2T4, Step 5). The difference between the retained percentage (earned) will be multiply by the amount of the institutional charges, to determine the amount not earned (withdraw credit) for the period of enrollment (unearned). If the percentage retained is 60% or greater, it will be considered as 100% earned and 0% unearned.

GRADUATION REQUIREMENTS

Candidates who are to receive a diploma from EDIC College must comply with the following requisites:

1. Students must have approved all required courses in the study program selected according to the regulations established by the Institution.

2. Students must have a 2.00 general academic average.

3. Students must have passed all courses with a minimum C grade, 70 or higher (applicable to diploma programs only).
4. Students must have passed all courses as established in the minimum grade policy within the program as applied to the Associate and Bachelor Degree programs.

ACADEMIC DISTINCTIONS

EDIC College acknowledges students who graduate with outstanding grades. The academic work is recognized at the graduations in the following manner:

➢ Cum Laude 3.50 - 3.74
➢ Magna Cum Laude 3.75 - 3.89
➢ Summa Cum Laude 3.90 – 4.00

Distinguished Graduate Award

Evaluation Criteria:

1. Be among the highest academic averages of the graduating class and the program.
2. Proved to possess leadership and initiative characteristics by participating in different activities at EDIC College.
3. Have demonstrate in the specialization courses interest, disposition, ability, knowledge and love for the profession.
4. Have demonstrated excellent and admirable discipline within the EDIC College community.

José Rodríguez Peña Award (Sony)

This award is granted to students in the Medical Emergencies Technician Diploma Program. The evaluation criteria for this award are the following:

1. Judicious and responsible in his or her work.
2. Optimistic in adverse situations.
3. Confident and determined regarding decision made under pressure.
4. Enthusiastic with work performed while serving others and feel love for the profession.
5. Peaceful and serene in any situation.
CREDENTIALS

Diploma Programs:

1. Preschool Teacher Assistant
2. Practical Nursing
3. Medical Secretary with Insurance Billing
4. Respiratory Care Technician
5. Medical Emergencies Technician
6. Veterinary Assistant with Pet Grooming
7. Laboratory Assistant with Electronic Processing
8. Professional Pet Groomer

Associate Degrees Programs

1. Radiological Technology
2. Medical Sonography
3. Optical Sciences
4. Cardiovascular and Peripheral Vascular Technology
5. Nursing Sciences
6. Pharmacy Technician

Bachelor Degree Programs

1. Bachelor Degree in Health Sciences with concentration in Education
2. Bachelor Degree in Health Sciences with concentration in Gerontology
3. Bachelor Degree in Nursing Sciences
4. Bachelor Degree in Nursing Sciences RN to BSN Online

SATISFACTORY ACADEMIC PROGRESS POLICY
FOR DIPLOMA, ASSOCIATE DEGREE AND BACHELOR PROGRAMS

EDIC College has established a Satisfactory Academic Progress Regulation, with which all students have to comply, as criteria to determine the students’ academic achievement. This regulation forms part of the eligibility requirements for participation of financial aid pertaining to Title IV programs of the Federal Department of Education.
Exposition of Motives

The Federal Department of Education requires that higher education institutions establish, publish, and apply reasonable regulations to measure the students’ academic progress as a way to determine their eligibility to participate in Title IV financial aid programs. Under these regulations, all students who participate in federal financial aid programs will be able to receive the aid as long as they do not extend their studies for more than 150% of the required time to complete the study program in which they are enrolled. This is measured in terms of attempted credits to complete their study program and equivalent number of years studying, as established in the curriculum of the selected study program.

Regulations:

Classification in a program leading to a diploma, an associate degree or a bachelor – To participate in financial aid programs, students must be officially enrolled in a study program leading to a degree.

Incise A – Qualitative Criteria (Academic Average)

To attain academic eligibility from a qualitative point of view, the students should have a minimum general academic average of retention for their study program according to the description provided in Table A for Diploma Programs and Table B for Associate Degree programs.

1. Students are expected to comply with the minimum requirements at the end of each evaluation period or semester. Students should satisfactorily pass a minimum of 67% of the enrolled credits. The Registrar’s Office prepares a list with the names of the students who do not comply with the satisfactory academic progress policy and the students are notified in writing. All other officers for whom this information is pertinent are also informed, i.e., Financial Aid, Bursar and Counseling.

Financial Aid Warning

Students who do not show academic progress as established in the policy are classified as having Financial Aid Warning status and they may continue to receive FSA funds.
If students do not show academic progress after the warning, they cannot continue to study and receive Title IV funds. Students whose financial aid has been suspended for non-compliance with the Satisfactory Academic Progress Policy have the right to appeal the decision. Please refer to the Appeal Process. This process can be found at www.ediccollege.edu in the Registrar menu.

After the appeal is evaluated, the Registrar and the Academic Progress Committee will evaluate whether the students meet the established criteria and they determine if the student can study an additional period under financial aid probation classification.

Financial Aid Probation
A student can study an additional period while on financial aid probation as long as he or she complies with the Academic Advisory Plan. The financial aid probation period will be authorized by the Registrar. During this time, the student must fully comply with the Academic Advisory Plan established according to the situation. The student can participate of Title IV financial aid funds while on financial aid probation for one period only or for the periods established in his or her Study Plan.

Suspension
Suspension is the status used to classify students who: (1) did not overcome the financial aid probation, or (2) have not achieved the minimum academic achievement requirements. Students classified as being in suspension are not eligible for financial aid.

All students who are classified under this premise will be suspended for one academic period. Once the period has elapsed, students can apply for readmission. Readmission will be evaluated and the students’ status for continuing studies will be determined. Students will continue to be ineligible to participate in Financial Aid programs until the deficiencies have been overcome and the students have reestablished their Satisfactory Academic Progress eligibility.

Probation
Once the student’s appeal has been approved, the student could be classified as in probation. During the probation classification, the student can receive financial aid for one payment period.
Reinstallation as a Regular Student
All students who have been classified under financial aid warning, financial aid probation, or probation and who reach the academic progress required for his or her study program will be reinstalled as a regular student for the purpose of their eligibility for Financial Aid. Students are recommended to enroll in no more than 12 credits per academic term while they are in Warning and Probation. It is preferred that students repeat courses in which they received D or F as grades.

Reinstallation of Students that haven’t complied with Satisfactory Academic Progress
Students that are re admitted after noncompliance with the Satisfactory Academic Progress Regulation will be evaluated during their current semester and won’t be able to continue studies in their program if they do not comply with it during that very term.

Progress Pursuing the Degree
Incise B – Quantitative Criteria (PACE)
To achieve academic eligibility from a quantitative point of view, students must satisfactorily approve 67% of all attempted courses. Attempted credits are credits pertaining to all courses in which the students enroll in a regular program. Approved credits are those attempted credits in which students attain the following grades: A, B, C, D, P, T. Courses with F, W grades are considered attempted but not approved courses. In addition, the accumulated average is considered and the attempted credits versus the approved credits until the students’ last educational term. This quantitative criterion considers all the courses transferred from other institutions.

Incise C – Maximum Number of Credits Needed to Receive Financial Aid
Students must complete graduation requirements within a maximum time that is equivalent to 1.5 times (150%) of the credit-hours in their study program. These criteria will apply even when students have not had financial aid previously. Any course that students attempt, regardless of whether they are part of the credits required for the degree, will count toward the maximum 150%. If students exceed 150% when the annual evaluation is made, they cannot continue to receive financial aid.

Withdraws – Courses which the students have dropped within the change period stipulated on the academic calendar will not be counted to determine the quantitative criteria. Courses dropped after the change period will count as attempted and not approved courses.
Repeated courses (R*) – A student can receive any financial aid for which he or she is eligible to repeat courses as long as the 150% credit-hours limit is not exceeded. Repeated courses are considered attempted courses. Federal funds can be used to pay for the repetition of courses only once if the course is repeated voluntarily (for example, to improve grade point average).

Completion of graduation requirements – A student who completes graduation academic requirements for a program but who has not obtained a grade or certificate will not be eligible to receive future financial aid through the Title IV program.

Criteria used to determine Satisfactory Academic Progress

Following are tables containing information regarding how satisfactory academic progress is determined for each of the diploma and associate degree programs. The information related to satisfactory academic progress for diploma and associate degree programs is based on attempted credits, completed credits, and required minimum average.

Change of Program

When a student applies for a change of program, the Institution determines which courses taken are equivalent to the requirements of the new program. These credits will count as attempted credits, but they will not be considered in the calculation of the grade point average.

Satisfactory Academic Progress for Diploma Programs

<table>
<thead>
<tr>
<th>Diploma Programs</th>
<th>Attempted Credits</th>
<th>Completed Credits</th>
<th>Minimum Required Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool Teacher Assistant</td>
<td>22</td>
<td>14</td>
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<tr>
<td></td>
<td>45</td>
<td>31</td>
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<td></td>
<td>62</td>
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<td></td>
<td>93</td>
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<td>Practical Nursing</td>
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<td></td>
<td>79</td>
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<td>Medical Secretary with</td>
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<tr>
<td>Insurance Billing</td>
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<td></td>
<td>56</td>
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<td></td>
<td>84</td>
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**Satisfactory Academic Progress for Associate Degree Programs**

<table>
<thead>
<tr>
<th>Associate Degree Programs</th>
<th>Attempted Credits</th>
<th>Completed Credits</th>
<th>Minimum Required Average</th>
</tr>
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<td>Medical Sonography</td>
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<td>Cardiovascular and</td>
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<td>Bachelor Degree Programs</td>
<td>Attempted Credits</td>
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<td></td>
<td>30</td>
<td>20</td>
<td>1.50</td>
</tr>
<tr>
<td></td>
<td>42</td>
<td>28</td>
<td>1.75</td>
</tr>
<tr>
<td></td>
<td>54</td>
<td>36</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>66</td>
<td>44</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>184</td>
<td>123</td>
<td>2.00</td>
</tr>
<tr>
<td>Nursing Sciences</td>
<td>15</td>
<td>10</td>
<td>1.25</td>
</tr>
</tbody>
</table>
Appeals Procedure

All students classified as being in suspension or probation has the right to appeal. Students must request the form used for this purpose at Registrar’s Office and submit the form, along with the documents that sustain their condition, within a period no greater than 5 days after receiving notification of the change of status.

The Satisfactory Academic Progress Committee is composed by the Academic Director and/or the Auxiliary Director, the Registrar, Counselor and Financial Aid Office Director. The members meet and evaluate the documents presented by the student. Based on the documents presented and the merits of the case, a decision will be made regarding the appeal. Meeting minutes recording the decision will be signed by all Committee members. The Committee will notify the student in writing of the decision within 5 days of receiving the appeal. The Committee’s decision is final and cannot be appealed.

If the appeal is favorable, the student will have authorization to continue studies for one payment period. The student will be eligible for financial aid.

Prior to enrolling under this condition, the student will be oriented regarding the implications of the extended period status and the student will sign an agreement which states the conditions of the period, as well as the student’s duties and responsibilities.

During the extended period, the student must make an effort to correct academic deficiencies and must be responsible for: Repeating those courses in which he or she failed.
• Repeating courses with a low grade, such as D, so that the student can overcome problems with the general average.
• Practicing skills that will help establish satisfactory academic progress.
• Not processing any partial or total withdrawals without the Registrar’s authorization.
• Maintaining the academic load recommended by the Registrar, if the courses are available at the time of enrollment.

However, the student cannot exceed the maximum time authorized for the program, regardless of whether the student is classified as an extended period or regular student.

Once completed the authorized extended period, students who have reached the established minimum standards will receive probation status for an academic term to assure that the student demonstrates academic progress before they are classified as regular students. Students who do not reach the established minimum requirements and/or who have not complied with any one of the established agreements will be suspended for a year. After this time, students can be re-admitted and they will be evaluated according to the current academic progress standards in place at the time.

Students who exceed the maximum number of authorized credits of a program will be suspended indefinitely.

Mitigating Circumstances

There are certain circumstances that can affect students and that will not allow them to progress satisfactorily toward their academic goal. Following are a few of such situations:

1. Change in educational objective
2. Health problems
3. Changes in the family
4. Changes in and/or loss of employment
5. Other situations out of the students’ control

Students who present some of the situations previously mentioned can appeal the suspension before the Academic Progress Committee. For the appeal to be considered, it must contain the documents that sustain the condition, such as, medical certificates, unemployment notifications, etc.
**STUDENTS WITH VETERANS BENEFITS**

**General Admission Regulations**

All students with Veterans’ benefits and their beneficiaries must submit all the required documents prior to the beginning of the academic term. These documents include official credit transcripts from all institutions where they have studied.

**Attendance Policy**

Veterans Administration requires students attend classes in order to receive educational benefits. Responding to this requirement, the Institution will withdraw any students who accumulate five (5) consecutive absences. The Registrar’s Office will request that Faculty submit an attendance report of students who benefit from the Veterans educational benefits program.

**Tardiness**

Students who study with Veterans’ benefits will be considered late to class after 15 minutes. The number of days students are late will be accumulated and will count against the number of contact hours in the course.

**Transfer Credits Policy**

EDIC College welcomes students who are attending or have attended other licensed and accredited postsecondary institutions in Puerto Rico and/or foreign renowned institutions.

Courses approved in other institutions will be considered individually for accreditation or acceptance in transfer. The Institution reserves its right to accept or transfer courses approved in other institutions.
Courses transferred from other institutions can reduce the cost of a program proportionately.

**Leave of Absence**

The Veterans benefits program will be suspended while the students are on absence licenses. Once the student is newly integrated after an absence license, benefits will be reinstated.

**Satisfactory Academic Progress Policy**

Students who receive Veterans’ benefits under Title 38 of the Federal Code must complete their study program within the regular time allotted for the program. Students who exceed the regular time must receive orientation about other financial aid available for which they might be eligible. Student will not be eligible for Veterans’ benefits. Completion of the program within the established time for the program is applicable only for continuing to benefit from Veterans’ benefits and does not affect continuation of studies in the Institution. In addition, students must obtain a minimum 2.00 average to comply with satisfactory academic progress.

Following are charts that illustrate satisfactory academic progress required for students in the diploma and associate degree programs that benefit from Veterans’ funds.

### Satisfactory Academic Progress for Diploma Programs

<table>
<thead>
<tr>
<th>Diploma Program</th>
<th>Percent Evaluated</th>
<th>Minimum Credits Attempted</th>
<th>Minimum Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool Teacher Assistant</td>
<td>25%</td>
<td>16</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>31</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>75%</td>
<td>47</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>62</td>
<td>2.00</td>
</tr>
<tr>
<td>Medical Secretary with Billing</td>
<td>25%</td>
<td>14</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>28</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>75%</td>
<td>42</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>56</td>
<td>2.00</td>
</tr>
<tr>
<td>Respiratory Care Technician</td>
<td>25%</td>
<td>19</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>37</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>75%</td>
<td>56</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>74</td>
<td>2.00</td>
</tr>
<tr>
<td>Medical Emergencies Technician</td>
<td>25%</td>
<td>12</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>50%</td>
<td>24</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>75%</td>
<td>36</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td>48</td>
<td>2.00</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>25%</td>
<td>13</td>
<td>2.00</td>
</tr>
<tr>
<td>Associate Degree Programs</td>
<td>Percent Evaluated</td>
<td>Minimum Credits Attempted</td>
<td>Minimum Average Required</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-------------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>Veterinary Assistant with Pet Grooming</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>27</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>42</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>53</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Laboratory Assistant with Electronic Processing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>11</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>29</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>38</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Pet Groomer</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>11</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>29</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>38</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

### Satisfactory Academic Progress for Associate and Bachelor Degree Programs

<table>
<thead>
<tr>
<th>Associate Degree Programs</th>
<th>Percent Evaluated</th>
<th>Minimum Credits Attempted</th>
<th>Minimum Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Radiological Technology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>21</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>43</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>64</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>81</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Medical Sonography</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>19</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>38</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>58</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>77</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Optical Sciences</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>19</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>38</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>57</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>76</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Cardiovascular and Peripheral Vascular Technology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>20</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>40</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>59</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>79</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Nursing Sciences</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>19</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>50%</td>
<td>38</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>56</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>75</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Pharmacy Technician</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25%</td>
<td>19</td>
<td>2.00</td>
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</tr>
<tr>
<td>50%</td>
<td>38</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>56</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>100%</td>
<td>75</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td><strong>Bachelor Degree Programs</strong></td>
<td>Percent Evaluated</td>
<td>Minimum Credit Attempted</td>
<td>Minimum Average Required</td>
</tr>
<tr>
<td><strong>Health Sciences with Concentration in Education</strong></td>
<td>15</td>
<td>10</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>20</td>
<td>2.00</td>
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<td></td>
<td>42</td>
<td>28</td>
<td>2.00</td>
</tr>
<tr>
<td>Program</td>
<td>Credits</td>
<td>Units</td>
<td>Hours</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Health Science with concentration in Gerontology</td>
<td>54</td>
<td>36</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>66</td>
<td>44</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>184</td>
<td>123</td>
<td>2.00</td>
</tr>
<tr>
<td>Nursing Sciences</td>
<td>15</td>
<td>10</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>20</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>42</td>
<td>28</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>54</td>
<td>36</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>66</td>
<td>44</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>184</td>
<td>123</td>
<td>2.00</td>
</tr>
<tr>
<td>Nursing Sciences RN to BSN (Online)</td>
<td>15</td>
<td>10</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>30</td>
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<td>2.00</td>
</tr>
<tr>
<td></td>
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<td>28</td>
<td>2.00</td>
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<tr>
<td></td>
<td>54</td>
<td>36</td>
<td>2.00</td>
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<tr>
<td></td>
<td>66</td>
<td>44</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td>184</td>
<td>122</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**BURSAR’S OFFICE**

**General Regulations**

Students who officially enroll in EDIC College must comply with all the financial obligations of the selected program. If not, the Institution will not provide the students with official documents, including diplomas and credit transcripts. The Institution reserves the right to prohibit the students’ practice experience as well as enrollment in following academic terms.

**Financial Regulations**

1. Students are responsible for any difference between the semester fees and the possible financial aid for which students are eligible. Students must pay any difference at the Bursar’s Office. Each semester, students receive a payment plan indicating the amount due and the payment dates (the amount of the payments is estimated and can change once financial aid is awarded).
2. Payments are accepted in cash or money order to the order of EDIC College, as credit card are also accepted as Visa, Master Card, ATH and phone payments (TelePago from Banco Popular of Puerto Rico). The Institution charges $20.00 for each check returned due to insufficient funds.

3. Students who do not meet their payment commitments (payment plan) can be referred to a collection agency, and the students will be charged $20.00 to cover expenses.

4. Private students must pay 25% of the total cost of the semester in which they enroll before late enrollment ends. The remaining balance (75%) is divided in equal amounts according to the number of months remaining in the semester.

5. If students have a remaining balance due when completing or interrupting their studies, because they processed a withdrawal or cancelled their enrollment, a collection notice will be mailed to them. If there is no response, the students’ debts will be referred to a Collection Agency contracted by the Institution. A $20.00 fee will be added to the students’ debts.

6. EDIC College revises tuition fees and costs annually. Changes in tuition fees are effective July 1st each academic year, and they are published on the website and in the Bursar’s Office.

TUITION FEES

EDIC College has established tuition costs under the following classifications:

- Admission and Readmission Fee
- Tuition for Diploma, Associate and Bachelor Degree Programs
- Miscellaneous Fees
- Less than 12 Credits Tuition Fee

Admission and Readmission Fees
EDIC College has established the following fees for admission, readmission and for special students. **These fees are non-reimbursable.**

<table>
<thead>
<tr>
<th>Application</th>
<th>Non Reimbursable Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td>$25.00</td>
</tr>
<tr>
<td>Re-Admission</td>
<td>$25.00</td>
</tr>
<tr>
<td>Special Student</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Tuition Fees**

1. **Diploma Programs**
   
   Tuition fee is $3,500.00 per semester for any program leading to a diploma with a complete academic load of 12 or more credits. This includes tuition and laboratory fees.
   
   The program includes a charge for practice experience and other items and materials as identified in the Curriculum Sheet that is delivered by the Admissions Office.
   
   The fee for students not enrolled in a complete academic load, i.e., 11 or fewer credits will be computed proportionately according to the enrollment costs for a semester in the program.
   
   **EDIC College** will deliver these articles to students as they are needed for each course in the program.

2. **Associate Degree Programs**
   
   Tuition fees for associate degrees will be $3,500.00 per semester. This cost applies to all enrollments with full academic load of 12 to 18 credits.
   
   Tuition fees for students enrolled in 11 or fewer credits are computed proportionately according to the enrollment costs for a semester in the program.
   
   Tuition fees for students who enroll in 19 or more credits are computed proportionately according to the enrollment costs for a semester in the program.
   
   The program includes a laboratory fee, charge for clinical experience, and other materials and items as identified in the Curriculum Sheet that is delivered by the Admissions Office.
Students in the Radiology program will be charged an additional $75.00 for each dosimeter and $20.00 a month for each dosimeter handed in beyond the change date. In addition, students are responsible for paying $20.00 for an RX marker.

**EDIC College** will deliver these articles to students as they are needed for each course in the program.

3. **Bachelor Degree Programs**

Tuition fees for associate degrees will be $3,500.00 per semester. This cost applies to all enrollments with full academic load of 12 to 18 credits.

Tuition fees for students enrolled in 11 or fewer credits are computed proportionately according to the enrollment costs for a semester in the program.

Tuition fees for students who enroll in 19 or more credits are computed proportionately according to the enrollment costs for a semester in the program.

The program includes a laboratory fee, charge for clinical experience, and other materials and items as identified in the Curriculum Sheet that is delivered by the Admissions Office.

**EDIC College** will deliver these articles to students as they are needed for each course in the program.

**Miscellaneous Fees**

EDIC College has established miscellaneous fees which are subject to change as a result of yearly revisions. Following are the fees and the corresponding services:

<table>
<thead>
<tr>
<th>Requested Services</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Transcript</td>
<td>$2.00</td>
</tr>
<tr>
<td>Graduation Certification</td>
<td>$2.00</td>
</tr>
<tr>
<td>Graduation Fee for Commencement Acts for Diploma Programs</td>
<td>$75.00</td>
</tr>
<tr>
<td>Graduation Fee for Commencement Acts for Associate Degree Programs</td>
<td>$75.00</td>
</tr>
<tr>
<td>Duplicate of Diploma</td>
<td>$15.00</td>
</tr>
<tr>
<td>Sit-in Classes</td>
<td>$50.00</td>
</tr>
<tr>
<td>Board Tests Reviews (Applicable to non graduates from EDIC College)</td>
<td>$50.00 per day taking the Review</td>
</tr>
</tbody>
</table>
### POLICY AND PROCEDURES TO ADDRESS COMPLAINTS

EDIC College’s institutional policy is to provide all employees, students, and visitors with a study and work environment free of risks against their health and safety, while promoting respect, protection, and wellbeing of the entire academic community. Any student, employee, or visitor who understands that there is a situation in which institutional policies, regulations, and procedures have been violated, including conduct or actions of a sexual nature such as sexual harassment, a hostile environment and/or sexual assault or discrimination by race, sex, gender, sexual orientation, color, religion, age, disability, veteran status, marital status, or national origin, which interferes with achieving their goals whether academic or provisional, may submit a written complaint.

The complaint must be based on some action or inaction by the educational Institution in accordance with the interpretation of one or more of the provisions contained in our Institutional Catalog, Student Consumer Manual, Human Resources’ Personnel Manual, and the Title IX Institutional Policy. The students and visitors must submit their complaint to the Campus Executive Director’s Office, and employees to their immediate supervisor or the Human Resources Director.

If the complaint is related to gender discrimination, sexual harassment, stalking, or sexual assault, it will be immediately referred to the Title IX Coordinator. The
complaining party will be informed of his/her right to inform the police. The Institution’s personnel receiving the complaint must immediately initiate the procedure once it is filled. The Title IX Coordinator will proceed to attend the complaint within the next tree (3) working days and will inform the parties of the appropriate procedures to follow.

**Procedure to Present a Complaint**

**Informal Procedure**

The involved parties should have the opportunity to informally resolve the situation. Prior to instituting the formal complaint process, the complainant will have the option to meet with the person whom he/she understands has discriminated, violated, misapplied, or misinterpreted institutional policies or procedures.

If the complainant does not feel comfortable participating in such a meeting, he/she will have the option to meet with the employee’s supervisor, the Human Resources Director, the Campus Executive Director, or the Title IX Coordinator to discuss the incident. This meeting must take place within the next five (5) working days of the situation that caused the complaint. The personnel responsible of receiving the complaint or a representative of his/her office will be available to counsel the parties, both in the informal and the formal processes. The informal complaint process will end as long as the parties reach an agreement. Otherwise, the complainant will be oriented on his/her right to file a formal complaint.

**Formal Process**

If the complainant is not satisfied with the results of the informal process, he/she may initiate the formal process no later than ten (10) workdays of the situation that caused the complaint. The procedure in these cases will be:

1. If the complainant is a student or a visitor, the case must be referred to the Campus Executive Director, who will handle the complaint form and guide him/her on the process.
2. If the complainant is an employee, he/she should address his/her supervisor immediately. This supervisor will immediately refer the case to the Human Resources Department, whom will handle the complaint form and guide on the employee on the process.
3. If the respondent is the supervisor, the complainant will be immediately directed to the Human Resources Department. The Campus Executive Director, the Title IX Coordinator, and the Human Resources Director may appoint a Complaint Committee.

a. **Academic Based Complaints**

   The Complaint Committee shall be integrated by the Campus Academic Director, a faculty member (The faculty member must be from a different program of the student involved.), two administrative members, and a student. The Executive Director shall appoint this Committee.

b. **Administrative complaints and/or other kinds of discrimination other than gender**

   The Complaint Committee shall be integrated by the Human Resources Director, The Campus Executive Director, the Institutional Academic Director, a faculty member (The faculty member must be from a different program of the faculty member involved.), and an administrative member.

c. **Complaints of gender discrimination, sexual harassment, sexual assault, or stalking**

   The Complaint Committee shall be integrated by the Campus Executive Director, the Title IX Coordinator, the Campus Academic Director, a faculty member (The faculty member must be from a different program of the students involved.), and an administrative member. If there is a conflict of interest among the members of the Committee, they may be substituted. The Title IX Coordinator shall appoint this Committee.

**Note:**

- The Counseling staff should not be part of the Committee because of conflict of interest.
- The participation of a student representative will be limited to cases of academic nature.

4. An investigation will be initiated to ensure the strictest confidentiality. The officials responsible for intervening will evaluate the information to be given to the complainant and the respondent. The complainant concerns will be attended in order to ensure an adequate environment free of intimidating, hostile, or offensive behaviors.
5. The investigation will be conducted in an impartial way. Equal opportunity will be given to both parties to present witnesses and evidence. Equal time will be given as well as equal access to the information to be considered in the complaining process. If one of the parties notifies that he/she has a legal representative, the same opportunity will be given to the other party.

6. All parties involved will be provided with any appropriate adjustment during the investigation, to the possible extent. These provisional arrangements may not extend as a disciplinary sanction to any of the parties until the investigative process ends. As part of the investigation, witnesses signed statements may be taken by both parties.

7. At the end of the complaint investigation, both the complainant and the respondent will be notified in writing of the decision reached by the Committee.
   a. Academic Based Complaints – The Campus Academic Director is responsible to notify the decision reached by the Committee.
   b. Administrative complaints and/or other kinds of discrimination other than gender – The Human Resources Director is responsible to notify the decision reached by the Committee.
   c. Complaints of gender discrimination, sexual harassment, sexual assault, or stalking – The Title IX Coordinator is responsible to notify the decision reached by the Committee.

Sanctions
The penalties that will be serviced following the investigation of a complaint for violation of the Institutional policies, norms, and procedures, and/or discrimination situations because of gender, assault, sexual harassment, sexual aggression, will be conducted according to the Institutional Catalog, the Student Consumer Manual, and the Human Resources’ Personnel Manual.

Right of Appeal
In case of not being satisfied with the Complaint Committee decision, either the complainant or the respondent can appeal in writing within the next five (5) working days:

All appeals shall be addressed to the President of the Institution. The President shall appoint a Revision Committee. The Committee will consist of three (3) members of the administration and two (2) faculty members who have not
participated as members of the Complaint Committee. This Committee will evaluate the complaint and present a final recommendation to the President within the next ten (10) working days of the request of a review. The President has five (5) working days to validate the decision of the Revision Committee and notify the complainant and the respondent the final decision in writing. The President’s decision is final.

**Withdrawal of Complaint**
The complainant can withdraw the complaint in writing anytime.

**No Retaliation**
EDIC College agrees not to retaliate against any student, faculty member, administration, employee, or visitor because of their involvement in a complaint.

**Complaint Report**
The reports and documents related to complaints will be kept in the Human Resources Director, the Campus Executive Director, or the Title IX Coordinator’s office for six (6) years.

**Explanatory Note**
In circumstances beyond the Institution’s control, the time to respond the complaints could be extended.

**Unsolved Complaints**
In case of not being satisfied with the process to solve the complaint, either the complainant or the respondent may contact:

**For academic purposes:**
[www.abhes.org](http://www.abhes.org)

Consejo de Educación de Puerto Rico (Puerto Rico Council of Education)
[www.ce.pr.gov](http://www.ce.pr.gov)

**For discrimination purposes:**
Oficina de Derechos Civiles (Civil Right Office)
[www.cdc.pr.gov](http://www.cdc.pr.gov)
ACADEMIC REGULATIONS
ATTENDANCE POLICY

Academic achievement and class attendance are related, and they should be supervised to assure compliance with satisfactory academic progress policy. Therefore, students’ class attendance is required. The Institution requires taking attendance in all courses. This part of the attendance policy does not apply to the practice courses. Faculty is responsible, along with directors and coordinators, for complying with the attendance policy.

Attendance, Tardiness or Leaving the Classroom without Just Cause

1. Five points will be discounted from the attendance grade for each unjustified absence.

2. The student is responsible for identifying the information discussed in class.

3. Students who are absent for three consecutive days, who are tardy or who leave the classroom without just cause will be referred to the Auxiliary Academic Directors.

4. Leaving the classroom without just cause is when students leave the classroom or laboratory for more than 5 minutes.

5. A withdrawal will be processed when students are absent for 14 consecutive days without presenting an excuse to the professors. The withdrawal will be processed retroactively to the last day of attendance recorded at the Registrar’s Office.

Attendance of students enrolled in Online Program

Attendance and participation in class are required for all students enrolled in the distance education (Online). Participation and attendance shall be defined as communication or official interaction between the teacher and the student or in the educational platform, which is conducive to an educational activity as established or scheduled by the professor in charge of the course.

During the academic period, the student must comply with a minimum weekly access to the course, as established by the teacher and the tasks and assignments in the platform. The student must participate in 100% of the activities programmed in the educational platform for the course he is taking.
Failure to submit or complete more than three activities without justification endorsed by the teacher will be cause for immediate referral to the Academic Director and will require an evaluation of the case. Unsubmitted activities will imply immediate evaluation of possibility of replacement of the material in the cases that are viable. If the replacement of the material is not feasible, it may imply a failure of the course.

Attendance to the online courses will be related to the delivery of tasks and participation of the activities required by the teacher. The student's attendance will be registered and updated according to their fulfilment in the delivery of tasks and participation in the activities. The last day of attendance will be determined based on the student's attendance update.

Any activity worked by the student and concluded in its entirety within the virtual classroom will be considered as participation in the course. This include, but is not limited to: participation in discussion forums, development and submission of papers, responding to tests in their entirety in the established time, answering questions assigned by the teacher, among others.

**LEAVE OF ABSENCE**

If a student requests a leave of absence, the student will be maintaining his or her academic progress classification obtained at the moment when the student receives approval of the request for leave of absence. Once the semester has finished, the student will be evaluated according to the parameters established in Academic Progress Policy. The Leave of Absence Policy does not affect academic progress.

Students who need to leave the institution for a period of time must request a license to be absent known as Leave of Absence. Students must submit a written request with a justified cause at the Counselor’s Office. The following situations can be considered as reasons to authorize a Leave of Absences:

1. Health problems (the student’s or those of a family member)
2. Military commitments (Student must provide training orders.)
3. Problems with their children (if this constitutes a problem)
4. Conflict in work schedule (for example, travel for work reasons; students must submit employer’s letter)

5. Death of a family member (student must submit death certificate)

6. Personals reasons – These cases will be evaluated by the Retention Office

The Retention Office and the Registrar’s Office will evaluate the request and determine whether to authorize the Leave of Absence. A leave of absence cannot exceed 60 days.

If students do not return after a Leave of Absence, EDIC College will process the action as an administrative withdrawal. To calculate academic average, the Registrar’s Office will use the grades accumulated up to the date of the Leave of Absence.

**MAKE-UP TESTS**

1. A student who is absent to a partial test and present a written justified excuse will be able to take a make-up test. A student has the right to make-up 2 tests. The student must present an excuse for each test.

2. A student will sign a make-up agreement per test. The student will take the tests on the second-class day.

The professor will determine the date for the make-up for those students with special situations regarding extended absences or late enrollment. The make-up agreement is proof that the student was given the opportunity to re-take the test. If the student does not comply with the agreement, he or she will lose the opportunity and a 0 which is the grade equivalent of an F.

**POLICY FOR THE CONTINUITY OF THE COURSES OFFER ACCORDING TO THE CURRICULUM SEQUENCE AND IN THE TIME ESTABLISHED TO COMPLETE THE PROGRAM**

The institution is committed to provide the courses required by program as these are demanded by the suggested sequence of classes at least once a year, in one of its day or evening sessions and according to academic progress policy as applicable to each program.
POLICY FOR THE CONTINUITY IN OFFERING COURSES TO STUDENTS ENROLLED IN ACADEMIC PROGRAMS THAT THE INSTITUTION INTENDS TO CLOSE OR PUT INTO MORATORIUM

The Office of the Academic and Student Affairs Dean has established a policy for continuity in offering courses to students enrolled in academic programs that the institution intends to close or put into moratoriums. The norms and regulations established by the licensing and accreditation agencies will be taken as reference.

1. Process:

When the institution determines to close or put into moratorium academic programs will carry out the following process:

1. Notify the licensing agencies, the accrediting agencies and the federal government about a moratorium or the termination of the program and comply with the established requirements for such purposes.
2. Assure active students the continuity in the offering of the courses if they follow the Suggested Studies Program, without interruption (they must not fail courses or withdraw), until they complete their academic degree.
3. Assure students who are candidates for graduation the continuity in the offer of the courses until they complete their academic degree (they must not fail courses or withdraw).
4. Ensure that students and graduates continue to receive services from the Service Offices and the Registrar's Office for transcripts of official credits and other related documents.

COPYRIGHT

The Copyrights Act, under the United States of America Code: Title XVII protects authors of literary, intellectual and dramatic works, among other forms of composition. The Act comprises the exclusive rights of an author or owner of a composition to authorize others to reproduce, produce derived works or distribute the author’s works. The author’s rights are protected by law regardless of the means as long as the compositions are in tangible forms of expression. It is not necessary to mention reserved rights to stipulate ownership of a particular work. Photographs, illustrations,
and compositions reproduced through electronic means that were generated with new technologies are protected under this law.

Violating the rights specified in the Copyrights Act is illegal. It is considered plagiarism to copy or to pass off, as one’s own the ideas, words and other intellectual property without explicit authorization from the author.

Due to this law, the following procedure will be observed:

➢ If the work specifies “copyright”, written authorization from the author must be requested. Failure to do so will be considered a violation to the Act mentioned in this document.

➢ If the work is developed under contract with the Institution, the employer, not the employee, is considered to be the author. Therefore, Institutional management will maintain copyright of the work and will have the responsibility of authorizing partial or total reproduction of the work.

All administrative personnel and faculty are responsible for complying with this law, using adequate means to orient and alert students periodically about the Copyrights Act and maintaining evidence of these orientations because there are new students, employees and faculty members each term.

The Human Resources Office, the Library and, Academic Directors are responsible for orienting personnel, faculty and students about and distributing this Institutional Copyrights Act Regulation. In the same manner, the Faculty is charged with complying totally with the Act, orienting and assuring that students are aware of the scope and consequences of violating this Law.

Therefore, administrative personnel and faculty are prohibited from fostering, aiding and authorizing illegal copies of works protected under this Act, which protects authors’ rights. Noncompliance with this regulation can lead to disciplinary measures for students through the Academic Director. Likewise, personnel and faculty may be suspended or separated from employment. We are responsible for assuring compliance with this law and orienting students continuously about this topic.
ACADEMIC INTEGRITY POLICY IN DISTANCE EDUCATION

EDIC College recognizes integrity as a fundamental principle in the training of health professionals. This principle prevails in all the academic assets and all the modalities that EDIC College offers as part of its learning process. Academic integrity is the basic conduct guide for teachers, students and administrative staff.

Academic integrity includes ethics in research and the promotion and prevalence of academic honesty, integrating universal principles of: honesty, trust, justice, respect and responsibility.

EDIC College, through its academic and administrative community will ensure the prevalence of this principle at all times promoting an ethical and safe learning environment.

a. Promote and guarantee compliance with conduct that demonstrates academic integrity in the exercise of online work.

b. Recognize the importance of integrity as part of an ethical learning process.

c. Take action on faults to academic integrity from any member of the academic community including: administrative, teachers and students.

It is required for the entire academic community to promote and ensure integrity and ethical conduct, truthful and responsible in all work related to the tasks in the teaching-learning process.

In the case of teachers, they will not participate in or tolerate acts of falsification, plagiarism, dishonesty, identity theft or any other act that violates the fundamental ethical principles of the university community.

In the case of students, lack of honesty, dishonesty, fraud, plagiarism and any other inappropriate behavior in relation to academic work will be referred to the Disciplinary Committee and sanctions will be awarded according to the severity of the incident.

Incidents related to dishonesty or lack of academic integrity include, fraudulent actions in general, the delivery of papers, obtaining grades or academic degrees using fraudulent acts, usurpation or allow usurp their identity, copy all or part of academic work, copy the answers of another person to the questions of an exam, as well as the
help so that another person incurs in the aforementioned behavior among other conducts. These or other behaviors that attempt against academic integrity are contemplated in this policy and will be referred to the Disciplinary Committee for the corresponding action.

Plagiarism is considered a failure to academic integrity. It is forbidden for any student or teacher to commit plagiarism, defined as the act of presenting the ideas or work of someone else totally or partially as their own. This includes, but is not limited to any text, figures, photographs, images, sounds or videos.

Any variation that implies or suggests plagiarism is prohibited and will be invested by referral to the Discipline Committee. Examples of such actions that are not allowed are:

a. Change words and key phrases, but keeping the essence of the original work.

b. Integrate a significant portion of a text.

c. Present as an own creation the identical or partial work of someone else.

d. Appropriating the work of another author, by not citing the text.

e. Use works of other classes, already previously qualified and present them as new.

In the case of using material belonging to another author as support material, it is required as part of the whole process of writing the work to reference the external sources used.

Major sanctions may result in the suspension of the student's enrollment, as well as the permanence of a professor or administrative staff, for a defined period of time or permanent expulsion from the institution according to the findings of the investigation carried out by the members of the Disciplinary Committee.
STUDENT SERVICES AND INFORMATION
ABOUT POLICIES
COUNSELING OFFICE

The mission of the Counseling program at EDIC College is to offer students orientation and counseling services by developing a work plan that provides for the development of necessary skills to attain academic, social and occupational adaptation. Students will acquire these skills through various strategies that will help them to become useful and productive individuals for society.

The purpose of counseling services is to support educational services. The main goal is to provide students with the skills needed to attain a holistic development. The philosophical foundation for this program resides in the following general objectives:

1. Provide students with orientation that will help them discover their capacities, discover themselves, set reasonable goals, and achieve personal and academic accomplishment.

2. Motivate students to develop a positive attitude toward life, acknowledging the value of personal accomplishment through work and study.

3. Assist students in exploring and working with specific problem areas that can become obstacles for attaining their academic, personal, and vocational goals.

4. Provide students with the experiences needed to develop values and contribute to their professional and individual formation.

The Counseling program, in coordination with the retention coordinator, faculty and administration, use different strategies to help students in the development of self-knowledge, decision-making, and conflict management. The program provides the following services:

1. Individual orientation
2. Group orientation
3. Individual counseling
4. Group counseling
5. Career counseling
6. Follow-up
7. Referrals to other professionals
8. Referrals to public or private agencies
TUTORING SERVICES

EDIC College offers tutoring services to students admitted to diploma programs with less than 2.00 average and to associate degree programs with less than 2.50 average. Students can be referred by faculty to the Auxiliary Academic Director who will designate a student or faculty member to provide tutoring.

Tutoring is provided through various learning tools such as, exercises, lectures and skill development to enable students to understand better the course content discussed in class at the time. The purpose of tutoring is not to increase grades, make-up hours or tests. Tutoring services are offered from 2:15 p.m. to 3:30 p.m. for students in the day programs and from 4:00 p.m. to 5:00 p.m. for students enrolled in the evening programs. The schedule for tutoring students enrolled in associate degree and bachelor degree programs will depend on the students’ class schedules during each semester.

INTEGRATED SERVICES FOR REASONABLE ACCOMMODATION

As part of an initiative by EDIC College to improve the quality of services to handicapped students and to the general community, reasonable accommodation services were integrated to the Counseling Office. The purpose is to have a more unified offering of services, to comply with the Academic Passport Law and to continue to support handicapped students in their academic progress and performance by providing equal conditions for their educational work.

1. Services are provided by a counseling resource with the support of the Academic Director.

2. Services offered to the population include:

   a. Identify the needs for services and all information related to managing the cases when implementing the services. This is achieved through an initial interview with the assigned counseling personnel.

   b. Coordination with readers, note-takers or companions.

   c. Provide orientation and refer special cases to the different agencies that offer services to this population.
d. Coordinate classroom assignment with the Registrar’s Office.

e. Coordinate workshops and training regarding the laws that support this population and technological assistive equipment.

f. In coordination with the Registrar’s Office, advanced enrollment is requested.

g. Request of access permits when necessary.

h. Academic, vocational, and personal counseling services.

i. Refer students that require technological support in the Library.

EDUCATIONAL RESOURCES CENTERS

Educational Resource Center Lydia Cardín Lerma (Caguas Main Campus)
Educational Resource Center (Carolina Non Main Campus)
Educational Resource Center (Bayamón Non Main Campus)

The Institution provides students, faculty, administrative personnel and the general community with services at an educational resources center (library).

The CRE (Spanish acronym) is defined as an information center attune with current changes and requirements. The CRE includes in its collection printed resources, databases, audiovisual equipment and internet. Personnel at the CRE have the experience to provide quality services.

Our mission is to actively participate in enriching the College community’s intellect as a way to facilitate the need for information and support the intellectual development of individuals committed with learning as a lifelong process.

Schedule:

Monday through Thursday from 7:30 a.m. to 10:00 p.m.
Friday from 7:30 a.m. to 4:30 p.m.
Weekend College (Friday 5:00 a.m. – 9:00 p.m., Saturday 9:00 a.m. 6:00 p.m. (Carolina Non Main Campus)
Collections:

1. Reference:
   a. Loan of fast reference books for use in the library.
   b. Information archive for search of current topics of interest

2. Reserve:
   a. Includes resources of which only one copy of the book is available and textbooks to be used in the library
   b. Information provided by faculty in Reserve

3. General Circulation:
   a. Includes books regarding all subject matters for external loan for 5 to 7 days

4. Professional Collection:
   a. Books with topics of professional interest for the development and update of faculty and other personnel of the College community.
      ❖ All books in the collection can be easily accessed in the online catalog.

5. Magazines:
   a. Professional magazines are cataloged and organized alphabetically for use in the library. Magazines are available online to facilitate the research process.

Electronic Resources:

a. The library has computers with access to the internet for use by students and faculty. In addition, access is provided to an interactive digital library and links to other resources such as, databases, electronic books, among others.

b. Information on CDs and DVDs are duly cataloged and organized for use internal loans.
Audiovisual Resources

a. Digital projectors, laptops, radios, videos and other audiovisual resources are available for use by faculty, students and other personnel in the library.

b. Laptops are lent to students for group work within the library.

Library Skills

Lectures, workshops and group orientations are planned in coordination with faculty to integrate the curriculum and achieve greater effectively of library services.

PLACEMENT OFFICE

The objective of the Placement Office at EDIC College is to provide employment services to graduated students.

Students receive a complete orientation about how to perform adequately during a job interview. The objective is to provide students with the opportunity to practice theoretical and practical knowledge acquired in different study programs.

In addition, graduation candidates and graduates have the opportunity of improving job search techniques. They also learn to write an innovative and effective resume to secure a job, in addition to interview techniques. Students receive contact information to potential employers, referrals to interviews, and job offers.

Students that need to take board tests receive orientation about the documents required by the Examining Board, the dates for submitting the documents and test dates. Board test reviews are also coordinated.

The Institution offers different job related activities such as: Job Fairs, Orientations and Activities related to their study programs.

Services are free and can be requested directly at the Placement Office.

The Placement Office at EDIC College exists to help students achieve their occupational goals and progress to attaining these goals according to their individual abilities.
Services offered to Graduates

1. Promote resumes through employers and contacts and available job offers
2. Job offers for graduates
3. Part-time or full-time employment
4. Seminars, lectures, and workshops
5. Individualized orientation
6. Motivation for student to excel in the development of basic skills included in their study program with the purpose of becoming better prepared and successful when competing in today’s job market.
7. Assist and prepare graduating students for their job search, for example, in completing their job application, preparing an adequate resume, and knowing which official documents are commonly required when applying for a job.
8. Open communication channels between the job market and our students with the purpose of facilitating the interview process and job applications.
9. Provide orientation to students about the requirements of the job market with the purpose of facilitating entry into the job market.
10. Involve faculty members in the placement process through a continuous curricular review that responds to the current needs of the job market.
11. Create awareness in students of the importance of taking board tests and obtaining a professional license.
12. Provide orientation to students in the following programs: Medical Emergencies Technician, Licensed Practical Nurse with Phlebotomy, Respiratory Care Technician, Radiological Technology, Optical Sciences, Nursing Sciences, Cardiovascular and Peripheral Vascular Technology and, Pharmacy Technician about the procedures that they need to follow for the board tests:
   a. Help the student complete the application.
   b. Orientation about the process for obtaining the required documents.
c. Coordination of reviews for the following board tests: Medical Emergencies Technician, Licensed Practical Nurse, Respiratory Care Technician, Radiological Technology, Optical Sciences, Nursing Sciences, Medical Sonography, Cardiac, Vascular and Pharmacy Technician.

Note: The institution does not guarantee employment to our graduated students.

INSTITUTIONAL POLICIES

EQUAL OPPORTUNITIES

EDIC College guarantees equal opportunities to employment and admissions applicants as well as to students and employees with regard to opportunities for studies or employment as well as opportunities to enjoy academic services and programs offered and work terms and conditions. The Institution does not exclude from participation, deny benefits to, or discriminate against any person for reason of age, race, gender, gender identity, color, origin or social condition, physical or mental impediment, or political or religious ideas. Any admission candidate or student, as well as any job applicant or employee who believes to have been object of discrimination for the reasons stated herein can submit a written complaint to the designated official. The implementation and compliance with this policy, as well as its publication, align with the federal regulations for implementing Title IV of the 1965 Federal Higher Education Act, as amended, and with Section 504 of the 1973 Rehabilitation Act.

PRIVACY OF EDUCATIONAL RECORDS – FERPA

Family Educational Right and Privacy Act, 1974, as amended, (FERPA) is also known as the Buckley Act. This law applies to any higher education institution that provides educational services and receives funding through any of the programs administered by the Secretary of Education of the United States.

Students’ Rights:

This Act, approved by the United States Congress in 1974, guarantees students the following rights:

1. Right to revise and inspect the information kept by the Institution in their academic file. Students have the right to examine their academic file within 45 days after the Institution receives a written request. The application
should be directed to Campus Executive Director or the Registrar and it should specify the parts that the students want to examine.

2. Right to amend or correct incorrect information included in the file. The amendment or correction will be submitted in writing and should specify the aspects that the student understands should be changed and the reasons for the change. If the amendments or corrections do not proceed, the student will be notified in writing of his or her right to audience.

3. Right to limit, consent to or authorize divulging personal information in the student record that could identify the student. This right limits information that lawfully could be offered without the student’s authorization. In addition, it allows the Institution to share information without the student’s consent with institutional officials who have legitimate educational interest in complying with their professional responsibility. The Institution can publish information in the Directory without the students’ consent. If a student wishes to be excluded from the information in the Directory, the student must submit a written application to the Administrative Director’s Office. The information published in the directory includes the following information: student’s complete name, postal address, telephone numbers, email, date and place of birth, program the student is enrolled in, current status in the institution and dates of attendance.

4. The Institution can provide information from the student’s file without the student’s consent to other educational institutions where the student wants to enroll. In the same manner, the Institution can provide information to the student’s parents if the student is a dependent as defined by the IRS.

5. Right to make a claim to the FERPA Offices for non-compliance with this Act. The claim should be sent to:

   Family Policy Compliance Office  
   U.S. Department of Education  
   600 Independence Avenue, SW  
   Washington, D.C. 20202-4605
DRUG AND ALCOHOL USE PREVENTION

EDIC College is aware of the adverse effects on the health and the deterioration of the individual integrity produced by the use and abuse of alcohol and other illegal drugs. The institution is responsible for fostering and encouraging a safe work and study environment, free from health and safety risks. This will result in better quality and welfare of all members of the academic community. EDIC College fosters and encourages a respectful work and study environment toward other individuals and their personal liberties, insurance for the health, safety, and welfare of all members of the academic community. In compliance with this responsibility, EDIC College has emitted an Institutional Policy regarding the use of controlled substances and the abuse of alcohol, which is established in the following statement: “the manufacture, distribution, possession, illegal use of controlled substances and the abuse of alcohol are practices that should not be allowed and are prohibited in EDIC College. Persons who violate the prohibitions included in the Institutional Policy against Controlled Substances (Puerto Rico Controlled Substances Act) Act 4 approved on June 23, 1971 and Alcohol Abuse in harmony with the Schools and Communities Free of Drugs Act (Act 1011226 approved in December 1989) will be processed in administrative, civil, and criminal forums. The Institution will not limit its legal responsibility to any person for the possession, use and distribution of marihuana, LSD, stimulants, narcotics or any hallucinogens or drugs in any part of the institution or any property under the control of EDIC College. The federal statutes include the applicability of sanctions in student activities acknowledged or sponsored by the institution when these regulations are violated.

The Counseling Office at EDIC College carries out educational activities during the year with the purpose of orienting and informing the College community about the dangers of alcohol and other illegal drug use and abuse for the physical, psychological, and social welfare of the academic community. The Institution offers orientation and counseling services geared toward persons who use alcohol and illegal drugs. This service is provided under the strictest confidentiality. This service can be requested at the Counseling Office.
NO SMOKING POLICY

EDIC College, attune with Act 40, prohibits students, professors, employees and visitors from smoking in closed spaces, such as classrooms, laboratories, libraries, halls, cafeteria, and sanitary services. Persons who want to smoke will do so outside the institution. Individuals who violate this regulation will be subjected to established disciplinary measures or to any present or future administrative procedures.

POLICY FOR ASTHMATIC STUDENTS

EDIC College acknowledges the right of asthmatic students or students with related conditions to self-medicate in the schools, as established in Act 56 approved on February 1, 2006. This Act is known as the Treatment of Students with Asthma Act. If the students are underage, they must present consent from parents, tutors or supervisors.

The Treatment of Students with Asthma Act establishes the following:

1. Students in public or private schools will have the right to self-medicate for their asthmatic condition with the consent of parents, tutors or supervisors.

2. Students who need to self-medicate for the treatment of their asthmatic condition will be required to present a medical certificate, which states the condition, the medicine that will be used for the treatment, and that the student has been trained to self-medicate. This certificate will apply to the school in which the student is enrolled and during the academic year for which it was presented. If the student is transferred to another school, the student should present a copy of the documentation to the new school where he or she will enroll. In addition, at the beginning of the school year, the parent, tutor or supervisor will be responsible of presenting current documents that will allow students to use this right.

3. No school or person can interfere with the students’ right to use medication necessary for the treatment of their condition in schools. Individuals who act according to what is established by law will not incur in any civil responsibility if complications should occur due to the student’s self-administered medication.
INSTITUTIONAL POLICY ON CAMPUS SECURITY

(Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics)

POLICY

State and federal law requires educational institutions that receive Title IV funds the responsibility to provide protection and safety to members of their academic community. EDIC College recognizes, as a legitimate institutional interest, the importance to facilitate protection of life and safety to its components while maintaining a safe environment for students, employees, and visitors.

We reaffirm our commitment to improve and expand safety measures and protection for the entire academic community, as well as the outside community that benefits from these services, which the Institution offers, encouraging and promoting healthy lifestyles, with prevention and safety programs. These programs contribute to the quality of life of our community.

Through this policy, EDIC College aims to promote and maintain safe work and study environments; free of risk, violence, and danger. EDIC College acknowledges students, prospects and the general academic community’s right to be informed of any criminal act on campus and public property. EDIC College also has the responsibility to collect data, divulge and inform the general community regarding criminal acts occurred in any of its campuses. Any person who by act or omission violates any state or federal statute, shall be subjected to disciplinary measures imposed by the Institution or may be civil or criminally prosecuted by the laws that apply.

LEGAL BASE

One of the provisions that facilitate prevention and safety at EDIC College is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) (http://www.securityoncampus.org/schools/cleryact/index.html) (20 USCA §1092(f)).

This act is part of the federal legislation on higher education known as Higher Education Act of 1965. Federal rules required that every higher education institution in the United States post information on campus security. This includes crime statistics on campus and its surroundings.
The Clery Act requires all higher education institutions to publish a campus security annual report, fire safety and alert bulletins. The Act also requires keeping a daily ledger with records of crimes reported to the security office.

Section 304 (SaVE ACT), of the Campus Sexual Violence, Domestic Violence, Dating Violence, and Stalking Education and Prevention of the Violence Against Women Reauthorization Act (VAWA), approved on March 7, 2013, amended the Jeanne Clery Act (Clery Act) and imposed new responsibilities to universities and educational institutions covered under this Act. Among these new measures, institutions are required to report criminal incidents arising from domestic and dating violence, stalking, and sexual assault. In turn, they are also required to develop policies and procedures in this regard. The crimes reported in these new categories should appear in the annual security report for the year in which the incidents occurred, as required by the Federal Education Department.

In addition to the Jeanne Cleary Act, several state and federal law provisions seek to have preventive and safety elements in place in study and work areas in Puerto Rico. Of particular relevance is Law No. 54 of August 15, 1989, as amended, which establishes the public policy for the Commonwealth of Puerto Rico regarding domestic violence; Law No. 100 of June 30, 1959, as amended, which protects employees and job applicants against discrimination on grounds of sex, among others. These laws apply to government agencies that operate as businesses or private enterprises. Law No. 69 of July 6, 1985, as amended, enforces strict compliance of equal employment rights, for both men and women, and prohibits sex discrimination.

Anyone who by their acts or omission violates any state or federal statute shall be subjected to the disciplinary measures established in the Institution’s manuals or to be civil or criminally prosecuted by the applicable laws.

**SCOPE**

- The Jeanne Clery Act requires post-secondary educational institutions to gather statistics on certain types of crimes committed on campus. It is mandatory for the institutions to implement policies regarding campus safety and security, and to annually disseminate crime statistics to students, active employees, and job applicants, as well as to the Federal Department of Education. The incidents to be reported are:
- Murder/Non-negligent homicide
- Negligent homicide
- Forced sexual assault
- Non-forced sexual assault
- Theft
- Theft/Misappropriation
- Burglary
- Vandalism
- Motor vehicle theft
- Aggravated assault
- Simple assault
- Intimidation
- Arson
- Domestic violence/dating
- Dating violence
- Stalking
- Illegal possession of weapons
- Violations of controlled substances law
- Violations of Alcohol Law

If the reported incidents were to be hate crimes, they must be classified as: race, color, age, religion, ethnicity, gender, gender identity, sexual orientation, national origin, and disability.

Also, the Institution is obliged to appoint safety authorities on campus, among which is the Campus Safety Administrator, who will annually submit the data through the electronic system of the Federal Department of Education.

**INSTITUTIONAL POLICY ON TITLE IX LAW AGAINST SEXUAL DISCRIMINATION**

EDIC College promotes a healthy environment, free of intimidation, harassment, and discrimination. The Institution actively prevents, discourages, and investigates any behavior that could be interpreted as discriminatory, regarding gender in accordance to Title IX amendments, which state that:
“No person in the United States may be excluded or excluded from participating in, denied of benefits, or be subjected to discrimination for sex reasons under any educational program or activity receiving federal financial aid.”

It is EDIC College’s policy to ensure equal opportunities to job applicants and admission candidates, as well as students and employees. Education and employment opportunities and conditions, as well as the enjoyment of services and academic programs offered are ruled by the equal opportunities guidelines. The Institution does not exclude participation, denies benefits, nor discriminates against any person regardless of their gender, sexual orientation, gender identity, state of full or part-time studies, disability, race or national origin, as well as a beneficiary of activities and educational programs. Any admissions candidate or student, as well as any job applicant or employee who understands they have been subjected to discrimination for any of the above reasons, may initiate a complaint in writing to the Title IX Coordinator.

**TITLE IX REQUIREMENTS RELATED TO HARASSMENT AND SEXUAL VIOLENCE**

It is the responsibility of the Title IX Coordinator to address any complaint related to sexual harassment situations, hostile environment, stalking, or sexual assault, particularly when these situations interfere with or limit the student’s capacity to participate or benefit from the study program. The same applies to employees in their work environment.

**NON-DISCRIMINATION DISCLOSURE**

EDIC college aims to provide an environment of free study of discrimination by reason of race, color, religion, gender, sexual orientation, gender identity, social or national origin, marital status, age, social status, political or religious ideal, physical or mental disability, veteran status, being a victim of violence (domestic, sexual assault, stalking) or other factor protected by law. Discrimination of any kind will not be tolerated; is prohibited in the institution, in internal or external activities, in administrative, admission and educational processes including support services.
The following person has been designated by the Institution to handle inquiries regarding non-discrimination policies:

Norelis Rodríguez  
Title IX Coordinator  
Human Resources Director  
Angora Industrial Park  
Building G, Angora Avenue  
Caguas, PR 00725  
nrodriguez@ediccollege.edu  
787-704-1020, ext. 140

SEXUAL HARASSMENT POLICY

EDIC College maintains an affirmative responsibility of preventing, dissuading, and avoiding sexual harassment in the Institution. The Institution also has the responsibility of taking the necessary measures to attain this purpose. Sexual harassment, in any of its manifestations, infringes the inviolability of human dignity and constitutes clear discrimination against the man or women who suffers such acts.

For this reason, we have the moral and legal obligation of not discriminating for reasons of gender and of taking affirmative action to eliminate any practice that constitutes a sexual harassment act. In harmony with the previously stated, EDIC College prohibits this illegal and discriminatory practice; therefore, this undesirable practice among employees and students will not be exempt from disciplinary measures. The Institution has the affirmative duty of maintaining a work and study environment that is free from sexual harassment and intimidation regarding the following persons or groups of persons:

1. Applicants or persons aspiring employment  
2. Employees of the Institution  
3. Students

Regarding contractors, service suppliers, guests or visitors, the Institution is not responsible unless the following conditions are present:

1. The Institution has been informed of offensive behavior
2. The Institution is a position to take actions against such behavior

3. The Institution does not take immediate and adequate action to resolve the situation

Any person who believes that he or she has been victim of sexual harassment must inform the situation immediately at the administrative offices of EDIC Colleges.

PREVENTING HARASSMENT AND INTIMIDATION (BULLYING) IN STUDY CENTERS

As established in Act 37 approved on April 10, 2008, (Preventing School Bullying) and with the purpose of seeking compliance with the requirements of the law:

➢ EDIC College acknowledges the following students’ rights: the right to personal safety free from bullying; studying in a healthy environment; the right to intimacy and personal dignity; the right to promote student organizations; the right to fair evaluations of their academic work; the right to confidentiality of documents related to their academic history and student life; the right to choose a career or profession freely; the right to receive vocational orientation services and other specialized services; the right to obtain an education that will allow them to continue higher education programs or that will provide them with access to the labor market in and out of Puerto Rico; and the right to organize and participate in activities at their study center.

For purposes of this policy, the definition of the act of bullying is any action performed intentionally through any gesture, verbal, written or physical that has the effect of creating fear in the students and interfering with their education, their educational opportunities and their performance in the classroom.

POLICY OF CYBERNETICAL HARASSMENT OR CYBERBULLYING

EDIC College promotes a safe, ethical and reliable online environment that maximizes the teaching-learning process. Behaviors aimed at harassment or cyberbullying are contrary to the proper conduct of the institution and they are not allowed.
Cyberbullying refers to inappropriate behavior through technology or any communication by digital means, including, but not limited to transfer of signs, signals, writing, images, sounds, data or information from any nature disclosed through electronic devices, including but not limited to computer, telephone, cell phone, text messages and any other digital artifact.

The use of digital media to harass a person or group of people, through personal attacks, disclosure of confidential or false information among other means is considered cyberbullying or cyber-aggression and is a prohibited conduct in the institution, as it is recognized that it interferes with the appropriate environment to acquire knowledge.

This policy is intended to prevent cyberbullying and to acknowledge the students to avoid this kind of conduct.

PROCEDURE FOR SUBMITTING COMPLAINTS

EDIC College will ensure maintain an environment for students and employees free of gender discrimination, sexual harassment, stalking and sexual assault in all aspects of the educational experience, academic and extracurricular activities. To do this, we will provide to the beneficiaries a system for resolving disputes fairly and immediately. (See Grievance Procedure, p. 61)

ACCEPTABLE USE OF ELECTRONIC RESOURCES

This policy defines the limits for acceptable use of electronic resources property of the technological infrastructure of EDIC College. Electronic resources include computers, communication networks, internet service, and electronic systems, among others. EDIC College reserves the right to modify the policy at any moment.

The policy is based on the principle that electronic resources are provided to support operations at EDIC College and it educational, investigative, and service mission. Any use that threatens the integrity of the systems, the operation of the equipment, privacy, security or any illegal uses are prohibited.

By using the electronic information resources at EDIC College, you assume personal responsibility and you commit to complying with this policy and other policies applicable to EDIC College, as well as to state and federal laws.
The policy defines the sanctions for violations which include loss of access to the resources or expulsion from the institution. In addition, some activities might include risk of civil or criminal legal responsibility.

Users of electronic resources are encouraged to revise and understand the contents of this policy.

Purpose

EDIC College provides electronic resources (include computers, communication networks, internet service, electronic systems, among others) for use by faculty, students, administrative personnel, and other authorized persons to support the institutional mission of educating, investigating, and providing services. To achieve this purpose, the policy has the following purposes:

- Assure confidentiality, integrity, availability and good performance of electronic resources.
- Assure that electronic resources are used for the aforementioned purposes.
- Establish responsibility for non-compliance with the policy.

Violations to the policy established by EDIC College include downloading any protected material, sharing protected files or any other means. All persons who violate this policy will be subjected to sanctions, which can include expulsion from the Institution.

Implicit Consent

Each person who has Access to electronic resources at EDIC College is responsible for using the resources adequately and is committed to comply with the established policies and state and federal laws applicable. EDIC College reserves the right to access electronic resources, at any moment and under any circumstance, to assure compliance with the institutional policy. This includes accessing email accounts, downloading documents, history of websites visited, or any type of electronic file.
GAINFUL EMPLOYMENT PROGRAM – DISCLOSURE OF PAID WORK

In compliance with the new federal regulation of October 2010 regarding *Gainful Employment*, starting on July 1st, 2011 and each consecutive year, EDIC College will publish information about each of its programs in a document titled *Gainful Employment Program Disclosure*.

This publication will include information such as related employment, level of preparation, fees, employment rates, graduation rates, and costs of books and materials for each of academic programs.

You can visit our electronic website at [www.ediccollege.edu](http://www.ediccollege.edu) to find information about each of programs.

MISREPRESENTATION

EDIC College acknowledges the importance of developing, implementing, and maintaining a policy against the misrepresentation. To comply with this policy, the Institution has developed procedures to guarantee that there is no *misrepresentation* regarding the nature of the study programs offered in diploma and associate and bachelor’s degree programs, their fees or graduates’ employment rate.

The firm objective and wish of EDIC College management is to offer its prospects, students, administrators, faculty and the general community correct and truth information regarding licenses, accreditations, placement, physical facilities, equipment, academic programs, tuition fees, financial aid, and graduates’ employment rate.

POLICY REGARDING PROTECTIVE MEASURES FOR HIGHER EDUCATION STUDENTS ACTIVATED BY THE U.S.A. ARMED FORCES OR BY THE NATIONAL GUARD, IN COMPLIANCE WITH ACT 109 OF 2003.

In compliance with Act 109 of 2003, EDIC College developed the following policy:

This policy applies to all students enrolled in academic program in the institution. Students must present evidence that they have been activated by the Armed Reserve of the United States in Puerto Rico or the Puerto Rico National Guard.
1. Each semester, students have the responsibility of notifying the Registrar’s Office that they are members of the United States Armed Forces or the National Guard.

2. Students who are activated must notify and submit to the Registrar’s Office original copy of the activation orders at least 15 days prior to the activation or as soon as they receive notice of the activation.

3. If activated, the Registrar’s Office will proceed to cancel the students’ enrollment for the term.

4. Due to the enrollment cancellation, the students’ academic progress will not be affected because cancellation overrides any attempted credits. The academic term will not be included on the credit transcript.

5. Any fee applied to the students’ account once the enrollment is cancelled will also be cancelled.

6. The Institution will guarantee courses in the students’ study program or their equivalent for a period no longer than two terms after the students’ dates of inactivation.

7. Students will be evaluated after the inactivation date to determine if changes or revisions have been made to the curriculum of their study programs. If so, the students will be evaluated according to the new curriculum.

8. If the students are candidates for graduation, the Institution will guarantee the courses needed to complete their academic program.
ACADEMIC PROGRAMS

All programs are taught in Spanish.

The delivery for all courses is the residential mode, except the RN to BSN Baccalaureate Program offered in distance education mode.

All Associates Degree Programs offered by EDIC College are Academic Associates Degrees.
DIPLOMA PROGRAMS
DESCRIPTION

This curriculum provides the students with the opportunity to attain two careers within the same study program in a short amount of time. Through the curriculum, students are offered the opportunity to work in the secretarial field as well as in the medical insurance billing field. The program has duration of 12 months. It contains a total of 56 credits of which 51 are dedicated to academic courses and 5 are dedicated to the practice. Students complete 232.50 hours of outside work to comply with program requirements. At the end of the course, students receive a diploma in Medical Secretary with Medical Insurance Billing.

The field of Medical Secretary includes specialization courses in Basic Keyboarding, Intermediate and Advanced Keyboarding, Business Mathematics, Introduction to Computers, Document Administration, Office Administration, Business English and Spanish. One of the characteristics that distinguish the keyboarding courses is the use of Microsoft Word software in these courses, which is the most used software in the modern office.

In the Medical Insurance Billing field, the curriculum includes specialized courses in Medical Terminology, Credit and Collection in Medical Billing Plans, Coding, Medical Record, and Medical Secretary Practice in medical offices, laboratories, and hospitals. The courses in general education that complement this curriculum are Spanish and Basic English in addition to Human Relations.

PROGRAM OBJECTIVES

1. Provide the students with the opportunity to study a career in Medical Secretary with Insurance Billing.

2. Prepare students capable of managing medical offices.

3. Offer students a new alternative for studies in the Medical Secretary field.

4. Develop students with the necessary knowledge for medical billing and collection.

5. Provide students with the opportunity to operate computers and learn about Windows, Microsoft Word, Excel, PowerPoint software.
6. Give students the tools needed to demonstrate attitudes and personal qualities that will them to be successful in their work, such as responsibility, good judgment, perseverance, loyalty, initiative, cooperation, courtesy, pride in their work, and ability to maintain harmonious interpersonal relations.

PRACTICE REQUISITES

The following original documents are required for the Practice:

1. Penal Antecedents Certificate
2. Health Certificate
3. HIPAA Act Certificate

**Note:** Some practice centers can require additional documents.

Students do not need to pass a board exam to practice their profession.

**General Information:** The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
# MEDICAL SECRETARY WITH INSURANCE BILLING PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>CODES</th>
<th>COURSE TITLES</th>
<th>CREDITS</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>SPAN 100</td>
<td>BASIC SPANISH</td>
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<tr>
<td>MEDS 101</td>
<td>CREDIT AND COLLECTION IN INSURANCE BILLING I</td>
<td>4</td>
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</tr>
<tr>
<td>MEDS 102</td>
<td>DOCUMENT MANAGEMENT</td>
<td>4</td>
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</tr>
<tr>
<td>MEDS 103</td>
<td>INTERMEDIATE AND ADVANCED KEYBOARDING</td>
<td>3</td>
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</tr>
<tr>
<td>HUMR 100</td>
<td>HUMAN RELATIONS</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>MEDS 104</td>
<td>BASIC PRINCIPLES OF CLASSIFICATION AND CODIFICATION ICD-9-CM AND ICD-10 CM/PCS AND CPT</td>
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<td>COMP 101</td>
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</tr>
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<td>OFFICE MANAGEMENT</td>
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<tr>
<td>MEDS 106</td>
<td>MEDICAL RECORDS PRINCIPLES</td>
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<tr>
<td>MEDS 107</td>
<td>CREDIT AND COLLECTION IN INSURANCE BILLING II</td>
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<tr>
<td>MEDS 108</td>
<td>PRACTICE IN MEDICAL SECRETARY WITH INSURANCE BILLING</td>
<td>5</td>
<td>225</td>
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</tbody>
</table>

Total Credits: 56  
Total Number of Instructional Hours: 1,155  
Total Number of Outside work: 232.50  
Total Number of Hours: 1387.50  
Total Weeks: 45  
Students must obtain a grade of “C” or higher in the courses to pass the courses.
## MEDICAL SECRETARY WITH INSURANCE BILLING
### COURSE DISTRIBUTION PER SEMESTER

#### FIRST SEMESTER

<table>
<thead>
<tr>
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<tr>
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#### SECOND SEMESTER

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<td><strong>TOTAL</strong></td>
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<tr>
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<td><strong>TOTAL</strong></td>
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<td><strong>16</strong></td>
<td><strong>435</strong></td>
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</table>
MEDICAL SECRETARY WITH INSURANCE BILLING

COURSE DESCRIPTIONS

SPAN 100    BASIC SPANISH    4 Credits

The course has the purpose of developing the students’ skills regarding the correct and effective use of the Spanish language as an instrument of oral and written communication. Emphasis is given to the study of the morphological and syntactic and normative aspects of the Spanish language through the study of the sentence structure, the morphological and syntactic function of words in sentences and the spelling rules. In the same manner, students develop their writing skills by drafting original paragraphs and compositions. This course includes 15 additional hours of outside work. Students complete an assignment related to one of the topic discussed in the course.

ENGL 101    BASIC ENGLISH    3 Credits

This one-term Basic English course is designed to facilitate the learning of the English language and to strengthen basic language skills and vocabulary of non-native speakers. The mastery of the language skills presented in this course will improve the student’s listening, speaking, reading and writing skills. These skills will prepare them to meet the challenges they will face in the business world. The course has 11.25 additional outside work. The student will write a paper about a topic related to the course.

HUMR 100    HUMAN RELATIONS    2 Credits

The human relations course seeks to offer students in the Medical Secretary with Insurance Billing with information relevant to theoretical and practical aspects of interpersonal relationships in their role as professional. Organizational processes will be analyzed and the impact of human relations in these processes. The course also provides the students with the opportunity to self-evaluate themselves professionally within the work context. The course includes 7.5 additional hours of outside work. Students will complete an assignment related to a topic in the course.
**MEDS 100 BASIC COMPUTER KEYBOARDING** 3 Credits

This course is designed to develop the speed and preciseness skills in using the computer keyboard. Through the course, the students will master learning the alphabetic, numeric and symbolic keyboard. In addition, students will apply the general and theoretical concepts used with computer keyboarding and with Microsoft Word. Students will prepare presentations, memoranda, and simple business letters. In addition, students will develop the desirable habits and attitudes within a positive and favorable work environment. This course includes 22.50 additional hours of external work. The students will perform an assignment related to one of the topics included in the course.

**MEDS 103 INTERMEDIATE AND ADVANCED KEYBOARDING** 3 Credits

*Pre-requisite: MEDS 100*

In this course, students continue the development of keyboarding kills and touch typing using the alphabetic, numeric, and symbols keyboard. The course also develops speed and preciseness in writing 25 words per minute in 5-minute tests. Students complete exercise in which they produce memoranda, letters with special parts, reports with footnotes, tabulations, and tables. Students use the computer and the Microsoft Word software as a means to produce business documents. This course includes 22.50 hours of additional outside work. The students will perform an assignment related to one of the topics included in the course.

**MEDT 100 MEDICAL TERMINOLOGY** 8 Credits

This course has been designed with the objective of introducing students to field of Medical Terminology, medical terms used in the different diagnostic methods used and their relationship to Billing Insurance Plans. The course focuses on the formation of medical words combining prefixes, suffixes, roots, and abbreviations. The course is divided into two phases: phase one includes study of the anatomical structure and muscular-skeletal, nervous, cardio vascular, blood, lymphatic, glandular, respiratory and oncology systems and in second phase the course includes the gastrointestinal, genitourinary, integumentary and the feminine and masculine reproduction systems. In addition, students learn terminology related to odontology, neonatal, eyes and ears. The course seeks to familiarize students with Billing and Collection of Medical Insurance with the knowledge of the functions of a normal body. In this way, students can understand the deviations from what is normal in illnesses or accidents and, in this way, provide better service to the patient. This course includes 30 additional hours of
outside work. The students will perform an assignment related to one of the topics included in the course.

**MATH 101  COMMERCIAL MATHEMATICS  3 Credits**

The purpose of this course is to study and develop the basic mathematics skills needed for conducting business. It includes a review of basic arithmetic operations applied to decimals, fractions, and percentages. The course includes 11.25 additional hours of external work. The students will perform an assignment related to one of the topics included in the course.

**COMP 101  COMPUTER PRINCIPLES  2 Credits**

This course introduces students to the world of computers, its composition, flexibility, and their applications. Through the course, students relate with computers and ways of communicating with it. The course includes development of knowledge of Microsoft Windows, Excel and PowerPoint that are used to prepare spreadsheets, graphics, and presentations. In the course, students use the internet as a means to search for information. The course includes 15 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**MEDS 102  DOCUMENT MANAGEMENT  4 Credits**

This course provides the students with the knowledge that will allow them to manage, preserve, and transfer information using different filing systems and to manage documents in business, professional, and government offices. The course includes the rules for ordering alphabetically using different manual systems and the computerized database, transferring and disposing of documents. This course includes 15 additional hours of external work. The students will perform an assignment related to one of the topics included in the course.

**MEDS 105  OFFICE MANAGEMENT  2 Credits**

This course is designed to develop the students’ competencies to manage all types of offices. The course includes the basic processes and principles in management and topics related to planning and organizing the basic tasks of an administrative assistant. In addition, the course includes the techniques for job search and professional development. It includes the automating the office and its impact in the modern office. This course has an additional 7.5 hours of outside work. The students will perform an assignment related to one of the topics included in the course.
ENGL 102       BUSINESS ENGLISH       2 Credits
Pre-requisite: ENGL 102

This course is designed to provide the student with the writing principles, reference tools and appropriate exercises which will enable them to write business communication letters in simple and familiar language. This course has 7.5 additional outside class clock hours. The students will perform an assignment related to one of the topics included in the course.

SPAN 101       BUSINESS SPANISH       2 Credits
Pre-requisite: SPAN 100

The purpose of this course is to improve and develop students’ ability to write different types of business and informal letters, and memoranda with precision, correction, and adequate tone. The procedure to follow will be analysis, organization and writing of each business communication type studied in class. The course includes 7.5 additional hours of external work. The students will perform an assignment related to one of the topics included in the course.

MEDS 101       CREDIT AND COLLECTION IN INSURANCE BILLING I 4 Credits
Pre-requisite: MEDT 100
Concurrent: MEDS 104

This course is designed to provide students with knowledge and basic skills that will allow them to develop better management of billing and collection of medical and hospital services offered to patients. Students will learn about the organization, organizational structure, and the development of a billing and collection system in medical offices and institutions. The course includes 15 additional hours of external work. The students will perform an assignment related to one of the topics included in the course.

MEDS 107       CREDIT AND COLLECTION IN INSURANCE BILLING II       3 Credits
Pre-requisites: MEDT 100, MEDS 101, MEDS 104

This course is designed to provide students with knowledge and basic skills in electronic billing that will help the students develop greater management of billing and collecting medical and hospital services provided to patients. In addition, students learn about the billing software: MedOne2 and Inmediata (Professional and
Institutional). This course includes 22.50 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**MEDS 106  MEDICAL RECORDS PRINCIPLES  2 Credits**

This course has been designed to provide the students with basic knowledge about the medical record according to type and service provided. This knowledge will help the students develop knowledge and management skills of different formats from which to obtain information to complete a medical bill in compliance with the HIPAA Act standards regarding confidentiality of the clinical file regarding hospital and ambulatory services. In addition, students learn how to manage an electronic medical record. The course contains 7.50 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**MEDS 104  BASIC PRINCIPLES OF CLASSIFICATION AND CODIFICATION ICD-9-CM AND ICD-10 CM/PCS AND CPT  4 Credits**

The coding and classification course prepares students to know and use the ICD-10-CM/PCS and CPT books. Students develop understanding of the logic of the codes by using medical documentation. Students develop skills in searching for diagnostics and/or procedures in the index and tabs of the books. In addition, the course prepares students to select the code according to the location and type of service. This course includes 15 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**MEDS 108  PRACTICE IN MEDICAL SECRETARY AND INSURANCE BILLING  5 Credits**

*Pre-requisites: All previous courses*

The practice of Medical Secretary is designed to offer the student the opportunity of performing as medical secretary in hospitals, clinical laboratories, and medical offices. Students will put in practice the theoretic concepts presented in the classroom regarding medical insurance billing. In addition, students will put into practice the keyboarding skills, skills for filling of documents generated in the office, and the skills required for managing the office in general. In this practice, the students will have the opportunity to complete medical insurance forms.
DESCRIPTION

The Pre-School Teacher Assistant program has the purpose of preparing students to provide day care services for infants and children. The curriculum has been developed to provide students the opportunity to learn how to assist pre-school classroom teacher in areas such as child-care, pre-school curriculum and activities design. The program has duration of 12 months. The curriculum consists of 62 credits. In addition, the curriculum includes a Supervised Practice course (5 credits) that facilitates the application of knowledge acquired in the theoretic courses for a real experience in a day care center. Students perform 225 hours of outside work to complete the program requirements. Having completed 62 credits, the student receives a diploma as Pre-school Teacher Assistant.

GENERAL OBJECTIVES

1. Develop the students’ required competences to use their personal, academic and professional capacities with the purpose of assisting pre-school teachers in creating childcare programs.

2. Prepare students of the Pre-School Teacher Assistant program to offer childcare services.

3. Provide students with knowledge, attitudes, and skills to develop their personality with the purpose of facilitating their insertion into the job market, maintaining satisfactory interpersonal relationships, and being active members of a professional team.

* In Carolina Non Main Campus, this Program will not be accepting new students as of January 2019.
PRACTICE REQUISITES
The following original documents are required for the Practice:

1. Penal Antecedents Certificate
2. Health Certificate
3. First Aid Certificate
4. CPR Card

Note: Some practice centers may require additional documents. Students do not need to pass a board exam to practice this profession.

General Information: The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
# Pre-School Teacher Assistant Program Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EDUC 100</td>
<td>Child Development</td>
<td>6</td>
<td>90</td>
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<tr>
<td>EDUC 101</td>
<td>Child Discipline Strategies</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>HUMR 101</td>
<td>Human Relations</td>
<td>3</td>
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</tr>
<tr>
<td>SPAN 100</td>
<td>Basic Spanish</td>
<td>4</td>
<td>60</td>
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<tr>
<td>MATH 101</td>
<td>Commercial Mathematics</td>
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<td>45</td>
</tr>
<tr>
<td>EDUC 102</td>
<td>Crisis Intervention</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>COMP 101</td>
<td>Introduction to Computers</td>
<td>2</td>
<td>60</td>
</tr>
<tr>
<td>EDUC 105</td>
<td>Children with Special Needs</td>
<td>5</td>
<td>75</td>
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<tr>
<td>EDUC 106</td>
<td>Activities Design</td>
<td>4</td>
<td>75</td>
</tr>
<tr>
<td>EDUC 103</td>
<td>Personnel Administration and Supervision</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>EDUC 109</td>
<td>Integration of Arts, Music and Literature Experiences in Early Childhood</td>
<td>4</td>
<td>60</td>
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<tr>
<td>EDUC 104</td>
<td>Basic Concepts in Health and Security for Infants and Children</td>
<td>5</td>
<td>75</td>
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<tr>
<td>ENGL 103</td>
<td>English applied to Preschool Teaching</td>
<td>2</td>
<td>30</td>
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<tr>
<td>EDUC 107</td>
<td>Development of Service Programs and Proposal Development</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>EDUC 108</td>
<td>Pre-school and Infant Curriculum</td>
<td>4</td>
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</tr>
<tr>
<td>EDUC 110</td>
<td>Supervised Practice</td>
<td>5</td>
<td>225</td>
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</table>

**Total Credits: 62**  
**Total Instructional Hours: 1,125**  
**Total Outside Work Hours: 225**  
**Total Hours: 1,350**  
**Total Weeks: 45**  

Students must obtain a grade of “C” or higher in the courses to pass the courses.
# COURSE DISTRIBUTION PER SEMESTER

## First Semester

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>CONTACT HOURS</th>
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<td>Basic Spanish</td>
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<tr>
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## Second Semester

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<td>Basic Concepts in Health and Security for Infants and Children</td>
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<td>MATH 101</td>
<td>Commercial Mathematics</td>
<td>3</td>
<td>45</td>
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## Third Semester

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<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>EDUC 107</td>
<td>Development of Service Programs and Proposal Development</td>
<td>4</td>
<td>60</td>
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<tr>
<td>EDUC 108</td>
<td>Preschool and Infant Curriculum</td>
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<tr>
<td>EDUC 109</td>
<td>Integration in Arts, Music &amp; Literature</td>
<td>4</td>
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<td>EDUC 110</td>
<td>Supervised Practice</td>
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<td><strong>Total</strong></td>
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<td><strong>17</strong></td>
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</tbody>
</table>
PRE-SCHOOL TEACHER ASSISTANT
COURSE DESCRIPTIONS

EDUC 100   CHILD DEVELOPMENT          6 Credits

This course provides the students with basic knowledge about the development of children, from newborns to 5 years of age. The course prepares the students to understand the physical, sensory, intellectual, and social development of children between these ages. Emphasis is given to the how heredity and the environment interact and affect human development. The course prepares the students to understand the physical, sensory, intellectual and social children development of these ages. These courses include 22.50 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

EDUC 101   CHILD DISCIPLINE STRATEGIES  3 Credits

The Child Discipline Strategies provides students with an ample vision of discipline as a learning and socialization process for children. Students will be prepared to develop knowledge and skills in child behavior management through strategies leading to self-discipline. The course includes 11.25 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

HUMR 101   HUMAN RELATIONS           3 Credits

The Human Relations course seeks to offer the students enrolled in the Pre-school Teacher’s Assistant program with information relevant to the theoretical and practical aspects of interpersonal relationships in their role as professionals. Organizational processes will be analyzed and the impact of human relations in these processes. The course also provides the students with the opportunity to self-evaluate professionally within the work context. The course includes 11.25 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

SPAN 100   BASIC SPANISH            4 Credits

The course has the purpose of developing the students’ skills regarding the correct and effective use of the Spanish language as an instrument of oral and written communication. Emphasis is given to the study of the morphological and syntactic and normative aspects of the Spanish language through the study of the sentence structure,
the morphological and syntactic function of words in sentences and the spelling rules. In the same manner, students develop their writing skills by drafting original paragraphs and compositions. This course includes 15 additional hours of outside work. Students complete an assignment related to one of the topic discussed in the course.

**EDUC 102  CRISIS INTERVENTION  4 Credits**

The course provides students with the necessary knowledge about the definition of crisis, crisis development, and circumstantial crisis. In addition, the course fosters the development of skills to recognize and intervene in crisis situations within the context of daycare centers and work places. The course presents students with an intervention model and a series of situations in which they apply the model. The course includes 15 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**COMP 101  INTRODUCTION TO COMPUTERS  2 Credits**

Through this course, students learn basic computer functions and the alphabetical keyboard to prepare a letter, a table, or a resume using Microsoft Word. In addition, students learn to prepare a presentation using PowerPoint. The course includes 7.5 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**EDUC 105  CHILDREN WITH SPECIAL NEEDS  5 Credits**

*Pre-requisites: EDUC 100*

This course provides students with knowledge, skills, and attitudes that allow them to understand children with special needs in the context of the Puerto Rican society. The course provides an understanding of the behavior of these children and the strategies that foster their adoption and integration to the childcare center. In addition, the students develop an attitude of acceptance toward diversity. The course includes 18.75 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**EDUC 103  PERSONNEL ADMINISTRATION AND SUPERVISION  4 Credits**

This course provides the students with basic knowledge about the principles and processes that serve as foundation to contemporary management and administration. In addition, the course focuses on the basic functions of the administrators such as: planning, organization, direction, and control. The decision making process as an
essential element of the role of the manager is an important discussed in the course. In addition, the course gives special emphasis to the supervision process of personnel in a service agency. The course includes 15 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**EDUC 106 ACTIVITIES DESIGN**

This course provides the students with essential knowledge for designing activities for childcare. The course emphasizes the process of planning learning experiences considering the child’s characteristics and needs. The course presents a holistic vision for the development of the child considering the social, emotional, cognitive, and physical aspects in the learning process. The course includes 18.75 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**EDUC 110 SUPERVISED PRACTICE**

*Pre-requisites: All the previous courses*

The course is designed to provide students with the opportunity to perform as preschool teacher’s assistant in childcare centers for infants and preschool students. Students can put into practice knowledge acquired in the classroom. In addition, they can develop and apply the skills and attitudes needed by pre-school teacher’s assistants. This course has 45 of additional hours of outside work. The student will perform the assigned activities in the component external work.

**EDUC 109 INTEGRATION OF ARTS, MUSIC AND LITERATURE EXPERIENCES IN EARLY CHILDHOOD**

This course helps students to evaluate, plan and implement art, literature and music to an integrated pre-school curricula. This course has 15 of additional hours of outside work. The student will perform the assigned activities in the component external work.

**EDUC 104 BASIC CONCEPTS IN HEALTH AND SECURITY FOR INFANTS AND CHILDREN**

*Pre-requisite: EDUC 100*

This course provides students with knowledge about microorganisms, different infections, eating habits, infant and pre-school children’s safety and prepares the
students to know and understand the fundamental aspects required for caring for and supervising minors in child care centers. The course includes 18.50 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**ENGL 103 ENGLISH APPLIED TO PRE-SCHOOL TEACHING 2 Credits**

This course is designed for pre-school teacher assistant students in a pre-school listening, speaking, reading and writing course. It focuses on the listening, speaking, reading and writing skills needed for teaching Basic English to pre-school children. This course has 7.50 of additional hours of outside work. The student will perform the assigned activities in the component external work.

**EDUC 107 DEVELOPMENT OF SERVICE PROGRAMS AND PROPOSAL DEVELOPMENT 4 Credits**

*Pre-requisite: EDUC 106*

This course provides the students a conceptual framework for the development of programs for childcare and knowledge, attitudes and skills needed to develop proposals within the Puerto Rican institutional environment. In addition, the course provides basic knowledge about the social policy and the licensing requirements to establish a childcare center. The course will emphasize the development of proposals geared to creating services programs for childcare. The course includes 15 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.

**EDUC 108 PRE-SCHOOL AND INFANT CURRICULUM 4 Credits**

*Pre-requisite: EDUC 106*

This course offers the students essential knowledge about infant, nursery and pre-school curriculum. The course emphasizes the philosophical foundations, the educator’s role, the participation of parents, and the function of the environment in the centers for early childhood development. The course includes 15 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.
The purpose of this course is to study and develop the basic mathematics skills needed for conducting business. It includes a review of basic arithmetic operations applied to decimals, fractions, and percentages. The course includes 11.25 additional hours of external work. The students will perform an assignment related to one of the topics included in the course.
DIPLOMA ACADEMIC PROGRAM
MEDICAL EMERGENCIES TECHNICIAN

DESCRIPTION

The Medical Emergencies Technician program is an academic offering that provides students with the opportunity to become competent allied health professionals who perform their duties ethically, with dignity, professionalism and in compliance with standards of this discipline.

The program trains students to acquire the necessary skills to take the Puerto Rico Examination Board of Emergency Medical Technicians of Puerto Rico. To take this test, students must submit a Penal Antecedents Certificate. The program has duration of 12 months. The program consists of 48 credits. Students will complete 195 hours of outside work to meet program requirements.

After completing 48 credits, students receive a diploma in Emergency Medical Technician.

PROGRAM OBJECTIVES

1. Once the students complete the initial modules, they will learn about the role of Paramedics, their responsibilities and the legal and ethical aspects of profession. Students will develop team working and decision-making skills.

2. Learn the basic techniques of radio communication, telemetry and biomedical information and how to obtain a patient’s history.

3. Develop skills for conducting patient assessments and physical examinations.

4. Learn evaluation of airway management and develop skills for handling basic and advanced airway trauma or medical emergencies.

5. Study anatomy and physiology of the different components in the human body.


7. Develop skills injecting and administering intravenous fluids.
8. Identify drugs commonly used by paramedics. Learn to classify these drugs, know their indications, initial and following doses, and the precautions that need to be taken.

9. Identify the common pathophysiology of the following systems: respiratory, cardiovascular, nervous, endocrine, reproductive, and urinary systems.

10. Recognize emergencies that can arise in special situations related to obstetrics and gynecology, pediatrics, geriatrics, rescue and violent patients.

11. Recognize and handle trauma affecting the following areas: skeletal, thoracic, abdominal, spinal, head and neck, and muscles.

12. Recognize, assess and handle injuries to soft tissue, burns, hemorrhage, and shock.

13. Learn to integrate all assessment principles to develop the right treatment plan for a patient.


**PRACTICE REQUIREMENTS AND BOARD TEST**

The following documents are required to perform clinical practice.

1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Hepatitis B Vaccines (3 doses)
4. HIPAA Act Certificate
5. Cardiopulmonary Resuscitation Certification (CPR)
6. Sign Language (Required for aspiring to the Board Test)
The following documents are required to be candidate for the Emergency Medical Technician Paramedic Board Exam:

1. Fill and submit application board exam
2. Penal Antecedents Certificate (issued within the previous 3 months)
3. Health Certificate
4. Birth Certificate (original and copy)
5. Cardiopulmonary Resuscitation Certification (CPR)
6. Sign Language (Required for aspiring to the Board Test) (Original and Copy)
7. Evidence of High School diploma and credits transcript
8. Official transcript, Diploma or Certificate of completion
9. Payment to Secretary of the Treasury in the amount of $75.00 dollars for the right to board test in money order, ATH or credit card.

General Information: The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
## Medical Emergencies Technician Program Curriculum

<table>
<thead>
<tr>
<th>CODES</th>
<th>Course Titles</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMER 100</td>
<td>Role of the Medical Emergencies Technician</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>ANAT 100</td>
<td>Anatomy and Physiology</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>ANAT 100L</td>
<td>Anatomy and Physiology Laboratory</td>
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<td>30</td>
</tr>
<tr>
<td>EMER 101</td>
<td>Pharmacology and Pathophysiology</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>EMER 101L</td>
<td>Pharmacology and Pathophysiology Laboratory</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>EMER 102</td>
<td>Airway Management and Ventilation</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>EMER 102L</td>
<td>Airway Management and Ventilation Laboratory</td>
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<tr>
<td>EMER 108</td>
<td>Patient Evaluation</td>
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<td>Patient Evaluation Laboratory</td>
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<td>EMER 103</td>
<td>Trauma</td>
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<td>EMER 103L</td>
<td>Trauma Laboratory</td>
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<td>EMER 106</td>
<td>Pre-requisite: ANAT 100, ANAT 100L, EMER 102, EMER 102L</td>
<td>Gynecology and Obstetrics</td>
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<td>EMER 106L</td>
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<td>Gynecology and Obstetrics Laboratory</td>
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<td>EMER 107</td>
<td>Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L</td>
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<td>EMER 109</td>
<td>Pre-requisite: All previous courses</td>
<td>Operations Laboratory</td>
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<td>EMER 110</td>
<td>Pre-requisite: All previous courses</td>
<td>Practice</td>
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Total credits: 48
Total Instructional Hours: 1,185
Total Outside Work Hours: 195
Total Hours: 1,380
Total Weeks: 45
Students must obtain a grade of “C” or higher in the courses to pass the courses.
# MEDICAL EMERGENCIES TECHNICIAN

## COURSE DISTRIBUTION PER SEMESTER

### First semester

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<tr>
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<td>Pharmacology and Pathophysiology</td>
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<td>Laboratory Pharmacology and Pathophysiology</td>
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<tr>
<td>EMER 103</td>
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<tr>
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### Second semester

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<td>Laboratory Medicine</td>
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<td>Patient Evaluation</td>
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### Third semester

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<tr>
<td>EMER 110</td>
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</table>
MEDICAL EMERGENCIES TECHNICIAN

COURSE DESCRIPTIONS

EMER 100  ROLE OF THE MEDICAL TECHNICIAN  2 Credits

This course includes the role of the paramedic, the origin of the profession and the related ethical principles. The course also includes the welfare of Paramedics and their place in the chain of EMS events. This course has 7.5 additional hours of outside work. The student will conduct an assignment related to a topic in the course.

ANAT 100  ANATOMY AND PHYSIOLOGY  2 Credits

This course includes human anatomy and physiology. In the courses, the students study descriptions of the systems in the body, its organs and functions. Students study explanations of the relationship between systems to perform the vital functions of the human body. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

ANAT 100L  ANATOMY AND PHYSIOLOGY LABORATORY  1 Credits

This course uses laboratory experiences to reinforce the description of the human body and its systems. It also provides a practical understanding of the functions of these systems. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 101  PHARMACOLOGY AND PATHOPHYSIOLOGY  4 Credits

This course describes the functioning of the human body when it faces a disease or an injury and provides the paramedic student with the preparatory knowledge for drug treatment and the different ways of administration. The student will also learn parenteral techniques. This course has 15 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 101L  PHARMACOLOGY AND PATHOPHYSIOLOGY LABORATORY  1 Credits

This laboratory provides paramedic students with the experience of acquiring knowledge in drug therapies, as well as different ways of administration. The student will practice techniques for parenteral administration. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.
EMER 102  AIRWAY MANAGEMENT AND VENTILATION  2 Credits

This course provides the paramedic student the basic and advanced knowledge of airway management. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 102L  AIRWAY MANAGEMENT AND VENTILATION LABORATORY  1 Credit

This laboratory provides the paramedic student the basic and advanced knowledge of airway management. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 108  PATIENT EVALUATION  2 Credits

This course will provide students with the necessary knowledge required to perform a comprehensive evaluation of a trauma patient and medical patient. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 108L  PATIENT EVALUATION LABORATORY  1 Credit

This laboratory experience will provide the student the practical knowledge to perform a comprehensive evaluation of medical patients and trauma patients. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 103  TRAUMA  4 Credits

This course is designed to provide students with the basic and advanced knowledge needed to evaluate and provide treatment to a patient. This course has 15 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.
EMER 103L TRAUMA LABORATORY 2 Credits

This laboratory experience is designed to provide students with basic and advanced practical knowledge to effectively evaluate and provide treatment for injured patients. This course has 15 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 106 GYNECOLOGY AND OBSTETRICS 2 Credits

Pre-requisites: ANAT 100, ANAT 100L, EMER 102, EMER 102L

This course is designed to allow the paramedic student to recognize and address gynecological and obstetrical emergencies. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 106 GYNECOLOGY AND OBSTETRICS LABORATORY 1 Credit

Pre-requisites: Pre-requisite ANAT 100, ANAT 100L, EMER 102, EMER 102L

This laboratory is designed to allow the paramedic student to recognize and address gynecological and obstetrical emergencies. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 107 CARDIOLOGY 3 Credits

Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L

This course is designed to prepare paramedics to assess and treat the most common cardiac medical emergencies. This course has an additional 11.25 hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 107L CARDIOLOGY LABORATORY 2 Credits

Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L

This laboratory is designed to prepare paramedics to assess and treat the most common cardiac medical emergencies. This course has an additional 15 hours of outside work. The students will complete an assignment related to one of the topics included in the course.
EMER 104  MEDICINE  3 Credits
Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L

This course is designed to provide paramedics with the knowledge necessary to evaluate and treat the most common medical emergencies in the human body. This course has an additional 11.25 hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 104L  MEDICINE LABORATORY  1 Credit
Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L

This laboratory is designed to provide paramedics with the knowledge necessary to evaluate and treat the most common medical emergencies in the human body. This laboratory has an additional 7.5 hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 105  PEDIATRIC EMERGENCIES  2 Credits
Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L

This course prepares the paramedic student to evaluate and treat pediatric patients taking into account the different growth and development stages. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 105L  PEDIATRIC EMERGENCIES LABORATORY  1 Credit
Pre-requisites: ANAT 100, ANAT 100L, EMER 101, EMER 101L

This laboratory prepares the paramedic student to evaluate and treat pediatric patients taking into account the different growth and development stages. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

EMER 109  OPERATIONS LABORATORY  2 Credits
Pre-requisites: All previous courses

This course is designed to prepare paramedic students for the operational phase of their work. It includes ambulance and rescue operations. This course has an additional 15 hours of outside work. The students will complete an assignment related to one of the topics included in the course.
EMER 110  PRACTICE  

Pre-requisites: All previous courses

This course offers students the opportunity to practice the information discussed in the classrooms within a real scenario in the Emergency Room and the state and municipal medical emergency systems.
DIPLOMA ACADEMIC PROGRAM

PRACTICAL NURSING

DESCRIPTION

The practical nurse provides nursing care to patients of all developmental stages in situations that require specific skills and judgment based on knowledge of scientific principles and in which the patient’s condition is stable. Students use the nursing process to provide care for clients, and they are ready to provide direct client care in complex situations under the supervision of a professional nurse.

The program has duration of 12 months, a total of 53 credits of which 39 credits correspond to academic courses and, 14 credits correspond to the clinical phase. Students will complete 180 hours of outside work to meet program requirements. Having completed 53 credits, the student receives a diploma in Practical Nursing.

Upon completing the program, students are prepared to take the Examination Board of Nursing of Puerto Rico that will issue the License for Practical Nurse.

PROGRAM OBJECTIVES

The Practical Nursing program aims to develop the necessary skills and abilities to enable efficient operation in the health field as highly qualified professionals using new technologies.

1. Encourage students to develop and master skills that will allow them to efficiently operate in the health field

2. Encourage students to pursue advanced studies in nursing.

3. Apply scientific principles of nursing in patient care at the best level.

4. Develop leadership skills through participation in educational, civic and sociocultural activities.

5. Encourage students to understand that their own abilities allow them to develop efficiently as individuals and as providers of health services.

6. Develop students’ competences to achieve the skills needed in new technologies.
7. Provide students with the knowledge and attitudes necessary to compete in the job market.

PRACTICE AND BOARD TEST REQUIREMENTS

The following documents are required for the practice (original documents):

1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Birth Certificate
4. Hepatitis B Vaccines (3 doses)
5. HIPAA Act Certificate
6. Cardiopulmonary Resuscitation Card (CPR)

The following documents are required for board test:

1. Penal Antecedents Certificate (issued within the previous 3 months)
2. Health Certificate
3. Birth Certificate (Original and copy)
4. Cardiopulmonary Resuscitation Card (CPR)
5. Evidence of Practical Nurse diploma or Certificate of Graduation and Official credits transcript (submitted directly from the Institution to the Examining Board)
6. Evidence of High School diploma (original and copy) and credits transcript (original)
7. No Debt Certification from the Administration of Children’s Welfare (ASUME)
8. Fill and submit application board exam.
9. Payment to Secretary of the Treasury in the amount of $15.00 dollars for the right to board exam in money order, ATH or credit card.

General Information: The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
# PRACTICAL NURSING

## PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLES</th>
<th>CREDITS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 102</td>
<td>Introduction to Computers</td>
<td>1</td>
<td>30</td>
</tr>
<tr>
<td>NURS 102</td>
<td>Basic Concepts of Microbiology</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>NURS 101</td>
<td>Structure and Functioning of the Human Body</td>
<td>4</td>
<td>60</td>
</tr>
<tr>
<td>NURS 103</td>
<td>Fundamentals of Nursing</td>
<td>8</td>
<td>240</td>
</tr>
<tr>
<td>NURS 105</td>
<td>Human Development</td>
<td>5</td>
<td>75</td>
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<tr>
<td>NURS 107</td>
<td>Principles of Mental Health</td>
<td>5</td>
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<tr>
<td>NURS 104</td>
<td>Mother and Newborn Care</td>
<td>6</td>
<td>90</td>
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<tr>
<td>NURS 106</td>
<td>Nursing Care for Adults and Elderly (Surgical Medical Nursing)</td>
<td>8</td>
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</table>

**Clinical Phase (Practice)**

*Pre-requisites: All previous courses*

<table>
<thead>
<tr>
<th>COURSE TITLES</th>
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<th>HOURS</th>
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<tbody>
<tr>
<td>NURS 108 Medicine Practice</td>
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<td>NURS 109 Surgery Practice</td>
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<td>NURS 110 Emergency Room Practice</td>
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<tr>
<td>NURS 111 Pediatric Practice</td>
<td>2</td>
<td>90</td>
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<tr>
<td>NURS 112 Community Health Practice</td>
<td>2</td>
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<tr>
<td>NURS 113 Mental Health Practice</td>
<td>2</td>
<td>90</td>
</tr>
<tr>
<td>NURS 114 Maternal Infant Care</td>
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**Total Credits:** 53  
**Total Instructional Hours:** 1,350  
**Total Outside Work Hours:** 180  
**Total Hours:** 1,530  
**Total Weeks:** 45

Students must obtain a grade of “C” or higher in the courses to pass the courses.
# PRACTICAL NURSING

## COURSE DISTRIBUTION PER SEMESTER

### FIRST SEMESTER

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<td>NURS 103</td>
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<td>COMP 102</td>
<td>Introduction to Computers</td>
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<td>NURS 102</td>
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<td><strong>Total</strong></td>
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### SECOND SEMESTER

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<tr>
<td>NURS 105</td>
<td>Human Development</td>
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<td>NURS 106</td>
<td>Nursing Care for Adults and Elderly (Surgical Medical Nursing)</td>
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<td>120</td>
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<td>NURS 107</td>
<td>Principles of Mental Health</td>
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### THIRD SEMESTER

**CLINICAL PHASE (Practice)**

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<td>Surgery Practice</td>
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<td>NURS 110</td>
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<tr>
<td>NURS 111</td>
<td>Pediatric Practice</td>
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<tr>
<td>NURS 112</td>
<td>Community Health Practice</td>
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<td>NURS 113</td>
<td>Mental Health Practice</td>
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<td>NURS 114</td>
<td>Maternal Infant Care</td>
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</table>
PRACTICAL NURSING
COURSE DESCRIPTION

COMP 102   INTRODUCTION TO COMPUTERS         1 Credit

This course introduces students to the world of computers, their composition, flexibility and the applications. Through this course, students will learn the basic functions of the computer, the alphabetic and numeric keypad and basic computer functions. This course has 7.5 additional hours of outside work. The students will complete assignments related to a topic discussed in the course.

NURS 102   BASIC CONCEPTS OF MICROBIOLOGY      2 Credits

In this course, students apply basic concepts of microbiology. The course includes study of the most common classification of microorganisms, their characteristics and the transmission of the most common high-risk diseases. This course has 7.5 additional hours of outside work. The students will complete assignments related to a topic discussed in the course.

NURS 101   STRUCTURE AND FUNCTIONING OF THE HUMAN BODY   4 Credits

This course includes the study of the anatomy and physiology of the human body. The course describes the systems of the body, its organs and functions. The course content explains the relationship between systems to carry out the vital functions of the human body. This course has an additional 15 hours of outside work. The students will complete assignments related to a topic discussed in the course.

NURS 103   FUNDAMENTALS OF NURSING         8 Credits

This course is designed to provide students with concepts related to the evolution of nursing, the nursing process, and ethical and legal aspects of the profession.

Also, the student is introduced to the practice of procedures necessary to carry out their duties in providing care to clients safely and efficiently. Students acquire theoretical knowledge that is related to practice in the laboratory. The development of these skills through the practice of these procedures enables the students to provide the client with quality care.

Students acquire the knowledge needed to prepare records and reports in nursing and recognize the importance of these in their work. Students also have the opportunity to
use all the existing formats for documenting in the medical records. This course has 60 hours of outside work. The students will complete assignments related to a topic discussed in the course.

**NURS 105  **HUMAN DEVELOPMENT  **5 Credits
*Pre-requisite: NURS 103*

In this course, the students acquire knowledge about human development through the life cycle. The course includes the most important changes that occur in a normal person’s development from birth to death. It also includes discussion of the different health problems that affect the individual through the life cycle, in addition to nutritional aspects. This course includes 18.75 additional hours of outside work. The students will complete assignments related to a topic discussed in the course.

**NURS 107  **PRINCIPLES OF MENTAL HEALTH  **5 Credits

This course is designed to prepare practical nurses that can intervene with individuals who have mental health conditions. Students study the following concepts: mental health evaluation, real situation regarding mental disorders in Puerto Rico, the mental health code, personality development, emphasis on prevention and control of mental illness. Students have the opportunity to apply these mental health concepts in hospital scenarios and in the community. This course includes 18.75 additional hours of outside work. The students will complete assignments related to a topic discussed in the course.

**NURS 104  **MOTHER AND NEWBORN CARE  **6 Credits
*Pre-requisites: NURS 101, NURS 103*

The course includes discussion of the reproductive organs, and the signs and symptoms of pregnancy. Emphasis is given to health aspects during pregnancy, the future mother’s attitude, and the mother’s care in three stages during the process of childbirth and care for the newborn. This course has an additional 22.50 hours of outside work. The students will complete assignments related to a topic discussed in the course.
NURS 106  NURSING CARE FOR ADULTS AND ELDERLY  
(Surgical Medical Nursing)  
8 Credits

Pre-requisites: NURS 101, NURS 103

In this course, students acquire knowledge about the concepts related to health-illness, holisms, and homeostasis. Students learn about the different factors that influence the individual’s health, in addition to primary, secondary and tertiary prevention.

In this course, students intervene with individuals classified according to their stage in the life cycle as adults and elderly individuals, in health as well as disease. The course includes study of factors that affect the individual through stages in the vital cycle. The content calls attention to the aspects that can interfere with the individual’s health.

In this course, students learn about the body’s defenses and the implications for nursing interventions and the responses of the organisms in homeostatic imbalance. Emphasis is given to nursing care for individuals who will face surgical procedure and the practical nurse’s role during the stages of the process. Students learn about transmissible diseases and the applicable isolation techniques. This course includes 30 additional hours of outside work. The students will complete assignments related to a topic discussed in the course.

CLINICAL PHASE

Pre-requisites: All the previous courses

These practice courses are assigned 2 credits and 90 hours each, thus complying with federal regulation.

NURS 108  MEDICINE PRACTICE  
2 Credits

During this clinical experience, students apply acquired knowledge in the pre-clinical phase related to nursing care for patients in different conditions. Through the professor’s supervision, students perform tasks that allow them to develop skills needed to offer quality care. Students identify problems and develop a care plan that allows them to fill the assigned clients’ needs.

NURS 109  SURGERY PRACTICE  
2 Credits

Through this practice, students offer nursing care to patients in pre-operatory and post-operatory stages. Students have the opportunity to rotate among the areas in the operation room and recovery room.
NURS 110  EMERGENCY ROOM PRACTICE  2 Credits

In this clinical experience, students select an activity in which to apply the acquired knowledge regarding managing patient care in the emergency room. Students identify patients’ problems and meet their needs.

NURS 111  PEDIATRIC PRACTICE  2 Credits

In this practice unit, students participate actively in the nursing care of children with different health conditions from the newborn stage to puberty.

NURS 112  COMMUNITY HEALTH PRACTICE  2 Credits

Through this practice, students learn about the health problems that affect the community and the health agencies that intervene to maintain a healthy environment. Emphasis is given to how the students can serve as resources to improve the community’s quality of life.

NURS 113  MENTAL HEALTH PRACTICE  2 Credits

In this course, students apply knowledge acquired about patient care in a work environment in which the individual suffers some type of mental situation. Students learn basic concepts used in reference to different mental conditions that can affect the individuals in any stage of their lives.

NURS 114  MATERNAL INFANT CARE  2 Credits

Through this practice, the student provides nursing care to obstetrics and gynecology patients. Students have the opportunity to rotate through the areas of birth, pre-partum, and newborn and post-partum areas.
DESCRIPTION

The Respiratory Care Technician program provides students an academic alternative that enable them to provide greatly needed health services in Puerto Rican society.

The program lasts 16 months, and comprises a total of 74 credits. Sixty-two (62) credits are dedicated to academic courses and 12 credits are dedicated to clinical practice. Students complete 270 hours of outside work to meet program requirements. Upon completion of all 74 credits, students receive a diploma as Respiratory Care Technician. Students, who graduate from this program, should take two (2) board tests, a theoretical test and practical one to practice the profession. While students are working toward completing these requirements, the Respiratory Care Technicians Board of Examiners provides graduates with three provisional licenses, each with 6 months’ duration.

Our mission is to develop an entrepreneurial leader capable of designing their own strategies to establish respiratory care health services in or out of hospitals.

We train students to provide comprehensive care to the individual. Practice of preventive measures is encouraged, maintaining health, critical care and rehabilitation, both in the primary, secondary and tertiary health services. The availability of the program to provide students various sophisticated technological resources currently in demand in hospitals will facilitate student development so they can offer a competitive, efficient and responsible service. All these elements contribute to stimulate students to become productive and creative members of the Puerto Rican society.

The Respiratory Care Technician Program is akin to the institutional commitment of forming students with affective, cognitive and technical skills by providing them an academic and clinical setting to develop their individuality, judgment and ethical values essential to the professional aware of human needs.

PROGRAM OBJECTIVES

1. Provide an academic alternative that contributes to the formation of Respiratory Care Technicians.

2. Develop in students the skills required of a Respiratory Care Technician to provide optimal health services in the community.
3. Develop students' cognitive, psychomotor and affective skills needed to interact adequately with the interdisciplinary health care team and with the patient.

4. Develop a multi-skilled Respiratory Care Technician, who can offer nontraditional service in different clinical scenarios.

5. Develop Respiratory Care Technicians who demonstrate value and respect for human conditions and needs.

6. Establish an up-to-date curriculum in respiratory care according to local and national accrediting standards.

**PRACTICE AND BOARD TEST REQUISITES**

The following documents are required for the practice (original documents):

1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Hepatitis B Vaccines (3 doses)
4. HIPAA Act Certificate
5. Cardiopulmonary Resuscitation Card (CPR)
6. Two (2) pictures

To take the board tests, students need to present the following documents:

1. Birth Certificate – copy and original
2. Penal Antecedents Certificate (issued within the previous 3 months)
3. Health Certificate
4. No Debt Certification from the Administration of Children’s Welfare (ASUME, Spanish acronym)
5. Official credit transcript submitted directly from the Institution to the Examining Board
6. Money Order for one hundred ten dollars ($110.00) made out to the Secretary of the Treasury
7. Diploma or Certificate of Completion
8. Fill and submit application board exam

*General Information:* The Institution reserves the right to modify this study program at any moment according to the corresponding departments.

* This Program will not be accepting new students as of January 2019.
<table>
<thead>
<tr>
<th>CODES</th>
<th>COURSE TITLES</th>
<th>CREDITS</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>MATH 100</td>
<td>Mathematics Concepts</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ANAT 101</td>
<td>Anatomy and Cardiopulmonary Physiology</td>
<td>6</td>
<td>90</td>
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<tr>
<td>RESP 101</td>
<td>Applied Sciences to Respiratory Care</td>
<td>6</td>
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<tr>
<td>PSYC 101</td>
<td>Applied Psychology for the Health Professionals</td>
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<tr>
<td>COMP 102</td>
<td>Introduction to Computers</td>
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<tr>
<td>RESP 107</td>
<td>Fundamentals of Microbiology of Infection Control</td>
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<tr>
<td>RESP 100</td>
<td>Fundamentals of Respiratory Care Technician</td>
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<td>RESP 103</td>
<td>Medical Gases, Humidity, Aerosol and Arterial Gases</td>
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<td>RESP 103</td>
<td>Medical Gases, Humidity, Aerosol and Arterial Gases Laboratory</td>
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<td>Cardiorespiratory Pharmacology</td>
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<td>RESP 105</td>
<td>Cardiorespiratory Pathophysiology</td>
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<td>RESP 106</td>
<td>Bronchial Clearance and Airway Management</td>
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<td>EKG and Resuscitation Techniques</td>
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<tr>
<td>RESP 111</td>
<td>Gasometry and Mechanical</td>
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<td>Ventilation Management</td>
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<td>RESP 111L Pre-requisites: RESP 104, RESP 100, RESP 100L, RESP 103, RESP 103L, RESP 106, RESP 106L, RESP 107, RESP 107L</td>
<td>Gasometry and Mechanical Ventilation Management Laboratory</td>
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<tr>
<td>RESP 109 Pre-requisites: RESP 106, RESP 106L</td>
<td>Pediatrics and Neonatology</td>
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<tr>
<td>RESP 109L Pre-requisites: RESP 106, RESP 106L</td>
<td>Pediatrics and Neonatology Laboratory</td>
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<td>RESP 110</td>
<td>Pulmonary Function</td>
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<tr>
<td>RESP 110L</td>
<td>Pulmonary Function Laboratory</td>
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<td>RESP 102</td>
<td>Pulmonary Rehabilitation and Home Care</td>
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<tr>
<td>RESP 112 Pre-requisites: All previous courses</td>
<td>Clinical Practice Adult and Pediatric</td>
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Total Credits: 74 Credits  
Total Instructional Hours: 1,620  
Total Hours Outside Work: 270  
Total Hours: 1,890  
Total Weeks: 60  

Students must obtain a grade of “C” or higher in the courses to pass the courses.
# RESPIRATORY CARE TECHNICIAN PROGRAM
## COURSE DISTRIBUTION PER SEMESTER

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact hours</th>
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</thead>
<tbody>
<tr>
<td>RESP 100</td>
<td>Fundamentals of Respiratory Care</td>
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<tr>
<td>RESP 100L</td>
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<tr>
<td>RESP 101</td>
<td>Applied Sciences to Respiratory Care</td>
<td>6</td>
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<tr>
<td>MATH 100</td>
<td>Mathematics Concepts</td>
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<td>RESP 102</td>
<td>Pulmonary Rehabilitation and Home Care</td>
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<tr>
<td>ANAT 101</td>
<td>Anatomy and Cardiovascular Physiology</td>
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### SECOND SEMESTER

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<td>Introduction to Computers</td>
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<tr>
<td>RESP 103</td>
<td>Medical Gases, Humidity Aerosol and Arterial Gases</td>
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<td>RESP 103L</td>
<td>Laboratory Medical Gases, Humidity Aerosol and Arterial Gases</td>
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<td>RESP 104</td>
<td>Cardio Respiratory Pharmacology</td>
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<td>RESP 105</td>
<td>Cardiorespiratory Pathophysiology</td>
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<tr>
<td>RESP 106</td>
<td>Bronchial Clearance and Airway Management</td>
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<td>RESP 106L</td>
<td>Laboratory Bronchial Clearance and Airway Management</td>
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<td>RESP 107</td>
<td>Fundamental of Microbiology Infection Control</td>
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<td>EKG and Resuscitation Techniques</td>
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<td>Pediatrics and Neonatology</td>
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<td>Laboratory Pediatrics and Neonatology</td>
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<td>Pulmonary Function</td>
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<td>RESP 111</td>
<td>Gasometry and Mechanical Ventilation Management</td>
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<td>TERA 111L</td>
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<tr>
<td>PSYC 101</td>
<td>Applied Psychology for the Health Professionals</td>
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### FOURTH SEMESTER

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<tr>
<td>RESP 112</td>
<td>Clinical Practice Adult and Pediatric</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>12</strong></td>
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</table>
RESPIRATORY CARE TECHNICIAN PROGRAM

COURSE DESCRIPTIONS

MATH 100  MATHEMATICS CONCEPTS  3 Credits

This course offers students information about basic mathematical concepts in general and specific operations used in the profession. The course includes operations such as: decimals, percentages, fractions, rounding numbers, conversion of units and dispersing variables. This course includes 11.25 additional hours of outside work. The student will complete the assignment on a topic discussed in the course.

ANAT 101  ANATOMY AND CARDIOPULMONARY PHYSIOLOGY  6 Credits

The course has been designed to allow students to learn about the human body in general. Emphasis is given to the respiratory, cardiovascular, cardiopulmonary and renal systems, the organs involved and their functions. This course has 22.50 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

PSYC 101  APPLIED PSYCHOLOGY FOR THE HEALTH PROFESSIONALS  3 Credits

This course provides students with information about the psychological principles and their application during health care interactions with people served. The course provides a holistic understanding of the social, physical and emotional human needs, thus enabling the students to understand themselves, properly handle clinical situations and improve their relationships with the interdisciplinary team. This course has 11.25 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

COMP 102  INTRODUCTION TO COMPUTERS  1 Credits

Through this course, students learn basic computer functions and the alphabetical keyboard to prepare a letter, a table, or a resume using Microsoft Word. In addition, students learn to prepare a presentation using PowerPoint. The course includes 7.5 additional hours of outside work. The students will perform an assignment related to one of the topics included in the course.
RESP 107  FUNDAMENTALS OF MICROBIOLOGY OF INFECTION CONTROL  2 Credits

The course provides students with knowledge of the concepts and terminology used in clinical microbiology related to infection control. It presents the most relevant aspects of infection and immune response of the body, contamination and decontamination in the work area. Students learn about different preventive hygiene measures used in performing their respiratory care duties. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 107L  FUNDAMENTALS OF MICROBIOLOGY OF INFECTION CONTROL LABORATORY  1 Credit

The laboratory provides students with practice in managing skills used in clinical microbiology related to infection control. Managing how sterile samples are taken, decontamination of equipment, aseptic and preventive measures used in performing tasks related to respiratory care is included in the course. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 100  FUNDAMENTALS OF RESPIRATORY CARE TECHNICIAN  3 Credits

The course describes the historical evolution of respiratory care. It includes the ethical and legal issues and the legal medical implications of the practice. The course provides students with knowledge of their roles within the interdisciplinary team and the scope of their responsibilities to their patients. It provides basic knowledge about the medical record and the importance of recording procedures applied to patients correctly. This course has 11.25 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 100L  FUNDAMENTALS OF RESPIRATORY CARE TECHNICIAN LABORATORY  1 Credit

The student will perform the following practical skills in the laboratory: take vital signs, perform physical examination of chest, identify auscultation areas, make correct notes in the medical record, and demonstrate the technician’s role in working with hospital staff as a team. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.
RESP 103  MEDICAL GASES, HUMIDITY, AEROSOL AND ARTERIAL GASES  3 Credits

Pre-requisites: RESP 100, RESP 100L

The course introduces the concepts and rationale for therapeutic application of medical gases, humidity and aerosol in patients with cardiopulmonary conditions. The content of the course includes description of uses of different gases, their indications, contraindications and the risks in administering these therapeutic measures. This knowledge enables the students to determine which of these measures can be used in specific clinical cases. (The course provides fundamental knowledge for analysis and interpretation of blood gases and evaluation of acid-base balance.) This course has 11.25 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 103L  MEDICAL GASES, HUMIDITY, AEROSOL AND ARTERIAL GASES LABORATORY  1 Credit

Pre-requisites: RESP 100, RESP 100L

This laboratory includes practice and application of medical gases, humidity and aerosol to patients with cardiopulmonary conditions. Students will practice and apply their use, indications, and contraindications when administering these components. Students will assemble and disassemble equipment according to clinical cases and they will perform basic exercises regarding interpretation of arterial blood gases. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 104  CARDIORESPIRATORY PHARMACOLOGY  4 Credits

The course provides the basic principles underlying the study of pharmacology related to the care and maintenance of the cardio respiratory system. It presents the nomenclature, indications, contraindications and side effects of drugs on the cardiopulmonary system. Students learn to describe the methods for administration, dosage and frequency of drugs in the cardio respiratory system. This course has an additional 15 hours of outside work. The students will complete an assignment related to one of the topics included in the course.
RESP 105  CARDIORESPIRATORY PATHOPHYSIOLOGY  4 Credits

The course provides students with the opportunity to learn about the most common cardi respiratory diseases. It facilitates students' ability to describe the signs, symptoms, history, management and prognosis of cardio respiratory pathological conditions. The course prepares students to differentiate between acute lung disease vs. chronic lung disease and to distinguish restrictive pulmonary conditions from obstructive pulmonary conditions. This course has an additional 15 hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 106  BRONCHIAL CLEARANCE AND AIRWAY MANAGEMENT  3 Credits

This course provides students with fundamental knowledge about adequate maintenance and care of artificial and natural airways. The course provides suction techniques that should be applied to maintain a patent’s airway. Topics in the course include uses, indications, contraindications and dangers involved in tracheal intubation, tracheotomy care, suction techniques, vibration, percussion, and postural drainage. (The course emphasizes handling and aseptic measures in providing these services). This course has 11.25 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 106L  BRONCHIAL CLEARANCE AND AIRWAY MANAGEMENT LABORATORY  1 Credit

This course provides students with practice in managing and applying artificial airways, as well as proper maintenance of natural airways. Students learn procedures used to apply sterile and non-sterile suction, tracheotomy care and tracheal cleansing while emphasizing aseptic measures used while providing these services. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 108  EKG AND RESUSCITATION TECHNIQUES  2 Credits

The course describes the essential concepts for interpreting basic electrocardiographic studies. The course provides students with practice in recognizing the risk factors and the most common signs and symptoms of a heart attack. It provides students with the basic techniques of cardiopulmonary resuscitation and essential information about advanced CPR measures adults and children. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.
RESP 108L  EKG AND RESUSCITATION TECHNIQUES  1 Credit
LABORATORY

In this course, students will learn to place the electrodes correctly to perform an electrocardiogram. Students will also learn to recognize arrhythmia on printouts and on cardiac monitors. Students will perform cardiopulmonary resuscitation techniques and simulated applications in adults, children and infants. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 111  GASOMETRY AND MECHANICAL VENTILATION MANAGEMENT  4 Credits

Pre-requisites: RESP 104, RESP 100, RESP 100L, RESP 103, RESP 103L, RESP 106, RESP 106L, RESP 107, RESP 107L

This course provides students with the opportunity to learn to use, manage, assure quality control, and provide maintenance to equipment used to evaluate arterial blood gas. The course content includes indications, dangers, and uses of ventilation support equipment through mechanical ventilation and patient management in the mechanical ventilator after obtaining the results of arterial blood gases. This course has an additional 15 hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 111L  GASOMETRY AND MECHANICAL VENTILATION MANAGEMENT LABORATORY  2 Credits

Pre-requisites: RESP 104, RESP 100, RESP 100L, RESP 103, RESP 103L, RESP 106, RESP 106L, RESP 107, RESP 107L

The student will practice the following skills in the laboratory: puncturing and obtaining a blood gas sample, assembling and disassembling the ventilation equipment, mechanical ventilation with adult patients, changes in parameters of the mechanical ventilator and changes in the circuit of the ventilator being used. This course has an additional 15 hours of outside work. The students will complete an assignment related to one of the topics included in the course.
### RESP 109  PEDIATRICS AND NEONATOLOGY  2 Credits

**Pre-requisites:** RESP 106, RESP 106L

This course presents the pre- and post-birth normal development, as well as the most common pathological conditions in children and neonates. The contents of the course describe evaluation techniques, treatment and management of mechanical ventilation applied in newborns and children as part of respiratory care. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

### RESP 109L  PEDIATRICS AND NEONATOLOGY LABORATORY  1 Credit

**Pre-requisites:** RESP 106, RESP 106L

In this course, the students will perform the following laboratory skills: suction in infants and children, management of tracheal tube in infants and children, pediatric mechanic ventilator management, changes in pediatric mechanical ventilation after obtaining arterial blood gas results. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

### RESP 110  PULMONARY FUNCTION  3 Credits

The course offers students knowledge about the fundamental principles involved in pulmonary function tests. Students apply these concepts in measurements, techniques, calibration, equipment maintenance and quality control. They will learn the indications, techniques and spirometry interpretation, DLCO, nitrogen washes, graphs, flow and volume, in addition to other tests. This course has 11.25 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

### RESP 110L  PULMONARY FUNCTION LABORATORY  1 Credit

The student will perform the following skills in the laboratory: calibration and quality assurance, graph interpretations, and basic spirometry studies. This course has 7.5 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.
RESP 102  PULMONARY REHABILITATION AND HOME CARE  4 Credits

This course includes discussion of the principles and components required in a pulmonary rehabilitation program. Course contents include descriptions of skills and techniques used to provide patients who suffer pulmonary conditions with maintenance and welfare. The course also includes discussion of breathing exercises, physical therapy of the chest with postural drainage, bronchial hygiene, and nutrition, in addition to use, indications, and maintenance of equipment used in the home and at support agencies. This course has 15 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.

RESP 112  CLINICAL PRACTICE ADULT AND PEDIATRIC  6 Credits

Pre-requisites: All previous courses

The Clinical Practice, allows the student to perform skills needed to collect information and analyze medical records, conduct patient physical examinations, assess and administer oxygen, humidity and aerosol therapies, make recommendations and treatment plans according to the patient's clinical condition. A critical aspect of the Clinical Practice is students’ participation in safety measures regarding distribution and storage of medical gases. In addition, the clinical practice will allow the student to apply therapeutic measures involved in pulmonary rehabilitation, management of artificial airways, and preventive measures for infection control. Students will use correct techniques to encourage patients to produce effective coughs, remove secretions and perform breathing exercises, including incentive spirometry. Students will perform suction techniques; they will also care for tracheotomies, draw blood gas, analyze and interpret the gases for evaluation and management of patients on mechanical ventilation. In addition, this clinic will provide the scenario for students to apply knowledge acquired at the pediatric and neonatal level. In addition, students will participate in infection control programs established in the hospital.

RESP 101  APPLIED SCIENCES TO RESPIRATORY CARE  6 Credits

This course allows the student to study and learn the basic knowledge of science that is related to Respiratory Care. Biology allows the study of the characteristics of living things and your body in general. Chemistry enables the theoretical and practical study of the basic principles of the structure, the behavior of matter and its application to the processes of daily living and Physics presents an approach to the physical principles related to mechanical energy, work and heat, properties of liquids and gases and their practical application. This course has 22.50 additional hours of outside work. The students will complete an assignment related to one of the topics included in the course.
DIPLOMA ACADEMIC PROGRAM

*VETERINARY ASSISTANT WITH PET GROOMING

DESCRIPTION

The Veterinary Assistant with Pet Grooming program of EDIC College prepares and gives the students the skills required in the field of clinical veterinary medicine at diploma level, activities of public and environmental health and animal’s hygiene and conditioning (Pet Grooming). The veterinary assistant will have knowledge in the care and handling of animals, their physiology and disease, as well as knowledge in preventive care and management of animal health. Will also have basic training in modern techniques of animal medical surgical nursing, radiology, sonography, dental and clinical laboratory procedures.

The program lasts 16 months, and comprises a total of 68 credits. Fifty-four (54) credits are dedicated to theoretical and laboratory courses and nine (9) credits are dedicated to clinical practice. Students will complete 285 hours of outside work to meet program requirements. Having completed 68 credits, the student receives a diploma in Veterinary Assistant with Pet Grooming.

PROGRAM OBJECTIVES

1. To ensure that students know the general aspects of the work done by the veterinarian and its assistance role in the process.
2. To develop judgments and criteria to integrate knowledge and skills acquired during their participation in the course.
3. To give the student the tools to exhibit attitudes and personal qualities that will help them succeed in their work such as responsibility, good judgment, perseverance, loyalty, initiative, cooperation, courtesy, pride in their work and ability to maintain harmonious interpersonal relationships.

PRACTICE REQUISITES

The following documents are required for the practice (original documents):

1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Hepatitis B Vaccines (3 doses)
4. Doping lab tests**
5. Rabies vaccine**

** Only for some centers.

Note: Some practice centers can require additional documents. Students do not need to take a board exam to practice this profession.
**General Information:** The Institution reserves the right to modify this study program at any moment according to the corresponding departments.

*This Program will not be accepting new students as of January 2019.*
# VETERINARY ASSISTANT WITH PET GROOMING

## PROGRAM CURRICULUM

<table>
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<td>Service, Sales And Entrepreneurship</td>
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<td>SPAN 102</td>
<td>Effective Spanish Communication Skills</td>
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<td>MATH 100</td>
<td>Mathematical Concepts</td>
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<tr>
<td>PSYC 100</td>
<td>Principles Of Social And Community Psychology</td>
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<td>VETR 101</td>
<td>Introduction To Veterinary, Medicine And Animal Biosecurity</td>
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<td>Integrated Sciences</td>
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<td>VETR 103</td>
<td>General Principles For The Veterinary Operating Room</td>
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<td>Pet Anatomy And Physiology</td>
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<td>VETR 111</td>
<td>Management, Care And Diseases Of Farm Animals</td>
<td>5</td>
<td>105</td>
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<tr>
<td></td>
<td>Pre-requisites: VETR 101, VETR 102, VETR 104, VETR 107, VETR 108, MATH 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VETR 112</td>
<td>Veterinary Clinical Procedures</td>
<td>3</td>
<td>90</td>
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<tr>
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<tr>
<td>VETR 113</td>
<td>Radiology Techniques And Positions</td>
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<td></td>
<td>Pre-requisites: VETR 101, VETR 102, MATH 100</td>
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<tr>
<td>VETR 114</td>
<td>Introduction To Veterinary Sonography</td>
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<tr>
<td></td>
<td>Pre-requisites: VETR 101, VETR 104, VETR 109</td>
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<tr>
<td>VETR 115</td>
<td>Veterinary Clinical Practice</td>
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<tr>
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<td>Pre-requisites: All previous courses</td>
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Total Credits: 68  
Total Instructional Hours: 1,545  
Total Outside Work Hours: 285  
Total Hours: 1,830  Total Weeks: 60

Students must obtain a grade of “C” or higher in the courses to pass the courses.
## VETERINARY ASSISTANT WITH PET GROOMING

### COURSE DISTRIBUTION PER SEMESTER

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VETR 101</td>
<td>Introduction To Veterinary, Medicine And Animal Biosecurity</td>
<td>4</td>
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</tr>
<tr>
<td>SPAN 102</td>
<td>Effective Spanish Communication Skills</td>
<td>3</td>
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<tr>
<td>VETR 102</td>
<td>Integrated Sciences</td>
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<tr>
<td>MATH 100</td>
<td>Mathematical Concepts</td>
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<td>VETR 103</td>
<td>General Principles For The Veterinary Operating Room</td>
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<tr>
<td>VETR 104</td>
<td>Pet Anatomy And Physiology</td>
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#### SECOND SEMESTER

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<td>VETR 105</td>
<td>Grooming Techniques</td>
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<tr>
<td>BDEV 100</td>
<td>Service, Sales And Entrepreneurship</td>
<td>4</td>
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<tr>
<td>VETR 106</td>
<td>Veterinary Microbiology</td>
<td>3</td>
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<tr>
<td>VETR 107</td>
<td>Veterinary Pathology, Toxicology, And Pharmacology</td>
<td>4</td>
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<td>VERT 108</td>
<td>Principles Of Veterinary Dentistry</td>
<td>2</td>
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<tr>
<td>VETR 109</td>
<td>Principles Of Veterinary Nursing</td>
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### THIRD SEMESTER

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<td>Animal Nutrition</td>
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<td>VETR 111</td>
<td>Management, Care And Diseases Of Farm Animals</td>
<td>5</td>
<td>105</td>
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<td>VETR 112</td>
<td>Veterinary Clinical Procedures</td>
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<td>VETR 113</td>
<td>Radiology Techniques And Positions</td>
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<td>VETR 114</td>
<td>Introduction To Veterinary Sonography</td>
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### FOURTH SEMESTER

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<tr>
<td>PSY 100</td>
<td>Principles Of Social And Community Psychology</td>
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<td>VETR 115</td>
<td>Veterinary Clinical Practice</td>
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<td><strong>Total</strong></td>
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VETERINARY ASSISTANT WITH PET GROOMING

COURSE DESCRIPTION

BDEV 100 SERVICE, SALES AND ENTREPRENEURSHIP 4 Credits

Pre-requisites: SPAN 102

This course has been designed to prepare students with knowledge of the basic elements necessary for the study of business opportunities and the processes required for the growth of an existing business or for creating a new one. To this end, students will develop operational strategies related to sales techniques and customer service. Key points will be taken into consideration so that students learn the terminology and can apply the knowledge. The course includes the legal forms that should be used when starting the business. The following important aspects will be considered: business plan that should include at least the nature of the project, the final product or service, development strategies, and financial aspects of the business from the start-up to the financial sources. Finally, the course will help students develop an executive summary that will include techniques for financial viability so that the relationship between the inversion and the short term ROI makes the business possible, generating sufficient resources to finance business growth. This course has 15 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

SPAN 102 EFFECTIVE SPANISH COMMUNICATION SKILLS 3 Credits

This is a theoretic course that provides students with techniques and basic skills for effective, professional and assertive verbal and written communication with personnel at the veterinary clinic and with clients. One advantage of mastering communication skills is that it improves interaction with the customer. It also reduces conflicts with other members of the team, improves satisfaction with the profession, strengthens client education skills, encourages other members of the team to improve their communication patterns, and reduces errors that occur as a result of poor
communication. This course includes additional 11.25 hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**MATH 100  MATHEMATICAL CONCEPTS  3 Credits**

The course provides the students with knowledge of basic mathematical in general and specific concepts used in the profession. It includes operations such as: decimals, percent, fractions, rounding, units and clearing of variables. This course includes 7.5 additional hours of outside work. The students will complete an assignment related to a topic of the course.

**PSYC 100  PRINCIPLES OF SOCIAL AND COMMUNITY PSYCHOLOGY  3 Credits**

*Pre-requisites: SPAN 102, MATH 100, VETR 101, VETR 106*

With the purpose of carrying out actions aimed at improving the subjects’ living conditions, this course seeks to provide students with an analytical view of the phenomena regarding collective groups or communities and their social and environmental factors. The methodology used will enable students to develop their knowledge for managing the participatory and territorial scope of the community and society in different intervention processes while trying to generate long-term changes in the social systems where the groups are embedded. This course has 15 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 101  INTRODUCTION TO VETERINARY MEDICINE AND ANIMAL BIOSECURITY  4 Credits**

This course introduces the students to the responsibilities, ethical elements and essential veterinary assistant tasks. The course includes the laws applicable to a professional practice in animal health and the techniques for handling animals safely. As professional veterinary technicians, the students will train to work with specific
management techniques: restraining animals, interpreting their behavior, basic elements of healthy feeding and well-being of animals. Students will learn the basic rules, procedures and biosecurity protocols aimed at maintaining control of risk factors at the workplace originating from biological agents, which result from the different services provided. These rules, procedures, and protocols help protect workers as well as patients and visitors who are exposed to risks pertinent to health care and the environment in which they develop, thus achieving prevention and safety goals. They will also learn the basic procedures for animal protection and the relationship between their health and well-being. In addition, students learn to respect and consider animals by fostering humane treatment and by integrating high ethical content and responsibility. The course includes discussion of the responsibilities and obligations of pet owners, as well as the correct protocols for moving animals, providing hygiene, and caring for veterinary equipment. This course has 15 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

VETR 102 INTEGRATED SCIENCES 5 Credits
This course provides the student with the basic principles of science while integrating heuristics, axiological, and theoretical knowledge of biology, chemistry and physics to describe and explain the main general laws, which govern the living world. Students also learn to understand, explain, and value the origin of life, the organization of living things, the relationship between living beings and their environment, and the evolution of the both. This course has 18.75 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

VETR 103 GENERAL PRINCIPLES FOR THE VETERINARY OPERATING ROOM 2 Credits
The tasks of the Veterinary Assistant during surgical procedures are various. This practical laboratory course provides students with the fundamental concepts needed for
preparing the patient before and after any surgical procedure. Students also learn to identify, handle, care for and create surgical instrument packages. This course has 15 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 104  PET ANATOMY AND PHYSIOLOGY  4 Credits**

This course engages students in learning general concepts about the animal body. Emphasis is given to the integumentary, bone, muscular, nervous, endocrine, respiratory, cardiovascular, lymphatic, digestive, urinary, and reproduction systems, in addition to their functions, and organs in each system. The course introduces students to the organization, function and integration of body systems, using the dog as a model and comparing it with other pets. Students use skeletons, models, audiovisual materials, and specimens for dissection and laboratory experiences. Knowledge of these systems represents the necessary foundations to begin studies in the field of veterinary medicine. This course has 18.75 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 105  GROOMING TECHNIQUES  3 Credits**

*Pre-requisites: VETR 101, SPAN 102*

The Grooming Techniques course is a theoretical-practical course that provides students with the tools and techniques needed to provide conditioning, aesthetics, hygiene and well-being services to pets, especially to dogs, cats and horses. The course envisions grooming as a way to exalt animal beauty and prevent skin problems and problems with the auditory canals. Care of the eyes and nails (or hooves), among other services, are also provided. Pet grooming is presented as an alternative for self-employment, working in clinics and animal care centers. This course has 22.5 additional hours of
outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 106**  
**VETERINARY MICROBIOLOGY**  
*3 Credits*  
*Pre-requisites: VETR 101, VETR 102*

The Veterinary Microbiology course provides students with general and specific concepts regarding morphology, physiology, genetics and metabolism of different microorganisms (bacteria, virus, helminthes, protozoa and fungi) consistent with the study of ecology and the implications of these major diseases in animals as well as in the food industry. This course includes additional 11.25 hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 107**  
**VETERINARY PATHOLOGY, TOXICOLOGY, AND PHARMACOLOGY**  
*4 Credits*  
*Pre-requisites: VETR 101, VETR 102, VETR 104*

This course has been designed to introduce the students to processes used for studying anatomical, physiological and chemical changes occurring in the animal organism. These changes are the result of disease as well as the causes for lesions resulting from a specific pathological process. Students learn to correlate animal clinical symptoms with main forms of diagnosis and the corresponding therapeutic processes. The course includes the study of pharmacology and general toxicology in veterinary medicine to interpret the effects of medicines for veterinary use. In addition, some natural resources for the treatment of diseases and alteration of the animal species are also discussed. Moreover, students learn different techniques for establishing doses and administering medicines and how these are distributed, transformed, and eliminated from the body. The course also provides knowledge of the effects drugs have on animals while emphasizing changes of pathological processes and the undesirable effects these have.
This course has 15 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 108 PRINCIPLES OF VETERINARY DENTISTRY**  
2 Credits

*Pre-requisites: VETR 101, VETR 102, VETR 103, VETR 104*

Dentistry is the art and science dedicated to the study of the oral cavity, teeth and associated structures. This branch of veterinary medicine is the specialization that shows most progress regarding materials and techniques. The Veterinary Assistant is an indispensable member of the oral hygiene team because periodontal disease is a topic within customer education, and this education is primarily the responsibility of the Veterinary Assistant during the first contact and after visiting with the Veterinarian. This course allows participants to become familiar with the main components of the stomatognathic system in domestic animals, especially dogs and horses. In addition, the course seeks to students with knowledge about oral and dental anatomy, the proper use of the dental registers or odontograms, and the most used instruments and materials in dental practice. Students also learn the most appropriate ergonomics in the handling animals during treatments within the oral cavity. Students also learn about the most common lesions in the oral cavity, their etiology, symptoms, and treatment options. This course includes 7.5 hours of additional outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 109 PRINCIPLES OF VETERINARY NURSING**  
4 Credits

*Pre-requisites: VETR 101, VETR 102, VETR 103, VETR 104, MATH 100*

The purpose of this course is to instill in students the fundamental methodology of veterinary nursing as part of the Veterinary Assistant’s professional tasks in the animal health field. Students learn about the duties, obligations, and limitations of a veterinary nurse. Emphasis is given to assistance before, during and after a surgical intervention.
Students also learn to work in emergency and they describe emergency responses. This course has 18.75 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 110 ANIMAL NUTRITION** 3 Credits

*Pre-requisites: VETR 101, VETR 102, VETR 104, MATH 100*

This course introduces students to the main features of food composition. Students learn about types of food for animals, consumption and use of the ingested nutrients. The course includes definitions and main nutritional characteristics. Students learn about water ingestion regulation and the factors that affect it. They also learn the quantity and quality requirements food and variations according to the production stages of the animals. Students work with estimating consumption methods to provide guidelines regarding adequate general feeding, as well as the concept of food digestibility and factors that can cause modifications. This course includes 11.25 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**VETR 111 MANAGEMENT, CARE AND DISEASES OF FARM ANIMALS** 5 Credits

*Pre-requisites: VETR 101, VETR 102, VETR 104, VETR 107, VETR 108, MATH 100*

This course is designed to provide students with basic knowledge about animal husbandry, agriculture and livestock nutrition, as well as with information related to cattle, sheep, goats, pigs, poultry and rabbit farms. The course includes concepts related to anatomy and comparative physiology of domestic animals. Systems studied include the musculoskeletal system, and the digestive, urinary, integumentary and nervous systems. Students learn about the genetic bases, ethology and the different animal species; they learn about the appropriate conditions of the facilities where the animals
are kept. Students study basic farm animal care. The course focuses on restraining and handling animals, dealing with emergencies, providing first aid, and identifying the most frequent diseases. Other topics included in the course are geared toward explaining how meat, milk and eggs are produced. This course has 26.25 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

VETR 112   VETERINARY CLINICAL PROCEDURES   3 Credits

Pre-requisites: VETR 101, VETR 103, VETR 104, VETR 106, VETR 107, VETR 109, MATH 100

This course will provide students with conceptual and technical knowledge needed to take and handle specimens, as referred by the veterinarian. These specimens include samples of: hematology, immunology, urinalysis, blood chemistry, microbiology, parasitology and cytology, among others, to facilitate an accurate diagnosis. This course has 22.5 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

VETR 113   RADIOLOGY TECHNIQUES AND POSITIONS   2 Credits

Pre-requisites: VETR 101, VETR 102, MATH 100

Radiological examination is one of the most useful tools in the diagnosis of many diseases and injuries in a veterinary clinic. Before interpreting an x-ray, it is necessary to achieve a quality radiographic image that provides the necessary information. This course will provide students with the theoretical and practical principles of radiological techniques appropriate for establishing a diagnosis. Students will learn notions about the physics of radiation and x-rays. They will also learn the basics of radiology and radiobiology. The course seeks to provide the students with knowledge about taking x-rays of different parts of the body in a practical and explanatory manner. To achieve this, students need to know how to position the animals for x-rays. This course has 15
additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

VETR 114 INTRODUCTION TO VETERINARY SONOGRAPHY 2 Credits

Pre-requisites: VETR 101, VETR 104, VETR 109

This introductory course will train the students in using ultrasound as a tool for veterinary diagnosis. Through a combination of practical and theoretical sessions, the students will learn the necessary techniques for using the ultrasound. Students will perform ultrasound scans correctly to identify the anatomical organs in general, but especially to identify organs in the abdominal and pelvic cavity. Students will also learn about the most common diseases that affect these organs. This course has 15 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

VETR 115 VETERINARY CLINICAL PRACTICE 9 Credits

Pre-requisites: All previous courses except PSYC 100

This practice course is designed to allow students to apply knowledge acquired in previous courses in real scenarios. Under the supervision of a veterinarian, students will perform procedures and follow protocols necessary to work animal health. Students will work in veterinary clinics, hospitals, shelters, and other facilities that work directly with small animals. They will also be able to work in equine clinics, dairy, farms, piggery, poultry or rabbit farm or other facilities that work directly caring for bigger animals. Students will offer their services and put them into practice under the supervision of the veterinarian and a clinical practice
DIPLOMA ACADEMIC PROGRAM

LABORATORY ASSISTANT WITH ELECTRONIC PROCESSING PROGRAM

DESCRIPTION

The Laboratory Assistant with Electronic Processing program is intended to train students with basic sciences, customer service and laboratory procedures concepts. The curriculum has been developed to provide students the opportunity to learn how to assist medical technologists and laboratory directors in areas such as sanitizing and cleaning equipment, culture media preparation as well as sample labeling and customer service through residential courses. The program has duration of eight months. The curriculum consists of 38 credits. In addition, the curriculum includes a Supervised Clinical Practice Externship course (4 credits) that facilitates the application of knowledge acquired in the theoretic courses for a real experience in a laboratory facility. Students perform 255 hours of outside work to complete the program requirements. Having completed 38 credits, the student receives a diploma as Laboratory Assistant with Electronic Processing.

General Objectives

1. Develop in the student professional attitudes, soft skills and specific skills required to display the necessary qualities to perform responsibly and ethically as a Laboratory Assistant with Electronic Processing Program in accordance with the provisions of Regulation # 120 of the Department of Health of Puerto Rico.

2. To train the student with the necessary skills, competences and attitudes so that he can transfer to his professional life the technical and practical knowledge acquired during his participation in the program.

3. Prepare the student in the knowledge and skills related to data entry, communication, customer service and handling of patient information in clinical laboratories.

4. To ensure that the student knows the general aspects of the operation of a laboratory and its role of assistance in the processes authorized by law.
CLINICAL EXTERNSHIP REQUISITES

The following documents are required for the practice (in original):

1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Hepatitis B Vaccines (3 doses)
4. Chickenpox Vaccines (2 doses)
4. HIPAA Act Certificate
6. Nose and Throat Cultures
7. Doping test

Note: Some practice centers may require additional documents. Students do not need to pass a board exam to practice this profession.

General Information: The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
## LABORATORY ASSISTANT WITH ELECTRONIC PROCESSING
### PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>CONTACT HOURS</th>
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<tr>
<td>LABS 101</td>
<td>Introduction To Clinical Laboratory-Laws, Regulations, And The Assistant Role In Equipment Handling</td>
<td>7</td>
<td>120</td>
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<td>LABS 102</td>
<td>General Compendium of Sciences</td>
<td>5</td>
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<td>SPAN 105</td>
<td>Basic Skills in Effective Communication and Customer Service</td>
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<tr>
<td>MEDT 101</td>
<td>Medical Terminology</td>
<td>2</td>
<td>30</td>
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<tr>
<td>MICR 101</td>
<td>Basic Concepts of Microbiology</td>
<td>3</td>
<td>60</td>
</tr>
<tr>
<td>LABS 103</td>
<td>General Data Entry Processes and Billing of Laboratory Services</td>
<td>3</td>
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</tr>
<tr>
<td>LABS 104</td>
<td>Management of Laboratory Samples</td>
<td>5</td>
<td>90</td>
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<tr>
<td>LABS 105</td>
<td>Special Procedures</td>
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<tr>
<td>LABS 115</td>
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**Total Credits:** 38  
**Total Instructional Hours:** 780  
**Total Outside Preparation Hours:** 255  
**Total Hours:** 1,035  
**Total Weeks:** 30
LABORATORY ASSISTANT WITH ELECTRONIC PROCESSING
COURSE DISTRIBUTION PER SEMESTER

First Semester

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Second Semester

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<td>LABS 115</td>
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LABORATORY ASSISTANT WITH ELECTRONIC PROCESSING
COURSE DESCRIPTIONS

LABS 101  Introduction to Clinical Laboratory-Laws, Regulations, And The Assistant Role In Equipment Handling  7 Credits

This course gives the student and introduction to functions and roles that assumes the laboratory assistant and the different scenarios in which they can work. The course includes the development of the profession, an approach to different types of laboratory, and a broad focus on laws, rules, and regulations that govern the profession. Regulation #120 of the Puerto Rico Health Department is discussed, sections of CLIA, aspects of environmental quality and laws such as OSHA and HIPAA. In addition, the student will learn what procedures can be performed from his/her role as a laboratory assistant, as well as the characteristics, functions, applications, and correct way to handle the equipment with which they will be working in laboratory settings. This course has 52.5 hours of additional external work. The student will perform the assigned work of external component activities.

LABS 102  General Compendium of Sciences  5 Credits

This course allows the student to study and learn basic and general knowledge of biology, chemistry, and physics. Biology allows the study of the characteristics of living beings and their organism in general. Chemistry enables the theoretical and practical study on the basic principles, properties, structure, and behavior of matter and its applications along the daily living process. Physics presents an approach to the principles related to mechanics, energy, work, and heat. This course has 37.5 additional hours of external work. The student will perform a case study related to a topic of the course.

SPAN 105  Basic Skills in Effective Communication and Customer Service  4 Credits

This course prepares the student with the techniques and basic skills for assertive, professional, and effective verbal and written communication with the laboratory personnel and customer. The advantage of mastering communication skills fall, not only in improving interaction with the customer, but also to reduce conflicts with other members of the task force to reduce errors that occur because of poor communication. During this course, the basic elements necessary for the study of business opportunities and the process required to grow an existing business is also work. This course has 30
additional hours of external work. The student will perform the assigned work during the external work component assigned.

**MEDT 101 Medical Terminology 2 Credits**

This course offers students an introduction of the study of medical terminology. It includes roots, prefixes, suffixes, and etiology of medical terminology in general. It emphasizes the technical language, with applications aimed at the student’s performance in his/her function as a professional in the area of health. This course has 15 additional hours of external work. The student will perform the assigned work during the external work component assigned.

**MICR 101 Basic Concepts of Microbiology 3 Credits**

This course offers students a general and introductory vision of the microbiology basic concepts. The content includes classification of the most common microorganism, their characteristic, and the transition method of the most common high-risk diseases. This course has 22.5 hours of external work. The student will perform the assigned work during the external work component assigned.

**Labs 103 General Data Entry Processes and Billing of Laboratory Services 3 Credits**

This course prepares the student with the basic techniques and skills to carry out the input of data, information management, and clinical laboratory services billing process. This course has 22.5 hours of additional external work. The student will perform the assigned work during the external work component assigned.

**LABS 104 Management of Laboratory Samples 5 Credits**

This course prepares the student with the necessary knowledge to analyze the assisting process during the pre-analytic phase of samples. The preparation of samples, as well as the transportation and storage of specimens are part of the pre-analytic process and are a fundamental part to ensure quality results. The student will learn specific procedures to assist during the management of each type of sample. This course has 37.5 hours of additional external work. The student will perform the assigned work during the external work component assigned.
LABS 105  Special Procedures  5 Credits

This course prepares the student with the necessary knowledge to perform special procedures authorized in the Puerto Rico Secretary of Health Regulation Number 120. The course covers the topics related to preparation of growth mediums and emulsifications. This course has 37.5 hours of additional external work. The student will perform the assigned work during the external work component assigned.

LABS 115  Clinical Practice  4 Credits

This clinical practice allows the student to consolidate the theoretical knowledge and the skills acquired during his/her participation in the Program. The student will apply his/her knowledge on data entry, management of the laboratory information systems, as well as special procedures according to the Puerto Rico Secretary of Health Regulation Number 120 in a real laboratory scene under the supervision of a licensed medical laboratory technologist. This course has no additional outside classwork requirements.
DIPLOMA ACADEMIC PROGRAM

PROFESSIONAL PET GROOMER

DESCRIPTION

The Professional Pet Groomer Program has been designed to train people who love animals and who want a short career, and prepare them for pet care, health prevention, and grooming. It prepares professionals in the field of hygiene, health and animal beauty, focusing on graduates to work in a sensitive and ethical way. The program has also a creative grooming component. The program is delivered through residential courses.

Graduates will be able to work in veterinary centers, canine and/or feline beauty salons, agrocenters and also in their own physical or mobile businesses. The program has duration of eight months. The curriculum consists of 33 credits. The curriculum includes a Supervised Clinical Practice Externship course (5 credits) that facilitates the application of knowledge acquired in the theoretic courses for a real experience in a grooming facility. Students perform 210 hours of outside work to complete the program requirements. Having completed 33 credits, the student receives a diploma as Professional Pet Groomer.

GENERAL OBJECTIVES

1. The student will recognize the general aspects of the health and maintenance of a pet, and the importance of grooming to achieve it.

2. The student will develop the ability to transform and integrate their knowledge both theoretical and practical, so that he can practice as a groomer in any establishment or veterinary clinic where pet grooming services are offered and / or possibly offer mobile and home services for grooming of dogs and cats.

3. The student will correctly handle the technological tools for the promotion of their services.

4. Students will exhibit the necessary competencies, attitudes and qualities that will help them succeed in their work.
5. Students will develop responsibility and pride in the work they do.
6. Develop a commitment to stay at the forefront of knowledge with regard to aesthetics and animal health.
7. Students will develop empathy for the animals and offer humane treatment.
8. Students will acquire knowledge to establish and manage small businesses in Puerto Rico

**CLINICAL EXTERNSHIP REQUISITES**

The following documents are required for the practice (in original):

1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Hepatitis B Vaccines (3 doses)

Note: Some practice centers may require additional documents. Students do not need to pass a board exam to practice this profession.

General Information: The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
## Professional Pet Groomer Program Curriculum

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credits</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>GROM 101</td>
<td>Introduction to Pet Grooming</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>GROM 102</td>
<td>Anatomy and zootechnics</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>GROM 103</td>
<td>Health, wellness and emergency management</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>GROM 104</td>
<td>Pre-Grooming techniques</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>GROM 105</td>
<td>Principles of Behavior</td>
<td>3</td>
<td>75</td>
</tr>
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<td>GROM 106</td>
<td>Basic Grooming</td>
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<td>75</td>
</tr>
<tr>
<td>GROM 107</td>
<td>Marketing and basic entrepreneurship</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>GROM 108</td>
<td>Grooming Cuts and Styles</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>GROM 109</td>
<td>Creative Grooming and Asian Fusions</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>GROM 110</td>
<td>Advanced Grooming Techniques</td>
<td>3</td>
<td>75</td>
</tr>
<tr>
<td>GROM 111</td>
<td>Grooming Practice</td>
<td>5</td>
<td>225</td>
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</tbody>
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**Totals**

- Total Credits: 33
- Total Instructional Hours: 825
- Total Outside Preparation Hours: 210
- Total Hours: 1,035
- Total Weeks: 30
## Professional Pet Groomer Course Distribution Per Semester

### First Semester

<table>
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<th>Credits</th>
<th>Hours</th>
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<td>GROM 107</td>
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**TOTAL** 19 375

### Second Semester

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<td>GROM 109</td>
<td>Creative Grooming and Asian Fusions</td>
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<td>GROM 110</td>
<td>Advanced Grooming Techniques</td>
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<tr>
<td>GROM 111</td>
<td>Grooming Practice</td>
<td>5</td>
<td>225</td>
</tr>
</tbody>
</table>

**TOTAL** 14 450
PROFESSIONAL PET GROOMER
COURSE DESCRIPTIONS

GROM 101  Introduction to Pet Grooming  2 Credits
This course exposes the essential responsibilities and chores performed by a professional groomer in the profession day. The different ways of practicing the profession will be presented, as well as methods of compensation used in the industry and methods of work assessment. This course has 15 additional hours of external work. The student will perform a special work on a topic related to the course.

GROOM 102  Anatomy and Zootechnics  3 Credits
This course allows the student to learn dogs and cats bodies in general, with emphasis on the systems: osseous, muscular, and integumentary. This course aims to integrate the knowledge of the systems mentioned above, with the practice of grooming and how the patterns of each breed entwine with the pet anatomy and its zootechnics. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

GROM 103  Health, wellness and emergency management  3 Credits
This course links three important parts of a pet life that all health professionals and animal aesthetics, should know: health, well-being, and management of emergencies. The course prepares students to encourage a preventive focus on pet lives, promote their general health, and help students know how to prepare an emergency management plan. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

GROM 104  Pre-Grooming Techniques  3 Credits
This course integrates theory with practice. It is aimed to all procedures performed as a means of preparing the pet for a basic or complete grooming. It presents the importance of regular pet grooming and the effect it has on fur and skin appearance and general pet health, both in theory and in practice. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

GROM 105  Principles of Behavior  3 Credits
This course offers students a basic knowledge of the canine behavior. The Principles of Behavior course presents dog behavior principles and how to train them in their early
stages of life, behavior modification, and how to reduce levels of aggressiveness in some cases. This course is composed of theory and practice, as well as field visits. It also has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

**GROM 106  Basic Grooming  3 Credits**

This theoretical-practical course begins with the application of the knowledge acquired in past courses, and the integration of new skills. The focus will be on the proper use and maintenance of tools and equipment. At the end of the course, students will be ready to do their first grooming jobs. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

**GROM 107  Marketing and basic entrepreneurship  2 Credits**

This course will offer the student the necessary knowledge to establish a business in Puerto Rico or to administer an existing one. The student will demonstrate effective techniques to promote sales and good customer service and how to develop a business plan, among other topics of interest for a future administrator or employer. The course has 15 additional hours of external work. The student will perform a special work on a topic related to the course.

**GROM 108  Grooming cuts and styles  3 Credits**

*Pre-requisites: GROM 101 GROM 102 GROM 104 GROM 106*

In this course, theory and knowledge learned in previous courses will be applied practicing with dogs and cats. The most common styles used in commercial grooming will be presented, as well as cutting styles of the most common breeds in Puerto Rico and the United States. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

**GROM 109  Creative Grooming and Asian Fusions  3 Credits**

*Pre-requisites: GROM 101 GROM 102 GROM 104 GROM 106*

Although grooming is done with the primary purpose of conserving and procuring the pet's health through hygiene and maintenance, embellishment is undoubtedly an essential part. This course introduces students to the possibility of experimenting with techniques that are purely inclined towards aesthetics. The course offers knowledge about specialized cuts and trends that encourage creativity. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.
GROM 110  Advanced Grooming Techniques  3 Credits
Pre-requisites: GROM 101, GROM 102, GROM 104, GROM 106

This course is designed to apply prior knowledge and provide the student with an advanced level of grooming techniques. The course presents techniques used in dogs that competes and also techniques to groom dogs and cats in critical conditions. Corrective grooming and application of the specifications of each breed in commercial grooming will also be a priority in the course. This course has 22.5 additional hours of external work. The student will perform a special work on a topic related to the course.

GROM 111  Grooming Practice  5 Credits
Pre-requisites: GROM 101, GROM 102, GROM 103, GROM 104, GROM 105, GROM 106, GROM 107, GROM 108, GROM 109, GROM 110

This course allows students to practice in a real scenario, applying the knowledge acquired in all courses of the program. Each practice center will have a professional groomer, who will supervise each action carried out by the student, to ensure that their knowledge is correctly applied. The student will work as a groomer in veterinary clinics, canine and feline beauty salons, or agro centers. The tasks that the student will perform may include: general grooming, pet styling, and customer service. This course does not have additional hours of external work.
ASSOCIATE’S DEGREE PROGRAMS

All associate degree programs offered at EDIC College are academic degrees.
ACADEMIC PROGRAM

ASSOCIATE DEGREE IN RADIOLICAL TECHNOLOGY

DESCRIPTION

The Associate Degree in Radiological Technology is an academic program that offers students the opportunity to become trained and qualified professionals in the health field. These professionals perform radiology studies that will help the radiologist make a better diagnosis of condition affecting patients. The program has a duration of 24 months. The program consists of 81 credits. Classes are divided into general courses, related courses, professional courses and three clinical practices. The practice courses are aligned with cognitive courses to allow students to put processes discussed in class into practice in real clinical world scenarios. Candidates for the program must be 18 years or older or they must meet this requirement by the time they begin their first practice. Upon completing all 81 credits, students will receive a diploma in Associate Degree in Radiology Technology.

This program trains students to acquire the necessary skills that will help them pass the test administered by the Puerto Rico Board of Examiners of Radiological Technologists in Diagnostic Imaging and Radiotherapy and obtain their license once they fulfill the legal requirements.

PROGRAM OBJECTIVES

1. Develop professionals with the knowledge and basic clinical skills in radiology technology, so that they can provide services founded on scientific basis and in accordance with current technological advancements.

2. Develop students’ competencies that lead to appropriate professional behavior when interacting with patients, colleagues and other members of the allied health team.

3. Develop the students’ skills for providing services that are sensitive to the particular needs of the patient while respecting human dignity without discriminating for reasons of race, color, gender, disability or financial situation.
PRACTICE REQUIREMENTS

The following original documents are required to conduct the practice:
1. Penal Antecedents Certificate (issued within the previous 6 months)
2. Health Certificate (issued within the previous 6 months)
3. Hepatitis B Vaccines
4. Certification of compliance with HIPAA Act
5. CPR Card (cardiopulmonary resuscitation)
6. Doping lab tests *
7. Respiratory test *
8. Influenza Vaccine *
9. Presentation letter for Clinical Practice Center
10. Authorization form to conduct practice

* Only for some centers.

EXAM REQUIREMENTS

1. Application completed in all its parts. (Request application at the Examiners Board Office).
2. Penal Antecedents Certificate (issued within the previous 3 months)
3. Health Certificate issued by the Health Department (Original)
4. Birth certificate (original and copy)
5. Official credit transcript from the College or high school diploma.
6. Diploma for Radiology Technician or degree certification.
7. Official credit transcript sent directly from the College to the Board of Examiners of Radiology Technologies at the following address:
   Board of Examiners of Radiology Technologies
   Call Box 10200
   Santurce, P.R. 00908-0200
8. Postal money order on behalf of the Secretary of the Treasury for $40.00 and two self-addressed stamped envelopes.

MINIMUM GRADE POLICY

Students enrolled in the Associate Degree in Radiology Technology must obtain at least a "C" grade (70) to pass the following courses:

ANAT 201    RADI 206    RADI 202
ANAT 202    RADI 203    RADI 207
ANAT 203    RADI 217    RADI 201
RADI 200    RADI 212
RADI 205    RADI 213
Students enrolled in the following courses must obtain a minimum grade of “B” (80) to pass the courses:

RADI 208    RADI 215
RADI 211
ASSOCIATE DEGREE IN RADIOLOGICAL TECHNOLOGY
PROGRAM CURRICULUM

GENERAL AND LIBERAL EDUCATION – 21 CREDITS
Required: 21 credits

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<tr>
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<th>Title</th>
<th>Credits</th>
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<tr>
<td>SPAN 201</td>
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<td>ENGL 202*</td>
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<td>Introduction to Algebra</td>
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<td>PSYC 200</td>
<td>Principles of Psychology</td>
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<td>PHSC 200</td>
<td>Introduction to Physics</td>
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SUB-TOTAL 21

RELATED COURSES – 18 CREDITS
Required: 18 credits

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<td>Human Anatomy and Physiology II</td>
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<td>ANAT 203*</td>
<td>Sectional Anatomy</td>
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<tr>
<td>COMP 200</td>
<td>Introduction to Computers</td>
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<td>MEDT 200</td>
<td>Medical Terminology</td>
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<td>PHSC 201*</td>
<td>Radiological Physics</td>
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SUB-TOTAL 18

PROFESSIONAL EDUCATION – 42 CREDITS
Required: 42 credits

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<td>RADI 201</td>
<td>Management and Care of Patient</td>
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<td>RADI 202*</td>
<td>Radiographic Positioning and Related Anatomy I</td>
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<td>Radiographic Positioning and Related Anatomy III</td>
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<td>RADI 214*</td>
<td>Radiographic Positioning and Related Anatomy IV</td>
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<td>RADI 205*</td>
<td>Principles of Radiographic Exposition</td>
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<td>RADI 204*</td>
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<td>RADI 208*</td>
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<td>RADI 206*</td>
<td>Principles of Radiology and Radiological Protection</td>
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RADI 203* Learning about Image Equipment and Modes  2
RADI 217 Radiographic Assurance and Quality Control  2
RADI 213 Radiologic Pathologies  2
RADI 212 Contrast media  2
RADI 216 Pre-Board Test Seminar  1

*Courses with pre-requisites

SUB-TOTAL  42
TOTAL  81

Students in this program will complete 1,710 hours of outside work.

GENERAL INFORMATION
- The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
- The Introduction to Radiology course must be passed with a “C” grade or higher.
- The Clinical Internship I, II, III courses must be passed with a “B” grade or higher.

CREDIT BREAKDOWN

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# ASSOCIATE DEGREE IN RADIOLOGICAL TECHNOLOGY

## COURSE DISTRIBUTION PER SEMESTER

### FIRST SEMESTER

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**TOTAL CREDITS** 14 255

### SECOND SEMESTER

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**TOTAL CREDITS** 15 240
### THIRD SEMESTER

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**TOTAL CREDITS**  

| 13 | 240 |

### FOURTH SEMESTER

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**TOTAL CREDITS**  

| 14 | 315 |
### FIFTH SEMESTER

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**TOTAL CREDITS**  
13  300

### SIXTH SEMESTER

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**TOTAL CREDITS**  
12  300
ASSOCIATE DEGREE IN RADIOLOGICAL TECHNOLOGY

COURSE DESCRIPTIONS

SPAN 201  BASIC SPANISH I  3 Credits

This course aims to develop students’ linguistic awareness required to effectively use the Spanish language as an instrument of personal, social, professional and artistic communication. Students will develop their language skills through the study of concepts of communication and linguistic and syntaxes aspects to thus promote their communication skills in the reading of literary texts and produce original compositions.

As a general education course, SPAN 201 introduces the student to the concept of literary genres, with an emphasis on the study of the tale and novel as genre and the analysis of literary texts of the modern and contemporary literature and Puerto Rican, Caribbean and Spanish. The study of stories and novels aims to develop student appreciation for literature as a work of art and reflection of conditions and human characteristics. The texts selected for this course will emphasize on the characteristics of Puerto Rican, Latin American and Spanish culture and history. The analysis of these texts will motivate the student to think about its personal and social reality as an individual and as a member of a particular society (Puerto Rico) and its surrounding Nations. This course has 90 additional hours of outside work. The student will perform the assigned work to comply with this component.

SPAN 202  BASIC SPANISH II  3 Credits

Pre-requisite: SPAN 201

The course initiates the student in the study of the following genres: drama, essay, and poetry; it enriches the students’ cultural background through the analysis of literary texts that contribute to strengthen their identity as Puerto Ricans and Latin Americans. The course also refines skills started in SPAN 201 and contributes to increasing the students’ written and oral communication skills. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.
ENGL 201  BASIC ENGLISH I  3 Credits

This course is designed for college students in a first-level reading and writing course. It focuses on reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.

ENGL 202  BASIC ENGLISH II  3 Credits

*Pre-requisite: ENGL 201*

This course is designed to teach reading and study skills essential for succeeding in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.

MATH 201  INTRODUCTION TO ALGEBRA  3 Credits

The course provides the students with descriptions of basic algebraic expressions and formulas. It is designed to have students apply operations, algebraic expressions, and formulas practice exercises. Topics discussed include problem solution, graphic equations, algebraic expressions, equations and linear inequalities, polynomials and factoring polynomials. This course has 90 additional hours of outside work. The students will complete an assignment to comply with this component.

PHSC 201  INTRODUCTION TO PHYSICS  3 Credits

The course is designed to facilitate learning of basic concepts and principles of physics that are the foundation of most scientific and technological studies. The course describes physics as a mathematical science that studies the nature of matter and energy and the relationship between the two. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.

PSYC 200  PRINCIPLES OF PSYCHOLOGY  3 Credits

This course offers the psychological principles and their applications and helps for the comprehension of the social, physical, and emotional human needs in an integral way, training the students to understand themselves and to deal correctly with several situations. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.
PHSC 201       RADIOL OLOGICAL PHYSICS       3 Credits

Pre-requisite: PHSC 200

This course instructs students about the concepts of physics as they apply to radiation. Students study the interaction of matter and energy in all their various facets. The certainty in the description of this interaction is manifested through mathematical operations shown graphically on the radiological studies. The student will learn terminology, applications of the laws of physics and mathematical operations necessary for understanding the development of modern radiology. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.

COMP 200       INTRODUCTION TO COMPUTERS       2 Credits

This course introduces the student to the world of computers, its history, composition, flexibility and application. It describes the most commonly used electronic equipment used to process data, their interrelation with the computer and how these components communicate. The students will use the classroom as a laboratory to develop their portfolio, which will include worksheets prepared as they apply the skills learned from using software.

ANAT 201       HUMAN ANATOMY AND PHYSIOLOGY I       4 Credits

This course is designed to facilitate the learning of the human body. It will review integrated concepts of biological sciences. The student will know the body as a whole, the principles of movement and support. In addition, in the course students examine the concepts of communication, control and integration of cells of the nervous system and the endocrine system. The course provides the students with the anatomical concepts needed to begin their studies in the field of radiology technology. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component. This course has laboratory.

ANAT 202       HUMAN ANATOMY AND PHYSIOLOGY II       4 Credits

Pre-requisite: ANAT 201

This course is designed to facilitate the learning of the human body. The students will learn the principles of transport and defense, breathing, nutrition, excretion, reproduction, and development. The course provides the students with the anatomical concepts needed to begin their studies in the field of radiology technology. This course
has 90 additional hours of outside work. The student will complete an assignment to comply with this component. This course has laboratory.

**ANAT 203 SECTIONAL ANATOMY** 3 Credits

*Pre-requisites: ANAT 201, ANAT 202*

This course provides the students of diagnostic imaging sciences with the tools needed to understand the relationship of anatomical structures in three dimensions. It helps the students to review anatomy of radiological interest in radiology studies. This course has 60 additional hours of outside work. The student will complete an assignment to comply with this component. This course has laboratory.

**MEDT 200 MEDICAL TERMINOLOGY** 2 Credits

This course focuses on the study of medical terminology that is mostly used in a radiographic laboratory. It includes study of prefixes, suffixes and etiology of medical terminology in general. It emphasizes the technical language used while the students perform their roles health care professionals. This course has 60 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

**RADI 200 INTRODUCTION TO RADIOLOGY** 2 Credits

This course describes the student the field of technical radiology, its origin and development. It explains the roles of these professionals and their interaction with patients and ethical and legal aspects applied to this discipline. In addition, it introduces students to medical terminology. It introduces students to the requirements of the professional practice and post-secondary studies. Basic knowledge of protection against radiation, management, and patient care are discussed as an introductory method to their clinical practice. This course has 60 additional hours of external work.

**RADI 205 PRINCIPLES OF RADIOGRAPHIC EXPOSITION** 3 Credits

*Pre-requisite: RADI 200*

This course provides students with experience with x-ray machines, their shapes, sizes, the x-ray tube, its scale, the high voltage section, and how all these aspects fit and work together. On the other hand, the course also describes the production of x-rays, their emission and the factors affecting their emission. The course presents the interaction of
x-rays with matter, the five concepts that allow this interaction to occur, defines the differential absorption, contrast examination, and the exponential attenuation. Through this course, the student will learn about radiographic techniques, x-ray emissions, the factors that affect the amount and the quality of the emission, and the production and control of scatter radiation. This course has 90 additional hours of outside work. The student will complete an assignment to comply with this component.

RADI 206 PRINCIPLES OF RADIOLOGY AND RADIOLOGICAL PROTECTION 2 Credits

Pre-requisites: PHSC 200, PHSC 201

The course describes the fundamental principles involved in the interaction of ionized radiation with biological tissues. During this course, the student will understand protection mechanisms and the short and long term effects of radiation in humans, and the protection measures that should be taken to use radiation more safely when performing diagnosis studies and treatments to patients. This course has 60 additional hours of outside work. The student will complete an assignment to comply with this component.

RADI 203 LEARNING ABOUT IMAGE EQUIPMENT AND MODES 2 Credits

Pre-requisite: RADI 200

The course includes an introduction to the methods of medical diagnosis and treatment through the use of images. The course includes the basics of performance and operation of new modalities used in clinical diagnosis, including linear and computerized tomography, digital radiology, arteriography, magnetic resonance imaging, radiotherapy, nuclear medicine, ultrasound and mammography. Different modalities will be compared according to usability, cost, and application. This course has 60 additional hours of outside work. The student will complete an assignment to comply with this component.

RADI 201 MANAGEMENT AND CARE OF PATIENT CARE 3 Credits

This course relates the student with the techniques of control of infection and aseptic principles for management and patient care in any given clinical setting. In turn, it relates the students with management techniques used in hospitalized patients under their care for their care. This course will enable students to take vital signs, identify
emergencies, and manage such emergencies during a radiologic intervention. This course has an additional 90 hours of external work. The student will perform activities assigned in the external work component.

**RADI 202  RADIOGRAFIC POSITIONING AND RELATED ANATOMY I  2 Credits**

*Pre-requisites: ANAT 201, RADI 200, RADI 201*

This course explains students the principles, the general rules of patient positioning when taking radiographic images and the techniques used to perform radiologic procedures. The topics covered in this course are: chest, abdomen, pelvis, and hip. The students will recognize pathologies related to the corresponding radiographed anatomical parts. The course offers students the topics that will be practiced in the corresponding laboratory. This course has an additional 60 hours of external work. The student will perform activities assigned in the external work component.

**RADI 202L  RADIOGRAFIC POSITIONING AND RELATED ANATOMY I  LABORATORY  1 Credit**

*Pre-requisites: ANAT 201, RADI 200, RADI 201*

This course provides students the opportunity to apply the knowledge and skills acquired in the theory course. Principles, general positioning rules in patients when taking radiographic images, protocols, and techniques used when performing procedures will be applied. Through clinical simulations, students will learn to perform the different corresponding procedures learned the theory course. The topics covered in this course are: chest, abdomen, pelvis, and hips. The student will recognize pathologies related to the radiographed anatomical part and identify the corresponding anatomy in x-ray images. The courses will run concurrent to the corresponding theory course.

**RADI 204  INTEGRATION SEMINAR  2 Credits**

*Co-requisite: RADI 203*

This course provides students the necessary concepts to perform during their clinical practice. The course provides the necessary knowledge about equipment and the radiographic room. In addition, the student will relate knowledge learned along the course in the different areas of a radiology department. The student will be introduced to clinical simulations expected in actual clinical practices.
RADI 207  RADIOGRAFIC POSITIONING AND RELATED ANATOMY II  2 Credits

*Pre-requisites: RADI 202, RADI 202L*

This course explains students the principles, general rules of positioning patients when taking radiographic images and the techniques used to perform radiographic procedures. The topics covered in the course are lower extremities, upper extremities, and joints. The topics have been developed in a continuous way along the previous required corresponding course. The student will recognize pathologies related to the imaged anatomical parts. Also, the student will apply their knowledge in patient assessment, medical orders, radiological protection, radiographic exposure factors, and radiographic quality. The course will offer students the topics that will be applied to the corresponding laboratory. This course requires 60 additional hours of external work. The student will perform the activities contained in the external work component.

RADI 207L  RADIOGRAFIC POSITIONING AND RELATED ANATOMY II LABORATORY  1 Credit

*Pre-requisites: RADI 202, RADI 202L*

This course provides students the opportunity to apply the knowledge and skills acquired in the theory course. Principles, general positioning rules in patients when taking radiographic images, protocols, and techniques used when performing procedures will be applied. Through clinical simulations, students will learn to perform the different corresponding procedures learned the theory course. The topics covered by the course are upper and lower extremities. The student will recognize pathologies related to the radiographed anatomical part and identify the corresponding anatomy in x-ray images. The courses will run concurrent to the corresponding theory course.

RADI 208  CLINICAL INTERNSHIP I  3 Credits

*Pre-requisites: ANAT 202, RADI 202, RADI 204
Co-requisites: RADI 206, RADI 207*

This course provides the students with the opportunity to practice in a real clinical setting. The student will demonstrate and apply the knowledge acquired in previous courses while taking X-ray images of chest, abdomen, pelvis, and hip, as well as demonstrate an excellent performance at their workplace and in different clinical situations.
RADI 217  RADIOGRAPHIC ASSURANCE AND QUALITY CONTROL  2 Credits

Pre-requisite: RADI 205

The course provides the student with the ability to understand everything concerning the production, acquisition and evaluation of a diagnostic radiographic image. It emphasizes the importance of understanding the factors that affect radiographic quality. The student will be taught about the digital radiographic equipment and its optimal operation. In addition, the student will learn about technical factors, automatic exposure control, digital imaging characteristics, and the different types of artifacts that may affect the quality of a digital radiological image. This course also brings the student the knowledge to implement a Quality Assurance Program within a Radiologic Department, emphasizing on quality control tests for digital radiologic equipment and related applications. In this course the student will be trained to understand the importance of ensuring the quality of the radiographic image in the process of obtaining a correct diagnosis. This course has 60 additional hours of outside classwork. The student will perform the activities assigned in the outside classwork component.

RADI 210  RADIOGRAPHIC POSITIONING AND RELATED ANATOMY III  3 Credits

Pre-requisites: RADI 207, RADI 207L

This course explains students the principles, general rules of positioning patients when taking radiographic images and the techniques used to perform radiographic procedures. The topics covered in this course are cranium, facial bones, and spine. The student will recognize pathologies related to the imaged anatomical parts. Also, the student will apply their knowledge in patient assessment, medical order, radiological protection, radiographic exposure factors, and radiographic quality. The course will offer students the topics that will be applied to the corresponding laboratory. This course requires 60 additional hours of external work. The student will perform the activities contained in the external work component.

RADI 211  CLINICAL INTERNSHIP II  3 Credits

Pre-requisites: RADI 205, RADI 206, RADI 207 RADI 208
Co-requisite: RADI 217

This course gives the students the opportunity to practice in real clinical settings. The student will demonstrate and apply the knowledge acquired in previous courses when
taking x-ray images of lower and upper extremities, as well as their performance in their workplace and in different clinical situations.

**RADI 212 CONTRAST MEDIA**

*Pre-requisites: RADI 200, RADI 201, ANAT 201, ANAT 202, MEDT 200*

The contrast media course serves as an introduction to the Radiographic Positioning IV course, which presents topics of special radiographic courses involving their administration. Through this course, the student will learn the different contrast media used to differentiate radiographic structures that might otherwise not be seen in the absence of a contrast media. Also, the student will learn the composition, administration, contraindications, adverse reactions, and their role when preparing and managing contrast media. Additionally, the student will learn ethical-legal aspects related to the profession.

**RADI 213 Radiologic Pathologies**

*Pre-requisites: ANAT 202, RADI 217*

This course includes the study of the most common diseases and injuries affecting the human body and their relation with visible changes in the radiographic image. It includes analysis of the epidemiology and natural history of those conditions. The course is designed so that the student becomes familiar with those pathologies that can be diagnosed by using X-rays and techniques to be applied according to each case. This course has 60 additional hours of external work. The student will perform the activities contained in the external work component.

**RADI 214 RADIOGRAFIC POSITIONING AND RELATED ANATOMY IV**

*Pre-requisites: RADI 210, RADI 210L, RADI 212*

This course explains the students the principles, general rules of positioning patients when taking radiographic images and the techniques used to perform radiographic procedures. The topics covered in the course are upper gastrointestinal system, lower gastrointestinal system, urinary system, neurologic system, and osseous system. The student will recognize the pathologies related to the imaged anatomical parts. Also, the student will apply their knowledge in patient assessment, medical order, radiological protection, radiographic exposure factors, and radiographic quality. The course will offer students the topics that will be applied to the corresponding laboratory. This
course requires 60 additional hours of external work. The student will perform the activities contained in the external work component.

RADI 214L  RADIOGRIFIC POSITIONING AND RELATED ANATOMY IV LABORATORY  1 Credit

Pre-requisites: RADI 210, RADI 210L, RADI 212

This course provides students the opportunity to apply the knowledge and skills acquired in the theory course. Principles, general positioning rules in patients when taking radiographic images, protocols, and techniques used when performing procedures will be applied. Through clinical simulations, students will learn to perform the different corresponding procedures learned the theory course. The topics covered by the course are special radiographic studies. The student will recognize pathologies related to the radiographed anatomical part and identify the corresponding anatomy in x-ray images. The courses will run concurrent to the corresponding theory course.

RADI 215  CLINICAL INTERNSHIP III  3 Credits

Pre-requisite: RADI 211
Co-requisite: RADI 214

This course gives the students the opportunity to practice in real clinical settings. The student will demonstrate and apply their knowledge acquired in previous courses when taking x-ray images of cranium and dorsal spine, as well as their performance in their workplace and to different clinical situations.

RADI 216  Pre-Board Test Seminar  1 Credit

Pre-requisites: All previous courses in program
Co-requisites: ANAT 203, RADI 213, RADI 214, RADI 214L, RADI 215

This course will enable students to identify and assess those areas of concentration courses where reinforcement of topics studied is needed. The following areas will be covered: general anatomy, patient care and management, maintenance of equipment, production and evaluation of images, radiographic procedures, and radiographic anatomy and pathology. This course has 30 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

ACADEMIC PROGRAM
ASSOCIATE DEGREE IN MEDICAL SONOGRAPHY

DESCRIPTION

The purpose of the Associate Degree in Medical Sonography is to train competent and committed professionals who contribute to provide direct services using new technologies and diagnostic imaging modalities. The course involves establishing and maintaining an interdisciplinary curriculum with purpose to develop critical thinking in participating students. This in turn will result in the formation of a graduate’s capacity for serving the health needs of the community in their biological, psychological and sociocultural context with a humanist focus. The program has duration of 24 months and consists of 77 credits. Classes are divided into general courses, related courses, professional courses and clinical practice. These courses are aligned with cognitive courses to put into practice in real-world clinical scenarios topics discussed in class. Upon completion of 77 credits, the student will receive an Associate Degree in Medical Sonography.

This program trains the students to acquire the necessary skills that will help them take the board examination offered by the Puerto Rico Board of Examiners of Radiological Technologists in Diagnostic Imaging and Radiotherapy and obtain a license once they complete the legal requirements.

It also trains student to acquire the necessary skills that will help them take the exams offered by the American Registry Diagnostic Medical Sonographers (ARDMS).

PROGRAM OBJECTIVES

1. Develop a professional with knowledge and basic clinical skills in the area of medical ultrasounds that will enable them to offer services on a scientific basis and in accordance with current technological advancements.

2. Develop students’ competencies to encourage professional behavior in their relationships with patients, colleagues and other members of the allied health team.

3. Develop the students’ skills to provide service that is sensitive to the patients’ needs while respecting human dignity and without discriminating for reasons of race, color, sex, disability or financial situation.

PRACTICE REQUIREMENTS
The following documents are required prior to beginning the practice:

1. Certificate of criminal record
2. Health certificate
3. Hepatitis B vaccines
4. HIPAA Certification
5. CPR (cardiopulmonary resuscitation)
6. Doping *
7. Respiratory test *
8. Influenza Vaccine *
9. Clinical practice letter
10. Authorization to practice form

* Only for some centers.

EXAM REQUIREMENTS

1. Fill out the application provided by the Board of Examiners.
2. Evidence of academic degree, official credit transcript with the degree in Medical Sonography or in the applied specialty (General, Cardiac or Vascular)
3. Penal Antecedents Certificate (issued within the previous 3 months)
4. Health Certificate issued by the Health Department
5. Birth Certificate (original and copy)
6. Submit negative certification from the Child Support Administration
7. Money order or pay-per-view system ATM (card without Visa or Master Card logo) for $30.00 payable to the Secretary of the Treasury for each license.

MINIMUM GRADE POLICY

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<th>SONO 207</th>
<th>PHSC 202</th>
<th>SONO 205</th>
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Students enrolled in the following courses should achieve a “B” (80) grade or higher in the following courses:

- SONO 203
- SONO 206
- SONO 209
- SONO 212
ASSOCIATE DEGREE IN MEDICAL SONOGRAPHY
PROGRAM CURRICULUM

GENERAL AND LIBERAL EDUCATION – 18 CREDITS

Required: 18 credits

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<tr>
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SUB-TOTAL 18

RELATED COURSES – 18 CREDITS

Required: 18 credits

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SUB-TOTAL 18

PROFESSIONAL EDUCATION – 41 CREDITS

Required: 41 credits

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SONO 210* Pediatric Sonography and Trauma 3
SONO 211 Evaluation and Assessment of Sonography Images 3
SONO 208 Pre-Board Test Seminar 1

*Courses with pre-requisites

SUB-TOTAL 41
TOTAL 77

Students in the program will complete 1,770 hours of external work.

GENERAL INFORMATION

- The Institution reserves the right to modify this study program as decided by the corresponding departments.

CREDIT BREAKDOWN

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Total Weeks: 90
## ASSOCIATE DEGREE IN MEDICAL SONOGRAPHY
### COURSE DISTRIBUTION PER SEMESTER

#### FIRST SEMESTER

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<tr>
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#### SECOND SEMESTER

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#### THIRD SEMESTER

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FIFTH SEMESTER

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SIXTH SEMESTER

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ASSOCIATE DEGREE IN MEDICAL SONOGRAPHY

COURSE DESCRIPTIONS

SPAN 201  BASIC SPANISH I  3 Credits

This course aims to develop students’ linguistic awareness required to effectively use the Spanish language as an instrument of personal, social, professional and artistic communication. Students will develop their language skills through the study of concepts of communication and linguistic, morphological, and syntactic aspects to thus promote their communication skills in the reading of literary texts and produce original compositions.

As a general education course, SPAN 201 introduces the student to the concept of literary genres, with an emphasis on the study of the tale and novel as genre and the analysis of literary texts of the modern and contemporary literature and Puerto Rican, Caribbean and Spanish. The study of stories and novels aims to develop student appreciation for literature as a work of art and reflection of conditions and human characteristics. The texts selected for this course will emphasize on the characteristics of Puerto Rican, Latin American and Spanish culture and history. The analysis of these texts will motivate the student to think about its personal and social reality as an individual and as a member of a particular society (Puerto Rico) and its surrounding Nations. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SPAN 202  BASIC SPANISH II  3 Credits

Pre-requisite: SPAN 201

The course starts at the student in the study of the following genres: Theatre, essay and poetry and enriches the cultural background of the student through the analysis of literary texts that contribute to strengthen its identity as a Puerto Rican and Latin American. The course also refines skills started in SPAN 201 and contributes to increasing the students’ written and oral communication skills. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
ENGL 201  BASIC ENGLISH I  3 Credits
This course is designed for college students in a first-level reading and writing course. It focuses on the reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ENGL 202  BASIC ENGLISH II  3 Credits
Pre-requisite: ENGL 201
This course is designed to teach the reading and study skills essential to succeed in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

MATH 201  INTRODUCTION TO ALGEBRA  3 Credits
The course describes the student the basics of algebraic expressions and formulas. It is designed to have students apply formulas and algebraic expressions operations in practice exercises. Topics will be discussed as a solution of problems, graphical equations, algebraic expressions, equations and linear inequalities, polynomials and factoring polynomials. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

PSYC 200  PRINCIPLES OF PSYCHOLOGY  3 Credits
This course offers the psychological principles and their applications and helps for the comprehension of the social, physical, and emotional human needs in an integral way, training the students to understand themselves and to deal correctly with several situations. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

COMP 200  INTRODUCTION TO COMPUTERS  2 Credits
This course introduces the student to the world of computers, its history, composition, flexibility and application. It describes the most commonly used electronic equipment used to process data, their interrelation with the computer and how these components communicate. The students will use the classroom as a laboratory to develop their
portfolio, which will include worksheets prepared as they apply the skills learned from using software.

**ANAT 201  HUMAN ANATOMY AND PHYSIOLOGY I  4 Credits**

This course is designed to facilitate the learning of the human body. Integrated concepts of biological sciences will be reviewed. The student will know the body as a whole, the principles of movement and support. It will also examine the concepts of communication, control and integration of cells of the nervous system and the endocrine system. The student provides the anatomical concepts needed to begin their studies in the field of medical sonography. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course has laboratory.

**ANAT 202  HUMAN ANATOMY AND PHYSIOLOGY II  4 Credits**

*Pre-requisite: ANAT 201*

This course is designed to facilitate the learning of the human body. The student will know the principles of transport and defense, breathing, nutrition, excretion, reproduction, and development. The student provides the anatomical concepts needed to begin their studies in the field of medical ultrasonography. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course has laboratory.

**ANAT 203  SECTIONAL ANATOMY  3 Credits**

*Pre-requisites: ANAT 201, ANAT 202*

This course provides the student the diagnostic images, the tools to learn and understand the relationship of anatomical structures in three dimensions. It helps the student to review anatomy of Sonography interest in ultrasound and diagnostic studies. This course has 60 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course has laboratory.
SONO 200  INTRODUCTION TO MEDICAL SONOGRAPHY  3 Credits

This course introduces the students to the Medical Sonography profession. It includes the historical development of the profession; it emphasizes the role of the Sonography technician and the terminology associated with the features of the image. It introduces the basic principles of ultrasound, methods of tracking tests, image documentation, preparing reports, care of equipment and quality control and legislation relating to the profession. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

PHSC 202  ULTRASOUND PHYSICS  3 Credits

Pre-requisite: MATH 201

This course will study the fundamentals and concepts related to ultrasound physics while considering the practice of mathematical operations applied to ultrasound. The main topics in the course include definition and categories of sound, definition, classification, types, cycle and means of reproducing waves. The course also includes discussion of acoustic variables, parameters that describe the waves of sounds and the metric system. It explains the concept of ultrasound, its definition, types and parameters. In the course, students will also discuss concepts of attenuation, echoes, hemodynamics, flow, blood, basic principles of the Doppler technique and artifacts. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 204  INSTRUMENTATION AND QUALITY CONTROL  3 Credits

This course details the different types of transducers in terms of their construction, features and modes of operation. The course helps students understand the piezoelectric effect, its different elements and importance in the construction of the transducers. It also includes additional instruments that complement the formation of the image in the sonography unit. Explores the various devices used to measure the proper functioning of the system of ultrasound. This course discusses the concept resolution and explains the importance of quality control in the sonographic unit. Students learn about the biological effects caused by ultrasound, the ALARA principle and the judicious use of ultrasound according to AIUM. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
SONO 201   ABDOMINAL SONOGRAPHY  

This course focuses on the discussion of techniques and formal procedures mostly used in the assessment of the abdomen. It includes an overview of anatomy and physiology related to abdominal organs, the study of the anatomic variants, normal and pathological appearance of sonographies of organs and structures within the abdominal cavity. In addition, students discuss the medical terms and abbreviations that apply to the abdominal ultrasonography. The course includes discussion of various types of complementary studies, which can help when offering a sonographic diagnosis and the application of Doppler as a complement or as part of a general abdominal Sonography (including pediatric, HIV-positive and post-operative patients). This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 207   SMALL PARTS SONOGRAPHY  

In this course, students review basic concepts of anatomy and physiology of each of the organs and structures studied. The course includes procedures, pathologies, normal variants and technical procedures related to performance and evaluation of Sonography studies of thyroids, parathyroid, breasts, prostates, testicles, penis, neonatal neurosonographies, poplitea and the muscular skeletal systems. It emphasizes the importance of relating complementary studies with sonography findings. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 202   GYNECOLOGIC SONOGRAPHY  

This course provides students with the anatomical description of the normal pelvis. The menstrual cycle and the use of contraceptive methods including the intrauterine device are discussed. The course includes supporting structures, Doppler techniques, and pathologies of the female pelvis that can be diagnosed using Sonography. The course describes the role of the sonographer in managing malignancies. The course familiarizes students with the techniques used for special procedures and pediatric gynecology. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 205   OBSTETRIC SONOGRAPHY  

This course details each of the pregnancy stages. It includes embryonic and fetal anatomy, as well as normal and pathological sonographic appearance. Students learn about pregnancy complications, multiple pregnancies, pregnancy failures, premature births, death of fetus, disorders that coexist with pregnancy, and pathological
conditions of the fetus. The course includes measures that should be taken to perform an obstetric ultrasound to determine the development of the fetus. The course focuses on special procedures performed with ultrasound equipment. Students discuss innovative modalities in the obstetric sonography field and the application of Doppler as a complement to or part of the study. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 203  PRACTICE I  1 Credit

*Pre-requisite: SONO 201*

This course provides students with clinical experience in a real scenario under the direct supervision of the clinical instructor. The practice is divided into two phases: the first stage is observation and familiarization with the dynamics of a medical sonography laboratory, including identification and differentiation of the elements that compose the sonography unit. The course also includes discussion of the role of the Sonographer as part of the team of health professionals. Thus, the students will develop the skills required for conducting sonography studies, and they will differentiate between the functions of the medical sonographer and other professionals in the department. In the second phase of the practice emphasizes conducting abdominal sonography studies, interpreting medical order, analyzing the patient’s medical history, protocols, tracking techniques, identification of incisions, and organs and anatomical parts contained in the abdominal cavity.

SONO 206  PRACTICE II  1 Credit

*Pre-requisite: SONO 203*

This course provides students with clinical experience in a real scenario under the direct supervision of the clinical instructor. Students’ performance of the most common procedures used in medical sonography will be evaluated. The course includes interpretation of the medical order, analysis of the patient's medical history, and instructions for the evaluation of the female pelvis. The course includes identifying incisions, organs, structures, and pathologies. This experience will help to strengthen and integrate the knowledge that students acquired in the classroom.

SONO 209  PRACTICE III  1 Credit

*Pre-requisite: SONO 206*

This course provides students with clinical experience in a real scenario under the direct supervision of the clinical instructor. Students’ performance making sonography studies of superficial and obstetrics structures will be evaluated. The course interpreting medical order, analyzing the patient’s medical history, protocols, tracking techniques, identification of incisions, and organs and anatomical parts. Students also
learn about normal variants, normal and pathological appearances, image evaluation, attitudes and professional ethics. This experience will help to strengthen and integrate the knowledge that students acquired in the classroom.

SONO 212  PRACTICE IV  6 Credits

Pre-requisite: SONO 209

This course is designed to assess the student's work after the conclusion of the specialization courses. It includes interpretation of the medical order, analysis of the patient’s medical history and instructions for each of the different studies to be performed in the sonography laboratory. In addition, the course includes selection and use of equipment, identification of the incisions, location of organs and structures, evaluation of the normal and pathological sonographic appearance. Students learn about anatomic variants, data collection related to the patient’s medical history, care and management of the equipment and the patient. The course focuses on evaluation of image quality. This experience will be of great help to show that the student has developed competencies, skills and professional attitudes of a medical sonographer while helping to promote safety and trust in the student’s work.

SONO 210  PEDIATRIC SONOGRAPHY AND TRAUMA  3 Credits

Pre-requisite: SONO 200

This course is focused on the study of diseases affecting mostly infants and children. Normal anatomy and sonography appearance of the organs in the abdominal cavity, cranial, dorsal and pelvic included. Normal sonography techniques variants, congenital anomalies, physiology, vascular structures, pathologies, for better interpretation of the study, fundamentals on the application of the Doppler technique, laboratories and other complementary diagnostic tests are also integrate. It will work with the function of medical sonography in emergencies and the management of patients with some type of trauma. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 211  EVALUATION AND ASSESSMENT OF SONOGRAPHY IMAGES  3 Credits

This course offers the student the basic tools to identify and produce quality images. By submitting various sonography images will expose the student to the discussion, compression and image analysis exhibiting professional quality required to ensure good medical diagnosis. Sonography physics concepts to demonstrate their effect on pictures
will apply and how it may be affected adversely when these instruments are not well used. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SONO 208 PRE-BOARD TEST SEMINAR 1 Credits

This course prepares the student to identify and assess areas of major courses in which the student needs to strengthen its knowledge. Study the following topics will be covered: general anatomy, sonography physics, patient care and management, implementation and management and quality control equipment, production and evaluation of images, procedures and sonography studies (abdomen, pelvis, obstetrics, surface structures, pediatric and emergency) sonography. Anatomical structures with sonography study, normal and pathological appearance is also included. This course has 30 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

RADI 201 MANAGEMENT AND PATIENT CARE IN RADIOLOGICAL IMAGING 3 Credits

This course familiarizes students with infection control and principles of surgical asepsis techniques to maintain sterile areas while handling and caring for the patient in any clinical setting. At the same time, students learn techniques used to take safe and effective diagnostic images of patients. This course will train the student to take vital signs and to provide first aid during a medical emergency. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

MEDT 200 MEDICAL TERMINOLOGY 2 Credits

This course focuses on the study of medical terminology that is mostly used in a sonography laboratory. It includes study of prefixes, suffixes and etiology of medical terminology in general. It emphasizes the technical language used while the students perform their roles health care professionals. This course has 60 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
THIS PROGRAM IS ONLY OFFERED IN CAGUAS MAIN CAMPUS AND BAYAMON NON MAIN CAMPUS

ACADEMIC PROGRAM

ASSOCIATE DEGREE IN OPTICAL SCIENCES

DESCRIPTION

The Associate Degree in Optical Sciences represents a planned balance between theory and practice in all aspects of the profession. The program has duration of 24 months and consists of 76 credits. The courses are divided into general education, related courses, professional courses and clinical area. The program contains the elements necessary to obtain a complete education with mastery in the execution of the duties required in optometry centers and/or optical laboratories. Upon completion of all 76 credits, students will receive the Associate Degree in Optical Sciences.

The Associate Degree in Optical Sciences combines scientific knowledge and clinical procedures with skills and abilities to work in an office performing various tasks, such as adapting of eyeglasses, contact lenses, optical aids and accessories that help maintain and/or improve the patient's visual health.

This program trains students to acquire the necessary skills that will help them pass the board examination administered by the Puerto Rico Board of Examiners of Opticians of Puerto Rico and obtain a license once they complete the legal requirements.

PROGRAM OBJECTIVES

1. Develop a professional with the knowledge and basic clinical skills in optical sciences that will allow them to provide services based on scientific knowledge and in agreement with technological advancements.

2. Develop students’ competencies to encourage professional behavior in their relationships with patients, colleagues and other members of the allied health team.

3. Develop the students’ skills to provide service that is sensitive to the patients’ needs while respecting human dignity and without discriminating for reasons of race, color, sex, disability or financial situation.
PRACTICE REQUIREMENTS

The following documents are required prior to beginning the practice:

1. Certificate of criminal record
2. Health certificate
3. CPR card
4. HIPAA Certificate

EXAM REQUIREMENTS

1. Be of legal age and have resided continuously in Puerto Rico for a period of 6 months immediately prior to applying. This requisite includes sporadic travel.

2. Application duly completed in all its parts.

3. Certified criminal history (less than 3 months) (ORIGINAL)

4. Health Certificate issued by a health unit (ORIGINAL)

5. Certification negative child support administration (ASUME) with no more than 1 month validity of issued. (ORIGINAL)

6. High school diploma or credit transcripts from the institutions where the candidate studied at that level or a high school equivalence certificate obtained through the Puerto Rico Department of Education programs.

7. Associate Degree in Optical Sciences Diploma from a school or college licensed by the Puerto Rico Council of Higher Education.

8. Complete application (It can be requested in the office of the Examiners Board of Examiners) and pay $25.00 (in a money order to the name of the Secretary of the Treasury) for an explanatory manual that contains information about the exam.

9. Swear to the Board to assure legitimacy of diplomas and titles.


11. Pay the exam fee:

   a. Stage I - $25.00 (Theoretical examination)
b. Stage II - $25.00 (Practical Test) - You need to pass Stage 1 before moving to Stage 2.

c. Anyone who fails any of the parts of the exam three times may not undergo new evaluation until they present evidence to the Board of Examiners that they have taken and passed the accredited courses or remedial courses.

Any questions should be mailed to:
Junta Examinadora de Ópticos de Puerto Rico
PO Box 10200
Santurce, P.R. 00908-0200

MINIMUM GRADE POLICY

Students enrolled in the Associate Degree in Optical Sciences must pass classes with a “C” grade or greater to approve the following courses:

OPTI 200          OPTI 205L
OPTI 201          OPTI 206
OPTI 202          OPTI 207
OPTI 202L         OPTI 207L
OPTI 203          OPTI 208
OPTI 204          OPTI 209
OPTI 204L         OPTI 210
OPTI 205          OPTI 211
ASSOCIATE DEGREE IN OPTICAL SCIENCES
PROGRAM CURRICULUM

GENERAL AND LIBERAL EDUCATION – 27 CREDITS
Required: 27 credits

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<td>BIOL 200</td>
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<td>Principles of Psychology</td>
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SUB-TOTAL 27

RELATED COURSES – 5 CREDITS
Required: 5 credits

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SUB-TOTAL 5

PROFESSIONAL EDUCATION – 44 CREDITS
Required: 44 credits

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<td>Principles of Optical Physics</td>
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OPTI 212*  Clinical Practice  9
OPTI 206*  Vision Anomalies  3
OPTI 207*  Contact Lenses III  3
OPTI 207L*  Contact Lenses III Laboratory  0

SUB-TOTAL  44
TOTAL  76

*Courses with pre-requisites

CREDIT BREAKDOWN

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<td>General Education</td>
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<tr>
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</tr>
<tr>
<td>Professional Courses</td>
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<tr>
<td>TOTAL</td>
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</tr>
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</table>

Total Weeks: 90

Students in this program will complete 1,740 hours of outside work.

GENERAL INFORMATION

- The Institution reserves the right to modify this study program as decided by the corresponding departments.

- The Clinical Practice requires 405 hours of practice in an Optical Department and they should pass the course with a grade of “B” (80) or higher.
ASSOCIATE DEGREE IN OPTICAL SCIENCES
COURSE DISTRIBUTION PER SEMESTER

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLES</th>
<th>CREDITS</th>
<th>CONTACT HOURS</th>
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<tbody>
<tr>
<td>SPAN 201</td>
<td>Basic Spanish I</td>
<td>3</td>
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<tr>
<td>ENGL 201</td>
<td>Basic English I</td>
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<tr>
<td>MATH 201</td>
<td>Introduction to Algebra</td>
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<td>BIOL 200</td>
<td>General Biology</td>
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<tr>
<td>COMP 200</td>
<td>Introduction to Computers</td>
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Total Credits 14  240

**SECOND SEMESTER**

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<td>OPTI 200</td>
<td>Anatomy and Physiology of the Eye</td>
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<td>PHSC 200</td>
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Total Credits 12  180

**THIRD SEMESTER**

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<td>OPTI 203</td>
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<td>3</td>
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<td>OPTI 201</td>
<td>Principles of Optical Physics</td>
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<td>PSY 200</td>
<td>Principles of Psychology</td>
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Total Credits 13  210
FOURTH SEMESTER

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<td>HUMR 200</td>
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Total Credits 13 240

FIFTH SEMESTER

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<tr>
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<td>Vision Anomalies</td>
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<td>OPTI 207</td>
<td>Contact Lenses III</td>
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<td>Pre Internship of Carving</td>
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<td>OPTI 209</td>
<td>Prescription Dispense I</td>
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<tr>
<td>OPTI 210</td>
<td>Laws that Regulate Optician Practice</td>
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Total Credits 12 240

SIXTH SEMESTER

<table>
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<td>OPTI 212</td>
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Total Credits 12 450
ASSOCIATE DEGREE IN OPTICAL SCIENCES

COURSE DESCRIPTIONS

SPAN 201    BASIC SPANISH I    3 Credits

This course aims to develop students’ linguistic awareness required to effectively use the Spanish language as an instrument of personal, social, professional and artistic communication. Students will develop their language skills through the study of concepts of communication and linguistic and morphological and syntactic aspects to promote their communication skills in the reading of literary texts and produce original compositions.

As a general education course, SPAN 201 introduces the student to the concept of literary genres, with an emphasis on the study of the tale and novel as genre and the analysis of literary texts of the modern and contemporary literature and Puerto Rican, Caribbean and Spanish. The study of stories and novels aims to develop student appreciation for literature as a work of art and reflection of conditions and human characteristics. The texts selected for this course will emphasize on the characteristics of Puerto Rican, Latin American and Spanish culture and history. The analysis of these texts will motivate the student to think about its personal and social reality as an individual and as a member of a particular society (Puerto Rico) and its surrounding Nations. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SPAN 202    BASIC SPANISH II    3 Credits

Pre-requisite: SPAN 201

The course starts the student in the study of the following genres: Theatre, essay and poetry and enriches the students’ cultural background through the analysis of literary texts that contribute to strengthen their identity as a Puerto Ricans and Latin Americans. The course also refines skills started in SPAN 201 and contributes to increasing the students’ written and oral communication skills. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

MATH 201    INTRODUCTION TO ALGEBRA    3 Credits

The course describes the basics of algebraic expressions and formulas. It is designed to have students apply formulas and algebraic expressions operations in practice exercises. Topics discussed include problem solution, graphical equations, algebraic expressions, equations and linear inequalities, polynomials and factoring polynomials.
This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

**PHSC 200  INTRODUCTION TO PHYSICS  3 Credits**

The course is designed to facilitate the learning of the basic concepts and principles of physics that will form the basis of most of the studies of science and technology. Physics describes how a mathematical science studies the nature of matter and energy, and the relations between both. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

**COMP 200  INTRODUCTION TO COMPUTERS  2 Credits**

This course introduces the student to the world of computers, its history, composition, flexibility and application. It describes the most commonly used electronic equipment used to process data, their interrelation with the computer and how these components communicate. The students will use the classroom as a laboratory to develop their portfolio, which will include worksheets prepared as they apply the skills learned from using software.

**HUMR 200  HUMAN RELATIONS  3 Credits**

The Human Resources course seeks to offer the students with information relevant to the theoretical aspects of interpersonal relationships. The course also provides the students with the opportunity to self-evaluate within human relations context. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

**BDEV 200  BUSINESS DEVELOPMENT  3 credits**

This course is designed to introduce the students to entrepreneurship and to discuss the elements needed to manage and organize different types of businesses. It also includes marketing, finance, accounting and government legal concepts that apply to small business administration. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.
PSYC 200  PRINCIPLES OF PSYCHOLOGY  3 credits

The course is an introduction to scientific psychology, its scope and limitations, the biological and cultural foundations that constitute the individual and other selected topics in general psychology. Other topics discussed include perception, emotion, cognition, learning, memory and, body language. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

ENGL 201  BASIC ENGLISH I  3 Credits

This course is designed for students in first-level reading and writing course in college. It focuses on the reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ENGL 202  BASIC ENGLISH II  3 Credits

Pre-requisite: ENGL 201

This course is designed to teach the reading and study skills essential to succeed in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

BIOL 200  GENERAL BIOLOGY  3 Credits

The course allows the student to learn and develop basic knowledge regarding the study of the characteristics of individuals and the functioning of their body in general. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

OPTI 201  PRINCIPLES OF OPTICAL PHYSICS  3 Credits

Pre-requisites: MATH 201, PHSC 200

This course includes the study of laws and fundamental concepts of physics related to the field of optics. The theories of light, nature, physical characteristics and their
extensions are discussed. Students learn different concepts relating to the principles and operation of curves and flat surfaces made of mirrors and lenses. Important optical phenomena, refraction, reflection, scattering, polarization, prisms, and other topics are studied in detail. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

OPTI 200 ANATOMY AND PHYSIOLOGY OF THE EYE 3 credits

Pre-requisite: BIOL 200

In this course, students study the descriptive and functional anatomy of the eye. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

OPTI 202 OPHTHALMIC MATERIALS I 4 Credits

Pre-requisite: PHSC 200

This course is an introduction to the educational and laboratory concepts involved in the identification, location, and manufacture of prescribed ophthalmic lenses. Emphasis is given to physical and optical characteristics of the design and manufacture of eyeglass frames, including materials, index of refraction, spherical and cylindrical powers and location of cylindrical shafts. In addition, students learn about transposition of prescriptions, optical crosses, ophthalmic standards, Dioptric power formula, distance focus, total power of lenses, relationship between radius curve and refraction index, and the equation about manufacturing lenses are discussed. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

OPTI 202L OPHTHALMIC MATERIALS I LABORATORY 0 Credits

Pre-requisite: PHSC 200

This lab includes practice manufacturing and handling ophthalmic lenses and knowledge of required equipment for these purposes. All the duties of an optician in a laboratory, including the manufacturing of lenses, their completion, management of machinery and its maintenance are included in the course.
This course has been designed to provide students with knowledge and skills regarding assembly of various types of lenses, single vision lenses, multi-vision lenses, security glasses, and special lenses. Students develop mastery in the inspection, handling and identification of different materials used for manufacturing lenses. Students learn the importance of position, inclination and shifts of the lens in the frames. The course emphasizes proper handling and maintenance of equipment, machinery, instruments and optical artifacts. The course emphasizes importance of completing and polishing lenses, treatments, filters, and dyes. It emphasizes identifying frames, taking accurate measurements and selecting patterns while following the specifications on the prescriptions. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

In this course, students continue practicing manufacture of ophthalmic lenses of all kinds. The course focuses on the use of special materials, lenses for multiple focus, special lens and polishing and finishing techniques. It includes practice inspecting lens, optical calculations, repairing frames and using and maintaining optical equipment. Special emphasis is given to accuracy and precision in following instructions and specifications on the prescription. In addition, the course offers students the opportunity to emphasize safety and careful handling of materials, equipment, instrumentation and optical laboratory machinery.

This course includes discussion of the principles of optical professional practice. Students learn about types of frames and their components, facial measurements and how the features of the face align. Topics discussed include delivery, adapting, adjustment, maintenance and repair of eyeglass frames, single vision and multiple focus lens, management and maintenance of contact lenses, treatment recommendations and accessories and dispenser - patient relationship. This course has 90 additional hours of
outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

**OPTI 211  PRESCRIPTION DISPENSE II**  
*3 Credits*

*Pre-requisites: OPTI 204, OPTI 204L, OPTI 203, OPTI 205, OPTI 205L*

Students learn about types of frames and their components. They also learn about the factors that affect an ophthalmic prescription, such as the distance to the apex, shifts in the lens, and tilt and magnifying properties. The course includes study of design and application of multifocal segments. Particular emphasis is given to precision in taking measurements. Students learn about dedication to service and professionalism in dispatching prescriptions to achieve patient satisfaction. The course integrates operations regarding finishing the product, basic adjustment techniques, and interpretation of complex prescriptions. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

**OPTI 203  CONTACT LENSES I**  
*3 credits*

*Pre-requisite: OPTI 200*

This course includes study of the invention and history of contact lenses. Topics discussed include types of contact lenses, materials, and use. Other topics include the origins, people who started in this field and how contact lenses have evolved over time. Students study materials used, contact lens design relating it to the anatomy and physiology of the cornea and lachrymal system. The course includes practice verifying contact lens. In addition, the course discusses lens care products and complications caused by their misuse. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

**OPTI 205  CONTACT LENSES II**  
*3 credits*

*Pre-requisite: OPTI 203*

This course continues the study of contact lenses. Anatomy, physiology of the cornea, and the lachrymal system are reviewed. The theory of adaptation to contact lenses is reviewed. The course also highlights advanced adjustment and care for flexible, hard and bifocal, therapeutic, cosmetic, and permeable gas contact lens. The course provides
students with adjusting techniques, calculating potency techniques, observation techniques with instruments and other topics that are practiced in the laboratory. This course has 30 hours of additional external work. The students complete an assignment about one of the topics discussed in class to comply with this component.

**OPTI 205L CONTACT LENSES II LABORATORY** 0 credits

*Pre-requisite: OPTI 203*

This course includes the development of practical skills for adapting, handling, and maintaining various types of soft contact lenses.

**OPTI 210 LAWS THAT REGULATE OPTICIAN PRACTICE** 2 credits

This course includes discussion of the laws that regulate the licensed optician profession. The differences between practice in the optics field and other eye care professionals are discussed. Emphasis is given to ethical issues related with the practice of optics, relationships with patients, colleagues, with other related professionals, other health care professionals, and the community in general. This course has 60 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

**OPTI 208 PRE-INTERNSHIP OF CARVING** 1 Credit

*Pre-requisites: OPTI 202, OPTI 202L, OPTI 204, OPTI 204L*

This is a clinical practice in an optical laboratory. Students are supervised by a licensed optician. Students integrate and implement techniques and knowledge acquired in previous courses.

**OPTI 212 CLINICAL PRACTICE** 9 Credits

*Pre-requisite: Students must have passed all concentration courses.*

This is a clinical practice in a commercial optical office. Students are supervised by an optician or licensed optometrist with optical laboratory facilities. Students integrate and implement techniques and knowledge acquired in previous courses.
OPTI 206   VISION ANOMALIES  3 credits
Pre-requisite: OPTI 200

This course provides students with information about the most common conditions that affect vision, the eye and visual health. It provides the student with knowledge of conditions such as conjunctivitis, cataracts, peterygium, strabismus and other common ailments affecting our population. This knowledge will prepare students to guide and inform the patient in general about these conditions and how they affect visual health. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

OPTI 207   CONTACT LENSES III  3 Credits
Pre-requisites: OPTI 205, OPTI 205L

This course provides depth to the study of contact lenses. Students study in detail several types of specialized lens, starting with the hard and semi-soft lens with descriptions of adjusting, polishing, and altering techniques. The course also describes the use of therapeutic lenses to correct various conditions. This course has 30 hours of additional external work. The students complete an assignment about one of the topics discussed in class to comply with this component.

OPTI 207L  CONTACT LENSES III LABORATORY  0 credits
Pre-requisites: OPTI 205, OPTI 205L

This laboratory course summarizes knowledge acquired in lectures and familiarizes students with different types of specialized contact lenses using audiovisual and internet resources. Students learn about the conditions that can be improved with the use of contact lenses. They learn about polishing and semi-soft lens design.
ACADEMIC PROGRAM

ASSOCIATE DEGREE IN CARDIOVASCULAR AND PERIPHERAL VASCULAR TECHNOLOGY

DESCRIPTION

The purpose of the Associate Degree in Cardiovascular and Peripheral Vascular Technology program is to form competent and committed professionals who can contribute to direct services using new technology and noninvasive modalities for vascular diagnostic through imaging. The program has duration of 24 months and consists of 79 credits. Classes are grouped into general courses, related courses, professional courses and clinical practice. Upon completing all 79 credits, students will receive an associate degree in Cardiovascular and Peripheral Vascular Technology.

Students are trained to perform noninvasive diagnostic tests to identify vascular diseases and help avoid complications with these conditions. This program will provide the students with basic knowledge related to noninvasive diagnostic studies that highlight vascular anatomy, and the normal flow pattern, in addition to recognizing principle pathologies that affect the pathologies and the technical procedures used for evaluation.

This program trains the students to acquire the necessary skills that will help them take the board examination offered by the Puerto Rico Board of Examiners of Radiological Technologists in Diagnostic Imaging and Radiotherapy Technologists and obtain a license once they complete the legal requirements.

PROGRAM OBJECTIVES

1. Develop professionals with the knowledge and basic clinical skills in cardiovascular and peripheral vascular technology that will allow them to provide services based on scientific knowledge and in agreement with technological advancements.

2. Develop students’ competencies to encourage professional behavior in their relationships with patients, colleagues and other members of the allied health team.

3. Develop the students’ skills to provide service that is sensitive to the patients’ needs while respecting human dignity and without discriminating for reasons of race, color, sex, disability or financial situation.
4. Develop the students’ skills, including problem solving skills, to work effectively with the health team.

PRACTICE REQUIREMENTS

The following documents are required prior to beginning the practice:

1. Certificate of criminal record
2. Health Certificate
3. Hepatitis B Vaccines
4. HIPAA Law Certificate
5. CPR Card

Note: Some centers may request additional documents.

EXAM REQUIREMENTS

1. Fill out the application provided by the Board of Examiners.
2. Evidence of academic degree Official credit transcript with the Medical Sonography Degree or in the specialization requested (General, Cardiac or Vascular)
3. Certificate of criminal record (not more than three months issued by the Police Department of Puerto Rico.
4. Birth certificate issued by the Health Department (original)
5. Original and copy of birth certificate
6. Submit negative certification from the Child Support Administration (ASUME).
7. Money order or pay-per-view system ATH (card without logo of Visa or Master Card) for $30.00 payable to the Secretary of the Treasury for each license.
ASSOCIATE DEGREE IN CARDIOVASCULAR AND PERIPHERAL VASCULAR TECHNOLOGY
PROGRAM CURRICULUM

GENERAL AND LIBERAL EDUCATION – 21 CREDITS
Required: 21 credits

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<td>SPAN 202*</td>
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<td>PSYC 200</td>
<td>Principles of Psychology</td>
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<tr>
<td>PHSC 200</td>
<td>Introduction to Physics</td>
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SUB-TOTAL 21

RELATED COURSES – 7 CREDITS
Required: 7 credits

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SUB-TOTAL 7

PROFESSIONAL COURSES
Required: 51 credits

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<tr>
<td>CARD 200</td>
<td>Introduction to Cardiovascular and Peripheral Vascular</td>
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<tr>
<td>PHSC 202*</td>
<td>Ultrasound Physics</td>
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<tr>
<td>CARD 201*</td>
<td>Introduction to Electrocardiography and Cardiac Arrhythmias</td>
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<tr>
<td>CARD 202*</td>
<td>Pathology and Pharmacology Applied to Cardio and Peripheral Vascular Studies</td>
<td>4</td>
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<tr>
<td>CARD 203*</td>
<td>Introduction to Echocardiogram and Cardiac Doppler</td>
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<tr>
<td>CARD 204*</td>
<td>Echocardiography Vision of the</td>
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Pathologies
CARD 205* Management of Psychological Aspects during Studies 2
CARD 206 Special Equipment Handling 2
CARD 207* Cardiovascular Pre-Practice 4
CARD 208* Practice I Cardiovascular Studies 8
CARD 209 Basic Principles in the Arterial Evaluation Studies 3
CARD 210 Introduction to Venous Evaluation 3
CARD 211 Basic Principles in the Carotid and Transcranial Vessels Studies 3
CARD 212* Practice II Peripheral Vascular Studies 4

SUB-TOTAL 51
TOTAL CREDITS 79

*Courses with pre-requisites.

**CREDIT BREAKDOWN**

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<td>Professional Courses</td>
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Total Weeks: 90

Students in the program must complete 1,530 hours of outside work.

**MINIMUM GRADE POLICY**

Student enrolled in the Associate Degree in Cardiovascular and Peripheral Vascular Program must obtain a “C” (70) grade or higher in the following courses:

CARD 200
CARD 201
CARD 202
CARD 203
CARD 204
CARD 205
CARD 206
CARD 207
CARD 209
CARD 210
CARD 211
PHSC 202

GENERAL INFORMATION

The Institution reserves the right to modify this study program at any moment according to the corresponding departments.

The Clinical Practice I requires 360 hours of practice and Clinical Practice II requires 180 hours of practice in a Cardiovascular and Peripheral Vascular unit (hospital, centers, medical offices) and must be approved with a “B” (80) grade or higher.
# ASSOCIATE DEGREE IN CARDIOVASCULAR AND PERIPHERAL VASCULAR TECHNOLOGY
## COURSE DISTRIBUTION PER SEMESTER

### FIRST SEMESTER

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLES</th>
<th>CREDITS</th>
<th>CONTACT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 201</td>
<td>Basic Spanish I</td>
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<td>MATH 201</td>
<td>Introduction to Algebra</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>ANAT 200</td>
<td>General Anatomy</td>
<td>3</td>
<td>45</td>
</tr>
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<td>CARD 200</td>
<td>Introduction to Cardiovascular and Peripheral Vascular</td>
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**TOTAL:** 12 180

### SECOND SEMESTER

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<tbody>
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<td>SPAN 202</td>
<td>Basic Spanish II</td>
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<tr>
<td>ENGL 201</td>
<td>Basic English I</td>
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<tr>
<td>ANAT 204</td>
<td>Anatomy and Physiology of the Heart</td>
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<tr>
<td>PHSC 200</td>
<td>Introduction to Physics</td>
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<tr>
<td>PSYC 200</td>
<td>Principles of Psychology</td>
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**TOTAL:** 14 210

### THIRD SEMESTER

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<tr>
<td>CARD 201</td>
<td>Introduction to Electrocardiography and Cardiac Arrhythmias</td>
<td>4</td>
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<td>CARD 202</td>
<td>Pathology and Pharmacology Applied to Cardio and Peripheral Vascular Studies</td>
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**TOTAL:** 14 240
### FOURTH SEMESTER

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<tr>
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<tr>
<td>CARD 204</td>
<td>Echocardiography Vision of the Pathologies</td>
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<td>Management of Psychological Aspects during Studies</td>
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<td>COMP 200</td>
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### FIFTH SEMESTER  
(First Term)

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(Second Term)

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### SIXTH SEMESTER  
(First Term)

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<td>CARD 210</td>
<td>Introduction to Venous Evaluation</td>
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<tr>
<td>CARD 211</td>
<td>Basic Principles in the Carotid and Transcranial Vessels Studies</td>
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(Second Term)

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<td>CARD 212</td>
<td>Practice II Peripheral Vascular Studies</td>
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**TOTAL:** 13 360
ASSOCIATE DEGREE IN CARDIOVASCULAR AND PERIPHERAL VASCULAR

COURSE DESCRIPTIONS

SPAN 201  BASIC SPANISH I  3 Credits

This course aims to develop students’ linguistic awareness required to effectively use the Spanish language as an instrument of personal, social, professional and artistic communication. Students will develop their language skills through the study of concepts of communication and linguistic and morphosyntactic aspects to thus promote their communication skills in the reading of literary texts and produce original compositions.

As a general education course, SPAN 201 introduces the student to the concept of literary genres, with an emphasis on the study of the tale and novel as genre and the analysis of literary texts of the modern and contemporary literature and Puerto Rican, Caribbean and Spanish. The study of stories and novels aims to develop student appreciation for literature as a work of art and reflection of conditions and human characteristics. The texts selected for this course will emphasize on the characteristics of Puerto Rican, Latin American and Spanish culture and history. The analysis of these texts will motivate the student to think about its personal and social reality as an individual and as a member of a particular society (Puerto Rico) and its surrounding Nations. This course has 90 additional hours of outside work. The student will perform the assigned work to comply with this component.

SPAN 202  BASIC SPANISH II  3 Credits

Pre-requisite: SPAN 201

The course starts the student in the study of the following genres: Theatre, essay and poetry and enriches the students’ cultural background through the analysis of literary texts that contribute to strengthen their identity as a Puerto Ricans and Latin Americans. The course also refines skills started in SPAN 201 and contributes to increasing the students’ written and oral communication skills. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
ENGL 201    BASIC ENGLISH I            3 Credits

This course is designed for students in first-level reading and writing course in college. It focuses on the reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ENGL 202    BASIC ENGLISH II          3 Credits
Pre-requisite: ENGL 201

This course is designed to teach the reading and study skills essential to succeed in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

MATH 201    INTRODUCTION TO ALGEBRA    3 Credits

The course describes the student the basics of algebraic expressions and formulas. It is designed to have students apply formulas and algebraic expressions operations in practice exercises. Topics will be discussed as a solution of problems, graphical equations, algebraic expressions, equations and linear inequalities, polynomials and factoring polynomials. This course has 90 additional hours of outside work. The student will perform the assigned work to comply with this component.

PHSC 200    INTRODUCTION TO PHYSICS    3 Credits

The course is designed to facilitate the learning of the basic concepts and principles of physics that will form the basis of most of the studies of science and technology. Physics describes how a mathematical science studies the nature of matter and energy, and the relations between both. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

COMP 200    INTRODUCTION TO COMPUTERS  2 Credits

This course introduces the student to the world of computers, its history, composition, flexibility and application. It describes the most commonly used electronic equipment
used to process data, their interrelation with the computer and how these components communicate. The students will use the classroom as a laboratory to develop their portfolio which will include worksheets prepared as they apply the skills learned from using software.

**PSYC 200  PRINCIPLES OF PSYCHOLOGY  3 credits**

The course is an introduction to scientific psychology, its scope and limits, the biological and cultural bases that constitute the human subject and selected subjects in general psychology. Among other topics, students discuss perception, emotion, cognition, learning, memory and, body language. This course has 90 additional hours of outside work. The student will perform the assigned work to comply with this component.

**ANAT 200  GENERAL ANATOMY  3 Credits**

The course presents an overview of the structures and functioning of the human body. In addition, it emphasizes the integration of all the systems of the human body. This course has 90 additional hours of outside work. The student will perform the assigned work to comply with this component.

**ANAT 204  ANATOMY AND PHYSIOLOGY OF THE HEART  2 Credits**

*Pre-requisite: ANAT 200*

This course gives special attention to the anatomical and physiological study of the cardiovascular system, especially the heart. This course includes 60 additional hours of outside work. The student will perform the assigned work to comply with this component.

**PHSC 202  ULTRASOUND PHYSICS  3 Credits**

*Pre-requisite: PHSC 200*

This course will study the fundamental concepts related to ultrasound physics while considering the practice of mathematical operations applied to ultrasound. The main topics in the course include definition and categories of sound, definition, classification, types, cycle and means of reproducing waves. The course also includes discussion of acoustic variables, parameters that describe the waves of sounds and the metric system. It explains the concept of ultrasound, its definition, types and parameters. In the course, students will also discuss concepts of attenuation, echoes, hemodynamic, flow, blood, basic principles of the Doppler technique and artifacts. This course has 90
additional hours of outside work. The student will perform the assigned work to comply with this component.

**CARD 200  INTRODUCTION TO CARDIOVASCULAR AND PERIPHERAL VASCULAR  3 Credits**

The purpose of this course is to provide the students with knowledge of the language used in their specialty. Students learn clinical terms through theory which they will apply while they study the courses in the program and in the development of their roles as Cardiovascular and Peripheral Vascular Technician. The course focuses on their work as part of the health team and provides the students with knowledge of the laws that govern the practice of the health professionals in our society. It includes the study of role of cardiovascular technician, the origin of the profession and related ethical principles. It allows students to acquire knowledge about their importance as links in the chain of human and physical resources within the health field. It offers students knowledge of the various laws that govern the practice of health professionals. This course has 90 additional hours of outside work. The student will perform the assigned work to comply with this component.

**CARD 201  INTRODUCTION TO ELECTROCARDIOGRAPHY AND CARDIAC ARRHYTHMIAS  4 credits**

*Pre-requisite: ANAT 204*

The purpose of this course is to provide the students with knowledge of electrical and mechanical events in the cardiovascular system, and their relationship with the nervous system. In addition, students learn to analyze and identify the different electrocardiographic registers and different normal and abnormal electrocardiographic principles. The course seeks to have the students can learn to identify and analyze various arrhythmias that affect the cardiovascular system in a theoretical phase simultaneously to working in the laboratory with demonstrations of electrocardiographic registers. In their role as Cardiovascular and Peripheral Vascular Technicians, it is important students have knowledge to identify and interpret these arrhythmias. This course includes 60 additional hours of outside work. The student will perform the assigned work to comply with this component.
CARD 202  PATHOLOGY AND PHARMACOLOGY APPLIED TO CARDIO AND PERIPHERAL VASCULARS STUDIES  4 Credits

Pre-requisite: ANAT 204

This pathology and pharmacology course applied to cardiovascular and peripheral vascular studies aims to provide students with knowledge of the wide range of diseases that affect the cardiovascular system from an analytical point of view. In addition, it allows the students to learn about various existing drugs in the market and how they help reduce the recurrence of hundreds of vascular diseases and conditions. This course has 120 additional hours of outside work. The student will perform the assigned work to comply with this component.

CARD 203  INTRODUCTION TO ECHOCARDIOGRAM AND THE CARDIAC DOPPLER  4 Credits

Pre-requisite: CARD 202
Concurrent: CARD 204

The purpose of the introductory course to echocardiography and cardiac Doppler is to provide students with knowledge of the principles of ultrasound applied to m-mode and two-dimensional echocardiography and the development of basic knowledge of Doppler ultrasound to evaluate alterations in lesions to valves. It is essential that students be able to identify normal anatomy, analyze views and identify structures for applying these ultrasound modalities. This information will be offered through theoretical lectures and the laboratory. This course includes 60 additional hours of outside work. The student will perform the assigned work to comply with this component.

CARD 204  ECHOCARDIOGRAPHY VISION OF THE PATHOLOGIES  4 Credits

Pre-requisite: CARD 202
Concurrent: CARD 203

This course complements basic echocardiography by presenting the abnormal conditions that affect the cardiovascular system and the vision in echocardiography. In the laboratory, students will apply theoretical knowledge to the cardiac pathologies observed in an echo cardiogram, in addition to providing techniques for improving skills for quantitative evaluation of normal and pathological echocardiograms. This
course includes 60 additional hours of outside work. The students will perform the assigned work to comply with this component.

CARD 205 MANAGEMENT OF PSYCHOLOGICAL ASPECTS DURING STUDIES 2 Credits

Pre-requisite: PSYC 200

The course describes the fundamental principles that govern human behavior. It describes the basic theories and their relationship with the individual and social improvement that could affect communication and the relationship of the patient and the technician. During this course the student will understand factors that affect behavior and communication in relation to health and the services they offer. The student will learn to recognize the non-verbal signs that indicate the patient’s state of mind and the strategies used to improve the relationship between both. This course includes 60 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

CARD 206 SPECIAL EQUIPMENT HANDLING 2 Credits

The purpose of this course is to provide students with knowledge of cardiovascular equipment and biomedical equipment used to perform vascular tests. This knowledge is critical to the technician’s performance. In this way, students will acquire useful information to achieve diagnostic conclusions after each study. In addition, the course provides information about widely recognized equipment in this field. This course includes 30 additional hours of outside work. The student will perform the assigned work to comply with this component.

CARD 207 CARDIOVASCULAR PRE-PRACTICE 4 credits

All previous courses

During the Clinical Pre-practice, students must demonstrate the acquired skills in the use and management of the different machines used while performing their duties. Students will be evaluated, and they will demonstrate how they treat patients and their capacity to manage possible difficulties they might face in the clinical area. These activities will be performed under the supervision of a professor.
CARD 208  PRACTICE I CARDIOVASCULAR STUDIES  
8 credits

All previous courses

In this practice phase, students will engage with patients when they conduct medical consults at clinics and hospitals. Students apply the appropriate skills in the practice of his profession. In this stage, students will rotate in the areas where electrocardiograms (ECG), treadmill tests (TMT), Holter tests, telemetry and echocardiography tests are conducted. Students will use different skills learned previously in the theoretical phase and laboratories under the supervision of a professional.

CARD 209  BASIC PRINCIPLES IN THE ARTERIAL EVALUATION STUDIES  
3 Credits

In its theoretical phase, this course provides students with anatomical, physiological and pathological knowledge of the peripheral and abdominal arteries. In conjunction with the theoretical part of the course, students will perform laboratory exercises where they will acquire the necessary skills to perform these tests. This course includes 60 additional hours of outside work. The students will perform the assigned work to comply with this component.

CARD 210  INTRODUCTION TO VENOUS EVALUATION  
3 Credits

In its theoretical phase, this course provides students with anatomical, physiological and pathological knowledge of the Peripheral and abdominal veins. In conjunction with the theoretical part of the course, students will perform laboratory exercises where they will acquire the necessary skills to perform these tests. This course includes 60 additional hours of outside work. The students will perform the assigned work to comply with this component.

CARD 211  BASIC PRINCIPLES IN CAROTID AND TRANSCRANIAL VESSELS STUDIES  
3 Credits

This course is designed to lead students in the evaluation of carotid arteries and transcranial evaluations presented in a basic course that applies knowledge of anatomy, pathology, and physiology. The laboratory allows students to practice evaluation procedures for evaluating carotid arteries and transcranial vessels. This course includes
60 additional hours of outside work. The student will perform the assigned work to comply with this component.

CARD 212    PRACTICE II PERIPHERAL VASCULAR STUDIES
Pre-requisite: All previous courses    4 Credits

In this phase of clinical practice, students engage with patients in the clinical area while performing their job and preparing patients prior to performing vascular tests under the supervision of a physician, nurse, or assistant manager.
ACADEMIC PROGRAM

ASSOCIATE DEGREE IN NURSING SCIENCES

DESCRIPTION

The Associate Degree in Nursing Sciences program provides a professional career of excellence. Currently, there is great need for professional nurses. This program develops the skills needed to care for the health of individuals, families and communities. Students acquire knowledge, skills and attitudes that stimulate the development of logical, critical and creative thinking in nursing so that students can envision nursing as an art and a science. Upon completing all 75 credits, students will receive an associate degree in Associate Degree in Nursing Sciences.

The program has duration of 24 months and consists of 75 credits. The impact of nursing lies in promoting, maintaining, treating and restoring health and preventing complications. Nurses participate actively within a team of multiple health disciplines.

Students who graduates from the Associate Degree in Nursing program is academically prepared to achieve work experiences aligned with their knowledge and the services provided in today's society.

This program trains students to acquire the necessary skills that will help them pass the test administered by the Puerto Rico Examining Board of Nurses which is the agency that regulates the practice through the Act 9, in the Associate Nurse category.

PROGRAM OBJECTIVES

1. Maintain an academic program committed with technological trends and advances of the profession that collaborates and facilitates attainment of student goals within a changing society.

2. Promote an academic environment and a sense of belonging in students, faculty and support personnel.

3. Prepare associated nurses with knowledge, skills and attitudes to foster quality and excellent care of individuals, families, and communities they serve.

4. Maintain a faculty and a team of qualified workers who have the necessary credentials to comply with the development of competencies and strengthen the educational process.
5. Maintain human and financial resources along with physical resources to achieve program goals.

Having completed the program, graduates will:

1. Demonstrate that they possess basic and professional knowledge established by the Puerto Rico Board of Examiners of Nurses which is the agency that regulates the practice through the Act 9 in the category of Associate Nurse.

2. Demonstrate knowledge for recording information and maintaining and interpreting verbal and non-verbal communication effectively.

3. Demonstrate problem solving skills effectively as applied to the profession.

4. Provide quality service and demonstrate legal and ethical behavior.

5. Maintain professional behavior with co-workers and supervisors.

6. Maintain active participation in their professional and personal growth.

PRACTICE REQUIREMENTS

The following documents are required prior to beginning the practice:

1. Certificate of criminal record
2. Health certificate
3. Hepatitis B vaccines
4. HIPAA Law Certificate
5. CPR Card (cardiopulmonary resuscitation)
6. Doping *
7. Respiratory test *
8. Influenza Vaccine *
9. Varicella Vaccine

* Only for some centers.

EXAM REQUIREMENTS

1. Submit a license application with the required information. The application must be sworn before a notary one month prior to the Board test date.

2. Copy of high school diploma and a copy of the original diploma from the college or university that awarded the nursing degree.
3. Official credit transcript issued and mailed from the Registrar’s Office to the Board.

4. Official certification of completion of program requisites from a nursing program in a higher education institution, licensed by the Puerto Rico Council of Higher Education.

5. Health Certificate

6. Birth Certificate (Original and copy)

7. Certificate of criminal record issued by Puerto Rico Police Department and places of residence during the last five (5) years.

8. Copy of the original social security card (except for nonresident nuns who are dedicated to caring for the sick without receiving any pay)

9. Postal money order made out to the Secretary of the Treasury for $25.00 for the right to take the test and for the nursing license application. The application fee for the test and license is non-reimbursable.
# ASOCIATE DEGREE IN NURSING SCIENCES
## PROGRAM CURRICULUM

### GENERAL AND LIBERAL COURSES  21 Credits
Requisites:  21 Credits

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<tr>
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<tr>
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<td>ENGL 201</td>
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**SUB TOTAL**  21

### RELATED COURSES  14 Credits
Requisites:  14 Credits

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**SUB TOTAL**  14

### PROFESSIONAL EDUCATION  40 Credits
Requisites:  40 Credits

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<td>NURS 201</td>
<td>Nursing Process Applied to Persons, Families and Community</td>
<td>3</td>
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<tr>
<td>NURS 202</td>
<td>Practice Nursing Process Applied to Persons, Families and Community</td>
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<td>NURS 203*</td>
<td>Nursing Process Applied to Pharmacology and Safe Medication Administration</td>
<td>2</td>
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<td>NURS 204*</td>
<td>Nursing Process Applied to the Needs of</td>
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243
Adolescent Mothers or Adult and Newborn, Family and Community

**NURS 205*** Practice Nursing Process Applied to the Needs of Adolescent Mothers or Adult and Newborn, Family and Community 3

**NURS 206*** Nursing Process Applied to the Needs of Children and Adolescents, Family and Community 3

**NURS 207*** Practice Nursing Process Applied to the Needs of Children and Adolescents, Family and Community 3

**NURS 208*** Nursing Process Applied to Mental Health Needs of People, Families and Communities 3

**NURS 209*** Practice Nursing Process Applied to Mental Health needs of People, Families and Communities 3

**NURS 210*** Nursing Process Applied to the Needs of Adult, Family and Community Disease I 3

**NURS 211*** Practice Nursing Process Applied to the Needs of Adult, Family and Community Disease I 3

**NURS 212*** Nursing Process Applied to the Needs of Adult, Family and Community Disease II 3

**NURS 213*** Practice Nursing Process Applied to the Needs of Adult, Family and Community Disease II 3

**SUB TOTAL CREDITS** 40

**TOTAL CREDITS** 75

*Courses with pre-requisites.

**CREDIT BREAKDOWN**

**AREA**

- General and Liberal Education 21
- Related Courses 14
- Professional Courses 40
- Total 75

**Total Weeks: 90**

Students in the program must complete 1,560 hours of outside work.
MINIMUM GRADE POLICY

Students enrolled in the Associate Degree in Nursing Sciences program must obtain at least a "C" (70) grade to pass the following courses:

NURS 200                              NURS 206
NURS 203                              NURS 208
NURS 201                              NURS 210
NURS 204                              NURS 212

Clinical Practice courses must be passed with a “B” grade or higher.

GENERAL INFORMATION

The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
### ASSOCIATE DEGREE IN NURSING SCIENCES

#### COURSE DISTRIBUTION PER SEMESTER

**FIRST SEMESTER**

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<td>General Mathematics</td>
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<td>History and Development of the Principles of Ethics and Image in Nursing Profession</td>
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<tr>
<td>NURS 201</td>
<td>Nursing Process Applied to Persons, Families and Community</td>
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<tr>
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**TOTAL:** 15 330

**SECOND SEMESTER:**

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<tr>
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<td>Nursing Process Applied to Pharmacology and Safe Medication Administration</td>
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<tr>
<td>NURS 204</td>
<td>Nursing Process Applied to the Needs of Adolescent Mothers or Adult and Newborn, Family and Community</td>
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<tr>
<td>NURS 205</td>
<td>Practice Nursing Process Applied to the Needs of Adolescent Mothers or Adult and Newborn, Family and Community</td>
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**TOTAL:** 12 285
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<tr>
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<td>MICR 200</td>
<td>General Microbiology</td>
<td>4</td>
<td>75</td>
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<td></td>
<td>COMP 200</td>
<td>Introduction to Computers</td>
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<tr>
<td></td>
<td>NURS 206</td>
<td>Nursing Process Applied to the Needs of Children and Adolescents, Family and Community</td>
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## SIXTH SEMESTER

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**TOTAL:** 12 270
ASSOCIATE DEGREE IN NURSING SCIENCES

COURSE DESCRIPTIONS

SPAN 201  BASIC SPANISH I  3 Credits

This course aims to develop the students’ linguistic awareness required to effectively use the Spanish language as an instrument of personal, social, professional and artistic communication. Students will develop their skills language through the study of concepts of communication and linguistic and morphosyntactic aspects to thus promote their communication skills in the reading of literary texts and produce original compositions.

As a general education course, SPAN 201 introduces the student to the concept of literary genres, with an emphasis on the study of the tale and novel as genre and the analysis of literary texts of the modern and contemporary literature and Puerto Rican, Caribbean and Spanish. The study of stories and novels aims to develop student appreciation for literature as a work of art and reflection of conditions and human characteristics. The texts selected for this course will emphasize on the characteristics of Puerto Rican, Latin American and Spanish culture and history. The analysis of these texts will motivate the student to think about its personal and social reality as an individual and as a member of a particular society (Puerto Rico) and its surrounding Nations. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

SPAN 202  BASIC SPANISH II  3 Credits

Pre-requisite: SPAN 201

The course starts the student in the study of the following genres: Theatre, essay and poetry and enriches the students’ cultural background through the analysis of literary texts that contribute to strengthen their identity as a Puerto Ricans and Latin Americans. The course also refines skills started in SPAN 201 and contributes to increasing the students’ written and oral communication skills. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
ENGL 201  BASIC ENGLISH I  
This course is designed for students in first-level reading and writing course in college. It focuses on the reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ENGL 202  BASIC ENGLISH II  
Pre-requisite: ENGL 201  
This course is designed to teach the reading and study skills essential to succeed in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

PSYC 200  PRINCIPLES OF PSYCHOLOGY  
The course is an introduction to scientific psychology, its scope and limits, the biological and cultural bases that constitute the human subject and selected subjects in general psychology. Among other topics, students discuss perception, emotion, cognition, learning, memory and, body language. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

HUMR 200  HUMAN RELATIONS  
The Human Resources course seeks to offer the students with information relevant to the theoretical aspects of interpersonal relationships. The course also provides the students with the opportunity to self-evaluate within human relations context. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.
MATH 200  GENERAL MATEMATICS  3 Credits

This course is designed to provide students with knowledge and skills in basic mathematical operations used for solving math problems with real numbers (numbers that can be found on the number line) in all their expressions. In addition, students learn to recognize and interpret roman numerals. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

COMP 200  INTRODUCTION TO COMPUTERS  2 Credits

This course introduces the student to the world of computers, its history, composition, flexibility and application. It describes the most commonly used electronic equipment used to process data, their interrelation with the computer and how these components communicate. The students will use the classroom as a laboratory to develop their portfolio which will include worksheets prepared as they apply the skills learned from using software.

ANAT 201  HUMAN ANATOMY AND PHYSIOLOGY I  4 Credits

This course is designed to facilitate the learning of the human body. It will review integrated concepts of biological sciences. The student will know the body as a whole, the principles of movement and support. In addition, it will examine the concepts of communication, control and integration of cells of the nervous system and the endocrine system. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component. This course has laboratory.

ANAT 202  HUMAN ANATOMY AND PHYSIOLOGY II  4 Credits

Pre-requisite: ANAT 201

This course is designed to facilitate the learning of the human body. The student will know the principles of transport and defense, breathing, nutrition, excretion, reproduction, and development. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component. This course has laboratory.
MICR 200    GENERAL MICROBIOLOGY    4 Credits

The General Microbiology course provides students with concepts, terminology, and demonstrations of the characteristics of microorganisms. Among these characteristics are: morphology, genetics, physiology and metabolism of the different groups. It presents relevant aspects of microorganisms in environmental and medical fields. It describes aseptic measures used in the performance of duties as students of nursing. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component. This course has laboratory.

NURS 200    HISTORY AND DEVELOPMENT OF THE PRINCIPLES OF THE ETHICS AND IMAGE OF THE NURSING PROFESSION    2 Credits

This course introduces students to the ethical and legal aspects of the nursing profession as the art and science of caring for the individual, family and community. Topics discussed are related to history, development of the profession, the principles of professional ethics and the importance of credibility and professional image. Emphasis is given to the analysis of nursing laws, theories, and concepts to ensure a successful practice. It builds a solid platform on which to build a cutting-edge professional. The course initiates skills in writing documents for the job search, such as: curriculum vitae, resumes, portfolios, and letters of recommendation. The course also focuses on the nurse as part of human resources and labor relations. This course has 60 additional hours of outside work. The students will perform the assigned work to comply with this component.

NURS 201    NURSING PROCESS APPLIED TO PERSONS, FAMILIES AND COMMUNITY    3 Credits

Concurrent: ANAT 201

In this course, students develop concepts and skills of professional nursing to offer holistic care to the person, family and community. The course introduces the nursing process as a tool for daily work as a nursing professional. Basic and fundamental concepts related to the concepts, postulates of the theory of nursing are discussed. Students begin the development of the knowledge, skills and critical thinking attitudes in the interview process and collection of subjective and objective data. The course guides students in the development of individualized care plans using the data
collection instrument. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

**NURS 202   PRACTICE - NURSING PROCESS APPLIED TO PERSONS, FAMILIES AND COMMUNITY**

*Concurrent: ANAT 201*

This course is a practice that takes place in a hospital or medical center. In this practice course, students are introduced to the skills of the profession at practical clinical hospital experiences. They develop attitudes in clinical practice and simulated scenarios while they apply knowledge of history, ethical principles and develop a professional nursing image. Students apply laws, theories and fundamental concepts related to the nursing theories, science, and the art of nursing. The course teaches students about the postulates of the nursing theories and their concepts. In the course, students work case studies using data collection instruments and forms available.

**NURS 203   NURSING PROCESS APPLIED TO PHARMACOLOGY AND SAFE MEDICATION ADMINISTRATION**

*Pre-requisite: MATH 200*

This course provides students with knowledge about the historical background, terms, and elements related to the study of the effects of drugs on people. Students simulate techniques for safe administration of medications. Exposure to components, signs, and presentations of drugs is achieved. Students assess the different classifications and categories of drugs approved by the Federal Food and Drug Administration. Possible adverse effects and human mechanisms of action in the body at the local level and systems are discussed. Students interpret the ethical and legal aspects in the safe administration of medications, different medical prescriptions, and the twelve correct manners for safe administration of drugs. Measures and different conversion systems are reviewed. Students recognize and practice development of safe skills to achieve competence in administering prescription drugs, education for the individual, family and community. Students apply the nursing process in the efficient administration of the treatments with drugs under the supervision of a doctor or nurse or general nurse practitioner. This course has 60 additional hours of outside work. The students will perform the assigned work to comply with this component.
NURS 204  NURSING PROCESS APPLIED TO THE NEEDS OF THE ADOLESCENT MOTHERS OR ADULT AND NEWBORN, FAMILY AND COMMUNITY
Pre-requisites: ANAT 201, NURS 202  3 Credits

This course serves to provide the students with strategies and techniques to achieve an assertive approach with the teenage mother or adult during her pregnancy or postpartum, newborns, family, and community. It distinguishes the stages in the growth and development of the zygote to the product of the pregnancy. Students learn about appropriate interventions to prevent preterm delivery of a newborn underweight baby. Students use the nursing process to collect and analyze data, identify risks and the prevent complications. Students learn to apply critical judgment in the discussion of situations. They develop individualized care plans in these situations. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

NURS 205  PRACTICE - NURSING PROCESS APPLIED TO THE NEEDS OF ADOLESCENT MOTHERS OR ADULT AND NEWBORN, FAMILY AND COMMUNITY
Pre-requisites: ANAT 201, NURS 201, NURS 202  3 Credits

This course is a practice that takes place in a hospital or medical center. This course provides the student with the opportunity to develop skills and competencies in therapeutic techniques used to approach women during pregnancy, birth, and postpartum stages, in addition to their families and community. When compiling data, students recognize signs and symptoms that will enable them to apply the nursing process efficiently. Students apply interpersonal skills, and they study traditional and non-traditional intervention strategies. The nursing process is geared toward the person, family, and community with maternal and neonatal health needs. Students care directly for persons, families, and communities in clinical practice scenarios.

NURS 206  NURSING PROCESS APPLIED TO THE NEEDS OF CHILDREN AND ADOLESCENTS, FAMILY AND COMMUNITY
Pre-requisites: ANAT 201, ANAT 202, NURS 203, NURS 201, NURS 202  3 Credits

This course provides students with the strategies and techniques needed for studying different growth stages, development and maturation in the child, adolescent, family and community. Students learn to recognize patterns and the internal, genetic, and
environmental factors that affect growth and development of individuals, families and communities. Traditional and non-traditional interventions are studied. The nursing process is directed to children, adolescents, family and community with needs regarding health disorders. Students learn to apply the proper techniques according to the stage of growth, development and maturation to intervene with children, adolescents, families, and communities. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

**NURS 207 PRACTICE - NURSING PROCESS APPLIED TO THE NEEDS OF CHILDREN AND ADOLESCENTS, FAMILY AND COMMUNITY**

*Pre-requisites: ANAT 201, ANAT 202, NURS 203, NURS 201, NURS 202*  

3 Credits

This course is a practice that takes place in a hospital or medical center. This course provides students with clinical experiences in which they can apply and develop skills and competencies and use strategies and techniques that foster making assertive approaches to children, adolescents, families, and communities. Students acknowledge the growth and development stages and compare the stages with the tasks described by theorists in the sexual, cognitive, social, and values areas. Students study traditional and non-traditional interventions. This course focuses on the nursing process geared toward children, adolescents, families, and communities that need help with health disorders. Students apply knowledge of direct care and practice providing critical pediatric care. The course uses case studies to collect information and develop individual care plans.

**NURS 208 NURSING PROCESS APPLIED TO MENTAL HEALTH NEEDS OF PEOPLE, FAMILIES AND COMMUNITIES**

*Pre-requisites: ANAT 201, ANAT 202, NURS 203, NURS 201, NURS 202*  

3 Credits

*Concurrent: PSYC 200*

This course provides students with the therapeutic techniques and strategies for achieving effective rapport with the individual, the family and the community. They learn to recognize defense mechanisms that are used during interpersonal relationships. They study traditional and non-traditional interventions. The nursing process is aimed at the mental health needs of the individual, family and community. Students learn to apply direct care and protection techniques applied to individuals, families and communities in simulated practice scenarios. In the course, students develop care plans...
using the data collection instrument. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

**NURS 209 PRACTICE - NURSING PROCESS APPLIED TO MENTAL HEALTH NEEDS OF INDIVIDUALS, FAMILIES AND COMMUNITIES**
Pre-requisite: ANAT 201, ANAT 202, NURS 203, NURS 201, NURS 202
Concurrent: PSYC 200

3 Credits

This course is a practice that takes place in a hospital or medical center. During this practice, students are provided with the necessary strategies and techniques to approach individuals, their families and communities therapeutically. Students apply direct care techniques used for protecting individuals, families, and communities in clinical scenarios. The course leads students to develop a case study, and students use the Virginia Henderson data collection instrument.

**NURS 210 NURSING PROCESS APPLIED TO THE NEEDS OF ADULT, FAMILY AND COMMUNITY DISEASES I**
Pre-requisites: ANAT 201, ANAT 202, NURS 203,
NURS 201, NURS 202

3 Credits

This course provides students with knowledge, strategies and therapeutic techniques used to care for adults and elderly, the family and the community. Students acknowledge the growth and development process. Students study the effects of the disease on the systems of the body and their interference in the personal, interpersonal, and social systems. Students apply the nursing process in the collection of data regarding needs, diagnosis, interventions and evaluation of nursing care. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

**NURS 211 PRACTICE - NURSING PROCESS APPLIED TO THE NEEDS OF ADULT, FAMILY AND COMMUNITY DISEASES I**
Pre-requisites: ANAT 201, ANAT 202, NURS 203,
NURS 201, NURS, 202

3 Credits

This course is a practice that takes place in a hospital or medical center. In this course, the student has the opportunity to practice skills and develop skills used in caring for adults, the aging, families and communities. The course describes each person’s growth and development tasks. Students intervene in clinical scenarios and hospitals. Through the course, the students identify the effects of disease in the body's systems and the
effects of personal, interpersonal, and social systems. Students apply the nursing process to data collection. Students identify needs, define nursing diagnoses, identify goals and objectives, describe interventions and evaluate nursing care.

**NURS 212  NURSING PROCESS APPLIED TO THE NEEDS OF ADULTS, FAMILY AND COMMUNITY DISEASES II**

*Pre-requisites: ANAT 201, ANAT 202, NURS 203, NURS 201, NURS 202*  
3 Credits

This course provides students with knowledge, strategies, and therapeutic techniques during the continuation of the health-disease process in adults, elderly, family and community. Students learn about the aging process and death as the final stage of a person’s growth and development. Students study the effects of diseases on the systems of the body; in addition, students learn about the psychological and spiritual aspects of aging. Emphasis is given to prevention of abuse, mistreatment and harassment of adults and the elderly. Students apply the nursing process in the collection of data regarding the needs, diagnosis, interventions and evaluation of nursing care. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component.

**NURS 213  PRACTICE-NURSING PROCESS APPLIED TO THE NEEDS OF ADULT, FAMILY AND COMMUNITY DISEASES II**

*Pre-requisites: ANAT 201, ANAT 202, NURS 203, NURS 201, NURS 202*  
3 Credits

This course is a practice that takes place in a hospital or medical center. In this course, the student has the opportunity to practice skills and develop skills used in caring for adults, the aging, families and communities. The course describes each person’s growth and development tasks. Students intervene in clinical scenarios and hospitals. Through the course, the students identify the effects of disease in the body’s systems and the effects of personal, interpersonal, and social systems. Students apply the nursing process to the data collection. Students identify needs, define nursing diagnoses, identify goals and objectives, describe interventions and evaluate the nursing care.
ACADEMIC PROGRAM

ASSOCIATE DEGREE IN PHARMACY TECHNICIAN

The Associate Degree program in Pharmacy Technician EDIC College aims to develop this health professional in the performance of technical and administrative functions. These functions are related to the dispensing of drugs or devices by prescription under the supervision of a licensed pharmacist, as provided in the Pharmacy Act governing the profession.

The program has duration of 24 months and consists of 80 credits. The courses are divided into general education, related courses, professional courses and clinical practice area. This program trains students to acquire the necessary skills that will help them pass the board examination administered by the Puerto Rico Board of Examiners of Pharmacist of Puerto Rico and obtain a license once they complete the legal requirements. Upon completing all 80 credits, students will receive an associate degree in Pharmacy Technician.

PROGRAM OBJECTIVES

The Pharmacy Technician program is designed to develop:

1. The skills, knowledge and abilities to perform the roles and duties required under Act 247 Pharmacy Law PR 2004.
2. Skills in the use of technology in harmony with the changes that arise in the workplace.
4. The skills and knowledge of pharmaceutical equipment for the preparation of medicines in the pharmacy.
4. Basic skills needed for reading recipes.
5. Basic math skills to be applied in the preparation of prescriptions and billing process.
6. Basic skills for protection with necessary aseptic conditions, as well as prevention and control of certain infections.
7. Attitudes, interpersonal relationships, sense of responsibility and empathy for the entire working environment among peers, supervisor and customer service.
8. Human, moral, ethical and legal values related to the profession.
9. Attitudes and skills towards continuous improvement, both personal and professional focused on the duty to contribute positively to our society.

PRACTICE REQUIREMENTS

The following original documents are required to conduct the practice:

1. Complete application for Certificate of registration as a pharmacy technician (Required by the Board of Examiner of Pharmacy Technicians)
2. Penal Antecedents Certificate (no more than 30 days to be requested)
3. Health Certificate and Social Security (original and copy)
4. No Debt Certification from the Administration of Children’s Welfare (ASUME, Spanish acronym)
5. Student’s class schedule (signed with Institution stamp)
6. Pay of $50 to Secretary of the Treasury (money order, ATH System or credit card)
7. Hepatitis B Vaccines*
8. Certification of compliance with HIPAA Act
9. CPR Card (cardiopulmonary resuscitation)
10. Doping lab tests *
11. Respiratory test *
12. Influenza Vaccine *

* Only for some centers.

EXAM REQUIREMENTS

1. Application completed in all its parts. (Request application at the Examiners Board Office).
2. Penal Antecedents Certificate (issued within the previous 3 months)
3. Health Certificate issued by the Health Department. (original)
4. Birth certificate and Social Security card. (original and copy)
5. Official credit transcript from the College or high school diploma.
6. Diploma for Pharmacy Technician or degree certification.
7. Evidence of one thousand fifty (1,050) hours of practice in a community or hospital pharmacy as established in Law 247 of 2004 known as the Pharmacy Act of Puerto Rico. The hours of practice required by the Educational Institution are one thousand fifty (1050) of which one thousand (1,000) are required by the Board of Pharmacy of Puerto Rico.
8. Pay of $150 for the right the exam to Secretary of the Treasury (money order, ATH System or credit card)
9. Envelope with stamp
10. Official credit transcript sent directly from the College to the Board of Examiners of Pharmacy Technician at the following address: Board of Examiners of Pharmacy Technician
Call Box 10200
Santurce, P.R. 00908-0200
ACADEMIC PROGRAM

ASSOCIATE DEGREE IN PHARMACY TECHNICIAN

GENERAL AND LIBERAL EDUCATION – 25 CREDITS
Required: 25 credits

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RELATED COURSES
Required: 10 credits

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Sub-Total 10

PROFESSIONAL EDUCATION

Required: 45 credits

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PHAR 214* Integrated Seminar II 3
PHAR 215* Hospital and Modern Pharmacy 2
PHAR 216* Internship III 2
PHAR 217* Integrated Seminar III 3

Sub-Total 45

*Courses with pre-requisites

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Total Weeks: 90
Students in the program must complete 1,950 hours of outside work.

MINIMUM GRADE POLICY

Students enrolled in the Associate in Pharmacy Technician program must obtain at least a "C" (70) grade to pass the following courses:
PHAR 201 PHAR 208
PHAR 202 PHAR 209
PHAR 203 PHAR 211
PHAR 204 PHAR 212
PHAR 205 PHAR 214
PHAR 206 PHAR 215
PHAR 207 PHAR 217

Internship (Practice) courses must be passed with a “B” grade or higher:
PHAR 210
PRAR 213
PHAR 216

GENERAL INFORMATION

The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
ASSOCIATE DEGREE IN PHARMACY TECHNICIAN  
COURSE DISTRIBUTION PER SEMESTER

First Semester

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Second Semester

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<th>Code</th>
<th>Course</th>
<th>Credits</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>PHAR 203</td>
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<tr>
<td>ANAT 201</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>PHAR 202</td>
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Third Semester

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<tr>
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<td>PHAR 205</td>
<td>Pharmacology I</td>
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<tr>
<td>PHAR 206</td>
<td>Posology</td>
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<tr>
<td>PHAR 207</td>
<td>Pharmacy Laboratory</td>
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<td>ANAT 202</td>
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### Fourth Semester

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<tr>
<td>PHAR 208</td>
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<tr>
<td>SPAN 202</td>
<td>Basic Spanish II</td>
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<tr>
<td>PHAR 209</td>
<td>Pharmacology II</td>
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<tr>
<td>PHAR 210</td>
<td>Internship I</td>
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<td>PHAR 211</td>
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### Fifth Semester

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<tr>
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<td>Basic English I</td>
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<td>PHAR 212</td>
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<td>PHAR 213</td>
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### Sixth Semester

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<tr>
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<td>Hospital and Modern Pharmacy</td>
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<td>ENGL 202</td>
<td>Basic English II</td>
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<td>Humans Relations</td>
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<tr>
<td>PHAR 216</td>
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<td>PHAR 217</td>
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</table>
ASSOCIATE DEGREE IN PHARMACY TECHNICIAN
COURSES DESCRIPTION

SPAN 201  BASIC SPANISH I  3 Credits

This course aims to develop students’ linguistic awareness required to effectively use the Spanish language as an instrument of personal, social, professional and artistic communication. Students will develop their language skills through the study of concepts of communication and linguistic, morphological, and syntactic aspects to thus promote their communication skills in the reading of literary texts and produce original compositions.

As a general education course, SPAN 2001 introduces the student to the concept of literary genres, with an emphasis on the study of the tale and novel as genre and the analysis of literary texts of the modern and contemporary literature and Puerto Rican, Caribbean and Spanish. The study of stories and novels aims to develop student appreciation for literature as a work of art and reflection of conditions and human characteristics. The texts selected for this course will emphasize on the characteristics of Puerto Rican, Latin American and Spanish culture and history. The analysis of these texts will motivate the student to think about its personal and social reality as an individual and as a member of a particular society (Puerto Rico) and its surrounding Nations. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

SPAN 202  BASIC SPANISH II  3 Credits

Pre-requisite: SPAN 201

The course starts at the student in the study of the following genres: Theatre, essay and poetry and enriches the cultural background of the student through the analysis of literary texts that contribute to strengthen its identity as a Puerto Rican and Latin American. The course also refines skills started in SPAN 201 and contributes to increasing the students’ written and oral communication skills. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
ENGL 201  BASIC ENGLISH I  3 Credits

This course is designed for college students in a first-level reading and writing course. It focuses on the reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ENGL 202  BASIC ENGLISH II  3 Credits
Pre-requisite: ENGL 201

This course is designed to teach the reading and study skills essential to succeed in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ANAT 201  HUMAN ANATOMY AND PHYSIOLOGY I  4 Credits

This course is designed to facilitate the learning of the human body. Integrated concepts of biological sciences will be reviewed. The student will know the body as a whole, the principles of movement and support. It will also examine the concepts of communication, control and integration of cells of the nervous system and the endocrine system. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course required laboratory.

ANAT 202  HUMAN ANATOMY AND PHYSIOLOGY II  4 Credits
Pre-requisite: ANAT 201

This course is designed to facilitate the learning of the human body. The student will know the principles of transport and defense, breathing, nutrition, excretion, reproduction, and development. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course required laboratory.
HUMR 200  HUMAN RELATIONS  3 Credits

The Human Relations course seeks to offer the students with information relevant to the theoretical aspects of interpersonal relationships. The course also provides the students with the opportunity to self-evaluate within human relations context. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

BIOL 200  GENERAL BIOLOGY  3 Credits

The course allows the student to learn and develop basic knowledge regarding the study of the characteristics of individuals and the functioning of their body in general. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

MATH 200  GENERAL MATEMATICS  3 Credits

This course is designed to provide students with knowledge and skills in basic mathematical operations used for solving math problems with real numbers (numbers that can be found on the number line) in all their expressions. In addition, students learn to recognize and interpret roman numerals. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.

MEDT 200  MEDICAL TERMINOLOGY  2 Credits

This course focuses on the study of medical terminology that is mostly used in health care. It includes study of prefixes, suffixes and etiology of medical terminology in general. It emphasizes the technical language used while the students perform their roles health care professionals. This course has 60 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

CHEM 200  GENERAL CHEMISTRY  4 Credits

This course is designed to provide students with basic knowledge about the principles regarding the states of matter: solids, liquids and gases. In addition, the course
provides students with the opportunity to learn about the periodic table, the electronic theory about different links, the atomic theory, molecular structure, chemical properties and stoichiometry. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course required laboratory.

**PHAR 201**: INTRODUCTION TO PHARMACY  
This course is designed to provide students with basic knowledge about the pharmacy profession. Students learn about the development of the pharmacy from its historical beginning to the present. They learn about the most significant contributions of some civilizations to the field. Students will also learn about the abbreviations used in the pharmacy, the parts of a prescription, and the concepts related to Over the Counter (OTC) and Prescription Only (Rx Only) drugs. The course includes discussion of the duties and responsibilities of the pharmacy technician, in addition to the ethical, moral and legal concepts of the profession. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

**PHAR 202**: PHARMACY MATHEMATICS  
*Pre-requisite: MATH 200*  
The course is designed to provide students with knowledge related to basic mathematical processes used for preparing prescriptions. The course engages students in the discussion and practice of the metric, apothecary, and avoirdupois systems. These systems are used for dispensing prescriptions. Students learn to make conversions from one system to another. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

**PHAR 203**: PHARMACY CHEMISTRY  
*Pre-requisite: CHEM 200*  
The course is designed to provide students with the basic knowledge related to the chemical compounds of medicines used in the pharmacy. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
First of three courses designed to provide students with basic knowledge related to drugs and their pharmacological effects. In addition, students learn about the absorption, distribution, metabolism and excretion processes (ADME) and the changes drugs cause in these processes. The course includes study of the classification of drugs, their use, mechanism of action and presentation. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

The course is designed to provide students with basic knowledge about dosages and drug administration routes. In the course, students learn and apply knowledge and skills needed to calculate adult and pediatric dosages for drug administration. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

The course is designed to provide students with knowledge and basic skills needed to prepare prescriptions that require compositions. The student engages in laboratories regarding the correct use of the pharmacy equipment and materials.

This course is designed to provide students with basic knowledge about the laws that govern the duties and performance of the pharmacy profession in Puerto Rico. The course also includes duties and responsibilities of pharmacy professionals. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
PHAR 215  HOSPITAL AND MODERN PHARMACY  2 Credits
Pre-requisites: PHAR 201, PHAR 202

The course is designed to provide students with basic knowledge about the procedures performed by the pharmacy technician in hospital scenarios. This course has 60 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

PHAR 208  PHARMACY TECHNOLOGY LABORATORY  2 Credits
Pre-requisites: PHAR 201, PHAR 202

The course is designed to provide students with knowledge and basic skills related to preparing compound prescriptions.

PHAR 209  PHARMACOLOGY II  3 Credits
Pre-requisites: ANAT 202, PHAR 205

Second of three courses designed to provide students with basic knowledge related to drugs and their pharmacological effects. In addition, students learn about absorption, distribution, metabolism and excretion processes (ADME) and changes these drugs cause in these processes. The course includes study of the classification of drugs, their uses, mechanisms of action and presentations. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

PHAR 212  PHARMACOLOGY III  3 Credits
Pre-requisites: PHAR 201, PHAR 209

Third of three courses designed to provide students with basic knowledge related to drugs and their pharmacological effects. In addition, students learn about the absorption, distribution, metabolism and excretion processes (ADME) and the changes these drugs cause in these processes. The course includes study of the classification of drugs, their uses, mechanisms of action and presentations. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
PHAR 210  INTERNSHIP I  2 Credits
Pre-requisites: PHAR 201, PHAR 202, PHAR 205, PHAR 206

First of three courses designed to provide students with practical experiences in a pharmacy in Puerto Rico that will foster their basic knowledge and skills. During the practice process, the student performs the assigned tasks under the supervision of the pharmacist according to the Puerto Rico Pharmacy Law, Act #247 approved in 2004. This course allows the student to complete two hundred fifty (250) hours of practice approved by the Pharmacy Board of Puerto Rico, according to the provisions of the law.

PHAR 211  INTEGRATED SEMINAR I  3 credits
Pre-requisites: PHAR 201, PHAR 202, PHAR 205, PHAR 206

First of three courses designed to strengthen the students’ knowledge and skills to enable them to perform at the practice center under the supervision of a pharmacist (preceptor) as required by the Puerto Rico Pharmacy Law, Act #247 approved in 2004. The course includes discussion of issues related to the functions, tasks and duties of the pharmacy technician learner in a practice center. It also encourages discussion of topics related to the profession. The students acquire information about the requirements for completing the Pharmacy Board Exam application. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

PHAR 213  INTERNSHIP II  2 Credits
Pre-requisites: PHAR 210, PHAR 211

Second of three courses designed to provide students with practical experiences as Pharmacy Technician Learner in a pharmacy in Puerto Rico. Students apply basic knowledge and skills at a work scenario. During the practice process, the students perform the assigned tasks under the supervision of the pharmacist according to the Puerto Rico Pharmacy Law, Act #247 approved in 2004. This course allows the student to complete four hundred (400) hours of practice approved by the Pharmacy Board of Puerto Rico, according to the provisions of the Law.
PHAR 214  INTEGRATED SEMINAR II  3 credits

Pre-requisites: PHAR 210, PHAR 211

Second of three courses designed to strengthen the students’ knowledge and skills to enable them to perform at the practice center under the supervision of a pharmacist (preceptor) as required by the Puerto Rico Pharmacy Law, Act #247 approved in 2004. The course includes discussion of issues related to the functions, tasks and duties of the pharmacy technician learner in a practice center. It also encourages discussion of topics related to the profession. The students acquire information about the requirements for completing the Pharmacy Board Exam application. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.

PHAR 216  INTERNSHIP III  2 Credits

Pre-requisites: PHAR 213, PHAR 214

Third of three courses designed to provide students with practical experiences as Pharmacy Technician Learner in a pharmacy in Puerto Rico. Students apply basic knowledge and skills at a work scenario. During the practice process, the students perform the assigned tasks under the supervision of the pharmacist according to the Puerto Rico Pharmacy Law, Act # 247 approved in 2004. This course allows the student to complete four hundred (400) hours of practice approved by the Pharmacy Board of Puerto Rico, according to the provisions of the Law.

PHAR 217  INTEGRATED SEMINAR III  3 credits

Pre-requisites: PHAR 207, PHAR 213, PHAR 214

Third of three courses designed to strengthen the students’ knowledge and skills to enable them to perform at the practice center under the supervision of a pharmacist (preceptor) as required by the Puerto Rico Pharmacy Law, Act #247 approved in 2004. The course includes discussion of issues related to the functions, tasks and duties of the pharmacy technician learner in a practice center. It also encourages discussion of topics related to the profession. The students acquire information about the requirements for completing the Pharmacy Board Exam application. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component.
BACHELOR’S DEGREE PROGRAMS
ACADEMIC PROGRAM

*BACHELOR IN HEALTH SCIENCES WITH CONCENTRATION IN EDUCATION

The Bachelor in Health Sciences with concentration in Education is considered an interdisciplinary program. Students with an associate degree and/or 60 credits in health-related areas have the opportunity to complete a health sciences baccalaureate degree.

The program is designed to promote the development of a sensible health professional with the knowledge and skills to offer services and teach in diverse health scenario with a sense of quality. Such knowledge is founded, as part of the curriculum designed, in concepts and principles of health sciences, educational sciences, natural sciences, general education and social sciences.

The program consists of 123 credits. The credits are divided into general courses, core education and concentration. These are distributed as follows:

<table>
<thead>
<tr>
<th></th>
<th>Associate degree/Post-secondary level</th>
<th>Bachelor’s Degree in Health Sciences with concentration in Education level</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>General Education</td>
<td>24 credits (360 hours)</td>
<td>12 (180 hours)</td>
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<tr>
<td>Core Health Sciences Education</td>
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<td>57 credits (855 hours)</td>
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The student must complete 123 credits from courses taken at EDIC College and/or those transferred from other institution.

*This Program will not be accepting new students as of January 2019.
PROGRAM OBJECTIVES

The program Bachelor in Health Sciences with concentration in Education is aimed to develop:

1. Cognitive, affective and procedural skills related to the versatility of the profession of specialist in Health Sciences with concentration in education.
2. The ability of critical thinking that allows the student to integrate the knowledge and skills acquired during their participation in the program.
3. The skills, techniques and strategies that will enable them to provide adequate service to the population segment that address.
4. The skills needed to ensure service in terms of the collaborative work in multidisciplinary health teams.
5. The knowledge and skills needed for effective performance in the specific functions in the field of health and education.
6. The competent skills in the use of technology in harmony with changes in the workplace and according to the development of literacy skills of information.
7. The skills necessary for the resolution of problems in the health scenario using their analytical and creative abilities.
8. The social and communication skills to work and to interact with peers, supervisors and diversity of clients in the health care setting or in academic classrooms.
9. The skills of the flexibility and adaptability to exercise leadership with a sense of social responsibility.
10. The human and ethical attitudes and values that enable them to handle situations in a framework of respect for human dignity.
11. Mastery in curricular content of their concentration in education.
12. Mastery in the strategies and techniques used for planning, teaching, using resources, performing assessment and evaluation of learning.
ACADEMIC PROGRAM

BACHELOR IN HEALTH SCIENCES WITH CONCENTRATION IN EDUCATION

General Education (12 credits)

<table>
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<tr>
<td>HUMA 301</td>
<td>Humanities</td>
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<td>HIST 301</td>
<td>History of Puerto Rico</td>
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Total 6

Electives General Education (Choose two courses – 6 credits)

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<tr>
<td>*COMU 301</td>
<td>Effective Communication</td>
<td>SPAN 201 Spanish Courses</td>
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<td>*SPAN 301</td>
<td>20th Century Puerto Rican Literature</td>
<td>SPAN 201 Spanish Courses</td>
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<td>CISO 301</td>
<td>Introduction to the Social Sciences</td>
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<td>ARTS 301</td>
<td>Art Appreciation</td>
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Total 6

Core courses (33 credits)

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<td>STAT 301</td>
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<td>HSCI 301</td>
<td>Introduction To Health Sciences</td>
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<td>ADMI 301</td>
<td>Ethical and Legal Aspects in Health Services</td>
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<tr>
<td>EDUC 301</td>
<td>Psychological Foundations of Education</td>
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<td>EDUC 302</td>
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<tr>
<td>EDUC 303</td>
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**Concentration in Education (21 credits)**

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<td>EDUC 304</td>
<td>Methodology of Health Education</td>
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<tr>
<td>EDUC 305</td>
<td>Planning and Instructional Design</td>
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<tr>
<td>EDUC 306</td>
<td>Learning Assessment and Evaluation</td>
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<tr>
<td>* EDUC 307</td>
<td>Classroom Teaching Experiences Seminar</td>
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Core courses in health sciences-related (33 credits)

<table>
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<tbody>
<tr>
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<td>This section of the curriculum will be satisfied by cores courses in health sciences-related at the associate degree or post-secondary level.</td>
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Total 33

General education at associate degree/postsecondary level

<table>
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<tr>
<td>SPAN 201</td>
<td>Basic Spanish I or Spanish Course</td>
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<tr>
<td>*SPAN 202</td>
<td>Basic Spanish II or Spanish Course</td>
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<tr>
<td>ENGL 201</td>
<td>Basic English I or English Course</td>
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<tr>
<td>ENGL 202</td>
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<td>Course</td>
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<tr>
<td>MATH 201</td>
<td>Introduction to Algebra or Mathemetic Course</td>
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<td>PHSC 200</td>
<td>Introduction to Physics or Science Course</td>
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</tr>
<tr>
<td>PSYC 200</td>
<td>Principles of Psychology or Social Science Course</td>
<td>3</td>
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<tr>
<td>HUMR 200</td>
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</table>

*Courses with pre requisites

**Bachelor Module**
- General Education: 12 credits
- Core courses: 33 credits
- Concentration courses: 21 credits

**Total**: 66 credits

**Associated Degree or Equivalent Module**
- General Education: 24 credits
- Core courses in health sciences-related: 33 credits

**Total**: 57 credits

**Gran Total**: 123 credits

**Total Weeks: 75**

Students in the program must complete 1,950 hours of outside work. Classroom Teaching Experiences Seminar course must be passed with a “B” grade or higher. Core courses and Concentration courses must be passed with a “C” grade or higher.

Have earned a minimum general average of 2.50 in the concentration in Education.

**General Information**

The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
BACHELOR IN HEALTH SCIENCES WITH CONCENTRATION IN EDUCATION

COURSE DISTRIBUTION PER SEMESTER
(Bachelor Module)

First semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
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<tbody>
<tr>
<td>STAT 301</td>
<td>Statistics Concepts</td>
<td>3</td>
<td>45</td>
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<tr>
<td>HUMA 301</td>
<td>Humanities</td>
<td>3</td>
<td>45</td>
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<tr>
<td>HSCI 301</td>
<td>Introduction To Health Sciences</td>
<td>3</td>
<td>45</td>
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<tr>
<td>NUTR 301</td>
<td>Nutrition and Human Development</td>
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<td>ADMI 302</td>
<td>Fundamentals of Health Management Services</td>
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Second semester

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<tr>
<td>REST 301</td>
<td>Research Techniques</td>
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<tr>
<td>MHCT 301</td>
<td>General Concepts of Mental Health</td>
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<td>Epidemiological Aspects in Health Practice</td>
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<td>HSCI 303</td>
<td>Prevention Models and Health Promotion</td>
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<tr>
<td>EDUC 301</td>
<td>Psychological Foundations of Education</td>
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<td><strong>Total</strong></td>
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## Third semester

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<tbody>
<tr>
<td>HSCI 304</td>
<td>Health and Disease in Developmental Stages</td>
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</tr>
<tr>
<td>ADMI 301</td>
<td>Ethical and Legal Aspects in Health Services Management</td>
<td>3</td>
<td>45</td>
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<td>EDUC 302</td>
<td>Sociological Foundations of Education</td>
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<td>EDUC 303</td>
<td>Philosophical Foundations of Education</td>
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## Fourth semester

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<td>Development And Evaluation of Health Services</td>
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<td>45</td>
</tr>
<tr>
<td>EDUC 304</td>
<td>Methodology of Health Education</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>EDUC 305</td>
<td>Planning and Instructional Design</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>EDUC 306</td>
<td>Learning Assessment and Evaluation</td>
<td>3</td>
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### Fifth semester

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<tr>
<td>HIST 301</td>
<td>History of Puerto Rico</td>
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<td>EDUC 307</td>
<td>Classroom Teaching Experiences Seminar</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
<td><strong>195</strong></td>
</tr>
</tbody>
</table>
HUMA 301  Humanities  3 credits
This course guides students in acknowledging fundamental ideas of Western culture by analyzing the contribution of classical Judea-Christian civilization as the foundation of values and a cosmopolitan vision of the civilizations who share the Western culture. Students will also learn about the contributions of specific individuals and others in general through the historical development of humanity in different fields. They will analyze the contributions of historical eras leading to the contemporary times. The study of the traditional eras of history will encourage the students’ reflection regarding the development of Western ideas according to the social historical context where the ideas emerged and evolved until they reflected the cultural reality of humanity in the 20th century and beginning of the 21st century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

HIST 301  History of Puerto Rico  3 credits
Puerto Rican people through its chronological dimension. Students will analyze the endogenous political and economic forces that have affected the socio-political development of the country. Special emphasis is given to certain milestones in the national history that served as the basis for the development and reaffirmation of the Puerto Rican nationality, in addition to the men and women who contributed to the development from leadership positions as well as the people who contributed with their everyday accomplishments. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
COMU 301  Effective Communication  3 credits

Pre requisites: SPAN 201, SPAN 202 or Spanish courses

In this course, students will develop the necessary skills to foster effective communication. Knowledge of basic concepts of psycholinguistics and acquired effective oral communication strategies will be used to train students to successfully exchange information face to face with their peers. Students will learn different oral presentation techniques; they will identify situations that can affect an effective communication process, and they will critically examine all communicative acts based on the knowledge of the elements and functions of a language.

This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

SPAN 301  20th Century Puerto Rican Literature  3 credits

Pre-requisites: SPAN 201, SPAN 202 or Spanish courses

This course introduces students to the detailed study of the stylistic and thematic characteristics of Puerto Rican 20th century literature as a representation of our culture and national identity. The course presents the evolution of the traditional genres of our literature during the twentieth century, its best exponents, recurring themes and presence in the literary epochs. Students will summarize the development of the Puerto Rican literature since its emergence in the nineteenth century. Then students will continue to study the evolution of Puerto Rican 20th century literature. In addition, the course aims to refine the students’ knowledge about literary genres, especially through the study of texts of canonical authors who exemplify the characteristics of the short story, novel, essay, drama, and poetry written during the last century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
**CISO 301  Introduction to the Social Sciences  3 credits**

The study of the social sciences includes an introduction to the understanding of social phenomena from a scientific perspective. Students learn how social institutions developed throughout history and their influence in the lifestyles of society and individuals. Therefore, the study of the social sciences trains students to better understand their social reality, and the endogenous and exogenous forces that affect their self-realization and the community and country in which they live. The course has been designed to introduce the student to the study of relevant theoretical and methodological problems in the social sciences field. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

**ARTS 301  Art Appreciation  3 credits**

This course provides students with the theory and function of art. It highlights artistic creation as language, the innate trend as artistic expression, and human beings as creators of forms. Students learn the nature of a work of art (artist’s personality and social circumstances), the stages in the history of art, artistic styles and their expression in the visual arts. The course seeks to develop the students’ capacity for critical analysis of various art manifestations. The course includes the study and appreciation of music, theater and cinema as reflections of the artistic and creative sensitivity of humans through history. Students will study the history of Western art within the chronological-historical context, highlighting artistic forms, repetitions, evolutions and main facts. Students will have the opportunity to learn about Puerto Rican art. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
STAT 301    Statistics Concepts    3 credits

The purpose of this course is to guide students in acquiring knowledge regarding descriptive statistical analysis from an interdisciplinary perspective. Statistics allows gathering information through specific methods that facilitate collection, organization, and summarizing of data with the intention of initiating analysis and graphic interpretation of data to facilitate decision making. Emphasis is given to the basic concepts of the discipline and to its relationship with quantitative scientific research. Topics studied in this course include collection, organization, and presentation of statistical information, frequency distribution, central tendency measures, asymmetry, dispersion, and probability analysis. It also includes use of Excel and Microsoft Office software as tools for presenting data. Therefore, the goal for this course is to facilitate students’ basic theoretic and methodical knowledge of statistics in their academic formation.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

HSCI 301    Introduction to Health Sciences    3 credits

This course provides students with knowledge of the basic principles of health sciences within a comprehensive educational perspective in which cognitive aspects, educational and evaluative experiences toward the development of health sciences professionals committed to performing their profession responsibly. Students learn about the history of the concept ‘health sciences’, its foundations and theories, as well as the importance of practice in this field. The following topics are included as a means of introducing the students to the study of health sciences: definition of the field, foundations for promoting health and health education, prevention, standards, environmental health, epidemiology, concepts and practice of the discipline, among other topics.
This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**ADMI 301 Ethical and Legal Aspects in Health Services Management**

This course provides students with the basic principles applied in health services management. It includes ethical and legal aspects of management while integrating theoretical, heuristic and axiological knowledge of this discipline. The course provides descriptions and explanations of adequate ways to manage health services. Topics discussed include laws that regulate health practices in Puerto Rico; for example, acknowledgement of patients’ rights and duties.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**ADMI 302 Fundamentals of Health Management Services**

This course provides students with the basic principles for health services management. Students learn about management theories of the health field, leadership types and styles, and characteristics of a good leader, in addition to organizational changes that enable improved teamwork and other goals. Finally, students are introduced to the interdisciplinary work model, Team STEPPS, as a tool to develop the administrative skills needed to provide adequate health services.

This course has 90 additional hours of outside work. The students will perform a special assignment regarding a topic related to the course.

**NUTR 301 Nutrition and Human Development**

This course provides the students with the basic principles of nutrition and human development. In the course, students will learn about nutrition and its importance in
human development. In addition, they learn about nutrients and their functions, the food groups, nutritional guidelines in Mi Plato (My Plate) and recommended portions. Students learn to make responsible decisions about food. They learn about the diseases related to nutrition, promotion of physical activity for the development of healthy lifestyles, and choosing healthy foods in fast food establishments. Students also learn how the media influences body image, and how to interpret nutritional labels among other related topics.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**HSCI 302 Epidemiological Aspects in Health Practice 3 credits**

This course provides students with the basic principles of basic epidemiology. The course includes study of epidemiology types used to determine the most adequate type. In addition, the course includes study of the principle uses of epidemiology, health determinants, and the importance of epidemiology in the health field.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**HSCI 303 Prevention Models and Health Promotion 3 credits**

This course provides students with knowledge of the basic principles of disease prevention and health promotion within a comprehensive education perspective where students will learn the cognitive aspects and the educational and evaluative experiences that lead to the development of committed and responsible health sciences professionals. The students will learn the history of health education, prevention and health promotion. Students will also identify models and theories for disease prevention and health promotion. Emphasis is given to the analysis of different disease prevention and health promotion models in Latin America and the United States.
This course includes 90 additional hours of outside work. The students will perform a special assignment regarding a topic related to the course.

**HSCI 304  Health and Disease in Developmental Stages  3 credits**

This course provides students with the basic principles of health and disease that correspond to each developmental stage, from conception to old age and death. This is a complex issue and different physical aspects regarding health and disease interact among themselves as well as with the social context in which the individual engages. The course includes study of the different perspectives pertaining to the concept health-illness and the chronological changes that occur. Students explore the developmental stages that through which they envision the changes in the overall health of the individual and the importance of teaching the individual ways to manage the changes. Students are expected to develop the skills needed to identify emerging changes according to the developmental stage and the diseases that affect individuals the most as they go through the stages. The National and State Health Standards and the Conceptual Framework of Health in Puerto Rico are the basis for the course. This course includes 90 additional hours of outside work. The students will perform a special assignment regarding a topic related to the course.

**MHCT 301  General Concepts of Mental Health  3 credits**

This course provides students with the basic principles of mental health. Students will learn the importance of promoting mental health and managing emotions. They learn to deal with positive and negative stress, mental illness, suicide, and its prevention. They also learn how to recognize and respond to mental health problems and the role of the health sciences professional in mental health. The course highlights the importance of this topic in the health sciences profession.
This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

REST 301  
Research Techniques  
3 credits  
Pre-requisites: STAT 301

The purpose of this course is to educate students in research strategies that can be transferred to the health field. The course includes the study of concepts related to the scientific method and their application in research. Students learn the characteristics of quantitative and qualitative research and their necessary components to ensure an effective study. They will also learn to determine the type of research to perform according to the selected topic. Emphasis is given to the advantages and disadvantages of both types of research. Students are provided with research experiences in which to apply the knowledge acquired.

This course includes 90 additional hours of outside work. The student will perform the assigned work external component activities.

HSCI 305  
Development and Evaluation of Health Services  
3 credits  
Pre-requisites: STAT 301

The purpose of this course is to educate students in research strategies that can be transferred to the health field. The course includes the study of concepts related to the scientific method and their application in research. Students learn the characteristics of quantitative and qualitative research and their necessary components to ensure an effective study. They will also learn to determine the type of research to perform according to the selected topic. Emphasis is given to the advantages and disadvantages of both types of research. Students are provided with research experiences in which to apply the knowledge acquired.

This course includes 90 additional hours of outside work. The student will perform the assigned work external component activities.
EDUC 301  Psychological Foundations of Education  3 credits

This course is based on the concepts of the psychology of education as a basis for understanding the stages of human development and their relationship to learning concepts and skills. Students are introduced to the stages of the human life cycle and explore major theories in educational psychology. Students explore the complexity of the human development process during adolescence, youth and adulthood according to the social, historical and economic conditions in which humans develop. Students discuss approaches, theories and principles that govern learning and contribute to facilitate the teaching-learning processes.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

EDUC 302  Sociological Foundations of Education  3 credits

This course will guide students in the study, analysis and discussion of the sociological foundations of education and how social aspects affect educational development in the country, in general, as well as the dynamics generated in schools and classrooms, in particular. The educational system, as a social institution, will be analyzed in the light of concepts generated by educational sociology, starting with Durkheim’s functional theory and Weber’s conflictive theory leading to the current analysis of society. The course will focus on the analysis of formal and informal aspects of learning, the community as the scenario where pedagogical acts concur, and how current social problems affect the teaching-learning relationships and social conceptualization at school.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.
EDUC 303  Philosophical Foundations of Education  3 credits

The focus of this course is the study of current philosophical movements regarding the educational experience. Students will be prepared to support their teaching practice with the principles studied in the course regarding the philosophical movements that have served as the basis for the conceptualization of the teaching and learning processes in the Western culture. Students will examine the work of philosophers whose contributions have guided and clarified academic processes over time leading up to the philosophical movements that served as frameworks for those processes now. Finally, students in the course analyze the current educational philosophy of Puerto Rico.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

EDUC 304  Methodology of Health Education  3 credits

The purpose of this course is to develop adequate teaching skills in the health field. The course is founded on principles of andragogy in terms of the characteristics and peculiarities of the adult student and the teaching strategies that foster deep learning. The course will guide students in the analysis of different pedagogical and andragogical teaching strategies that align with recent teaching models to prepare students in the humanist and constructivist learning movements currently in vogue.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

EDUC 305  Planning and Instructional Design  3 credits

This course focuses on academic planning based on models introduced by Bloom and Webb. The course guides students in the process of identifying the elements of an operational objective that includes the levels of thinking that should be developed in a college course. Another focus of interest of the course is learning about instructional
design that will enable instructors to select teaching strategies that foster the students’ development of cognitive and metacognitive abilities based on the curricular design of each academic program. The course includes an overview of traditional instructional design models. Emphasis is given to three contemporary instructional design models that can be adapted to teaching of allied health sciences.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

EDUC 306  Learning Assessment and Evaluation  3 credits

This course will guide students in the development of skills that will enable them to validate acquisition of knowledge and skills that enable deep learning. Students will analyze and identify characteristics of interrelated concepts such as measurement, assessment, and evaluation. Students will evaluate the importance of learning assessment and identify various assessment strategies aligned with andragogy teaching models that promote students’ deep learning. Finally, students will learn how to create effective evaluation instruments to perform summative evaluation of a unit or course, for example, the capstone course of clinical practice of different science courses in health programs.

This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

EDUC 307  Classroom Teaching Experiences Seminar  3 credits
Pre-requisites: All concentration previous courses

This is the capstone course for the education concentration within the Bachelor’s Degree of Health Sciences. The course is based on the theory of self-efficacy promoted by Albert Bandura that advocates the students’ observation, action, and reflection. Students will review the concepts of greater relevance and their relationship with academic praxis before starting the class observation process. Students will participate in a supervised
practice in their area of expertise. Students will be responsible for planning, performance, management, and class evaluation of the stages in the teaching-learning process. This course includes 60 additional hours of outside work. The student will perform the assigned external work component activities.
The Bachelor in Health Sciences with concentration in Gerontology is considered an interdisciplinary program. Students with an associate degree and/or 60 credits in health-related areas have the opportunity to complete a health sciences baccalaureate degree.

The program is designed to promote the development of a sensible health professional with the knowledge and skills to offer services in diverse health scenario with a sense of quality. Such knowledge is founded, as part of the curriculum designed, in concepts and principles of health sciences, gerontology sciences, natural sciences, general education and social sciences.

The program consists of 123 credits. The credits are divided into general courses, core education and concentration. These are distributed as follows:

<table>
<thead>
<tr>
<th></th>
<th>Associate degree/Post-secondary level</th>
<th>Bachelor’s Degree in Health Sciences with concentration in Gerontology level</th>
<th>Credits</th>
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<tr>
<td>General Education</td>
<td>24 credits (360 hours)</td>
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<td>Core Health Sciences Education</td>
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<tr>
<td>Concentration in Gerontology</td>
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<td>Total</td>
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<td>66 (1050 hours)</td>
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The student must complete 123 credits from courses taken at EDIC College and/or those transferred from other institution.

* This Program will not be accepting new students as of January 2019.
PROGRAM OBJECTIVES

The program Bachelor in Health Sciences with concentration in Gerontology is aimed to develop:

1. Cognitive, affective and procedural skills related to the versatility of the profession of specialist in Health Sciences with concentration in gerontology.
2. The ability of critical thinking that allows the student to integrate the knowledge and skills acquired during their participation in the program.
3. The skills, techniques and strategies that will enable them to provide adequate service to the population segment that address.
4. The skills needed to ensure service in terms of the collaborative work in multidisciplinary health teams.
5. The knowledge and skills needed for effective performance in the specific functions in the field of health and gerontology.
6. The competent skills in the use of technology in harmony with changes in the workplace and according to the development of literacy skills of information.
7. The skills necessary for the resolution of problems in the health scenario using their analytical and creative abilities.
8. The social and communication skills to work and to interact with peers, supervisors and diversity of clients in the health care setting or gerontology centers.
9. The skills of the flexibility and adaptability to exercise leadership with a sense of social responsibility.
10. The human and ethical attitudes and values that enable them to handle situations in a framework of respect for human dignity.
11. The concept of gerontology as a general term that encompasses different subject matters with the purpose of meeting the needs of older adults.
12. The ability to be sensitive to the comprehensive health needs of the aging population

PRACTICE REQUISITES

The following original documents are required for the Practice:

1. Penal Antecedents Certificate
2. Health Certificate
3. HIPAA Act Certificate

Note: Some practice centers can require additional documents.
ACADEMIC PROGRAM

BACHELOR IN HEALTH SCIENCES WITH CONCENTRATION IN GERONTOLOGY

General Education (12 credits)

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>PREREQUISIT</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>HUMA 301</td>
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Electives General Education (Choose two courses – 6 credits)

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<th>PREREQUISIT</th>
<th>CREDITS</th>
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<tbody>
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<td>*COMU 301</td>
<td>Effective Communication</td>
<td>SPAN 201, SPAN 202 or Spanish Courses</td>
<td>3</td>
</tr>
<tr>
<td>*SPAN 301</td>
<td>20th Century Puerto Rican Literature</td>
<td>SPAN 201, SPAN 202 or Spanish Courses</td>
<td>3</td>
</tr>
<tr>
<td>CISO 301</td>
<td>Introduction to the Social Sciences</td>
<td></td>
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</tr>
<tr>
<td>ARTS 301</td>
<td>Art Appreciation</td>
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Core courses (33 credits)

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<td>3</td>
</tr>
<tr>
<td>*HSCI 305</td>
<td>Development And Evaluation of Health Services</td>
<td>STAT 301</td>
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</table>

**Concentration in Education (21 credits)**

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>GERY 301</td>
<td>Introduction to Gerontology</td>
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<tr>
<td>GERY 302</td>
<td>Entrepreneurial Notions for</td>
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</tr>
<tr>
<td>Course</td>
<td>Title and Description</td>
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<tr>
<td>GERY 303</td>
<td>Design of Recreational and Alternative Programs for Elderly Patients</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>GERY 304</td>
<td>Mental, Psychological and Social Aspects of Aging</td>
<td>3</td>
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<tr>
<td>GERY 305</td>
<td>Biological and Sexual Aspects of Aging</td>
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<td>GERY 306</td>
<td>Treatment Aspects in Older Adults</td>
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<tr>
<td>GERY 307</td>
<td>Clinical Practice</td>
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**Total** 21

**Core courses in health sciences-related (33 credits)**

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<thead>
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<td>This section of the curriculum will be satisfied by cores courses in health sciences-related at the associate degree or post-secondary level.</td>
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**Total** 33
General education at associate degree/postsecondary level

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*Courses with pre requisites

**Bachelor Module**
- General Education: 12 credits
- Core courses: 33 credits
- Concentration courses: 21 credits

**Total** 66 credits

**Associated Degree or Equivalent Module**
- General Education: 24 credits
- Core courses in health sciences-related: 33 credits
Total 57 credits

Gran Total 123 credits

Total Weeks: 75

Students in the program must complete 1,890 hours of outside work. Clinical Practice course must be passed with a “B” grade or higher.

Core courses and Concentration courses must be passed with a “C” grade or higher.

Have earned a minimum general average of 2.50 in the concentration in Gerontology.

General Information

The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
BACHELOR IN HEALTH SCIENCES WITH CONCENTRATION IN GERONTOLOGY

COURSE DISTRIBUTION PER SEMESTER
(Bachelor Module)

First semester

<table>
<thead>
<tr>
<th>Code</th>
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<th>Credits</th>
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<tr>
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<td>HUMA 301</td>
<td>Humanities</td>
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<tr>
<td>HSCI 301</td>
<td>Introduction To Health Sciences</td>
<td>3</td>
<td>45</td>
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<tr>
<td>NUTR 301</td>
<td>Nutrition and Human Development</td>
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<tr>
<td>ADMI 302</td>
<td>Fundamentals of Health Management Services</td>
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Second semester

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<td>REST 301</td>
<td>Research Techniques</td>
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<td>HSCI 302</td>
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<td>HSCI 303</td>
<td>Prevention Models and Health Promotion</td>
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<td>MHCT 301</td>
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<td>Ethical and Legal Aspects in Health Services Management</td>
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<td>Biological and Sexual Aspects of Aging</td>
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BACHELOR IN HEALTH SCIENCES WITH CONCENTRATION IN
GERONTOLOGY

COURSE DESCRIPTIONS

HUMA 301    Humanities    3 credits
This course guides students in acknowledging fundamental ideas of Western culture by analyzing the contribution of classical Judea-Christian civilization as the foundation of values and a cosmopolitan vision of the civilizations who share the Western culture. Students will also learn about the contributions of specific individuals and others in general through the historical development of humanity in different fields. They will analyze the contributions of historical eras leading to the contemporary times. The study of the traditional eras of history will encourage the students’ reflection regarding the development of Western ideas according to the social historical context where the ideas emerged and evolved until they reflected the cultural reality of humanity in the 20th century and beginning of the 21st century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

HIST 301    History of Puerto Rico    3 credits
Puerto Rican people through its chronological dimension. Students will analyze the endogenous political and economic forces that have affected the socio-political development of the country. Special emphasis is given to certain milestones in the national history that served as the basis for the development and reaffirmation of the Puerto Rican nationality, in addition to the men and women who contributed to the development from leadership positions as well as the people who contributed with their everyday accomplishments. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
COMU 301  **Effective Communication**  3 credits
*Pre-requisites: SPAN 201, SPAN 202 or Spanish courses*

In this course, students will develop the necessary skills to foster effective communication. Knowledge of basic concepts of psycholinguistics and acquired effective oral communication strategies will be used to train students to successfully exchange information face to face with their peers. Students will learn different oral presentation techniques; they will identify situations that can affect an effective communication process, and they will critically examine all communicative acts based on the knowledge of the elements and functions of a language.

This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

SPAN 301  **20th Century Puerto Rican Literature**  3 credits
*Pre-requisites: SPAN 201, SPAN 202 or Spanish courses*

This course introduces students to the detailed study of the stylistic and thematic characteristics of Puerto Rican 20th century literature as a representation of our culture and national identity. The course presents the evolution of the traditional genres of our literature during the twentieth century, its best exponents, recurring themes and presence in the literary epochs. Students will summarize the development of the Puerto Rican literature since its emergence in the nineteenth century. Then students will continue to study the evolution of Puerto Rican 20th century literature. In addition, the course aims to refine the students’ knowledge about literary genres, especially through the study of texts of canonical authors who exemplify the characteristics of the short story, novel, essay, drama, and poetry written during the last century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
CISO 301  Introduction to the Social Sciences  3 credits

The study of the social sciences includes an introduction to the understanding of social phenomena from a scientific perspective. Students learn how social institutions developed throughout history and their influence in the lifestyles of society and individuals. Therefore, the study of the social sciences trains students to better understand their social reality, and the endogenous and exogenous forces that affect their self-realization and the community and country in which they live. The course has been designed to introduce the student to the study of relevant theoretical and methodological problems in the social sciences field. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

ARTS 30  Art Appreciation  3 credits

This course provides students with the theory and function of art. It highlights artistic creation as language, the innate trend as artistic expression, and human beings as creators of forms. Students learn the nature of a work of art (artist’s personality and social circumstances), the stages in the history of art, artistic styles and their expression in the visual arts. The course seeks to develop the students’ capacity for critical analysis of various art manifestations. The course includes the study and appreciation of music, theater and cinema as reflections of the artistic and creative sensitivity of humans through history. Students will study the history of Western art within the chronological-historical context, highlighting artistic forms, repetitions, evolutions and main facts. Students will have the opportunity to learn about Puerto Rican art. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
STAT 301  Statistics Concepts  3 credits

The purpose of this course is to guide students in acquiring knowledge regarding descriptive statistical analysis from an interdisciplinary perspective. Statistics allows gathering information through specific methods that facilitate collection, organization, and summarizing of data with the intention of initiating analysis and graphic interpretation of data to facilitate decision making. Emphasis is given to the basic concepts of the discipline and to its relationship with quantitative scientific research. Topics studied in this course include collection, organization, and presentation of statistical information, frequency distribution, central tendency measures, asymmetry, dispersion, and probability analysis. It also includes use of Excel and Microsoft Office software as tools for presenting data. Therefore, the goal for this course is to facilitate students’ basic theoretic and methodical knowledge of statistics in their academic formation. This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

HSCI 301  Introduction to Health Sciences  3 credits

This course provides students with knowledge of the basic principles of health sciences within a comprehensive educational perspective in which cognitive aspects, educational and evaluative experiences toward the development of health sciences professionals committed to performing their profession responsibly. Students learn about the history of the concept ‘health sciences’, its foundations and theories, as well as the importance of practice in this field. The following topics are included as a means of introducing the students to the study of health sciences: definition of the field, foundations for promoting health and health education, prevention, standards, environmental health, epidemiology, concepts and practice of the discipline, among other topics.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.
ADMI 301  Ethical and Legal Aspects in Health Services  Management

This course provides students with the basic principles applied in health services management. It includes ethical and legal aspects of management while integrating theoretical, heuristic and axiological knowledge of this discipline. The course provides descriptions and explanations of adequate ways to manage health services. Topics discussed include laws that regulate health practices in Puerto Rico; for example, acknowledgement of patients’ rights and duties.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

ADMI 302  Fundamentals of Health Management Services

This course provides students with the basic principles for health services management. Students learn about management theories of the health field, leadership types and styles, and characteristics of a good leader, in addition to organizational changes that enable improved teamwork and other goals. Finally, students are introduced to the interdisciplinary work model, Team STEPPS, as a tool to develop the administrative skills needed to provide adequate health services.

This course has 90 additional hours of outside work. The students will perform a special assignment regarding a topic related to the course.

NUTR 301  Nutrition and Human Development

This course provides the students with the basic principles of nutrition and human development. In the course, students will learn about nutrition and its importance in human development. In addition, they learn about nutrients and their functions, the food groups, nutritional guidelines in Mi Plato (My Plate) and recommended portions. Students learn to make responsible decisions about food. They learn about the diseases
related to nutrition, promotion of physical activity for the development of healthy lifestyles, and choosing healthy foods in fast food establishments. Students also learn how the media influences body image, and how to interpret nutritional labels among other related topics.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**HSCI 302 Epidemiological Aspects in Health Practice 3 credits**

This course provides students with the basic principles of basic epidemiology. The course includes study of epidemiology types used to determine the most adequate type. In addition, the course includes study of the principle uses of epidemiology, health determinants, and the importance of epidemiology in the health field.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

**HSCI 303 Prevention Models and Health Promotion 3 credits**

This course provides students with knowledge of the basic principles of disease prevention and health promotion within a comprehensive education perspective where students will learn the cognitive aspects and the educational and evaluative experiences that lead to the development of committed and responsible health sciences professionals. The students will learn the history of health education, prevention and health promotion. Students will also identify models and theories for disease prevention and health promotion. Emphasis is given to the analysis of different disease prevention and health promotion models in Latin America and the United States.

This course includes 90 additional hours of outside work. The students will perform a special assignment regarding a topic related to the course.
HSCI 304  Health and Disease in Development Stages  3 credits

This course provides students with the basic principles of health and disease that correspond to each developmental stage, from conception to old age and death. This is a complex issue and different physical aspects regarding health and disease interact among themselves as well as with the social context in which the individual engages. The course includes study of the different perspectives pertaining to the concept health-illness and the chronological changes that occur. Students explore the developmental stages that through which they envision the changes in the overall health of the individual and the importance of teaching the individual ways to manage the changes. Students are expected to develop the skills needed to identify emerging changes according to the developmental stage and the diseases that affect individuals the most as they go through the stages. The National and State Health Standards and the Conceptual Framework of Health in Puerto Rico are the basis for the course. This course includes 90 additional hours of outside work. The students will perform a special assignment regarding a topic related to the course.

MHCT 301  General Concepts of Mental Health  3 credits

This course provides students with the basic principles of mental health. Students will learn the importance of promoting mental health and managing emotions. They learn to deal with positive and negative stress, mental illness, suicide, and its prevention. They also learn how to recognize and respond to mental health problems and the role of the health sciences professional in mental health. The course highlights the importance of this topic in the health sciences profession.

This course includes 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.
REST 301  Research Techniques  3 credits

Pre-requisites: STAT 301

The purpose of this course is to educate students in research strategies that can be transferred to the health field. The course includes the study of concepts related to the scientific method and their application in research. Students learn the characteristics of quantitative and qualitative research and their necessary components to ensure an effective study. They will also learn to determine the type of research to perform according to the selected topic. Emphasis is given to the advantages and disadvantages of both types of research. Students are provided with research experiences in which to apply the knowledge acquired.

This course includes 90 additional hours of outside work. The student will perform the assigned work external component activities.

HSCI 305  Development and Evaluation of Health Services  3 credits

Pre-requisite: STAT 301

The purpose of this course is to educate students in research strategies that can be transferred to the health field. The course includes the study of concepts related to the scientific method and their application in research. Students learn the characteristics of quantitative and qualitative research and their necessary components to ensure an effective study. They will also learn to determine the type of research to perform according to the selected topic. Emphasis is given to the advantages and disadvantages of both types of research. Students are provided with research experiences in which to apply the knowledge acquired.

This course includes 90 additional hours of outside work. The student will perform the assigned work external component activities.
GERY 301  Introduction to Gerontology  3 credits

This course provides students with the basic principles of gerontology. It provides knowledge of the history of and health issues in old age. Students also learn about theories related to aging, myths and stereotypes, increase in the population, diseases that affect this group. Emphasis is given to the laws that guarantee the rights of the elderly. The course includes information about how to age in a healthy manner and the academic preparation that health sciences professionals should have to help this growing population. This course has 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

GERY 302  Entrepreneurial Notions for Gerontology  3 credits

The impact of entrepreneurial leadership in socioeconomic activity is the basis for this course. Students discuss leadership theories with emphasis on the leader’s work in creating new companies. For this reason, the course includes a comprehensive study of the companies with emphasis on the following topics: basic principles, process for setting up a new company or for acquiring an existing one, and identifying business opportunities in the real world that meet the needs of an aging population. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

GERY 303  Design of Recreational and Alternative Programs for Elderly Patients  3 credits

This course is designed to provide students with knowledge that will enable them to develop and design recreational and alternative programs for elderly clients, and understand the importance of using the programs to serve this population. The course includes a tour of the service projects for the elderly in Puerto Rico. Students learn about possible topics of interest that are provided jointly with personnel at a care center. Creating professional teams helps identify other disciplines that could contribute to
designing recreational and therapeutic activities for this population. Finally, the course includes general notions for instructional design that facilitates designing recreational and alternative programs for the aging. This course has 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

GERY 304  **Mental, Psychological and Social Aspects of Aging**  3 credits

This course provides students with the basic principles of the most relevant mental, psychological and social aspects within the health sciences profession. Students will explore concepts related to mental health of the aging, memory loss, alternatives to improve memory loss, among other topics. Students will also discuss social theories and their importance, situations regarding the aging, individual social support, family and community, and different types of interventions. This course has 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

GERY 305  **Biological and Sexual Aspects of Aging**  3 credits

This course provides students with the basic principles about the relevant biological and sexual aspects in later development stages of the human life cycle. This knowledge enables students to integrate prior and new knowledge to improve the biological and sexual life of the elderly. The course includes study of physiological changes due to aging, such as common diseases resulting from the individual’s aging process. The course emphasizes sexuality in old age with the purpose of clarifying biases and stereotypes regarding the elderly. The course seeks to prepare health professionals to consider this important aspect of life in older adults. This course has 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.
GERY 306       Treatment Aspects in Older Adults       3 credits

This course provides students with the fundamental principles of preventive and therapeutic care in patients of advanced age and the importance of using the principles to serve this population. The course emphasizes that health sciences professionals must have knowledge of therapeutic activities and be prepared to provide postoperative care to elderly patients who do not respond to therapeutic treatment. This course has 90 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.

GERY 307       Clinical Practice       3 credits

Pre-requisites: All concentration previous courses

This is the capstone course of the concentration in Gerontology of the Bachelor of Health Sciences Program. It provides the students with the opportunity to practice their skills for caring for adults and older adults in a practice center. The course encourages students to apply knowledge and skills acquired in previous courses. The course is based on the principles of Alexander Kolb's experiential learning. The student will participate in different experiences included in the stages of Kolb’s model (concrete experience, reflective observation, abstract conceptualization and active experimentation) that they will apply at the practice center. This course has 30 additional hours of outside work. The student will perform a special assignment regarding a topic related to the course.
ACADEMIC PROGRAM

BACHELOR DEGREE IN NURSING SCIENCES

DESCRIPTION

The Bachelor Degree in Nursing Sciences prepares students to work in a job of high labor demand. Its main purpose is to develop qualified nurses, leaders of health care. The student will develop the skills and competencies needed for decision making in health scenarios.

The program consists of 122 credits. The classes are divided into general, related and professional education courses. Through the courses the student will be exposed to clinical practice in which will execute functions and will use the skills and knowledge learned in theoretical classes with real patients. The student will be prepared to address and meet the needs of health care of patients with different conditions and in different scenarios.

This program trains students to acquire the necessary skills that will help them pass the test administered by the Puerto Rico Examining Board of Nurses which is the agency that regulates the practice through the Act 254, in the Generalist Nurse category.

PROGRAM OBJECTIVES

1. Prepare student with skills, competencies and necessary attitudes to apply the nursing process in their different roles to provide direct care to clients in a variety of health scenarios and diversity of populations as generalist nurse.

2. Develop in students professional attitudes, soft skills, effective interpersonal relationships and responsibility with ethical basis of the profession.

3. Develop in students effective communication skills, critical and analytical thinking and the use of technology skills to preserve and guarantee the quality of health care service offered to the patient and his family.

4. Develop in students the capacity for critical judgment for problem solving and decision making to practice nursing from a humanistic, holistic perspective, based on critical thinking.

5. Develop in students the required knowledge to handle situations in order to
perform with confidentiality, sensitivity, ethics and empathy toward patients and their relatives or guardians.

6. Contribute to the nursing profession differentiating elements that increases the quality of human life through evidence-based practice and cultural sensitivity.

7. Prepare students to act as administration agents, health promotion and disease prevention in communities with democratic and participative leadership.

8. Enable student to learn, interpret and understand the biological, psychological and social conditions conducive to the physical, emotional and spiritual health of human being in a holistic approach.

PRACTICE REQUIREMENTS

The following documents are required prior to beginning the practice:

1. Certificate of criminal record
2. Health certificate
3. Hepatitis B vaccines
4. HIPAA Law Certificate
5. CPR Card (cardiopulmonary resuscitation)
6. Doping *
7. Respiratory test *
8. Influenza Vaccine *
9. Varicella Vaccine

* Only for some centers.

EXAM REQUIREMENTS

1. Submit a license application with the required information. The application must be sworn before a notary one month prior to the Board test date.

2. Copy of high school diploma and a copy of the original diploma from the college or university that awarded the nursing degree.

3. Official credit transcript issued and mailed from the Registrar’s Office to the Board.

4. Official certification of completion of program requisites from a nursing
program in a higher education institution, licensed by the Puerto Rico Council of Higher Education.

5. Heath Certificate

6. Birth Certificate (Original and copy)

7. Certificate of criminal record issued by Puerto Rico Police Department and places of residence during the last five (5) years.

8. Copy of the original social security card (except for nonresident nun who are dedicated to caring for the sick without receiving any pay)

9. Postal money order made out to the Secretary of the Treasury for $25.00 for the right to take the test and for the nursing license application. The application fee for the test and license is non-reimbursable.
# ACADEMIC PROGRAM

## BACHELOR DEGREE IN NURSING SCIENCES

### GENERAL AND LIBERAL COURSES

**38 Credits**

**Requisites:** 38 Credits

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<td>MATH 200</td>
<td>General Mathematics</td>
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<td>PSYC 200</td>
<td>Principles of Psychology</td>
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<td>Electives</td>
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**SUB TOTAL: 38 Credits**

Students may select four courses of the following to complete 12 credits in elective courses:

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<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>COMU 301*</td>
<td>Effective Communication</td>
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<tr>
<td>SPAN 301*</td>
<td>20th Century Puerto Rican Literature</td>
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<tr>
<td>CISO 301</td>
<td>Introduction to the Social Sciences</td>
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<tr>
<td>ARTS 301</td>
<td>Art Appreciation</td>
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<tr>
<td>HUMA 301</td>
<td>Humanities</td>
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<tr>
<td>HIST 301</td>
<td>History of Puerto Rico</td>
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### RELATED COURSES

**13 Credits**

**Requisites:** 13 Credits

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<tbody>
<tr>
<td>ANAT 201</td>
<td>Human Anatomy and Physiology I</td>
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<td>ANAT 202*</td>
<td>Human Anatomy and Physiology I</td>
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<td>Code</td>
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<tr>
<td>NURS 250</td>
<td>Introduction to the Nursing</td>
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<tr>
<td>NURS 251*</td>
<td>Fundamentals of The Nursing Profession</td>
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</tr>
<tr>
<td>NURS 252*</td>
<td>Fundamentals of the Nursing Profession: Laboratory and Practice</td>
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<tr>
<td>NURS 253*</td>
<td>Nursing Role in Patient's History and Health Medical Examination</td>
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<tr>
<td>NURS 254*</td>
<td>Pharmacology</td>
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<tr>
<td>NURS 255*</td>
<td>Nursing Role in Medicine Administration: Laboratory</td>
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<tr>
<td>NURS 300*</td>
<td>Nursing Role in Mental Health and Psychiatry</td>
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<td>NURS 301*</td>
<td>Nursing Role in Mental Health and Psychiatry-Laboratory and Practice</td>
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<tr>
<td>NURS 302*</td>
<td>Nursing Role in Adults and Elderly Patient Care I</td>
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<tr>
<td>NURS 303*</td>
<td>Nursing Role in Adult and Elderly Patient Care I:Laboratory and Practice</td>
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<td>NURS 304*</td>
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<td>NURS 306*</td>
<td>Nursing Role in Maternity Care</td>
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NURS 308* Nursing Role in Pediatric Care 3
NURS 309* Nursing Role in Pediatric Care: Laboratory and Practice 2
NURS 400 Health Policy, Finance, and Regulatory Environment 3
NURS 401* Nursing Role in the Information Systems 3
NURS 402* Nursing Role in Administration and Leadership: Seminar 4
NURS 403 Nursing Role in Nutrition 3
NURS 404 Cultural Diversity in the Nursing Profession 3
NURS 405* Nursing Role in Evidence-Based practice: Research Process 3
NURS 406* Nursing Role in Family Care and the Community 4
NURS 407* Nursing Role in Family Care and the Community: Practice 2
NURS 408* Nursing Seminar 3

SUB TOTAL 71

*Courses with pre-requisites.

CREDIT BREAKDOWN
AREA
General and Liberal Education 38
Related Courses 13
Professional Education Courses 71
Total 122
Total weeks: 135

MINIMUM GRADE POLICY

Students enrolled in the program must obtain at least a "C" (70) grade to pass the professional education courses.
Clinical Practice courses must be passed with a “B” grade or higher. Students in the program must complete 3,000 hours of outside work.

General Information
The Institution reserves the right to modify this study program at any moment according to the corresponding departments.
# Bachelor Degree in Nursing Sciences

## Course Distribution per Semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<td><strong>First Semester</strong></td>
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<td>COMP 200</td>
<td>Introduction to Computers</td>
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<td>Human Anatomy and Physiology I</td>
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<td>Human Anatomy and Physiology II</td>
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<td>NURS 251</td>
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<td>Basic Spanish I</td>
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<td>NURS 253</td>
<td>Nursing Role in Patient's History and Health Medical Examination</td>
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<td><strong>Fourth Semester</strong></td>
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<td>NURS 308</td>
<td>Nursing Role in Pediatric Care</td>
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<td>NURS 309</td>
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<td>Health Policy, Finance, and Regulatory Environment</td>
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<td>Statistics Concepts</td>
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<td>NURS 401</td>
<td>Nursing Role in the Information Systems</td>
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<td>Nursing Role in Administration and Leadership: Seminar</td>
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<td>Cultural Diversity in the Nursing Profession</td>
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<td>NURS 405</td>
<td>Nursing Role in Evidence-Based practice: Research Process</td>
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</table>

Total Credits: 122, Total Hours: 2,280
The objective of this course is to develop students' linguistic awareness that is needed to effectively use the Spanish language as a tool for personal, social, professional and artistic communication. Students will develop their language skills by studying the communication and language concepts and the linguistic and morpho-syntactic aspects in order to promote their communication skills in literary text reading and creation of original compositions.

As a general-education course, SPAN 201 introduces students to the concept of literary genres, emphasizing the study of the story and novel as a genre and the analysis of literary texts of modern and contemporary Puerto Rican, Caribbean and Spanish literature. The object of the study and analysis of stories and novels is to develop students' literature appreciation as an artistic work and a reflection of the human conditions and characteristics. The texts selected for this course will emphasize the characteristics of the Puerto Rican, Latin American and Spanish history and culture. The analysis of these texts will motivate students to think about their personal and social reality as individuals and as members of a particular society (Puerto Rico) and its neighboring nations. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

The course introduces students to the study of the following literary genres: drama, essay and poetry and enriches the cultural background student through the analysis of literary texts that contribute to strengthen their cultural identity as Puerto Rican and Hispanic Americans. The course also refines the students writing skills started during the course SPAN 201 and helps increase their written and oral communication skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.
ENGL 201  BASIC ENGLISH I  3 Credits

This course is designed for college students in a first-level reading and writing course. It focuses on the reading and writing skills necessary for effective understanding and communication. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

ENGL 202  BASIC ENGLISH II  3 Credits

Pre-requisite: ENGL 201

This course is designed to teach the reading and study skills essential to succeed in college. It focuses on the understanding and retention of textbook comprehension skills and on advancing vocabulary and reading skills. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

CHEM 200  GENERAL CHEMISTRY  4 Credits

This course is designed to provide students with basic knowledge about the principles regarding the states of matter: solids, liquids and gases. In addition, the course provides students with the opportunity to learn about the periodic table, the electronic theory about different links, the atomic theory, molecular structure, chemical properties and stoichiometry. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course required laboratory.

MATH 200  GENERAL MATEMATICS  3 Credits

This course is designed to provide students with knowledge and skills in basic mathematical operations used for solving math problems with real numbers (numbers that can be found on the number line) in all their expressions. In addition, students learn to recognize and interpret roman numerals. This course has 90 additional hours of outside work. The students complete an assignment about one of the topics discussed in class to comply with this component.
PSYC 200 PRINCIPLES OF PSYCHOLOGY 3 credits

This course offers the psychological principles and their applications and helps for the comprehension of the social, physical, and emotional human needs in an integral way, training the students to understand themselves and to deal correctly with several situations. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work.

MICR 200 GENERAL MICROBIOLOGY 4 Credits

The General Microbiology course provides students with concepts, terminology, and demonstrations of the characteristics of microorganisms. Among these characteristics are: morphology, genetics, physiology and metabolism of the different groups. It presents relevant aspects of microorganisms in environmental and medical fields. It describes aseptic measures used in the performance of duties as students of nursing. This course has 90 additional hours of outside work. The students will perform the assigned work to comply with this component. This course has laboratory.

HUMA 301 HUMANITIES 3 credits

This course guides students in acknowledging fundamental ideas of Western culture by analyzing the contribution of classical Judea-Christian civilization as the foundation of values and a cosmopolitan vision of the civilizations who share the Western culture. Students will also learn about the contributions of specific individuals and others in general through the historical development of humanity in different fields. They will analyze the contributions of historical eras leading to the contemporary times. The study of the traditional eras of history will encourage the students’ reflection regarding the development of Western ideas according to the social historical context where the ideas emerged and evolved until they reflected the cultural reality of humanity in the 20th century and beginning of the 21st century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
HIST 301  HISTORY OF PUERTO RICO  3 credits

Puerto Rican people through its chronological dimension. Students will analyze the endogenous political and economic forces that have affected the socio-political development of the country. Special emphasis is given to certain milestones in the national history that served as the basis for the development and reaffirmation of the Puerto Rican nationality, in addition to the men and women who contributed to the development from leadership positions as well as the people who contributed with their everyday accomplishments. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

COMU 301  EFFECTIVE COMMUNICATION  3 credits

Pre requisites: SPAN 201, SPAN 202 or Spanish courses

In this course, students will develop the necessary skills to foster effective communication. Knowledge of basic concepts of psycholinguistics and acquired effective oral communication strategies will be used to train students to successfully exchange information face to face with their peers. Students will learn different oral presentation techniques; they will identify situations that can affect an effective communication process, and they will critically examine all communicative acts based on the knowledge of the elements and functions of a language.

This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

SPAN 301  20TH CENTURY PUERTO RICAN LITERATURE  3 credits

Pre requisites: SPAN 201, SPAN 202 or Spanish courses

This course introduces students to the detailed study of the stylistic and thematic characteristics of Puerto Rican 20th century literature as a representation of our culture and national identity. The course presents the evolution of the traditional genres of our literature during the twentieth century, its best exponents, recurring themes and presence in the literary epochs. Students will summarize the development of the Puerto Rican literature since its emergence in the nineteenth century. Then students will continue to study the evolution of Puerto Rican 20th century literature. In addition, the
course aims to refine the students’ knowledge about literary genres, especially through
the study of texts of canonical authors who exemplify the characteristics of the short
story, novel, essay, drama, and poetry written during the last century. This course has
90 additional hours of outside work. The student will complete the assigned outside
work activities.

**CISO 301  INTRODUCTION TO THE SOCIAL SCIENCES  3 credits**

The study of the social sciences includes an introduction to the understanding of social
phenomena from a scientific perspective. Students learn how social institutions
developed throughout history and their influence in the lifestyles of society and
individuals. Therefore, the study of the social sciences trains students to better
understand their social reality, and the endogenous and exogenous forces that affect
their self-realization and the community and country in which they live. The course has
been designed to introduce the student to the study of relevant theoretical and
methodological problems in the social sciences field. This course has 90 additional
hours of outside work. The student will complete the assigned outside work activities.

**ARTS  ART APPRECIATION  3 credits**

This course provides students with the theory and function of art. It highlights artistic
creation as language, the innate trend as artistic expression, and human beings as
creators of forms. Students learn the nature of a work of art (artist’s personality and
social circumstances), the stages in the history of art, artistic styles and their expression
in the visual arts. The course seeks to develop the students’ capacity for critical analysis
of various art manifestations. The course includes the study and appreciation of music,
theater and cinema as reflections of the artistic and creative sensitivity of humans
through history. Students will study the history of Western art within the chronological-
historical context, highlighting artistic forms, repetitions, evolutions and main facts.
Students will have the opportunity to learn about Puerto Rican art. This course has 90
additional hours of outside work. The student will complete the assigned outside work
activities.
ANAT 201  HUMAN ANATOMY AND PHYSIOLOGY I  4 Credits

This course is designed to facilitate the learning of the human body. Integrated concepts of biological sciences will be reviewed. The student will know the body as a whole, the principles of movement and support. It will also examine the concepts of communication, control and integration of cells of the nervous system and the endocrine system. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course required laboratory.

ANAT 202  HUMAN ANATOMY AND PHYSIOLOGY II  4 Credits

Prerequisite: ANAT 201

This course is designed to facilitate the human body learning. Students will learn the principles of transport and defense, respiration, nutrition, excretion, reproduction and development. This course has 90 additional hours of outside work. The student will perform the assigned activities in the Component External Work. This course required laboratory.

COMP 200  INTRODUCTION TO COMPUTERS  2 Credits

This course introduces students to the world of computers, their composition, flexibility and application. It describes the most commonly electronic equipment used to process data, its interrelation with the computer and how to communicate with it. Students will use the classroom as a laboratory to develop their portfolio, which will include their worksheets as they apply the skills learned from the programs they will be acquainted.

STAT 301  STATISTICS CONCEPTS  3 credits

The purpose of this course is to guide students in acquiring knowledge regarding descriptive statistical analysis from an interdisciplinary perspective. Statistics allows gathering information through specific methods that facilitate collection, organization, and summarizing of data with the intention of initiating analysis and graphic interpretation of data to facilitate decision making. Emphasis is given to the basic concepts of the discipline and to its relationship with quantitative scientific research. Topics studied in this course include collection, organization, and presentation of statistical information, frequency distribution, central tendency measures, asymmetry,
dispersion, and probability analysis. It also includes use of Excel and Microsoft Office software as tools for presenting data. Therefore, the goal for this course is to facilitate students’ basic theoretic and methodical knowledge of statistics in their academic formation. This course includes 90 additional hours of outside work. The student will perform the assigned external work component activities.

NURS 250    INTRODUCTION TO THE NURSING    3 credits

In this course, the students will explore the principles and basic concepts of the nursing profession. The student will analyze the historic evolution and the contribution of many prominent theorists in the profession. They will examine the different dimensions and roles of nursing care taking into consideration the legal aspects governing the profession. Likewise, they will analyze the concepts promotion and health maintenance as well as the importance of the nurse role in health information systems. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 251    FUNDAMENTALS OF THE NURSING PROFESSION    3 credits
Pre requisites: ANAT 201, NURS 250

During this course, the student will examine the role of nursing as a profession and as practice. The basic fundamentals of nursing such as holistic health, welfare, direct care, critical thinking, nursing process, communication, safety, infection control, and basic care for nursing practice are introduced. The student will analyze the nursing process as a strategy for solving patient’s health problems. They will value the importance of therapeutic communication when identifying the needs in order to interact with the patient, family, significant others, and members of the health team. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 252    FUNDAMENTALS OF THE NURSING PROFESSION: LABORATORY AND PRACTICE    2 credits
Pre requisites: ANAT 201, NURS 250

This course introduces students to the basic knowledge and skills of the nursing role in the dependent, independent, and interdependent functions of practice. The student will
apply the nursing process in solving problems related to basic patient needs and safety. They will integrate therapeutic communication skills to establish a relationship with the patient, family, significant others, and health team members. They will perform basic skills of direct care to help the patient and relatives in the promotion, restoration, and maintenance of health. They will use critical thinking skills to perform basic nursing interventions in patient care and with relatives. The course consists of 30 hours of laboratory skills, and 45 hours of clinical practice.

**NURS 253  NURSING ROLE IN PATIENT’S HISTORY AND HEALTH PHYSICAL EXAMINATION**

Along this course, the student will develop fundamental skills to perform a patient’s medical history and cephalocaudal physical examination of healthy or sick adults while integrating aspects of cultural diversity. They will identify frequent patient’s systemic health disorders and local disorders in order to carry out a nursing estimate while differentiating among subjective and objective data offered by the patient and comparing them against the findings obtained during the physical examination. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

**NURS 254  PHARMACOLOGY**

*Pre requisites: NURS 250, NURS 251, NURS 252*

During this course, the student will analyze the basic principles of pharmacology and the legal-ethical aspects in the safe administration of medicines/drugs in the professional nurse’s role. The course will examine the historical background, the different classifications and categories of medications/drugs, and mechanisms of action in the human body through the different systems. The course will also integrate the nursing process for a safe administration of medications/drugs. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
NURS 255  NURSING ROLE IN MEDICINE ADMINISTRATION LABORATORY  
2 credits

Pre requisites: MATH 200, NURS 250, NURS 251, NURS 252

In this course, the student will develop the skills necessary to execute the required procedures when making calculations and dosing medications/drugs through different ways of administration. Ethical and legal issues in the safe administration of medications/drugs and different prescriptions are discussed. The metric, pharmaceutical, and domestic systems for the conversion and calculation of medicines are integrated. The nursing process applies in the safe administration of medications/drugs.

NURS 300  NURSING ROLE IN MENTAL HEALTH AND PSYCHIATRY  
3 credits

Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, PSYC 200

In this course, the student will examine the historical evolution, theoretical models, and concepts that influence the practice of psychiatric nursing. They will analyze the different mental health disorders, risk factors, needs, and treatments. They will also determine changes in patient’s behavior and personality at different stage of the life cycle. The student will integrate the principles of therapeutic communication, legal and spiritual aspects, and findings of an evidence-based practice. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 301  NURSING ROLE IN MENTAL HEALTH AND PSYCHIATRY: LABORATORY AND PRACTICE  
2 credits

Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, PSYC 200

During this course, the student will demonstrate skills and cognitive, affective, and psychomotor attitudes that enable them to provide direct nursing care safely and effectively to individuals, families, and groups at risk of developing mental health disorders in any form. They will examine the risk factors and treatment needs to intervene with the population suffering from mental health disorders. They will integrate the nursing process, therapeutic communication skills, ethical, cultural, and leadership in providing nursing care to the population suffering from mental health disorders in different health scenarios. This course consists of 30 hours of laboratory skills and 45 hours of practice.
NURS 302  NURSING ROLE IN ADULT AND ELDERLY  3 credits
PATIENT CARE I
Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255

During this course, the student focuses on nursing care and collaborative management of adult and elderly patients with health problems that impedes their total independence in the management and fulfillment of their basic needs. Emphasis is placed in patient care undergoing surgery, cancer, HIV/AIDS, fluid and electrolyte imbalance, metabolic imbalance, and pH; cardiovascular problems, respiratory, and endocrine problems. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 303  NURSING ROLE IN ADULT AND ELDERLY  2 credits
PATIENT CARE: LABORATORY AND PRACTICE I
Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255

During this course, the student will develop and apply the skills and competences needed to carry out a holistic and effective direct nursing care to adults and elderly patients with broken health. Emphasis is placed on the application and the evaluation of health problems related to metabolic and endocrine, respiratory and cardiac related disorders related to the perioperative process. This course consists of 30 hours of laboratory skill and 45 hours of clinical practice.

NURS 304  NURSING ROLE IN ADULT AND ELDERLY  3 credits
PATIENT CARE II
Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303

During this course, the student will focus on nursing care and collaborative management of the adult and elderly patient with health problems that impede their complete independence during the management and fulfillment of their basic needs. Emphasis is placed in the care of patients with integumentary disorders, burns, shock and trauma, and musculoskeletal, renal, gastrointestinal, neurologic, sensory-perceptual, and reproductive problems. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
NURS 305  NURSING ROLE IN ADULT AND ELDERLY  2 credits
PATIENT CARE: LABORATORY AND PRACTICE II

Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303

During this course, the student will develop and apply the skills and competences needed to carry out a holistic and effective nursing care directed to the adult and elderly patients with broken health. Emphasis is placed on the implementation and evaluation of problems related to neurological, hematological, gastrointestinal, musculoskeletal, and integumentary health problems, as well as the management of patients in shock or with trauma. The course consists of 30 hours of laboratory skills and 45 hours of clinical practice.

NURS 306  NURSING ROLE IN MATERNITY CARE  3 credits

Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303

The purpose of this course is to analyze the family characteristics, needs, and problems during the pregnancy cycle, birth, and adaptation to extra uterine life. Emphasis on the factors involved in human sexuality, female, and male reproductive system, and the process of growth and development is given. The student will apply the nursing process to women and their family in each of the cycle stages of pregnancy, birth, and adaptation to extra uterine life. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 307  NURSING ROLE IN MATERNITY CARE: LABORATORY AND PRACTICE  2 credits

Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303

This course will assess the nurse role in the maternity care as a fundamental part of the health services provided to the pregnant women population and infants. The student will demonstrate basic skills and attitudes necessary to provide direct care to the pregnant woman and her baby in a safely and effective way. They will integrate the nursing process, therapeutic communication skills, cultural aspects, and leadership when providing nursing care to pregnant women, the newborn, and their family in
different health scenarios. Twenty-five percent of the contact hours will be used in the laboratory skills.

**NURS 308  NURSING ROLE IN PEDIATRIC CARE**  
*3 credits*

*Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303, NURS 304, NURS 305, NURS 306, NURS 307*

In this course, the student will analyze the different stages of healthy children and adolescent growth and development, as well as with special needs and with health disorders. They will exchange ideas about the importance of family and cultural role in the child and adolescent. Also, they will examine the ethical aspects and legal regulations governing nursing practice to provide safe and effective care to children and adolescents. They will integrate the nursing process based on evidence in a safe and effective way when intervening with children and adolescents with health disorders. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

**NURS 309  NURSING ROLE IN PEDIATRIC CARE: LABORATORY AND PRACTICE**  
*2 credits*

*Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303, NURS 304, NURS 305, NURS 306, NURS 307*

In this course, the student will demonstrate skills and attitudes necessaries to provide direct care to children and adolescents with health disorders in a safely and effectively way. They will integrate the nursing process, as well as therapeutic communication skills, ethical, cultural, and leadership aspects when providing nursing care to children, adolescents, and their families in different health scenarios. Also, they will apply the nursing process in the promotion, restoration, and health maintenance and disease prevention according to the stage of growth and development. This course consists of 30 hours of laboratory skills and 45 hours of clinical practice.

**NURS 400  HEALTH POLICY, FINANCE, AND REGULATORY ENVIRONMENT**  
*3 credits*

The purpose of this course is to examine the fundamentals of health policy, the financial structure of the health systems, and regulatory environments that have an impact on nursing practice and care to the individual, family, and community as patients, while
emphasizing on those issues affecting the health policy and the focus on the influence of the nursing profession in policy matters and regulations. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 401   NURSING ROLE IN THE INFORMATION SYSTEMS  
3 credits

Pre requisite: NURS 400

In this course, the student will examine the role of nursing in the integration of competences and skills of health information systems with the adaption to new technologies. They will assess the main issues related to information technology in nursing, ethical and legal controversies, and quality and patient safety. Also, they will analyze the impact of technology on the use of electronic medical records and their integration in healthcare settings. They will also discuss about the evolution of technology and the impact of information technology on the future of nursing. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 402   NURSING ROLE IN ADMINISTRATION AND LEADERSHIP: SEMINAR  
4 credits

Pre requisite: NURS 400

In this course, the student will analyze the fundamentals of leadership and management in health services. Emphasis is placed on the application of advanced communication skills in collaboration with the multidisciplinary team. The different types of leadership, the characteristics of a leader, and organizational changes for a better teamwork will be discussed. They will also evaluate the leadership theories and models to foster safe environments and effective work. Through the seminar, they will apply the problem solving step methods to address complex issues within health organizations. This course has 120 additional hours of outside work. The student will complete the assigned outside work activities.
NURS 403  NURSING ROLE IN NUTRITION  3 credits

In this course, the student will analyze the nurse role and care in the estimate, analysis, and intervention of the nutritional needs at all stages of the life cycle. Emphasis is placed on the discussion of essential nutrients and the importance of the food pyramid for nutritional health maintenance. Also, they will analyze the influence of food in weight control, health problems, and the most common diseases. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 404  CULTURAL DIVERSITY IN THE NURSING  3 credits

During this course, the student will examine the influence of cultural diversity in the nursing practice with the patient, individuals, towns, and communities. They will analyze the impact of cultural diversity, beliefs, values, and influence in health care and nursing practice. They will explore their own cultural beliefs related to health care, customer behaviors, cultural perspective, and cross-cultural communication barriers. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 405  NURSING ROLE ON EVIDENCE-BASED PRACTICE: RESEARCH PROCESS  3 credits

Pre requisite: STAT 301

In this course, students will appreciate the historical evolution of research and evidence-based practice and role in the nursing profession. They will analyze phases of the research process and the ethical and legal aspects in order to use the research findings in their clinical practice. They will discuss the characteristics of qualitative and quantitative research and analyze the results of research articles and their impact on the nursing profession. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 406  NURSING ROLE IN FAMILY CARE AND THE COMMUNITY  4 credits

Pre requisites: NURS 400, NURS 401, NURS 402, NURS 403, NURS 404, NURS 405
The student will apply the theoretical and empirical knowledge in the use of the nursing process in populations and community environments to promote, maintain, and restore health. The students will examine the roles and various scenarios of professional nursing and public health community during the assessment phase, applying research skills, effective communication, and the satisfaction of health needs of populations and communities. Twenty-five percent of the contact hours will be used in laboratory skills. This course has 120 additional hours of outside work. The student will complete the assigned outside work activities.

**NURS 407  NURSING ROLE IN FAMILY CARE AND THE COMMUNITY: PRACTICE**  
*2 credits*

*Pre requisites: NURS 400, NURS 401, NURS 402, NURS 403, NURS 404, NURS 405*

The student will exercise the theoretical and empirical knowledge in the development of educational care plan and actions to promote, maintain, and restore health in populations and communities. They shall apply the roles of professional community nursing and public health in the different scenarios in the evaluation, applying research skills, effective communication, and meeting the health needs of populations and the community.

**NURS 408  NURSING SEMINAR**  
*3 credits*

*Pre requisites: NURS 250, NURS 251, NURS 252, NURS 253, NURS 254, NURS 255, NURS 300, NURS 301, NURS 302, NURS 303, NURS 304, NURS 305, NURS 306, NURS 307, NURS 308, NURS 309, NURS 400, NURS 401, NURS 402, NURS 403, NURS 404, NURS 405*

This course provides students with strategies and the introductory content towards the nursing licensure examination. The course is designed using the different categories of patient needs: safe and effective healthcare environment, health promotion and maintenance, psychosocial integrity and physiological integrity to offer nursing care to different populations and health scenarios. Also, the student will apply previously learned scientific knowledge about the nursing roles focusing in the most common health situations and disorders in different areas of expertise of the profession: medicine and surgery, mental health and psychiatry, maternity, pediatric, investigation, community, and leadership nursing. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
BACHELOR IN NURSING SCIENCES RN TO BSN

This program is offered by distance education

Description

The Bachelor in Nursing Sciences through the RN to BSN alternative prepares students to work in a job of high labor demand. Its main purpose is to develop qualified nurses, leaders of health care at bachelor level. The student will develop the skills and competencies needed for decision making in health scenarios.

The classes are divided into general, related and professional education courses. Through the courses, the student will be exposed to experiences, which expand and strengthen the knowledge acquired in the associate degree in nursing. The student will be prepared to address and meet the needs of health care of patients with different conditions and in different scenarios.

When the student obtains the bachelor degree in Nursing, the Nursing Board Examination of Puerto Rico grants the Generalist Nurse License.

The program consists of 122 credits. The credits are divided into general, related and core courses that are offered in a full distance education delivery. These are distributed as follows:

<table>
<thead>
<tr>
<th></th>
<th>Associate Degree Level</th>
<th>BSN Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>18 credits (270 hours)</td>
<td>19 credits (300 hours)</td>
<td>37</td>
</tr>
<tr>
<td>Core Courses</td>
<td>38 credits (570 hours)</td>
<td>28 credits (420 hours)</td>
<td>66</td>
</tr>
<tr>
<td>Related Courses</td>
<td>10 credits (150 hours)</td>
<td>9 credits (135 hours)</td>
<td>19</td>
</tr>
<tr>
<td>Total</td>
<td>66 credits (990 hours)</td>
<td>56 credits (855 hours)</td>
<td>122</td>
</tr>
</tbody>
</table>

The student must complete 122 credits from courses taken at EDIC College and/or those transferred from other institution.
PROGRAM OBJECTIVES

1. To offer to associate degree student in nursing the alternative to obtain the Bachelor Degree in Nursing Sciences.

2. To enable the student with skills, competencies and necessary attitudes to apply the nursing process in their different roles to provide direct care to clients in a variety of health scenarios and diversity of populations as generalist nurse.

3. To develop in students professional attitudes, soft skills, effective interpersonal relationships and responsibility with the ethical basis of the profession.

4. To apply effective communication skills, critical and analytical thinking and the use of technology to preserve and guarantee the quality of health care service offered to the patient and his family.

5. To develop in students the capacity for critical judgment for problem solving and decision making to practice nursing from a humanistic and holistic approach based on critical thinking.

6. To develop in students the required knowledge to handle situations in order to perform with confidentiality, sensitivity, ethics and empathy toward patients and their relatives or guardians.

7. To contribute to the nursing profession differentiating elements that increases the quality of human life through evidence-based practice and cultural sensitivity.

8. Prepare students to performance as agents of administration, health promotion and disease prevention in communities with democratic and participatory leadership.

9. To enable the student to know, interpret and understand the biological, psychological and social conditions that favor the good physical, emotional and spiritual health of the human being in a holistic approach.
# BACHELOR IN NURSING RN TO BSN (On Line)

## GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>QUIM 2209</td>
<td>General Chemistry</td>
<td>4</td>
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<tr>
<td>HUMA 3101</td>
<td>Humanities</td>
<td>3</td>
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<tr>
<td>CISO 3105</td>
<td>Introduction to the Social Sciences</td>
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## GENERAL EDUCATION ELECTIVES (CHOOSE THREE COURSES – 9 Credits)

<table>
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<tr>
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<tr>
<td>ARTE 3106</td>
<td>Art Appreciation</td>
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<tr>
<td>COMU 3103</td>
<td>Effective Communication</td>
<td>3</td>
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<tr>
<td>HIST 3102</td>
<td>History of Puerto Rico</td>
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<tr>
<td>ESPA 3104</td>
<td>20th Century Puerto Rican Literature</td>
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## RELATED COURSES

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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ESTA 3107</td>
<td>Statistics Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ADSA 3110</td>
<td>Fundamentals of Health Management Services</td>
<td>3</td>
</tr>
<tr>
<td>ASEP 3112</td>
<td>Epidemiological Aspects in Health Practice</td>
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## CORE COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>NURS 4217</td>
<td>Health Policy, Finance, and Regulatory Environment</td>
<td>3</td>
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<tr>
<td>NURS 4218*</td>
<td>Nursing Role in the Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4219*</td>
<td>Nursing Role in Administration and Leadership: Seminar</td>
<td>4</td>
</tr>
<tr>
<td>NURS 4220</td>
<td>Nursing Role in Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4221</td>
<td>Cultural Diversity in the Nursing Profession</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4222*</td>
<td>Nursing Role on Evidence-Based practice: Research Process</td>
<td>3</td>
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</tbody>
</table>
NURS 4223*  Nursing Role in Family Care and the Community  
NURS 4226*  Nursing Seminar: RN to BSN  
NURS 4227*  Nursing Role in Family Care and the Community: Seminar and Project

Total  56

*Courses with pre-requisites.

Core courses and related courses at nursing associate level (48 credits)

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<th>Course Name</th>
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General education at associate degree/postsecondary level

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<tr>
<td>ESPA 2001</td>
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<tr>
<td>ESPA 2002</td>
<td>Basic Spanish II</td>
<td>ESPA 2001 3</td>
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<td>INGL 2101</td>
<td>Basic English I</td>
<td>3</td>
</tr>
<tr>
<td>INGL 2102</td>
<td>Basic English II</td>
<td>INGL 2101 3</td>
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<tr>
<td>MATH 2013</td>
<td>General Mathematics</td>
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<tr>
<td>PSYC 2011</td>
<td>Principles of Psychology</td>
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<td>Bachelor Module</td>
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<tr>
<td>General Education</td>
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<td>Related Courses</td>
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<tr>
<td>Core Courses</td>
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<td><strong>Total</strong></td>
<td><strong>56</strong></td>
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<th>Associated Degree Module</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education</td>
<td>18</td>
</tr>
<tr>
<td>Core and related courses</td>
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<tr>
<td>at nursing associate level</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Gran Total**                      **122 credits**

Total weeks: 60

The student in the program must complete 1,650 hours of outside work.

**MINIMUM GRADE POLICY**

Students enrolled in the program must obtain at least a "C" (70) grade to pass the core courses.

If a person is interested in practicing a regulated profession such as Nursing, they should contact the State Regulatory Agency regarding additional requirements.
# Bachelor in Nursing Sciences RN to BSN (On Line)

## Course Distribution per Semester

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>First Semester</td>
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<tr>
<td>ESTA 3107</td>
<td>Statistics Concepts</td>
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</tr>
<tr>
<td>NURS 4217</td>
<td>Health Policy, Finance, and Regulatory Environment</td>
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<tr>
<td>ADSA 3110</td>
<td>Fundamentals of Health Management Services</td>
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<tr>
<td>QUIM 2209</td>
<td>General Chemistry</td>
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<tr>
<td>CISO 3105</td>
<td>Introduction to the Social Sciences</td>
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<td>Second Semester</td>
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<td>ELECTIVE</td>
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<tr>
<td>NURS 4218</td>
<td>Nursing Role in the Information Systems</td>
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<td>45</td>
</tr>
<tr>
<td>NURS 4219</td>
<td>Nursing Role in Administration and Leadership: Seminar</td>
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<td>ASEP 3112</td>
<td>Epidemiological Aspects in Health Practice</td>
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<td>Third Semester</td>
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<tr>
<td>ELECTIVE</td>
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<td>NURS 4220</td>
<td>Nursing Role in Nutrition</td>
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<td>NURS 4221</td>
<td>Cultural Diversity in the Nursing Profession</td>
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<tr>
<td>NURS 4222</td>
<td>Nursing Role on Evidence-Based practice: Research Process</td>
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<td>45</td>
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<tr>
<td>HUMA 3101</td>
<td>Humanities</td>
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<td>Fourth Semester</td>
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<td>ELECTIVE</td>
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<td>45</td>
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<tr>
<td>NURS 4223</td>
<td>Nursing Role in Family Care and the Community</td>
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<tr>
<td>NURS 4226</td>
<td>Nursing Seminar: RN to BSN</td>
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<td>45</td>
</tr>
<tr>
<td>NURS 4227</td>
<td>Nursing Role in Family Care and the Community: Seminar and Project</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
<td></td>
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</tbody>
</table>
QUIM 2209  GENERAL CHEMISTRY  4 credits

This course is designed to provide students with basic knowledge about the principles regarding the states of matter: solids, liquids and gases. In addition, the course provides students with the opportunity to learn about the periodic table, the electronic theory about different links, the atomic theory, molecular structure, chemical properties and stoichiometry. This course has 90 additional hours of outside work. Students complete an assignment of one of the topics discussed in class to comply with this component. This course required laboratory.

HUMA 3101  HUMANITIES  3 credits

This course guides students in acknowledging fundamental ideas of Western culture by analyzing the contribution of classical Judea-Christian civilization as the foundation of values and a cosmopolitan vision of the civilizations who share the Western culture. Students will also learn about the contributions of specific individuals and others in general through the historical development of humanity in different fields. They will analyze the contributions of historical eras leading to the contemporary times. The study of the traditional eras of history will encourage the students’ reflection regarding the development of Western ideas according to the social historical context where the ideas emerged and evolved until they reflected the cultural reality of humanity in the 20th century and beginning of the 21st century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

CISO 3105  INTRODUCTION TO THE SOCIAL SCIENCES  3 credits

The study of the social sciences includes an introduction to the understanding of social phenomena from a scientific perspective. Students learn how social institutions developed throughout history and their influence in the lifestyles of society and individuals. Therefore, the study of the social sciences trains students to better
understand their social reality, and the endogenous and exogenous forces that affect their self-realization and the community and country in which they live. The course has been designed to introduce the student to the study of relevant theoretical and methodological problems in the social sciences field. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

**ART 3106   ART APPRECIATION**

3 credits

This course provides students with the theory and function of art. It highlights artistic creation as language, the innate trend as artistic expression, and human beings as creators of forms. Students learn the nature of a work of art (artist’s personality and social circumstances), the stages in the history of art, artistic styles and their expression in the visual arts. The course seeks to develop the students’ capacity for critical analysis of various art manifestations. The course includes the study and appreciation of music, theater and cinema as reflections of the artistic and creative sensitivity of humans through history. Students will study the history of Western art within the chronological-historical context, highlighting artistic forms, repetitions, evolutions and main facts. Students will have the opportunity to learn about Puerto Rican art. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

**COMU 3103 EFFECTIVE COMMUNICATION**

3 credits

*Pre requisites: ESPA 2001, ESPA 2002*

In this course, students will develop the necessary skills to foster effective communication. Knowledge of basic concepts of psycholinguistics and acquired effective oral communication strategies will be used to train students to successfully exchange information face to face with their peers. Students will learn different oral presentation techniques; they will identify situations that can affect an effective communication process, and they will critically examine all communicative acts based on the knowledge of the elements and functions of a language. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
HIST 3102  HISTORY OF PUERTO RICO  3 credits

Puerto Rican people through its chronological dimension. Students will analyze the endogenous political and economic forces that have affected the socio-political development of the country. Special emphasis is given to certain milestones in the national history that served as the basis for the development and reaffirmation of the Puerto Rican nationality, in addition to the men and women who contributed to the development from leadership positions as well as the people who contributed with their everyday accomplishments. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

ESPA 3104  20TH CENTURY PUERTO RICAN LITERATURE  3 credits

Pre requisites: ESPA 2001, ESPA 2002

This course introduces students to the detailed study of the stylistic and thematic characteristics of Puerto Rican 20th century literature as a representation of our culture and national identity. The course presents the evolution of the traditional genres of our literature during the twentieth century, its best exponents, recurring themes and presence in the literary epochs. Students will summarize the development of the Puerto Rican literature since its emergence in the nineteenth century. Then students will continue to study the evolution of Puerto Rican 20th century literature. In addition, the course aims to refine the students’ knowledge about literary genres, especially through the study of texts of canonical authors who exemplify the characteristics of the short story, novel, essay, drama, and poetry written during the last century. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

ESTA 3107  STATISTICS CONCEPTS  3 credits

The purpose of this course is to guide students in acquiring knowledge regarding descriptive statistical analysis from an interdisciplinary perspective. Statistics allows gathering information through specific methods that facilitate collection, organization, and summarizing of data with the intention of initiating analysis and graphic interpretation of data to facilitate decision making. Emphasis is given to the basic
concepts of the discipline and to its relationship with quantitative scientific research. Topics studied in this course include 
collection, organization, and presentation of statistical information, frequency 
distribution, central tendency measures, asymmetry, dispersion, and probability 
analysis. It also includes use of Excel and Microsoft Office software as tools for 
presenting data. Therefore, the goal for this course is to facilitate students’ basic 
theoretic and methodical knowledge of statistics in their academic formation. This 
course includes 90 additional hours of outside work. The student will perform the 
assigned external work component activities.

ADSA 3110  FUNDAMENTALS OF HEALTH MANAGEMENT 3 Credits
SERVICES

This course provides students with the basic principles for health services management. Students learn about management theories of the health field, leadership types and 
styles, and characteristics of a good leader, in addition to organizational changes that 
enable improved teamwork and other goals. Finally, students are introduced to the 
interdisciplinary work model, Team STEPPS, as a tool to develop the administrative 
skills needed to provide adequate health services. This course has 90 additional hours 
of outside work. The students will perform a special assignment regarding a topic 
related to the course.

ASEP 3112  EPIDEMIOLOGICAL ASPECTS IN HEALTH PRACTICE 3 credits

This course provides students with the basic principles of basic epidemiology. The 
course includes study of epidemiology types used to determine the most adequate type. 
In addition, the course includes study of the principle uses of epidemiology, health 
determinants, and the importance of epidemiology in the health field. This course 
includes 90 additional hours of outside work. The student will perform a special 
assignment regarding a topic related to the course.

NURS 4217  HEALTH POLICY, FINANCE, AND REGULATORY ENVIRONMENTS 3 credits

The purpose of this course is to examine the fundamentals of health policy, the financial 
structure of the health systems, and regulatory environments that have an impact on 
nursing practice and care to the individual, family, and community as patients, while
emphasizing on those issues affecting the health policy and the focus on the influence of
the nursing profession in policy matters and regulations. This course has 90 additional
hours of outside work. The student will complete the assigned outside work activities.

NURS 4218  NURSING ROLE IN THE INFORMATION
SYSTEMS  
3 credits
Pre requisite: NURS 4217

In this course, the student will examine the role of nursing in the integration of
competences and skills of health information systems with the adaption to new
technologies. They will assess the main issues related to information technology in
nursing, ethical and legal controversies, and quality and patient safety. Also, they will
analyze the impact of technology on the use of electronic medical records and their
integration in healthcare settings. They will also discuss about the evolution of
technology and the impact of information technology on the future of nursing. This
course has 90 additional hours of outside work. The student will complete the assigned
outside work activities.

NURS 4219  NURSING ROLE IN ADMINISTRATION AND
LEADERSHIP: SEMINAR  
4 credits
Pre requisite: NURS 4217

In this course, the student will analyze the fundamentals of leadership and
management in health services. Emphasis is placed on the application of advanced
communication skills in collaboration with the multidisciplinary team. The different
types of leadership, the characteristics of a leader, and organizational changes for a
better teamwork will be discussed. They will also evaluate the leadership theories and
models to foster safe environments and effective work. Through the seminar, they will
apply the problem solving step methods to address complex issues within health
organizations. This course has 120 additional hours of outside work. The student will
complete the assigned outside work activities.
NURS 4220  NURSING ROLE IN NUTRITION  

In this course, the student will analyze the nurse role and care in the estimate, analysis, and intervention of the nutritional needs at all stages of the life cycle. Emphasis is placed on the discussion of essential nutrients and the importance of the food pyramid for nutritional health maintenance. Also, they will analyze the influence of food in weight control, health problems, and the most common diseases. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 4221  CULTURAL DIVERSITY IN THE NURSING PROFESSION  

During this course, the student will examine the influence of cultural diversity in the nursing practice with the patient, individuals, towns, and communities. They will analyze the impact of cultural diversity, beliefs, values, and influence in health care and nursing practice. They will explore their own cultural beliefs related to health care, customer behaviors, cultural perspective, and cross-cultural communication barriers. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 4222  NURSING ROLE ON EVIDENCE-BASED PRACTICE: RESEARCH PROCESS  

Pre requisite: ESTA 3107

In this course, students will appreciate the historical evolution of research and evidence-based practice and role in the nursing profession. They will analyze phases of the research process and the ethical and legal aspects in order to use the research findings in their clinical practice. They will discuss the characteristics of qualitative and quantitative research and analyze the results of research articles and their impact on the nursing profession. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.
NURS 4223  NURSING ROLE IN FAMILY CARE AND THE COMMUNITY  4 credits

The student will apply the theoretical and empirical knowledge in the use of the nursing process in populations and community environments to promote, maintain, and restore health. The students will examine the roles and various scenarios of professional nursing and public health community during the assessment phase, applying research skills, effective communication, and the satisfaction of health needs of populations and communities. Twenty-five percent of the contact hours will be used in laboratory skills. This course has 120 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 4226  NURSING SEMINAR: RN TO BSN  3 credits

In this course, the students will integrate concepts, skills, and abilities developed through their academic training in the Bachelor in Nursing Science from RN to BSN bridge program. They will appreciate the nurse profession’s evolution and future tendencies during their practice of the nursing profession. They will evidence the importance of the administration and the impact of an evidence-based practice in the nursing profession. They will argument about the principles and controversies of the information systems and their impact on health services and the nursing practice. They will also integrate knowledge and critical thinking skills, clinical judgment, cultural diversity, legal aspects, towns, and communities during their nursing practice. This course has 90 additional hours of outside work. The student will complete the assigned outside work activities.

NURS 4227  NURSING ROLE IN FAMILY CARE AND THE COMMUNITY: SEMINAR AND PROJECT  2 credits

The student will exercise the theoretical and empirical knowledge in the development of educational care plan and actions to promote, maintain, and restore health in populations and communities. They shall apply the roles of professional community nursing and public health in the different scenarios in the evaluation, applying research
skills, effective communication, and meeting the health needs of populations and the
community. This course has 60 additional hours of outside work. The student will
complete the assigned outside work activities.
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